

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART II SECOND SEMESTER MAY 2008 EXAMINATIONS

IRA 2210 ARCHIVES AND MANUSCRIPTS MANAGEMENT I

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. a). Differentiate among Public Archives, Private Archives and Historical Manuscripts. **[9 marks]**
b) Show the historical development of the Archives and Manuscript collection at the National Archives of Zimbabwe (NAZ). **[16 marks]**
 2. Justify the rationale for Archives in a nation-state of your choice. **[25 marks]**
 3. Design an acquisition policy for either an in-house archives or a collecting archive or a combination of both repositories of your own choice restricting yourself to your own country. **[25 marks]**
 4. Arrangement and description have been described as the heart of the archivists' work and potentially the most stimulating archival activities. Discuss. **[25 marks]**
 5. Describe in detail the role of the principle of "respect des fonds" in the arrangement of archival materials. **[25 marks]**
 6. Write short notes on the following archival terms:
a) Archives **[5 marks]**
b) Group **[5 marks]**
c) Subgroup **[5 marks]**
d) Item **[5 marks]**
e) Accrual **[5 marks]**
[Total 25 marks]

END OF PAPER