



ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

RECORDS MANAGEMENT AND INFORMATION SCIENCE

**SUBJECT: Management of Semi - Current
Records**

PAPER NO: 358/S02

MARCH/APRIL 2013 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer any five questions.
2. Each question carries 20 marks.

This paper consists of 3 printed pages.

QUESTION 1

- a) Briefly describe the following terms
- | | |
|------------------------|-----------|
| i) File | (4 marks) |
| ii) File closure | (4 marks) |
| iii) Records inventory | (4 marks) |
| iv) Vital records | (4 marks) |
- b) Distinguish between inhouse records centres and commercial records centres. (4 marks)

QUESTION 2

- a) Define records centres. (5 marks)
- b) Examine three factors one should consider when citing records centre storage facilities. (15 marks)

QUESTION 3

- a) Discuss the major differences between a records centre and a records office. (5 marks)
- b) Analyse the benefits of using the records centre. (15 marks)

QUESTION 4

Describe the steps to be taken when planning and developing records Centres. (20 marks)

QUESTION 5

Analyse the steps outlined by the National Archives of Zimbabwe during the process of transferring records from records centres to archival repositories. (20 marks)

QUESTION 6

- a) Define records survey. (5 marks)
- b) Identify and justify three (3) methodologies used in conducting a records survey in an organisation. (9 marks)
- c) Justify the one you would recommend for an organisation. (6 marks)

QUESTION 7

- a) Describe the process of disposition of records. (5 marks)
- b) Evaluate the methods used for disposing the various classes of records. (15 marks)

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