Tutorial Letter 101/3/2018

Introducing Archives and Records Management

ARM1501

Semesters 1 and 2

Department of Information Science

IMPORTANT INFORMATION:

This tutorial letter contains important information
about your module.

BARCODE

Define tomorrow.

UNISA | university of south africa

CONTENTS

1 INTRODUCTION

Dear Student

Welcome to this Module **ARM1501, Introducing Archives and Records Management.** We as the Department of Information Science trust that you will find it interesting and rewarding. I urge you to start studying early in the semester and resolve to do assignments properly and timeously towards your successful completion of this module.

You will receive a number of tutorial letters during the year. A tutorial letter is our way of communicating with you about teaching, learning and assessment.

This tutorial letter contains important information about the scheme of work, resources and assignments for this module. Please read it carefully and keep it at hand when working through the study material, preparing the assignments, preparing for the examination and addressing questions to me.

Please read Tutorial Letter 301 in combination with this tutorial letter as it gives you an idea of generally important information when studying within a particular Department. You are also reminded to refer to my Studies @ Unisa brochure which contains important information when studying at a distance.

In this tutorial letter (101), you will find the assignments and assessment criteria as well as instructions on the preparation and submission of the assignments. It also provides all the information you need with regard to the study material and other resources and how to obtain them.

I have also included certain general and administrative information about this module. Please study this section of the tutorial letter carefully.

Right from the start I would like to point out that you must read all the tutorial letters you receive during the semester immediately and carefully, as they always contain important and, sometimes, urgent information.

The Department of Despatch should supply you with the following study material for this module:

• 1 study guide

• Tutorial Letters 101 and 301 at registration, and others later.

Apart from Tutorial Letters 101 and 301, you will also receive other tutorial letters during the semester. These tutorial letters will not necessarily be available at the time of registration, but will be despatched as soon as they are available, or needed (for instance, for feedback on assignments).

If you have access to the internet, you can view the study guides and tutorial letters for the modules for which you are registered on the university's online campus, *my*Unisa, at http://my.unisa.ac.za.

Inventory letter

You should have received an inventory letter informing you on what you received in your study package and also indicating the items that are still outstanding. Also see the brochure entitled my Studies @ Unisa.

Check the study material that you have received against the inventory letter. You should have received all the items listed in the letter, unless there is a statement like "out of stock" or "not available". If any item is missing, follow the instructions on the back of the inventory letter without delay.

PLEASE NOTE: As your lecturer I cannot help you with missing study material.

I hope that you will enjoy this module and look forward to interacting with you through the semester.

2   PURPOSE AND OUTCOMES

2.1   Purpose

The purpose of this module is to equip you with a sound understanding of the different concepts and principles in archives and records management so that you can apply these (concepts and principles) in managing records that promote transparency, accountability and the protection of human rights.

Additionally, the module aims to provide you with an understanding of the development of the field of archives and records management and how this field contributes to the broader field of Information Science by enhancing the management of information within society.

The module also aims to foster a culture within you of recognising the significance of archives and records and the importance of managing these properly.

2.2   Outcomes

A range of tasks in the study guides, tutorial letters, assignments and examinations will show that you should have achieved the following outcomes at the end of your learning period:

Outcome 1:

You are able to define and interpret the core concepts and principles relating to archives and records management.

Outcome 2:

You are able to trace the historical development of the archives and records management fields.

Outcome 3:

You are able to investigate what is involved in the management of archives and records.

Outcome 4:

You are able to explore the importance of archives and records management.

3   LECTURER(S) AND CONTACT DETAILS

3.1   Lecturer(s)

I **Ms. Koketso I. Mokwatlo,** known as Koki am the lecturer for this module. You may reach me via the contact details below:

Physical address:

> Muckleneuk Campus, Theo van Wyk Building
>
> Office number: TvW 10-159
>
> Email address: mokwaki@unisa.ac.za
>
> Telephone number: (012) 429-4802

Email and telephone numbers are included above, however should you wish to write to me you may send the letters to:

> Ms. K. I. Mokwatlo (ARM1501)
>
> Department of Information Science
>
> PO Box 392
>
> UNISA
>
> 0003

PLEASE NOTE: Letters to lecturers may not be enclosed with or inserted into assignments.

