UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
END OF SEMESTER TWO EXAMINATIONS ACADEMIC YEAR 2025/2026

DEPARTMENT	:	**MGT**
YEAR OF STUDY	:	**TWO**
PROGRAM	:	**REC**
COURSE	:	**ARCHIVES ADMINISTRATION & MANAGEMENT**
COURSE CODE	:	**RAM 2203**
DATE	:	**FRIDAY 26TH, JUNE, 2026**
TIME	:	**14:00-17:00 HOURS**
DURATION	:	**3 HOURS**

INSTRUCTIONS:

i. This paper consists of **TWO** sections, **SECTION A & B**
ii. Answer **FOUR (4)** Questions in all.
iii. Section A is **COMPULSORY**, Answer any **THREE** questions from **Section B**
iv. Credit will be given for the use of relevant examples and illustrations.
v. Mobile phones are **NOT** allowed in the exam room.
vi. **DO NOT** write anything on this question paper, rough work should be done in the answer booklet and cancelled through.
vii. Start a new number on a new fresh page.

SECTION A: (THIS SECTION IS COMPLSORY)

Question One

Choose the MOST appropriate answer from the following MCQs;

1. Which ethical principle requires archivists to preserve records in their original form and context?
   A. Provenance
   B. Accessibility
   C. Confidentiality
   D. Outreach

2. An archivist discovers that a donor has imposed restrictions that limit access to records of significant public interest. The archivist's most appropriate action is to:
   A. Ignore the restrictions
   B. Destroy the records
   C. Balance donor agreements with professional and legal obligations
   D. Release the records immediately

3. The concept of accountability in archival ethics is best demonstrated through:
   A. Maintaining audit trails and documentation of archival actions
   B. Limiting access to records
   C. Increasing storage space
   D. Outsourcing archival services

4. Which of the following poses the greatest long-term threat to paper-based archival collections?
   A. Proper shelving
   B. Controlled temperature
   C. Fluctuating environmental conditions
   D. Use of archival boxes

5. Preventive conservation differs from remedial conservation because it focuses on:
   A. Repairing damaged records
   B. Replacing records
   C. Preventing deterioration before damage occurs
   D. Digitizing all records

6. The preservation strategy that reduces handling of original records while maintaining access is:
   A. Encapsulation
   B. Appraisal
   C. Digitization
   D. Fumigation

7. Which factor should be given highest priority during disaster preparedness planning for archives?
   A. Office furniture
   B. Vital and irreplaceable records
   C. Administrative correspondence
   D. Staff schedules

8. In archival conservation, deacidification is primarily intended to:
   A. Increase storage capacity
   B. Neutralize harmful acids in paper records
   C. Improve indexing
   D. Enhance classification

9. Which statement best reflects the relationship between access and preservation?
   A. Preservation and access are mutually exclusive
   B. Access should always take precedence
   C. Preservation should always take precedence
   D. Both must be balanced to ensure long-term usability of records

10. The most effective archival outreach program is one that:
    A. Focuses only on researchers
    B. Targets diverse user communities and stakeholders
    C. Restricts participation
    D. Emphasizes revenue generation

11. Which outreach activity is most likely to increase public appreciation of archives?
    A. Disposal scheduling
    B. Public exhibitions and educational programs
    C. Restricting access
    D. Internal audits

12. The success of an archival outreach program is best measured through:
    A. Staff promotions
    B. Increased awareness, use, and engagement with archival resources
    C. Number of storage rooms
    D. Reduction in archival holdings

13. Archival guides are primarily developed to support:
    A. Records destruction
    B. Resource allocation
    C. Intellectual control and access
    D. Budget preparation

14. Which element of an archival guide enables researchers to determine the relevance of a collection before consulting it?
    A. Scope and content note
    B. Shelf number
    C. Security classification
    D. Acquisition date

15. A finding aid that lists records hierarchically according to their arrangement is known as:
    A. Repository guide
    B. Inventory
    C. Accession register
    D. Disposal schedule

