

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086
(For Candidates admitted during the academic year 2008-09)

SUBJECT CODE: HS/ME/AK34

B.A. DEGREE EXAMINATION NOVEMBER 2009
BRANCH I-HISTORY
THIRD SEMESTER

COURSE : MAJOR - ELECTIVE
PAPER : ARCHIVES KEEPING
TIME : 3 HOURS

MAX. MARKS: 100

SECTION- A

ANSWER ALL TEN QUESTIONS EACH ANSWER SHOULD NOT EXCEED 30 WORDS.

(10 X 3 = 30)

1. Define 'archives'?
2. Explain the term – 'lamination'.
3. What is meant by 'fumigation'?
4. What is known as 'mending'?
5. How are records filed?
6. What is the role of microfilm in archives?
7. Explain the term – 'book-worms'.
8. How are records destroyed?
9. Write a short note on public record.
10. How are acquisition of records made?

SECTION- B

ANSWER ANY FIVE QUESTIONS EACH ANSWER SHOULD NOT EXCEED 250 WORDS.

(5 X 8 = 40)

11. Archives in India under colonial rule – Explain.
12. What are the main enemies of records and how could they be tackled?
13. Explain about the methods adopted for preserving the records.
14. Explain the importance of records for 'Historical Research'.
15. Write a note on 'Archives and Administration'.
16. What are the principles adopted for the organization of records?
17. List down the cultural and legal values of records.
18. Explain the methods adopted for the rehabilitation of damaged records.

SECTION- C

ANSWER ALL QUESTIONS. EACH ANSWER SHOULD NOT EXCEED 1000 WORDS. (3 X 10 = 30)

19. Write an essay on 'Tamilnadu Archives'

OR

What is a private archive? How are the records in private archives useful for historical research?

20. Explain in detail about the 'National Archives of India'.

OR

What are the main principles adapted for the preservation of records?

21. Explain how the 'Archives Week' celebrations create awareness among the public about records.

OR

What are the main requirements for creating a record room?
