Tutorial Letter 101/3/2018

Managing Archives

ARM1503

Semesters 1 and 2

Department of Information Science

IMPORTANT INFORMATION:

This tutorial letter contains important information
about your module.

BARCODE

UNISA | university of south africa

Define tomorrow.

CONTENTS

1   INTRODUCTION

Dear Student

Welcome to the module *Managing archives* (ARM1503). I hope that you will find this module both interesting and rewarding.

You will receive a number of tutorial letters during the year. A tutorial letter is our way of communicating with you about teaching, learning and assessment.

This tutorial letter contains important information about the scheme of work, resources and assignments for this module. I urge you to read it carefully. Keep it nearby when working through the study material, preparing the assignments, preparing for the examination and addressing questions to me.

Please read Tutorial Letter INKALLE/302 in combination with this tutorial letter as it gives you an idea of generally important information when studying within a particular Department. You are also reminded to refer to my Studies @ Unisa brochure which contains important information when studying at a distance.

In this tutorial letter (101), you will find the assignments and assessment criteria as well as instructions on the preparation and submission of the assignments. It also provides all the information you need with regard to the study material and other resources and how to obtain them.

I have also included certain general and administrative information about this module. Please study this section of the tutorial letter carefully.

Right from the start I would like to point out that **you must read all the tutorial letters** you receive during the semester **immediately and carefully**, as they always contain important and, sometimes, urgent information.

I hope that you will enjoy this module and wish you all the best!

1.1 Tutorial matter

The Department of Despatch should supply you with the following study material for this module:

* 1 study guide
* Tutorial Letters 101 and 301 at registration, and others later.

Apart from Tutorial Letters 101 and 301, you will also receive other tutorial letters during the semester. These tutorial letters will not necessarily be available at the time of registration, but will be despatched to you as soon as they are available or needed (for instance, for feedback on assignments).

If you have access to the internet, you can view the study guides and tutorial letters for the modules for which you are registered on the university's online campus, myUnisa, at

.

Inventory letter

You should have received an inventory letter telling you what you have received in your study package and also showing items that are still outstanding. Also see the brochure entitled my Studies @ Unisa.

Check the study material that you have received against the inventory letter. You should have received all the items listed in the letter, unless there is a statement like "out of stock" or "not available". If any item is missing, follow the instructions on the back of the inventory letter without delay.

PLEASE NOTE: Your lecturers cannot help you with missing study material.

2   PURPOSE AND OUTCOMES

2.1   Purpose

The purpose of this module is to equip students with a firm understanding of the different concepts and principles in archives and records management so that they can apply these (concepts and principles) in managing archival materials and records effectively.

Additionally, the module aims to provide students with an appreciation of the development of the field of archives and records management and how this field contributes to the broader field of Information Science by enhancing the management of information within society.

The module also aims to foster a culture within students of recognising the significance of archives and records and the importance of managing these properly.

2.2   Outcomes

A range of tasks in the study guides, tutorial letters, assignments and examinations will show that you have achieved the following outcomes, when are able to:

Outcome 1:

Define and interpret the core concepts and principles relating to archives and records management.

Outcome 2:

Describe the processes involved in managing archives.

Outcome 3:

Explain the procedures involved in the transfer and accession of archival materials.

Outcome 4:

Describe the practices involved in arranging and describing archives.

Outcome 5:

Clarify the means towards ensuring access to archival materials.

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

The lecturer responsible for this module is:

Dr Tony Rodrigues
Muckleneuk Campus, Theo van Wijk Building
Office number: TvW 10-170
Email address: trodriqu@unisa.ac.za
Telephone number: (012) 429 6568

Email and telephone numbers are included above but you might also want to write to me.
Letters should be sent to:
Dr Tony Rodrigues (ARM1503)
Department of Information Science
PO Box 392
UNISA
0003

PLEASE NOTE: Letters to lecturers may not be enclosed with or inserted into assignments.

3.2 Department

This module is offered by the Department of Information Science. Should you also want to contact our Department, the contact details for the Department of Information Science are:

Telephone number: (012) 429 6703 Fax number: (012) 429 3792 Email: infoscience@unisa.ac.za

3.3 University

If you need to contact the university about matters not related to the content of this module, please consult the publication my Studies @ Unisa, which you received with your study material. This brochure contains information on how to contact the university (e.g. to whom you can write for different queries, important telephone and fax numbers, addresses and details of the times certain facilities are open).

Always have your student number at hand when you contact the university.

4 RESOURCES

4.1 Prescribed books

There is **no prescribed textbook** for ARM1503. This means that you do not have to buy any additional books for this module.

