

3817/202

ADMINISTRATIVE HISTORY

November 2010

Time: 3 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL
HIGHER DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

MODULE II

ADMINISTRATIVE HISTORY

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of SIX questions.

Answer QUESTION 1 and any other THREE questions.

Question 1 carries 40 marks.

All other questions carry 20 marks each.



This paper consists of 4 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

1. *Read the following case and answer the questions that follow.*

WAZALENDO BANK

Wazalendo Bank was established in 1960 as a savings bank in the city of Bwayo. The management of the bank was planning for 50 years anniversary celebrations. This made everyone in the bank excited. Preparations for the celebrations were in top gear and every staff member was given specific duties to perform.

The Bank Chairman's personal assistant was assigned the duty of writing a speech for the Chairman. To this end, he embarked on finding the most appropriate source of information for the administrative history of the bank. He approached the bank's records management department for the purpose of accessing the banks archives in order to extract the relevant information. He was informed that the records of the bank between 1960 to 1970 do not exist in complete series.

With only a few months remaining to celebrations, the personal assistant was faced with the dilemma of where to find information that can assist him in writing the administrative history of the bank. The personal assistant and the records manager decided to work together to see how they could trace the missing records of the bank. Initial efforts of this task were frustrated by the fact that there were no records to fill up the gaps.

From the scanty records available, they discovered that the bank started as a savings bank with a small staff of about twenty staff. The scanty records indicated that the bank's human resources establishment grew from 20 staff to 100 staff by 1984. The records further indicate that, the bank opened two more branches in major towns. The bank's mandate, according to the available information, had expanded in 1969 to include current accounts, credit lines and investment.

The personal assistant learnt from his research that the bank was once known as Smithsdoor Credit between 1960 to 1969. Later it was taken over by a housing and finance equity bank known as Wall White Equity Finance for a period of five years. The available records indicate that a group of businessmen, calling themselves Wazalendo, later on bought the majority shares in the bank and changed its name to Wazalendo Bank.

Since then, the bank's growth has been tremendous, leading to the opening of many branches as well as trading in stocks on the stocks exchange market. According to a report written by the Capital Markets Authority in 1995, the bank's total value is about ten billion shillings and was once one of the blue chip companies on the stock exchange market.

As the anniversary approached, the bank's Chief Executive Officer's list of invited guests was compiled by the public relations manager. Among the invited guests was the director of the national archives who was to give the key note address.

- (a) The personal assistant was instructed to write a speech for the Bank Chairman that includes the administrative history of Wazalendo Bank.
Analyze the sources of information that he should use to write the speech. (10 marks)
- (b) Explain the reasons that may have necessitated the invitation of the director of the national archives to give a key note address during the 50 years anniversary celebrations. (10 marks)
- (c) Analyze the ways in which the administrative changes of the bank may have affected the management of its records. (8 marks)
- (d) Evaluate the role of Wazalendo Bank's records and archives in the management of the bank. (12 marks)
2. (a) Analyze the ways in which information contained in policy documents of an organization may be used in writing its administrative history. (10 marks)
- (b) Explain the challenges that one may encounter when writing the administrative history of the Turkana. (10 marks)
3. (a) Explain the challenges of using oral sources of information in writing the administrative history of an organization. (10 marks)
- (b) Analyze the changes in the administrative structure of Kenya during the colonial period that may have influenced the constitution making of the country just before independence. (10 marks)
4. (a) Describe the administrative structure of the Swahili people during the pre-colonial period in Kenya. (10 marks)
- (b) Discuss the ways in which poor records keeping may affect the writing of the administrative history of an organization. (10 marks)
5. (a) Analyze the impact of the provincial administration on records management in Kenya during the colonial period. (10 marks)
- (b) The Interim Independent Boundaries Review Commission (IIBRC) is currently reviewing the administrative boundaries of the country.
Analyze the ways in which the colonial administrative structure may affect the commission's review process. (10 marks)

6. (a) Explain the reasons why private archives in Kenya may constitute a major source of information for writing the administrative history of Kenya. (10 marks)
- (b) In the recently released census, it was observed that Kenya's population is increasing at a rate of one million a year. Explain the ways in which this situation may affect the management of births and deaths records. (10 marks)



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