



**LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:**

Upon successful completion of LIBT 260, the student will be able to:

1. Describe the principles and practices in an electronic records management system.
2. Describe electronic systems for handling records.
3. Explain how storage and retrieval of electronic records is managed.
4. Explain how imaging media is used for storage.
5. Create forms and indexing systems for managing records.
6. Describe how procedures and processes can be communicated to employees.
7. Develop procedures for operating a records management system.

**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:]

N/A

**SUPPLIES / MATERIALS:**

Current secondary electronic storage media

**STUDENT EVALUATION:**

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

Assignments 25%  
Term project 25%  
Midterm exam 25%  
Final exam 25%

**COURSE CONTENT:**

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

Definition of an electronic record.

Hardware/software that create electronic records.

Legal ramifications of electronic records.

Legislative framework for managing personal information in electronic records.

Options in electronic document management systems (EDMS).

Archival implications of electronic records.

Principles and practices of an effective automated records system.

Developing an integrated system for automated records management.

Procedures for labelling, storing, and ensuring the integrity and security of automated information.

Form creation for automated systems.

Policies and procedures for records management.

Procedures manuals for operations.