

FIT3072
Managing business records

Unit Guide

Semester 2, 2013

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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FIT3072 Managing business records - Semester 2, 2013

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).

Mode of Delivery

Caulfield (Day)

Contact Hours

2 hr lecture/wk, 2 hr tutorial/wk

Workload requirements

Students will be expected to spend a total of 12 hours of study per week on this unit. This will include:

- 2 hour lecture, 2 hour tutorial

and an additional 8 hours private study, revision and completing assignments.

Unit Relationships

Prohibitions

FIT5107, IMS3007, IMS5047

Prerequisites

Completion of 36 points at level 1

Chief Examiner

Dr Joanne Evans

Campus Lecturer

Caulfield

Joanne Evans

Consultation hours: By appointment, via email or in class.

Academic Overview

Learning Outcomes

At the completion of this unit students will be able to:

- explain the business processes that recordkeeping activities support, and the evidential requirements for business activities in various organisational settings;
- explain at an operational level how systems are designed and implemented to meet business needs and evidential requirements;
- identify and discuss the suite of policies, standards and best practice guidelines that relate to quality records management;
- undertake basic forms of business analysis in support of records management activities;
- contribute to the design and implementation of recordkeeping systems; and
- advise team members and function managers on records management programs and recordkeeping systems for business purposes.

Unit Schedule

Week	Activities	Assessment
0	Review the unit site in Moodle and ensure you are registered for a tutorial	No formal assessment or activities are undertaken in week 0
1	Introduction to Records and Recordkeeping	
2	Managing Records and Recordkeeping	
3	Recordkeeping Frameworks and Standards	
4	Recordkeeping Systems - Organisational Case Study	Assignment 1.1 due Friday 23 August 2013
5	Recordkeeping Systems - Design	
6	Recordkeeping Systems - Recordkeeping Metadata	
7	Developing a Business Classification Scheme - Organisational Analysis	Assignment 1.2 due Friday 13 September 2013
8	Developing a Business Classification Scheme - Function and Work Process Analysis	
9	Determining Recordkeeping Risks, Recordkeeping Requirements and Deriving Recordkeeping Tools	Assignment 1.3 due Friday 27 September 2013
10	Developing and Implementing Organisational Recordkeeping Policies and Strategies	
11	Developing and Implementing Digital Recordkeeping Strategies	
12	Implementing and Managing Recordkeeping Systems	Assignment 1.4 due Friday 25 October 2013
	SWOT VAC	No formal assessment is undertaken in SWOT VAC
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*Unit Schedule details will be maintained and communicated to you via your learning system.

Assessment Summary

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

Assessment Task	Value	Due Date
Assignment 1 - Records and Recordkeeping Management Exercises	4 x 12.5% = 50% (For each task 2.5% is related to participation in tutorial activities)	Friday 23 August 2013, Friday 13 September 2013, Friday 27 September 2013, Friday 25 October 2013
Examination 1	50%	To be advised

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning.

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

([http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu](http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hurdles))

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at

<http://lib.monash.edu/tutorials/citing/>

Assessment Tasks

Participation

For Assignment 1 students will be assessed on tutorial participation, and are expected to attend tutorials. Criteria for assessing participation will be detailed in the assignment specification and will be informed by peer evaluation.

• Assessment task 1

Title:

Assignment 1 - Records and Recordkeeping Management Exercises

Description:

This assignment consists of 4 practical exercises, aimed at developing both your understanding of key concepts and your skills in records and recordkeeping management. Exercises will be carried out in small study groups in tutorials. This participation aims to

- ◆ engage you with the literature,
- ◆ encourage you to share your ideas with other students as part of developing your understanding, and
- ◆ demonstrate your ability to prepare material for discussion

Individual 750-1000 word responses to each of the exercises will then be submitted, along with a peer evaluation form which rates the performance of yourself and other members of your study group.

Weighting:

4 x 12.5% = 50% (For each task 2.5% is related to participation in tutorial activities)

Criteria for assessment:

1. Understanding of the task and the related records and recordkeeping concepts
2. Participation in tutorial activities
3. Quality of written submission including clarity of structure and expression, and appropriate citing and referencing of sources.

Due date:

Friday 23 August 2013, Friday 13 September 2013, Friday 27 September 2013, Friday 25 October 2013

Examinations

• Examination 1

Weighting:

50%

Length:

2 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

Learning resources

Monash Library Unit Reading List

<http://readinglists.lib.monash.edu/index.html>

Feedback to you

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

- Informal feedback on progress in labs/tutes
- Graded assignments with comments

Extensions and penalties

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.monash.edu.au/exams/special-consideration.html>

Returning assignments

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

Referencing requirements

Students are required to cite their sources and provide reference lists using the APA (American Psychological Association) standard for referencing academic papers as required by the Faculty of IT.

Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the

online assignment submission, hand-in a hard copy, or use an online quiz). Please note that it is your responsibility to retain copies of your assessments.

Online submission

If Electronic Submission has been approved for your unit, please submit your work via the learning system for this unit, which you can access via links in the my.monash portal.

Required Resources

Please check with your lecturer before purchasing any Required Resources. Limited copies of prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

The *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://www.lib.monash.edu.au/databases/1274655.html>.

Recommended text(s)

Jay Kennedy and Cheryl Schauder. (1998). *Records Management : A Guide to Corporate Recordkeeping*. (2nd Edition) Addison Wesley Longman (ISBN: 0582911788).

Sue McKemmish, Michael Piggott, Barbara Reed and Frank Upward (editors). (2005). *Archives: Recordkeeping in Society*. () Centre for Information Studies, Charles Sturt University (ISBN: 1876938846).

Examination material or equipment

Students will be allowed to take into the examination up to 4 single-sided or 2 double-sided A4 pages of hand written or word processed notes. These may include text and diagrams. No textbooks are allowed.

Other Information

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

www.policy.monash.edu.au/policy-bank/academic/education/index.html

Key educational policies include:

- Academic integrity;
<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.h>
- Assessment in Coursework Programs;
<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-po>
- Special Consideration;
<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.ht>
- Grading Scale;
<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>
- Discipline: Student Policy;
<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>
- Academic Calendar and Semesters; <http://www.monash.edu.au/students/dates/>
- Orientation and Transition; <http://intranet.monash.edu.au/infotech/resources/students/orientation/>
- Academic and Administrative Complaints and Grievances Policy;
<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.h>
- Code of Practice for Teaching and Learning;
<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teac>

Graduate Attributes Policy

<http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.h>

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at <http://www.monash.edu.au/students>. For Sunway see <http://www.monash.edu.my/Student-services>, and for South Africa see <http://www.monash.ac.za/current/>.

Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to www.lib.monash.edu.au or the library tab in [my.monash](#) portal for more information. At Sunway, visit the Library and Learning Commons at <http://www.lib.monash.edu.my/>. At South Africa visit <http://www.lib.monash.ac.za/>.

Disability Liaison Unit

Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis.

Website: <http://www.monash.edu/equity-diversity/disability/index.html> Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway Email: dlu@monash.edu Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through the Student Evaluation of Teaching and Units (SETU) survey. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, see:

www.monash.edu.au/about/monash-directions and on student evaluations, see:
www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this Unit

Student feedback has led to better alignment of the class activities/discussion and practical exercises into a set of four Assignment 1 assessment tasks, which also incorporate practical experience of EDRMS software and application of records management standards. Participation requirements have also been substantively clarified and revised.

If you wish to view how previous students rated this unit, please go to
<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

Other

References:

Course notes and other reference material will be provided on the unit's Moodle site, including links to digital and digitised material accessible through the Monash Library.