

Liverpool John Moores University

Title: RECORDS MANAGEMENT AND INFORMATION RIGHTS
Status: Definitive
Code: **7517PD** (103689)
Version Start Date: 01-08-2011

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

Team	Leader
Graham Padgett	Y

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

Delivery Options

Course typically offered: Runs Twice - S1 & S2

Component	Contact Hours
Lecture	20.000
Tutorial	10.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	Network information resources in modern organizations.	100.0	

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 develop 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:

Essay	1	2	3	4	5	6	7	8
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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

Lectures and tutorials.

References

Course Material	Book
Author	Aslib
Publishing Year	2006
Title	How to manage records in the e-environment
Subtitle	
Edition	2nd edition
Publisher	ASLIB
ISBN	

Course Material	Book
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Author	Azad, A.
Publishing Year	2007
Title	Implementing electronic document and record management systems
Subtitle	
Edition	
Publisher	Auerbach
ISBN	

Course Material	Book
Author	Best, D.
Publishing Year	2007
Title	Effective records management
Subtitle	
Edition	
Publisher	British Standards Institution
ISBN	

Course Material	Book
Author	Padfield, T.
Publishing Year	2007
Title	Copyright for archivists and record managers
Subtitle	
Edition	
Publisher	ASLIB
ISBN	

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

Notes

Lectures and tutorials.