



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: Classification of Records

PAPER NO: 358/22/M04

DURATION: 3 Hours

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

PAPER NO: 358/22/M04-CLASSIFICATION OF RECORDS

QUESTION 1

Cite any four (4) characteristics of a record. (20 marks)

QUESTION 2

Highlight any five (5) importance of a records inventory. (20 marks)

QUESTION 3

Differentiate between manual and electronic classification systems. (20 marks)

QUESTION 4

Explain any five (5) filing equipment that are used in Information Centres. (20 marks)

QUESTION 5

Describe any five (5) tools used to locate files in registries. (20 marks)

QUESTION 6

Numerate any five (5) filing systems that can be used in organisations. (20 marks)

QUESTION 7

Summarise any five (5) functions of an index. (20 marks)

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