

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART I FIRST SEMESTER EXAMINATIONS JANUARY 2013

IRA 1102 ARCHIVES AND MANUSCRIPTS MANAGEMENT I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY **FOUR** QUESTIONS FROM THE FOLLOWING.
2. EACH QUESTION CARRIES **25 MARKS**.

1. "Archives are often viewed as records that are old, decaying and musty" (Cox, 1992: 1) Discuss the statement, giving any five (5) reasons that justify the rationale of keeping archives. [25 marks]
2. Distinguish between records management and archival management. [25 marks]
3. Critique the methods of archival acquisition used at the National Archives of Zimbabwe and suggest possible solutions. [25 marks]
4. Using your knowledge of components of the Accessions Register, discuss the importance of accessioning. [25 marks]
5. Arrangement and description of archives are guided by the principle of 'respect des fonds.' Discuss. [25 marks]
6. Explain any five (5) aspects of the reference process in archives that have been impacted by the use of ICT. [25 marks]