3.2   Department

This module is offered by the Department of Information Science. Should you also want to contact our Department, the contact details for the Department of Information Science are:

Telephone number: (012) 429 6703

Fax number: (012) 429 3792

Email: infoscience@unisa.ac.za

3.3   University

If you need to contact the university about matters not related to the content of this module, please consult the publication *my Studies @ Unisa,* which you received with your study material. This brochure contains information on how to contact the university (e.g. to whom you can write for different queries, important telephone and fax numbers, addresses and details of the times certain facilities are open).

Always have your student number at hand when you contact the university.

4   RESOURCES

4.1   Prescribed books

There is no prescribed textbook for ARM1501. This means that you do not have to buy any additional books for this module.

4.2   Recommended books

There are no recommended books or sources for this module.

4.3   Electronic reserves (e-reserves)

These are complementary reading to aid you in your studies.

Schellnack-Kelly, I. 2015. Role of public archivists and records managers in governance and local development under democratic dispensation. **ESARBICA Journal**. 34:1-20.

Asagowa, B.E. 2012. The challenges of managing electronic records in developing countries: Implications for records managers in sub Saharan Africa. **Records Management Journal**. 22 (3): 198-211.

Pan,W. 2017. The implementation of electronic recordkeeping systems: An exploratory study of socio-technical issues. **Records Management Journal**. 27(1): 84-98.

Greene, M.A. 2002. The Power of Meaning: The archival mission in the postmodern age. **The American Archivist.** 65:42-55.

4.4   Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to http://www.unisa.ac.za/library. For research support and services of personal librarians, click on "Research support".

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – http://libguides.unisa.ac.za/request/undergrad
- requesting material – http://libguides.unisa.ac.za/request/request
- postgraduate information services – http://libguides.unisa.ac.za/request/postgrad
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – http://libguides.unisa.ac.za/ask

4.5   Additional resources

Additional information is made available on *my*Unisa. These may provide clarity on concepts in the Study Guide. Please make use of these and find your own information. As you are engaged in university studies, it is expected of you to read **extensively**.

5   STUDENT SUPPORT SERVICES

For information on the various student support systems and services available at Unisa (e.g. student counselling, tutorial classes, language support), please consult the publication *my Studies @ Unisa,* which you received with your study material.

5.1   Contact with fellow students: Study groups

It is advisable to have contact with fellow students. One way to do this is to form study groups. The addresses of students in your area may be obtained from the following department:

Directorate: Student Administration and Registration

PO Box 392

UNISA

0003

Email: study-info@unisa.ac.za

5.2   Using *myUnisa*

If you have access the internet, you can quickly access resources and information at the university. The *my*Unisa learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the internet.

To go to the *my*Unisa website, start at the main Unisa website, http://www.unisa.ac.za, and then click on the "Login to *myUnisa*" link on the right-hand side of the screen. This should take you to the *my*Unisa website. You can also go there directly by typing in https://my.unisa.ac.za.

Please consult the publication *my Studies @ Unisa,* which you received with your study material, for more information on *my*Unisa.

5.3   e-Tutors

Also please note that this module is one of those which should have e-tutors available. The e-Tutors will be able to advise you regarding the assignments and preparing for the exams. All of this is available on the *my*Unisa site. Please participate in your allocated group for maximum benefit and guidance in your learning process.

5.4   Discussion classes

Discussion classes will be arranged for this module. Please consult the INFALLP 302 Tutorial Letter and the *my*Unisa forum for updated information on these.

6   STUDY PLAN

For general information on planning your studies, such as time management and planning skills, please refer to *my Studies @ Unisa* brochure.

After you have received your study materials for this module, follow the following steps:

- Read through your Tutorial Letter 101. This will give you an idea of what is expected of you for ARM1501, including your assignment due dates, your assignment questions, and contact details for your lecturer.

- At the end of *my Studies @ Unisa* brochure you will find a year planner. Schedule all your assignments and other events in your year planner, so as to manage your time effectively.

- Read your study guide for ARM1501. This will give you an idea of how much work is required for the module. Try to do this within a day or two of receiving your study material.

- Get connected to *myUnisa. myUnisa* is a free online service offered to all students registered to study through UNISA. The website gives you access to study materials and allows you to keep in contact with other students and lecturers. For more information on how to join and register on *my*Unisa, please consult *my Studies @ Unisa* brochure.

