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MODULE DESCRIPTOR

Module Title

Records Management

Reference	BSM136	Version	3
Created	April 2017	SCQF Level	SCQF 11
Approved	March 2015	SCQF Points	15
Amended	August 2017	ECTS Points	7.5

Aims of Module

To provide students with the ability to address the legal and ethical frameworks necessary for maintaining the quality and integrity of information and the knowledge to apply these within the context of managing information services. To enable the student to identify and evaluate relevant legal, fiscal, organisational and historical incentives towards the development of records management policies, equipping them with the skills necessary to carry out records audits and information audits. To enable the student to evaluate and to operate electronic records management systems and develop the student's skill in the practical implementation of a records retention schedule compliant with legal and organisational requirements.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Evaluate current legal and ethical issues relating to information exchange.
- 2 Analyse critically the legal and regulatory frameworks within the United Kingdom (and international frameworks applying to the United Kingdom) pertaining to information governance.
- 3 Identify and appraise the factors which make a records management policy necessary.
- 4 Devise and evaluate a records management strategy.
- 5 Utilise and evaluate critically electronic records management system (ERMS) to implement a records management strategy for a sample organisation.

Indicative Module Content

History of records management. Benefits to organisation through effective records management. Develop a broad contextual understanding, with in-depth analysis and critical evaluation of the legal and ethical issues for the information professions in relation to information governance, legal requirements affecting records management policies, Data Protection Act, Freedom of Information Act, Public Records Act, Sarbanes-Oxley Act, Environmental Information Regulations, and other relevant legislation. Model Requirements for Electronic Records and Document Management, Records life cycle. Records retention schedules. Electronic Records Management Systems (ERMS). Case studies.

Module Delivery

Key concepts are introduced and illustrated through lectures and directed reading. Understanding is tested and further enhanced through laboratory work and tutorials.

Indicative Student Workload

Full Time Part Time

Contact Hours

66

17

Non-Contact Hours

84

133

Placement/Work-Based Learning Experience [Notional] Hours

N/A

N/A

TOTAL

150

150

*Actual Placement hours for professional, statutory or regulatory body***ASSESSMENT PLAN**

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:

Coursework

Weighting:

100%

Outcomes Assessed:

1, 2, 3, 4, 5

Description:

Individual Portfolio Assessment

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The module is assessed by one component: C1 - Coursework - 100% weighting. Module Pass Mark = Grade D (40%)

Module Grade

Minimum Requirements to achieve Module Grade:

A

70% or above

B

60% - 69%

C

50% - 59%

D

40% - 49%

E

35% - 39%

F

0% - 34%

NS

Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module

None.

Corequisites for module

None.

Precluded Modules

None.

INDICATIVE BIBLIOGRAPHY

- 1 ABELL, A., 2011. *Information governance*. London: Facet.
- 2 BAILEY, S., 2008. *Managing the crowd: rethinking records management for the Web 2.0 world*. London: Facet.
- 3 SAFFADY, W., ed., 2009. *Managing electronic records*. 4th ed. London: Facet.
- 4 PEDLEY, P., 2012. *Essential law for information professionals*. 3rd ed. London: Facet.
- 5 PENN, I.A., PENNIX, G.B. and COULSON, J., 1994. *Records management handbook*. 2nd ed. Aldershot: Gower.
- 6 SHEPHERD, E. and YEO, G., 2003. *Managing records : a handbook of principles and practice*. London: Facet.
- 7 MACLENNAN, A., 2014. *Information governance and assurance: reducing risk, promoting policy*. London: Facet.