FIT3072
Managing business records

Unit Guide

Semester 2, 2010

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FIT3072 Managing business records - Semester 2, 2010

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Introduction

Welcome to FIT3072 Managing Business Records for Semester 2, 2008. This 6 point unit is an elective unit in the BITS, and is on the elective schedule for students interested in obtaining accreditation from ALIA or RMAA or ASA. It takes a recordkeeping process and business analysis perspective on the subject of business records management.

Unit synopsis

This unit relates to managing the creation, storage, recall and dissemination of business records within organisation-wide frameworks. Topics cover: socio-legal and business requirements for evidence; knowledge bases for representing functions and activities; managing access; designing and implementing recordkeeping policies, strategies and systems in accordance with industry and professional standards, including the International Standard for Records Management, and using recordkeeping business analysis tools (workflow, risk management, identification of vital records, functional analysis).

Learning outcomes

At the completion of this unit students will:

- understand the business processes that recordkeeping activities support, and the evidential requirements for evidence of business activities that exist in the work place;
- understand how systems are designed and implemented to meet business needs and evidential requirements;
- have the skills to undertake various forms of business analysis in support of records management activities;
- be able to collaborate effectively with other professionals in the design and implementation of electronic recordkeeping systems in a large organisation, or to undertake these activities alone in a small organisation; and
- be able to advise team members and function managers on records management systems for business purposes.

Contact hours

3 hr seminar/wk

Workload

12 hours of study per week for 13 weeks, comprising:

- 3 hour seminar or equivalent OCL delivery
- 9 hours of reading, assignments and project work

Unit relationships

Prerequisites

Completion 36 points at level 1

Prohibitions

FIT5107, IMS3007, IMS5047

Teaching and learning method

Teaching approach

Seminars are used to introduce important concepts in the unit. Electronic discussion on topics and the group assignment will give students practical experience and understanding of the major topics.

Timetable information

For information on timetabling for on-campus classes please refer to MUTTS, http://mutts.monash.edu.au/MUTTS/

Tutorial allocation

On-campus students should register for tutorials/laboratories using the Allocate+ system: http://allocate.its.monash.edu.au/

Off-Campus Learning or flexible delivery

Seminars will be recorded on MULO.

Unit Schedule

Week	Date*	Topic	Key dates
1	19/07/10	Introduction to FIT3072 - Managing Business Records	
2	26/07/10	Business Recordkeeping - Frameworks and standards	
3	02/08/10	Organisational Analysis	
4	09/08/10	Business activity and workflow analysis	
5	16/08/10	Functional analysis	
6	23/08/10	User needs and recordkeeping requirements	
7	30/08/10	Recordkeeping system design	
8	06/09/10	System specification, evaluation and procurement of software	
9	13/09/10	Recordkeeping policies	
10	20/09/10	Recordkeeping strategies	
		Mid semester break	
11	04/10/10	Recordkeeping tools	
12	11/10/10	Recordkeeping systems implementation	
13	18/10/10	Unit Review	

*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

Unit Resources

Prescribed text(s) and readings

There is no prescribed text for this unit.

Electronically delivered course notes will be provided during the course in which weekly readings will be prescribed. Most readings will be available online.

AS ISO 15489 Records Management Standard is a major reference for this unit and students can access this and other relevant standards through the Standards: On-line Premium Database available through the library, see http://lib.monash.edu.au/databases/1274655.html.

The standard has two parts:-

- Standards Australia, *AS ISO 15489.1 2002 Records Management - General*, vol. 1 of 2, Sydney, New South Wales, 2002, 22 pp.
- Standards Australia, *AS ISO 15489.2 2002 Records Management - Guidelines*, vol. 2 of 2, Sydney, New South Wales, 2002, 42 pp.

Recommended text(s) and readings

Kennedy, J. & Schauder, C. (1998). *Records Management, A guide to Corporate Recordkeeping.* (2nd edn). Melbourne: Longmans.

