COURSE DESCRIPTION:

Prerequisites: None
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. Course Hours Per Week: Class, Lab, 2. Semester Hours Credit, 3.

LEARNING OUTCOMES:

Upon completion of this course, the student will:

a. Demonstrate initiative, dependability, and flexibility.
b. Demonstrate proper use of facsimile machine, photocopier, microfiche reader and printer
c. Demonstrate knowledge of proper written and oral communications.
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OUTLINE OF INSTRUCTION:

I. The Field of Records Management
   A. An Overview of Records Management
      1.) Classification and Use
      2.) Records Management History
      3.) Records Management Legislation
   B. Records Management
      1) Organizational Function
      2) Careers in Record Management

II. Alphabet Storage Retrieval
    A. Rules in Alphabetic Filing
       1) Indexing Order of Units
       2) Minor Words and Symbols
       3) Punctuation and Possessives
       4) Single Letters and Abbreviations
       5) Titles and Suffixes
       6) Card Filing
       7) Cross-Referencing
       8) Current Trends
    B. Alphabetic Indexing
       1) Articles and Particles
       2) Numbers in Business Names
       3) Organization and Institutions
       4) Identical Names
       5) Government Names

III. Alphabetic Indexing Rules for computer Applications
    A. Computers Sorting Data
       1) Alphabetic Indexing Rules for computer Applications
       2) Computer Application software
       3) Current Trends in Records Management
    B. Alphabetic Records Storage
       1) Terminology of Correspondence Records Storage
       2) Paper Correspondence Storage Equipment and Supplies
       3) Correspondence Storage Procedure
    C. Records Retention, Retrieval, and Transfer
       1) Records Retention
       2) Records Retrieval
       3) Record Transfer
       4) Records Center Control Procedures
       5) Current Trends in Records Management

IV. Subject, Numeric, and Geographic Storage and Retrieval
    A. Subject Records Storage
       1) Subject Records Storage Method
       2) Advantage and Disadvantages of Subject Records Storage
       3) Arrangements of Records Stored by Subject

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4) Supplies for Subject Records Storage  
5) Indexes for the Subject Records Storage  
6) Storage and Retrieval Procedures  

B. Numeric Records Storage  
1) Overview of Numeric Records Storage  
2) Consecutive and Nonconsecutive Numbering Method  
3) Numeric Coding System  
4) Current Trends in Records Management  

C. Geographic Records Storage  
1) Need for Geographic Storage  
2) Advantages and Disadvantages of Geographic Records  
3) Record Storage Arrangement  
4) Records Storage Indexes  
5) Records Storage and Retrieval  
6) Current Trends in Geographic Records Management  

V. Records Management Technology  
A. Automated Records Systems  
1) Technology and Records Systems  
2) Computer Systems  
3) Office Automation and Records Systems  
4) Records Management and Automation  

B. Image Records  
1) Image Record Usage  
2) Integrated Imaging Systems  
3) Hybrid Imaging Systems  
4) Imaging Procedures and Equipment  
5) Image System Evaluation  
6) Image System Evaluation and Applications  

C. Controlling the Records Management Program  
1) The Essentials of Records Control  
2) Controlling Records Creation  
3) Current Trends in Record Management  

REQUIRED TEXTBOOKS AND MATERIALS:  

STATEMENT FOR STUDENTS WITH DISABILITIES:  
Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 919-536-7207, ext. 1413 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1209.