The University of Southern Queensland

Course Specification

Description: Records Administration

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<tr>
<td>MGT</td>
<td>3200</td>
<td>10175</td>
<td>1, 2002</td>
<td>ONC</td>
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Academic Group: FOBUS
Academic Org: FOB002
HECS Band: 2
ASCED Code: 080999

STAFFING
Examiner: Heather Maguire
Moderator: Barbara Roberts

SYNOPSIS
As businesses become more complex and face an ever increasing number of regulatory requirements the task of efficiently managing the growing volume of paper and electronic records becomes more difficult. Administrative managers need a sound knowledge of records management methods and technologies. This course provides an overview of the scope and complexities of administrative management of records whether paper, microform or electronic. The course covers the management and control of documents from time of their creation until their disposal.

OBJECTIVES
On successful completion of this course students will be able to:

- explain the role of records management in modern organisations;
- discuss a number of alternatives for organising and staffing records management systems;
- discuss the relationship between records management and corporate risk;
- discuss the importance of AS4390-1996 and relate its components to effective records management;
- assess records management needs and develop solutions;
- discuss procedures for establishing control over records retention and disposal;
- outline and utilise a number of methods of records classification and indexing;
- critically assess the suitability of a range of filing systems for active records in a given situation;
- provide guidelines for selecting a records management system;
- select suitable records storage media in a range of situations;
• critically assess the impact of technology on the records management function including electronic records, database management systems and digital and microfilm imaging systems;
• discuss the procedures involved in developing a protection plan for vital records;
• critically assess a number of alternatives for storing inactive records;
• discuss the management of archival records;
• outline procedures involved in developing programmes to manage the creation and generation of different types of records;
• discuss procedures for establishing effective forms design, control and management;
• discuss procedures for establishing effective reprographics management and control;
• critically assess the efficiency of a records management program;
• prepare a records management manual.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Records management - introduction and definitions</td>
<td>15.00</td>
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<tr>
<td>2. Assessing records management needs and developing solutions</td>
<td>5.00</td>
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<tr>
<td>3. Corporate recordkeeping requirements in the Australian environment</td>
<td>10.00</td>
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<td>4. Records appraisal and disposal - strategies and tools</td>
<td>10.00</td>
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<td>5. Creating and capturing full and accurate records</td>
<td>10.00</td>
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<td>6. Classification and indexing for retrieval</td>
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<td>7. Constructing a thesaurus and classification scheme</td>
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<td>8. Managing active paper records</td>
<td>10.00</td>
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<td>9. Selecting and implementing automated records management systems</td>
<td>5.00</td>
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<tr>
<td>10. Electronic document management: tools and techniques</td>
<td>10.00</td>
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<td>11. Developing a vital records protection plan</td>
<td>5.00</td>
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<td>12. Storage of inactive records</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the ‘Book Search’ facility at http://bookshop.usq.edu.au by entering the author or title of the text.

External Study Package


STUDENT WORKLOAD REQUIREMENTS

ACTIVITY                  HOURS
Laboratory or Practical Classes  24
Lectures                   13
Private Study              116
Tutorial                   12

ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>20.00</td>
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<td>Y</td>
<td>04 Mar 2002</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>30.00</td>
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<td>3 HOUR END OF SEMESTER EXAMINA</td>
<td>50.00</td>
<td>50.00</td>
<td>Y</td>
<td>END S1</td>
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</table>

NOTES:
1. Further details about the due dates are detailed in the assessment section of the Course Specifications.
2. Further details about the due dates are detailed in the assessment section of the Course Specifications.
3. Further details about the due dates are detailed in the assessment section of the Course Specifications.

OTHER REQUIREMENTS

1. To achieve a passing grade in this course students must attempt all of the assessments and achieve 50% in the examination and achieve an aggregated mark of at least 50% in the total marks allocated for the assignments and at least 50% of the available marks for the course. Final grades for the unit will be determined by the addition of the marks obtained in each assessment item, weighted as in the Assessment Details and by considering the students level of achievement of the objectives of the course.
2. The due date of an assignment is the date by which a student must despatch the assignment to the University, and is normally that defined in the relevant course specification. The onus is on the student to provide, if requested, proof of date of despatch.
3. Students should organise their affairs to ensure that they meet due dates for all assignments. Extensions will be granted only under exceptional extenuating circumstances, normally involving a significant medical condition.
4. Students may apply for an assignment extension either by application through DEC before the due date or by including application with the submitted assignment after
the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Course Leader.

5 All assignments despatched after due dates without appropriate extension approvals or after approved extension dates will be penalised up to a maximum of 20% of the assigned mark per work day.

6 Students must retain a copy of all assignments which must be provided if/when required by the Course Leader.

7 Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.