



ORIGINAL COURSE IMPLEMENTATION DATE: September 1996
 REVISED COURSE IMPLEMENTATION DATE: September 2025
 COURSE TO BE REVIEWED (six years after UEC approval): March 2031
 Course outline form version: 26/01/2024

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: LIBT 250	Number of Credits: 3 Course credit policy (105)										
Course Full Title: Records Management Course Short Title: Records Management											
Faculty: Faculty of Education, Community, & Human Dev.	Department (or program if no department): Information Studies										
Calendar Description: Introduces students to the principles, processes, and standard procedures for the systematic control of physical and electronic records in organizations, from creation to disposition. Covers alphabetic, subject, numeric, and geographic storage methods.											
Prerequisites (or NONE):	None.										
Corequisites (if applicable, or NONE):	None.										
Pre/corequisites (if applicable, or NONE):	None.										
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>	Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Annually Maximum enrolment (for information only): 36										
Typical Structure of Instructional Hours <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar</td> <td style="width: 20%; text-align: center;">45</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: center;">45</td> </tr> </table>	Lecture/seminar	45							Total hours	45	Prior Learning Assessment and Recognition (PLAR) PLAR is available for this course.
Lecture/seminar	45										
Total hours	45										
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No	Transfer Credit <i>(See bctransferguide.ca.)</i> Transfer credit already exists: No Submit outline for (re)articulation: Yes <i>(If yes, fill in transfer credit form.)</i>										
Department approval	Date of meeting: January 15, 2025										
Faculty Council approval	Date of meeting: January 31, 2025										
Undergraduate Education Committee (UEC) approval	Date of meeting: March 28, 2025										

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Describe the fundamental theories, concepts, and practices of records management programs.
2. Apply legislation, standards, and policies governing records management practices.
3. Describe the records life cycle from creation to disposition.
4. Use a records classification scheme, and retention and destruction schedules.
5. Explain the basic components, procedures, technologies, and planning stages of a digitization program.
6. Explain the basic components of vital records management, including disaster planning.
7. Reflect on ethical considerations governing records management practices, including access to information, privacy, and risk management issues.
8. Identify the different needs of and services for records management clients.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Project:	30%	Lab work:	25%	%
Quizzes/tests:	30%	Holistic assessment:	15%	%

Details:

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Lectures, online instruction, online learning activities, and industry webinars.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Article	Saffady, William	Big Bucket Retention Objectives, Issues, Outcomes (Journal of Information Management)	2018
2. Article	Matlala, Mpubane Emanuel; Maphoto, Asania Reneilwe	Application of the Records Life-Cycle and Records Continuum Models in Organizations in the 21 Century (ESARBICA Journal. P. 79)	2020
3. Article	Bergström, Erik; Lundgren, Martin	Revisiting information security risk management challenges: a practice perspective (Journal of Information and Computer Security)	2019
4.			
5.			

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Laptop or computer, secondary storage media

Course Content and Topics

- Introduction to records management and information governance
- Records management regulations, legislation, standards, and policies
- Records life cycle
- Records classification and retention schedules
- Electronic records management
- Access to information, privacy, and risk management