



UNIVERSITI TEKNOLOGI MARA

MRM720: ANALYSIS AND DESIGN OF RECORDS MANAGEMENT SYSTEM

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| Course Name (English) | ANALYSIS AND DESIGN OF RECORDS MANAGEMENT SYSTEM APPROVED |
| Course Code | MRM720 |
| MQF Credit | 3 |
| Course Description | This course covers comprehensive Electronic Records Management System aspect. Besides management aspect, students will be able to enhance their skills in analyzing, evaluating, designing and managing different types of electronic records systems. |
| Transferable Skills | Solution Provider Creative and Innovative |
| Teaching Methodologies | Lectures, Blended Learning, Discussion |
| CLO | CLO1 Demonstrate records management principles in the records management system. CLO2 Analyze the concept of recordkeeping functional requirements for electronic records and document management systems (EDRMS) CLO3 Design the trusted electronic records and document management systems |
| Pre-Requisite Courses | No course recommendations |
| Topics | |
| 1. Overview of Records Management System 1.1) History and background | |
| 2. Fundamental of Records and Document Management System (ERMS) 2.1) Differences between Information Technology System and Electronic Records Management System 2.2) Basic Functions of Electronic Records Management Systems | |
| 3. Complying with Electronic Records Management Standards and Best Practices 3.1) International standards and best practices 3.2) National standards and best practices | |
| 4. Components of Electronic Documents and Records Management System (EDRMS) 4.1) Creating Electronic Document Types 4.2) Creating the Folder Structures 4.3) Search and Retrieval 4.4) Integrating Workflow 4.5) Email Management | |
| 5. Designing and Implementing Electronic Records Management Systems 5.1) Preliminary Investigation 5.2) Analysis of Business Activity 5.3) Identification of Recordkeeping Requirements 5.4) Reviewing and Analyzing Each Requirements 5.5) Assessment of Existing Systems 5.6) Relating the analyzed requirements to the organization's situation 5.7) Publishing the Draft Requirements and Requesting Written Comments from Stakeholders 5.8) Designing a Recordkeeping System 5.9) Implementation of a Recordkeeping System 5.10) Post Implementation Review | |
| 6. Issues and trends in Electronic Records Management Systems (ERMS) 6.1) Growth of electronic records 6.2) Inadequate control for creation, storage and retention 6.3) System dependence 6.4) Data migration requirements 6.5) Remote access: security problems 6.6) E-discovery issues | |

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| Assessment Breakdown | | % | |
| Continuous Assessment | | 100.00% | |
| Details of Continuous Assessment | Assessment Type | Assessment Description | % of Total Mark |
| | Assignment | Critical Review | 30% |
| | Assignment | Case Study and Presentation | 40% |
| | Final Test | Online/Offline | 30% |
| | CLO | | |
| | | | CLO2 |
| | | | CLO3 |
| | | | CLO1 |
| Reading List | Recommended Text | <ul style="list-style-type: none"> Government Records Service 2020, <i>Electronic Recordkeeping System Implementation Guideline: A Handbook on Records Management Practices and Guidelines for an Electronic Recordkeeping System</i>, GRS Hong Kong International Standard ISO 2020, <i>Information and Documentation Process and Functional Requirements for Software for Managing Records (16175-1 2nd Edition)</i>, ISO Copyright Office Switzerland State Archives and Records 2018, <i>Strategies for Documenting Government Business: the Dirks Manual</i>, NSW [ISBN: 0975056344] | |
| Article/Paper List | Reference Article/Paper Resources | <ul style="list-style-type: none"> Ab Aziz, A., Yusof, Z.M., Mokhtar, U.A. and Jambari, D.I 2020, 'The Implementation Guidelines of Digital Document Management System for Malaysia Public Sector: Expert Review', <i>International Journal on Advanced Science Engineering Information Technology</i>, 1, 19820 [ISSN: 2088-533] https://pdfs.semanticscholar.org/8f2b/638e68b2feb37f19e0f13d2e541413933865.pdf Nurussobah Hussin, Rusnah Johare, Adnan Jamaludin 2013, 'The functional requirements for trusted electronic records management systems', <i>Journal of Information and Knowledge Management</i>, 2013, 105 [ISSN: 2231-8836] http://jir.uitm.edu.my/878141/JIKM%203%20%281%28%2C%20105-116%2C%202013.pdf | |
| Other References | <ul style="list-style-type: none"> CR-ROM Nurussobah Hussin 2014, <i>The Development of Functional Requirements for the Management of Electronic Court Records at the Malaysian Court of Appeal.</i>, (Unpublished doctoral dissertation), UiTM, Malaysia | | |