



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: Archiving

PAPER NO: 358/22/M01

DURATION: 3 hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

PAPER NO: 358/22/M01 – ARCHIVING

QUESTION 1

Analyse the importance of appraising records.

(20 marks)

QUESTION 2

Briefly explain the following terms as used in Records and Information Science.

- a) Original order (5 marks)
- b) Series (5 marks)
- c) Transmittal list (5 marks)
- d) Public programming (5 marks)

QUESTION 3

Highlight any five (5) benefits of transmittal lists in Records Management.

(20 marks)

QUESTION 4

Defend any five (5) uses of archives.

(20 marks)

QUESTION 5

Explain any five (5) functions of archival legislation.

(20 marks)

QUESTION 6

Analyse five (5) ways of disposing records.

(20 marks)

QUESTION 7

Highlight five (5) benefits of digital archiving.

(20 marks)

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