McKemmish, S., Piggott, M., Reed, B. & Upward, F. (eds) (2005) *Archives: Recordkeeping in Society*, Wagga Wagga: Charles Sturt University.

Electronically delivered course notes will be provided during the course in which weekly readings will be prescribed. Most readings will be available online.

Equipment and consumables required or provided

Students studying off-campus are required to have the minimum system configuration specified by the Faculty as a condition of accepting admission, and regular Internet access. On-campus students, and those studying at supported study locations may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook. You will need to allocate up to **5** hours per week for use of a computer, including time for newsgroups/discussion groups.

Study resources

Study resources we will provide for your study are:

- Weekly detailed seminar notes outlining the learning objectives, discussion of the content, required readings and exercises;
- Assignment specification;
- Discussion board tasks;
- Sample examination questions;
- Discussion groups;
- This Unit Guide outlining the administrative information for the unit;
- The unit web site on MUSO, where resources outlined above will be made available.

- On-line recording of the 3 hour seminar using MULO

Assessment

Overview

Examination (2 hours): 50%; In-semester assessment: 50%

Faculty assessment policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 50% then a mark of no greater than 49-N will be recorded for the unit.

To pass this unit, a student must obtain :

- 40% or more in the unit's formal supervised assessment and
- 40% or more in the unit's non-examination assessment
  and
- an overall unit mark of 50% or more

If a student does not achieve 40% or more in the unit examination or the unit non-examination assessment then a mark of no greater than 44-N will be recorded for the unit.

Assignment tasks

Assignment coversheets

Assignment coversheets are available via "Student Forms" on the Faculty website:
http://www.infotech.monash.edu.au/resources/student/forms/
You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Assignment submission and return procedures, and assessment criteria will be specified with each assignment.

Assignment submission and preparation requirements will be detailed in each assignment specification. Submission must be made by the due date otherwise penalties will be enforced. You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:
http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html.

- **Assignment task 1**

  Title:
  　　　Assignment 1 - Class activities and discussion (or electronic equivalent)
  Description:
  　　　5 items of assessment
  Weighting:

25% - 5 items each worth 5%
Criteria for assessment:
The specific tasks and marking criteria will be distributed at the appropriate time during the semester.
Due date:
To be advised

• **Assignment task 2**

Title:
Assignment 2 - Functional Analysis
Description:
Weighting:
25%
Criteria for assessment:
The specific tasks and marking criteria will be distributed at the appropriate time during the semester.
Due date:
Monday 6 September 2010

Examination

•
Weighting:
50%
Length:
2 hours
Type (open/closed book):
Electronic devices allowed in the exam:
None

See Appendix for End of semester special consideration / deferred exams process.

Due dates and extensions

Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are not regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Students requesting an extension for any assessment during semester (eg. Assignments, tests or presentations) are required to submit a Special Consideration application form (in-semester exam/assessment task), along with original copies of supporting documentation, directly to their lecturer within two working days before the assessment submission deadline. Lecturers will provide specific outcomes directly to students via email within 2 working days. The lecturer reserves the right to refuse late applications.

A copy of the email or other written communication of an extension must be attached to the assignment submission.

Refer to the Faculty Special consideration webpage or further details and to access application forms:
http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html

Late assignment

Assignments received after the due date without an extension, will be subject to a penalty of 5% per day, including weekends. Assignments received later than one week (seven days) after the due date will not normally be accepted. In some cases, this period may be shorter if there is a need to release sample solutions.

This policy is strict because comments or guidance will be given on assignments as they are returned, and sample solutions may also be published and distributed, after assignment marking or with the returned assignment.

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Feedback

Types of feedback you can expect to receive in this unit are:

Graded assignments with comments

Appendix

Please visit the following URL: http://www.infotech.monash.edu.au/units/appendix.html for further information about:

- Continuous improvement
- Unit evaluations
- Communication, participation and feedback
- Library access
- Monash University Studies Online (MUSO)
- Plagiarism, cheating and collusion
- Register of counselling about plagiarism
- Non-discriminatory language
- Students with disability
- End of semester special consideration / deferred exams