

## ADMS1128 - Records Management

Credits:	3 (2/1/0)
Description:	This course is an introduction to the procedures and rules for indexing and storing documents in alphabetic, numeric, geographic, subject and chronological systems. It also includes an introduction to the procedures for managing document and record storage systems. Applications include electronic storage and retrieval using database software for computers.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"> <li>1. Modify and edit databases using queries, tables, forms and reports.</li> <li>2. Perform query operations in databases to generate customized reports.</li> <li>3. Apply indexing rules to computerized records management systems.</li> <li>4. Apply alphabetic indexing and cross-referencing rules to personal, business and government names.</li> <li>5. Apply indexing, coding and standard alphabetic filing procedures to personal, business and government names.</li> <li>6. Apply subject, numeric and geographic filing procedures to personal, business and government names.</li> <li>7. Differentiate between the various forms and uses of electronic storage media and equipment and their potential hazards.</li> <li>8. Demonstrate the effective application of requisition and charge-out procedures.</li> <li>9. Review disaster recovery plans for records management systems.</li> <li>10. Identify cost containment, legality and importance of confidentiality issues in records management.</li> </ol>
MnTC goal areas:	None

\*Can be taking as a Prerequisite or Corequisite.