

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: Library and Information Technology Program **IMPLEMENTATION:** Sept. 1, 1996

Revised:

<u>LIBT 250</u>	<u>Records Management</u>	<u>3</u>
SUBJECT/NUMBER OF COURSE	DESCRIPTIVE TITLE	UCFV CREDITS

CALENDAR DESCRIPTION: This course provides an introduction to the systematic control of information in an organization. Freedom of Information and Protection of Privacy legislation will provide a context for establishing a Records Management program. Students will learn to analyse records, perform research to satisfy requests and to conduct inventories and audits of office systems. Also included are topics such as: active/inactive records, the values and life cycles of records, schedules for retention, storage, retrieval and disposal of records, commonly used classification and filing systems. The classification system known as ARCS/ORCS, used by B.C. provincial ministries will be studied.

RATIONALE: This course introduces the student to contemporary legislation in B.C. governing Freedom of Information and teaches the basic principles and practices of records management in a paper-based system. The classification system ARCS/ORCS is specific to B.C. ministries and is required for any one seeking work in Records management in provincial organizations.

COURSE PREREQUISITES: None

COURSE COREQUISITES: None

HOURS PER TERM FOR EACH STUDENT	Lecture	hrs	Student Directed Learning		
	Laboratory	hrs	Other - specify:		hrs
	Seminar	hrs			
	Field Experience	hrs			
			TOTAL		60 HRS

MAXIMUM ENROLMENT: 25

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

Course Designer(s): Pat Sifton/Kim Isaac

Chairperson: N/A
- **Curriculum Committee**

Department Head: Pat Sifton

Dean: (W.R. Bate)

PAC: Approval in Principle _____
(Date)

PAC: Final Approval: May 3, 1995
(Date)

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SYNONYMOUS COURSES:

(a) replaces N/A
(course #)

(b) cannot take N/A for further credit
(course #)

SUPPLIES/MATERIALS:

Instructor's manual to accompany text. This includes a videotape and overheads as well as a disk (IBM) containing test banks.

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

Alphabetic filing rules / ARMA International Standards Filing Systems Task Force. ARMA, 1992. ISBN: 0-933887-00-0

Information and image management : a records systems approach / Betty R. Ricks, Ann J. Swafford, Kay E. Gow. 3rd ed. South-western Publishing Co., 1992

ARCS/ORCS. Queens Printer, 1993.

OBJECTIVES:

By the end of the semester, students will have a sound understanding of:

- Principles and practices in an effective records management program in an organization
- B.C.'s Freedom of Information and Protection of Privacy legislation.
- Life cycles of various types of records.
- Processes involved in scheduling the retention, disposal of records.
- Methods of organizing and maintaining records for ready access.
- Inventories and audits for establishing and maintaining a Records Management system.
- Application of ARCS/ORCS to a body of documents.

METHODS:

Various teaching methods will be used such as: lectures, guest speakers, videotapes, case studies. Students will have weekly reading assignments and assignments which provide practice in the activities of Records Management.

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STUDENT EVALUATION PROCEDURE:

Written assignments		20%
Projects	20%	
Oral reports		10%
Mid-term and final exams		50%

COURSE CONTENT

Study the evolution and history of records management
 Become familiar with career paths and professional associations in records management.
 Understand Freedom of Information, Protection of Privacy Act.
 Apply principles of FOI and POP to data in case studies
 Practise techniques for planning and conducting an inventory.
 Understand the legal considerations of records appraisal.
 Learn techniques for dealing with active records and files maintenance.
 Practise indexing, cross-referencing, classifying and labelling records.
 Understand manual storage and retrieval systems and equipment.
 Practise identification and protection of vital records.
 Locate local storage centres for inactive records.
 Learn techniques for retrieval and transfer into and out of inactive storage.
 Understand the principles for documentation and destruction of records.
 Discuss management of correspondence and copies.
 Apply ARCS/ORCS to documents