



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)
University Examinations for 2013/2014

SCHOOL OF HUMANITIES

DEPARTMENT OF LINGUISTICS AND LANGUAGES
Examination for Diploma in Information Studies – Year 2

ARCHIVAL STUDIES

Date: 22/7/2014

Time: 2 HRS

INSTRUCTIONS:

Answer all questions

1. Highlight five characteristics of an ideal registry. (10 marks)
2. In relation to the storage of records, explain five advantages of using open shelves in a registry. (10 marks)
3. Explain the stages that a record undergoes during its lifetime. (10 marks)
4. Describe five methods of records disposal. (10 marks)
5. Describe five common causes of inefficient filing in offices today. (10 marks)
6. Explain five indicators of a poorly managed registry system in an organization. (10 marks)
7. Explain five advantages of operating a decentralized registry system. (10 marks)
8. Explain the factors to consider in acquiring storage equipments. (10 marks)
9. Explain the disadvantages of a rolled plan files. (10 marks)
10. Explain five advantages of conduction a records survey. (10 marks)