



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

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

**FOURTH SEMESTER – NOVEMBER 2016**

**HT 4817 – ARCHIVAL MANAGEMENT**

Date: 10-11-2016

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

**PART-A (4x5=20)**

**ANSWER ANY FOUR OF THE FOLLOWING IN 100 WORDS EACH**

- 1) Uses of Archives
- 2) Archives office
- 3) Preventive conservation care
- 4) De-Acidification
- 5) Xerox
- 6) Projects

**PART-B (2X10=20)**

**ANSWER ANY TWO OF THE FOLLOWING IN 200 WORDS EACH**

- 7) State the importance of Archives
- 8) Point out the work and functions of an Archivist
- 9) Give an account of Mending of Records
- 10) Write a note on the Digital Archives

**PART-C (3X20=60)**

**ANSWER ANY THREE OF THE FOLLOWING IN 1200 WORDS EACH**

- 11) Trace the evolution of the Archival System in the World.
- 12) Illustrate the 'Record Management' and 'Archival Organisation'.
- 13) Discuss the factors responsible for the deterioration of records.
- 14) Elucidate the Reprography System
- 15) Bring out the important Historical Sources preserved in the Tamilnadu Archives.

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