 LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

**M.A.** DEGREE EXAMINATION - **APPLIED HISTORY**

FOURTH SEMESTER – APRIL 2012

# HT 4812 - ARCHIVAL MANAGEMENT

Date : 16-04-2012 Dept. No. Max. : 100 Marks

Time : 1:00 - 4:00

PARI-A

Answer any four of the following in a page each (4x5=20)

1. Archives
2. Record
3. Madras Record Office
4. Acquisition of Records
5. Vacuum Fumigation
6. Microfilm

PART-B

Answer any two of the following in two pages each (2x10=20)

1. Explain the various definitions of archives.
2. Enumerate the cultural importance of archives.
3. Elucidate the skills that an archivist has to possess.
4. Explicate the different preservation techniques of a document.

PART-C

Answer any three of the following in four pages each (3x20=60)

1. Describe the functions and uses of archives.
2. Narrate the evolution of Tamilnadu Archives.
3. Portray the historical development of National Archives.
4. Analyse the process of Record Management.
5. Depict the different duties that an archivist fulfills.

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