



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

RECORDS MANAGEMENT AND INFORMATION SCIENCE

MODULE: Digital Filing

PAPER NO: 358/22/M03

DURATION: 3 Hours

NOVEMBER/ DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer any five (5) questions.
2. Each question carries twenty (20) marks.
3. Do not write anything on the question paper.

QUESTION 1

Explain any five (5) benefits of files management in an organisation. (20 marks)

QUESTION 2

Cite any five (5) factors that influence or determine file closure. (20 marks)

QUESTION 3

Justify the need for classifying records in organisations. (20 marks)

QUESTION 4

Describe any five (5) elements of a records inventory sheet. (20marks)

QUESTION 5

Recall the essence of colour coding of files. (20 marks)

QUESTION 6

Discuss any five methods of tracking and locating files in an organisation. (20 marks)

QUESTION 7

Examine any five ways of restricting access to records in all media. (20 marks)

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