4.2 Recommended books

There are **no recommended books** for this module.

4.3 Electronic reserves (e-reserves)

There are no e-Reserves for this module.

4.4 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to http://www.unisa.ac.za/library. For research support and services of personal librarians, click on "Research support".

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – http://libguides.unisa.ac.za/request/undergrad
- requesting material – http://libguides.unisa.ac.za/request/request
- postgraduate information services – http://libguides.unisa.ac.za/request/postgrad
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – http://libguides.unisa.ac.za/ask

5 STUDENT SUPPORT SERVICES

For information on the various student support systems and services available at Unisa (e.g. student counselling, tutorial classes, language support), please consult the publication my Studies @ Unisa, which you received with your study material.

Contact with fellow students:
Study groups
It is advisable to have contact with fellow students. One way to do this is to form study groups. The addresses of students in your area may be obtained from the following department:

Directorate: Student Administration and Registration
PO Box 392
UNISA
0003

5.1 Using myUnisa

If you have access to the internet, you can quickly access resources and information at the University. The myUnisa learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the internet.

To go to the myUnisa website, start at the main Unisa website, http://www.unisa.ac.za, and then click on the "Login to myUnisa" link on the right-hand side of the screen. This should take you to the myUnisa website.

You can also go there directly by typing in http://my.unisa.ac.za in the address bar of the internet browser.

Please consult the publication my Studies @ Unisa, which you received with your study material, for more information on myUnisa. Additional resources are available for consultation.

5.2 e-Tutors

Also please note that this module is one of those which should have e-tutors available. The e-Tutors will be able to advise you regarding the assignments and preparing for the exams. All of this is available on the MyUnisa site.

6 STUDY PLAN

For general information on planning your studies, such as time management and planning skills, please refer to my Studies @ Unisa brochure.

After you have received your study materials for this module, follow the following steps:

- Read through your Tutorial Letter 101. This will give you an idea of what is expected of you for ARM1503, including your assignment due dates, your assignment questions, and contact details for your lecturer.
- At the end of my Studies @ Unisa brochure you will find a year planner. Schedule all your assignments and other events in your year planner, so as to manage your time effectively.
- Read your study guide for ARM1503. This will give you an idea of how much work is required for the module. Try to do this within a day or two of receiving your study material.
- Get connected to myUnisa. MyUnisa is a free online service offered to all students registered to study through UNISA. The website gives you access to study materials and keep in contact with other students and lecturers. For more information on how to join and register on myUnisa, please consult my Studies @ Unisa brochure.
- Plan your time and studies, firstly according to what you would like to accomplish during the semester, then for the month, then during a week, and then for each specific day. Use your year planner to manage your time and plan your studies effectively. Calculate the number of hours you have available for study, and set that time aside. Remember to

divide the time according to how many modules you are registered for. On your year planner highlight the time you will be spending on studying for this module clearly.

- Complete your assignments: When completing your assignments, make sure you understand the question. Start by collecting information on the specific questions from your study guide and your additional resources. Organise all the information you have collected and start by writing a draft answer.

  Include an introduction and headings for the main sections of your answer. End your answer with a summary. For more information on how to complete your assignments consult my Studies @ Unisa brochure.

- Plan and write your exams: When preparing for the exams you should not start studying a day or two before the exam. Your preparation for the exam should be ongoing throughout the semester. Budget you time by calculating how much time is needed for ARM1503 and all the other modules you are registered for. Go through the feedback tutorial letter that you will receive that gives you the scope of the exam. Revise your module by studying your study guide, your assignment questions and your self-assessment questions. Well in advance make sure you have the correct date and venue for where you will be writing your exams. For more information on how to prepare for your examinations, consult my Studies @ Unisa brochure.

7   PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There are no practicals for this module.

8   ASSESSMENT

8.1   Assessment plan

Assessment for this module includes self-assessment activities, assignments and an examination.

You will find the self-assessment activities in your study guide. Please do not submit these, however, study these carefully as some of your exam questions may also be based on your self-assessment questions.

There are two assignments for this module. Assignment 01 includes a number of short essay type questions that you need to answer. Meanwhile assignment 02 is a multiple choice question (MCQ) assignment. Both assignments are compulsory, and they count 20% of your final mark. Take note of the due dates for these assignments and please submit them before the due date.

At the end of the semester you are registered for, you will also write an examination. The examination is a two-hour paper. The exam questions will be similar to the self-assessment activities and your assignment questions. Your examination counts 80% of your final mark. The Examination Department will provide you with information regarding the examination venues, examination dates and examination times.

