Course Outline

[Modified for Spring 2019 term]

LIBR 2295: Introduction to Records Management

Credits: 3

Transfer Credit: For information, visit bctransferguide.ca

Textbook and Course Materials:

Note: *This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.*

Course Description:

This course is designed to introduce the major aspects of records management and allied fields such as archival practice and information security. Students will learn through lectures, research, and the completion of two assignments. There will also be a quiz and a final examination.

Prerequisites: None

Learning Outcomes:
Having completed this course, the student will be able to:

1. Understand the place of records management in the context of the information professions.
2. Understand the essential relationship between records management and archival practices
3. Identify the major components of the Life Record
4. Develop records inventories in different kinds of organizations
5. Understand, develop and revise records retention policies and procedures
6. Identify and work with different kinds of filing systems
7. Understand the basics of electronic records management (ERM)
8. Understand and develop vital records policies and procedures in different kinds of organizations
9. Understand the basics of Canadian privacy legislation and its implementation in different sectors
10. Understand preservation and conservation techniques
11. Understand media migration: from paper to microfilm and digital formats
12. Understand business continuity planning for records departments and archives

Learning outcomes and critical elements:

1. Understand the place of records management in the context of the information professions

- Understand the basic history of records management and its development as a profession
- Understand similarities and differences between records management and other information professions; identify the major "shared tools"
- Understand the records management perspective on information control

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2. Understand the essential relationship between records management and archival practices

- Understand the different roles and responsibilities for records managers and archivists in various organizations
- Understand records managers' and archivists' perspectives on document processing, conservation and storage
- Identify potential conflicts between records managers and archivists in areas of mutual concern

3. Identify the major components of the Life Record

- Understand the structure and meanings of the Life Record
- Recognize various kinds of deterioration and loss in individual Life Records
- Identify the different kinds of documents and other materials that constitute a Life Record

4. Develop records inventories in different kinds of organizations

- Understand the ways in which records are disseminated or scattered throughout organizations
- Understand temporary onsite storage practices
- Understand the best ways to collect and record inventory data
- Understand the need for regular updates of records inventories

5. Understand, develop and revise records retention policies and procedures

- Understand and justify records retention timeframes for different kinds of records
- Understand legislation governing specific retention periods
- Understand retention schedule compilation and updating
- Understand retention schedule revision

6. Identify and work with different kinds of filing systems

- Identify the major kinds of filing systems in different organizations
- Recognize the strengths and weaknesses of different filing systems
- Understand the ways in which filing practices have changed with the implementation of IT
- Understand the basics of setting up a filing system in a small office
- Understand different records classification systems

7. Understand the basics of electronic records management (ERM)

- Be familiar with the history and development of ERM
- Understand the advantages and risks involved in ERM
- Understand and anticipate potential problems in converting to electronic formats
- Be familiar with the basics of setting up an ERM system in different kinds of organizations
- Understand the essential tasks involved in maintaining an ERM system
- Identify, organize and store ERM systems documentation

8. Understand and develop vital records policies and procedures in different kinds of organizations

- Understand the differences between vital and non-vital records
- Understand the key points in vital records policies
- Understand the relation between vital records and archives
- Understand the role of vital records in business resumption and continuity

9. Understand the basics of Canadian privacy legislation and its implementation in different sectors

- Understand the reasons for Canadian privacy legislation and its implications in public and private sectors
- Be familiar with Federal and Provincial privacy legislation, and understand key terms and their definitions
- Understand the records manager's role in privacy legislation compliance
- Understand the challenges that organizations face in complying with privacy legislation
- Be prepared to answer employers' questions regarding privacy legislation implementation in different workplaces

10. Understand preservation and conservation techniques

- Recognize different kinds of media deterioration and their causes
- Implement emergency preservation and conservation techniques
- Plan and implement preservation and conservation programs in records centres and archives
- Plan different kinds of storage programs for active, semi-active and inactive records

11. Understand media migration: from paper to microfilm and digital formats

- Understand the characteristics of microfilm and digital formats
- Understand the reasons for migrating to different media
- Justify migration costs and facilitate budgeting and purchasing
- Assist in the management of migration projects
- Understand the role of the information manager in different organizations

12. Understand business continuity planning for records departments and archives

- Understand the need for access to vital records and information following business disruptions
- Understand the essential components of a business continuity plan
- Understand the process of business recovery in records centres and archives
- Facilitate regular audits of business continuity plans for records centres and archives

Assessments and Weighting:
Students will be assessed on the basis of:

- Participation (10%)
- Life Record Inventory OR genealogy documentation assignment (20%)
- Privacy legislation quiz (20%)
- Records management portfolio, including a proposal (25%)
- Final examination (25%)

Note: Students must submit **all** assignments and sit the quiz and final examination to receive credit for LIBR 2295.

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

E1003 - Student Code of Conduct

F1004 - Code of Academic Conduct

E2008 - Academic Standing - Academic Probation and Academic Suspension

E2006 - Appeal of Final Grade

F1002 - Concerns about Instruction

E2011 - Withdrawal from Courses and Deferred Standing

Departmental/Course Policies:

Students must achieve a minimum grade of C (or S in S/U courses) in all courses required for the program in order to receive the Library & Information Technology diploma.