



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

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

FOURTH SEMESTER – APRIL 2017

**HT 4817 / 4812 - ARCHIVAL MANAGEMENT**

Date: 18-04-2017  
TIME 09:00-12:00

Dept. No.

Max. : 100 Marks

**PART-A**

Answer any **FOUR** of the following in about 100 words each; (4X5=20)

1. Tamil Nadu State Archives
2. Imperial Records Office
3. Conservation of records
4. Vacuum Fumigation
5. De- acidification
6. Microfilm

**PART-B**

Answer any **TWO** of the following in about 200 words each; (2X10=20)

7. Give an account of the importance of archives
8. Write a note on the archives office administration
9. Explain the various types of documents and maintenance
10. Point out the various uses of digital archives

**PART-C**

Answer any **THREE** of the following in about 1200 words each; (3X20=60)

11. Examine the evolution of archival system in the world
12. Write an essay on the Records Management in the archives
13. Discuss the various preservation methods adopted in the archives
14. Describe the role of Photostat, Micro Fiche Magnetic Tape and Video Disk in reprography
15. Bring out a report on your visit and experience of TN archives

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