BLS 3215 RECORDS MANAGEMENT AND THE LAW

**Short** **Description**

The course is designed to equip students with an understanding of the legal framework governing records management. It examines various legislations and regulations both at the national and international levels and their impact on records. The course further appreciates the standards and ethnics required of records management environment in organizations

Aim

To enable students understand the legal framework affecting Records management both at national and international levels

Learning outcome

Students should be able to:

-Demonstrate an understanding of various laws and acts for control of records

- Legal implications for use or misuse of records / information

- Records, archives and information crimes

- Legislative provisions affecting records management

Intellectual, Practical and Transferable skills

Knowledge and skills of managing records within the established legal framework

Teaching and Learning Pattern

By use of lectures, practicals, student led group presentations and self – directed research guided by the lecturer, guided visits to records centers and archives institutions

Indicative Content

Legislative provisions affecting records handling and archives administration; Regulations of Records storage and retrieval, Information Code of Ethics, Record and Information Crimes and Data Protection; Safeguarding security of records; Classifying and Grading of Records (Financial records, court records, bank records, etc. precautions and protective measures); National and International Laws and Acts for control of records; Audit trails; Records Collection controls; Batch Controls, File Controls; Physical controls; Legal implication of records use, care for the original record.

**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

* Government Acts eg. Legal deposit act, Records and Archives Act, Access to Information Act. Etc
  + The national constitutions of the Republics of Uganda, Kenya and Tanzania
  + The Universal Declaration of Human Rights
  + Wallace, Koehler. 2000. Towards a code of ethics for the Uganda Library Association: Some guidelines and suggestions. In Building an information driven economy – the first annual library and information science conference for Uganda, 66-82.