LIS693 Records Management
Requirement Components

Instructor: Adam Jansen
Semester & year: Spring 2017
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Office: N/A
Office hours: As Arranged

Course description
Basic theory and principles concerning the management of records within a legal framework – including creation, media selection, use, inactivity, and destruction.

Student learning outcomes addressed
SLO 1: Understand, apply and articulate the history, philosophy, principles and ethics of library and information science and the related professions.
   1a) Apply LIS theory and principles to diverse information contexts
   1b) Demonstrate understanding of the historical context of information services and systems
   1c) Develop and apply critical thinking skills in preparation for professional practice
   1d) Craft and articulate a professional identity

SLO 2: Develop, administrate, assess, and advocate for information services by exercising principled communication, teamwork and leadership skills.
   2a) Demonstrate understanding of leadership
   2b) Work effectively in teams
   2c) Develop, manage, and assess information services for specific users and communities
   2e) Demonstrate the ability to advocate effectively for information services

SLO 3: Organize, create, archive, preserve, retrieve, manage, evaluate, and disseminate information resources in a variety of formats.
   3a) Demonstrate understanding of the processes by which information is created, evaluated, and disseminated.
   3b) Organize, create, archive and manage collections of information resources following professional standards
   3c) Search, retrieve and synthesize information from a variety of systems and sources

SLO 4: Evaluate and use the latest information technologies, research findings and methods.
   4a) Evaluate systems and technologies in terms of quality, functionality, cost-effectiveness and adherence to professional standards
   4b) Integrate emerging technologies into professional practice
   4c) Apply current research findings to professional practice

SLO 5: Engage in projects and assignments dealing with multicultural communities and representing diverse points of view.
   5a) Communicate and collaborate with diverse colleagues, information seekers and community stakeholders
   5b) Demonstrate understanding of the social, cultural, political, and economic context of information services and systems
   5c) Apply LIS principles to meet the needs of Native Hawaiian and Asia-Pacific communities and to promote cultural sustainability
Professional expectations
All students in the course are expected to become familiar with and adhere to the Professional Expectations posted at http://www.hawaii.edu/lis/students/professional-expectations-notice/

Course objectives
Upon completion of this course, students will be able to:

- To provide an understanding of the principles and methods of creating and maintaining organizational records in the context of different traditions and different juridical systems.
- To provide an understanding of the theory, methods, and practices of records management as they apply to creating and maintaining records generated by contemporary organizations.
- To provide the intellectual framework with which to evaluate record-keeping practices in contemporary organizations.
- Articulate records considerations impacting the design of business systems and other challenging record-creation environments.

Teaching method
Lecture format providing a firm foundation in records management principles with selected case studies that demonstrate how these principles are applied to real world business situations. The reading assignments are designed to assist students in developing skills and understanding in records management functions in order to analyze problems related to the management of active and semi-active records and then to apply records management principles in a technological setting.

Research methods
This course focuses on learning about the theory and implementation of records management within an institutional framework so that the student will be able to apply that knowledge to the management of active and semi-active records. Knowledge will be gained through action research, case studies, heuristic evaluation, needs assessment, and usability study based on the lectures, assignments, and readings.

Technology requirements
As this is a technology centric course, students must be comfortable working in an information technology environment, and learning new skills, techniques, and technologies. No prior programming, coding or database skills are assumed. Students must be fluent at functioning within a Microsoft Windows based environment for both the OS and Office product suite.

Kokua
If you need reasonable accommodations to complete required coursework because of the impact of a documented disability, you are encouraged to explore the services of UH Manoa’s KOKUA program (http://www.hawaii.edu/kokua/). KOKUA provides disability access services to individuals on a case-by-case basis, and students are not charged for these services. A student’s disability status is considered confidential information and is only disclosed to faculty with the student’s permission.

Support Services
Confidential student counseling and support services are available at the UHM Counseling and Student Development Center (CSDC), Queen Liliʻuokalani Center for Student Services, Room 312. More information is available at the CSDC website: http://manoa.hawaii.edu/counseling/.
Title IX is a federal civil rights law prohibiting discrimination and harassment in education. The UHM Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of discrimination or harassment for faculty, staff and students. More information is available at the Office of Title IX website: [http://manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/).

**Guidelines for assignments**

Class sessions will be a combination of lectures, discussions, lab activities, software demonstrations, student and guest speaker presentations.

