

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Upon successful completion of LIBT 250, the student will be able to:

1. Describe the components of a records management system (creation, maintenance, use, and disposition).
2. Describe the components of inventorying records and developing retention schedules.
3. Describe the various methods of managing the creation and use of records, particularly classification.
4. Discuss the components of ensuring a secure system for the records of an organization.
5. Discuss the components of the maintenance of manual and electronic records.
6. Describe the components of storing/destroying inactive records.
7. Describe the different types of records management software.
8. Discuss the basic components of an archives program.
9. Analyse the recordkeeping system of an organization.
10. Describe electronic systems for handling records.
11. Explain how storage and retrieval of electronic records is managed.
12. Explain how imaging media is used for storage.
- 13.. Describe how procedures and processes can be communicated to employees.

METHODS:

Classes will consist mainly of lectures, learning activities, and discussions.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) Yes No

METHODS OF OBTAINING PLAR:

The following approaches to PLAR may be considered (but not limited to): portfolio, demonstration, interview, examination, etc.

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Ricks, Betty R. et.al. Information and Image Management: A Records System Approach. Scarborough: ITP Nelson, 1997.

SUPPLIES / MATERIALS:

Current secondary electronic storage media

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Weekly assignments 20%
Term project 20%
Oral presentation 20%
Midterm exam 20%
Final Exam 20%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Components of a records management system
Records inventory
Retention schedules
Records creation and classification
Records security systems
Records maintenance
Records management software
Basic components of an archives program