



**UNIVERSITI TEKNOLOGI MARA
FINAL EXAMINATION**

COURSE	:	FOUNDATION OF ARCHIVES ADMINISTRATION/ FOUNDATION OF ARCHIVES
COURSE CODE	:	IMD313/302
EXAMINATION	:	JANUARY 2024
TIME	:	3 HOURS

INSTRUCTIONS TO CANDIDATES

1. This question paper consists of two (2) parts :
PART A (4 Questions)
PART B (5 Questions)
2. Answer ALL questions from PART A and three (3) questions from PART B in the Answer Booklet. Start each answer on a new page.
3. Do not bring any material into the examination room unless permission is given by the invigilator.
4. Please check to make sure that this examination pack consists of :
 - i) the Question Paper
 - ii) an Answer Booklet – provided by the Faculty
5. Answer ALL questions in English.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

This examination paper consists of 4 printed pages

PART A**QUESTION 1**

a) Respond the following statement questions.

i) Define archival legislation. (2 marks)

ii) List three (3) requirements that should be included in archives law and policy. (3 marks)

b) Respond to the following questions.

i) State two (2) functions of Archive Professional Association and Bodies. (2 marks)

ii) List three (3) Archive Professional Association and Bodies. (3 marks)

QUESTION 2

a) List five (5) forms of archives. (5 marks)

b) Provide five (5) essential skills necessary in achieving success as an archivist for future career. (5 marks)

QUESTION 3

a) Describe three (3) common types of finding aids. (6 marks)

b) Respond to the following questions:

i) Define appraisal. (2 marks)

ii) List four (4) appraisal process of archival materials. (4 marks)

QUESTION 4

Respond to the following questions:

i) List four (4) archival principles of ISAD (G).

(4 marks)

ii) Describe two (2) types of archival reference codes.

(4 marks)

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PART B

Answer **THREE (3)** questions only.

QUESTION 1

Discuss four (4) disadvantages of oral history as primary sources.

(20 marks)

QUESTION 2

Explain four (4) activities in archival repository area.

(20 marks)

QUESTION 3

Discuss four (4) important procedures in returning archival materials.

(20 marks)

QUESTION 4

Explain six (6) methods in controlling deterioration caused by biological factors.

(20 marks)

QUESTION 5

Discuss four (4) reasons of digitization.

(20 marks)

END OF QUESTION PAPER