The University of Southern Queensland

Course Specification

Description: Electronic Records Management

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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<td>24324</td>
<td>2, 2003</td>
<td>WEB</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; and
- 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

<table>
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<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tr>
<td>Directed Study</td>
<td>165</td>
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ASSESSMENT DETAILS

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<th>Description</th>
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<th>Wtg(%)</th>
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<th>Due Date</th>
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<tr>
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<td>35.00</td>
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<td>06 Oct 2003</td>
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<tr>
<td>3 HOUR EXAMINATION</td>
<td>65.00</td>
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NOTES:

. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   There are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by
them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.

3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks available for the assignment may apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must attempt all of the summative assessment items, achieve at least 50% in the examination, and at least 50% of the available weighted marks for the summative assessment items.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.

6 Examination information:
This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination.

7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL: http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: http://www.usq.edu.au/handbook/2003/title663.html or in the printed version of the current USQ Handbook.

**ASSESSMENT NOTES**

1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an assignment extension before the due date or include an 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 Examiner. (iv) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.
2 Course Weightings: 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.

OTHER REQUIREMENTS
1 E-mail and Internet Access: Students will require access to e-mail and Internet access to USQConnect for this course.