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Action-Date: Senate App 2/7/95

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Linda Szul/Sharon Steigmann Phone 3003

Department Office Systems & Business Education

II. PROPOSAL TYPE (Check All Appropriate Lines)

_____ COURSE _____
Suggested 20 character title

_____ New Course* _____
Course Number and Full Title

Course Revision OS 315 Records Administration
Course Number and Full Title

_____ Liberal Studies Approval + _____
for new or existing course Course Number and Full Title

_____ Course Deletion _____
Course Number and Full Title

_____ Number and/or Title Change _____
Old Number and/or Full Old Title

_____ New Number and/or Full New Title

_____ Course or Catalog Description Change _____
Course Number and Full Title

_____ PROGRAM: _____ Major _____ Minor _____ Track

_____ New Program* _____
Program Name

_____ Program Revision* _____
Program Name

_____ Program Deletion* _____
Program Name

_____ Title Change _____
Old Program Name

_____ New Program Name

III. Approvals (signatures and date)

Linda Szul 2-21-94
Department Curriculum Committee

M. Steigmann 2/21/94
Department Chair

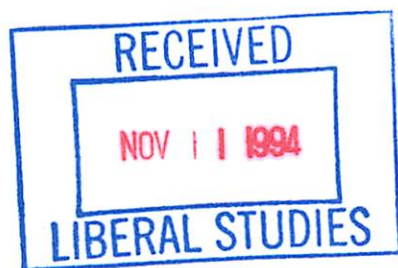
[Signature]
College Curriculum Committee

[Signature] 3/24/94
College Dean

+ Director of Liberal Studies (where applicable)

*Provost (where applicable)

PART II
DESCRIPTION OF CURRICULUM CHANGE



Currently on p. 173 of 94-95 catalog as requirement
for all OS 300 &/or 400 level courses.
This is not a change.

Note: All courses at the 300 and 400 level are open only to students with junior or senior standing. All students, regardless of major or program affiliation, must meet course prerequisite requirements in order to enroll for a given course.

1. New syllabus of record: see attached
2. Old Title & Number: OS 315 Records Administration
Old Prerequisite: *No special one.*
New Title & Number: OS 315 Records Administration
New Prerequisite: BE/CO/IM 101 or permission of instructor

Old Catalog Description: Development of the principles of record administration including creation, use, maintenance, and destruction. Storage facilities, records classification, form analysis, control of records, as well as micro-image systems and databases will be discussed.

New Catalog Description: Development of the goal of records administration as a system including the input, process and output components. Records creation, records classification systems, records evaluation, retention programs, manual through automated information systems, image technology, forms design, record control systems, records manuals, and disaster prevention and recovery will be discussed.
3. Justification

Students need to be familiar with both a microcomputer and software packages including dBase in order to successfully complete the course requirements.
4. Old syllabus of record: see attached

NEW SYLLABUS OF RECORD

OS 315/515 RECORDS ADMINISTRATION

TEXTBOOK: INFORMATION AND IMAGE MANAGEMENT: A Records Systems Approach, 3d Edition, Ricks, Swafford & Gow. South-Western Publishing Company, 1992.

Catalog Description: Development of the goal of records administration as a system including the input, process and output components. Records creation, records classification systems, records evaluation, retention programs, manual through automated information systems, image technology, forms design, record control systems, records manuals, and disaster prevention and recovery will be discussed.

Pre-requisite: Junior Standing and
BE, IM, or CO 101 or permission of instructor

Course Rationale:

Information is a vital organizational resource. Organizations depend on accurate, readily available information to assist in management decision making, to provide litigation support, to improve organizational efficiency, to document compliance with legislative and regulatory requirements, and to provide a historical reference.

With the information and paperwork explosion of the past two decades, an increased strain has been placed on administrative operations and costs. Rapidly multiplying records coupled with steadily increasing costs of personnel, equipment, and supplies demand that records and information be handled with minimum effort and maximum economy. High speed computers, copying machines, and photographic equipment can duplicate information which is presenting new challenges and opportunities for sound management.

Records management is the application of systematic analysis and scientific control of business records from their creation through their processing, transformation, maintenance, protection, storage, and final disposition. It is the management science of controlling the quantity, quality, and cost of records.