8.2   General assignment numbers

Assignments are seen as part of the learning material for this module. As you do the assignment, study your study guide, consult other resources, discuss the work with fellow students or tutors or do research, you are actively engaged in learning. Looking at the assessment criteria given for each assignment will help you to understand what is required of you more clearly.

Assignments should be addressed to:

The Registrar PO Box 392 UNISA 0003

8.2.1   *Unique assignment numbers*

Each assignment has a unique assignment number. Please ensure that you record the correct one on your assignment cover sheet.

You will receive the correct answers automatically for multiple-choice questions. For written assignments, markers will comment constructively on your work. However, feedback on compulsory assignments **will be sent to all students registered for this module** in a follow-up tutorial letter, and not only to those students who submitted the assignments. The tutorial letter number will be 201.

As soon as you have received the feedback, please check your answers. The assignments and the feedback on these assignments constitute an important part of your learning and should help you to be better prepared for the next assignment and the examination.

8.2.2   *Due dates for assignments*

There are two compulsory assignments for this module. Please note that it is compulsory to return both assignments on time. Failure to do so will automatically prevent you from writing your examination at the end of your course. No late submissions will be accepted.

SEMESTER 1	DUE DATE	UNIQUE NUMBER
Assignment 01	14 March 2018	**876628**
Assignment 02	04 April 2018	**876738**
SEMESTER 2	DUE DATE	UNIQUE NUMBER
Assignment 01	15 August 2018	**878353**
Assignment 02	05 September 2018	**761553**

8.3   Submission of assignments

You may submit written assignments and assignments done on mark-reading sheets either by post or electronically via **myUnisa**. Assignments may **not** be submitted by fax or email. For detailed information and requirements as far as assignments are concerned, see the brochure my Studies @ Unisa, which you received with your study material. To submit an assignment **via myUnisa:**

- Go to myUnisa.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the menu on the left.
- Click on the assignment number you want to submit.

Follow the instructions on the screen.

8.4   Assignments

Before you start working on an assignment:

- study this tutorial letter carefully;
- read the questions carefully and do exactly as instructed;
- make notes and write a rough draft;
- if you are satisfied that your answer is complete as well as relevant, write a final version for submission.

Instructions regarding the completion of assignments:

- **Do not rewrite or reproduce the contents of the study guide**. Your explanation and interpretation of the contents of the study guide should show your understanding;
- Use the official stationery supplied by UNISA;
- Adhere to the given order of the questions, and number the questions and pages carefully.
- Staple the pages to the assignment cover.
- Complete the cover with the required personal details;
- The essay assignments must include a **Table of Contents,** indicating the page numbers of your answers to the questions posed;
- Make and keep a copy of your assignment in case it gets lost in the post. UNISA cannot accept responsibility for lost or misplaced assignments;
- If you wish to type your assignment, you may use blank A4 typing paper. You should, however, allow for margins and provide those particulars which appear on official UNISA stationery;
- If you wish to submit your assignment online, via MyUnisa, please submit the assignment in the pdf. Format.
- After receiving the marked assignment, study the comments by the lecturer. These will assist you with the examination.

List of key instructional terms for assignment questions

Please consult the following list to ensure that you interpret the instructions given in the assignment questions correctly:

Analyse:	Describe the various parts of X and explain how they work together, or whether they work together. Give points for and against.
Compare:	Describe the major similarities between two or more ideas, topics, etc.
Contrast:	Describe the major differences between two or more ideas, topics, etc.
Define:	Write a brief paragraph explaining the meaning of... If there is more than one thing to define, explain any similarities or differences.
Describe:	Give a detailed account of ...
Discuss:	Write about the various opinions you have read on the subject. Give points for and against and draw a conclusion from the points presented.
Elaborate on:	Write about a statement or a quotation that is part of the question. Explain the statement/quotation in more detail and then state your viewpoint concerning it.
Evaluate:	Give an opinion supported by evidence on the worth or value of something.
Examine:	Divide into parts and describe each part critically.
Explain:	Write out in detail; make clearer; examine reasons and causes.
Give an account of:	Give a statement of facts in sequence.
Illustrate:	Use a figure, a diagram, or specific examples to make the meaning clearer.
Justify:	Give reasons for your conclusions or opinions.
List:	Give a group of items in the required order without comment, unless asked for.
Outline:	Describe the essential parts only.
Relate X to Y:	Show what the connections are; discuss the similarities and differences.
Show:	Give reasons and causes.
State:	Present clearly and concisely.
Summarise:	Give the main points omitting details.
Trace:	Follow the development from its starting point

Declaration statement:

If you use the ideas and arguments of other authors or present facts that you have obtained from their works in your assignment answers, you **must** cite the sources where you have found them. You should be honest and not pass off another person's work as your own. If you fail to acknowledge the sources, you are committing plagiarism, a serious academic offence that can lead to the rejection of your assignment.

