



We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmi̓n̓əm̓ speaking Musqueam people.

iSchool Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.

ARST 556E – LIBR 514G Records Systems in the Digital Environment – Course Syllabus

Program:	MAS and MLIS
Year:	2020 Winter Semester
Course Schedule:	Wednesday 18:00-20:50
Location:	In BUCH, Room D221
Instructor:	Myshkaa McKeen
Office location:	iSchool Adjunct Office
Office phone:	
Office hours:	By appointment
E-mail address:	Myshkaajoy.mckeen@ubc.ca
Learning Management Site:	http://lthub.ubc.ca/guides/canvas/

Course Goal: The goal in this course is to provide students with a clear conceptual framework and sound methodology for analyzing, developing and evaluating digital records systems, referring to the main national and international standards, best practices and projects relevant

Course Objectives:

Upon completion of this course students will be able to:

1. Discuss and articulate the main theoretical concepts about record-creation, record-making and record-preservation in the context of a digital environment [1.1]
2. Demonstrate an increased awareness of the risks to records posed by the digital environment including format risk, software obsolescence, and contexts and technologies of records creation and use [1.2]
3. Identify and assess tools for addressing recordkeeping challenges in the digital environment, throughout the records lifecycle [1.3]
4. Demonstrate their understanding of a more robust ability in handling models and methodologies related to the design of a records systems [1.2]
5. Analyze, evaluate and compare digital record-making, recordkeeping and records preservation systems [1.4]
6. Construct a roadmap for designing and developing a record-making, recordkeeping and a records preservation system for records throughout the records life cycle [4.2]
7. Discuss and synthesize recent and current standards, research and literature on electronic record management systems (ERMS) and digital preservation systems [4.1]
8. Employ modelling tools to communicate the objectives of a recordkeeping system [2.2]
9. Articulate the challenges of recordkeeping and preservation in the digital environment through written and oral communication [2.1]



Course Topics:

- Systems, models and methodologies for records systems throughout the records lifecycle, including electronic records management systems (EDRMS), digital preservation systems, and access systems.
- RFP's and user needs assessments
- Systems and standards for records classification and appraisal
- The archival stage of electronic records and the Open Archival Information System
- Legislative considerations
- Acquiring and providing access to electronic records in archival institutions
- Systems design, including requirements gathering, modeling, and software development methodologies
- Metadata for records
- Risk and compliance management in reference to the digital records environment
- Format specific issues in records creation, use and preservation including tools and metadata
- Personal recordkeeping in the digital environment

Prerequisites:

MAS and Dual: completion of the MAS core courses
MLIS students should take LIBR 514G

Format of the course:

Lectures, guest speakers, in-class assignments and discussions, written assignments and presentations.

Required and Recommended Reading:

Please refer to Canvas for required and recommended readings prior to first day of class. There is no textbook or course pack required for this course.

Course Assignments,

Assignment Name	Due Date	Weight	Graduate Competencies
EDRMS case study summary	February 5	15%	1.3, 4.1, 1.4
System Modeling activity (group assignment)	March 4	20%	1.1, 1.3, 2.2, 4.2
Presentation/manual on media or system specific issues (group assignment)	April 1	25% (presentation) 15% manual	1.1, 1.2, 1.3, 2.1, 3.1, 4.1
Reflection on presentations (individual assignment)	April 8	15%	2.1, 2.2
Participation	Throughout	10%	2.1, 5.1

*A separate document that includes assignment details will be posted to CANVAS prior to the first class. The assignments will be discussed further on the first class.



Course Schedule [week-by-week]:

Topic	Date
Introductions/ class overview; What is a recordkeeping system?; Systems throughout the records lifecycle	January 8
Systems for records creation and records management; EDRMS; Guest Speaker Jennifer Borland Records Management and Privacy Coordinator, City of North Vancouver	January 15
RFP's for EDRMS; User needs assessments; Change management; Guest Speaker Jennifer Pecho Team Lead Information Management, Teck Resources	January 22
Systems and standards for records classification and appraisal	January 29
Digital records preservation fundamentals; OAIS; Electronic records at the archival stage	February 5
Legislation	February 12
No Class (Reading Break)	February 19
Systems modeling assignment	February 26
Systems modeling presentations	March 4
Risk and compliance management; Maintenance	March 11
Metadata for records; linked open data	March 18
Time preparing group presentations	March 25
Time viewing group presentations	April 1
Personal recordkeeping systems; Personal information Management; Course wrap-up. Presentation reflections due.	April 8

*Guest Speaker Bernice Chong Manager Operations and Records Management, Law Society of BC. Time is yet to be determined.

Evaluation: All assignments will be marked using the evaluative criteria given on the [iSchool web site](#). A penalty of 5% per day will be levied for late papers to a maximum of three days, after which assignments will not be accepted, except under exceptional circumstances. This means that if the original mark on your assignment is 80%, and it is one day late, your final mark will be 75%.

Required Materials: A reading list will be posted to Canvas prior to the first class. There is no textbook or course pack required for this course.

Policies and Resources to Support Student Success: UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (<https://senate.ubc.ca/policies-resources-support-student-success>)

Centre for Accessibility: Centre for Accessibility works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Centre for Accessibility unit: <https://students.ubc.ca/about->



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[student-services/centre-for-accessibility](#)]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

Religious Accommodation: The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

Academic Integrity

Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: <http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.