

School of Information Management

INFO535 MANAGING CURRENT RECORDS

Trimester 1, 2014

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Dr Gillian Oliver

Room RH422, Rutherford House

Tel +64 4 463-7437

Email gillian.oliver@vuw.ac.nz

Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow

Room RH512

Tel +64 4 463 6557

Email: kathryn.oxborrow@vuw.ac.nz

Senior Tutor (Auckland and upper North Island students): Monique Barden

Tel 027 6111 332

Email: monique.barden@vuw.ac.nz

Programme Administrator: Chris King

Room RH521, Rutherford House

Tel +64 4 463 5309

Email: chris.king@vuw.ac.nz

Phoning from outside Wellington: **Freephone** 0800 116 299 and ask to be connected to the appropriate staff member.

Trimester Dates

From Monday 3 March to Friday June 6

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 14 March 2014.
2. The standard last date for withdrawal from this course is Friday 16 May. 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.

Class Times and Room Numbers

- **Internal students**

The weekly seminars will be held on Tuesdays (from 1340 – 1530) in Rutherford House, GO1.

- **Distance students**

There will be weekly internet conferencing seminars for distance students. Internet conferencing sessions will be held on Tuesdays, from 18:45 – 2015.

Expected Workload

To achieve satisfactory grades, you should expect to spend around twelve hours per week on INFO535 (including time spent in the weekly sessions or watching the recorded seminars). You will be expected to contribute to the class discussion, in the on-campus classes and/or on the INFO535 Blackboard discussion forums. The balance of your time should be spent reading material posted on Blackboard <http://blackboard.vuw.ac.nz/> and doing any preparation work required for the seminars/tutorials and assignments.

Prescription

Theory, tools and strategies to ensure that records in the digital working environment are created and maintained in accordance with organisational and societal requirements.

Course 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

1	Theory and concepts - 1
2	Theory and concepts - 2
3	The Standards Environment
4	The Legislative Environment
5	Recordkeeping Informatics (RKI)
6	Metadata and Continuum Thinking
7	Process Analysis

8	Organisational Culture
9	Access - 1
10	Access - 2
11	Establishing the Programme
12	Evaluating the Programme

Readings

There is no prescribed text for this course; **instead, you are expected to be diligent in completing the weekly readings for each module.** Readings for each week will be available on the INFO535 course pages on Blackboard under the relevant module and/or under the INFO535 VUW Library Course Reserves. To access the course reserves list for INFO535, go to the VUW Library Catalogue and search for INFO535 under Course Reserves.

Materials and Equipment

The INFO535 Blackboard course pages will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, course readings, assignment information and submission links and course announcements etc. You should read the appropriate module pages weekly.

- *You should prepare any work listed in the relevant Blackboard section before the relevant tutorial or seminar sessions. The tutorial/seminar 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.*

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. If you have any difficulties logging on to the Blackboard site please contact the Help Desk, at: its-service@vuw.ac.nz

Internet conferencing

Distance tutorial sessions are conducted using Voice-over-IP software; in order to participate, you will need an Internet-connected device, microphone, and headphones/speakers. Further information about using the iConferencing software is available in the Information Studies Community on Blackboard.

If, for some reason a scheduled class 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.

Assessment

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

Assignment	Date due	Value	Length
1. Review of a national or international standard relevant to records management <i>Assessment 1 assesses learning objective 1, 2, 5</i>	17 April 2014	40%	1500 words max.
2. Report either documenting the context of an organisation or discussing the recordkeeping implications of cloud computing <i>Assessment 2 assesses learning objective 2 and 4</i>	6 June 2014	40%	1500 words max.
3. Discussion Board postings <i>Assessment 3 assesses learning objective 1, 2, 3</i>	Various	20%	200-500 words max.

Word Count

All work submitted **MUST** contain a word count, easily available from your word-processing program. The word count should appear under your name.

Penalties

Assignments submitted or postmarked after they are due will have a 10% penalty imposed, unless an extension has been granted. Assignments submitted more than one week late without an extension will be given a zero grade. **All requests for extensions must be made in writing or via email before the due date, and must state a reason for the extension.**

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

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

- complete all of the assignments in the required timeframe.

If you cannot complete an assignment, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Class Representative

The IST programmes have a student committee which provides a communication channel to liaise with the Programmes Director and course coordinators on behalf of students.

Communication of Additional Information

Further details about the course, and additional information, will be made available through Blackboard.

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

Use of Turnitin

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.

Link to general information

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.