- Plan your time and studies, firstly according to what you would like to accomplish during the semester, then for the month, then during a week, and then for each specific day. Use your year planner to manage your time and plan your studies effectively. Calculate the number of hours you have available for study, and set that time aside. Remember to divide the time according to how many modules you are registered for. On your year planner highlight the time you will be spending on studying for this module clearly.

- Complete your assignments: When completing your assignments, make sure you understand the question. Start by collecting information on the specific questions from your study guide and your additional resources. Organise all the information you have collected and start by writing a draft answer. Include an introduction and headings for the main sections of your answer. End your answer with a summary. For more information on how to complete your assignments consult *my Studies @ Unisa* brochure.

- How to write an assignment: IMPORTANT: Consult Tutorial Letter INKALLE302 which provides guidelines about the writing of assignments BEFORE you begin with your assignments.

Plan and write your exams: When preparing for the exams you should not start studying a day or two before the exam. Your preparation for the exam should be ongoing throughout the semester. Budget your time by calculating how much time is needed for ARM1501 and all the other modules you are registered for. Go through the feedback tutorial letter that you will receive that gives you the scope of the exam. Revise your module by studying your study guide, your assignment questions, your self-assessment questions and other materials relevant to the subject matter. Well in advance make sure you have the correct date and venue for where you will be writing your exams. For more information on how to prepare for your examinations, consult *my Studies @ Unisa* brochure.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There are no practicals for this module.

8 ASSESSMENT

8.1 Assessment criteria

The assessment criteria for this module are based on the following:

- Understanding of records management concepts;

- Demonstration of how a records management programme function;

- Identification records management theories;

- Application of records management theories into practice;

- Understanding a records survey and data analysis to develop and implement classification and filing systems;

- Explanation and execution of the retention, disposal and appraisal activities associated with records.

8.2 Assessment plan

Assessment for this module includes self-assessment activities, assignments and an examination.

You will find the self-assessment activities in your study guide. Please do not submit these. Study them carefully as some of your exam questions may also be based on these self-assessment questions.

There are two assignments for this module. Assignment 01 includes a number of short and essay type questions that you need to answer while Assignment 02 consists of multiple choice questions (MCQS). Both assignments are compulsory, and they count 20% of your final mark. Take note of the due dates for these assignments and please submit them on or before the due date.

At the end of the semester you are registered for, you will also write an examination. The examination is a two hour paper. The exam questions may be similar to the self-assessment activities and your assignment questions. Your examination counts 80% of your final mark. The Examination Department will provide you with information regarding the examination venues, examination dates and examination times. As the lecturer for the module, I may not readily have the information at hand due to unexpected changes relating to examinations.

8.3 Assignment numbers

8.3.1 General assignment numbers

Assignments are part of the learning material for this module. As you do the assignment, read your study guide, consult other resources such as the e-reserves and discuss the work with your lecturer and fellow students or tutors.

There are two assignments, numbered Assignment 01 and Assignment 02 for each semester. Please ensure that you are answering the questions for the semester that you are registered for.

8.3.2   Unique assignment numbers

Semester 1:

Assignment 01: 794330

Assignment 02: 597127

Semester 2:

Assignment 01: 731341

Assignment 02: 686747

8.4   Assignment due dates

Semester 1:

Assignment 01: 09 March 2018

Assignment 02: 13 April 2018

Semester 2:

Assignment 01: 13 August 2018

Assignment 02: 14 September 2018

8.5   Submission of assignments

The Registrar

PO Box 392

UNISA

0003

You may submit written assignments either by post or electronically via *my*Unisa. Assignments may **not** be submitted by fax or email. For detailed information and requirements as far as assignments are concerned, see the brochure *my Studies @ Unisa,* which you received with your study material.

To submit an assignment **via *my*Unisa:**

- Go to *my*Unisa.

- Log in with your student number and password.

- Select the module.

- Click on assignments in the menu on the left.

- Click on the assignment number you want to submit.

Follow the instructions on the screen.

