

Module 2: Quiz Answers

1. What is a record?

- a) Excellent Choice! This is Correct.
- b) Sorry, it's broader than this. Refer back to the "Record or Not".
- c) Sorry, it's broader than this. Refer back to the "Record or Not".

2. Which records below would be considered transitory?

- a) Sorry, refer back to "Record or Not".
- b) Excellent choice! Once you incorporate them into a final document the rough notes become transitory.
- c) Sorry, refer back to the "Record or Not".
- d) Sorry, refer back to the "Record or Not".

3. Which part of the number 204-20/EXPO is the tertiary code?

- a) Sorry, this is the primary number. Refer back to "Classifying".
- b) Sorry, this is the secondary number. Refer back to "Classifying".
- c) The one and only correct answer! You are getting a handle on this.
- d) Sorry, this is not correct. Refer back to "Classifying".

4. Which statement below is false?

- a) Sorry, but this is true. Refer back to "Classifying."
- b) Sorry, but this is true. Refer back to "Classifying."
- c) Very good, this is false! The OPR will always have the longer retention period.
- d) Sorry, but this is true. Refer back to "Classifying."

5. If you are having trouble classifying, what should you do?

- a) Excellent, this should narrow down your choices, but there is a better answer.
- b) Yes it can often be a good idea to see where someone else might classify a document, but there is a better answer.
- c) Good choice, often they know the most about the document, but there is a better answer.
- d) Yes, all of the above are true. Reading scope notes, discussing it with others in your office and especially discussing it with the creator/receiver will help you make the right choice.