



**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**

**SEPTEMBER 2024**

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 25 marks

**MARK ALLOCATION**

<b>QUESTION</b>	<b>MARKS</b>
1.	25
2.	25
3.	25
4.	25
5.	25
6.	25

- 1) Why is it important to keep archives and manuscripts in society? **[25 marks]**
  
- 2) With the aid of a diagram, explain the Records Life Cycle concept. **[25 marks]**
  
- 3) Explain the principles of provenance and original order and how they assist the management of archives. **[25 marks]**
  
- 4) Discuss how arrangement and description can be regarded as core activities in managing archives and manuscripts. **[25 marks]**
  
- 5) How has the Internet and ICTs helped archivists to market the services offered by archival institutions? **[25 marks]**
  
- 6) Analyse any five codes in the ICA Code of Ethics. **[25 marks]**

**END OF PAPER**

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