

**BINDURA UNIVERSITY OF SCIENCE EDUCATION**  
**FACULTY OF SOCIAL SCIENCES AND HUMANITIES**  
**DEPARTMENT OF LANGUAGES AND COMMUNICATION SKILLS**  
**HCHS 218: HERITAGE INVENTORY AND ARCHIVING**

**EXAMINATION**

**TIME: 3 HOURS**

JUN 2025

**INSTRUCTIONS**

Answer **ANY THREE** questions. Each question carries (100) marks

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1. Justify the relevance, importance, usefulness and necessities of inventories in heritage institutions.
2. A heritage site has been reported to a museum that you are working at and needs to be documented. What will be the major features of your site record sheet/form and why?
3. Discuss the pros and cons of any **THREE** types of inventories applicable for a museum set-up.
4. Discuss the importance of arranging and describing archives.
5. You have been appointed as a pioneer archivist to administer a small archival service within a historical society. What salient features would you include in your disaster preparedness plan?

**END OF PAPER**