

**CHALIMBANA UNIVERSITY**

**SCHOOL OF LEADERSHIP AND BUSINESS MANAGEMENT**

**DTL 4201: INFORMATION AND RECORDS MANAGEMENT**

**First Edition 2021**

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**AIM**

THIS COURSE IS DESIGNED TO EQUIP STUDENTS UNDERTAKING LEADERSHIP, GOVERNANCE AND MANAGEMENT PROGRAMS WITH SKILLS, KNOWLEDGE AND ATTITUDES REQUIRED TO MANAGE INFORMATION, DOCUMENTS AND RECORDS EFFITIENTLY FOR EFFECTIVENESS IN DECISION MAKING PROCESSES IN ORGNAISATIONS.

**RATIONALE**

THIS COURSE WILL ENHANCE THE STUDENTS ABILITY TO IDENTIFY, CREATE, ORGANISE, STORE AND MANAGE EFFECTIVELY PETINENT RECORDS FOR EFFCTIVE MANAGEMENT

**COURSE OBJECTIVES**

BY THE END OF THIS COURSE, STUDENTS ARE EXPECTED TO;

* DEFINE KEY CONCEPTS IN RECORDS MANAGEMENT
* DIFFERENTIATE THE VARIOUS TYPES OF RECORDS MANAGEMENT
* DISCUSS THE PRINCIPLE OF GOOD RECORDS MANAGEMENT
* EXPLAIN THE KEY APPROCAHES TO RECORDS MANAGEMENT
* CONDUCT RECORDS AUDIT
* CLASSIFY, CATALOGUE AND FILE RECORDS ACCURATELY
* APPRECIATE THE ROLE OF RECORDS MANAGEMENT IN ADMINSTRATION

**COURSE CONTENT**

* 1. INTRODUCTION TO INFORMATION AND RECORDS MANAGEMENT

DEFINING RECORDS MANAGEMENT

* 1. THE PURPOSE OF INFORMATION AND RECORDS MANAGEMENT
  2. THE MAJOR TYPES OF RECORDS
  3. BENEFITS OF RECORDS MANAGEMENT

1. THE PRINCIPLES OF GOOD RECORDS MANAGEMENT

2.1 ELEMENTS OF GOOD RECORDS

1. INFORMATION AND RECORDS INVENTORY
   1. METHODS OF PERFORMING A RECORDS INVENTORY
   2. PRELIMINARY STEPS IN A PHYSICAL INVEMTORY
2. RECORDS APPRAISAL
   1. BASIC STEPS OF RECORDS APPRAISAL
   2. TYPES OF APPRAISALS
   3. INFORMATION AUDITING
3. APPROACHES TO IFORMATION RECORDS MANAGEMENT
   1. THE ROLE OF THE REGISTRY
   2. ORGANISATION OF THE REGISTRY
   3. SECURITY IN THE REGISTRY
   4. REGISTRY PROCEDURES
   5. REGISTRY TASKS
   6. REGISTRY EQUIPMENT
   7. CARING FOR RECORDS
4. INFORMATION AND RECORDS RETENSION SCHEDULING
   1. INFORMATION AND RECORDS DISPOSITION
   2. WEEDING
   3. ARCHIVING

**ASSESSMENT POLICY**

Graded Coursework, assignments and examinations

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| **ASSESSMENT** | **COMMENTS** | **% OF FINAL GRADE** |
| Assignment 1 | Written | 20% |
| Assignment 2 | Test | 20% |
| Final Examinations | Written [Individually] | 60% |
| Total Grade | Accumulation | 100% |