



ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

HIGHER NATIONAL DIPLOMA

IN

RECORDS MANAGEMENT AND INFORMATION SCIENCE

SUBJECT: Management of Electronic PAPER NO: 748/S05
Records

JUNE 2011 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. **Answer any four (4) questions.**
2. **Each question carries 25 marks.**

This paper consists of 2 printed pages.

PAPER NO: 748/S05 – MANAGEMENT OF ELECTRONIC RECORDS

QUESTION 1

With the aid of a diagram, explain the main elements of the framework for records management.

(25 marks)

QUESTION 2

Discuss five (5) guidelines for creation and use of electronic records.

(25 marks)

QUESTION 3

Explain the measures you would put in place to ensure the confidentiality of electronic records in your organisation.

(25 marks)

QUESTION 4

Describe the importance of surveying electronic based records keeping systems in an organisation.

(25 marks)

QUESTION 5

Discuss current developments related to the management of electronic based records.

(25 marks)

QUESTION 6

Explain the institutional capacity necessary for implementing an electronic based records management programme.

(25 marks)

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