

**Course Number & Name:** LIS 456 - Managing Records in Electronic Environments

**Description:** Records Management is an essential component of archival practice. This course covers the principles, standard, procedures, and technologies utilized in modern recordkeeping and information resources management. Topics include appraisal, scheduling and disposition, systems theory, functional analysis, systems design and electronic records management and policy. *Required course for Archives Management Concentration.*

- **Prerequisites:** LIS 415 (LIS 438 is recommended as a pre-requisite for archives concentrators)
- **Audience (level, environment/setting):** Advanced, Archives concentrators; Archives, Records Centers, Corporate Archives and Libraries
- **Student Learning Outcomes [by number]:** 1, 4, 5, 6, 10
- **Topics/List of Lectures:**
  - Program functions and elements
  - Recordkeeping systems and requirements
  - Documenting context
  - Records as evidence
  - Analysis and Appraisal
  - Media selection
  - Electronic imaging
  - Preservation
  - Electronic management issues
  - Information policy
  - Planning and management
- **Suggested Textbooks/Readings**
  - Bearman, David, *Electronic Evidence*, Strategies for managing records in contemporary organizations, Pittsburgh, Archives and Museum Informatics, 1994
  - Robek, Mary, Gerald F. Brown and David O. Stephens, *Information and Records Management: Document-based Information Systems*, New York : GLENCOE/McGraw-Hill, 1995.
  - Schwartz, Candy and Peter Herson, *Records Management and the Library: Issues and Practices*, Norwood, N.J. : Ablex Pub. Corp., 1993.

- Stephens, David O. and Roderick C. Wallace, Electronic Records Retention : New Strategies for Data Life Cycle Management / Lenexa, Kan. : ARMA International, 2003.
- **Course History:**
  - October 2004: Name change voted in at faculty meeting (went from "Records Management" to "Managing Records in an Electronic Environment")
  - Fall 2007: 60-hour internship no longer required as part of the course.
- **Document prepared by:** Jeannette Bastian, 3/05