

B.A. DEGREE EXAMINATION, APRIL 2018
III YEAR - VI SEMESTER
ARCHIVES KEEPING

Time : 3 Hours

Max.marks :75

Section A ($10 \times 2 = 20marks$)

Answer any **TEN** questions

1. Archives.
2. Public Records.
3. Papyrus.
4. Establishment of Registry.
5. Lamination.
6. Automation.
7. Archivist.
8. District Archives.
9. Shanbaganoor Archives.
10. National Film Archive of India.
11. NAI.
12. B.S. Baliga.

Section B ($5 \times 5 = 25marks$)

Answer any **FIVE** questions

13. State the importance of archives keeping.
14. Write a note on the packing materials and seal in creating archives.
15. Give an account of the filing system of record.
16. Write a note on Archival Management in Medieval India.
17. What is reprography?
18. Explain the uses of archives.
19. Write a note on private archives.

Section C ($3 \times 10 = 30marks$)

Answer any **THREE** questions

20. Trace the history of archives keeping in Europe.
21. How is an archive created?
22. Account for the preservation of archive materials.
23. Elucidate the functions, rules and regulations of archives.
24. Write an essay on the Tamil Nadu Archives.