Please refer to Appendix C Plagiarism in your Tutorial letter INKALLE/302 for more information. The following signed statement must accompany your assignment:

Declaration Statement

I declare that this is my own, original work prepared specifically for the ARM1503 module and that all the sources I have used or quoted have been indicated and acknowledged by means of complete references. …………………………………

(Signature) …………………………………..

(Name) …………………………………..

(Date) …………………………………....

A copy of the above statement is included at the back of this tutorial letter for your convenience.

Please note: Five percent (5%) will be deducted from your assignment marks should you fail to comply with this requirement.

9   OTHER ASSESSMENT METHODS

There are no practicals for this module.

10   EXAMINATION

Examination admission

In order to gain entrance to the examination you have to submit assignments 01 and 02 on specific due dates. Your assignments count 20% of your final mark. Your examination counts 80% of your final mark.

Examination period

This module is offered in a semester period of 15 weeks. This means that if you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination may be written in October/November 2018. If you are registered for the second semester, you will write the examination in October/November 2018 and the supplementary examination may be written in May/June 2019.

During the semester, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times.

Examination paper

The **examination** consists of one 2-hour paper.

Previous examination papers

Previous examination papers are available to students on myUnisa. We advise you, however, not to focus on old examination papers only as the content of modules and therefore examination papers changes from year to year. You may, however, accept that the type of questions that will be asked in the examination will be similar to those asked in the activities in

your study guide and in the assignments.

Tutorial letter with information on the examination

To help you in your preparation for the examination, you will receive a tutorial letter that will explain the format of the examination paper, give you examples of questions that you may expect and set out clearly what material you have to study for examination purposes.

11   FREQUENTLY ASKED QUESTIONS

For frequently asked questions that many students raise, please consult my Studies @ Unisa brochure which contains an A-Z guide of the most relevant study information.

12   SOURCES CONSULTED

Although there are no prescribed books or recommended sources for this module, a list of additional readings is provided after the assignments. These may be consulted. References within the text and a **bibliography,** at the end of the assignment**,** should be provided. Failure to do so may result in marks being deducted.

It is to your own benefit to consult other sources. These sources may not necessarily be those mentioned in the additional reading list. Authors must **always** be acknowledged. Not doing so is regarded as plagiarism. Please make use of the **reference system** and be consistent.

13   CONCLUSION

Although students may work together when preparing assignments, each student must write and submit his or her own individual assignment. In other words, you must submit your own ideas in your own words, sometimes interspersing relevant short quotations that are properly referenced. It is unacceptable for students to submit identical assignments on the basis that they worked together. That is copying (a form of plagiarism) and none of these assignments will be marked. Furthermore, you may be penalised or subjected to disciplinary proceedings by the University.

I hope that you will enjoy this module and I wish you success with your studies.
Kind regards

Dr Tony Rodrigues
Lecturer: Managing Archives (ARM1503)
Department of Information Science
Tel. (012) 429 6568
Email: trodriqu@unisa.ac.za

14   ADDENDUM

APPENDIX A: FIRST SEMESTER COMPULSORY ASSIGNMENTS
There are two compulsory assignments for this module:
a) ASSIGNMENT 01 (COMPULSORY)

Please note that it is compulsory to return this assignment on time, as failure to do so will automatically prevent you from writing your examination at the end of your course. No late submissions will be accepted.

Assignment 01	Due date: 14 March 2018 (Unique number: 876628)

PLEASE ANSWER ALL QUESTIONS FROM ASSIGNMENT 01:
QUESTION 1

1.1   A researcher visits the archives with the intention of doing research on the history of a town. Describe the research interview. What facilities will the researcher find? What rules will the researcher need to observe.   (20)

1.2   What are outreach activities? Explain why it is important for archival staff to be involved in outreach activities and how the staff should participate in these activities.   (10)

QUESTION 2

2.1   Explain the following concepts:
    a) Archives   (5)
    b) Archival repository   (5)
    c) Inventory   (5)
    d) Preservation   (5)
    e) Conservation   (5)

2.2   Arrangement is the process of organising and classifying archival materials according to archival principles. Identify and describe the two archival principles.   (10)

