

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN RECORDS AND ARCHIVES MANAGEMENT

PART IV SECOND SEMESTER MAY 2008 EXMINATIONS

IRA 4208 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**
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1. Critically discuss the major ethical concerns to providing access to archival collections. **[25 marks]**
2. Other than primary and secondary values, what other criteria can be considered for selecting archival materials. **[25 marks]**
3. Having been given the responsibility to recommend staffing and equipment requirements for your new archives, explain how you would prioritise your requirements? **[25 marks]**
4. What pre-archival responsibilities are shared between records managers and archivists? **[25 marks]**
5. Discuss the significance of the disposal schedule in the management of archival materials. **[25 marks]**
6. Justify why appraisal and selection are necessary for archives and provide some guidelines for the selection of archives. **[25 marks]**

END OF PAPER