



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business and Humanities Certificate Examinations

NOV-DEC 2021 SERIES

PROGRAMME

NCRIM, CRM

PAPER NAME

INTRODUCTION TO ARCHIVES MANAGEMENT

PAPER CODE

NCRM213, CAM2103

YEAR II, SEMESTER I

2½ HOURS

TUESDAY, 25TH JANUARY, 2022

INSTRUCTIONS TO CANDIDATES.

1. This paper consists of **two** sections **A** and **B**.
2. Section **A** is compulsory and carries **20** marks.
3. Section **B** consists of **six** questions. Answer only **four** questions from this section.
4. All questions carry equal marks.
5. All answers to each question should begin on a fresh page.
6. **Do not** write on this question paper.
7. All answers and rough work should be done in the official answer booklet provided.
8. Read other instructions on the answer booklet.

SECTION A – (20 MARKS)

Answer all questions in this section

Question One

- (a) Define an **Archival Institution**. (02 marks)
- (b) Outline **three** examples of audio-visual materials managed in an archive. (03 marks)
- (c) List **two** personnel who manage archival materials. (02 marks)
- (d) Identify **three** elements found on an accession register of the archive. (03 marks)
- (e) Distinguish **public archives** from **private archives**. (02 marks)
- (f) Outline **two** types of indices that are developed as archival finding aids. (02 marks)
- (g) Give **two** uses for archival records in an organisation. (02 marks)
- (h) List **two** examples of legislation followed in an archival institution. (02 marks)
- (i) Define the term **records appraisal** as used in records management. (02 marks)

SECTION B – (80 MARKS)

Answer only four questions from this section

Question Two

PLC University has hired you as a professional Information Officer to help in the selection of candidates who had applied to work in the archives.

- (a) Identify any **five** professionals you would consider to do the work. (10 marks)
- (b) Examine **five** roles played by the selected team. (10 marks)

Question Three

- (a) Identify **five** forms of items found in archive centres. (10 marks)
- (b) Describe **five** principles followed in the management of items in archive centres. (10 marks)

Question Four

MM is an archivist in a bank. One of his roles is to dispose off records.

- (a) Examine **five** methods MM uses in carrying out his role. (10 marks)
- (b) Discuss **five** merits enjoyed by the bank due to fulfilment of the above role. (10 marks)

Question Five

Neem Archives Centre hired JJ as a professional Archivist and assigned him a duty of preserving archives.

- (a) Explain **five** methods JJ should use in executing his duty. (10 marks)
- (b) Discuss **five** importance of having JJ's duty performed. (10 marks)

Question Six

You are recruited to work in a records centre as an Assistant Archivist and you are required to carryout records appraisal.

- (a) Explain **five** importance of carrying out the above activity. (10 marks)
- (b) Discuss **five** dangers which materials in the above centre are prone to. (10 marks)

Question Seven

- (a) Examine **three** differences between archives and records centres. (06 marks)
- (b) You are working as a volunteer at the National Museum. Students from KLM College who are on a study tour approached you to take them through organisational arrangement of archives and factors to consider when storing archives. As someone responsible;
 - (i) Explain **three** ways of arranging the above facility to these students. (06 marks)
 - (ii) Examine **four** factors to consider when storing items in the above facility. (08 marks)

END