SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE:	RECORDS MANAGEMENT		
CODE NO. :	REC302	**SEMESTER:**	TWO
		MODULE:	FOUR
PROGRAM:	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
AUTHOR:	SHEREE WRIGHT		
DATE:	FEB. 2010 **PREVIOUS OUTLINE DATED:**		WINTER 2009
APPROVED:	"Penny Perrier"		Feb.9/10
	_____		_____
	CHAIR		**DATE**
TOTAL CREDITS:	2		
PREREQUISITE(S):	NONE		
HOURS/WEEK:	4 Hours/Week for 7 Weeks		

I. COURSE DESCRIPTION:

This course will give the student an understanding of the scope and complexities of the administrative management of records. Emphasis will be placed on managing and controlling documents from the time of their creation until their disposition. Current ARMA filing rules will be covered.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Demonstrate proficiency using the alphabetic, subject, numeric, and geographic filing systems for filing business correspondence, reports, and records.

    Elements of the Performance

    - File cards alphabetically containing names of individuals, businesses, and organizations.
    - File correspondence alphabetically.
    - Inspect, index, code, sort, and store correspondence.
    - Retrieve materials from the files.
    - Identify the basic terms and parts of card and correspondence filing systems.
    - Prepare records to be filed, including the use of cross-referencing procedures.
    - File correspondence by subject.
    - Create miscellaneous subject folders.
    - File cards in a numeric system in which the cards are arranged in consecutive order or low number to high.
    - File cards in a numeric system in which the cards are arranged in terminal-digit order.
    - File cards according to a geographical system.

2. Describe the role and importance of the Records and Information Management profession.

    Potential Elements of the Performance:
    - Define records and information management (RIM).
    - Recognize the functions of records and information management and the steps in the life cycle of records.
    - Identify employment opportunities in both the private and public

sectors that require records and information management expertise.
- Classify and describe specializations in records and information management.
- Describe the type of preparation required for employment in records and information management.
- Name and briefly describe the purpose of several professional associations for those who work in the field of records and information management.
- Distinguish between criminal and civil legal matters and discuss legal matters that are of importance to RIM employees.

3. Develop systems and procedures for managing non-electronic records.

    Potential Elements of the Performance:

    - Differentiate between paperwork and paper records.
    - Identify the different types and sources of incoming paperwork.
    - Differentiate among voice mail, e-mail, and fax documents.
    - Recognize the costs of keeping versus discarding paperwork.
    - Identify the different types and sources of outgoing and internal paperwork.
    - Select equipment and supplies essential for the storage and maintenance of paper records.
    - Follow efficient procedures for planning, establishing, and maintaining files for paper records.
    - Describe procedures for retrieving records.
    - Assess the advantages and disadvantages of alternate methods of records destruction.
    - Outline the environmental benefits of recycling records.

4. Develop procedures and systems for Electronic Information Management.

    Potential Elements of the Performance:
    - Identify what is needed to create electronic filing systems.
    - Name electronic folders and files appropriately using the principles of identification, brevity, and documentation.
    - Describe the benefits of entering descriptive information into electronic records using proper records management techniques.
    - Cite procedures for creating, labeling, and storing backups of electronic records.

- Identify the major components of a computer network.
- Classify the major elements of any image technology system.
- Define terms related to image technology and automated systems.
- Describe types of automated records management systems used to monitor an organization's records.
- Identify three major considerations in selecting an automated records management system.
- Outline ways of avoiding injuries in records areas.
- Identify several kinds of security devices used to protect records and data.
- Describe disaster prevention measures for records storage areas.
- Identify methods of restoring records after a disaster.

III.   TOPICS:

1. Introduction to Records and Information Management
2. Employment in Records and Information Management
3. Legal and Ethical Matters in Records and Information Management
4. Receipt and Creation of Hard Copy Records
5. Indexing and Alphabetizing Procedures for Alphabetic, Subject, Numeric and Geographic Filing Systems
6. Systems for Organizing Paper Records
7. Records Retrieval, Retention, and Recycling
8. Managing Electronic Files
9. Network-Based Records Management
10. Image Technology and Automated Systems
11. Safety, Security, and Disaster Recovery

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Professional Records and Information Management, Jeffrey R. Stewart and Nancy M. Melesco, Glencoe/McGraw-Hill, 2002.

Gregg Quick Filing Practice, Fifth Edition, Stewart and Trent, McGraw-Hill Ryerson, 2007.

One file folder (8 ½ x11" - letter size)

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V. EVALUATION PROCESS/GRADING SYSTEM:

Two records management theory tests **45%**

Miscellaneous daily assignments (speaker/tour log, etc.) **5%**

Five filing quizzes -

Quiz 1 – Indexing rules 1-5
Quiz 2 – Indexing rules 1-10
Quiz 3 – Indexing rules 1-12
Quiz 4 – Alphabetic correspondence filing and
        Subject correspondence filing
Quiz 5 – Numeric card filing and Geographic card filing **50%**

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90-100%	4.00
A	80-89%	4.00
B	70-79%	3.00
C	60-69%	2.00
D	50-59%	1.00
F (Fail)	49% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject areas.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI.   SPECIAL NOTES:

Course Outline Amendments:
The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment**:**
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:
The College considers *WebCT/LMS* as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the *Learning Management System* communication tool.

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Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C", (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to https://my.saultcollege.ca.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

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Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:
Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of June will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:
- Verbal warning
- E-mail notification
- Meeting with the Chair

Students are expected to be present to write all tests during regularly scheduled classes. Tests are not "open book."

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to those students who have attended 75 percent of classes and have completed all required course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.
During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all parties.

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Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for three weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

It is expected that 100 percent of classroom work/projects will be completed and submitted on time. A late assignment will be accepted if submitted with 72 hours of the due date and time. Twenty-five percent will be deducted from late assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Marks will be deducted for incomplete work. Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder.

Occasionally, tours and guest speakers may be arranged outside of class time, and students are expected to arrange their schedules to accommodate attendance at these sessions. Tour/speaker logs may be required as part of the miscellaneous daily assignments mark. A student who misses a tour or a guest speaker will receive a grade of zero for the miscellaneous assignments component of the final grade.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college email twice daily as a minimum.