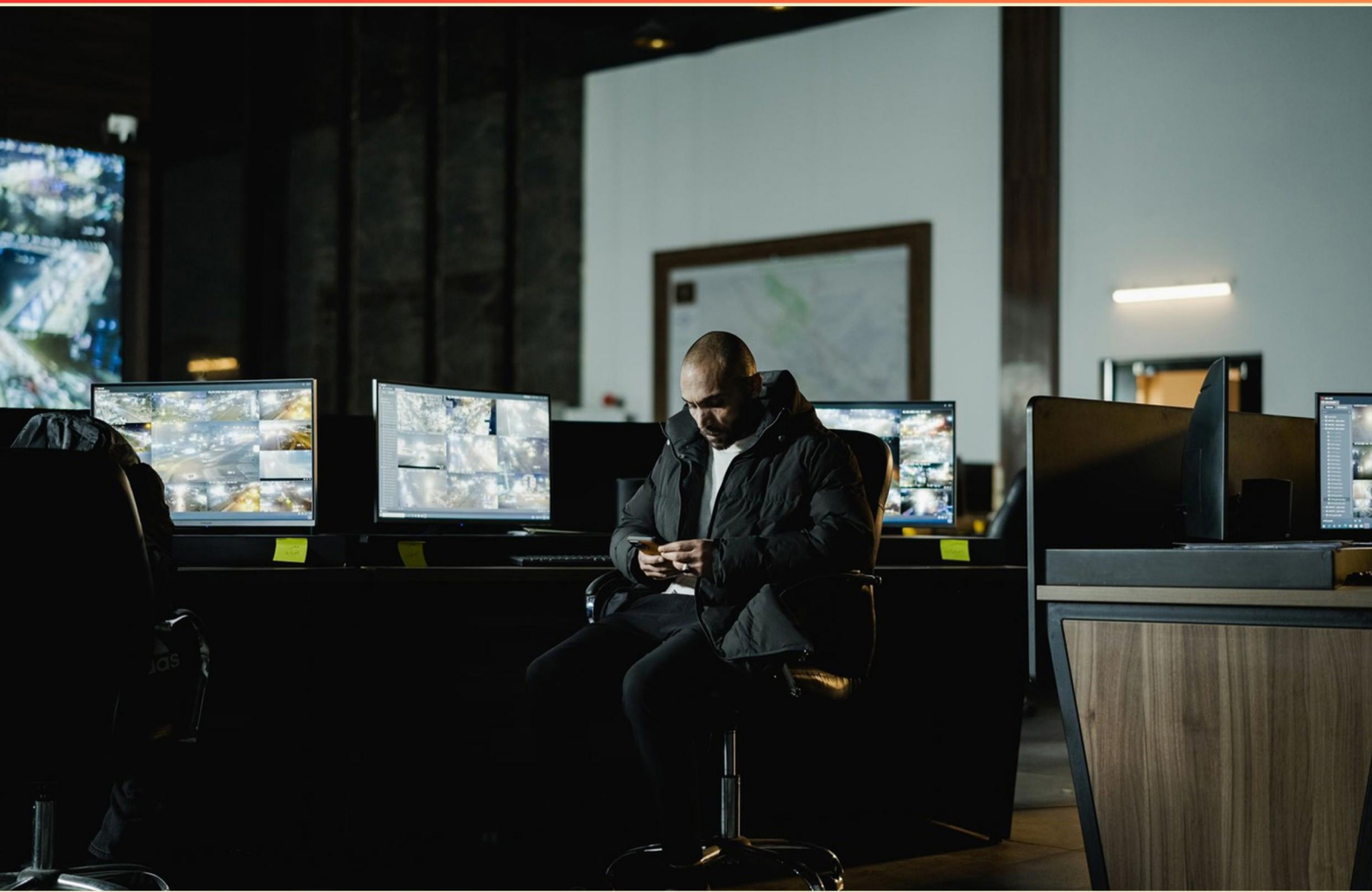


RECORDS AND INFORMATION MANAGEMENT (RIM) PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which statement best describes the difference between backup and archiving in RIM?**
 - A. They are the same
 - B. Backup is for disaster recovery and quick restoration; archiving is long-term preservation of records of enduring value
 - C. Archiving is for disaster recovery
 - D. Backup is for long-term preservation
- 2. Which of the following is true about backups?**
 - A. Backups should be created as a precaution against damage or loss of the original data
 - B. Backups should be created on a regular basis
 - C. Backups should be created only before loading new software
 - D. Both A and B
- 3. Which preservation strategy is also used besides bit-level preservation and format migration?**
 - A. Cloud storage
 - B. Backups on external drives
 - C. Emulation
 - D. Data deduplication
- 4. Which standard defines the concept of a record and provides guidance on records management practices?**
 - A. ISO 9001
 - B. ISO 27001
 - C. ISO 14001
 - D. ISO 15489
- 5. Which phase of the record life cycle involves deciding retention periods and disposal actions?**
 - A. creation
 - B. disposition
 - C. maintenance
 - D. retrieval

