



School of Information Sciences

Course Title: Introduction to Records and Information Management

Course Number: INF 6780 (HIS 6780)

Credits: 3

Prerequisite(s): None

Rationale for Inclusion in Curriculum:

The primary responsibility of records and information managers (RIM) is the establishment of standard records management practices to ensure that an organization's records (recorded business information) are properly managed. Records managers design plans including the tools, processes and procedures to appropriately classify, store, secure and destroy or preserve records. An effective records management program controls the creation and growth of records, preserves organizational memory, improves efficiency and productivity, ensures compliance with regulatory and statutory requirements, and protects mission-critical information. This course discusses the business record in the active workplace which is a prerequisite for secondary values that information stored in an archives may possess. The course also defines and differentiates between official records versus non-records. This course compliments the Archives Management courses.

Learning Outcomes:

By the end of the course students will be able to:

1. Prepare to highlight program advocacy themes to support ongoing program activities (i.e. litigation support, business's competitive edge, contribution to disaster preparedness, etc.)
2. Distinguish between records and information management and information governance and understand how the roles are changing as the record format changes.
3. Prepare a classification scheme or file plan.
4. Compile a records inventory.
5. Appraise the value of business records.
6. Write a records retention and disposition schedule.
7. Identify the various types of access, storage and retrieval.
8. Explain the differences, including challenges, associated with managing electronic records versus hardcopy (paper) records.
9. Summarize the issues and know how to implement vital records protection for mission-critical records.
10. Compose a records management compliance audit.
11. Differentiate inactive records center storage from archival storage. Also, note the various likenesses of the two programs.
12. Recognize the challenges in preservation of permanent records.

13. Write a RIM policy outlining responsibilities of program managers as well as collaborating partners.
14. Design the components of a modern day RIM training program.

Content:

This course is based on the following:

1. Origins, rationale, and development of RIM programs and policy
2. Building an information governance program on a RIM foundation
3. Records and Information Creation/Capture, Classification, and File Plan Development
4. Records Retention Strategies: Inventory, Appraisal, Retention, and Disposition.
5. Records and Information access, storage and retrieval
6. Electronic records and electronic records management systems
7. Emerging technologies
8. Vital records, disaster preparedness and recovery and business continuity.
9. Monitoring, auditing, and risk management
10. Inactive records management, archives and long-term preservation
11. RIM education and training

Course Methodology:

This course includes assignments, class discussions, a case study, instructor lectures, quizzes, and exams. Webinars reflecting course content are also used.

Basis for Evaluation of Student performance:

Quality assignments submitted on or before due date, and active participation in class.

Texts: To be determined.

Approved: April 2018