



UNIVERSITY EXAMINATIONS

SECOND YEAR EXAMINATION FOR THE AWARD OF THE DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY

FIRST SEMESTER 2023/2024

[JAN – APRIL, 2024]

INS 210: ARCHIVES ADMINISTRATION

STREAM: Y2 S1

TIME: 2 HOURS

DAY: MONDAY, 12:00 - 2:00 P.M.

DATE: 22/04/2024

INSTRUCTIONS

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

QUESTION ONE

- Explain the principle of original order in an archival set up (10 marks)
- Discuss the five competencies of an archivist to effectively do this job (10 marks)
- Discuss the critical place occupied by the national archives in every country's national information infrastructure (10 marks)

QUESTION TWO

- Archives and records are a strategic resource, discuss (10 marks)
- Explain why the arrangement and description of the archives are pillars of archival work (10 marks)

QUESTION THREE

- Explain the core functions of archives (10 marks)
- Suggest strategies archival institutions can use to promote archives administration in a country (10 marks)

QUESTION FOUR

- Explain the principle of provenance with a reference to its impact on archival arrangement and description (10 marks)
- Discuss the key components of an archives acquisition policy (10 marks)

QUESTION FIVE

- a) Discuss five problems that may be experienced by an archival institution which has no acquisition policy for its collections (10 marks)
- b) Explain how outreach services are conducted by archival institutions (10 marks)