

# 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 JUNE 2008 SUPPLEMENTARY 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. Discuss the professional role of an archivist as a public servant in your country. **[25 marks]**
  2. Differentiate between administrative and intellectual control of archives. **[25 marks]**
  3. Write short notes on each of the following as used in the archives and manuscripts management environment:
    - a) Respect des Fonds **[5 marks]**
    - b) Provenance **[5 marks]**
    - c) Original Order **[5 marks]**
    - d) Record group and Subgroup **[5 marks]**
    - e) Series **[5 marks]****[Total 25 marks]**
  4. Critique the methods of archival acquisition used at National Archives of Zimbabwe. **[25 marks]**
  5. Discuss the challenges, principles and ethics of the archival profession. **[25 marks]**
  6. Discuss the view that archives represents the memory of a nation, organisation or individuals and that their value is not limited by time. **[25 marks]**

**END OF PAPER**