LIS 594 Records Management
Spring/Summer 2018
Course Outline

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Office hours: by appointment; e-mail; call 780-699-9311.

Calendar Description:
The theory and techniques of records management.

Course Objectives:

● Upon successful completion of this learning outcome guide, you (the learner) will be able to:
  ● define basic records management objectives and principles
  ● analyze current records management practices in order to develop more efficient organizational strategies
  ● to identify and use advanced classification systems
  ● explain the components and legal requirements of a records retention system
  ● to identify and explain vital records and the necessity for disaster prevention and recovery planning
  ● define and implement the theory and procedures necessary to operate an inactive records centre
  ● identify and explain the concept of electronic records management
  ● to identify the working parameters and suggest viable solutions for the completion of a records management implementation project.

Measurable Student Learning Outcomes (SLOs):

objective 1:

● describe and analyze records management concepts according to the Generally Accepted Recordkeeping Principles
● specify major reasons for establishing a records management system
● identify and explain the steps in developing an Information Governance Program
● identify and distinguish between the records lifecycle and records continuum
● explain the role of international standards in records management
objective 2:

- identify and classify records series
- identify various methods of conducting a records inventory
- explain the importance of determining filing segments and identifying the user requirements of an organization’s records prior to selecting a classification system.
- explain and identify alphabetic and block-numeric classification systems and their appropriate use.

objective 3:

- explain and identify a functional analysis classification system and its appropriate use.

objective 4:

- define the goals of a records retention program
- outline factors necessary for a legally sufficient records retention program
- research and create a records retention document for a small business.

objective 5:

- identify and appraise records for evidential, informational and archival value
- identify primary methods and procedures of protecting vital records in all media
- identify and explain the fundamentals of a micrographics system (microfilm and imaging)
- describe and analyze the steps in planning for disaster prevention and recovery
- perform a risk management / Business Impact Assessment (BIA) to identify vulnerabilities in an organization’s Disaster Recovery Plan / Business Continuity Plan
- identify and create appropriate Business Continuity Resumption strategies

objective 6:

- implement a records disposition plan
- describe procedures for transferring, retrieving and tracking records
- determine appropriate equipment for proper records storage
- identify uses for micrographic records in inactive records storage centres
- determine appropriate security, conservation and preservation requirements
- create a design for a working inactive records centre.
objective 7:
• identify and describe the relationship among electronic document management systems (EDMS), knowledge management and project management
• identify, analyze and evaluate the primary criteria for choosing an EDMS vendor product
• identify, analyze and evaluate the main EDMS vendors and their products
• identify and describe the relationship among records and information management, electronic document management, and knowledge management

objective 8:
• identify and list project problems and resources
• identify and analyze project requirements, options and solutions
• create and implement a plan for implementing a records management project

Content:

1. Introduction to Records Management
2. Making the Business Case
3. Conducting the Inventory
4. Making Retention Decisions
5. Records Facilities and Preservation
6. Metadata
8. Managing Paper Records
9. Managing Digital Documents and Digitization Projects
10. Talking to a Professional – Professional Practice
11. Change Management

Methods:
Online forum, readings, and assignments.

**Course Relationships:** Prerequisite: LIS 501

**Required Texts:**


**Assignments and Weighting: Course Grading**

Grading will be based on a total accumulation of 100%, distributed as follows:

- Class Participation and Online Discussions Contributions (25%)
- Five critical questions responses 25%
- Essay – 50%

**School of Library and Information Studies Grading Statement:**

Grades reflect professional judgements of student achievement made by instructors. These judgements are based on a combination of absolute achievement and relative performance in class. The instructor should mark in terms of raw scores, rank the assignments in order of merit, and with due attention to the verbal descriptions of the various grades, assign an appropriate final letter grade. Grades are calculated in accordance with the SLIS Grading Procedure.

**Academic Integrity:**

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.
Students should also be mindful of the SLIS Copyright Policy.

Inclusive Language and Equity:

The Faculty of Education is committed to providing an environment of respect for all people within the university community and to educating faculty, staff, and students in developing teaching and learning contexts that are welcoming to all. The Faculty recommends that students and staff use inclusive language to create a classroom atmosphere in which students’ experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation and ethnic background. Students who require accommodations in this course due to a disability affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Specialized Support and Disability Services.

Recording of Lectures:

Recording of lectures is permitted only with the prior written consent of the professor or if recording is part of an approved accommodation plan.

Policy about course outlines can be found in Section 23.4(2) of the University Calendar.