Liverpool John Moores University

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Title:	RECORDS MANAGEMENT AND INFORMATION RIGHTS
Status:	Definitive
Code:	**7016BUSIS** (101755)
Version Start Date:	01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Liverpool Business School

Team	emplid	Leader
Michael Swain		Y
George Macgregor		

Academic Level:	FHEQ7	**Credit Value:**	15.00	**Total Delivered Hours:**	30.00
Total Learning Hours:	150	**Private Study:**	120		

Delivery Options
Course typically offered: Semester 2

Component	Contact Hours
Workshop	30.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Records management report	60.0	
Report	AS2	Information rights report	40.0	

Aims

To develop a strategic understanding of the importance of the successful management of an organisation's records

Learning Outcomes

After completing the module the student should be able to:

1   Develop a strategic understanding of the records lifecycle
2   Develop the necessary skills to successfully appraise records and to deveop appropriate retention and disposal schedules.
3   Understand the importance of the classification of records.
4   Evaluate appropriate storage methods for the relevant media.
5   Gain practical experience of the use of an electronic records management system.
6   Identify and discuss UK legislative components related to information rights
7   Develop procedures for the handling of requests submitted under UK information rights legislation
8   Critically appraise the impact of UK information rights legislation in the context of records management

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

CW   1   2   3   4   5

CW   6   7   8

Outline Syllabus

Introduction to records management and information rights
The strategic importance of the records lifecycle
Records appraisal
Retention and disposal schedules
Records classification
Media
Storage
Electronic records management system
The legislative context
Freedom of Information Act and data protection

Learning Activities

The module will run as a series of full day workshops allowing for the flexible delivery of the taught elements and experiential learning into structured exercises. This allows the student to develop their conceptual and practical understanding of this key area of professional practice.

References

Course Material	Book
Author	Shepherd, E and Yeo, G

Publishing Year	2002
Title	Managing Records: : A Handbook of Principles and Practice
Subtitle	
Edition	
Publisher	Facet
ISBN	1856043703

Course Material	Book
Author	Smith, K
Publishing Year	2004
Title	Freedom of Information: a practical guide to implementing the Act
Subtitle	
Edition	
Publisher	Facet
ISBN	

Notes

The module aims to develop students in a strategic understanding of the importance of the successful management of an organisation's records