SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline:
RECORDS MANAGEMENT

Code No.:
REC400

Program:
EXECUTIVE OFFICE ADMINISTRATION

Semester:
IV

Date:
1988 01 04

Author:
ELSIE LALONDE

NEW   REVISION:

APPROVED: _____
           Chairperson   Date

RECORDS MANAGEMENT   REC400

       Course Name   Course Number

COURSE PREQUISITES: OPE**300**

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 suggestion 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 as brought about by new techniques such as microrecords control, tele-communication, computers, etc.

(Quoted Material   INFORMATION RESOURCE MANAGEMENT (Ricks - GOW) - South-
 Western (1984)

GRADING GUIDELINES;

1. "Case Studies" or "Issues for Discussion" are due on date assigned
    for in-class presentation (written handouts, overheads, speakers,
    etc. **Note:** speakers would require instructor approval.) No
    allowance will be made for lack of input as material can be given
    to instructor and/or a classmate coordinator prior to presentation
    date. If not presented in person, a 20% deduction will apply on
    either "Issues for Discussion" or "Case Studies" final grade
    component.

			Proposed	Opt.#1
2. Tests = best (6) out of (7) = average =			80%	85%
Logs = tours, film or speaker (ATTENDANCE				
MANDATORY). (If a tour, film, etc.				
missed student must write last test				
regardless of mark plus face a loss				
of 10% from total semester mark (all				
components except tests). =			5%	5%

As there are no "delayed" tests to offset unexpected
illnesss, etc., only the best (6) out of 7 tests will
be allowed.

	Proposed	Opt.#1
Case Studies (in class presentations) =	10%	5%
Issues for Discussion (in class presentations) =	5%	5%
TOTAL =	100%	100%

*Should instructor feel Case Studies and Issue Discussions not working as
an instruction method, students will be preadvised by the end of the 2nd
month and Grading Procedure Opt. #1 will be used.

ATTENDANCE;   Should student not be required to write Test #7, attendance
at classes Weeks 14 and 15 are mandatory. Failure w/o doctor's
certificate or other appropriate proof will result in a 10% reduction
of term mark.

Also, some ratings may be the result of an instructor and peer combined
assessment.

3.   GRADING SCALE;

   Final Reporting

   A+   = 95 - 100%   - Consistently Outstanding Achievement
   A   = 85 - 94%   - Outstanding Achievement
   B   = 70 - 84%   - Consistently Above Average Achievement
   C   = 60 - 69%   - Satisfactory or Acceptable Achievement
   R   = (Repeat)   BELOW 60% - Objectives of Course Have Not
                                  Been Met

MID-TERM REPORTING;

   S   = Satisfactory Progress
   U   = Unsatisfactory Progress
   R   = Repeat
   NR = Grade not reported to Registrar's Office.
         This grade issued to facilitate transcript production
         when faculty, because of extenuating circumstances, find
         it impossible to report grades by due date.
   COURSE OUTLINES SUBJECT TO CHANGE DEPENDING ON UNFORSEEN CIRCUMSTANCES

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	OBJECTIVE
1	Jan. **11**		Distribute Objectives
		APPENDIX A	Archives Management
		APPENDIX B	History of Records Management
1	Jan. **12**	1	The Records Management System (overview)

PLANNING THE SYSTEM

1	Jan. 18	2	The Planning Function
2	Jan. 18	3	Records Retention Program
2	Jan. 19	4	Planning the Facility
3	Jan. 25	5	Classification System Selection
4	Feb. 8	6	Storage Equipment & Supplies
4	Feb. 9	7	Micrographics

ORGANIZING THE SYSTEM

5	Feb. 15	8	Records Management Manual
6	Feb. 22	9	Systems Operation and Retrieval
6	Feb. 23	10	The Integrated Information System
7		W I N T E R B R E A K	
8	Mar. 8	11	Specialized Applications

STAFFING THE SYSTEM

9	Mar. 8	12	The Records Manager
10	Mar. 14	13	Staff Development
11	Mar. 21	14	Careers in Records Management

CONTROLLING THE SYSTEM

11	Mar. 22	15	The Control Function
12	Mar. 28	16	Correspondence & Copy Control
13	Apr. 4	17	Directives Control
13	Apr. 5	18	Forms and Reports Control
14	Apr. 11	19	Microrecords Control
15	Apr. 18	20	Records Safety & Security
16	TEST WEEK		

PROPOSED DATES

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TEST #1 - Chapters  1 -  4 - Jarnrary--« February 2
     #2 - Chapters  5 -  7 - February 16
     #3 - Chapters  8 -  8 - March 7
     #4 - Chapters 10 - 11 - March 15
     #5 - Chapters 12 - 14 - March 29
     #6 - Chapters 15 - 17 - April 11
     #7 - Chapters 18 - 20 - April 25
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NOTE: Specific objectives (competencies) have not been spelled out in this 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.

INFORMATION RESOURCE MANAGEMENT SECTION OF COURSE

METHOD OF PRESENTATION

- discussion sessions on issues in chapters by students and instructor
  presentation*
- case study approach by student and instructor presentation*
- 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
* Discussion and case study responses will be on file in library.

TESTING METHODS

TEST NO. & COVERAGE	TYPES OF QUESTIONS
#1 (CH. 1-4)	(40) T/F; 40 Multiple Choice; Choice of (2) discussion questions from a selection of 6) topics or (1) case study.
#2 (CH. 5-7)	(30) T/F; (30 Multiple Choice; Choice of (2) discussion questions from a selection of 6) topics or (1) case study.
#3 (CH. 8-9)	(20) T/F; (20 Multiple Choice; Choice of (3) discussion questions from a selection of 5) topics or (1) case study.
#4 (CH. 10-11)	(20) T/F; (20 Multiple Choice; Choice of (3) discussion questions from a selection of 5) topics or (1) case study,
#5 (CH. 12-14)	(30) T/F; (30 Multiple Choice; Choice of (2) discussion questions from a selection of 4) topics or (1) case study.
#6 (CH. 15-17)	(30) T/F; (30 Multiple Choice; Choice of (2) discussion questions from a selection of 4) topics or (1) case study.
#7 (CH. 18-20)	(30) T/F; (30 Multiple Choice; Choice of (2) discussion questions from a selection of 4) topics or (1) case study.

DISCUSSION QUESTION ASSIGNMENTS:

These will be assigned by instructor approximately one week in advance of presentation.   Presentation may take form of:

- board presentation
- overhead
- handout
- material
- or notes.

These questions will be assigned on an individual basis.   (10 min., 20 min. max.)

CASE STUDY ASSIGNMENTS:

These will be assigned by instructor approximately one week in advance of presentation on a group basis.   Form of presentation similar to above. Note: each participant's rough draft input to groups final presentation **must** be submitted.   If no rough work, then no case study participation mark (max. 5 min. per question).