



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations for 2013/2014

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF LINGUISTICS AND LANGUAGES

Diploma in Information studies – Year 1

ARCHIVAL STUDIES

Date:

Time:

INSTRUCTIONS

Answer all questions

1. Define the following terms as used in archival operations.
 - i. Archive
 - ii. Semi public record
 - iii. Manuscript
 - iv. Curator
 - v. Electronic based record. (10 marks)
2. Describe the life cycle of a business record. (10 marks)
3. Describe five duties of a records manager. (10 marks)
4. Highlight five advantages of centralized registry. (10 marks)
5. Explain five types of registries you know. (10 marks)
6. Highlight any five features of an ideal registry. (10 marks)
7. Describe the filling procedure used in record management. (10 marks)
8. Highlight the advantages of alphabetical over the other forms of filling. (10 marks)
9. Describe five merits of record survey. (10 marks)
10. Explain any five duties of a filling clerk. (10 marks)