



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

IN

RECORDS MANAGEMENT AND INFORMATION SCIENCE

MODULE: Archives Administration

PAPER NO: 551/23/M07

DURATION: 3 hours

NOVEMBER/DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer any four (4) questions.
2. Each question carries 25 marks.
3. Do not write anything on the question paper.

QUESTION 1

Justify the need for acquiring archival materials in archival institutions. (25 marks)

QUESTION 2

Numerate the procedures for processing accessions in archival institutions. (25 marks)

QUESTION 3

Explicate five (5) qualities of a good access policy. (25 marks)

QUESTION 4

Explain any five (5) principles that are found in the code of ethics for archivists. (25 marks)

QUESTION 5

Critique the significance of conducting oral history programmes. (25 marks)

QUESTION 6

Explore any five (5) current trends in managing archival materials. (25 marks)

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