AIIM IQ0-100 CIP Practice Questions

Shared by Berg on 06-11-2026

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Question 1

Question Type: MultipleChoice

A third-party vendor is in possession of an organization's records. Best practice for the organization is to do which of the following? (Choose 2)

Options:

A- Have the third-party vendor manage and retain records in accordance with the vendor's policy.
B- Have the third-party vendor manage and retain records in accordance with the organization's policy.
C- Limit the scope of any litigation matter by excluding records retained by a third-party vendor.
D- Notify the third-party vendor of relevant legal holds and require acknowledgement and action.

Answer:

B, D

Question 2

Question Type: MultipleChoice

What is the best option for notifying mobile users with limited-fidelity screen devices about content changes from an Enterprise Content Management (ECM) repository?

Options:

A- Podcast
B- Text message
C- Voice mail
D- Mashup

Answer:

B

Question 3

Question Type: MultipleChoice

Text analytics is also known as.

Options:

A- Email- and text-extraction services.
B- Visualization and networking,
C- Hardware and software services.
D- Text mining and information extraction.

Answer:

D

Question 4

Question Type: MultipleChoice

A social media team should have representatives from which of the following areas? (Choose 3)

Options:

A- Executive Management
B- Information Technology
C- Financial Management
D- Records Management
E- Administrative Services
F- Communications

Answer:

B, D, F

Question 5

Question Type: MultipleChoice

Which of the following are potential benefits included in a business case for a workflow solution? (Choose 3)

Options:

A- Improved customer service
B- Operational cost reduction
C- End user adoption
D- Compliance and risk reduction
E- Implementation cost reduction
F- Better documentation

Answer:

A, B, D

Question 6

Question Type: MultipleChoice

Processes for ensuring successful execution or implementation of a project plan include (Choose 2)

Options:

A- Handoff of contract administration duties as soon as providers have been selected.
B- Quality assurance testing to evaluate overall project performance on a regular basis.
C- Ensure project is planned and audited by a neutral third party,
D- Proposal, bid, offer, or quote solicitation and selection as appropriate.

Answer:

B, D

Question 7

Question Type: MultipleChoice

Metadata types used for information management include which of the following? (Choose 3)

Options:

A- Descriptive
B- Foundational
C- Structural
D- Core
E- Administrative
F- Elementary

Answer:

A, C, E

Question 8

Question Type: MultipleChoice

Which strategy is most efficient at yielding accurate results from a search based on a litigation hold?

Options:

A- Identifying information in databases
B- Retrieving information from off-site storage facilities
C- Evaluating email and electronic systems
D- Developing search parameters

Answer:

D

Question 9

Question Type: MultipleChoice

Documents that have undergone a format conversion must have accurate and thorough metadata captured in order to demonstrate. (Choose 2)

Options:

A- Authenticity

B- Despeckling
C- Reliability
D- Transferability

Answer:

A, C

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