16. The principle of provenance is most directly reflected in:
    A. Archival exhibitions
    B. Arrangement and description of records
    C. Preservation planning
    D. Disaster management

17. An archivist who selectively provides access to records based on personal preferences violates the ethical principle of
    A. Equity and impartiality
    B. Conservation
    C. Provenance
    D. Custody

18. Which preservation approach addresses risks from technological obsolescence in digital archives?
    A. Rebinding
    B. Migration and format conversion
    C. Fumigation
    D. Lamination

19. A repository-wide guide differs from a collection-level guide because it:
    A. Describes an entire archival institution and its holdings
    B. Focuses on a single series of records
    C. Contains only administrative records
    D. Is used exclusively by staff

20. Which statement best summarizes the role of archival administration in modern organizations?
    A. It focuses solely on storage of records.
    B. It integrates ethical stewardship, preservation, access, and public engagement.
    C. It is concerned only with historical documents.
    D. It primarily supports financial management activities.

SECTION B (ANSWER ONLY 3 QUESTIONS FROM THIS SECTION)

Question Two

The Uganda National Archives Repository is experiencing deterioration of its collections, and the recently conducted assessment indicated that poor storage environmental conditions are contributing to the damage of the archival materials. As records management expert;

a) Explain to them five (5) environmental factors that are leading to the deterioration of archival materials in the repository above **(10 Marks)**

b) Discuss any five (5) suitable environmental control measures that management of the repository should adopt to protect the archival collections from further damage. **(10 Marks)**

Question Three

The archival repository of UICT is experiencing overcrowding, equipment breakdowns, poor retrieval efficiency, and weak safeguarding systems due to increased records intake, creating the need to review and improve storage systems and overall equipment management. Now you have been contracted to put it right and your first task is brief management on what is required. In view of this;

a) Brief Management about any five (5) appropriate repository equipment needed to address these operational challenges in the repository above **(10 Marks)**

b) Describe to them any five (5) comprehensive equipment management strategy for addressing the operational challenges in the archival repository above. **(10 Marks)**

Question Four

The National Archives Centre is managing an expanding audio-visual collection within its archival holdings, requiring effective identification, preservation, and long-term access to the materials, and as professional in field you are expected to provide some advice. In view of this;

a) State for them the four (4) types of audio-visual materials in archival institutions. **(02 marks)**

b) Discuss for them four (4) challenges affecting the preservation and management of audio-visual archives. **(08 marks)**

c) Propose to them any five (5) comprehensive management strategies for long-term preservation and accessibility of audio-visual archives **(10 Marks)**

Question Five

Uganda National Archives has recently undertaken a strategic review to assess its contribution to preserving documentary heritage and supporting research, education, and accountability. The review revealed that although the institution possesses valuable archival collections, it has not fully achieved its mandate of serving diverse user groups and ensuring broad access to archival information. In view of this;

a) Identify and explain **five (5) methods** that can be used to promote archival services and increase public engagement with archival institutions. **(10 Marks)**

b) Discuss **five (5) challenges** that may hinder the successful implementation of programmes aimed at promoting archival services and increasing access to archival resources. **(10 Marks)**

Question Six

You have been assigned by your supervisor in a national archival institution to strengthen records control and documentation systems within the repository. The assignment involves developing and improving key archival tools and procedures to support the proper management of newly received records. As an Archivist;

a) Explain any five (5) advantages of an accession register in archival management **(10 Marks)**

b) Describe any five (5) finding aids used in archives, giving relevant examples. **(10 Marks)**

Question Seven

The Uganda Broadcasting Corporation (UBC) management is reviewing the operations of its records and information centre In a recent meeting, issues were raised regarding how materials are organized and how staff responsibilities are structured within the centre. As the Archivist, you were invited to provide professional input on improving the system.

a) Explain five (5) types of arrangements used in organizing materials in the centre. **(10 Marks)**

b) Discuss five (5) roles of personnel working in the centre. **(10 Marks)**

****GOOD LUCK****