8.6   The assignments

Before you start working on an assignment:

⇒ read your INKALLE/302 Tutorial letter for guidance on writing assignments;

⇒ study this tutorial letter (ARM1501) carefully;

⇒ read the questions carefully and do exactly as instructed;

⇒ make notes and write a rough draft;

⇒ if you are satisfied that your answer is complete as well as relevant, write a final version for submission.

NB: Consult Tutorial Letter INKALLE/302 – about the presentation of assignments BEFORE you start with the assignments.

- **do not rewrite the study guide**. Your explanation and interpretation of the contents of the study guide should show your understanding;

- use the official stationery supplied by UNISA;

- adhere to the given order of the questions, and number the questions and pages carefully.

- staple the pages to the assignment cover properly enabling ease of paging through;

- complete the cover with the required personal details;

- make and keep a copy of your assignment in case it gets lost in the post. UNISA cannot accept responsibility for lost or misplaced assignments;

- if you wish to type your assignment, you may use blank A4 typing paper. You should, however, allow for margins and provide those particulars which appear on official UNISA stationery;

- ensure that you electronic assignment has a cover page with all required details;

- If you are submitting via myUNISA, please ensure that your assignment is not password protected, as we will otherwise not be able to access it for marking purposes.

- after receiving the marked assignment, study the comments by the marker . These will assist you with the examination;

- a list of sources consulted must be provided at the end of the assignment;

- it is to your own benefit that you consult other sources. These sources may not necessarily be those mentioned in the additional reading list;

- authors must be acknowledged. Please make use of the Harvard reference system and be consistent

I further urge you to consult the following list key instructional terms that guide you in interpreting the questions posed to you:

Analyse	Describe the various parts of X and explain how they work together, or whether they work together. Give points for and against.
Compare	Describe the major similarities between two or more ideas, topics, etc.
Contrast	Describe the major differences between two or more ideas, topics, etc.
Define	Write a brief paragraph explaining the meaning of...
	If there is more than one thing to define, explain any similarities or differences.
Describe	Give a detailed account of ...
Discuss	Write about the various opinions you have read on the subject. Give points for and against and draw a conclusion from the points presented.
Elaborate on	Write about a statement or a quotation that is part of the question. Explain the statement/quotation in more detail and then state your viewpoint concerning it.
Evaluate	Give an opinion supported by evidence on the worth or value of something.
Examine	Divide into parts and describe each part critically.
Explain	Write out in detail; make clearer; examine reasons and causes.
Give an account of	Give a statement of facts in sequence.
Illustrate	Use a figure, a diagram, or specific examples to make the meaning clearer.
Justify	Give reasons for your conclusions or opinions.
List	Give a group of items in the required order without comment, unless asked for.
Outline	Describe the essential parts only.
Relate X to Y	Show what the connections are; discuss the similarities and differences.
Show	Give reasons and causes.
State	Present clearly and concisely.
Summarize	Give the main points omitting details.
Trace	Follow the development from its starting point.

If you use the ideas and arguments of other authors or present facts that you have obtained from their works in your assignment answers, you must cite the sources, **including the Study Guide**, where you have found them. You must be honest and not pass off another person's work as your own. If you fail to acknowledge the sources, you are committing plagiarism, a serious academic offence that can lead to the rejection of your assignment in the least.
Please refer to Appendix C *Plagiarism* in your Tutorial letter INKALLE/302 for more information.

A signed declaration statement that is available at the end of this tutorial letter must accompany your assignment.

ATTENTION: Marks will be deducted from your assignment percentage should you fail to comply with this requirement.

8.7   Other assessment methods

No other assessment methods are used for this module.

8.8   The examination

Type here In order to gain entrance to the examination you have to submit assignments 01 and 02 on specific due dates. Your assignments count 20% of your final mark. Your examination counts 80% of your final mark.

Further, this module is offered in a semester period of 15 weeks. This means that if you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination may be written in October/November 2018. If you are registered for the second semester, you will write the examination in October/November 2018 and the supplementary examination may be written in May/June 2019.

During the semester, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times.

Note that previous examination papers are available to students on *my*Unisa. However, do not just focus on old examination papers only as the content of modules and therefore examination papers changes from year to year.

9   FREQUENTLY ASKED QUESTIONS

For frequently asked questions that many students raise, please consult *my Studies @ Unisa* brochure which contains an A-Z guide of the most relevant study information.