- 6. If a professional title is listed after the first and last name of an individual, it becomes:**
- A. The third indexing unit
 - B. Disregarded
 - C. The key indexing unit
 - D. The first indexing unit
- 7. Which statement is true about digits in names during indexing?**
- A. Spelled out for indexing purposes
 - B. Ascending order
 - C. Disregarded
 - D. None of the above
- 8. Explain the concept of 'appraisal' in records management.**
- A. Appraisal is the process of physically inspecting boxes.
 - B. Appraisal is the process of evaluating records to determine their value and how long they should be kept, based on legal, regulatory, fiscal, and informational value.
 - C. Appraisal is the act of appraising staff performance.
 - D. Appraisal is the method of sorting records by color.
- 9. What is the correct filing order for the following four names? (1) John C. Riley (2) John Corbett-Riley (3) J. C. Riley (4) John Riley II**
- A. 3, 4, 1, 2
 - B. 2, 3, 4, 1
 - C. 2, 4, 3, 1
 - D. 2, 3, 1, 4
- 10. What is the policy approach to data retention vs data deletion?**
- A. Always keep data indefinitely
 - B. Archive all data with no retention timelines
 - C. Delete data as soon as it is created
 - D. Retain data only as long as needed for business, legal, and regulatory reasons; delete or anonymize when no longer needed.

Answers

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1. B
2. D
3. C
4. D
5. B
6. A
7. B
8. B
9. D
10. D

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Explanations

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1. Which statement best describes the difference between backup and archiving in RIM?

- A. They are the same
- B. Backup is for disaster recovery and quick restoration; archiving is long-term preservation of records of enduring value**
- C. Archiving is for disaster recovery
- D. Backup is for long-term preservation

The difference in purpose and time horizon between backup and archiving is what this item tests. Backups exist to restore operations quickly after data loss or system failure. They are about getting the business running again with minimal downtime, often with short- to medium-term retention and frequent overwrites as part of routine recovery processes. Archiving, on the other hand, is about long-term preservation of records that have enduring value. Archived records are kept for compliance, legal holds, historical retention, and future retrieval, even as they are moved out of active systems and stored in stable formats with attention to integrity and authenticity. That distinction is why the statement describing backup as for disaster recovery and quick restoration and archiving as long-term preservation of enduring-value records best captures their roles. The other options imply the same purpose or swap the functions, which doesn't align with how backups and archives are used in RIM.

2. Which of the following is true about backups?

- A. Backups should be created as a precaution against damage or loss of the original data
- B. Backups should be created on a regular basis
- C. Backups should be created only before loading new software
- D. Both A and B**

Backups act as safeguards against data loss. They provide a recoverable copy if the original data is damaged, corrupted, accidentally deleted, or if hardware or software failures occur. Creating backups on a regular schedule keeps copies up to date, so you can restore to a recent version with minimal loss. Backing up only before loading new software is too narrow a practice; while you should back up before significant changes, you also need ongoing routine backups to protect everyday data. A solid approach combines precaution with regularity, and using a strategy like keeping multiple copies on different media and, ideally, offsite, helps ensure you can recover in various scenarios.

3. Which preservation strategy is also used besides bit-level preservation and format migration?

- A. Cloud storage
- B. Backups on external drives
- C. Emulation**
- D. Data deduplication

Emulation preserves access by recreating the original hardware and software environment needed to run a digital object, so the file can be used and interacted with as it was originally intended even if the underlying technologies have become obsolete. This complements bit-level preservation, which keeps an exact binary copy, and format migration, which converts data to current formats to stay readable. Together, these strategies cover preserving not just the data, but the ability to render and use it across changing environments. Cloud storage or backups on external drives primarily address storage and risk mitigation rather than maintaining the ability to access and interact with the object in its original context. Data deduplication focuses on reducing storage requirements, not on preserving accessibility or functionality over time.

4. Which standard defines the concept of a record and provides guidance on records management practices?

- A. ISO 9001
- B. ISO 27001
- C. ISO 14001
- D. ISO 15489**

Defining what a record is and outlining how to manage it through its life cycle is what ISO 15489 provides. This standard defines a record and gives guidance on records management practices, covering creation or capture, classification, storage, retrieval, preservation, disposal, and governance. It emphasizes that records are evidence of business activities and obligations, and it lays out concepts and principles plus practical guidelines for handling records across their entire life span. The other standards focus on different areas—quality management, information security, and environmental management—so they don't define records or offer comprehensive records management guidance.

