VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 535 Introduction to Records Management
Trimester 1 2008

COURSE OUTLINE

Hello and welcome to INFO 535, Introduction to Records Management, which will be coordinated and taught by Kay Sanderson. If you wish to discuss any aspect of the course, you can contact her via email at: kay.sanderson@vuw.ac.nz

Class Times and Room Numbers
INFO 535 will be held in the first trimester (February-June) of the 2008 academic year. There will be no sessions for two weeks during the mid-trimester break (14-27 April).

Internal students
There will be a seminar on Tuesdays (from 2.10-4.00 p.m.) in the Easterfield Building, EA 206.

Open learning students
The weekly Internet conference sessions will be held on Tuesdays, from 6.45-8.15 p.m.

Course Objectives
By the end of the INFO 535 course, a student should:

1. Have an overview of the basic concepts and theories of recordkeeping and its historical development, with an emphasis on records management.

2. Be familiar with the environment within which records management operates in New Zealand and internationally.

3. Be able to describe the roles and responsibilities of records managers and the relationship between their work and that of archivists and other information professionals.

4. Have an introductory knowledge of the major records management functions, principles, and techniques.

5. Understand the major considerations, tools, and processes involved in organising and managing a records management programme.

6. Be aware of some of the major technological issues facing records managers, particularly electronic records.

Course Content

INFO 535 provides education in recordkeeping at a fundamental level. The focus is on those functions, principles, and techniques that are required in the operation of a sound records management programme. The course also provides students with a foundation for the development of further knowledge and skills.

Week	Begins	Topic
1	25 Feb.	Theory and concepts
2	3 March	Strategies
3	10 March	Control - I
4	17 March	Control - II / Accessibility
5	24 March	Accessibility (Self-study module -- no class)
6	31 March	Disposal - I
7	7 April	Disposal - II
	Mid-term break	
8	28 April	Storage
9	5 May	Electronic records - I
10	12 May	Electronic records - II
11	19 May	Archives - I
12	26 May	Archives - II

Assessment Requirements

None of the LIM courses has a formal final examination. This course will be internally assessed. **Further details are available on Blackboard**.

Assignment 1:
Two Parts - Annotated bibliography / presentation

Bibliography - 40%; Presentation - 10%;

Bibliography - 2000 words; Presentation - 5 minutes

Due date - various, see Blackboard

Assignment 2:
Essay; 50%; 2000 words max. due 3 June 2008

Submission

Remember to keep a copy of each assignment you send, just in case the original goes astray. All work will be submitted electronically; see submission details on Blackboard. Note that student work provided for assessment in this course may be checked for academic integrity by the electronic search engine http://www.turnitin.com.

Late Assignments

Assignments submitted or postmarked after they are due will have a 5% penalty imposed unless an extension has been granted by the course coordinator. Assignments submitted or postmarked more than one week after they are due will not be accepted unless there are

exceptional circumstances and the late submission has the prior approval of the course coordinator.

Word count
Each submitted assignment MUST contain a word count, easily available from your word-processing program. The word count should appear under your name. (Note: your name should appear only on the back of the last page of the assignment.) The penalty for not including your word count, or going over the word count, will be 5%.

Mandatory Course Requirements
Terms are the minimum course requirements that must be satisfied in order to earn the right to be assessed for a final grade. Students in INFO 535 are expected to attend all scheduled sessions. Terms will be granted to students who have:

- attended a minimum of 75% of the scheduled Internet conference or seminar sessions. To be considered in attendance at a Internet conference session, an open learning student must be able to contribute orally to the session using the Internet conferencing software; that is, the student must have a working microphone attached to his or her computer making it possible to respond to questions and to contribute ideas orally.

- completed the assignments within the allowable time.

Online information

In addition to the course material on CD-ROM, you will be required to use the resources for this course which are available in the School's Blackboard online learning environment:

http://blackboard.vuw.ac.nz/

The Blackboard Web-based learning environment will be used to post course information notices, and enable ongoing electronic discussion forums on topics or issues introduced in or out of class. Students are also encouraged to use Blackboard for information sharing, and to post questions for electronic and in-class discussion. You should also read the appropriate module Web pages in conjunction with the module readings and course notes. Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

its-service@vuw.ac.nz

All LIM students will be automatically enrolled in 'LIM Programmes Information' on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

Internet conferencing

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Vista, Windows XP or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

https://conferencing.sim.vuw.ac.nz/

There is also an 'Internet Conferencing' button linking to this page in Blackboard.

Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room. Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times. For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

LIM Students email list

Staff of the LIM programmes use the `lim-students` email discussion list to make important announcements, and to share news and ideas relating to the LIM programmes. **It is very important that you are subscribed to this list**. Please make sure that a current email address which you check regularly is subscribed.

We suggest that you remain a member of this list until **after you graduate,** because the list is used as the main channel to communicate important administration messages (including those about arrangements for graduation).

Emails are sent to `lim-students` regularly, so if you have not received any list messages for a few weeks it is a good idea to make sure you are still subscribed. If a list message is rejected by your email account you will automatically be unsubscribed from the list. **To subscribe, unsubscribe, and change your email address or options, go to**

http://lists.vuw.ac.nz/mailman/listinfo/lim-students

Confirmation: When you subscribe or unsubscribe to `lim-students`, you will receive a confirmation message. To confirm the action, click reply and send. You will then receive a welcome or goodbye message.

General University information

Faculty of Commerce and Administration Offices

<u>Railway West Wing (RWW) - FCA Student and Academic Services Office</u>
The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

<u>Easterfield (EA) - FCA/Education/Law Kelburn Office</u>
The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for :
- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the School, handwritten work may be copy typed by the School and subject to checking by Turnitin*. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

General University Policies and Statutes
Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx. For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:
- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times. Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

> *The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:
- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:
www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus. For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04)