



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

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

**FOURTH SEMESTER – APRIL 2016**

**HT 4817 - ARCHIVAL MANAGEMENT**

Date: 15-04-2016  
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

**PART-A**

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

**(4X5=20)**

1. Private Archives
2. Archivist
3. Records
4. Preventive Conservation Care
5. Video Disc in Archives
6. Digital Archives

**PART-B**

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

**(2X10=20)**

7. Explain the functions and uses of Archives.
8. Brief the objectives of Archives Management
9. Explicate the different preservation Techniques of documents.
10. Write a note on Micro Fiche Magnetic.

**PART-C**

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

**(3X20=60)**

11. Elucidate the historical Development of National Archives in India.
12. Describe the 'Record Management' and 'Archival Organisation'.
13. Bring out the factors responsible for the deterioration of records.
14. Narrate the uses of 'Reprography System' in Archives.
15. Write a report on Archival Visit to the Tamilnadu Archives.

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