UNIVERSITI TEKNOLOGI MARA
ASM501: ADVANCED RECORDS MANAGEMENT

Course Name (English)	ADVANCED RECORDS MANAGEMENT APPROVED
Course Code	ASM501

MQF Credit	3

Course Description	The course introduces the major aspect to understand records and document management in organization. Student will be exposed to the basic principles, concepts and practices involved in the management of document in organization. This course is designed to develop records and information management skills, and help students retain those skills and know how to apply them to different settings.

Transferable Skills	Resourceful and responsible - Demonstrate ability to manage personal performance to meet expectation and demonstrate drive, determination, and accountability.

Teaching Methodologies	Lectures, Blended Learning, Demonstrations, Simulation Activity, Discussion, Presentation, Self-directed Learning, Directed Self-learning , Project-based Learning

CLO		
	CLO1	Apply the concepts, principles and methods of document management practiced in organizations
	CLO2	Display skills in document management practice in organizations.
	CLO3	Demonstrate information and retrieval skill related to records control in organizations

Pre-Requisite Courses	No course recommendations

Topics
1. Introduction to Records Management 1.1) 1.1 Definition of Important Terms 1.2) 1.2 Categories of Records in Business 1.3) 1.3 Values of Records Used in Office 1.4) 1.4 Records as Evidence in Business Transaction 1.5) 1.5 Characteristics of Records Used in Office 1.6) 1.6 The Life-Cycle of Records In Business Environment 1.7) 1.7 Records Management Program 1.8) 1.8 Records Management Key Element 1.9) 1.9 Records Management Function 1.10) 1.10 Features of Records Management Program 1.11) 1.11 Records Management Policy 1.12) 1.12 Problems in Records Management
2. Records Management Practice 2.1) 2.1 Types of Document in Organization 2.2) 2.2 Procedures of Opening and Closing Files 2.3) 2.3 Managing Active Records 2.4) 2.4 Correspondence Records Storage 2.5) 2.5 Correspondence Storage Procedures
3. Alphabetic Storage Method 3.1) 3.1 Introduction to Alphabetic Storage 3.2) 3.2 Alphabetic Indexing Rules 1-10 3.3) 3.3 Cross-Referencing
4. Records Storage and Retrieval 4.1) 4.1 Subject Storage Method 4.2) 4.2 Numeric Storage Method 4.3) 4.3 Geographic Storage Method 4.4) 4.4 Electronic Document Management System

5. Controls and Protection in Records Management 5.1) 5.1 Overview of Control and Standards 5.2) 5.2 Types of Ongoing Control 5.3) 5.3 Records Safety and Security Control 5.4) 5.4 Disaster Recovery Plan
6. Records Disposition and Destruction 6.1) 6.1 Appraisal and Disposition of Document 6.2) 6.2 Introduction to Retention Program 6.3) 6.3 Managing Inactive Document 6.4) 6.4 Records Destruction
7. Records Management Challenge in the New Business Environment 7.1) 7.1 Career Corner of Records Management 7.2) 7.2 Records Management in Action 7.3) 7.3 My Records 7.4) 7.4 On the Job
8. Final Assessment 8.1) The final assessment consists of 100 marks and has four parts: 8.2) 8.3) Part A: Multiple Choice Question – 20 questions. (Total: 20 marks) 8.4) Part B: True False Questions - 40 questions (Total: 40 marks) 8.5) Part C: Short-Essay Question – 6 short essay questions. (Total: 20 marks) 8.6) Part D: Short Case Study - 6 short case study questions (Total: 20 marks) 8.7) The time length for Final Assessment is 3 hours.

Assessment Breakdown	%
Continuous Assessment	60.00%
Final Assessment	40.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Individual Project	Assignment 1 Individual Project Report for Storage Methods Used by Organization	30%	CLO1
	Presentation	Assignment 3 Individual Infographic Video Presentation in 5 minutes from any 6 chapters	15%	CLO3
	Simulation Evaluation	Assignment 2 Individual Simulation from Chapter 3 for Alphabetic Storage Method (Indexing and Cross-References)	15%	CLO2

Reading List	Recommended Text	• **Mornizan Yahya, Norfazlina Ghazali 2018, *Records Management: The Compilation of References*, 1st ed. Ed., 6, Weaber Resources (002523337-M) Selangor** • **Judith Read, Mary Lea Ginn 2016, *Records Management*, 10th ed. Ed., 14, Cengage Learning Boston, USA**
Article/Paper List	This Course does not have any article/paper resources	
Other References	• **Handbook Rusnah Johare 2002, *Records Management Handbook: A guide to the management of current, semi-current and non-current records* , Universiti Teknologi MARA, Faculty of Information Studies, UiTM**	