Records management is a dynamic science of handling recorded information for both immediate and future use in an efficient and economic manner. It involves providing (1) the correct information, (2) in the proper form, (3) at the right place, (4) at the right time, (5) and in the hands of the correct persons. It is the responsibility of individuals whose duties encompass records management to prevent offices from succumbing to an avalanche of information to take the lead in organizing and operating efficient systems of controlling records and information.

Course Objectives:

Records Administration is designed to enable the student to:

1. Be more aware of the types of multitude of records influencing daily transactions of individuals and business.
2. Identify the objectives, scope, and limitations of records management.
3. Trace the historical development and explain the present status of records management.
4. Identify basic principles and problems in developing a records management program.
5. Understand how to conduct a records inventory and develop the record retention and disposal schedules for an organization.
6. Implement an appropriate classification system for a records management program.
7. Determine the appropriate media (paper, electronic, or image) for the storage and retrieval of active and inactive records.
8. Select appropriate records management equipment and plan an effective layout for a records management program.
9. Implement effective creation control procedures for all types of written communication.
10. Apply appropriate writing techniques for a records management manual.
11. Identify advantages and disadvantages of various record forms.
12. Manage an organization's inactive records control program.
13. Control record copy costs through selection of appropriate methods and equipment.
14. Appreciate the career opportunities in the field of records administration.
15. Understand the role the records manager within the total information processing of a business or government agency.
16. Increase understanding of the role of databases in records management through an active project.
17. Understand the utilization of interactive record retrieval systems.
18. Appreciate and understand technological advances in hardware and software systems to control records.
19. Integrate electronic image technology, bar code scanning, and optical disk storage into digital records systems.

Course Activities:

1. Records management theory
2. Case studies
3. Simulation of a records inventory, appraisal, and retention program
4. Computer activities for records and database management systems
5. Records and procedures manuals
6. Design and utilization of records facilities
7. Vital records and archiving
8. In-field records system project

Evaluation Procedures:

1. Four (4) examinations including the final will be given on material covered through readings and class discussion. Makeups will be given only to those with prior approval of the instructor because of serious illness or other reason deemed appropriate by the instructor. 50%
 2. Short quizzes, assignments, readings, and class presentations. 25%
 3. Database project (records retention and transfer) 10%
 3. Class project (written and oral presentation) 15%
- Grading Scale: 90-100%=A; 80-89%=B; 70-79%=C; 60-69%=D; 60-below=F

Topical Outline:

Unit I

| | | |
|--------------------------------------|------|---|
| The Records Management System | 1 hr | |
| Classification System Selection | 2 | |
| Active Records Management | 3 | |
| Manual Records Storage and Retrieval | 3 | 9 |

Unit II -- Including database project

| | | |
|---|-------|----|
| Records Inventory and Analysis | 3 | |
| Records Retention and Legal Consideration | 2 | |
| Inactive Records Management | 2 | |
| Vital Records | 1 hr. | |
| Database project | 5 | 13 |

Unit III

| | | |
|--|---|---|
| Image Technology | 3 | |
| Archives Management | 2 | |
| The Records Manager and the Records Management Staff | 2 | |
| Records Management Manual | 2 | 9 |

Unit IV

| | | |
|---|---|---|
| Correspondence, Directives, and Copy Management | 1 | |
| Forms and Reports Management | 2 | |
| Records Control--Audits and Reports | 2 | |
| Records Security | 1 | |
| Records Disaster Prevention and Recovery | 2 | 8 |

Group Presentations

| | | |
|--|---|----------|
| Written report on group business visit | 3 | <u>3</u> |
| Oral presentation of project | | |

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OLD SYLLABUS OF RECORD

315/515 RECORDS ADMINISTRATION

TEXTBOOK: INFORMATION AND IMAGE MANAGEMENT: A Records Systems Approach, 3d Edition, Ricks, Swafford & Gow, South-Western Publishing Company, 1992.

COURSE MATERIALS: Copies Now—To be Announced

Catalog Description: Development of the principles of record administration including creation, use, maintenance, and destruction. Storage facilities, records classification, form analysis, control of records, as well as micro-image systems and databases will be discussed.

