

**FIT3072**  
**Managing business records**

**Unit Guide**

**Semester 2, 2014**

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# **FIT3072 Managing business records - Semester 2, 2014**

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)

## **Workload Requirements**

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

- Two hours of lectures
- One 2-hour tutorial

(b.) Additional requirements (all students):

- A minimum of 8 hours independent study per week for completing assignments, private study and revision.

## **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.

## **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/](http://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](http://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>

# 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 - Design   | Assignment 1.1 due Sunday 24 August 2014  |
| 5    | Recordkeeping Systems - Organisational Case Study  |   |
| 6    | Recordkeeping Systems - Recordkeeping Metadata   |   |
| 7    | Developing a Business Classification Scheme - Organisational Analysis                        | Assignment 1.2 due Sunday 14 September 2014   |
| 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 Sunday 28 September 2014   |
| 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 Sunday 26 October 2014   |
|      | SWOT VAC   | No formal assessment is undertaken in SWOT VAC  |
|      | Examination period   | LINK to Assessment Policy:<br><a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a> |

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

## Teaching Approach

### Lecture and tutorials or problem classes

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

## Assessment Summary

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

| Assessment Task                                     | Value  | Due Date  |
|---|--|---|
| Assignment 1 - Records and Recordkeeping Management | 4 x 12.5% = 50% (For each task 2.5% is related to participation in | Sunday 24 August 2014,<br>Sunday 14 September 2014, |

Unit Schedule

|               |                      |   |
|---------------|----------------------|---|
| Exercises     | tutorial activities) | Sunday 28 September 2014,<br>Sunday 26 October 2014 |
| Examination 1 | 50%                  | To be advised                                       |

# Assessment Requirements

## Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/assessment-hurdles>)

Academic Integrity - Please see resources and tutorials at

<http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/>

## 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:**

Sunday 24 August 2014, Sunday 14 September 2014, Sunday 28 September 2014,  
Sunday 26 October 2014



## 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 (if applicable to the unit)

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

Faculty of Information Technology [Style Guide](#)

## Feedback to you

Examination/other end-of-semester assessment feedback may take the form of feedback classes, provision of sample answers or other group feedback after official results have been published. Please check with your lecturer on the feedback provided and take advantage of this prior to requesting individual consultations with staff. If your unit has an examination, you may request to view your examination script booklet, see

<http://intranet.monash.edu.au/infotech/resources/students/procedures/request-to-view-exam-scripts.html>

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/student-academic-integrity-managing-pla>) 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](http://www.policy.monash.edu.au/policy-bank/academic/education/index.html)

Key educational policies include:

- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures ;  
<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>

### Faculty resources and policies

Important student resources including Faculty policies are located at

<http://intranet.monash.edu.au/infotech/resources/students/>

### Graduate Attributes Policy

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

### Student Charter

[www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html](http://www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html)

### 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 Malaysia 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](http://www.lib.monash.edu.au) or the library tab in [my.monash](#) portal for more information. At Malaysia, 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 Malaysia
- Email: [dlu@monash.edu](mailto: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, Malaysia Campus

## 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.