Examine the challenges of archival buildings in Africa including the external environmental factors that affect the collection.

Respect des fonds is an overarching concept that protects the integrity of archives. Discuss this principle including the challenges related to it.

Define the following concepts:

- Archive (5 marks).
- Advocacy (5 marks).
- Provenance (5 marks).
- Appraisal (5 marks).
- Description (5 marks).

Discuss how preservation and access are complementary and go hand in hand. How can an archive improve access to its collections?

Describe why security and preservation of archives begins within the building they are stored in. Explain the current issues regarding new formats of publications and archival buildings.
Question 6

Without an acquisitions policy an archive runs the risk of a number of factors. Elaborate what these factors are and explain how policy can help avoid these factors.

(25)

Question 7

Explain how computers can be used to manage records in an archive.

(25)

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