

UNIVERSITI TEKNOLOGI MARA FINAL EXAMINATION

COURSE

FOUNDATION OF ARCHIVES ADMINISTRATION /

FOUNDATION OF ARCHIVES

COURSE CODE

IMD313/302

EXAMINATION

JULY 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 in 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.

PART A

Answer ALL questions.

QUESTION 1

- a) Explain the following:
 - i) The mission of National Archives of Malaysia.

(2 marks)

ii) Three (3) manuals written by famous archivists.

(3 marks)

b) List five (5) jurisdictions for developing archival legislation.

(5 marks)

QUESTION 2

a) Explain the following:

i) The definition of an archivist.

(2 marks)

ii) Three (3) duties of an archivist.

(3 marks)

b) List five (5) functions of International Council on Archives (ICA).

(5 marks)

QUESTION 3

a) Identify five (5) steps in preservation planning.

(5 marks)

b) List five (5) methods to control fungi, mildew, mould, and bacteria.

(5 marks)

QUESTION 4

- a) Explain the following:
 - i) The definition of archival legislation.

(2 marks)

ii) Three (3) requirements that should be included in archives law and policy.

(3 marks)

b) Identify five (5) strengths of digital archives.

(5 marks)



PART B

Answer THREE (3) questions only.

QUESTION 1

Discuss four (4) benefits of appraising records in archive.

(20 marks)

QUESTION 2

Discuss four (4) functions of finding aids.

(20 marks)

QUESTION 3

Discuss four (4) intangible matters of elements in the definitions of the archive.

(20 marks)

QUESTION 4

Explain six (6) procedures in ordering and producing archival materials.

(20 marks)

QUESTION 5

Explain six (6) levels of arrangement of archival materials.

(20 marks)

END OF QUESTION PAPER