



BCIS 51 - Records Management

Catalog Description

Transfer Status: CSU

Unit(s): 3.00

Lecture: 51.00 Contact hours/102.00 Out of class hours/153.00 Total hours/3.00 Unit(s)

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Course Description: This course introduces students to the increasingly complex field of records management. The class emphasizes the importance of effective records management for all types of documents from their creation or receipt, through their processing, distribution, organization, storage, and retrieval, to their ultimate disposition. Students will investigate the management functions necessary to operate a records management program effectively.

Objectives

Upon successful completion of this course, the student should be able to:

- 1. Examine and contrast the more popular methods used for physical records storage and retrieval including alphabetic, subject, and numeric.
2. Compare the advantages and disadvantages of storage and retrieval techniques used for physical and electronic records.
3. Assess the importance of managing the entire life cycle of a record including its creation, distribution/use, maintenance, and disposition.
4. Design database files to create more efficient records management systems, including the creation of effective forms, record sorts, and queries.
5. Explore the components of an effective records and information management program including records audits, cost-effective records storage and labor methods, the need for records and information manuals, knowledge management, implementing a disaster recovery plan, and migration of records.
6. Identify the criteria needed to create an effective physical records management system and select the storage components that most appropriately fit those standards.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Table with 2 columns: Topics and Lec Hrs. Topics include: An Overview of Records Management (4.00), Alphabetic Indexing Rules 1-10 (14.00), Electronic File Management (5.00), Records Management, Equipment, and Procedures (5.00), Storing, Retrieving, and Transferring Records (6.00), Subject and Numeric Records Storage Systems (4.00), Electronic Records (8.00), Records and Information Management Program (5.00). Total Hours: 51.00

Methods of Instruction

- A. Collaborative Group Work
B. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
C. Instructor Demonstrations
D. Lecture
E. Multimedia Presentations
F. Problem-Solving Sessions
G. Hands-on Simulation Activities

Methods of Evaluation

- A. Exams/Tests
B. Quizzes
C. Papers
D. Oral Presentation

- E. Projects
- F. Homework

Examples of Assignments

Reading Assignments

1. Read the assigned article, "Designing Simple Queries", which reviews types of queries and query-creation strategies. Then, design a query using your data file and at least one of the strategies in the article to solve a specific information need. Be prepared to demonstrate and discuss your query with a small group of classmates.
2. Read the assigned article titled, "How to Conduct a Records Inventory." Be prepared to define a records inventory, discuss the importance of an inventory, and describe what components are included.

Writing Assignments

1. Research three links on the Internet about what safeguards businesses use to prevent identify theft, as well as what actions to take if company files have been compromised. Summarize the information you found, citing each site in proper citation format.
2. Choose a sample records management policy from the sample provided by the instructor. Review all aspects of the policy and prepare a 1-2 page paper discussing how the sample policy incorporated elements we've discussed and practiced in our course. Identify two specific areas that were notable to you and discuss what you found particularly strong or needing further development in those areas.

Out-of-Class Assignments

1. Following prescribed records management techniques, index and code 50 business correspondence items and place them in their proper location in the storage system, creating cross-references as needed. Complete a Finding Test using your understanding of the storage system to locate the information required on the Finding Test.
2. Create an Access database using the following fields and enter the correct data correctly: ID Number, Title, First Name, Last Name, Organization, Address, City, State, Phone Number, Notes. Enter 25 records, prepare a query to select only those businesses located in IL, and create a report showing the results.

Recommended Materials of Instruction

Read-Smith, Judith. (2016). Records Management. *Cengage, 10th*. 9781305119161.

Minimum Qualifications

Business Education (Masters Required)
Office Technologies

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Date: 05/05/2025