

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

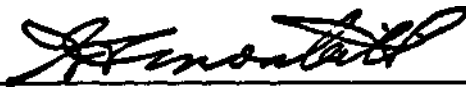
COURSE OUTLINE

Course Outlines RECORDS MANAGEMENT
Code No. : REC400
Program : EXECUTIVE OFFICE ADMINISTRATION
Semester : IV
Date : 1987 01 05
Author : ELSIE LALONDE

New:

Revision:

APPROVED:



Chairperson

Date '•til-OU

RECORDS MANAGEMENT

REC400

Course Name

Course Number

COURSE PREQUISITES: OPE300

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 a basic familiarity of the new trends in creation, storing, retrieval, security, purging, and disposal of records brought about by new techniques such as microrecords control, telecommunication, computers, etc.

(Quoted Material - INFORMATION RESOURCE MANAGEMENT (Ricks - GOW) - Southwestern (1984))

GRADING PROCEDURE:

Information Resource Management - best (5) out of (7) at 20% each = 100%

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

- 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

MATERIALS;

Any type of note paper for any notes students may determine are required.

OBJECTIVE SCHEDULE "INFORMATION RESOURCE MANAGEMENT"

WEEK	DATE	CHAPTER	OBJECTIVES
<i>1</i>			Distribute Objectives
1			The Records Management System (overview)
<u>PLANNING THE SYSTEM</u>			
2		2	The Planning Function
3		3	Records Retention Program
3		4	Planning the Facility
4			TEST #1
4		5	Classification System Selection
5		6	Storage Equipment & Supplies
5		7	Micrographics
6			TEST #2
<u>ORGANIZING THE SYSTEM</u>			
6		8	Records Management Manual
<i>1</i>		9	Systems Operation and Retrieval

<u>Week</u>	<u>Date</u>	<u>Ch.</u>	<u>Objectives</u>
8			TEST #3
8		10	The Integrated Information System
9		11	Specialized Applications
9			TEST #4
<u>STAFFING THE SYSTEM</u>			
10		12	The Records Manager
10		13	Staff Development
11		14	Careers in Records Management
11			TEST #5
CONTROLLING THE SYSTEM			
12		15	The Control Function
12		16	Correspondence & Copy Control
13		17	Directives Control
13			TEST #6
14		18	Forms and Reports Control
14		19	Microrecords Control
15		20	Records Safety & Security
15			TEST #7

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