

Course Profile: Information Technology for Records and Information Management**Course Number: LIS 6800****Credits: 3****Prerequisite(s):** LIS 6780 or concurrently

Rationale for Inclusion in Curriculum:

The Records and Information Management (RIM) profession is managing the challenges of transitioning from paper-based recordkeeping systems to combined paper and electronic systems. This course prepares students to work in a profession that offers technology solutions regarding organizations' electronic business records, throughout their life cycle. The application of traditional and new electronic RIM practices as they intersect with organizational information technology (IT) tools and systems is the focus of this course. This required, core course in the Records and Information Management Certificate prepares students to transition from paper to digital environments by emphasizing the RIM interface with IT concepts, trends and practices. In a digital environment, computer-processible information is fluid, susceptible to change, readily transportable, fragile and transitory. This course is critical to RIM professionals understanding and working within and with IT to effectively manage records and information.

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

1. Select software and hardware to best support the RIM programs in an organization.
2. Develop migration plans and monitor processes that address data accessibility and authenticity.
3. Assist in the design of information management systems including translation of records processes into technical requirements, access and retrieval subsystems and methodologies for digital formats.
4. Recommend strategies to incorporate recordkeeping requirements when designing or upgrading IT systems.
5. Establish objectives and processes which allow effective between RIM and IT units to create effective organizational management of repositories and other information assets.
6. Review laws, rules and regulations enacted in RIM as well as required knowledge to manage the e-discovery process in litigation that interacts with IT functions.

Content:

1. Current status of the RIM profession as regards managing organizational records through information technology during the shift from paper to electronic formats.
2. Review processes and features of IT hardware and software which affect the RIM environment such as data warehousing, database design, information access and retrieval standards and the creation of digital objects.
3. Managing the records and information life cycle and electronic retention and review of records and information in organizational settings from creation to destruction.
4. Review access, disclosure, and privacy and security issues as they apply to IT environments and processes.
5. Understanding the IT infrastructure as it relates to RIM including: Backup/recovery, disaster planning, desktop records protection, routine data losses and speed of recovery issues.
6. Introduction to current software solutions for electronic records management including: document management systems, unstructured data such as email, etc.
7. Review of regulatory commissions and enacted laws affecting organizational records and information management including e-discovery.

Course Methodology:

Instructor presentations, student readings, discussion and independent research. Seminar and active student involvement with conceptual frameworks.

Basis for Evaluation of Student performance:

1. Assignments
2. Examinations
3. Class participation/discussion
4. Class Project/Case Study

Text: To Be Determined

Reviewed: 9/09