

**UNIVERSITY OF FORT HARE**

**ARM 510**

**POST GRADUATE DIPLOMA IN ARCHIVES AND RECORDS  
MANAGEMENT**

**SUPPLEMENTARY EXAMINATION**

**JANUARY**

**2019**

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**Time: 3 hours**

**Subject code: INFORMATION TECHNOLOGY AND ARCHIVES**

**Marks: 100**

**This paper consists of two pages including the cover page**

**Internal Examiners**

**Mrs SC Ndwandwe**

**External Examiners**

**Prof P Ngulube**

**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)