

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

Office Administration Cxc Past Paper 2

Michal Rosen-Zvi



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