



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

SUBJECT: Management of Public Sector Records

**PAPER NO: 551/15/S11
551/22/S11**

DURATION: 3 Hours

MARCH/APRIL 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.

PAPER NO: 551/22/S11, 551/15/S11- MANAGEMENT OF PUBLIC SECTOR RECORDS

QUESTION 1

Examine any five (5) significance of an arrangement and description. (25 marks)

QUESTION 2

Discuss the essence of public sector records in the modern day. (25 marks)

QUESTION 3

Numerate the key stages in developing on Integrated Records Management Programme. (25 marks)

QUESTION 4

Assess five (5) actions required to restructure existing records systems in order to develop an Integrated Records Management. (25 marks)

QUESTION 5

Articulate any five (5) roles of professional associations in promoting good records Management. *key principles found in codes of ethics adopted by records & archives professions* (25 marks)

QUESTION 6

Explore any five (5) roles of professional associations in promoting good Records management. (25 marks)

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