**BRM 3203 MANAGEMENT OF ELECTRONIC RECORDS**

**Short** **Description**

This course is designed to equip students with knowledge and skills required to manage electronic records in the organization setting. It will provide an understanding of the electronic record keeping concepts, e-record keeping systems and issues that arise with electronic records management in organizations

Aim

To enable students acquire knowledge and skills required to manage electronic records in an organizational setting

Learning outcomes

Students should be able to:

-learn the basic concepts in electronic records and record-keeping systems

-understand and apply practical actions to control and protect electronic records

-understand the various technological, legislative and organizational factors involved with electronic records management

Intellectual, Practical and Transferable skills

Knowledge and skills required to efficiently manage electronic records

Teaching and Learning Pattern

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

Indicative Content

Basic concepts of electronic records, electronic record-keeping systems, electronic records management issues, guidance for the creation and use of e-records, establishing an electronic records management programme, components of an e-document, standards for electronic records and electronic documents, Information technology and electronic records, appraisal of electronic records, records migration strategies, implementation of e-records management programme

**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

* Smallwood, F Robert (2008) Evaluating and Selecting Electronic Records Management Systems. Adv. Ed., New York: Imerge Consulting.
* Smith, Kevin (2007). Planning and Implementing Electronic Records Management: A Practical Guide. Facet Publishing
* Jones, P and Mclean, P (2007) Effective Records Management Part 4:How to comply with BS 15489:1 . London: British Standards
* Stephens, David and Wallace, Christopher (2003) Electronic Records Retention: Strategies for Data life Cycle Management. ARMA International
* Saffady, William (2002). Managing Electronic Records. 3rded. ARMA International
* Stephens, David (2007). Records Management: Making the transition from Paper to electronic. ARMA International
* Mcleod, Julie and Hare, Catherine (2004). Managing Electronic Records. Facet Publishing.