

COURSE CODE - 6020101

M.PHIL DEGREE EXAMINATION - JAN 2009

M.PHIL (HISTORY)

ARCHIVES KEEPING

(For Candidate Admitted from Calendar 2007 On wards)

Time: 3 Hours

Max.Marks:100

Section - A

Answer ALL the Questions:

10 X 3 = 30

1. Define 'Archive'?
2. Describe the types of archives?
3. Write a note on carbon the method?
4. Mention the enemies of records?
5. Point out the important uses of archives?
6. Give an account of private archives?
7. Give the meaning of compilation?
8. Write a note on filling system?
9. Write a short account on classification of records?
10. Point out the significance of filled work?

Section - B

Answer any FIVE Questions:

5 X 6 = 30

11. Give an account of creation of archives?
12. Explain the materials used for creation?
13. Write a brief account of preservation techniques?
14. Write about rehabilitation of records?
15. Point out the rules and regulations relating to accession of records in archives?
16. Give an account of retention schedule?
17. Explain barrows deacidification process?
18. Write a note on national archives of India?

Section - C

Answer any TWO Questions:

2 X 20 = 40

19. Write an essay on the functions of archivist?
20. Describe the classification of records and methods of control on mass production?
21. Explain the administration of archives?