

## Module 2: Quiz

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1. What is a record?

- a) A Record is anything that contains Information
- b) A paper-based document that contains important information.
- c) Any information that is recorded or stored graphically or electronically.

2. Which records below would be considered transitory?

- a) Business plan for the Division.
- b) Rough notes that were used to create the final document.
- c) A memo stating the new policy on travel claims.
- d) An invoice for supplies.

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

- a) 204
- b) -20
- c) /EXPO
- d) All of the above.

4. Which statement below is false?

- a) -00 is always a Policy and procedures file.
- b) A tertiary further identifies a case file.
- c) The OPR file usually has the shortest retention period.
- d) A subject file often contains reference materials.

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

- a) Read the scope notes and look at retentions.
- b) Talk it over with your co-workers.
- c) Talk to the creator/receiver of the document.
- d) All of the above.