5. Which phase of the record life cycle involves deciding retention periods and disposal actions?

- A. creation
- B. disposition**
- C. maintenance
- D. retrieval

Disposition is the phase where retention periods are set and disposal actions are carried out. In this stage, organizations apply retention schedules to each record to determine how long it should be kept based on business value, legal requirements, and regulatory needs. When a record reaches the end of its retention period, the disposition action is executed—such as secure destruction, transfer to an archival repository for long-term preservation, or another approved method. This phase ensures that records are retained only as long as needed and disposed of properly, balancing compliance, risk, and value. Creation focuses on producing records and capturing essential metadata; maintenance covers storing, protecting, and keeping records accessible; retrieval is about locating and accessing records when needed.

6. If a professional title is listed after the first and last name of an individual, it becomes:

- A. The third indexing unit**
- B. Disregarded
- C. The key indexing unit
- D. The first indexing unit

In personal-name indexing, the name is divided into indexing units: the first unit is the surname, the second is the given name (or initials), and any trailing designator such as a professional title, honorific, or date is treated as a separate third indexing unit. So when a professional title appears after the first and last name, it is stored as the third indexing unit. This keeps the main heading focused on the surname and given name, while still capturing the title as an additional access point for retrieval.

7. Which statement is true about digits in names during indexing?

- A. Spelled out for indexing purposes
- B. Ascending order**
- C. Disregarded
- D. None of the above

Digits in names are treated as numeric values when indexing, so they are ordered by their actual numbers rather than by character appearance or being ignored. This ensures a natural, predictable sequence, e.g., items labeled 2, 3, and 10 appear in that ascending order (2, then 3, then 10). Spelling out digits or disregarding them would disrupt this intuitive sorting and lose important ordering information. So the statement that digits are ordered in ascending numerical value is the correct approach.

8. Explain the concept of 'appraisal' in records management.

- A. Appraisal is the process of physically inspecting boxes.
- B. Appraisal is the process of evaluating records to determine their value and how long they should be kept, based on legal, regulatory, fiscal, and informational value.**
- C. Appraisal is the act of appraising staff performance.
- D. Appraisal is the method of sorting records by color.

Appraisal in records management is the process of evaluating records to determine their value and how long they should be kept, based on legal, regulatory, fiscal, and informational value. This assessment helps shape retention schedules and disposition decisions, identifying what must be preserved for accountability, compliance, and decision-making, and what can be destroyed when it no longer serves a legal or administrative purpose. The value considered isn't just usefulness, but the obligations and risks tied to keeping or destroying records—such as tax reporting, audits, or future reference needs. For example, certain financial documents may be required to be retained for a specific period due to law or regulation, while routine correspondence might have a shorter retention window. The other ideas mentioned—physically inspecting boxes, evaluating staff performance, or sorting by color—do not capture the purpose of appraisal in establishing how long records should be kept and why.

9. What is the correct filing order for the following four names? (1) John C. Riley (2) John Corbett-Riley (3) J. C. Riley (4) John Riley II

- A. 3, 4, 1, 2
- B. 2, 3, 4, 1
- C. 2, 4, 3, 1
- D. 2, 3, 1, 4**

Filing by name follows a last-name-first rule, treating hyphenated last names as a single unit and ignoring punctuation for the sort key. Within the same surname, you sort by given name, using initials when present, and you place suffixes after the core name. Here, the hyphenated surname Corbett-Riley starts with C, which comes before any Riley, so John Corbett-Riley is filed first. Among the remaining Riley entries, the given name part is "J." in J. C. Riley and "John" in John C. Riley. In alphabetical ordering, the initial J comes before the full name John, so J. C. Riley comes before John C. Riley. Finally, John Riley II shares the same base name as John C. Riley; the suffix II is ignored in sorting, so John Riley II goes after John C. Riley. So the correct filing order is: John Corbett-Riley, J. C. Riley, John C. Riley, John Riley II.

10. What is the policy approach to data retention vs data deletion?

- A. Always keep data indefinitely
- B. Archive all data with no retention timelines
- C. Delete data as soon as it is created
- D. Retain data only as long as needed for business, legal, and regulatory reasons; delete or anonymize when no longer needed.**

Data retention is about governing the data lifecycle according to business needs, legal and regulatory requirements, and privacy considerations. The best approach is to keep data only as long as it is needed for legitimate purposes—such as conducting business operations, fulfilling contractual obligations, and meeting laws and regulations—and then delete or anonymize it when it's no longer needed. This minimizes risk from data breaches, reduces storage and processing costs, and supports privacy by limiting unnecessary data exposure. It also aligns with retention schedules and data governance practices that specify how long different types of records should be kept and when they should be disposed of. Keeping data indefinitely creates unnecessary risk and cost and can complicate compliance. Archiving everything with no retention timelines removes control over what is kept and for how long. Deleting data immediately on creation can undermine business needs, compliance obligations, and potential future purposes such as audits, litigation, or analytics. Retention-as-needed, with deletion or anonymization when no longer required, provides a balanced, responsible approach.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://recordandinformationmgmt.examzify.com>

We wish you the very best on your exam journey. You've got this!

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