

**ARM1503**

October/November 2017

**MANAGING ARCHIVES**

Duration 2 Hours

100 Marks

**EXAMINERS -**

FIRST

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SECOND

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Closed book examination.

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**SECTION A:**

ANSWER ALL QUESTIONS FROM SECTION A

**SECTION B:**

ANSWER ANY 2 (TWO) QUESTIONS FROM SECTION B

**[TURN OVER]**

**SECTION A:**

Indicate whether the following statements are true or false.

Indicate 1 as true, and 2 as false.

- 1 Archives are those records that were created or received by a person, family, or organisation (public or private), in the conduct of their affairs and preserved because of the lasting or enduring value contained in the information they hold, or as evidence of the functions and responsibilities of their creator
- 2 Managing archives involves the following activities
  - accessioning archives from private persons, organisations, government departments and other institutions,
  - arranging and describing archives according to archival principles and practices, and compiling finding aids,
  - preserving archives and security and disaster planning, and
  - providing access to the archival materials
- 3 Before materials are transferred to the archives they need to be arranged and described by the records manager of the originating office or organisation
- 4 The process of appraising records should only be done by the records manager. Therefore, the archivist has no role to play in the appraisal process
- 5 There are different types of records that are transferred to the archives from the originating organisation. The most common include paper-based records, audio records, audio-visual records and electronic records
- 6 The description of archival materials should come first, before arrangement
- 7 The most frequently used filing systems are chronological, geographical, alphabetical, numerical, and subject

**[TURN OVER]**

- 8 Archivists make use of *levels of arrangement*, to facilitate the organisation of archival materials and to make the arrangement of archival materials more structured. These levels of arrangement include arrangement at repository level, records groups level, series level, file unit, and item level.
- 9 The inventory is a type of finding aid.
- 10 There are no existing international rules or standards for archival description that archival institutions need to conform to.
- 11 Archival materials should always be kept in boxes, containers or folders which are high in acid content to ensure their long-term preservation.
- 12 If materials have been damaged for whatever reason they may have to be treated so as to restore them, as far as possible, to their original condition. The treatment of damaged materials is referred to as restoration or conservation.
- 13 The reference interview is an interaction between the researcher and the archivist to determine the information or research needs of the researcher. That is, by interviewing the researcher, the archivist can find out what records/information the researcher needs, and can consequently supply him/her with these records.
- 14 Although archival materials are unique, they are always allowed to be loaned to researchers who wish to take them home.
- 15 Outreach and promotion are activities archival staff should be involved in, so that they can make their services and collections known to the public in order to attract more users and researchers to the archives.

**[30 MARKS]**

**[TURN OVER]**

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

## QUESTION 1

- 1 1 Explain the concepts of
- a) *Respect des fonds*
  - b) accessioning
  - c) original order
  - d) access
  - e) archival description (20)
- 1 2 Discuss the differences between an inventory and an item list (10)
- 1 3 Identify five elements which can damage archival materials (5)
- [35]

## QUESTION 2

- 2 1 Explain the following concepts
- a) Archives
  - b) Archival repository
  - c) Provide three (3) examples of different archival institutions (10)
- 2 2 Arrangement is the process of organising and classifying archival materials according to archival principles Identify and describe the two archival principles (10)
- 2 3 Describe the steps involved in creating an inventory for an archival collection (15)
- [35]

## QUESTION 3

- 3 1 Describe the most important features of a reference facility/search room, and why rules for such a room are important (15)
- 3 2 Explain why it is important for archival staff to be involved in outreach activities and provide five examples of such activities (15)
- 3 3 Identify two acts that regulate access to archives in South Africa (5)
- [35]

**[70 MARKS]****TOTAL: 100**