

LIS 9203 Records Management
Summer 2021- Online
Course Instructor:Carolynn Bart-Riedstra
Email: cbartrie@uwo.ca
Zoom meetings held weekly on Fridays from 1-2:30 pm
Office Hours: By appointment via Zoom

Instructor Carolynn Bart-Riedstra holds a MA in History from Wilfrid Laurier University. She has over thirty years experience working with archives and more recently records management issues. She was the Archivist at the Stratford-Perth Archives in 1986 until April 2005 when she left to become the Archives Advisor for the professional Archives Association of Ontario. She was the Archives Advisor for eight years. From July 2018 to April 30 2019, Carolynn was the Acting Records Information Management Officer at the Thames Valley District School Board. Currently, she is the part-time Archivist at Middlesex Centre Archives, a position she has held since 2013.

Carolynn was active in the archival profession and served as the Chair of the Archives Advisor Work Group for the Canadian Council of Archives for five years. In 2014, she was awarded the Alexander Fraser Award from the Archives Association of Ontario (AAO) for her outreach and advocacy of archives. She served on the AAO Awards Committee for three years, two of those as Chair. She received her ARMA certificates in records management in 2007. She also teaches introductory archives and records management courses at Mohawk College. Carolynn is the author of two books and co-author of *Stratford: It's Heritage and It's Festival*.

Course Outline:

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, ARMA's Generally Accepted Recordkeeping Principles®, primary records management functions, expanding role of electronic document management, an introduction to Information Governance 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, and readings from the professional literature.

Course Requirements and Evaluation:

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 periodically through the Zoom chats or discussion area if they are not able to attend the chats. The evaluation of participation is based on the quantity and/or quality of discussion contributions, which can take the form of participation in general observations, comments on readings, questions, etc.

Mandatory Assignment (15%): Students will be asked to submit one mandatory assignment in the first part of the semester. This assignment will provide a theoretical and practical application to the material discussed.

Essays (45%): Students must submit three (3) 1500-word essays chosen from a list of six (6) 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 11. One essay will be from the first three essay topics; the other two are the student's choice.

Term Case Study (30%): Students must undertake a Case Study which will help to apply the theory to the practical. Some choice will be allowed in the Case Study. This paper will be approximately 12-15 pages and will be due the second last week of the semester.

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/>

LIS 9203 Schedule

| Week / Date | | Topic | Assignment Due | Chats |
|-------------|------------------------|---|--|--------------------------|
| 1 | 14 May 2021 | Introduction to Records Management | | Zoom meeting @1-2:30 pm |
| 2 | 21 May 2021 | Records Management Programs and Functions | | Zoom meeting @ 1-2:30 pm |
| 3 | 28 May 2021 | Nature of Modern Records; Life Cycle and Records Continuum Models * | Essay topic 1 *due if chosen | Zoom Meeting @ 1-2:30 pm |
| 4 | 4 June 2021 | Records Inventory and Analysis * | Essay topic 2 *due if chosen | Zoom Meeting @ 1-2:30 pm |
| 5 | 11 June 2021 | Filing Systems, Classification and Operations * | Essay topic 3 *due if chosen | Zoom Meeting@ 1-2:30 pm |
| 6 | 18 June 2021 | Records Retention and Disposal | Essay topic 4 due if chosen. Mandatory Assignment given in class | Zoom Meeting@ 1-2:30 pm |
| 7 | 25 June 2021 | Vital Records and Contingency Planning | Essay topic 5 due if chosen Mandatory assignment due. | Zoom meeting @ 1-2:30 pm |
| | 28 June to 2 July 2021 | Reading Week- no Class Happy Canada Day!!! | | |
| 8 | 9 July 2021 | Records Centre Operations | Essay topic 6 due. | Zoom meeting @ 1-2:30 |

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| 9 | 16 July 2021 | Storage and Retrieval Systems | Essay topic 7 due. | Zoom meeting @ 1-2:30 pm. |
| 10 | 23 July 2021 | Information Governance | | Zoom meeting @ 1-2:30 pm |
| 11 | 30 July 2021 | Implementing and Managing Records Management Programs | | Zoom meeting @ 1-2:30 pm |
| 12 | 6 August 2021 | Digital Records Issues Discussion Forum | | Case Study due. Zoom meeting @ 1-2:30 pm |
| 13 | 13 August 2021 | Course Review; Case Study discussion. | | Zoom meeting @ 1-2:30 pm |

***Please note that I will accept any essays at any time. The topic number is for your benefit to know the question asked and to relate to the lecture material but essays can be submitted before that due date. * Please choose one of the first three essay topics. The other two are your choice.**

Remember that a total of 3 essays must be submitted by Week 9. If you need extensions due to other commitments please let me know.

I have scheduled Zoom meetings every *Friday afternoon from 1-2:30 pm* throughout the semester. The point is to highlight some of the items from the previous lectures, discuss the essay topic and introduce the upcoming lectures.