10   SOURCES CONSULTED

For sources consulted for the module, please read your study guide. Please ensure that you do in-text citation and provide a list of references at the end of the assignment. Failure to do so **will** result in marks being deducted.

It is to your own benefit to consult other sources. Check the list of e-reserves for your ease of reference. Other sources may not necessarily be those mentioned in the additional reading list, but are valuable to your studies, such as subject dictionaries among others.

Authors must be **always** be acknowledged. Not doing so is plagiarism. Please make use of the **Harvard reference system** and be consistent in doing so.

11   CONCLUSION

Although students may work together when preparing assignments, each student must write and submit his or her own individual assignment. In other words, you must submit your own ideas in your own words, sometimes interspersing relevant short quotations that are properly referenced. It is unacceptable for students to submit identical assignments on the basis that they worked together. That is copying (a form of plagiarism) and none of these assignments will be marked. Furthermore, you may be penalized, or subjected to disciplinary proceedings by the University.

I hope that you will be very active in your learning process, not just for passing the module, but for future application and building your subject expertise. I wish you the best in your studies.

Warm regards

Regards

Ms. K. I. Mokwatlo

Lecturer: Managing Records (ARM1501)

Department of Information Science

Tel. (012) 429-4802;

Email: mokwaki@unisa.ac.za

12   ADDENDUM

ADDENDUM A: FIRST SEMESTER COMPULSORY ASSIGNMENTS

ASSIGNMENT 01 (COMPULSORY)

Please note that it is compulsory to submit this assignment on time, as failure to do so will automatically prevent you from writing your examination at the end of your course. No late submissions will be accepted.

Submission date of this compulsory assignment:

   Assignment 01 Due date: 09 March 2018   (Unique number: 794330)

This compulsory assignment consists of essay questions. You will find information in the Study Guide. However, as an Information Science student, we expect you to find at least four additional sources of your own. **Do NOT rewrite information as is**; explain, interpret and integrate the information in your own words. Further, include your own examples where possible. The purpose of this assignment is to assess if you are able to do the following:

- Distinguish between archives and records management

- Identify a record and match its elements to characteristics of records

- Discuss the influence of the records life cycle of the records management practices

- Evaluate records survey forms and identify the most suitable for application to your context.

- Apply filing systems based on their relevant to context and records held in preferred organization.

Also take note that all assignments should be written according to our Guidelines – see Tutorial letter INKALLE/302.

Please note: Although students may work together when preparing assignments, each student must write and submit his or her own individual assignment. In other words, you must submit your own ideas in your own words, sometimes interspersing relevant short quotations that are properly referenced. It is unacceptable for students to submit identical assignments on the basis that they worked together. That is copying (a form of plagiarism) and none of these assignments will be marked. Furthermore, you may be penalised or subjected to disciplinary proceedings by the University.

The following criteria will be used to mark the assignment:

- A brief introduction explaining the topic. In the case of shorter answers such as these, it can consist of a sentence or two. It is, however, important for students to put the topic in perspective, e.g. in this question/assignment a definition of record will be discussed. Because it is a short essay, students are not required to write the headings "Introduction, body, conclusion, etc."

- The body of the discussion reflecting key aspects and stages or processes of the topic.

- Practical examples demonstrating that the student can link the theory with the particular environment,

- Conclusion or conclusive remark. The student should conclude on what was discussed with his/her voice heard.

- There is also a limitation on the length of each answer, i.e. one and half page, not exceeding that for each answer. You may consider allocated marks as a guideline of the amount of information required for your answer.

- In addition, the students should use a minimum of five sources including the study guide.

- A rubric to be used for marking the assignments will be available on myUnisa before the due date in order to guide you in your writing process.

INSTRUCTION: ANSWER ALL QUESTIONS PROVIDED BELOW

QUESTION 1

1.1 Briefly explain the overlap and the distinction between archives and records management.

(15)

1.2 Distinguish between libraries and archives as information custodial centres.

(15)

1.3 Discuss how the concept of a records life cycle influences records management practices.

(20)

QUESTION 2

2.1 Download any two records survey templates and provide a detailed comparison thereof. Your comparison must also include your reflection on which of the two forms you would adopt for conducting a survey in an organisation of your choice, including related reasons thereof.

