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QUESTION 1

Vital records are defined as records that are fundamental to the functioning of an organization and are necessary to continue operations during

A. Normal circumstances.

B. An external audit.

C. Extraordinary conditions.

D. Litigation.

Correct Answer: C

QUESTION 2

An international organization with regional finance departments suspects there are inconsistent processes. Which method should be used to identify inconsistencies and develop recommendations for change?

A. Business analysis

B. Content analysis

C. Performance analysis

D. Bandwidth analysis

Correct Answer: A

QUESTION 3

Which of the following are examples of records disposition? (Choose 2)

A. Physical destruction or deletion

B. Reassignment of metadata identifiers

C. Transfer to an off-site storage facility

D. Data analytics and mining

Correct Answer: AC

QUESTION 4

What is public key infrastructure (PKI)?

A. A framework that is established to issue, maintain, and revoke electronic signature certificates

B. The combination of rules and policies that control access to remote Internet sites

C. A type of data security software used to define roles and grant access rights to remote users

D. A form of two-factor authentication that combines PINs and passwords to decrease the probability of spoofing attacks

Correct Answer: A

QUESTION 5

Unstructured information differs from structured information because it is (Choose 2)

A. Composed of various formats and degrees of repeatability.

B. Not always text based and can be made of any media type.

C. Typically composed of numeric transactions and database records.

D. Made up of data types that are repeated continually.

Correct Answer: AB

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