**Course Assignments, Due dates and Weight in relation to final course marks (subject to change):**

<table>
<thead>
<tr>
<th>ASSIGNMENT/Report</th>
<th>DUE DATE</th>
<th>WEIGHTING</th>
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</thead>
<tbody>
<tr>
<td>Written Exam</td>
<td>Week Six</td>
<td>20%</td>
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<tr>
<td>Written Exam</td>
<td>Week Thirteen</td>
<td>20%</td>
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<tr>
<td>Term Paper</td>
<td>Finals Week</td>
<td>40%</td>
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<tr>
<td>Class Participation:</td>
<td>Ongoing</td>
<td>20%</td>
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<tr>
<td>Class attendance, including attendance of lectures and guest lectures and participation in in-class activities</td>
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**Requirements (course assignments and scoring)**

Note: Check a prior syllabus for ideas. Be sure to include conversion of points to letter grades for A+, A, A-, etc.

Attendance: Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, seminars, etc.). Students who are unavoidably absent because of illness or disability should report to their instructors on return to classes.

Written & Oral Assignments: All written and oral presentations will be graded on both content and style.

For oral presentations, content and style relates to the organization, depth and accuracy of the material as well as the appropriate use of handouts and visual aids. Good grammar and clear pronunciation is important to the overall quality of the delivery.
With respect to written work, the grade will reflect the quality of the research, organization of the material, grammar, factual information, correct spelling, bibliographic citations and neat appearance. All written material should be typed using a 12 pt font and 1” margins with 1.5 spacing.

**Late work:** Assignments handed in late will have five points deducted each day (starting at 12:01 the day after the assignment is due) for up to four days. *Thereafter, no late papers will be accepted.*

Grades are assigned upon a full semester’s completion of the coursework and will be determined by a combination of the points earned from assignments and activities listed above.

\[
\begin{align*}
100-97 & \text{ points } = A + \\
96-93 & \text{ points } = A \\
92-89 & \text{ points } = A - \\
88-86 & \text{ points } = B + \\
85-82 & \text{ points } = B \\
81-79 & \text{ points } = B - \\
78-76 & \text{ points } = C + \\
75-72 & \text{ points } = C \\
71-69 & \text{ points } = C - \\
68-66 & \text{ points } = D + \\
65-62 & \text{ points } = D \\
61-59 & \text{ points } = D - \\
<59 & = \text{ you don’t want to know…}
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**Required and optional texts, readings**

Below is the comprehensive required and recommended readings from selected web sites, journal literature and other sources. Readings will be assigned the class before they are due. All students are expected to have completed the readings prior to lecture and to class prepared to discuss the content.

*NOTE: Additional readings may be provided in class.*

**Required Textbooks:**

None

**Required Readings**


http://archivists.metapress.com.myaccess.library.utoronto.ca/content/u327764v1036756q/fulltext.pdf

**Recommended Readings**


Available at: [http://www2.archivists.org/gpas](http://www2.archivists.org/gpas)

**Digital Records Management**


Standards and Guidelines

Minnesota State Archives, Electronic Records Management Guidelines
http://www.mnhs.org/preserve/records/electronicrecords/erguidelines.html

European Commission, MoReq2 / MoReq2010  http://www.moreq.info/

How MoReq 2010 differs from previous electronic records management (ERM) system specifications

The Open Archival Information System (OAIS), Reference model, 2002 (Chapters 1, 2 and 4).  
http://public.ccsds.org/publications/archive/650x0b1.pdf

Trusted Digital Repositories and Certification


Course schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPICS</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Introduction to Course:</td>
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<tr>
<td></td>
<td>What is a Record and why does it matter?</td>
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<td>Week 2</td>
<td>What is Records Management?</td>
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<td>Week 3</td>
<td>History and Development of Records Management</td>
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<td>Week 4</td>
<td>Records Lifecycle and the Records Continuum</td>
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<td>Week 5</td>
<td>Functional Analysis and Classification</td>
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<td>Week 6</td>
<td><strong>First Exam</strong></td>
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<td>Week 7</td>
<td>Retention and Disposition</td>
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<td>Week 8</td>
<td>Forms management and Design</td>
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<td>Week 9</td>
<td>Records Center operations</td>
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<td>Week 10</td>
<td>What are vital records and what makes them so</td>
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<td>Week 11</td>
<td>Business Continuity</td>
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<td>Week 12</td>
<td>Records Management Standards and Legislation</td>
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<td>Week 13</td>
<td><strong>Exam Two</strong></td>
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<td>Week 14</td>
<td>Electronic records and systems</td>
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<td>Week 15</td>
<td>Audit and Certification</td>
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<td>Week 16</td>
<td>Professional Ethics</td>
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<td>Week 17</td>
<td>Course wrap up</td>
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<tr>
<td>Finals Week</td>
<td><strong>Term Paper Due</strong></td>
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