

University of London

EXAMINATION FOR INTERNAL STUDENTS

For The Following Qualifications:-

Grad Dip M.A.

SLAIS P26: Principles of Archives and Records Management

COURSE CODE : **INSTP026**

DATE : **29-MAY-03**

TIME : **10.00**

TIME ALLOWED : **3 Hours**

INSTP026: Principles of archives and records management

Answer **THREE** questions.

1. 'Archivists need not become technology experts' (Bearman). How much do you think a newly qualified archivist or records manager needs to know about information technology?
2. In what circumstances might it be acceptable for an archivist or records manager to ignore the principle of original order?
3. Is the work of an archivist closer to the work of a librarian or to the work of a museum curator, in your opinion? Explain your answer.
4. You are the records manager for an organization. Your new boss tells you to destroy some files which have been designated for retention under the organization's formally agreed retention schedule. His reason is that the files contain evidence of the organization's mismanagement of a project five years earlier. What should you do?
5. Why should a government provide support for archival programmes, when there are so many other calls on its resources?
6. 'Records managers need to know the tools of their trade, but can scarcely be called professionals. Anyone could do the job.' How far do you agree with this statement? Give reasons for your answer.
7. How important is it for practising archivists and records managers to understand the concept of the records continuum? What relevance, if any, does it have to their daily work?

END OF PAPER