2.3   Identify two (2) acts that regulate access to archives.   (5)

QUESTION 3

3.1   Explain the process of receiving archives (accessioning). Pay special attention to the methods of acquisition and the procedures for receiving these materials. Include an example of an 'archives accession form' and an 'archives accession register' in your answer.   (10)

3.2   What is a disaster management programme? Describe the steps that should be followed when establishing such a programme.   (10)

3.3   Describe the steps involved in creating an inventory for an archival collection. Explain the relationship of the archival principles to these steps.   (10)

TOTAL: 100 MARKS

To answer assignment 01 you should also consult other sources, other than your study guide. A list of possible sources is given below. However, if you cannot get hold of these, there are many other books, journals, internet sites and other electronic sources that cover the topics in the above questions.

Additional resources for Assignment 01:

Ellis, J. 2004. *Keeping archives.* 2nd ed. Australia: Thorpe Bowker.

Hamill, L. 2017. *Archival arrangement and description: analog to digital teaches the core functions of arrangement and description.* Rowman & Littlefield.

Harris, V. 2000. *Exploring archives: an introduction to archival ideas and practice in South Africa.* 2nd ed. Pretoria: National Archives of South Africa.

Hunter, GS. 2003. *Developing and maintaining practical archives.* 2nd ed. Neal-Schuman Publishers: New York.

International Organisation for Standardisation. 2001. *ISO 15489-1: Information and documentation – Records management.* Geneva: ISO.

Pearce-Moses, R. 2005. *A glossary of archival and records terminology.* Chicago: Society of American Archivists.

Roe, K. 2005. *Arranging & describing archives & manuscripts.* Chicago: Society of American Archivists.

Society of American Archivists. 2013. Archival arrangement and description. Ed. with an introduction by CJ. Prom & TJ. Frusciano. Chicago: Society of American Archivists.

South Africa. National Archives and Records Services of South Africa Act 43 of 1996.

South Africa. Copyright Act 98 of 1978.

b) ASSIGNMENT 02 (COMPULSORY):

Please note that it is compulsory to return this assignment on time, as failure to do so will automatically prevent you from writing your examination at the end of your course. No late submissions will be accepted.

Submission date of this compulsory assignment:

Assignment 02	Due date: 04 April 2018 (Unique number: 876738)

This compulsory assignment consists of 25 multiple choice and true/false questions based on the study guide:

I. You must complete this assignment on the mark reading sheet that was provided to you.

II. You have to select the most appropriate answer to each question. Although in some questions you may regard more than one answer as appropriate, you may select only one option which is more acceptable when compared to the other options.

III. Complete the mark reading sheet with a soft pencil - not a pen or coloured pencil. No holes should be punched.

IV. Should you mark an incorrect space erase the pencil marks to prevent the computer from reading such marks.

V. You should complete the following details (also in pencil) in the correct spaces on the mark reading sheet.
- Your student number
- Your surname, initials and address
- The subject code
- Assignment number: 02
- Unique assignment number

VI. Since these sheets are marked by the computer:
- No extension for the closing date of this assignment will be granted
- Sheets that are rejected by the computer will be returned to you unmarked
- Sheets received after the closing date will not be marked
- If you were to submit a second attempt this sheet will be returned to you unmarked.

On your answer sheet indicate:

For questions 1 to 10, indicate whether the answer is (1), (2), (3), (4) or (5):

1. Managing archives involves the following:
   (1) Transferring, receiving and accessioning archives from private persons, organisations, government departments and other institutions
   (2) Arranging and describing archives according to archival principles and practices, and compiling finding aids
   (3) Preserving archives and security and disaster planning
   (4) Access, reference and outreach
   (5) All of the above

2. What is the appraisal process:
   (1) Designing a finding aid
   (2) Implementing a records management programme
   (3) Identifying records for destruction
   (4) Investigation to decide which records should be preserved in an archives repository and those which can be destroyed.
   (5) Identifying only records with archival value

3. Which of the following is a finding aid?
   (1) Catalogues
   (2) Indexes
   (3) Inventories
   (4) Lists
   (5) All of the above

4. Why are archival materials arranged and described?
   (1) To ensure the accessibility of archives to researchers and archives staff
   (2) To create additional space in the strong rooms
   (3) To identify records of archival value

(4) To facilitate destruction of archives

(5) All of the above

5. Archival material is arranged according to:
   (1) Subject
   (2) The arrangement system of the office of origin responsible for creating the records
   (3) A pre-determined classification systems
   (4) The Dewey Decimal Classification System
   (5) None of the above.

