BUTTE COLLEGE
COURSE OUTLINE

I. CATALOG DESCRIPTION

BCIS 51 - Records Management   **3 Unit(s)**

Prerequisite(s): NONE
Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU
51 hours Lecture

This course introduces students to the increasingly complex field of records management. The class emphasizes the importance of effective records management for all types of documents from their creation or receipt, through their processing, distribution, organization, storage, and retrieval, to their ultimate disposition. Students will investigate the management functions necessary to operate a records management program effectively.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:
A. Examine and contrast the more popular methods used for records storage and retrieval including alphabetic, subject, and numeric.
B. Compare the advantages and disadvantages of storage and retrieval techniques used for physical (paper) records, image records, and electronic media.
C. Assess the importance of managing the entire life cycle of a record including its creation, distribution/use, maintenance, and disposition.
D. Design database files to create more efficient records management systems, including the creation of effective forms, accession logs, record sorts, and master and relative indexes.
E. Explore the components of an effective records and information management program including records audits, cost-effective records storage and labor methods, the need for records and information manuals, knowledge management, implementing a disaster recovery plan, and migration of records.
F. Identify the criteria needed to create an effective physical records management system and select the storage components that most appropriately fit those standards.

III. COURSE CONTENT
A. Unit Titles/Suggested Time Schedule

Lecture

Topics	Hours
1. An Overview of Records Management	4.00
2. Alphabetic Indexing Rules 1-10	14.00
3. Electronic File Management	5.00
4. Alphabetic Records Management, Equipment, and Procedures	5.00
5. Storing, Retrieving, and Transferring Records	6.00
6. Subject and Numeric Records Storage Systems	7.00
7. Electronic and Image Records	5.00
8. Records and Information Management Program	5.00
Total Hours	51.00

IV. **METHODS OF INSTRUCTION**
    A. Lecture
    B. Field Experience/Internship
    C. Group Discussions
    D. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
    E. Problem-Solving Sessions
    F. Multimedia Presentations

V. **METHODS OF EVALUATION**
    A. Exams/Tests
    B. Quizzes
    C. Papers
    D. Oral Presentation
    E. Projects
    F. Homework

VI. **EXAMPLES OF ASSIGNMENTS**
    A. Reading Assignments
        1. In the assigned article Designing Effective Forms, read about the techniques of good forms creation and management, including the differences between constant data and variable data, and appropriate forms design methods. Create a form applying those techniques.
        2. Read the assigned article titled Preparing a Records Inventory for your Business. Be prepared to define a records inventory, discuss the importance to the records management function, and describe what components are included.
    B. Writing Assignments
        1. Create a document to summarize your investigation about RAID (redundant array of independent disks) and how it is applied to the records management function. The information should be presented in a format appropriate for submission to your employer.
        2. Research three links on the Internet about what safeguards businesses use to prevent identify theft, as well as what actions to take if company files have been compromised. Summarize the information you found, citing each site in proper citation format.
    C. Out-of-Class Assignments
        1. Create an Access database using the following fields and entering the correct data type: ID Number, Filing Segment, Key Unit, Unit, 2, Unit 3, Unit 4, and Unit 5. Enter 25 records, prepare a query to select only those records within the state of IL, and create a report showing the results.
        2. Following prescribed records management techniques, index, code, and sort 50 business correspondence items in proper alphabetic order, creating cross-references as needed. Be prepared to locate the requested files and present the information requested from each file within the 10-minute period allowed.

VII. **RECOMMENDED MATERIALS OF INSTRUCTION**
    Textbooks:
    A. Read Smith, Judith. <u>Records Management Projects</u>. 9th Edition. South-Western Educational Publishing, 2011.
    B. Read Smith, Judith. <u>Records Management</u>. 9th Edition. South-Western Educational Publishing, 2011.

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