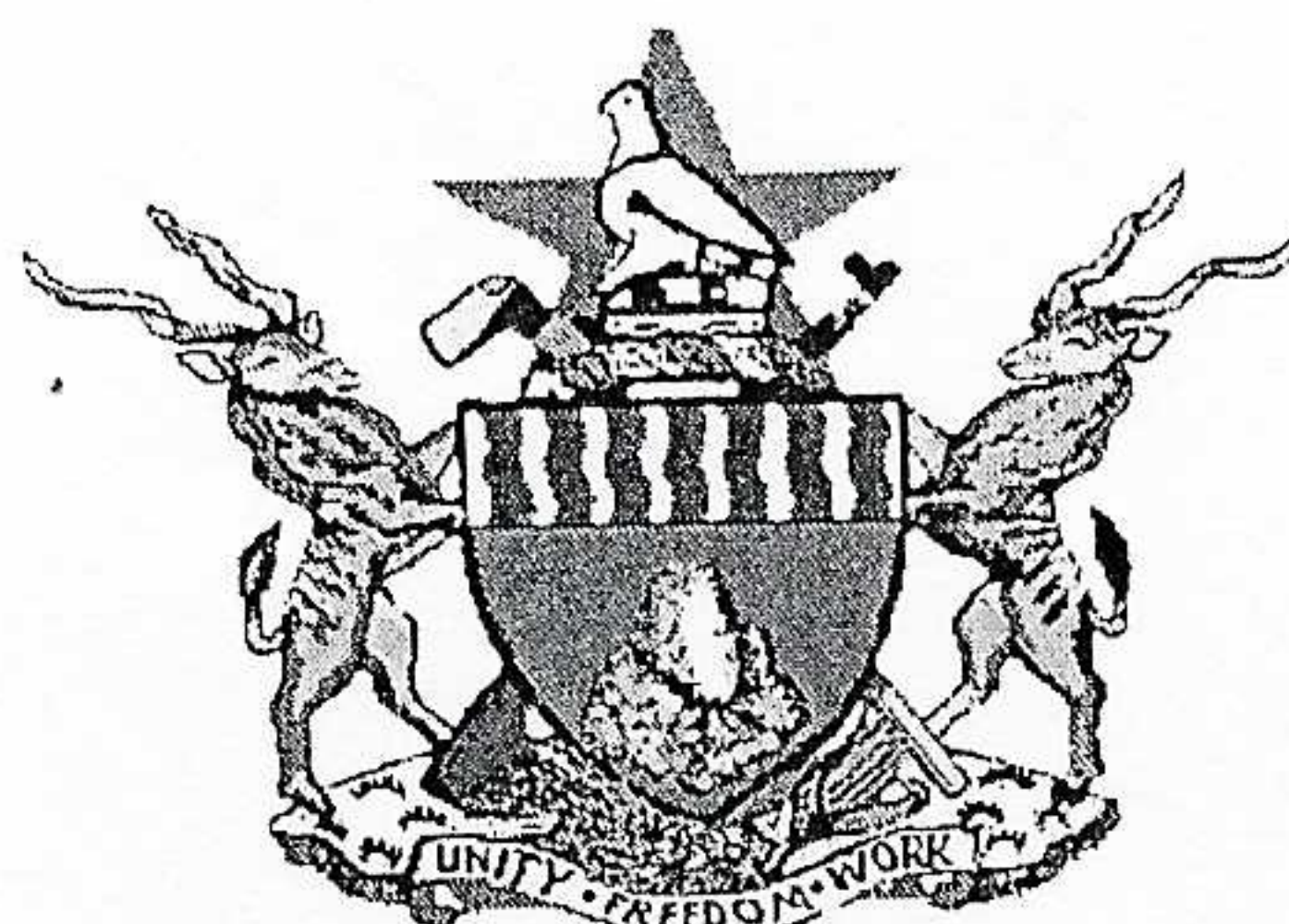




ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

IN

RECORDS MANAGEMENT AND INFORMATION SCIENCE

MODULE: Preservation Management PAPER NO: 551/23/M02

DURATION: 3 Hours

JUNE 2026 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.

QUESTION 1

Explore any five (5) measures used in controlling damage to records.

(25 marks)

QUESTION 2

Explicate any five (5) factors to consider when choosing storage facilities for different records formats.

(25 marks)

QUESTION 3

Summarise any five (5) equipment used in digital preservation.

(25 marks)

QUESTION 4

Assess any five (5) components of a Preservation Management Programme.

(25 marks)

QUESTION 5

Examine any five (5) importance of digital data security.

(25 marks)

QUESTION 6

Highlight five significance of an Emergency Information Manual.

(25 marks)

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