Description: Electronic Records Management

<table>
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<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>8004</td>
<td>14323</td>
<td>2, 2002</td>
<td>WEB</td>
<td>1.00</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
While paper remains the most common medium for records, business transactions are increasingly being conducted using electronic media instead of paper. Electronic records need to provide the same degree of evidence of business activity and the same level of accountability as paper records for the immediate and future needs of organisations, individuals and society. Records management has become even more important for electronic documents than paper, because of their volatility and increasing significance to business. Electronic records management seeks to find the most effective means to create and capture electronic records, protect and manage them and make them accessible for as long as they are needed.

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

- analyse within the electronic environment the records and archives needs of an organisation to preserve the corporate memory
- identify the roles and interrelationships between information professionals in the context of information, records and archives management
- evaluate manual and automated records management systems
- analyse traditional and emerging processes to manage all records created, received and processed in an organisation
- identify appropriate procedures and formulate policy to ensure that all records of continuing value are managed and preserved in an organisation.
TOPICS

Description Weighting (%)  
1. The need for electronic records management 5.00  
2. Electronic records management into the organisational structure 10.00  
3. Benchmarking best practice in electronic records management 15.00  
4. Legal/legislative requirements and electronic records 15.00  
5. The electronic records pyramid 10.00  
6. Classification and indexing of electronic records 15.00  
7. Retention, disposal and archiving of electronic records 15.00  
8. Document management vs records management in the electronic records environment 15.00

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.


STUDENT WORKLOAD REQUIREMENTS

ACTIVITY HOURS  
Directed Study 165

ASSESSMENT DETAILS

<table>
<thead>
<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>35.00</td>
<td>35.00</td>
<td>Y</td>
<td>04 Oct 2002</td>
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<tr>
<td>3 HOUR EXAMINATION</td>
<td>65.00</td>
<td>65.00</td>
<td>Y</td>
<td>END S2 (see note 2)</td>
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NOTES:
2. You will be notified of the official examination date when the scheduling is finalised.

OTHER REQUIREMENTS

1. To achieve a passing grade in this course students must achieve 50% in the examination and achieve 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.
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.

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.

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.

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

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

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.

If students are unable to attend a nominated USQ examination centre, an examination fee may apply.