



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

COLLECTION DEVELOPMENT AND MANAGEMENT OF ARCHIVES

IIM 1103

Special Examination Paper

April 2025

This examination paper consists of 3 pages.

Time Allowed : 3 hours
Total Marks : 100
Examiner's Name : Mrs F. Mudzaki

INSTRUCTIONS

1. Answer any **four** questions.
2. Each question carries a total of **25 marks**.

MARK ALLOCATION

QUESTION	MARKS
1.	25
2.	25
3.	25
4.	25
5.	25
6.	25

1. Discuss five (5) methods in which archivists can acquire manuscript materials into a collection. **[25 marks]**

2. Justify the primary goal of collection development in archives and emphasise the importance of having a clear collection development policy. **[25 marks]**

3. In your opinion, can paraprofessionals be employed to build and manage collections without any training or certification? Give examples to support your answer. **[25 marks]**

4. Highlight the importance of relevant legislation to govern the collection and management of archives in Zimbabwe. **[25 marks]**

5. a) Describe the process of de-accessioning in archives. **[13 marks]**
b) What criteria should archivists be wary of when removing sensitive records from archives? **[12 marks]**
[Total 25 marks]

6. Explain the steps the archivists should take to balance the donor expectations and collection development policy of the institution for private archives. **[25 marks]**

END OF PAPER