**BLS 3214** **AUTOMATION OF RECORDS MANAGEMENT SYSTEMS**

**Short** **Description**

The course covers the development of an automated records management systems. It covers document imaging system and legal and ethical issues related to electronic records.

Aim

To enable students acquire knowledge and skills required to design and implement automated Records Management Systems.

Learning outcome

Students should be able to:

-develop records management procedure

-identify techniques required for records automation

-Identify forms of electronic records

- implement a records automated system

- Develop and implement strategies to protect records from attach by their enemies

Intellectual, Practical and Transferable skills

Knowledge on records automation

Skills in the implementation of a records automation system

Skills in evaluating good records automated system

Teaching and Learning Pattern

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

Indicative Content

Development of records management systems, selecting a records management system; functional requirements of records management systems; Implementing a records management system; planning; user liaison; pilot phase; maintenance; and support; training manuals; Designing records Management procedures; Document imaging systems, system documentation. Forms of electronic records, indexing electronic records, -workflow systems, Electronic Data Interchange, Storage and security of electronic records, electronic records and information retrieval, legal and ethical issues related to electronic records. Students are expected do design automated records management systems

**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

* Lucey, T. 1987. Management information systems.
* Kochtanek, R., Mathews, J. R. 2002. Library information systems: from library automation to distributed information access solutions.
* Steward, J. 2000. Professional Records and Information Management.
* Smith, P., 1997. Records Management. S.1: South Western
* Robek, Nesta De. 1995. Information and Records Management