



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF RECORDS AND ARCHIVES MANAGEMENT

ARCHIVES AND MANUSCRIPTS MANAGEMENT

IIM 1201

Main Examination Paper
February 2025

This examination paper consists of 2 pages.

Time Allowed : 3 hours
Total Marks : 100
Examiner's Name : Mrs N. L. S. Makoni

INSTRUCTIONS

1. Answer any **four (4)** 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. Explain the application of the Records Life Cycle model in managing archives and manuscripts. **[25 marks]**

2. Discuss the importance of keeping archives and manuscripts. **[25 marks]**

3. Analyse the contents of an Accessions Register. **[25 marks]**

4. With reference to the General International Standard Archival Description ISAD (G) answer the following:
 - (a) Identify the six (6) mandatory elements in the Identity Statement Area. **[12 marks]**
 - (b) Explain the Multilevel rule for archival description. **[5 marks]**
 - (c) List five (5) levels of arrangement. **[5marks]**
 - (d) Briefly outline the objective of biographical note and administrative history in archival description. **[3 marks]**

[Total 25 marks]

5. Discuss the application of Information Communication Technologies (ICTs) and the use of the Internet in archival outreach. **[25 marks]**

6. Describe any five (5) provisions of the Codes of Ethics as provided by International Council on Archives (ICA). **[25 marks]**

END OF PAPER