6. Which of the following restrictions are recommended for the reference or reading room?
   (1) No writing pads and pencils
   (2) No laptops and notebooks
   (3) No laptops, bags and writing pads
   (4) No bags, no food and no smoking allowed
   (5) All of the above

7. Identify the measures which can enhance the preservation of archival materials:
   (1) High humidity, exposure to sunlight and ultraviolet light,
   (2) Safe and clean facilities, dust free, acid-free storage containers, low level light, regular fumigation, regulated temperature and humidity levels and no leaking pipes
   (3) Flammable liquids and chemicals, leaking water pipes and rodents
   (4) Pests, humidity, fire, water, dust and mould
   (5) None of the above

8. Outreach programmes may include the following:
   (1) Exhibitions
   (2) Tours to the archives facility
   (3) Newspaper articles
   (4) All of the above
   (5) None of these

9. The act which regulates the preservation and use of a national archival heritage is:
   (1) National Archives and Records Service Act, 43 of 1996
   (2) Copyright Act, 98 of 1978
   (3) Promotion of Access to Information Act, 2 of 2002
   (4) State Archives Act
   (5) All of these

10. Identify the correct statement: The Promotion of Access to Information Act, 2 of 2002:
    (1) Is aligned to section 32 of the Constitution
    (2) Regulates access to information to exercise or protect a person's rights
    (3) Fosters a culture of transparency and accountability
    (4) All of the above
    (5) None of these

For questions 11 to 25, indicate <u>1</u> as true, or <u>2</u> as false:

11. Archives are those records that were created or received by a person, family, or organisation (public or private), in the conduct of their affairs and preserved because of the lasting or enduring value contained in the information they hold, or as evidence of the functions and responsibilities of their creator.

12. According to the study guide, unit 1, before materials are transferred to the archives they need to be arranged and described by the records manager of the originating office or organisation.

13. The process of appraising records should only be done by the records manager, and therefore the archivist has no role to play in the appraisal process.

14. There are different types of records which will be transferred to an archives from the originating organisation. The most common include paper-based records (such as letters and maps); audio records (such as tapes and CD's); audio-visual records (such as videos and DVD's); and electronic records (such as electronic documents, email and Excel spreadsheets).

15. According to your study guide, unit 2, the description of archival materials should come first, before arrangement.

16. The most frequently used filing systems are: chronological; geographical; alphabetical; numerical; and subject.

17. Archivists make use of *levels of arrangement,* to facilitate the organisation of archival materials and to make the arrangement of archival materials more structured These levels of arrangement include: arrangement at repository level, records groups level, series level, file unit, and item level.

18. According to your study guide, unit 3, the inventory is a type of finding aid.

19. There are no existing international rules or standards for archival description that archival institutions need to conform to.

20. The study guide, unit 4 explains that archival materials should always be kept in boxes, containers or folders high in acid content to ensure their long term preservation.

21. If materials have been damaged for whatever reason they may have to be treated so as to restore them, as far as possible, to their original condition. The treatment of damaged materials is referred to as restoration or conservation.

22. Your study guide, Unit 5 defines the reference interview as an interaction between the researcher and the archivist to determine the information or research needs of the researcher. That is, by interviewing the researcher, the archivist can find out what records/information the researcher needs, and can consequently supply him/her with these records.

23. Although archival materials are unique, they are always allowed to be loaned to researchers who wish to take them home.

24. Outreach and promotion are activities archival staff should be involved in, so that they can make their services and collections known to the public in order to attract more users and researchers to the archives.

25. Before materials are transferred to the archives, they need to be prepared for transfer. This includes:
    - appraising records according to the appropriate disposal schedule
    - cleaning and tidying records to be transferred to archival care
    - labelling items with dates and reference numbers
    - boxing records
    - listing records to be transferred
    - completing an accession form.

TOTAL: 25 MARKS

APPENDIX B: SECOND SEMESTER COMPULSORY ASSIGNMENTS

There are two compulsory assignments for this module:

a) ASSIGNMENT 01 (COMPULSORY)

Please note that it is compulsory to return this assignment on time, as failure to do so will automatically prevent you from writing your examination at the end of your course. No late submissions will be accepted.

