



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

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

**FOURTHSEMESTER – APRIL 2018**

**16PHT4MC02- ARCHIVAL MANAGEMENT**

Date: 20-04-2018  
Time: 01:00-04:00

Dept. No.

Max. : 100 Marks

**PART – A**

Answer any **FOUR** of the following in 100 words each:

**4x5= 20 Marks**

1. Role of Archivist
2. Business Archives
3. Birck Bark
4. Non- aqueous de-acidification
5. Disaster planning
6. British Records Association

**PART – B**

Answer any **TWO** of the following in 200 words each:

**2x10=20 Marks**

7. Give an account of the importance of Archival Administration
8. Write a short note on Palm leaves as records.
9. Explain the different methods for the restoration of documents.
10. State the uses of Reprographic system in the archives.

**PART – C**

Answer any **THREE** of the following in 1200 words each:

**3x20=60Marks**

11. Describe the various definitions, functions and types of Archives.
12. Enumerate the various methods of Preservation of Records.
13. Write an essay on the various system of De-acidification.
14. Examine the factors responsible for the Disaster preparedness.
15. Elucidate the historical development of Tamilnadu State Archives.

\$\$\$\$\$\$\$\$