

SECTION I

Answer ALL questions in this section.

1. (a) State THREE characteristics of an efficient records management system. (3 marks)
- (b) (i) List TWO types of filing classifications. (2 marks)
- (ii) For EACH filing classification listed above, identify ONE type of record that is filed using that classification. (2 marks)
- (c) (i) Copy the following table in your answer booklet. Using the format provided, complete the table to show the correct indexing order of EACH name.

| Correct Indexing Order | | | | |
|-------------------------|---|---|---|---|
| NAMES | 1 | 2 | 3 | 4 |
| Dr A. Lenna Facey | | | | |
| Ministry of Education | | | | |
| Fabes & Chang Ltd | | | | |
| Jascinth Stone-Cummings | | | | |

(4 marks)

- (ii) Prepare the cross-reference sheet for Jascinth Stone-Cummings. (1 mark)
- (iii) Arrange the THREE remaining names in alphabetical order. (3 marks)

Total 15 marks

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Heinemann Office Procedures for CXC Alan Whitcomb, Gill Clarke, 2000 Key features of this book include thorough coverage of all the key concepts in office procedures complete and thorough coverage of the current CXC syllabus obviating the need to use several texts detailed guidance for the SBA component of the syl **CSEC PAST PAPERS 2020-2023**

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“The” Athenaeum ,1890 **The Parliamentary Debates (official Report[s])** ... Great Britain. Parliament, 1868

Hansard's Parliamentary Debates Great Britain. Parliament, 1868 *The Parliamentary Debates* Great Britain.

Parliament, 1868 Gardeners' Chronicle ,1851 The Gardeners' Chronicle and Agricultural Gazette ,1850 **“The”**

Illustrated London News ,1854 **The Examiner** ,1851 **Illustrated Times** ,1861 **The academy** ,1890 **Spirit of the Times and the New York Sportsman** ,1864 Congressional Record United States. Congress, 1962 The

Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 **The General Evening Post** ,1761

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