



UNIVERSITY OF GHANA  
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**B.A. SECOND SEMESTER EXAMINATIONS: 2018/2019**  
**DEPARTMENT OF INFORMATION STUDIES (MAIN AND CITY CAMPUSES)**  
**INFS 332: INTRODUCTION TO ARCHIVES ADMINISTRATION (3 Credits)**  
**ANSWER ANY THREE (3) QUESTIONS**  
**TIME ALLOWED: TWO AND A HALF (2½) HOURS**

1. Briefly write on the following:
  - a) Users and uses of archival materials
  - b) Basic characteristics of archival materials
2. Examine the importance of archival legislations to archival institutions? Outline and discuss at least **six (6)** key principles of archival legislations.
- 3 Identify and discuss the internal and external methods of acquiring archival materials by archivists. Give two reasons why archivists resort to external methods to acquire materials into their repositories.
- 4/ Why is it necessary for archivists to prepare finding aids to their collections? Briefly write short notes on two finding aids studied.
5. Briefly explain the following copying practices in archival institutions:
  - (a) Copying for Research
  - (b) Copying for Publication and Exhibition
  - (c) Copying for Legal Use
  - (d) Copying for Preservation
6. As the head of an archival institution discuss three public relations programmes you will use to reach out to the general public to attract users and donors.