UNIVERSITI TEKNOLOGI MARA
ASM451: RECORDS MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS

Course Name (English)	RECORDS MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS `APPROVED`
Course Code	ASM451

MQF Credit	3

Course Description	This course describes the principles and procedures of managing records at the administrative level. The content includes the records management concepts, management of the active records, inactive records and the disposition of records.

Transferable Skills	Demonstrate professional skills, knowledge and competencies Demonstrate ability to identify and articulate self-skills, knowledge and understanding confidently and in a variety of contexts.

Teaching Methodologies	Lectures, Blended Learning, Field Trip

CLO	CLO1 describe the concepts of records management CLO2 Describe records management practices in Malaysia in relations to the daily administrative functions of an organization CLO3 explain the functions of records management in organisation

Pre-Requisite Courses	No course recommendations

Topics
1. Management of Active Records 1.1) Opening New File and Closing File 1.2) Content of a file 1.3) Subject Classification 1.4) Alphabetic Storage and Retrieval 1.5) Storage Equipment and Supplies 1.6) Correspondence Storage Procedures 1.7) Using a tickler file 1.8) Misfiled and Lost Records
2. Subject, Numeric and Geographic Storage and Retrieval 2.1) Subject Records Management 2.2) Numeric Records Management 2.3) Geographic Records Management
3. Maintenance and Disposition of Records 3.1) Appraisal and Disposition of Records 3.2) Records Retention Program 3.3) Phases of Records Activity 3.4) Records Retrieval 3.5) Records Transfer 3.6) Records Protection
4. Management of Records Centre and Archive 4.1) What is a Records Centre? 4.2) Archival Repository

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Assignment 1	20%	CLO2
	Assignment	Assignment 2	20%	CLO3
	Assignment	Assignment 3	20%	CLO2
	Test	Test	40%	CLO1

Reading List	Recommended Text	• Rosnah Johare 2001, *Records Management Handbook: Guidance to Records Management in an Agency',* Univision Press. Kuala Lumpur
	Reference Book Resources	• Read, Judith and Ginn, Mary Lea 2009, *Records Management',* 9 Ed., South-Western Thomson Learning. US
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	