



School of Information Management

INFO 535: MANAGING CURRENT RECORDS

Trimester Two 2011

COURSE OUTLINE

Contact Details

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Communication of additional information

If you have questions or comments about course material and activities, the preferred “channel” is the appropriate Blackboard discussion forum, so that all students can see your message, and participate in any subsequent discussion. The Blackboard discussion forums will be checked for new messages regularly.

However, if you prefer to send your message via email (particularly if it is sensitive or involves personal information), you should begin the subject line with

[INFO 535]

Withdrawal from courses

1. Your fees will be refunded if you withdraw from this course on or before 22 July 2011.
2. The standard last date for withdrawal from this course is Friday 23 September. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an 'Application for Associate Dean's Permission to Withdraw Late' including supporting documentation.

The application form is available from either of the Faculty's Student Customer Service Desks.

Course Description

INFO 535 provides education in recordkeeping at a fundamental level. The focus is on theory, tools and strategies to ensure that records in the digital working environment are created and maintained in accordance with organisational and societal requirements.

Learning Objectives

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

1. Have an overview of the basic concepts and theories of 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.

Course Content

Class times

INFO 535 will be held in the second trimester (July-October) of the 2011 academic year. There will be no sessions for two weeks during the mid-trimester break (22 August-4 September).

- **Campus students**
There will be a seminar on Thursdays (from 9.30-11.20 a.m.) in the Railway Building, RWW 315.
- **Distance students**
The weekly Internet conference sessions will be held on Thursdays from 5.00-6.30 pm.

Schedule

Week	Dates	Topic
1	1-5 March	Theory and concepts - 1
2	8-12 March	Theory and concepts - 2
3	15-19 March	Societal context - 1
4	22-26 March	Societal context - 2
5	29 March-2 April	Organisational context
6	19-23 April	Design & implementation - 1
7	26-30 April	Design & implementation - 2
8	3-7 May	Processes & controls - 1
9	10-14 May	Processes & Controls -2
10	17-21 May	Processes & Controls - 3
11	24-28 May	Establishing the programme
12	31 May-4 June	State of the art

Time commitment

To achieve satisfactory grades, you should expect to spend around twelve hours per week on INFO 535 (including time spent in the weekly session). Up to two hours per week will be spent in the weekly seminar, in which you will be expected to contribute to the discussion. The balance of your time should be spent reading material on Blackboard, and doing your preparation work for the weekly session and assignments.

Prescribed text

There is no prescribed text for this course; **instead, you are expected to be diligent in completing the weekly readings for each module**

Assessment

This course will be internally assessed. **Full details, including explanatory notes and criteria, are available under “Assessment” on Blackboard.**

Assignment	Date due	Value	Length
1. Analysis of recordkeeping context Assessment 1 assesses learning objective 1, 4, 5	Aug. 25	40%	1500 words max.
2. Report on recordkeeping culture Assessment 1 assesses learning objective 2, 4, 5	Oct. 21	50%	2000 words max.
3. Discussion Board postings Assessment 1 assesses learning objective 1, 2, 3	Various	10%	200-500 words max.

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.

Presentation

Additional resources to help with your assignments, including details of the IST Programmes' assignment policy, will be found in the IST Community pages on Blackboard.

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%.

Plagiarism

You must acknowledge all sources you use. You are expected to present information in your own words, based on your understanding of the background material you read. Any assignment which is extensively plagiarised will receive an automatic fail grade.

Note: 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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

Submission

All assignments for INFO 535 will be submitted digitally. **See the Assignment section of the INFO 535 Blackboard site for details.** Remember to keep a copy of each assignment you send, just in case the original goes astray.

Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend a minimum of 75% of the scheduled class sessions, and participate in class discussions;
- complete all of the assignments in the required timeframe.

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Course Resources and Delivery

All course material for INFO 530, including readings and study notes, will be available on the School's Blackboard online learning environment:

You should prepare any work listed in the relevant Blackboard section before the weekly Internet or internal session for that module. The group discussion/tutorial sessions should not be regarded as a time to catch up on reading and/or exercises not done. Active participation in these sessions will be expected.

Online information

You can access the School's Blackboard online learning environment at:

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

The Blackboard pages contain a Web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc.

If you have any difficulties logging on please contact the Help Desk, at:

its-service@vuw.ac.nz

All students will also be automatically enrolled in the Information Studies community under 'My Organizations' on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

Internet conferencing

Distance sessions are conducted via the Internet; in order to participate students will need an Internet-connected PC running Windows 7, Vista, or XP, 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 your course website on 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 IST Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main IST 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; further details, including screen name conventions, are also available on the Information Studies pages under 'My Organizations' on Blackboard.

For problems with the Internet Conferencing site itself, first check the online help information. If your problem is not resolved please contact our in-house IT Support, which is available only during the evening Internet Conferencing sessions:

- Freephone: 0800 116 299 (5-8 p.m. only) -- office phone forwarded directly to distance education support analyst during evenings
- Email: simconferencing@vuw.ac.nz

If for some reason a session does not run, check on Blackboard for an announcement of any alternative arrangements that the lecturer is making. Recordings of all distance sessions are also available for downloading from Blackboard.

Students email list

Staff of the Information Studies Programmes use the **ist-students email discussion list** to make important announcements, and to share news and ideas relating to the 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 ist-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/ist-students>

General University Information

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C). Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/>

Te Pūtahi Atawhai

Maori and Pacific Mentoring Programme

http://www.victoria.ac.nz/st_services/tpa/index.aspx