

ARM1503

October/November 2016

MANAGING ARCHIVES

Duration 2 Hours

100 Marks

EXAMINERS

FIRST
SECOND

MS BNM NCALA
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Closed book examination

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This paper consists of 4 (four) pages

INSTRUCTIONS:

- a) This exam paper is made up of 2 (two) sections which are both **compulsory**.
- b) Section A answer T (for True) or F (for False).
- c) Section B has 3 (three) questions Choose and answer only 2 (two) questions
- d) Use the answer sheet provided to write your exam answers
- e) Read each question carefully and follow the instructions.

[TURN OVER]

SECTION A:

ANSWER ALL QUESTIONS FROM SECTION A

Indicate whether the following statements are T (for True) or F (for False).

Indicate each answer by T or F next to the question number on your answer sheet.

- 1 A disposal schedule is not a finding aid
- 2 Disaster planning is necessary to protect archival materials from damage
- 3 Transfers of records to the archival institution should not be accompanied by a transfer list
- 4 Archivists use the term "preservation" to encompass a wide variety of interrelated activities designed to prolong the usable life of archival materials
- 5 The reason for archival materials to be arranged and described is to make archives accessible to the archives staff and to researchers
- 6 Archives are records that have no enduring value
- 7 Acquiring archival materials can be by means of transfer from the creating body
- 8 The process of appraising archival materials results in the preservation of all documents
- 9 *When accessions are acquired as a donation or gift, the archival institution does not need to adhere to the arrangements and conditions of the donor.*
- 10 The department that created the records should not be responsible for preparing, materials for transfer.

SECTION A [10 MARKS (10x1 = 10)]

[TURN OVER]

SECTION B:

ANSWER ANY 2 (TWO) QUESTIONS FROM SECTION B:

QUESTION 1

- 1.1 Define the following concepts as used in the archival field
- i) Arrangement (5)
 - ii) Description (5)
- 1.2 Discuss the processes of archival arrangement and description (10)
- 1.3 Describe two archival principles used for arrangement (10)
- 1.4 Discuss the five levels of arrangement (10)
- 1.5 Discuss briefly the procedures involved in registering series (5)

[45 MARKS]

AND/OR

QUESTION 2

- 2.1 Briefly explain what an archival reference service is (5)
- 2.2 Define briefly the archival reference interview (5)
- 2.3 Discuss the archival reference interview process (15)
- 2.4 Discuss the five reference service rules issued by an archives (10)
- 2.5 Explain why it is important to promote archival outreach services (10)

[45 MARKS]

AND/OR

[TURN OVER]

QUESTION 3

- 3 1 Define the following concepts as used in archival field
- i) Preservation (5)
 - ii) Conservation (5)
 - iii) Vital records (5)
 - iv) Archives (5)
- 3 2 What is meant by disaster planning? (5)
- 3 3 What records does a disaster plan focus on? (5)
- 3 4 Briefly discuss the steps involved in developing a vital records programme (7)
- 3.5 Identify the four most common media for records with relevant examples (8)

[45 MARKS]

SECTION B [90 MARKS = 45 + 45]

TOTAL: [100]