

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 2014 SUPPLEMENTARY EXAMINATIONS

IRA 1102 ARCHIVES AND MANUSCRIPTS MANAGEMENT

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER ANY FOUR QUESTIONS.
2. EACH QUESTION CARRIES 25 MARKS.

1. Discuss the view that archives represent the memory of a nation, organization or individuals and that their value is not limited by time. [25 marks]
2. Explain with relevant examples from your country, how you would go about designing an acquisition policy of an in house or a collecting archives or a combination of both. [25 marks]
3. Critique the notion that custody of archival materials without access is not complete and it has no aim and its purposes are not clear. [25 marks]
4. Archival arrangement and description are guided by key archival principles of provenance and original order. Discuss [25 marks]
5. Explain any five (5) ways in which ICT has applied in the provision of reference services in archives. [25 marks]
6. Explain archival codes of ethics that govern the work of archivists in archival institutions. [25 marks]

END OF PAPER