



## OFC 215: Records Management

This course is a comprehensive introduction to the complex field of records management with emphasis on the management of paper and non-paper business records including automated, micro image, and electronic records. It includes the study of filing systems, storage and retrieval procedures, records analysis, and records classification from creation through disposition. Three lecture hours per week. Instructional Support Fee may apply.

### Course Student Learning Outcomes

1. Filing and indexing business records (according to ARMA - Association of Records and Administrators, Inc.) using various record classification systems. 2. Implement procedures to cut costs in the creation, processing, work flow, maintenance, and disposition of records (hard copy and automated). 3. Analyze various types of records classification systems. 4. Develop systematic procedures for requisitioning, charging out, and following up of documents borrowed from the files. 5. Apply efficient procedures in the creation, use, maintenance, and disposition of records and information in the office. 6. Identify the characteristics of various micrographic media. 7. Develop database concepts through applications using Access.

**Credits:** 3

**Program:** Office Administration