



**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 Records Centres**

**PAPER NO: 551/15/S09  
551/22/S09**

**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: 551/15/S09

551/22/S09 – MANAGEMENT OF RECORDS CENTRES

QUESTION 1

Justify the essence of records surveys in information centres. (25 marks)

QUESTION 2

Analyse the factors to consider when establishing a records centre. (25 marks)

QUESTION 3

Numerate any five functions of records centres. (25 marks)

QUESTION 4

Explore any five (5) types of records centres. (25 marks)

QUESTION 5

Highlight any five (5) methods that can be used to dispose records in records centres. (25 marks)

QUESTION 6

Differentiate between primary and secondary values as they are used in records appraisal. (25 marks)

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