

**NATIONAL UNIVERSITY OF LESOTHO**  
**BACHELOR IN LIBRARY INFORMATION STUDIES**  
**LIS 2304 – ARCHIVES AND ARCHIVAL RECORDS**

**JANUARY 2024**

**MARKS: 100**

**3 HOURS**

**INSTRUCTIONS:**

**Insert student number**

**Answer all questions.**

**Question 1**

Briefly explain each of the following terms.

- a) Archives (5)
- b) Record (5)
- c) Records management (5)
- d) Vital Records (5)

[20]

**Question 2**

In detail discuss one theory of records management of your choice.

[20]

**Question 3**

- a) Give a clear description of any three principles of indexing in archives and records management. (12)
- b) Mention any four functions of a records management policy? (4)
- c) With examples, mention the values of records. (4)

[20]

**Question 4**

Briefly differentiate the centralized registry system and the decentralized registry system.

[15]

**Question 5**

Discuss the steps taken when developing a vital records management programme.

[25]