



KISII UNIVERSITY
UNIVERSITY EXAMINATIONS
SECOND YEAR EXAMINATION FOR THE AWARD OF THE
DEGREE OF BACHELOR OF INFORMATION SCIENCE

FIRST SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)
INS 210: ARCHIVES ADMINISTRATION

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

- a) What is the purpose of an archival mission statement? {5mks}
- b) Explain how people and organizations use archives {15mks}

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 archival institution {10 mks}
- b) Explain the stages a researcher that visit to an archives goes through {10mks}