

564 Archives and Records Management – Fall 2009

Course Syllabus:

This course covers the professional objectives and organizational elements of records and record-keeping systems, Archives and Records Management Programs, program management, records retention issues, records filing practices, records preservation concerns, information organization methodologies, and both physical and computer technology based information management systems. Because it is a blend of both Archives and Records Management issues, the different perspectives between these two professional arenas will both converge and diverge occasionally. At a general high level perspective, these areas of interest will be covered during the course:

1. Introduction to Records Management and Archives Fundamentals
 - a. The Information Life Cycle
 - b. Records identification and definition
 - c. Professional missions and certification
 - d. Archives and historical collections
 - e. The Business Case for Records Management
 - f. Related Professional Arenas -
 - i. Libraries and publicly available information
 - ii. Content Management of computer-based data
 - g. Records Management and Archives Programs - Generally
 - i. Records retention programs
 - ii. Filing systems and information retrieval
 - iii. Vital records, disaster protection, and business continuity
 - iv. Staffing the records program
 - v. Creating the records center and archives repository
 - vi. Organizational support and relationships
 - vii. Information management systems and electronic records
2. Records Inventories and Surveys
 - a. Basis for identifying records and managing collections
 - b. Scope and support
 - c. Strategy and methodologies
 - d. Records series concepts
 - e. Role of departmental coordinators
 - f. Consultation and questionnaires
 - g. Time tables
 - h. Survey instrument metadata
 - i. Survey types
 - j. Survey goals
3. Retention Concepts and Decisions
 - a. Retention and records value
 - b. Selection and appraisal

- c. Recordkeeping requirements –operational, legal, and regulatory
 - d. Issues for records as evidence
 - e. Administration and implementation
 - f. Records acquisition and accessioning
4. Records Centers and Archives
 - a. Features and functions
 - b. Facilities and records storage
 - c. Records preservation and the environment
 - d. Management and administration
 - e. Commercial records centers
 - f. Records management standards
 5. Micrographics and Audiovisual Media
 - a. Advantages and disadvantages of microfilm
 - b. Microforms and processes
 - c. Equipment technology issues
 - d. Photographs and film
 - e. Videotape and sound recordings
 6. Vital Records and Information Protection
 - a. A separate program that interfaces with IT
 - b. Metadata is used for identification
 - c. Diverse responsibilities
 - d. Risk analysis control
 - e. Security
 - f. Disaster planning
 7. Information Organization
 - a. Physical filing systems – paper media
 - b. Electronic filing systems – e-records
 - c. Arrangement levels – repositories
 - d. Organization concepts – taxonomies and finding aids
 - e. Information description – metadata
 8. Electronically Stored Information (ESI)
 - a. The electronic records environment
 - b. Technology systems for information storage and retrieval
 - c. Electronic records media
 - d. Electronic records data formats
 - e. Media obsolescence
 - f. Technology system dependence and accessibility risks
 - g. Records integrity issues
 - h. Electronic Records Standards
 - i. ERM software and systems