

# Records and Information Management (POFT 1319)



**Credit:** 3 semester credit hours (3 hours lecture)

**Prerequisite/Co-requisite:** POFT 1329

## Course Description

Introduction to basic records information management filing systems including manual and electronic filing.

**Course Emphasis:** This course focuses on practical procedures for building skills and improving your knowledge of records and information management. Completing the activities and exercises will provide practice steps for improvement.

## Required Textbooks and Materials

- BUNDLE EDITION: Read, Judith and Ginn, Mary, *Records Management textbook and simulation, 10<sup>th</sup> Edition*. 2016 (Simulation - NEW, never opened)
  - ISBN: 9781305611535
  - URL: <http://www.cengagebrain.com>
- Binder or a two-pocket folder
- Flash drive (USB)
- Memo/steno pad
- Calendar/planner
- Highlighter
- Small stapler, staples, & clips
- Stapler
- Little scissors
- Pens and #2 pencils
- Small index cards
- Index card box (optional)

## Course Objectives

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

1. Demonstrate an understanding of the purpose of records management.
2. Demonstrate a mastery of the rules for alphabetic storage and retrieval systems.
3. File and retrieve records using filing systems, such as
  - a. Alphabetic method
  - b. Subject method
  - c. Numeric method
  - d. Geographic method
4. Identify the stages in the life cycle of a record.
5. Differentiate between manual and electronic filing.

**POFT 1319**  
Course Syllabus

6. Maintain, use, and update a computerized records management database.

**Course Outline**

**1. Records Management**

- A. Discuss the challenges of the information explosion to records managers.
- B. Describe how records are classified and used in businesses.
- C. Discuss relevant legislation that affects records management.
- D. Identify possible careers in records management.

**2. Alphabetic Indexing Rules 1-4**

- A. Explain the need for indexing rules in alphabetic storage of records and the importance of following these rules consistently.
- B. Index, code, and arrange personal and business names in indexing order of units.
- C. Apply alphabetic filing procedures.
- D. Find information in database records.

**3. Alphabetic Indexing Rules 5-8**

- A. Index, code and arrange personal and business names multiple ways.
- B. Prepare and arrange cross-references for business names.
- C. Create and find information in a database table.

**4. Alphabetic Indexing Rules 9-10**

- A. Prepare and arrange cross-references for foreign business and government names.
- B. Select appropriate subject categories to be used within an alphabetic arrangement.
- C. Create, sort, and query a database.

**5. Electronic File Management**

- A. Describe elements found in an electronic database.
- B. Find and sort data in an electronic database.
- C. Describe how databases can be used in records management and e-commerce.
- D. Describe the life cycle for electronic records.

**6. Alphabetic Records Management, Equipment, and Procedures**

- A. Explain terms used in correspondence records management systems.
- B. Identify the basic types of equipment and supplies for correspondence records storage.
- C. Describe types of information that should be determined before selection and design of an alphabetic records system.
- D. Explain how color can be used in correspondence records storage.

**7. Storing, Retrieving, and Transferring Records**

- A. Explain the importance of developing and implementing a records retention program.
- B. Discuss the records inventory, including what it is, why it is done, and what it includes.
- C. Describe a records retention schedule and explain its purpose.
- D. Discuss manual and automated retrieval procedures.

**8. Subject Records Management**

- A. Define subject records management.
- B. Describe four indexes and their use for subject records management.
- C. Use computer software to prepare an index for subject records.

**9. Numeric Records Management**

- A. Describe the components of a consecutive numbering storage method and procedures for this method.

## POFT 1319

### Course Syllabus

- B. List advantages and disadvantages of consecutive numeric records storage.
  - C. Compare and contrast block-numeric, duplex-numeric, decimal-numeric, and alphanumeric coding.
  - D. Explain how computer indexes and database software can be used with numeric records management.
10. **Geographic Records Management**
- A. Describe the geographic records storage method and procedures for this method.
  - B. Explain the use of an alphabetic index in the geographic storage method.
  - C. Describe how files are arranged using compass terms and how this method differs from general alphabetic filing.
11. **Electronic and Image Records**
- A. Define electronic record and image record and describe the relationship between the two records media.
  - B. Discuss records safety and security.
  - C. Discuss microfilming procedures and equipment.
  - D. Discuss image records retention.
12. **The Records and Information Management Program**
- A. List components of a records and information management (RIM) program.
  - B. Explain the phases of a disaster recovery plan.
  - C. List actions taken to implement a retention schedule.

### Grading Scale

90-100=A

80-89=B

70-79=C

60-69=D

0-59=F

### Course Evaluation

Final grades will be calculated according to the following criteria:

1. Unit Tests and Final Test (book and Access)	55%
2. Handout/book exercises, quizzes, and computer applications*	20%
3. Finding Tests (Simulation)*	25%
<i>*Homework: No credit will be given on the assignment submitted after the cut-off date since the results will be discussed in class.</i>	

## **Course Requirements**

1. **Purchase textbook and simulation**
2. Regular attendance is essential to pass this class.
3. Do all requested simulation jobs.
4. File and retrieve records using alphabetic, numeric, geographic, and subject filing systems.
5. Blackboard experience. **BLACKBOARD®** will be used for information, file submission, and/or assessment purposes.
6. Turn in work on time. Late submissions are not accepted.
7. The student must be able to read, key, and write.
8. A grade of “C” or better must be earned in this course for credit toward degree requirements.
9. Attend **Job Fair, Wednesday, March 23, 9:00 a.m. - 3:00 p.m.** in the MPC (Attendance is compulsory. You cannot be absent from any class.)
10. Use email to stay informed and communicate with instructor.
11. **Attendance Policy:** Two absences are allowed. If a student is tardy for class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 1-point deduction from your final grade for each extra absence.

