Description: Information Management

Subject: MGT  
Cat-nbr: 3200  
Class: 40162  
Term: 1, 2005  
Mode: EXT  
Units: 1.00  
Campus: Toowoomba

Academic group: FOBUS  
Academic org: FOB002  
Student contribution 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:

1. explain the role of records management in modern organisations;
2. discuss a number of alternatives for organising and staffing records management systems;
3. discuss the relationship between records management and corporate risk;
4. discuss the important relevant standards and relate their components to effective records management;
5. assess records management needs and develop solutions;
6. discuss procedures for establishing control over records retention and disposal;
7. outline and utilise a number of methods of records classification and indexing;
8. critically assess the suitability of a range of filing systems for active records in a given situation;
9. provide guidelines for selecting a records management system;
10. select suitable records storage media in a range of situations;
11. critically assess the impact of technology on the records management function;
12. discuss the procedures involved in developing a protection plan for vital records;
13. critically assess a number of alternatives for storing inactive records; and
14. discuss the management of archival records.
TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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</thead>
<tbody>
<tr>
<td>1. Records management - introduction and definitions</td>
<td>15.00</td>
</tr>
<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>
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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>
<td>5.00</td>
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<td>8. Managing active paper records</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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<tr>
<td>11. Developing a vital records protection plan</td>
<td>5.00</td>
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<tr>
<td>12. Storage of inactive records</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).


(revised & updated edition)

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>40.00</td>
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<tr>
<td>Directed Study</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>40.00</td>
<td>20.00</td>
<td>11 Apr 2005</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>60.00</td>
<td>30.00</td>
<td>03 Jun 2005</td>
</tr>
<tr>
<td>3 HOUR EXAMINATION</td>
<td>50.00</td>
<td>50.00</td>
<td>END S1</td>
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</table>

(see note 1)

NOTES

1. 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:
   If you are an international student in Australia you are advised to attend all classes at your campus. Failure to attend may infringe the conditions of your student visa. For all other students, 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 assignments satisfactorily, students must obtain at least 50% of the marks available for the assignments in aggregate. 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 an aggregated mark of at least 50% in the total marks allocated for the assignments, 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 (or grades) 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/corporateservices/calendar/part5.htm. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL http://www.usq.edu.au/handbook/current/buspolproc.html.

ASSESSMENT NOTES

9 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 five days 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 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 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.

10 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 Students will require access to email and Internet access to USQConnect for this course.