

**RECORDS MANAGEMENT**  
**BOTE 217**  
**3 SH**

**Instructor** Mr. Russ Gagnon, home phone: 701-852-3463 (do not call after 9 p.m. central time)  
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**Textbook** *Records Management*, Read and Ginn, 9<sup>th</sup> Edition with Study Guide

**COURSE DESCRIPTION:** An introduction to the concepts of records management through manual and electronic applications with an emphasis on alphabetic, numeric, geographic, and subject filing systems. This is a study of the systematic control of business records through manual and electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed.

**COURSE OBJECTIVES:** At the end of the course, the student will be able to:

1. Display a working knowledge of proper records management procedures.
2. Effectively manage information and records in an office environment.
3. Understand the use of Automated Records Systems.

**TENTATIVE COURSE OUTLINE:**

History, Legal Considerations, and Functions of Records Management  
Alphabetic Indexing Rules 1-4  
Alphabetic Indexing Rules 5-8  
Alphabetic Indexing Rules 9-10  
Electronic Files Management  
Alphabetic Records Management, Equipment, and Procedures  
Storing, Retrieving, and Transferring Records  
Subject Records Management  
Numeric Records Management  
Geographic Records Management  
Electronic and Image Records  
The Records and Information Management Program (RIM)

**COURSE POLICIES:**

1. Missed Classes: Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when students are excused by the instructor prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early.

2. Assignments: All assignments are due **at the beginning of class** on the date due unless specified prior. Late **assignments receive one-half credit minus errors and must be turned in before the final**. Make sure your name, and exercise number appear in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will be penalized. If there are multiple sheets to be handed in, sequence them according to the order in the exercise.
3. Need for Assistance: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.
4. Electronic Devices: Turn off or mute cellular phones and pagers, **NO TEXTING** during class, prior permission for computer use is required. I will have my cell phone on for campus emergency notifications.

## **REQUIREMENTS/EVALUATION:**

### **Completion of assignments, tests, and taking the final exam are required.**

Points are accumulated during the course from tests, projects, and homework. It is anticipated that there will be eight tests including a comprehensive final exam. Projects will include records maintenance scenarios and using appropriate filing techniques.

**GRADING:** Assignments, quizzes, and tests are computed for total points.

**90-100= A    80-89=B    70-79=C    60-69=D    below 60=F**

**Nature, Technology, and Beyond:** MSU-Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize the use of technology equipment in the creation, maintenance, and disposition of records in a records management system.

**Academic Dishonesty and Grade Appeals:** plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" or "Grade Appeal" policy in the university catalog or the student handbook online: <http://www.dakotacollege.edu/pdf/studenthandbook.pdf>

**Disabilities and Special Needs:** If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.

**Student Email Policy:** Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.