

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. 2011	PREVIOUS OUTLINE DATED:	WINTER 2010
APPROVED:	"Penny Perrier"		Apr. 2011
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		CHAIR	DATE
TOTAL CREDITS:	2		
PREREQUISITE(S):	NONE		
HOURS/WEEK:	4 Hours/Week for 7 Weeks		

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For additional information, please contact Penny Perrier, Chair
School of Business
(705) 759-2554, Ext. 2754

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Code No.**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.

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- 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.

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- 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:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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.	

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Code No.**VI. SPECIAL NOTES:****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.

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.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

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. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One E-mail notification from professor
- Meeting with the dean which may result in suspension or expulsion

Producing accurate work is fundamental to this course. Marks will be deducted for incomplete and/or inaccurate work.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should be practising their skills on a daily basis. *All the Right Type* typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit <http://www.ingenuityworks.com/> for more information on purchasing *All the Right Type* for home use.

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It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Printed work must be submitted in a labeled folder complete with a memory stick/CD housed in a secure plastic CD pocket. The college network drive (S:\MyDocuments) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

A late assignment will be accepted if submitted within **72 hours** of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Students are expected to be present to write all tests during regularly scheduled classes. 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 involved parties. A missed test will receive a zero (0) grade.

Students must ensure that they have the appropriate tools to do the test.

Test papers may 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 two 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 date test papers are returned in class.

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. An appropriately labeled USB/CD containing completed daily work **MUST** be available with the test if requested by the professor.

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.

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VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.