



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: Archiving

PAPER NO: 358/22/M01

DURATION: 3 hours

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 2 printed pages.

QUESTION 1

Explain any five (5) methods of records disposal. (20 marks)

QUESTION 2

Cite any five (5) factors that determine appraisal decisions. (20 marks)

QUESTION 3

Analyse any five (5) importance of transmittal lists in Information Centres. (20 marks)

QUESTION 4

Numerate any five (5) responsibilities of archival staff. (20 marks)

QUESTION 5

Outline any five (5) resources needed to set up a Digital Archives Repository. (20 marks)

QUESTION 6

Summarise any five (5) functions of archival legislation. (20 marks)

QUESTION 7

Justify the need for taking archives to the people. (20 marks)

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