



COURSE CODE: LIS 310

COURSE TITLE: RECORDS MANAGEMENT AND ARCHIVES ADMINISTRATION

CREDIT UNIT: 2

TIME ALLOWED: 2HOURS 15 MINUTES

INSTRUCTION: ANSWER QUESTION ONE AND ANY OTHER TWO

QUESTION ONE

(1a) As a record manager in your organization, based on your knowledge how would you describe the records management maturity level? **(5marks)**

(1b) List and explain the **Five (5)** characteristics that are typical for the five levels of Records Maturity Model **(25marks)**

QUESTION TWO

(2 a.) Give a complete listing of the activities involved in records management practices **(6marks)**

(2b.) What are the procedures before accessioning records upon their arrival at the archival institution? **(14marks)**

QUESTION THREE

Using examples identify and describe **five (5)** types of archives as taught in the course. **(20marks)**

QUESTION FOUR

Discuss in detail the following principles of Archives:

- (a) Respect for Original Order (10 marks)
- (b) Provenance (10 marks) **(20 Marks)**

QUESTION FIVE

(5a) Describe Jenkinson's theory of archive taught in the course. **(12marks)**

(5b) As Director of the National Archive, you got a request from the NOUN's Department of Library and Information Science to send students to the National Archive to consult vital records. Reply with detailed guidance on how to access the records. **(8marks)**