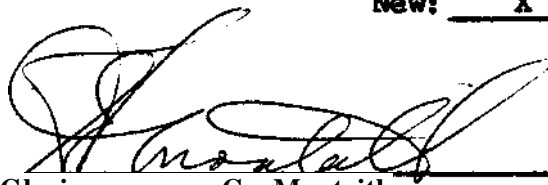


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Titles            **RECORDS MANAGEMENT**  
Code No.:                **REC400**  
Program:                 **EXECUTIVE SECRETARIAL**  
Semester:                **IV**  
Date:                     **1986 01 06 -**  
Author:                  Rica\* Tjflnnrio

New:   **X**   Revision:

APPROVED:   
/Chairperson - G. Monteith

Date

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RECORDS MANAGEMENT  
Course Name

REC400  
Course Number

COURSE PREREQUISITES- NIL

GENERAL OBJECTIVES

To introduce the student to "the need for a systematic approach to managing the information resource (record) throughout its life cycle - from creation to final disposition - and present a functional management approach to the implementation and operation of a records management system."

To provide the student "with information on career paths and suggestions for professional development in the field of records management as well as a broad base of knowledge about records management functions."

To provide the student with practical indepth hands-on experience in various filing procedures:

- alphabetic filing rules
- alphabetic correspondence filing
- subject correspondence filing
- numerical filing systems
- geographic filing systems

To provide the student with a basic familiarity of the new trends in creation,, storing, retrieval\* security, purging, and disposal of records as brought about by new technologies such as microrecords control, telecommunication, computers, etc.

(QUOTED MATERIAL -INFORMATION RESOURCE MANAGEMENT (RICKS - GOW) - South-Westem (1984))

GRADING PROCEDURE;

Information Resource Management.....	65%
Filing "Finding and Application"...	35%

SEE INDIVIDUAL "SCORE AND TEST" SHEETS FOR BREAKDOWN OF THE ABOVE ITEMS "

GRADE/NUMERICAL EQUIVALENCIES;

- A 85% - 100% OUTSTANDING ACHIEVEMENT
- B 70% - 84% consistently above average
- C 60% - 69% satisfactory or acceptable
- R below 60% - REPEAT - THE STUDENT HAS NOT ACHIEVED THE OBJECTIVES OF THE COURSE AND THE COURSE MUST BE REPEATED

TEXTBOOKS;

Information Resource Management  
Ricks - Gow, 1984; South-Western

Progressive Filing Practice Set (ninth edition)

NOTE - Student vnull pay the required cost of this item to the Campus Book Shop for which they will receive a receipt with THEIR OWN NAME RECORDED. The student will then present this to the instructor at the first class of the semester and will be given the required kit. The first test on this material will be January 11, 1986, so it is mandatory that the kit be purchased prior to that date or the student will not be allowed to take , Test #1 (no delayed teste are allowed in this course).

MATERIALS;

- RED & BLACK Lead Pencil
- Soft eraser
- Scrap paper for practice work.
- Any type of note paper for any notes students may determine are required.

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FILING TEST WEIGHTING BREAKDOWN

TEST NO.	FINDING SCORES	APPLIED THEORY SCORES
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
TOTALS (LESS LOW TWO)	( )	( )
AVERAGE (DIVIDE BY SIX)	( )	( )
WEIGHTING (MULTIPLY BY)	25%	75%
ADD TWO TOTALS « FINAL GRADE_____%		

NOTE:

To offset sickness lowest (2) marks in Category A and B will be dropped with exception of #8 (FINAL THEORY). No delayed tests will be allowed. In the event of a prolonged illness it will be at teacher's discretion only and with a doctor's slip verifying illness as to whether it is possible for student to catch up missed portions of work. However, due to tightness of time limitations in most cases it will be highly unlikely that it will be possible for a student to make up lost time.

