****

**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR FOUR**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF PURE AND APPLIED SCIENCES**

**FOR THE DEGREE OF BACHELOR OF INFORMATION SCIENCE**

**COURSE CODE: INS 451**

**COURSE TITLE: ARCHIVES MANAGEMENT II**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 18/08/2021 TIME: 3.00-5.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. Discuss any five roles of archives in the society (15 marks)
2. Using examples explain how archives are utilized in research development (15 marks)

**QUESTION TWO**

1. Explain any four key functions of an archivist distinct from a record manager (8 Marks)
2. What are some of the challenges facing archives management in Kenya? (12 Marks)

**QUESTION THREE**

Discuss any five archive’s policies and legislation applicable in management of archives in Kenya (20 Marks)

**QUESTION FOUR**

1. Explain the composition of an archive Management programme in the context of Kenya (10 Marks)
2. Discuss the procedures followed to establishment of archives (10 Marks)

**QUESTION FIVE**

1. What do you understand by the concept of standards and best practices in archives Management? (10 Marks)
2. Explain relevance of ICT in archives management (8 Marks)
3. Explain any two –software used in Archives management (2 Marks)