



# Grande Prairie Regional College

Department of Office Administration

## Course Outline

OA2081 ECampus (0-0-5)

Comprehensive Records Management

3 credits

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**Instructor:** Diane Kinderwater

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**Contact Hours:** Please call or email 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 emails periodically. If I plan to be away for a period of several days, I will advise you through Moodle's Forum or by email. Normally I can be reached within the hour. I also check 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 Moodle software, email, telephone and Blackberry cellphone.

### **Text:**

- Records Management (Read & Ginn) **9<sup>th</sup> Edition**, South-Western Publishing/Cengage Learning. 2008 [www.cengage.com](http://www.cengage.com)

### **Supplies:**

Microsoft Office Suite Version 2007-2013 **including Word and Access software** with Windows Vista or higher Operating System, a high-speed Internet connection, a printer, and e-mail client software (Outlook, Hotmail) \*Note: some releases of MS Office Suite do not include Access software. Please examine your Program Files on your computer, under Microsoft Office to see a listing of the software you have available to you. If Access is not available, please contact your instructor, as you will need alternate instructions for some of the assignments.

### **Course Description:**

This course is a comprehensive introduction to the field of records management. Alphabetic filing rules are included, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records. Thorough coverage is provided for filing and maintenance of paper, automated, micro image, and electronic imaging records. Students will prepare written reports on FOIP (the Freedom of Information and Protection of Privacy Act), Disaster Recovery as it relates to organizations and the Canada Copyright Act and current copyright legislation. Supplemental materials replace sections of the text where processes and procedures stated differ from Canadian practices. An electronic filing system will be created and Word files organized in an alphabetic filing arrangement.

**Note:** Students require strong computer and file management skills to complete this course.

### **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
- to use electronic file management skills

**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
- Identify careers in records management in Canada
- 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
- Build an electronic database
- Enter and sort data in 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, and arrange personal and business names in accordance with ARMA filing rules
- Sort paper records
- Apply alphabetic, subject, numeric and geographic filing procedures
- Construct an electronic filing hierarchical system on a computer
- Determine correct filing locations for a series of documents using the computerized hierarchy
- Index, code and arrange personal and business names, minor words and symbols in business names, names with punctuation, single letters and abbreviations as indexing order of units
- Prepare and arrange cross-references for personal and business names

(Note: additional objectives are offered for each chapter in the text which will be met by the student’s readings)

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

**Grading Criteria:**

Manual Filing Module .....	20%
Chapter and Online Quizzes/Assignments .....	30%
FOIP/Copyright /Disaster Papers .....	30%
Final Exam .....	20%

Grades will be assigned on the Letter Grading System used by Grande Prairie Regional College as shown below:

<b>Grande Prairie Regional College Department of Office Administration</b>			
<b>Grading Conversion Chart</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
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