

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034



M.A. DEGREE EXAMINATION – HISTORY

SECOND SEMESTER – APRIL 2023

PHT2MC03 – ARCHIVAL MANAGEMENT

Date: 06-05-2023

Dept. No.

Max. : 100 Marks

Time: 01:00 PM - 04:00 PM

SECTION A – K1 (CO1)

Answer ALL the questions

(5 x 1 = 5)

1. **Answer the following**
- a) What are Public Archives?
- b) List out the two types of leather.
- c) Give one example of a record that have no administrative or historical value.
- d) Define: Manuscripts.
- e) Name an international non-governmental organization which promotes international cooperation for archives and archivists.

SECTION A – K2 (CO1)

Answer ALL the questions

(5 x 1 = 5)

2. **Answer the following**
- a) What do you mean by Historical research?
- b) Why is the Birch bark immune to insect attack?
- c) In which year was the earliest resolution regarding the appraisal and disposition of records passed?
- d) What is the process of removing the moisture from the air is known as?
- e) In which year was the Madras Archives instituted?

SECTION B – K3 (CO2)

Answer any THREE of the following in 300 words

(3 x 10 = 30)

3. Interpret the importance of Archives.
4. Determine how Palm leaves are used as a writing material.
5. Examine the need for the appraisal and disposition of records.
6. Examine how reprography is used in Archives.
7. Write a note on the Tamil Nadu Archives.

SECTION C – K4 (CO3)

Answer any TWO of the following in 500 words

(2 x 12.5 = 25)

8. Differentiate between Archives and library
9. Explain the process of recording and classification in Archives.
10. Evaluate how wet method deacidification helps in deacidifying a document.
11. Critically analyse the work of the Indian Historical Records Commission.

SECTION D – K5 (CO4)

	Answer any ONE of the following in 750 words	(1 x 15 = 15)
12.	Estimate the various principles of repair.	
13.	Summarize the activities of the British Records Association	

SECTION E – K6 (CO5)

	Answer any ONE of the following in 1000 words	(1 x 20 = 20)
14.	Construct the growth of filing system of records in India.	
15.	Write about the biological deterioration that happens in archival records.	
