

History 598
RECORDS MANAGEMENT

Winter 2001
Humanities 261
Office hours: Tu 10-12; W 2-4

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COURSE REQUIREMENTS

Analytical essays: Two brief essays (4-5 pp.) will be required, analyzing any of the topics covered in this course. They should comment on the assigned readings; no additional reading is expected. This first essay must be submitted no later than **February 7**; the second essay is due **February 28**.

Research paper: An original analytical research paper is due **March 21**. A research prospectus and bibliography should be submitted by **February 21**. The paper should examine a significant problem or issue in records management, either one addressed in this course (including, if you wish, the topic of your essay), or another topic selected in consultation with me. The paper should be 12-15 pages, with notes and bibliography. Class will meet during exam time for research presentations.

Records Management Practicum: Students are expected to complete a 30-hour practicum at a local records management program. During the quarter, keep a weekly journal which outlines your practicum work experience, noting observations, questions, and problems which arose and how you dealt with them. The journal should be submitted weekly, either by email or typed. The journal will be the basis for a written 4-5 page practicum report, due **March 14**.

Professional meeting: In order to gain an understanding of professional continuing education and networking, students will attend one meeting of the local Mount Vernon Regional Chapter of ARMA. The meeting is scheduled for **January 16**. A written report summarizing the presentation at the January meeting is due **January 24**.

CLASS SCHEDULE AND READINGS

Jan. 10 **Records and their management**
Read: Mary F. Robek, Gerald F. Brown, and David O. Stephens, *Information and Records Management*, 4th ed. (1995), ch. 1.
J. Michael Pemberton, "The Earliest Records Systems: A Journey in

Professional History,” *Records Management Quarterly* [RMQ] 32:2 (April 1998), 64-70.

- Jan. 16 **ARMA Mount Vernon Chapter meeting**
Speakers: Amy Cubellis, Amity Smetzler, Kyle Stannert
Location: Pastazza Restaurant, Barkley Village
- Jan. 17 **Records management and the concept of record**
Read: Richard J. Cox, “Why Records Are Important in the Information Age,”
 RMQ 32:1 (Jan. 1998), 36-52.
 David O. Stephens, “Megatrends in Records Management,” RMQ 32:1
 (Jan. 1998), 3-9.
 Second Stockholm Conference, *The Concept of Record* (May 1996).
- Jan. 24 **Records inventories and scheduling**
Read: Robek, *Information and Records Management*, ch. 2-3.
 Donald S. Skupsky, *Recordkeeping Requirements* (Denver, 1988), ch. 1-8,
 13-16, 20-22.
 Fred V. Diers, “The Bankruptcy of Records Retention Schedules,”
 RMQ 26:2 (April 1992), 3-10.
 David O. Stephens and Roderick C. Wallace, “Electronic Records Retention:
 Fourteen Basic Principles,” *Information Management Journal* [IMJ] 34:4
 (October 2000), 38-52.
DUE: Report on ARMA meeting.
- Jan. 31 **Managing active and inactive records**
Read: Robek, *Information and Records Management*, ch. 5, [6-7], 17, [18].
 Robert L. Sanders, “The Records Manager Steps Out of the Comfort Zone:
 The Problem With Selling Records Management,” RMQ 32:2 (April
 1998), 64-70.
 Robert D. Jones, “Don’t Sell Records Management – Give It Away,”
 RMQ 32:4 (Oct. 1998), 36-44.
- Feb. 7 **Managing electronic records**
Read: William Saffady, *Managing Electronic Records* (2nd ed., 1998), ch. 1-5, 7.
 Robek, *Information and Records Management*, ch. 8.
 David Bearman, “Implications of *Armstrong v. Executive Office of the
 President* for the Archival Management of Electronic Records,” AA
 56:674-89 (Fall 1993).
 Catherine E. Pasterczyk, “Federal E-mail Management: A Records
 Manager’s View of *Armstrong v. Executive Office of the President* and
 Its Aftermath,” *Records Management Quarterly* 32:2 (April 1998), 10-22.
DUE: First analytical essay
- Feb. 14 **Automation and imaging technology**
Read: Robek, *Information and Records Management*, ch. 9-11, [12].

Michael S. Adler, "Avoiding the Perils of Imaging Systems Implementations," *IMJ* 34:4 (October 2000), 4-22.

Feb. 21

Vital records and disaster recovery

Read: Robek, *Information and Records Management*, ch. 4.
Saffady, *Managing Electronic Records*, ch. 6.
Margaret E. Pember, "Information Disaster Planning: An Integral Component of Corporate Risk Management," *RMQ* 30:2 (April 1996), 31-37.
Michael Leyzorek, "A Missing Feature in Some Records Management Systems," *RMQ* 32:4 (Oct. 1998), 46-49.
Walter W. Stender and Evans Walker, "The National Personnel Records Center Fire: A Study in Disaster," *AA* 37:521-49 (Oct. 1974).
DUE: Research paper prospectus

Feb. 28

Related records management functions

Read: Robek, *Information and Records Management*, ch. 13, [14-15], 16.
John T. Phillips, Jr., "Electronic Forms Software," *RMQ* 26:40,44-5 (Jan. 1992).
DUE: Second analytical essay

March 7

Knowledge management

Read: William Saffady, "Knowledge Management: An Overview," *IMJ* 34:3 (July 2000), 4-8.
Jan Duffy, "Knowledge Management: What Every Information Professional Should Know," *IMJ* 34:3 (July 2000), 10-16.
Elizabeth Yakel, "Knowledge Management: The Archivist's and Records Manager's Perspective," *IMJ* 34:3 (July 2000), 24-30.
Jan Duffy, "Knowledge Exchange at GlaxoWellcome," *IMJ* 34:3 (July 2000), 64-67.

March 14

Law and ethics in records management

Read: John Montana, "Law and Information Management: Facing the 21st Century," *RMQ* 32:1 (Jan. 1998), 58-62.
John Montana, "The Freedom of Information Act," *RMQ* 32:2 (April 1998), 46-51.
John Montana, "Legal Ethics and Records Management," *RMQ* 31:4 (Oct. 1997), 43-47.
J. Michael Pemberton, "'Through a Glass Darkly': Ethics and Information Technology," *RMQ* 32:1 (Jan. 1998), 76-84, 94.
J. Michael Pemberton and Lee O. Pendergraft, "Toward a Code of Ethics: Social Relevance and the Professionalization of Records Management," *RMQ* 32:4 (Oct. 1998), 51-57.
DUE: Records management practicum report

March 21

Student research report presentations

DUE: Research paper