**BRM 2204 RECORDS STORAGE AND SECURITY**

**Short** **Description**

The course covers the storage and general security of records in an organization. It looks at security in terms of storage equipment and accessibility levels.

**Aim**

To enable students acquire knowledge and skills in records storage and security measures and practices.

**Learning Outcome**

* Rationale for records storage and provision of security understood.
* Criteria for selecting records for storage identified.
* Methods for records storage identified.
* Security measures for records in organizations identified.

**Intellectual practical and transferable skills**

Knowledge in records and storage and security transferred.

**Teaching and learning pattern**

By use of lectures, student-led group presentations and individual research guided by the lecturer.

**Indicative Content**

Definition of records storage, rationale for records storage and provision of security, criteria for selecting records for storage, equipment for records storage, different methods of records storage, security measures for records, accessibility levels to records, retrieval systems for records, 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 marks). For a student to be allowed to sit for final examinations in this course he/she should have obtained atleast 15 out of 30 marks. The pass mark for course will be 50%.

**Indicative sources**

* 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
* 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, MM & 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.