



# Grande Prairie Regional College

Department of Office Administration

## Course Outline

OA2081 DE (0-0-5) Comprehensive Records Management  
3 credits

---

**Instructor:** Diane Kinderwater

**Telephone:** 1-877-832-7667 Press 2 (Instructional Support)  
Press 2 (Office Administration)  
Press 1 (Diane Kinderwater)  
1-(250) 752-6656 (residence)

**E-Mail Addresses:** [dkinderwater@gprc.ab.ca](mailto:dkinderwater@gprc.ab.ca) or alternate: [kinderdb@shaw.ca](mailto:kinderdb@shaw.ca)

**Contact Hours:** Please call or e-mail me whenever you need assistance or have concerns. If I plan to be away from the above contact points, I will have my Blackberry to check e-mails periodically. If I plan to be away for a period of several days, I will advise you through Blackboard or by e-mail. Normally I can be reached within the hour. Please leave a message on my answering machine, or an e-mail. I check e-mails and phone messages several times during the day.

**Prerequisite(s) or co-requisite(s):**

OA 1140, OA 1150, OA 1210, their equivalents or consent of the Instructor.

**Credit/Contact Hours:**

3 credits 75 hours

**Delivery Mode(s):**

Internet Delivery using Blackboard software, e-mail, telephone and Blackberry

**Text:**

- Records Management (Smith & Kallaus) 8<sup>th</sup> Edition
- Quick Filing Practice (Stewart) 4<sup>th</sup> Edition (this is a box of filing supplies)

**Supplies:**

Microsoft Office Suite Version 2007 including Word and Access software with Windows Vista Operating System

**Course Description:**

This course focuses on the fundamentals of Records Management in a paper-based system, including a review of basic filing techniques. Coverage is also provided for filing and maintenance of automated, micro-image and electronic imaging records. The student is introduced to current microcomputer hardware and software procedures and practices, providing up-to-date information and skills in the day-to-day operation of a computer. Students will gain an understanding of the Freedom of Information and Protection of Privacy Act and current copyright legislation. A Disaster Recovery project will be completed at the end of the term.

**Goals:**

- to perform records management functions in a business environment
- to use electronic records management skills to set up and maintain a database
- to manage records in a paper-based system efficiently and effectively
- to apply Canada Copyright rules effectively in a business environment
- to apply FOIP legislation effectively in a business environment

**Objectives:**

The student will:

- Identify records and how they are used and classified
- Identify the life cycle of a record
- Identify basic equipment and supplies for correspondence records storage
- Discuss advantages and disadvantages of alphabetic, numeric, electronic, subject and geographic methods of records storage
- Explain the importance of developing and maintaining a records retention system
- Identify types of records according to their value to the organization
- Enter and sort data in an electronic database
- Build an electronic database
- Discuss electronic records security and safety
- Describe microforms, microfilming and RIM software, their procedures and their processes
- Be familiar with the Freedom of Information and Privacy Act and its relevance for Records Managers

- Prepare a written report on FOIP
- Be familiar with the Canada Copyright Act
- Prepare a written report on Copyright Issues for Records Managers
- Be familiar with Disaster Recovery Plans and Processes for business organizations
- Prepare a written report on Disaster Recovery Plans
- List components of a Records and Information Management Program
- Index, code, sort and arrange personal and business names in accordance with ARMA filing rules
- Sort paper records
- Apply alphabetic, subject, numeric and geographic filing procedures

**Transferability:** Transferability is negotiated on a case-by-case basis in consultation with the receiving institution.

**Grading Criteria:**

Manual Filing Module	20%
Chapter Quizzes/Assignments	30%
FOIP/Copyright and DR Projects	30%
Final Exam	20%

Grades will be assigned on the Letter Grading System.

Department of Office Administration			
Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

**Statement on Plagiarism:** The instructor reserves the right to use electronic plagiarism detection services.