Faculty of Information Technology
School of Information Management and Systems
Semester 2, 2004

UNIT OUTLINE (rev 02/08/04)

Unit: IMS 5047, Managing Business Records


The Handbook entry for IMS5047 can be found at: http://www.monash.edu.au/pubs/handbooks/subjects/IMS5047.html

Unit webpage: To access unit webpage, select: http://www.sims.monash.edu.au/subjects/ims5047/index.html

Staff:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Judith Ellis</td>
<td>Phone 0412 566 124, Email <a href="mailto:judith.ellis@infotech.monash.edu.au">judith.ellis@infotech.monash.edu.au</a></td>
</tr>
<tr>
<td>Room</td>
<td>F1.09 Level 1, Building F, - Caulfield Campus</td>
<td></td>
</tr>
<tr>
<td>Tutor/Teaching Assistant</td>
<td>Maria McKeown</td>
<td>Phone 03 9903 2631, Email <a href="mailto:Maria.McKeown@infotech.monash.edu.au">Maria.McKeown@infotech.monash.edu.au</a></td>
</tr>
<tr>
<td>Room</td>
<td>T 1.03, Building T - Caulfield Campus</td>
<td></td>
</tr>
<tr>
<td>Consultation Hours</td>
<td>10.00 – 12.00 Fridays</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>03 9903 2631</td>
<td></td>
</tr>
</tbody>
</table>

Contacting staff: Outside the scheduled class contact hours, you can contact teaching staff by email, phone, during their consultation hours (available on unit webpage or at SIMS Frontdesk) or by making an appointment.

If you need a staff member urgently and are unable to contact them, please contact: SIMS Frontdesk, Level 7 – Building S, Ph: 9903 2208

Aim: To provide core records management knowledge and skills relating to business process analysis.

Objectives: At the completion of this unit the students will:

- have knowledge and understanding of:
  - the business processes that recordkeeping activities support
  - the evidential requirements for evidence of business activities that exist in the workplace
  - how systems are designed and implemented that meet business needs and evidential requirements.
have the skills to:

• participate in the design and implementation of electronic recordkeeping systems
• undertake various forms of business analysis in support of records management activities.

have developed attitudes which enable them to:

• work as part of project teams
• participate in records management activities in large organisations or undertake them on their own in small ones
• advise team members and function managers on records management systems for business purposes.

Prerequisite knowledge:

Completion of IMS9049

Texts and software:

Prescribed texts:

None. Considerable use will be made of AS ISO 15489, available through the Monash Library’s Standards On-line Premium Database.

Recommended texts:


Other references:

Electronically delivered course notes, resource material and internet references will be provided during the course, available from the unit website.

Books and electronic material available through the Caulfield campus library will be made available from a unit reading list

Software:

No prescribed software packages

Computing and laboratory requirements:

Access will be provided, where needed, to systems in the KM Lab - Caulfield

Study materials:

We provide:

• Assignment specifications
• Lecture Notes for each week on the unit website
• Reading lists for each week on the unit website
• Tutorial and Email tasks.

Electronically delivered course notes, resource material and internet references will be provided during the course, available from the unit website.

Books and electronic material available through the Caulfield campus library will be made available from a unit reading list.
## Unit structure and organisation:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Week</th>
<th>Description</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to the Course and to Recordkeeping Frameworks</td>
<td>1</td>
<td>Course overview. Introduction to essential definitions, concepts and core references. Introduction to The Recordkeeping Framework – Standards and the Records Continuum Model:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>The Framework continued - The Records Continuum. - AS ISO 15489 - Records Management. - The DIRKS methodology. - Other standards.</td>
<td>Email task</td>
</tr>
<tr>
<td>2. Analysis</td>
<td>3</td>
<td>Organisational analysis - processes of corporate and social regulation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Functional analysis</td>
<td>Email task</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Analysis of business activity and an introduction to workflow approaches</td>
<td>Assignment 1 due 20/08/04</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Recordkeeping evidence and corporate memory: - Appraisal - Archives - Organisational knowledge</td>
<td>Email task</td>
</tr>
<tr>
<td>3. Records Management Systems</td>
<td>7</td>
<td>Identification of recordkeeping requirements and assessment of existing systems</td>
<td>Email task</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Metadata, data structures, and the capture of records.</td>
<td>Email task</td>
</tr>
<tr>
<td>4. Access and Ownership</td>
<td>9</td>
<td>Access and accessibility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Custody and ownership in a modern environment</td>
<td>Email task</td>
</tr>
<tr>
<td>Mid semester break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Design and implementation of a Recordkeeping System</td>
<td>11</td>
<td>DIRKS in practice - Project planning, implementation and review – for different outcomes. Class presentations.</td>
<td>Assignment 2 due 08/10/04</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>DIRKS in practice (continued) - Project planning, implementation and review – for different outcomes.</td>
<td></td>
</tr>
<tr>
<td>6. Course Review</td>
<td>13</td>
<td>Revisit key themes. Discussion of final projects.</td>
<td>Assignment 3 due 29/10/04</td>
</tr>
<tr>
<td>Exam period</td>
<td></td>
<td>25 October – 19 November</td>
<td></td>
</tr>
</tbody>
</table>