Assignment 01	Due date: 15 August 2018 (Unique number: 878353)

PLEASE ANSWER ALL QUESTIONS FROM ASSIGNMENT 01:

QUESTION 1

1.1   Discuss the different meanings of the term 'archives.   (5)
1.2   Illustrate, with examples, the steps involved in the process of managing archives. (10)
1.3   Define the terms 'arrangement' and 'description'.   (10)
1.4   Identify and describe two archival principles.   (15)

QUESTION 2

2.1   Identify the four most common media for records, with relevant examples.   (5)
2.2   Explain the difference between an inventory and list.   (10)
2.3   Describe the steps involved in creating an inventory for an archival collection, and provide an example of an inventory.   (15)

QUESTION 3:

3.1   Describe the following: a disaster management programme and vital records.   (15)

3.2   As an archival assistant, you are requested to recommend two (2) outreach activities. Explain why these outreach actions are necessary and how the activities should be conducted.   (15)

TOTAL: 100 MARKS

To answer assignment 01 you should also consult other sources other than your study guide. A list of possible sources is given below. However, if you cannot get hold of these, there are many other books, journals, internet sites and other electronic sources that cover the topics in the above questions.

Additional resources for Assignment 01:

Carmichael, DW. 2004. *Organizing archival records*. 2nd ed. Altamira Press: Oxford.

Hamill, L. 2017. *Archival arrangement and description: analog to digital teaches the core functions of arrangement and description*. Rowman & Littlefield.

Harris, V. 2000. *Exploring archives: an introduction to archival ideas and practice in South Africa*. 2nd ed. Pretoria: National Archives of South Africa.

Hunter, GS. 2003. *Developing and maintaining practical archives*. 2nd ed. Neal-Schuman Publishers: New York.

International Organisation for Standardisation. 2001. ISO 15489-1: *Information and documentation – Records management*. Geneva: ISO.

Pearce-Moses, R. 2005. *A glossary of archival and records terminology*. Chicago: Society of American Archivists.

Roe, K. 2005. *Arranging & describing archives & manuscripts*. Chicago: Society of American Archivists.

Society of American Archivists. 2013. Archival arrangement and description. Ed. with an introduction by CJ. Prom & TJ. Frusciano. Chicago: Society of American Archivists.

b) ASSIGNMENT 02 (COMPULSORY):

Please note that it is compulsory to return this assignment on time, as failure to do so will automatically prevent you from writing your examination at the end of your course. No late submissions will be accepted.

Submission date of this compulsory assignment:

Assignment 02   **Due date: 5 September 2018 (Unique number: 761553)**

This compulsory assignment consists of 25 multiple choice and true/false questions based on the study guide:

I.   You must complete this assignment on the mark reading sheet that was provided to you.

II.   You have to select the most appropriate answer to each question. Although in some

questions you may regard more than one answer as appropriate, you may select only one option which is more acceptable when compared to the other options.

III. Complete the mark reading sheet with a soft pencil - not a pen or coloured pencil. No holes should be punched.

IV. Should you mark an incorrect space erase the pencil marks to prevent the computer from reading such marks.

V. You should complete the following details (also in pencil) in the correct spaces on the mark reading sheet.

• Your student number
  • Your surname, initials and address
  • The subject code
  • Assignment number: 02
  • Unique assignment number

VI. Since these sheets are marked by the computer:
  • No extension for the closing date of this assignment will be granted
  • Sheets that are rejected by the computer will be returned to you unmarked
  • Sheets received after the closing date will not be marked
  • If you were to submit a second attempt this sheet will be returned to you unmarked.

On your answer sheet indicate:

For questions 1 to 10, indicate whether the answer is (1), (2), (3), (4) or (5):

1. Which of the following statements is true: Archives are:
   1) records that have no enduring value and are therefore destroyed after their administrative value has ended
   2) all current records that are currently being used at an organisation
   3) records that were created or received by a person, family, or organisation, in the conduct of their affairs and preserved because of their lasting value
   4) inactive records that may be destroyed
   5) none of the above

2. According to the study guide for ARM1503, unit 1, there are various methods of acquiring archival materials. These methods are:
   1) Transfer from within an organisation, such as transfer from business units to the company archives
   2) Transfer from creating public body to national or provincial archives repository
   3) Purchasing of collections or as gifts, such as personal papers and photographs to an archives repository
   4) none of the above
   5) all of the above.

3. When accessions are acquired as a donation or gift, the following is applicable:
   1) Legal and physical custody of the materials are transferred to the archival institution from the donor
   2) legal custody of the materials is not transferred to the archival institution

3) only physical custody of the materials are transferred to the archival institution
4) the archival institution does not need to adhere to the agreements and conditions of the donor
5) None of the above.

