

UNIVERSITY COLLEGE LONDON

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 : 25-MAY-04

TIME : 10.00

TIME ALLOWED : 3 Hours

INSTP026: Principles of archives and records management

Answer **THREE** questions.

1. Explain the concept of the records continuum. How and why does it differ from the records life cycle?
2. How far has the advent of digital records challenged the principles of provenance and original order?
3. Explain what is meant by the "context, content and structure" of records. Why is context important for understanding content?
4. How and why have approaches to appraisal changed since Jenkinson's *Manual of Archive Administration*? Briefly describe a decision-making framework for the appraisal of records in an organization.
5. Why does an archive service need an acquisitions policy?
6. Increasingly archivists have to work closely with other cultural heritage workers and other professional groups. Explain the reasons for this and indicate some of the potential benefits and challenges of such co-operation.
7. Why is the UK government proposing new records and archives legislation? Discuss *either* a) its potential impact on the records and archives professions in the UK; *or* b) the extent to which similar legislative changes might be appropriate in your own or another country.

END OF PAPER