

LIS 9203: Records Management
Friday 1:30-4:15
Room FNB 3220

Course Instructor: Carolynn Bart-Riedstra, MA, AMCT

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Office: FIMS Nursing Building (FNB) 4122

Office Hours: Friday- noon-1:30 pm or by appointment

COURSE DESCRIPTION: The course will introduce the key elements of records management and its role in controlling recorded information in support of organizational activities. The records life cycle and continuum models, primary records management functions, expanding role of electronic document management, and contemporary issues facing information management professionals, including the proliferation of electronic records, will be explored. Emphasis will be placed on integrating traditional paper-based and contemporary electronic recordkeeping systems. The principles and techniques involved in developing and implementing effective records management programs will be discussed. Content will be presented through lectures, discussion exercises, written assignments, guest speakers and readings from the professional literature.

COURSE OBJECTIVES: Students who complete this course will:

1. have an understanding of the need for a records management system and apply contemporary Records Management principles [MLIS Goal 2, Objectives (a) & (f)];
2. have an understanding of how records management works in an integrated information system with specific understanding of electronic document management [MLIS Goal 2, Objectives 1(a) & (h)]; and
3. Be able to apply records management techniques in a practical work environment [Goal 2, Objectives 1(g), (h) & (i)].

COURSE PREREQUISITE: LIS 9002 (Organization of Information).

COURSE REQUIREMENTS & EVALUATION: The final mark is calculated as follows:

Participation	10%
Mandatory Assignments (1 @10% each)	10 %
Essays (3 @15 % each)	45 %
Project	<u>35 %</u>
TOTAL	100%

Students will be given a numerical grade for each assignment. Written assignments are assessed according to the grading guidelines in the Graduate Student Handbook and the following criteria:

1. Substantial content, i.e., mastery of concepts, critical thinking, original thought, relevance, accuracy, comprehensiveness
2. Quality of thought and expression, i.e., focused, organized, logical, clear, concise
3. Sources used; proper documentation of sources (i.e., footnotes/endnotes, bibliography)

Participation (10%): Students are expected to review and be prepared to discuss 3-4 items (e.g., book chapters, journal articles, and electronic resources) from the course reading list each

week. The evaluation of participation is based on the quantity and/or quality of in-class contributions, which can take the form of participation in group discussion exercises, general observations, comments on readings, questions, etc.

Mandatory Assignments (10 %): Students will be asked to complete a mandatory assignment in Week 5. This assignment will allow students an opportunity to ensure the terminology discussed to date is understood using questions and examples.

Essays (45%): Students must submit three (3) 1500-word essays chosen from a list of seven (7) topics that reflect the major issues covered in the course. Each essay is worth 15% of the final mark. The essay topics will be provided at the first class (week 1). The essay due dates will depend on the specific topics chosen and will range from week 3 to week 10. Essays should include a minimum of five sources and citations should follow the appropriate format. One essay will be due within the first three weeks (weeks 3-6) and the other two are the student's choice.

Project (35%): Students must undertake a project chosen from three options. These are:

- A case study where students are asked to form groups with no less than three members and no more than four members.
- A personal records management project where the student is asked to create a personal program for paper or electronic records. Topics would include classification, vital records management and retention and disposition.
- A research paper based on a records management issue. A topic must be done in consultation with the Instructor to ensure enough literature is available.
- Each team or individual must submit a report and take part in an informal in-class discussion (not a formal presentation) of the results of their work and their experiences during the project. The report is anticipated to be due in week 12; the informal discussion will take place in week 12 and/or 13.

Details for the projects will be presented in Week 3.

Late Submission Penalty: Any assignment submitted after the due date will be penalized at a rate of 2% per day unless prior arrangements for late submission are made with the instructor.

ATTENDANCE: As there are no formal written examinations in the MLIS program, participation in classes is an essential part of the learning experience and provides part of the basis for academic assessment of a student's knowledge. ***Students are therefore required to attend every class of each course in which they are enrolled.*** Classes depend upon the participation of members and absence from a class may deprive the individual or the group of a significant exchange of information.

Students will be excused from class only for serious illness or family emergencies. Skipping a class in order to complete an assignment for this course or another course is not excusable. The need to leave class for co-op or other job interviews should be discussed with the instructor in advance. If for any reason a student is prevented from attending a particular class because of illness or an emergency, the matter must be discussed with the instructor as soon as possible. If the instructor cannot be reached, students should contact FIMS Student Services at 661-4017 or email morrison@uwo.ca. ***In general, students must not absent themselves from a class without prior permission of the instructor.*** There may be penalties for any absence from class at the discretion of the instructor, including lowering the final grade and/or

requiring make-up work to be completed. ***Missing a class on more than two occasions is grounds for failure in the course.***

Attendance requirements also include punctual arrival. Late arrivals are discourteous, disruptive and unprofessional. Instructors may choose to reflect multiple instances of late arrival in course grades. ***Chronic lateness resulting in a significant amount of missed class time is grounds for failure in the course.***

PLAGIARISM: Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence. Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

SUPPORT SERVICES: Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

6.02 STATEMENT ON STUDENT ACCESSIBILITY SERVICES (SAS)

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are encouraged to register with Student Accessibility Services, a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both SAS and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

For more information, see <http://www.sdc.uwo.ca/ssd/>

Please note that a full reading list and course outline will be distributed in the first class.