BINDURA UNIVERSITY OF SCIENCE EDUCATION

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

DEPARTMENT OF LANGUAGES AND COMMUNICATION SKILLS

HCHS115: INFORMATION AND RECORDS MANAGEMENT

EXAMINATION

TIME: 3 HOURS

MAR 2024

INSTRUCTIONS

Answer **ANY THREE** questions. Each question carries (100) marks

1. What is the importance of information and records management in heritage management in Africa?

2. With the aid of relevant examples, explain the life cycle of a record in a record keeping system.

3. What is information technology? Discuss how technological advancement has improved records management.

4. Define and briefly explain the following terms:

   (a) Data creation

   (b) Data storage

   (c) Data retention

   (e) Information Technology

   (f) Software

5. Define and briefly explain the following terms:

   (a) Data

   (b) Information

   (c) Record

   (e) Information technology

   (f) Data storage