

NC 651: FILING AND RECORDS MANAGEMENT

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2018
Credits:	0
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Non-Credit Course

Catalog Course Description

An overview of records management which involves practical fundamentals of records management, basic filing principles, procedures, and systems. Emphasis is on non-correspondence records, information storage, and retrieval systems. Management aspects of records retention, disposition, and the operation of a records management program. 54 lecture hours.

Course Objectives

- Apply a job entry level skill in indexing and alphabetizing cards and correspondence.
- Organize and classify materials and apply a practical understanding of the record cycle, including the creation, storage retrieval, retention, transfer, and disposition of records
- Analyze procedures for inspecting, indexing, coding, cross-referencing, sort, and storing records using the alphabetic, numeric, geographic, and subject filing methods.
- Diagnose the procedures for storing and retrieving records for special purposes including micro records.
- Cite and apply the basic filing rules covering names of people, businesses, governmental agencies, institutions, and organizations.

Major Course Content

1. COURSE CONTENT
2. Records Management
3. Information Growth
4. History
5. Legal Considerations
6. Functions
7. Careers
8. Alphabetic Indexing Rules 1-4
9. Need for Alphabetic Order
10. Alphabetic Rules
11. Cross-Referencing
12. Alphabetic Indexing Rules 5-8
13. Alphabetic Indexing Rules
14. Cross-Referencing Business Names
15. Alphabetic Indexing Rules 9-10

16. Alphabetic Indexing Rules
17. Subjects within an Alphabetic Arrangement
18. Electronic File Management
19. Electronic Databases
20. Sorting Data
21. Electronic Record Life Cycle
22. Alphabetic Records Management, Equipment, and Procedures
23. Correspondence Records Storage
24. Records Storage Equipment and Supplies
25. Correspondence Storage Procedures
26. Storing, Retrieving, and Transferring Records
27. Records Storage
28. Records Retrieval
29. Records Transfer
30. Records Center Control Procedures
31. Records Center Software
32. Subject Records Management
33. Numeric Records Management
34. Geographic Records Management
35. Electronic and Image Records
36. The Records and Information Management Program
37. RIM Program Components
38. RIM Program Responsibilities

Suggested Reading Other Than Required Textbook

A Handbook for Office Professional; How 12 by Clark and Clark; Cengage Publishing.

Examples of Required Writing Assignments

Research the retention schedule of vital records versus important records. Compare and contrast the difference.

Examples of Outside Assignments

Open Access and create a new database named 502 Customers. Create a table name Customers with the following fields: Customer ID, Business, First Name, Middle Name, Last Name, Title, and Suffix. Select Text as the field type for all other fields. Select the Customer ID field as the primary key. Enter the data into the table. Create a query to list only the customers that are businesses. Show the Business and the Customer ID fields in the query results. Sort in the ascending order using the Business field. Locate Customer ID 2115. What is the company or person's name?

Instruction Type(s)

Lecture, Online Education Lecture