(30)

2.2 Describe four filing system that could be used for filing records in an organisation. Further, provide your own examples that reflect how each system may be applied.

(20)

TOTAL MARKS [100]

Assignment 02 Due date: 13 April 2018   (Unique number: 597127)

This compulsory assignment consists of 30 multiple-choice questions. Please follow these instructions:

I.   You must complete this assignment on the mark reading sheet that was provided to you.

II.   You have to state whether the statement are true of false by selecting the following:

   1=True and **2 for False**

III.   Complete the mark reading sheet with a pencil - not a pen or coloured pencil. No holes should be punched.

IV.   Should you mark an incorrect space, erase the pencil marks to prevent the computer from reading such marks.

V.   You should complete the following details (also in pencil) in the correct spaces on the mark reading sheet.

•   Your student number

•   Your surname, initials and address

•   The subject code

•   Assignment number : 02

•   Unique assignment number

VI.   Since these sheets are marked by the computer:

• **No extension for the closing date of this assignment will be granted**

• Sheets that are rejected by the computer will be returned to you unmarked

• Sheets received after the closing date will not be marked

N.B. If you were to submit a second attempt, this sheet will be returned to you unmarked

PLEASE ANSWER ALL QUESTIONS FORASSIGNMENT 02:

1. Individuals, families, companies and governmental bodies generate records through various process.

2. Records management and archives are concerned with the same records, only handled at different times.

3. Records are only considered as such when they are in electronic media.

4. Amended records are authentic, and can therefore be acceptable in a court of law.

5. One of the records management goals is to enable timely destruction of vital records.

6. Only the records manager, and not the archivist is involved in arrangement of records.

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7. Accessioning of records always includes determining their retention periods.

8. Efficiency is one of the key benefits of a records management programme.

9. All records require proper management because they have enduring value.

10. Archival records could be classified according to geographical filing system.

11. An inventory is a list used as a guide for retrieval of archival records.

12. There are no popular users of public archives.

13. Creation is a common phase for both the records life cycle and the continuum models.

14. Respect des fonds is an optional principle to be considered when managing records.

15. Disposal of records always means that the records are destroyed, as they are unwanted by the organisation.

16. An organisation needs to conduct a functional analysis in order to determine the various function performed therein.

17. A records management policy must be aligned to the legal frameworks related to archives and records management.

18. There are no standards for regulating how private companies manage their records.

19. Monitoring and evaluation are necessary processes for maintaining a effective and efficient records management programme.

20. The National Archives of South Africa Act 43 of 1996 is must be used to guide the management of both private companies and government records in South Africa.

21. Vocabulary control is important for efficient retrieval or archives.

22. Profession records officers must manage records without the supervision of the records manager.

23. Business analysis and record survey may be used interchangeably in records management.

24. Observation cannot be used for obtaining information from records officers when conducting a records survey.

25. A flowchart is a visual representation of structure of the organisation, together with related information flow.

26. Records schedule contributes to the effective disposal of records.

27. It is important to have skilled records offices in the registry and other records keeping centres.

28. Archivist do not have ethical provisions to consider in their serving to the users.

29. Auditory records require the sense of hearing to use them.

30. Archives do not require strict management as the records are old and tattered anyway.

TOTAL MARKS [30]

ADDENDUM B: SECOND SEMESTER COMPULSORY ASSIGNMENTS

ASSIGNMENT 01 (COMPULSORY)

Please note that it is compulsory to submit this assignment on time, as failure to do so will automatically prevent you from writing your examination at the end of your course. No late submissions will be accepted.

Submission date of this compulsory assignment:

Assignment 01 Due date: 13 August 2018   (Unique number: 731341)

This compulsory assignment consists of essay questions. You will find information in the Study Guide. However, as an Information Science student, we expect you to find at least four additional sources of your own. **Do NOT rewrite information as is**; explain, interpret and integrate the information in your own words. Further, include your own examples where possible. The purpose of this assignment is to assess if you are able to

- ✓ Distinguish between archives and records management

- ✓ Identify a record and match its elements to characteristics of records

- ✓ Discuss the influence of the records life cycle of the records management practices

- ✓ Evaluate records survey forms and identify the most suitable for application to your context.

- ✓ Apply filing systems based on their relevant to context and records held in preferred organization.

