BLS 3115 ANALYSIS OF RECORDS MANAGEMENT SYSTEMS

**Short** **Description**

The course is designed to train students in analyzing records management systems in organizations. It also entails practical analysis of records and archives management in organizations.

Aim

To develop students’ expertise in analyzing records management systems.

Learning outcome

Students should be able to:

-apply techniques of analysis in records management

-describe legal and regulatory framework affecting records and archives organization

-Identify data collection methods applicable in analysis of records management systems

Intellectual, Practical and Transferable skills

Understanding of records management systems (RMS) in organizations

Skills of analysis of RMS will be acquired

Teaching and Learning Pattern

By use of lectures, Visits, Library search, student led group presentations and self – directed research guided by the lecturer, case studies and demonstrations

Indicative Content

Preliminary investigations, understanding organizations, legal and regulatory framework, organizational functions and policies, identifying the business context, data collection methods, analysis of business activity; products and reports, resources and prerequisites, documenting business activity, hierarchical analysis, process analysis, establishing critical factors affecting record keeping, risk analysis, corporate culture analysis, record keeping system documentation and developing records classification schemes. Students will carry out an analysis of records management in an organization of their choice, with guidance from the lecturers

**Assessment** **method**

- Coursework and Examination. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks). For a student to be allowed to sit the final examination in this course, he/she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

Indicative sources

* Steward, J. 2000. Professional records and information management.
* Lucey, T. 1987. Management information systems
* Smith, P. 1997. Records Management. S.1: South Western.
* ARMA. 1989. Developing and Operating a Records Retention Program. ARMA International Guideline. Prairie Village, KS: ARMA International, 1989.
* Stewart, J.R. & Melesco, N.M. 2002. Professional Records and Information Management. 2nd ed. New York: Glencoe, McGraw-Hill
* Wallace, P. et al. 1983. Records Management: Integrated Information Systems.
* Penn, I.A., Pennix, G.B. and Coulson, J. 1994. Records Management Handbook. 2nd ed. Hampsire: Gower.
* John, M.M. & Kallaus, N.F. (nd) Records Management
* Walne, Peter, Comp. 1985. Modern Archives Administration and Records Management: A RAMP Reader. (RAMP Study PGI-85/WS/32). Paris, FR: UNESCO, Available electronically through the UNESCO website.