



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

M.A. DEGREE EXAMINATION - APPLIED HISTORY

FOURTH SEMESTER – APRIL 2013

HT 4812 - ARCHIVAL MANAGEMENT

Date : 25/04/2013
Time : 1:00 - 4:00

Dept. No.

Max. : 100 Marks

PARI-A

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

1. Duties of Archivist
2. Indexing
3. National Archives of India
4. Chiffon Repair
5. Docketing
6. Digital Archives

PART-B

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

7. Briefly explain the various functions of archives.
8. State the importance of Archival Management.
9. Examine the importance of the Barrow's Deacidification Method.
10. Write a short note on the Thmol Fumigation

PART-C

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

11. Define Archives and explain the various types of Archives.
12. Discuss the process of file management in the Tamilnu Archives
13. Critically analyze the different stages of Record Management.
14. Describe the different functions of an Archivist.
15. Write an essay on the various system of De-acidification.
