

## Course Profile: Records Management

Course Number: LIS 6780

Title: Records Management

Credits: 3

Prerequisite(s):

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### Rationale for Inclusion in Curriculum:

Records management complements the field of archival administration. This course provides an overview of the field of records management including the purpose of records management, inventory, and appraisal of records, creation of records retention and disposal schedules, vital records protection, filing, electronic records, micrographic and other non-paper-based storage systems, storage of active and inactive records, and the administration of records facilities.

### Course Objectives:

The student will receive the basic information necessary to establish and manage a records management program.

### Competencies Expected:

By the end of the course students will be able to:

1. Describe the complementary relationship between records management and archival administration.
2. Conduct a records survey and prepare a records inventory and appraisal.
3. Prepare records retention and disposal schedules.
4. State the relationship between filing and records retention.
5. Identify current alternatives to paper storage of records and information including micrographic.
6. Specify records storage requirements.
7. Summarize the issues involved with vital records protection.
8. Evaluate records management programs and procedures.

### Content:

Introduction to the course; introduction to records management; overview of records management; survey and inventory of records; development of records retention and disposal schedules; vital records protection; filing systems; electronic records; micrographics; records storage; managing a records program; writing a records management manual.

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### **Course Methodology:**

Discussion of assigned readings and student projects, lectures, guest speakers, field trips.

### **Bases for Evaluation of Student Performance:**

Mid-term examination, final examination, term project.

### **Text: To Be Determined**

**Revised: 8/97**