Pre-requisite: Junior Standing and Completion of Microbased Computer Literacy (EE, IM, CO)

Course Rationale:

Information is a vital organizational resource. Organizations depend on accurate, readily available information to assist in management decision making, to provide litigation support, to improve organizational efficiency, to document compliance with legislative and regulatory requirements, and to provide a historical reference.

With the information and paperwork explosion of the past two decades, an increased strain has been placed on administrative operations and costs. Rapidly multiplying records coupled with steadily increasing costs of personnel, equipment, and supplies demand that records and information be handled with minimum effort and maximum economy. High speed computers, copying machines, and photographic equipment can duplicate information which is presenting new challenges and opportunities for sound management.

Records management is the application of systematic analysis and scientific control of business records from their creation through their processing, transformation, maintenance, protection, storage, and final disposition. It is the management science of controlling the quantity, quality, and cost of records.

Records management is a dynamic science of handling recorded information for both immediate and future use in an efficient and economic manner. It involves providing (1) the correct information, (2) in the proper form, (3) at the right place, (4) at the right time, (5) and in the hands of the correct persons. It is the responsibility of individuals whose duties encompass records management to prevent offices from succumbing to an avalanche of information to take the lead in organizing and operating efficient systems of

Course Objectives:

Records Administration is designed to enable the student to:

1. Be more aware of the types of multitude of records influencing daily transactions of individuals and business.
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3. Trace the historical development and explain the present status of records management.
4. Identify basic principles and problems in developing a records management program.
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9. Implement effective creation control procedures for all types of written communication.
10. Apply appropriate writing techniques for a records management manual.
11. Identify advantages and disadvantages of various record forms.
12. Manage an organization's inactive records control program.
13. Control record copy costs through selection of appropriate methods and equipment.
14. Appreciate the career opportunities in the field of records administration.
15. Understand the role the records manager within the total information processing of a business or government agency.
16. Increase understanding of the role of databases in records management through an active project.

Course Requirements:

1. Attendance—

It should be understood that this required course for Office Administration majors necessitates regular class attendance. Active class participation through class discussion, group activities, and presentations are expected in preparing you for your future.

2. Assignments—

- A. Assignments will be made to enhance the learning of records management. There will be a purpose for each assignment.
- B. Assignments are a course requirement—NOT a student option. Incomplete student assignments will be ground for an incomplete grade for the course.
- C. All assignments will be prepared in a professional manner.
- D. Late assignments are not expected by the instructor. Penalties will be assessed on a limited number of late assignments. Other late assignments will be recorded as completed but assigned a zero grade.

3. Course requirements for graduate students will include additional projects, negotiated with the instructor.

Evaluation Procedures:

1. Four (4) examinations including the final will be given on material covered through readings and class discussion. Makeups will be given only to those with prior approval of the instructor because of serious illness or other reason deemed appropriate by the instructor. 50%
2. Short quizzes, assignments, readings, and class presentations. 25%
3. Database project (records retention and transfer) 10%
3. Class project (written and oral presentation) 15%
4. Grading will generally be on a percentage basis of 90, 80, 70, and 60 percents representing the lower levels of grades A, B, C, or D respectively.

Topical Outline:

Unit I

- Chapter 1 The Records Management System
- Chapter 6 Classification system Selection
- Chapter 5 Active Records Management
- Chapter 7 Manual Records Storage and Retrieval

Unit II — Including database project

- Chapter 3 Records Inventory and Analysis
- Chapter 4 Records Retention and Legal Consideration
- Chapter 10 Inactive Records Management
- Chapter 9 Vital Records
- Chapter 19 Records Management Manual

Planning for Group Project

Unit III

- Chapter 8 Image Technology
- Chapter 11 Archives Management
- Chapter 15 Computer-Based Records Management Systems (CBRMS)
- Chapter 2 The Records Manager and the Records Management Staff

Unit IV

- Chapter 12 Correspondence, Directives, and Copy Management
- Chapter 13 Forms and Reports Management
- Chapter 16 Records Control—Audits and Reports
- Chapter 17 Records Security
- Chapter 18 Records Disaster Prevention and Recovery

Group Presentations

- Written report on group business visit
- Oral presentation of project