



MACHAKOS UNIVERSITY COLLEGE

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

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF SOCIAL SCIENCES

Examination for Diploma I in Information Studies

INTRODUCTION TO INFORMATION SYSTEMS AND SERVICES

Date: 24/7/2014

Time: 8:30 AM

INSTRUCTIONS:

Answer all questions

1. (a) Define the following terms
 - (i) Record
 - (ii) Archives
 - (iii) Archives Management
 - (iv) Library
 - (v) Records Management(2 marks each)
2. Highlight the evolution Archives development in Kenya (10 marks)
3. List and explain the challenges experienced in the evolution of archival services. (10 marks)
4. Explain any five types of archives. (10 marks)
5. Outline the roles of archives in society (10 marks)
6. Identify any five types of information centres and giving two functions of each. (10 marks)
7. List and explain five methods of acquiring archives. (10 marks)