**IOP 1202 BASIC RECORDS & REGISTRY MANAGEMENT**

**Duration of the Course:** The course is 3 Credit Units providing 45 Contact Hours.

**Course Description:**

This course aims at introducing students to the dynamics of records management in organizational settings in general with special reference to the human resources function. The course seeks to equip the student with critical skills relevant to the management of records in the world of work.

**Course Objectives:**

On completion of the course, students should be able to:

1. Discuss records management policy
2. Explain records management justification
3. Illustrate principles of records management
4. Outline records retention and disposition schedules and scheduling
5. Describe reformatting
6. Analyze electronic records
7. Appraise records center
8. Discuss records disposal and destruction
9. Application of ICTs in Records and Archive Management
10. Describe ital records
11. Explain forms, directives and reports management
12. Discuss confidentiality and access; subpoenas and other courts orders
13. Discuss disaster preparedness, response and recovery

**Course Outline:**

Defining key concepts, Records management policies, Justification of Records Management, Principles of records management, Records retention and disposition schedules and scheduling.

**Delivery Methods:**

Lectures, discussions, case studies, and simulations will be used.

**Assessment:**

Assessment is through two written tests or a written test and a coursework and one final examination.

CW =30% Exam = 70%

**Learning Resources:**

1. Ford, J.W. (1999). Archival Principles and practice: a guide for archives management New York: Farland & Co.
2. Cook, M, (`1999). The Management of information from archives. Aldershot Gower.
3. Cox, Richard J. (2000). Closing an era: historical perspectives on modern archives and records management, Greenwood Press.
4. Cox, Richard J. (2000). Managing records as evidence and information, Quorum Books:
5. Maher, W. (1992). The Management of College and University Archives. London: Scarecrow Press.
6. Penn, I.A. (1994). Records management Handbook. (2Ed). Aldershot: Gower
7. Schwartz, Candy, and Fernon, Peter (1993). Records management and the library: issues and practices. Ablex Publishing.