



NATIONAL OPEN UNIVERSITY OF NIGERIA
Department of Library and Information Science
2024_2 EXAMINATION

Records management and archives administration (LIS 310)

Time Allowed: 2 Hours 15minutes

Instruction: Please carefully read and take note of the instruction below:

Answer **three (3)** Questions. Question **one** is **COMPULSORY**. All questions carry equal marks except question one.

- 1a. State and describe the **three (3)** types of control in archival practices 21marks
- b, Design an accession form for the archive of the NOUN, Lagos Study Centre. 9marks
2. Mention and describe the **two (2)** components in the custody of archival materials 8marks
- 2b. Identify **four (4)** likely sources where archival institutions get their records 4marks
- 2c. State the category of people for whom recordkeeping principles are essential and the manner in which it is relevant to them 8marks
- 3a. Highlight **five (5)** of the numerous benefits of records management to an organisation 5marks
- 3b. Give a concise description of the main types of arrangement when arranging archives within a series 15marks
- 4a. List the preliminary tasks that must be carried out when new archival records are to be transferred from a records centre. 14marks
- 4b, Explain the **two (2)** denotations to the use of colour coding in filing 6marks
- 5a Highlight and discuss the elements covered by the general management of the archival institution. (10 marks)
- 5b. Schellenberg was of the view that a record's overall value can be appraised based on three distinct criteria, Name and describe them (10 marks)

Do not write on this document except your Matric Number