

# NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART I SECOND SEMESTER 2014 SUPPLEMENTARY EXAMINATIONS

IRA 1201 ARCHIVES AND MANUSCRIPTS MANAGEMENT II

TIME: 3 HOURS

## INSTRUCTIONS TO CANDIDATES

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

1. Critique the following methods of acquiring archival materials, showing the benefits and challenges posed by each method:

- a) purchases
- b) legal deposits
- c) gifts
- d) donations
- e) bequest

[25 marks]

2. Explain the importance of archival diplomatics to current archival practices and trends.

[25 marks]

3. Using an appraisal methodology of your choice, explain the challenges associated with the application of the chosen methodology by archival institutions to appraise public records

[25 marks]

4. What are the various methods by which an archival institution can facilitate retrieval and access to an archival collection?

[25 marks]

5. Explain the role played by the archival theory in building an archival collection.

[25 marks]

6. Discuss the role of archives and archivists in building an archival collection. [25 marks]

END OF PAPER