LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

M.A. DEGREE EXAMINATION – **HISTORY**

FOURTH SEMESTER – **APRIL 2023**

PHT 4502 – ARCHIVAL MANAGEMENT

Date: 03-05-2023 Dept. No. Max. : 100 Marks

Time: 09:00 AM - 12:00 NOON

PART – A **(4 x 5 = 20 Marks)**

Q. No **ANSWER ANY FOUR OF THE FOLLOWING IN 100 WORDS EACH**

1 Define Archives

2 Leather

3 Physical deterioration

4 Dry method deacidification

5 Photography

6 British Records Association

PART – B **(2 x 10 = 20 Marks)**

ANSWER ANY TWO OF THE FOLLOWING IN 200 WORDS EACH

7 Give a note on the filing system of records in India.

8 Highlight the problems in the restoration of documents.

9 Write about the disaster preparedness in an Archives.

10 Brief the activities of the International Council on Archives.

PART – C **(3 x 20 =60 Marks)**

ANSWER ANY THREE OF THE FOLLOWING IN 1200 WORDS EACH

11 Explain the various problems Archivists face in the tropics.

12 Describe the factors that promote permanence and quality in paper.

13 Describe the process of wet method deacidification.

14 Analyse the various advantages of Reprography and how it facilitates dissemination of information.

15 Trace the origin and development of National Archives of India.

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