We acknowledge that we are on the traditional, ancestral and unceded territory of the hәn̓q̓әmin̓әm̓ 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 516 – Management of Current Records – Course Syllabus (3)

Program: Master of Archival Studies/Masters in Library and Information Science
Year: 2020-2021, WT1
Course Schedule: synchronous; Wednesdays 9-11:50am Pacific Time
Location: Online. Log into CANVAS and join the class using **Collaborate Ultra**
Instructor: Victoria Lemieux
Office location: IBLC 488
Office phone: 604-822-9199
Office hours: Mondays and Tuesdays, 1-2pm PT (online, or by appointment (online)
E-mail address: v.lemieux@ubc.ca
Canvas: http://lthub.ubc.ca/guides/canvas/

Course Goal:

Through this course, students will obtain a solid grounding in the fundamental concepts, principles and methods of managing current records. Students will learn how to undertake business systems and functional analysis; develop records classification systems and retention schedules; and write records management policies – all critical skills in managing current records. The course also will introduce students to more advanced topics in managing current records in preparation for further studies or future work experience related to the management of current records.

Learning Outcomes:

- Demonstrate an understanding of key recordkeeping frameworks, standards and principles in order be able to apply them to the management of current records. [1.1, 3.1.2]
- Be able to analyze an organizational system using Organizational Systems Analysis well enough to explain the context and processes of records creation, management, storage and use in a specific recordkeeping context. [1.1, 1.2, 1.3]
- Be able to apply Organizational Systems Analysis in the development of a records classification system and a records retention schedule in order to manage current records. [1.1, 1.2, 1.3]
- Be able to critically reflect upon and communicate the implications of the context and processes of records creation, management, storage and use in relation to the formation of archives. [1.2, 1.6, 1.4, 4.1]
- Be able to connect current societal information issues with records creation, management, storage and use contexts and processes. [1.4]
- Demonstrate the principles of effective teamwork in action. [2.2]

Course Topics:

- What is Records Management?
- Records Management Standards, Frameworks and Organizational Policies
- The Records Life Cycle and the Records Continuum
- Introduction to Records Management Strategies, Design and Implementation
- Introduction to design and implementation of records systems
- Organizational Systems Analysis
  - Contextual Analysis
  - Functional Analysis
  - Work Process Analysis
- Introduction to Records Processes and Controls
- Business Activity Classification
- Determining Retention Periods and Developing Records Disposition Authorities
- Legal and Regulatory Issues
- Records Management Processes in Diverse Contexts
- Monitoring and Auditing
- The human factor in Records Management
- Records Management Training and Awareness
- Building a career in Records Management

Prerequisites: MLIS students: completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser. MAS and Dual students take this as part of the MAS core.

Format of the course: One synchronous meeting per week, which will combine instructor-led lectures, with student-led presentations, and group interaction to keep the pace dynamic and engaging. We are all aware that the impact of COVID-19 has been devastating on all of our lives and communities. Class instruction of primary and secondary schools is planned to resume in person in September. Yet, as we move towards the cooler months, indoor activities will increase and it is likely that the Province of British Columbia will continue to adjust its guidance with regards to schools, work, and recreation activities. In addition, there is the possibility of becoming ill. Therefore, it is important that we plan for contingencies, should circumstances change and we are unable to hold live online lectures and activities as outlined above. Rest assured, details on changes will be posted on Canvas if this happens and will be as transparent and clear as possible regarding expectations if these changes are required.

Required and Recommended Reading: To be distributed on the first day of class. All readings will be available online either through the UBC Library or the Canvas system.

Course Assignments:

Assignment Name	Due Date	Weight	Graduate Competencies
Poster and pre-recorded presentation to class on a topical RM issue and participation in class discussion of classmates' presentations throughout the term	Throughout	**30%**	1.2, 1.4, 1.6, 2.2, 4.1, 5.1

Organizational Analysis Assignment	October 21	**30%**	1.1, 1.2, 1.3
Final Paper	December 3	**40%**	1.2, 1.4, 1.6, 3.1.2, 4.1

Course Schedule [week-by-week]:

Topic	Date
• Introduction to instructor • Introduction to the course • What is Records Management?	Sept. 9
• Records Management Standards, Frameworks and Organizational Policies • The Records Life Cycle and the Records Continuum **IN-CLASS PRESENTATIONS DATES TO BE SET. THERE WILL BE 4-5 PRESENTATIONS PER CLASS.**	Sept. 16
• Introduction to Records Management Strategies, Design and Implementation • Introduction to design and implementation of records systems **NO IN-CLASS PRESENTATIONS**	Sept. 23

• Organizational Systems Analysis
   o Contextual Analysis
   o Functional Analysis
   o Work Process Analysis
 	
NO IN-CLASS PRESENTATIONS
	Sept. 30

• Organizational Systems Analysis (Cont'd)
   o Contextual Analysis
   o Functional Analysis
   o Work Process Analysis
 	
NO IN-CLASS PRESENTATIONS
	Oct. 7

• Introduction to Records Processes and Controls • Business Activity Classification **IN-CLASS PRESENTATIONS CONT'D (GROUP 1)**	Oct. 14

