



ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

RECORDS MANAGEMENT AND INFORMATION SCIENCE

SUBJECT: Management of Current Records PAPER NO: 358/S01

MARCH/APRIL 2013 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five questions.**
- 2. Each question carries 25 marks.**

This paper consists of 2 printed pages.

QUESTION 1

Justify the need for records management in an organisation.

(25 marks)

- proper maintenance of records
- preservation of materials
- Retrieval of information
- filing, classification

QUESTION 2

a) Describe file closure.

b) Justify three conditions that determine the closure of files.

(25 marks)

QUESTION 3

Distinguish between centralised and decentralised storage of records.

(25 marks)

QUESTION 4

Highlight any four filing systems giving two advantages and two disadvantages of each.

(25 marks)

- alphabetical
- alphabetic
- chronological
- numerical
- geographical

QUESTION 5

Examine five challenges of managing electronic records in records offices.

(25 marks)

QUESTION 6

Analyse the benefits of a records inventory in records management.

(25 marks)

QUESTION 7

With the aid of a diagram, discuss the life cycle concept of a record according to Ropper and Millar.

(25 marks)

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