

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 JANUARY 2013 EXAMINATIONS

IRA 1103 COLLECTION DEVELOPMENT AND MANAGEMENT IN ARCHIVES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

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1. Discuss any five major methods used in the acquisition of archives [25 marks]
 2. Discuss any five elements of a collection development policy [25 marks]
 3. Explain the concept of an appraisal strategy and show how such a strategy is important for the effective management of records [25 marks]
 4. "De-accessioning is a messy, subjective and controversial topic for archivists" (Green, 2006)
Discuss [25 marks]
 5. Discuss any five ways in which archivists can promote access to and use of archival collections [25 marks]
 6. 'Records retention schedules are critical components of a records and information management programme'. Discuss [25 marks]

END OF PAPER

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BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART I FIRST SEMESTER 2013 SUPPLEMENTARY EXAMINATIONS

IRA 1103 COLLECTION DEVELOPMENT AND MANAGEMENT IN ARCHIVES

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

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

1. Discuss any five major methods used to acquire archival collections [25 marks]
2. You have been asked to write a collection development policy for a university archives. Discuss the major issues that you would include in such a policy and why [25 marks]
3. Explain the process of archival appraisal and show its importance in developing archival collections. [25 marks]
4. Discuss the basic storage conditions for an archival building, explaining why it is necessary that an archival building should meet these conditions. [25 marks]
5. Discuss the selection criteria for building an audio visual archival collection [25 marks]
6. Discuss any five ways in which archivists can promote access to and use of archival collections [25 marks]

END OF PAPER