## **Disabilities Statement**

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at <http://www.lit.edu/depts/stuserv/special/defaults.aspx>

## **Student Code of Conduct Statement**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

## Course Schedule

Day	Topic	Reference	Assignments	Turn in
<b>*Quizzes and special assignments/projects are not listed.</b>				
Jan. 14	Introduction of the course/Introductions	Syllabus	Buy book, simulation, and USB.	
18	Martin Luther King Day (no classes; campus closed)			
19	Ch. 1 Records Management	pp. 1-25	Read chapter	
21	Cont. Ch. 1		<b>Handout – Chapter 1</b>	<b>Take quiz in Blackboard.</b>
26	Ch. 2 Alphabetic Indexing Rules 1-4	pp. 31-53	Read chapter. Practice. Explore Simulation package.	
28	Cont. Ch. 2		<b>SIMULATION STARTS</b> <b>Start Job 1</b>	<b>Take quiz</b>
Feb. 2	Cont. Ch. 3		<b>Start Job 2</b>	<b>Turn in Job 1. Finding Test</b> <b>Do Job 2</b>
4	Q&A Job 2 Ch. 4 Alphabetic Indexing Rules 9-10	pp. 95-113	Read chapter. <b>Practice ACCESS</b>	
9	Cont. Ch. 4		Read chapter. <b>Practice ACCESS</b> Start Job 3	<b>Job 2 Finding Test</b> <b>Complete Job 3</b> <b>Take quiz</b>
11	Ch. 5 Electronic File Management	pp. 129-152	Read chapter. <b>Practice Access</b> <b>Complete Job 4.</b>	<b>Job 3 Finding Test</b>
16	Cont. Ch. 5 (Cont'd)		Practice <b>ACCESS: Lesson 1</b>	<b>Take quiz</b>
18	*Work on database work		Practice. Do Access Lesson 1.	<b>Job 4 Finding Test</b>

**POFT 1319**  
Course Syllabus

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23	Ch. 6 Alphabetic Records Management, Equipment, and Procedures	pp. 159-195	Read chapter. <b>Do ACCESS : Lesson 2</b> Do Jobs 5 & 6	<b>Job 6 Finding test</b> <b>Take quiz</b> <b>Do Access Lesson 3</b>
25	<b>Finding Test Job 4</b> <b>Test #1 (Unit 1)</b> Chapters 1, 2, 3, & 4 Textbook and Simulation *Keep working ACCESS Practice (Individualized practice)			
Mar. 1	Cont. Ch. 6		Do Job 7	<b>Take quiz</b>
3	Ch. 7 Storing, Retrieving, and Transferring Records	pp. 203-233	Read chapter.	<b>ACCESS : Lesson 4</b> <b>Job 6 Finding Test</b>
8	Cont. Ch.7		Do Jobs 8 & 9 (Needs Job 7)	
10	Catch up day			
<b>14-18</b>	<b>SPRING BREAK (no class; campus open)</b>			
22	<b>Test #2 (Unit 2)</b> Chapter 5, 6, & 7 Textbook and Simulation		<b>Do Access Lesson 4</b>	<b>Job 7 Finding Test</b>
24	Ch. 8 Subject Records Management	pp. 243-267	Read chapter.	
29	Cont. Ch. 8 Q&A Job 10		Practice. <b>Do Job 10 (Subject Filing)</b>	<b>ACCESS Lesson 5</b> <b>Take quiz</b>
31	Ch. 9 Numeric Records Management		Read chapter.	
Apr. 5	<b>Do Job 11 and Access</b>	pp. 275-299	<b>Do Access Lesson 5</b> <b>Do Job 11 (Consecutive Numeric Filing)</b>	<b>Job 10 Finding Test</b> <b>Take quiz</b>

**POFT 1319**  
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7	<b>NO CLASS</b> ( <i>Faculty/Staff Professional Development day</i> ). Work on jobs and practice Access.			
12	<b>Job 12 and Access Practice</b>	Read chapter. <b>Do Job 12 (Terminal-Digit Numeric Filing)</b>		<b>Job 11 Finding Test</b>
14	<b>Test #3</b> (Chapter 8 & 9) Textbook and Simulation, Practice chapter.			
19	Access practice		Practice	
21	Ch. 10 Geographic Records Management	pp. 307-333	Read chapter. Do Job 13	<b>Take quiz</b>
26	Ch. 11 Electronic and Image Records	pp. 341-373	Read chapter	
28	Cont. Ch. 11			<b>Take quiz</b>
May 3	Ch. 12 The Records and Information Management Program	pp. 381-401	Read chapter. Study/review for final test.	
5	Cont. Ch. 12 <b>Access Final Test</b>			<b>Take quiz</b>
10	<b>Final Exam (comprehensive) Textbook (Chapters 10-11-12 and Simulation (rules) Tuesday, May 10 9:15 A.M. – 10:45 AM, TC 204 TC 204</b>			

### **Book's website (CengageBrain.com)**

Textbook:

<http://www.cengagebrain.com/shop/en/US/storefront/US?cmd=CLHeaderSearch&fieldValue=9781305119161>

Simulation: <http://www.cengagebrain.com/shop/isbn/9781305119178>

Previous Edition: [http://www.cengagebrain.com/cgi-wadsworth/course\\_products\\_wp.pl?fid=M20b&product\\_isbn\\_issn=9780538731416&token=](http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538731416&token=)  
(just for practice)

- Flashcards
- Glossary
- Web links
- Web quizzes
- Final exam practice

### **Contact Information:**

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Th 12:45-4:00 p.m.  
F 10:00 a.m.-noon