

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART 1 SECOND SEMESTER JULY 2013 SUPPLEMENTARY EXAMINATIONS

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 A TOTAL OF **25 MARKS**.

1. Explain any five criteria that determine what should be included in an acquisition policy. [25 marks]
2. Discuss the role of an archivist as a professional in society. [25 marks]
3. Provenance and original order are key archival principles that guide arrangement and description in order for archivists to exercise physical and intellectual control of holdings. Discuss. [25 marks]
4. 'Finding aids are signposts that guide the user to the collections'. Discuss [25 marks]
5. The use of ICT has changed the way archival institutions market their services. Discuss this statement in relation to any five (5) outreach/public programs. [25 marks]
6. Discuss the influence of T R Schellenberg with special emphasis on archival theory and practice. [25 marks]

END OF PAPER