

## **MCQ Questions on Building and Managing a Documentation System for In-Service Training**

**Instructions:** Please Respond to the following questions by placing a tick on the appropriate answer

**Time Allowed:** One Hour

- 1. The process of keeping and maintaining records relating to an organisation is called:**
  - A) Process documentation
  - B) Product documentation
  - C) User documentation
  - D) Documentary system building and management
- 2. Which of the following should describe the technical term used in a documentary system search?**
  - A) Glossary
  - B) Index
  - C) user requirements
  - D) system architecture
- 4. .... is an indispensable component in building an information system?**
  - A) System
  - B) Data
  - C) Process
  - D) Records
- 5. In order to secure your documentary system you can**
  - A) Employ a body guard
  - B). Build a very strong wall
  - C) Employ watch dogs
  - D) Use unique usernames and passwords to restrict access to sensitive documents and

maintain an audit trail of who accesses a document and when.

**6. The Following three steps are important for developing a documentary system**

- A) Determine the organisation needs
- B) Study the organisation work environment
- C) Build a wall
- D). Talk with a documentalist
- E) Create a work plan

**7. Importance of a Documentary Information System include:**

- A) It facilitates the efficient storage, retrieval and analysis of critical administrative documents
- B) Facilitating informed and quick decision-making process.
- C) Improving efficiency and productivity across the organisation
- D) Provision of security to critical documents
- E) All of the above

**8. One of the importance of taking an inventory of documents before building a documentary system is because this helps to:**

- A) Help sort and store everything you hope to include in your documentation management system that will be useful.
- B) Help you to see clearly
- C) Make you comfortable
- D) Help you to be unbiased

**9. Some of the four Important Clusters in Which Documents can be Sorted when classifying records for filing include :**

- A) Administrative documents
- B) Financial Records
- C) Market document
- D) Legal Documents

E) Correspondences

**10. Some three very important reasons for archiving records include to:**

- A) Facilitate retrieval of needed document
- B) Save time in case of policy making support documentation
- C) Ensure that no important document is lost after creation
- D) Help in marketing the organisation
- E) Help in information discovery

**11. The records that have enduring value are referred to as:**

- A) Documents
- B) Manuscripts
- C) Archival records
- D) Administrative documents

**12. The main two modes of filing records include:**

- A) Flat filing
- B) Horizontal filing
- C) Hexagonal filing
- D) Vertical Filing

**13. The following are some three documentary management challenges:**

- A) Data Security and Data Protection
- B) Data marketing
- C) Regulatory Compliance
- D) Integration with Existing Systems

**14) It is important to use the following three ways as conservation techniques for electronic documentary system**

- A) Installation of antiviruses in computers,
- B) Use of logins (User names and passwords)
- C) Use of filters,
- D) Use of Smoke in the rooms

**15. Some Manual conservation techniques of a documentary system include:**

- A) Dusting,
- B) Spraying Insecticides.
- C) Proper human handling
- E) Lamination
- F) All

**Good Luck !!!!!**