



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)

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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