**BRM 3202 MANAGING OF RECORDS AND ARCHIVES INSTITUTIONS**

**Short** **Description**

Designed to equip students with the knowledge about the operations of records and archives institutions; and skills required to efficiently establish and manage these institutions

Aim

To enable students acquire skills and proper understanding of the basic standards for setting and managing records and archives institutions

Learning outcome

Students should be able to:

-have a working knowledge of what records centers and archives institutions are

-setup both records centers and archives institutions

-have working knowledge about the required standards of these institutions

-Efficiently plan and manage disasters in such places

-Ethics, standards and operations in records and archives institutions

Intellectual, Practical and Transferable skills

Knowledge and skills to setting up and managing records and archives institutions

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

Setting up records centers and archives institutions, space planning, setting collection development policy for records and archives institutions, acquisition of records and documents, processing, storage planning, setting rules and regulations governing the use of records, penalties for defaulting, promotion of the use of services, setting up conducive environment for use, records and information center landscaping, post implementation reviews of the operations, disaster prevention and mitigation, disaster control of both paper-based and image-based records, disaster preparedness, response recovery, disaster control plan and its implementation 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

* 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
* Mintzberg, H. 1996. The structuring of organisations