TESTING AND CLASSWORK DOE DATE SCHEDULE

NOTES

1. All jobs must be completed by the due' date shown or the student will be unable to participate in the "finding" tests since these tests are based on their classwork packages. J\* .
2. Work cannot be done in advance of schedule as this will totally destroy the sequence for finding tests. The onus is on the student to adhere to this regulation.
3. A word of warning, due to the tightly integrated nature of classwork and testing, it is doubtful that any student missing more than 20% (3 classes) in a year will be able to maintain classwork in such a manner as to keep up with testing schedule. Since this course is set up to match a work environment, the evaluation of the student's ability to complete work on schedule is essential to establishing the student's competency bufo~more ixnportantly=-the DEPENDABILITY to meet

JOB	STATUS	IN CLASS	HOMEWORK	DUE	FINDING	QUIZ
1		Ass. Jan. 7	* Jan. 7,8,9	Jan. 10		
2						
3	---					
4						ff...''.
5		Jan. 10	Balance	Jan. 16	• —	
6						
7					JAN. 16	
Rev. 1-6		JanJ.6				
9	---	Jan. 16	Balance	Jan. 23		
8						JAN.16
10		Jan. 23	Balance	Jan. 30	•.....•	
11						
12	---					
13	---	Jan. 30	Balance	Feb. 6		
14						

RECORDS MANAGEMENT

JOB	STATUS	IN CLASS	HOMEWORK	DUE	FINDING	QUIZ
15	M<^*»5 vvj *;<;,,				FEB. 6	
Rev. 9-14	_____	Feb. 6	Balance	Feb. 13		
17	<*«					
16	r -ii tr »>% j. ^, - , f< ,...JC-		Balance	Feb. 20		FEB. 13
_____	VJ&H 6:					
21		Feb. 20			FEB. 20	FEB. 20
Rev. 14-21						
23	N.A.					
24	N.A*.		Balance	Mar. 6		
25						
26						
27						
28						
22	_____					MAR. 6
29					MAR. 6	
30	H«A.					
Rev. 23-28						
31						MAR. 31
32	...	Mar. 13	Balance	Mar. 20		
33						
34						
35		Mar. 20	Balance	Mar. 27		
36						
37						
38	... -_... ,				MAR. 27	
Rev. 32-37						
39	N.A.	Mar. 27	Balance	Apr. 3		
41	_____					
42						

RECORDS MANAGEMENT

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JOB	STATUS	IN CLASS	HOMEWORK	DOB	FINDING	QUIZ
40	---					APR. 3
43	---				APR« *rt£?	
44	N.A.					
Rev. 41-42		Apr. 3	Balance			
45						
46	---				APR. 10	
Rv. 45	---					
47	N.A.					
49	---	Apr. 10				
50	---				APR. 10	
48						A f K o J ^
51	N.A.					
52	,_	Apr. 17	Balance	Apr. 24		
53	---					
Rv. 46-53						
54						APR o d£*i
55						APRc 24
(FINAL)					?*£.*. *b	

ARCHIVAL OR DELAYED FINALS MAX. "C^T^MAYTT

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Kft'ly?" f: INFORMATION RESOURCE MANAGEMENT

<u>Chapters: ,,*,&lt;</u>	<u>Test No.</u>	<u>Score</u>	<u>Test Date</u> (unless notified)
1,2,3,4	1	_____	January 31, 1986
5,6,7	2	_____	February 14, 1986
8,9	3	_____	March 4, 1986
10,11	4	_____	March 14, 1986
12,13,14	5	_____	April 1, 1986
15,16,17	6	_____	April 15, 1986
18,19,20	7	_____	April 29, 1986

TOTAL

\* Best five test results as *no* delayed bests will be allowed.

COMBINED SCORE SHEET TO ASCERTAIN FINAL GRADE

CATEGORY	SCORE	WEIGHT	EXTENSION
INFORMATION MANAGEMENT		65%	
FILING		35%	
FINAL GRADE			%



OBJECTIVE SCHEDULE INFORMATION RESOURCE MANAGEMENT

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Week	Date	Ch.	OBJECTIVES*
1	Jan. 7	—————	Distribute Objectives

**RECORD MANAGMENT OVERVIEW**

	Jan. 7	1	READ (between Jan. 7 - Jan. 17)
	Jan. 9		ARMA Records Management Overview
2	Jan. 14		(as above) <b>il eaMv</b>
	Jan. 17		(as above - and if time permits a review of FILENG SEMINAR PACKAGE) <b>&gt;S ,tft ^</b>

PLANNING THE SYSTEM

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	Jan. 21	2	The Planning Function
	Jan. 24	3	Records Retention Program
	Jan. 28	4	Planning the Facility
	Jan. 31		TEST #1
	Feb. 4	5	Classification System Selection
	Feb. 7	6	Storage Equipment and Supplies
	Feb. 11	7	Micrographics
	Feb. 14		TEST #2