NB. This information is subject to change
Workload:
This is a six point unit which, according to University guidelines, requires you to spend 12 hours per week (a total of at least 156 hours per semester).
The anticipated workload is:
• 2 hours per week lecture
• 1 hour per week tutorials
• 7 hours per week preparation and assignment
• 2 hours per week reading)

Assessment:
Three assignments and one set of Email/Tutorial Tasks will be used to assess whether you have achieved the objectives of this subject. These are:
Assignment 1 – 20% weighting. Due 20/08/04
Assignment 2 (group assignment) – 35% weighting (formal supervised assessment). Due 08/10/04
Assignment 3 – 20% weighting. Due 29/10/04
Six Email/Tutorial Tasks over the semester - 25% weighting (formal supervised assessment). Due at dates to be nominated over the semester.

Late submissions will be penalised at the rate of penalty rates. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness you should apply for an extension before the due date. Medical certificates or certification supporting your application may be required.

Note:
• Assignments in this unit are no less important than those of other units. Your inability to manage your time or computing resources will not be accepted as a valid excuse. (Several assignments falling due at the same time is often unavoidable.)
• Backup copies are required to be made of all assignments and retained for 12 months, in case of loss.
• Hardware failures are not normally recognised as a valid reason for obtaining an extension or handing in a late assignment.

Assessment Notes
1 Acknowledgment of sources
Each time you complete any assessment, please refer to and make yourself familiar with the most current information regarding acknowledgement of sources, plagiarism and academic conduct contained in the SIMS Policy website.
http://www.sims.monash.edu.au/policies

2. Assignments
2.1 Standards for presentation
All printed assignment work must be word processed and meet the standards set out in the assignment. Refer also to the School of Information Management and Systems guidelines for writing assignments for additional information on presentation standards:
2.2 All assignments must include an appropriate **signed** SIMS assignment cover page. See the SIMS web site for downloadable (PDF) copies of SIMS assignment cover pages


2.3 Extensions

If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension prior to the due date. All applications for extensions must be made in writing to your lecturer. Medical certificates or other supporting documentation will be required.

Late assignments submitted without an approved extension may be accepted **(up to one week late)** at the discretion of your lecturer, but will be penalised at the rate of 10% of total assignment marks per day (including weekends). Example:

Total marks available for the assignment = 100 marks
Marks received for the assignment = 70 marks
Marks deducted for 2 days late submission (20% of 100) = 20 marks
Final mark received for assignment = 50 marks

2.4 Submission of assignments

Assignments should be received in the appropriately marked pigeon hole, L7, Building S, or by email on or before the due date. For on-campus students, Assignment 2 will involve class presentations, and formal reports from off-campus students.

In the absence of other instructions, all assignments are to be submitted to your tutor during your allocated tutorial.

2.5 Return of assignments

Assignments will either be returned in specified tutorials during semester or via the SIMS Frontdesk collection system outside semester.

In general, assignments will be returned within two to three weeks of the due date.

3 **Student Academic Grievance Procedure**

If you have a concern or issue about aspects of your assessment or other academic matters, you are encouraged to follow the SIMS Student **Academic Grievance Procedure**: http://www.sims.monash.edu.au/policies

4. **Pass requirements**

The 40% rule applies to units and determines the final result for a student where the student's performance in either the examination or assignment component of the unit is unsatisfactory. Students need to be aware of the 40% rule which is:

In order to pass a unit, a student must gain all of the following:

- at least 40% of the marks available for the examination component, if any: i.e. the final examination and any tests performed under exam conditions, taken as a whole
- at least 40% of the marks available for the assignment component: i.e. the assignments and any other assessment tasks (such as presentations) taken as a whole
- at least 50% of the total marks for the unit

Where a student gains less than 40% for either the examination or assignment component, the final result for the unit will be no greater than ‘44-N’.
5. **Grades**

The grades awarded by the Faculty of Information Technology are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Code</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>80-100</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>70-79</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>60-69</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50-59</td>
</tr>
<tr>
<td>Fail</td>
<td>N</td>
<td>0-49</td>
</tr>
<tr>
<td>Near Pass</td>
<td>NP</td>
<td>45-49 (may be awarded by Board of Examiners only)</td>
</tr>
<tr>
<td>Deferred</td>
<td>DEF</td>
<td>-</td>
</tr>
<tr>
<td>Withheld</td>
<td>WH</td>
<td>-</td>
</tr>
</tbody>
</table>