

Course Profile: Records and Information Management

Course Number: LIS 6780

Title: Records Management

Credits: 3

Prerequisite(s): LIS 6010 and LIS 6080 or concurrently

Rationale for Inclusion in Curriculum:

Records management complements the field of archival administration in addition to being a required course for students taking the Records and information Management Certificate. This course provides an overview of the field of records management including the purpose of records management inventory, records appraisal, creation of records retention and disposal schedules, vital records protection, electronic records, micrographic and other non-paper-based storage systems, storage of active and inactive records, and the administration of records facilities.

Competencies Expected:

By the end of the course students will be able to:

1. Describe the complementary relationship between records management and archival administration.
2. Conduct a records survey and prepare a records inventory and appraisal.
3. Prepare records retention and disposal schedules.
4. State the relationship between filing and records retention.
5. Identify current alternatives to paper storage of records and information including micrographic.
6. Specify records storage requirements.
7. Summarize the issues involved with vital records protection.
8. Evaluate records management programs and procedures.

Content:

Introduction to records management; overview of records management; survey and inventory of records; development of records retention and disposal schedules; vital records protection; filing systems; electronic records; micrographics; records storage; managing a records program; writing a records management manual.

Course Methodology:

Discussion of assigned readings, student projects, lectures, guest speakers and field trips

Basis for Evaluation of Student performance:

Mid-term examination, final examination, term project.

Text: To be determined

Approved in Principle: 9/09