• Determining Retention Periods and Developing Records Disposition Authorities **IN-CLASS PRESENTATIONS CONT'D (GROUP 2)** **ORGANIZATIONAL SYSTEMS ANALSYSIS ASSIGNMENT DUE**	Oct. 21
• Legal and Regulatory Issues **IN-CLASS PRESENTATIONS CONT'D (GROUP 3)**	Oct. 28
• Records Management Processes in Diverse Contexts **IN-CLASS PRESENTATIONS CONT'D (GROUP 4)**	Nov. 4
• Remembrance Day (public holiday in CAN) **NO CLASS**	Nov. 11
• Monitoring and Auditing **IN-CLASS PRESENTATIONS CONT'D (GROUP 5)**	Nov. 18
• The human factor in Records Management • Records Management Training and Awareness **IN-CLASS PRESENTATIONS CONT'D (GROUP 6)**	Nov. 25
• Building a career in Records Management **FINAL IN-CLASS PRESENTATIONS (GROUP 7)** **FINAL PAPER DUE**	Dec. 2

Attendance: Attendance is required in all class meetings. If you know you are going to be absent you must inform the instructor beforehand if at all possible.

Evaluation: All assignments will be marked using the evaluative criteria given on the iSchool web site, and, more specifically, in accordance with assignment grading rubrics. Assignments will be regraded only in exceptional circumstances. Missed assignments will be dealt with according to the policy outlined under academic concessions (below).

Required Materials: Students will need a stable internet connection, and access to UBC's Canvas system. Students should ensure that they have registered to receive communications via Canvas.

Academic Concession: Students who miss marked coursework for the first time (assignment, exam, presentation, participation in class) and the course is still in-progress, should **speak with the instructor immediately** to find a solution for missed coursework. Any concessions that will result in a change to the student record (such as late withdrawal from the course) will be referred to the Faculty of Graduate and Postdoctoral Studies for evaluation. If this is not the first request for a concession or classes are over, please consult the Faculty of Graduate and Postdoctoral Studies' webpage on academic concession, and then contact the instructor as appropriate.

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)

Academic Integrity: The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply when the matter is referred to the Office of the Dean. Careful records are kept in order to monitor and prevent recurrences. A more detailed description of academic integrity, including the University's policies and procedures, may be found in the UBC Calendar: Student Conduct and Discipline.

Academic Accommodation for Students with Disabilities: Academic accommodations help students with a disability or ongoing medical condition overcome challenges that may affect their academic success. Students requiring academic accommodations must register with the Centre for Accessibility (previously known as Access & Diversity). The Centre will determine that student's eligibility for accommodations in accordance with Policy LR7: Accommodation for Students with Disabilities (Joint Senate and Board Policy). Academic accommodations are not determined by your instructors, and instructors should not ask you about the nature of your disability or ongoing medical condition, or request copies of your disability documentation. However, your instructor may consult with the Centre for Accessibility should the accommodations affect the essential learning outcomes of a course.

Conflicting Responsibilities: UBC recognizes that students may occasionally have conflicting responsibilities that affect their ability to attend class or examinations. These may include: representing the University, the province or the country in a competition or performance; serving in the Canadian military; or observing a religious rite. They may also include a change in a student's situation that unexpectedly requires that student to work or take responsibility for the care of a family member, if these were not pre-existing situations at the start of term.

Students with conflicting responsibilities have a duty to arrange their course schedules so as to avoid, as much as possible, any conflicts with course requirements. As soon as conflicting responsibilities arise, students must notify either their instructor(s) or their Faculty Advising Office (e.g. Arts Academic Advising), and can request academic concession. Instructors may not be able to comply with all such requests if the academic standards and integrity of the course or program would be compromised. Varsity student-athletes should discuss any anticipated and unavoidable regular-season absences with the instructor at the start of term, and provide notice of playoff or championship absences in writing as soon as dates are confirmed.

Religious observance may preclude attending classes or examinations at certain times. In accordance with the UBC Policy on Religious Holidays, students who wish to be accommodated for religious reasons must notify their instructors in writing at least two weeks in advance. Instructors provide opportunity for such students to make up work or examinations missed without penalty.

Issues for Students Studying Abroad and Remotely: During this pandemic, the shift to online learning has greatly altered teaching and studying at UBC, including changes to health and safety considerations. Keep in mind that some UBC courses might cover topics that are censored or considered illegal by non-Canadian governments. This may include, but is not limited to, human rights, representative government, defamation, obscenity, gender or sexuality, and historical or current geopolitical controversies. If you are a student living abroad, you will be subject to the laws of your local jurisdiction, and your local authorities might limit your access to course material or take punitive action against you. UBC is strongly committed to academic freedom, but has no control over foreign authorities (please visithttp://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,33,86,0 for an articulation of the values of the University conveyed in the Senate Statement on Academic Freedom). Thus, we recognize that students will have legitimate reason to exercise caution in studying certain subjects. If you have concerns regarding your personal situation, consider postponing taking a course with manifest risks, until you are back on campus or reach out to your academic advisor to find substitute courses. For further information and support, please visit: http://academic.ubc.ca/support-resources/freedom-expression.