



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

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

**FOURTH SEMESTER – JUNE 2015**

**HT 4817 - ARCHIVAL MANAGEMENT**

Date : 02/07/2015  
Time : 10:00-01:00

Dept. No.

Max. : 100 Marks

**PART-A**

**Answer any four of the following in a page each**

**(4x5=20)**

1. Note and Correspondence
2. Record Destruction Act
3. Rehabilitation of Old Records
4. Imperial Record Office
5. Tissue Repair
6. Microfilm

**PART-B**

**Answer any two of the following in two pages each**

**(2x10=20)**

7. List out the uses of Archives.
8. Briefly explain the major objectives of Archival Management.
9. State the importance of Record Management.
10. Write a short note on the Digital Archives

**PART-C**

**Answer any three of the following in four pages each**

**(3x20=60)**

11. Define Archives and explain the functions of Archives.
12. Narrate the Barrow's Process of De-acidification.
13. Discuss the various preservation methods in the National Archives of India.
14. Examine the merits and demerits of the Modern Archival System in India
15. Write an essay on the Tamilnadu Archives.

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