**ORGANIZING THE SYSTEM**

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	Feb. 18	8	Records Management Manual
	Feb. 21	9	Systems Operation and Retrieval

**WEEK 8 -- SPRING BREAK**

<b>Week</b>	<b>Date</b>	<b>Chi</b>	<b>Objectives</b>
9	Mar. 4		TEST #3
	Mar. 7	10	The Integrated Information System
10	Mar. 11	11	Specialized Applications
	Mar. 14		TEST #4

**STAFFING THE SYSTEM**

11	Mar. 18	12	The Records Manager
	Mar. 21	13	Staff Development
12	Mar. 25	14	Careers in Records Management
	Mar. 28		HOIIDAY - GOOD FRIDAY
13	Apr. 1		TEST #5

**CONTROLLING THE SYSTEM**

	Apr. 4	15	The Control Function
14	Apr. 8	16	Correspondence and Copy Control
	Apr. 11	17	Directives Control
15	Apr. 15		TEST #6
	Apr. 18	18	Forms and Reports Control
16	Apr. 22	19	Microrecords Control
	Apr. 25	20	Records Safety and Security
17	Apr. 29		TEST #7
	May 2		Archives Management File 13

**NOTE:** Specific Objectives (competencies) have not been spelled out in this set of objectives as these have been more than amply covered by the authors at the beginning of each chapter in the text and at this point nothing further can be added.

METHOD OF PRESENTATION

- discussion sessions on issues in chapters
- case study approach
- audio visuals - slides and other materials as available
- handout (hands-on materials and articles, etc., as available)
- hands- or eyes-on material (where feasible)
- tours (subject to ability to secure)
- mini-lectures

TESTING METHODS

TOPICS & COVERAGE

TYPES OF QUESTIONS

#1 (CH. 1-4)	40 MULTIPLE CHOICE QUESTIONS CHOICE OF (2) DISCUSSION QUESTIONS SELECTION OF (6) TOPICS
#2 (CH. 5-7)	SELECTION OF (6) TOPICS. (20) MULTIPLE CHOICE?
#3 (CH. 8-9)	SELECTION OF (5) TOPICS,
#4 (CH. 10-11)	(20) MULTIPLE CHOICE* CHOICE OF (3) DISCUSSION QUESTIONS SELECTION OF (5) TOPICS.
#5 (CH. 12-14)	SELECTION OF (4) TOPICS.
#6 (CH. 15-17)	(30) MULTIPLE CHOICE CHOICE OF (2) DISCUSSION QUESTIONS SELECTION OF (4) TOPICS.
#7 (CH. 18-20)	(30) MULTIPLE CHOICE CHOICE OF (2) DISCUSSION QUESTIONS SELECTION OF (4) TOPICS.

FILING AND APPLICATION SECTION OP COURSE

METHOD OF PRESENTATION

- brief overview of rules and guidelines
- provision of additional reference sources .
- An-claas assistance before and after student has ocanrJeted^aaaigraaentsin the hands-on filing practice set

TESTING METHODS

Two types of tasting will be used:

- (a) Finding Quizzes- student to locate material from own unchecked files within a gr ->ifi ^ time Hud-. " - -" - -
- (b) Theory application - student will be provided with examples of items to be filed and will be required to sort into proper filing order—or, A , "will respond to questions.on filing terndnology.
- (c) Number of questions and estimated testing tunes

<u>TEST</u>	<u>COVERAGE AREA</u>	<u>FINDING</u>	<u>APPLYING</u>	<u>TIME</u>
1	ALPHABETIC INDEXING	15	25	V2 HR.
2	ALPHABETIC INDEXING	15	25	1/2 HR.
3	ALPHABETIC INDEXING	15	25	1/2 HR.
4	ALPHA CIORTRESPONDENCE	15	18	V2 HR.
5	SUBJECT CORRESPONDENCE	10	15	1/2 HR.
6	NUMERIC CARD	50	35	1/2 HR.
7	GEOGRAPHIC	u N*A.	15	15 MIN.
8	FINAL* MQ*/* »!' ' ' •	,<;.. -p'!	,50	35 MIN.

SPECIFIC OBJECTIVES

Given the tests covering the subject areas outlined above, the student win within the specified time respond to a minimum with 60% accuracy on (5) out of (7) tests. Note - the final test will not be one of the test marks dropped. Any mark below 60% will be recorded as a 0% as this would mean the student has not reached even a introductory level of competency.