UNIVERSITY OF FORT HARE

ARM 510

POST GRADUATE DIPLOMA IN ARCHIVES AND RECORDS MANAGEMENT

SUPPLEMENTARY EXAMINATION

JANUARY

2019

Time: 3 hours

Subject code: INFORMATION TECHNOLOGY AND ARCHIVES

Marks: 100

This paper consists of two pages including the cover page

Internal Examiners
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External Examiners
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INSTRUCTIONS

1. Answer any four questions.
2. It is in your best interest to write clearly and legibly.
3. Each question carries equal marks.
Question 1
Discuss and give examples of five (5) primary functions of metadata (25)

Question 2
Identify and discuss four phases of digitisation of archival materials. (25)

Question 3
Discuss the challenges and opportunities posed by/ of e-records management. (25)

Question 4
Explain the steps involved in carrying out an effective appraisal of e-records. (25)

Question 5
5.1 Discuss reasons that contribute to file format obsolescent. (15)

5.2 Online finding aid fuse/ combine together three important components that archivists create and deliver for each collection they process: arrangement, box inventory, and description. Discuss. (10)

Question 6
Discuss the internal and external forces that can damage or destroy the readability of digital storage media and hardware. Use examples to support your answer. (25)