**BRM 2103 RECORDS PROCESSING AND ORGANIZATION**

**Short Description**

The course focuses on how records are processed and organized in the registry. Makes a focus on the management of current and semi-current records.

**Aims**

To enable students develop skills in records processing and organization for efficient storage and retrieval

Learning Outcomes

Students should be able to:

* Explain introductory concepts relating to records processing and organization.
* Differentiate types of files and filing systems
* Develop records classification schemes
* Describe the procedure involved in records transfer

**Intellectual, practical and transferable skills**

-Records filing skills will be acquired

-Skills in the development of records classification schemes

**Teaching and Learning Pattern**

By use of lectures, student-led group presentations and individual research guided by the lecturer. Practicals in records classification and filing systems.

**Indicative Content**

Filing systems, selection and use of filing system, facets of development of classification systems, selection and use of filing system (students expected to develop their own classification schemes for records). File referencing, file tracking, file movement ladder etc

**Assessment Method**

Continuous assessment shall be applied to generate marks for coursework. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70).

For a student to be allowed to sit for final examinations in this course he or she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

**Indicative sources**

* Shepherd & Yeo. (2003). Managing Records: A Handbook of Principles and Practice. London: Facet Publishing
* Roper, Michael. (Ed) (1999). Organizing current records. London: International Records management Trust
* Robek, Brown & Stephens. (1995). Information and records management. 4th ed. Glencoe.
* McLeod & Hare. (2006). How to manage records in the e-environment. 2nd ed.  
  London: Routledge.
* Steward, J.R. & Melesco, N.M. 2002. Professional records and information management. New York: McGraw Hill.