



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: Records Preservation

PAPER NO: 358/22/M02

DURATION: 3 hours

MAY/JUNE 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five (5) questions.**
- 2. Each question carries 20 marks.**

PAPER NO: 358/22/M02 – RECORDS PRESERVATION

QUESTION 1

Justify the significance of practising records preservation in an organisation. (20 marks)

QUESTION 2

Outline any five (5) duties of a conservator. (20 marks)

QUESTION 3

Examine any five (5) strategies to the preservation of digital media. (20 marks)

QUESTION 4

Recall five (5) advantages of digitising records and archival materials. (20 marks)

QUESTION 5

Highlight any five (5) benefits of planning for disasters in information centres. (20 marks)

QUESTION 6

Cite any five (5) responsibilities of a Disaster Management Committee (DMC). (20 marks)

QUESTION 7

Explain the following terms as they are used in records preservation.

- a) Content preservation (5 marks)
- b) Preventive preservation (5 marks)
- c) Restorative preservation (5 marks)
- d) Conservation treatment (5 marks)

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