4. The process of appraising archival materials results in the following:
   1) all documents are preserved
   2) a decision is taken of what documents should be preserved and those that should be destroyed
   3) all documents that are from an organisation are destroyed
   4) the archivist decides which archival materials are allowed access
   5) compilation of an inventory.

5. According to Unit 2, if the archivist receives a collection of archival material, which was arranged alphabetically by the office of origin, the archivist must:
   1) Rearrange the records according to a numbering systems and mix them with another collection
   2) Not maintain the original order as determined and used by the office of origin
   3) Consider the principles of provenance and original order, respect the office that created the records and keep the alphabetical arrangement as determined by the office of origin
   4) Arrange the information according to the Dewey Decimal System
   5) None of the above.

6. According to Unit 2, Group code of the series; series number; series title; dates; number of items or volumes; physical nature of the materials; arrangement statement; narrative paragraph; and any conditions on access to the documents are the components of:
   1) Database
   2) Inventory
   3) Catalogue
   4) File plan
   5) List

7. Which one of the following is **not** a finding aid?
   1) catalogues
   2) inventories
   3) disposal schedule
   4) indexes
   5) electronic database

8. Which of the following statements is true: The main reason archival materials are arranged and described is:
   1) to make sure there is more space available in the strong rooms
   2) to destroy the archival material
   3) to return the donated material to the donor
   4) to make archives easily accessible to the archives staff and to researchers
   5) none of the above

9. According to the study guide, unit 4, preservation and restoration ensure:
   1) that archival materials are stored in a manner that prevents deterioration; and treatment or rehabilitation of damaged archival materials
   2) a preventative preservation measure which is carried out before archival materials are damaged;
   3) treatment or rehabilitation of archival materials which are already damaged;
   4) control of the storage environment, measures to safeguard the archival documents, security and planning for disasters.
   5) None of the above

10. Unit 5 of your study guide explains that when providing access to archives, the following restrictions are recommended in the reference or reading room:
   1) No writing pads and pencils allowed
   2) No bags, food and smoking allowed
   3) No pencils, laptops and writing pads
   4) No laptops and notebooks
   5) All of the above.

For questions 11 to 25, indicate <u>1 </u>as true, or <u>2</u> as false:

11. The description of archival materials should come first, before arrangement.

12. The most frequently used filing systems are: chronological; geographical; alphabetical; numerical; and subject.

13. Archivists make use of *levels of arrangement,* to facilitate the organisation of archival materials and to make the arrangement of archival materials more structured. These levels of arrangement include: arrangement at repository level, records groups level, series level, file unit, and item level.

14. The inventory is a type of finding aid.

15. There are no existing international rules or standards for archival description that archival institutions need to conform with.

16. Archival materials should always be kept in boxes, containers or folders high in acid content to ensure their long term preservation.

17. If materials have been damaged for whatever reason they may have to be treated so as to restore them, as far as possible, to their original condition. The treatment of damaged materials is referred to as restoration or conservation.

18. The reference interview is an interaction between the researcher and the archivist to determine the information or research needs of the researcher. That is, by interviewing the researcher, the archivist can find out what records/information the researcher needs, and can consequently supply him/her with these records.

19. Although archival materials are unique, they are always allowed to be loaned to researchers who wish to take them home.

20. Outreach and promotion are activities archival staff should be involved in, so that they can make their services and collections known to the public in order to attract more users and researchers to the archives.

21. Archival material should be arranged according to the Dewey Decimal Classification System.

22. Bags, food and smoking are permitted in the reference or reading room of an archives.

23. The act which regulates the preservation and use of South Africa's national archival heritage is the National Archives and Records Service Act, 43 of 1996.

24. Exhibitions, tours of the archives facility, a web presence on the internet and appearances on radio and television are outreach programmes which archival staff should be involved in to make their services and collections known to the public.

25. The preservation of archival materials should not be in areas containing flammable liquids and chemicals, leaking water pipes and rodents.

TOTAL: 25 MARKS

Declaration statement

If you use the ideas and arguments of other authors or present facts that you have obtained from their works in your assignment answers, you must cite the sources where you have found them. You should be honest and not pass off another person's work as your own. If you fail to acknowledge the sources, you are committing plagiarism, a serious academic offence that can lead to the rejection of your assignment.

Please refer to Appendix C *Plagiarism* in your Tutorial letter INKALLE/302 for more information. The following signed statement must accompany your assignment:

Declaration Statement

I declare that this is my own, original work prepared specifically for the ARM1503 module and that all the sources I have used or quoted have been indicated and acknowledged by means of complete references.

…………………………………

(Signature)

…………………………………..

(Name)

………………………………..

(Date)

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