

ARM1503

May/June 2016

MANAGING ARCHIVES

Duration 2 Hours

100 Marks

EXAMINERS

FIRST

SECOND

MS BNM NCALA

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Closed book examination

This examination question paper remains the property of the University of South Africa and may not be removed from the examination venue

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. Disaster planning is not necessary to protect archival materials from damage as a result of natural disasters such as fire, floods, and disasters caused by people such as wars
2. Archivists use the term "preservation" to encompass a wide variety of interrelated activities designed to prolong the usable life of archival materials
3. The main reason archival materials are arranged and described is to make archives accessible to the archives staff and to researchers
4. The disposal schedule is a finding aid
5. Transfers of records to the archival institution should be accompanied by a transfer list.
6. The department or organisation that created the records should not be responsible for preparing materials for transfer.
7. The process of appraising archival materials does not result in the preservation of all documents
8. 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.
9. There are various methods of acquiring archival materials such as transfer from creating public body to national or provincial archives repository.
10. Archives are records that have enduring value and are therefore destroyed after their administrative value has ended.

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

[TURN OVER]

SECTION B:**ANSWER ANY 2 (TWO) QUESTIONS FROM SECTION B:****QUESTION 1**

- 1.1 Describe the steps involved in creating an archival inventory (10)
- 1.2 Define the process of archival arrangement and description (5)
- 1.3 Describe the following archival principles: provenance and original order (10)
- 1.4 Discuss the methods of archives and records acquisition (10)
- 1.5 Discuss the steps followed when receiving or accessioning records (10)
- [45 MARKS]

AND/OR**QUESTION 2**

- 2.1 Describe the term "access" (5)
- 2.2 Discuss briefly the legislation that supports access in South Africa (5)
- 2.3 Discuss the reference interview process (10)
- 2.4 Discuss any **five** reference interview objectives for archives (15)
- 2.5 Explain outreach activities as used by archives to attract users (10)
- [45 MARKS]

AND/OR**[TURN OVER]**

QUESTION 3

- 3.1 Define the term “vital records” and give examples (10)
- 3.2 Define and compare the concepts preservation and conservation (10)
- 3.3 Why is disaster planning necessary for archives? (5)
- 3.4 Discuss steps which offer a general framework for disaster response (10)
- 3.5 Define **five** disasters which archivists need to plan for (10)

[45 MARKS]**SECTION B [90 MARKS = 45 + 45]****TOTAL: [100]**