**BRM 2102** **ETHICS IN RECORDS AND ARCHIVES MANAGEMENT**

**Short** **Description**

The course covers ethical issues that apply in records and archives management. Exposes students to different codes of ethics in different organizations and countries. It creates awareness about government standing orders in relation to records and archives management.

Aim

To enable students develop understanding of ethical issues within organizations and ethical thinking for social responsibility

Learning outcome

Students should be able to:

- identify ethical issues in RAM

- Appreciate the importance of ethics in RAM

- Examine code of ethics

- identify the best practices from various codes of ethics of different countries

Intellectual, Practical and Transferable skills

* + - Knowledge in ethical behavior
    - Knowledge on code of ethics of various countries
    - “ of government standing orders

Teaching and Learning Pattern

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

Indicative Content

What is ethics? Levels of ethical questions in business, tools of ethics, application of ethics, challenge of relativism, social conduct and the organization, moral behavior in organizations, forms of corruption in organizations etc. Ethical questions in records and archives management, case study of code of ethics in different countries, government standing orders etc.

**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

Rudinow, J. graybosch, A. 2002. Ethics and values in the information age.

Pigors, P. & Myers, C.a. 1981. Personnel administration: a point of view and a method. 9th ed.

Stewart, J.R. & Melesco, N.M. 2002. Professional Records and Information Management. 2nd ed. New York: Glencoe, McGraw-Hill