

CODE: **195142**
NOVEMBER 2020

TIME: 2 Hrs
MAX. MARKS: 50

PART A
*Answer any **TEN** questions.*

(10 x 2=20)

1. Define Archives
2. Indian Historical Records Commission
3. Robert Henry Bautier
4. All rag papers
5. Seals
6. Docketing
7. Tissue Repair
8. Native records
9. Private Archives
10. Director
11. B.S. Baliga
12. Conservation

PART B
*Answer any **TWO** questions.*

(2 x 5=10)

13. Discuss the Practice of Archives Keeping in ancient India.
14. Explain the functions of an Archivist.
15. Write short notes on Rack and Shelves.
16. What type of documents or records are stored in the archives?
17. How are records prevented from physical damage?
18. Bring out the difference between Libraries and Archives.
19. Write a note on the Imperial Record Department.
20. Examine the general survey of records in the National Archives.

PART C
*Answer any **TWO** questions.*

(2 x 10=20)

21. Describe the History of Archives in Europe.
22. Explain the classification of Archives.
23. Write an essay on the Preventive Care against microorganisms.
24. Discuss the use of Archives in Historical Research.
25. Analyse the Administration of Tamilnadu Archives.