



ROBERT MUGABE SCHOOL OF HERITAGE AND EDUCATION

**DEPARTMENT OF HERITAGE, HISTORICAL & SUSTAINABLE
DEVELOPMENT**

**BACHELOR OF ARTS HONOURS DEGREE IN ARCHAEOLOGY, MUSEUMS AND
HERITAGE STUDIES**

LEVEL 1

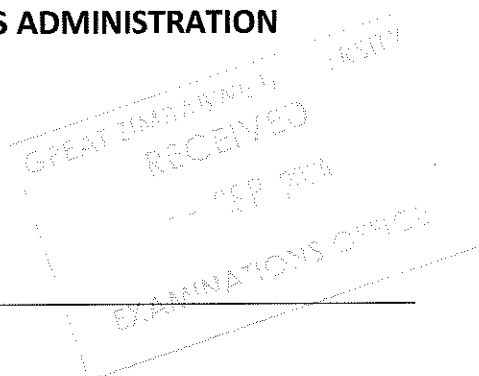
SEMESTER 2

EXAMINATION QUESTION PAPER

HMS121: RECORDS AND ARCHIVES ADMINISTRATION

MONTH: 2024

DURATION: THREE HOURS



INSTRUCTIONS TO CANDIDATES:

- 1. Answer THREE Questions.**
- 2. Choose at least ONE question from each section.**
- 3. Each question carries 25 marks.**
- 4. Good command of English will be credited.**

SECTION A

1. Analyse the users of archives and their needs in the Zimbabwean context.
2. Explain the process of accessioning records at an archival institution of your choice.
3. What do you understand by the term Reprography? Discuss the merits and demerits of microfilming, photocopying, photo reproduction, digitisation and scanning.

SECTION B

4. As an Archivist what finding aids would you recommend to enhance access to records and archives at an archival institution of your choice?
5. Discuss the challenges that are faced in managing electronic records in most African countries such as Zimbabwe?
6. Discuss the legislation related to the management of records and archives in Zimbabwe?

END OF PAPER