



UNIVERSITY EXAMINATIONS
SECOND YEAR EXAMINATION FOR THE AWARD OF THE
DEGREE OF BACHELOR OF IN INFORMATION SCIENCE
FIRST SEMESTER 2022/2023
[SEPTEMBER-DECEMBER, 2022]

INS 210: ARCHIVES ADMINISTRATION

STREAM: Y2S1

TIME: 2 HOURS

DAY: FRIDAY, 12:00 – 2:00 PM

DATE: 23/12/2022

INSTRUCTIONS

- 1. Do not write anything on this question paper.**
- 2. Answer question ONE and any other TWO questions.**

1. a) Explain the meaning of the term archives. (2marks)
- b) Discuss the uses of archives in society. (10marks)
- c) State and explain distinguishing features of any three types of archival institutions. (10marks)
- d) Explain the main elements of an archival inventory. (8marks)
2. a) State and explain similarities and differences between a government and an Activist Archival institutions. (14marks)
- b) State any five obligations of archives. (10marks)
- 3 a) Discuss the purpose for arrangement and description of archives. (10marks)
- b) What role does the principle of provenance and original order play in the arrangement of archives. (10marks)
- 4 a) Discuss any five roles of an archivist in provision of archival services. (10marks)
- b) Discuss features of community archives. (10marks)
- 5 a) Explain using examples how governance of an archives influence acquisition. (10marks)
- b) What are the main functions of the Kenya National archives. (10marks)