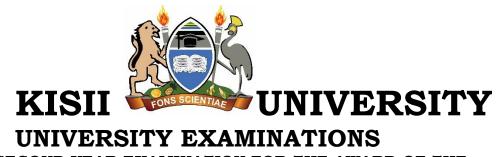
<u>INS 210</u>



# SECOND YEAR EXAMINATION FOR THE AWARD OF THE

#### **DEGREE OF BACHELOR OF INFORMATION SCIENCE**

#### FIRST SEMESTER, 2023/2024

#### (AUGUST-DECEMBER, 2023) INS 210: ARCHIVES ADMINSTRATION

#### STREAM: Y2S1 DAY: THURSDAY, 12.00-2:00 PM

TIME: 2 HOURS DATE: 16/11/2023

#### INSTRUCTIONS

- 1) Do not write anything on this question paper.
- 2) Answer Question ONE [Compulsory] and any other TWO Questions

#### **Question One**

a) Define the following terms:

- i) Archives,
- ii) Records; '
- iii) search room;
- iv) Respect des fonds and provenance {5mks}
- b) What is the purpose of description of archives {10mks}
- c) What is the role of the archival institution in its society (15Mks?)

### Section B

#### **Question Two**

a) Explain any four groups of activities performed in most archival institutions {10mks}

b) Show ways a national archives is related to community archives (10mks)

### **Question Three**

b) Explain how peo	ople and organizations use archives	{15mks}
a) What is the pur	pose of an archival mission statement?	{5mks}

## **Question Four**

- a) Explain the process of accession of records in archival institutions{10mks}
- b) what conditions must be in place for accessioning processes to be effective, {10mks}

## **Question Five**

- a) Suggest features of an access policy for an archivel institution {10 mks}
- b) Explain the stages a researcher that visit to an archives goes through {10mks}