ROSE STATE COLLEGE

Division Course Syllabus

<table>
<thead>
<tr>
<th>Division</th>
<th>Humanities</th>
<th>Course Prefix and Number</th>
<th>LTA 1343</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Records Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester and Year Submitted</td>
<td>Spring 2016</td>
<td>Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Melissa Huffman and Laura Teske</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Per Week:</td>
<td>Class 3</td>
<td>Lab 0</td>
<td></td>
</tr>
</tbody>
</table>

Course Description (as it appears in Catalog)

This course is designed to familiarize the student with an overview of the practice of records management (RM): the systematic control of information resources in any format, from creation through use, storage, and final disposition. Students will learn how records and information management programs contribute to the efficiency (and legal compliance, occasionally) of any type of organization (government, enterprise, non-profit). Upon completion of the course, students should understand what records management is and the importance of RM in any organization; the components of a formal RM program and the benefits of implementing an RM program; RM as a profession and opportunities in the field. This course is delivered only via the internet.

Prerequisites

NONE

<table>
<thead>
<tr>
<th>Title</th>
<th>Records and Information Management: Fundamentals of Professional Practice, 2nd ed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>William Saffady</td>
</tr>
<tr>
<td>Publisher</td>
<td>ARMA International</td>
</tr>
<tr>
<td>Copyright Date</td>
<td>2011</td>
</tr>
<tr>
<td>ISBN#</td>
<td>9781936654000</td>
</tr>
<tr>
<td>Reading Level</td>
<td></td>
</tr>
</tbody>
</table>

Supplemental Materials: (other books, audio visual aids, etc.)

Instructor-prepared materials, video and other multimedia presentations.

NOTE: This class is designed to be taught over the Internet.
RATIONALE:

LTA 1343 is designed to equip the student with an understanding of what kinds of records must be kept by an organization, and at what point records should be deleted. Library technical assistants will gain the knowledge that will enable them to best understand these processes.

EXPECTED OUTCOMES:

The student should be able to:
1. Define records and information management. Discuss the functions of records and information management.
2. Identify legal and ethical matters in records and information management.
3. Develop a records retention plan.
4. Describe systems for organizing paper records.
5. Describe systems for managing electronic records.
6. Develop a disaster recovery plan.
7. Explain the contribution of the Library Technical Assistant to the proper functioning of a library.

METHODS OF INSTRUCTION:

Instructional methods may include the following: exams and quizzes, content pages, group discussions, developing records retention and disaster recovery plans. The importance of class attendance may vary with individual instructors and should be explained at the beginning of the course.

ASSESSMENT:

Methods may vary with the professors but could include the following:
1. Quizzes and exams, including essay exams
2. Written reports
3. Attendance/participation grades
4. Developing original, written records retention and disaster recovery plans

LEARNING OBJECTIVES:

Unit I (Outcome 7)
The material in this unit gives the student some general information about Library Technical Assistants and what the course will be like.

Introduction
A. Information about the LTA Program
B. Information about the class/outline of the course
C. Background Questionnaire
Unit II (Outcomes 1-2)
At the end of this unit, students will be able to discuss Records Management as a business discipline.

A. Relationship to Libraries
B. Employment opportunities
C. Functions of Records Management

Unit III (Outcome 3)
At the end of this unit, students will be able to conduct inventory and discuss retention.

A. Inventory
B. Retention
   1. Legal and Ethical Decisions
   2. Implementation

Unit IV (Outcomes 4-5)
At the end of this unit, students will be able to describe and employ systems for records organization and management.

A. Document Imaging Technologies
B. Vital Records
C. Active Records
D. Digital Documents
E. Paper Documents

Unit V (Outcome 6)
At the end of this unit, students will be able to develop a disaster recovery plan.

A. Safety
B. Security