



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 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 2 printed pages.

QUESTION 1

Justify the significance of preserving records in information centres.
(20 marks)

QUESTION 2

Examine any five (5) records conservation methods.
(20 marks)

QUESTION 3

Highlight five (5) problems encountered in preserving records in tropical regions.
(20 marks)

QUESTION 4

Analyse any five (5) reformatting techniques in Records and Information Management.
(20 marks)

QUESTION 5

Assess any five (5) salvage procedures suitable for water damaged records.
(20 marks)

QUESTION 6

Explain any five (5) importance of disaster planning.
(20 marks)

QUESTION 7

Numerate any five (5) challenges in the preservation of digital content.
(20 marks)

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