

# OFF 281: FILING AND RECORDS MANAGEMENT

## Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2022
Credits:	3
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Standard Letter, Pass/No Pass

## Catalog Course Description

An overview of records management which involves practical fundamentals of records management, basic filing principles, procedures, and systems. Including an introduction to the Association of Records Managers and Administrators. 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. Records Management
  - a. Information Growth
  - b. History
  - c. Legal Considerations
  - d. Functions
  - e. Careers
2. Alphabetic Indexing Rules 1-4
  - a. Need for Alphabetic Order
  - b. Alphabetic Rules
  - c. Cross-Referencing
3. Alphabetic Indexing Rules 5-8
  - a. Alphabetic Indexing Rules
  - b. Cross-Referencing Business Names

4. Alphabetic Indexing Rules 9-10
  - a. Alphabetic Indexing Rules
  - b. Subjects within an Alphabetic Arrangement
5. Electronic File Management
  - a. Electronic Databases
  - b. Sorting Data
  - c. Electronic Record Life Cycle
6. Alphabetic Records Management, Equipment, and Procedures
  - a. Correspondence Records Storage
  - b. Records Storage Equipment and Supplies
  - c. Correspondence Storage Procedures
7. Storing, Retrieving, and Transferring Records
  - a. Records Storage
  - b. Records Retrieval
  - c. Records Transfer
  - d. Records Center Control Procedures
  - e. Records Center Software
8. Subject Records Management
9. Numeric Records Management
10. Geographic Records Management
11. Electronic and Image Records
12. The Records and Information Management Program
  - a. RIM Program Components
  - b. RIM Program Responsibilities

## Suggested Reading Other Than Required Textbook

A Handbook for Office Professional; How 11 by Clark and Clark; Thomson 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