

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 DECEMBER 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. With reference to various types of archives, discuss any five elements of a collection development policy, revealing how each element is necessary in building a collection of such archives [25 marks]
 2. Discuss the role of appraisal in archival collection development [25 marks]
 3. Discuss the following five methods of acquiring materials, revealing the benefits and challenges posed by each method: purchases, legal deposits, gifts and donations, bequest. [25 marks]
 4. Using practical examples, discuss outreach strategies that can be employed by archival institutions in promoting access and use of archives. [25 marks]
 5. Discuss the role of records retention schedules in records management programmes. [25 marks]
 6. Discuss the role played by finding aids in facilitating access to an archival collection. [25 marks]

END OF PAPER