Also take note that all assignments should be written according to our Guidelines – see Tutorial letter INKALLE/302.

Please note: Although students may work together when preparing assignments, each student must write and submit his or her own individual assignment. In other words, you must submit your own ideas in your own words, sometimes interspersing relevant short quotations that are properly referenced. It is unacceptable for students to submit identical assignments on the basis that they worked together. That is copying (a form of plagiarism) and none of these assignments will be marked. Furthermore, you may be penalised or subjected to disciplinary proceedings by the University.

The following criteria will be used to mark the assignment:

- A brief introduction explaining the topic. In the case of shorter answers such as these, it can consist of a sentence or two. It is, however, important for students to put the topic in perspective, e.g. in this question/assignment a definition of record will be discussed. Because it is a short essay, students are not required to write the headings "Introduction, body, conclusion, etc."

- The body of the discussion reflecting key aspects and stages or processes of the topic.

- Practical examples demonstrating that the student can link the theory with the particular environment.

- Conclusion or conclusive remark. The student should conclude on what was discussed with his/her voice heard.

- There is also a limitation on the length of each answer, i.e. one and half page, not exceeding that for each answer. You may consider allocated marks as a guideline of the amount of information required for your answer.

- In addition, the students should use a minimum of five sources including the study guide.

- A rubric to be used for marking the assignments will be available on myUnisa before the due date in order to guide you in your writing process.

INSTRUCTION: ANSWER ALL QUESTIONS PROVIDED BELOW

QUESTION 1

1.4 Briefly explain the overlap and the distinction between archives and records management.

(15)

1.5 Select a record of your choice and identify its elements that reflect each characteristic of a record.

(15)

1.6 Discuss how the concept of a records continuum influences records management practices.

(20)

QUESTION 2

2.1 Draw a basic flow chart of an organisation of your choice. In your flowchart, include the various Departments that make up the organisation and the functions attached to those departments. Further, indicate the flow of information and records between the reflected Departments.

(30)

2.2 Describe four filing system that could be used for filing records in an organisation. Further, provide your own examples that reflect how each system may be applied.

(20)

TOTALMARKS [100]

This compulsory assignment consists of 30 multiple-choice questions.   Please follow these instructions:

I.   You must complete this assignment on the mark reading sheet provided to you.

II.   You have to state whether the statement are true of false by selecting the following:

        1=True and **2 for False** .

III.   Complete the mark reading sheet with a pencil - not a pen or coloured pencil. No holes should be punched.

IV.   Should you mark an incorrect space, erase the pencil marks to prevent the computer from reading such marks.

V.   You should complete the following details (also in pencil) in the correct spaces on the mark reading sheet.

•   Your student number

•   Your surname, initials and address

•   The subject code

•   Assignment number : 02

•   Unique assignment number

VI.   Since these sheets are marked by the computer:

• **No extension for the closing date of this assignment will be granted**

• Sheets that are rejected by the computer will be returned to you unmarked

• Sheets received after the closing date will not be marked

N.B. If you were to submit a second attempt, this sheet will be returned to you unmarked

PLEASE ANSWER ALL QUESTIONS FOR ASSIGNMENT 02:

1. Individuals, families, companies and governmental bodies generate records through various process.

2. Records management and archives are concerned with the same records, only handled at different times.

3. Records are only considered as such when they are in electronic media.

4. Amended records are authentic, and can therefore be acceptable in a court of law.

5. One of the records management goals is to enable timely destruction of vital records.

6. Only the records manager, and not the archivist, is involved in arrangement of records.

7. Accessioning of records always includes determining their retention periods.

8. Efficiency is one of the key benefits of a records management programme.

9. All records require proper management because they have enduring value.

10. Archival records could be classified according to geographical filing system.

11. An inventory is a list used as a guide for retrieval of archival records.

12. There are no popular users of public archives.

13. Creation is a common phase for both the records life cycle and the continuum models.

14. Respect des fonds is an optional principle to be considered when managing records.

15. Disposal of records always means that the records are destroyed, as they are unwanted by the organisation.

16. An organisation needs to conduct a functional analysis in order to determine the various function performed therein.

17. A records management policy must be aligned to the legal frameworks related to archives and records management.

18. There are no standards for regulating how private companies manage their records.

19. Monitoring and evaluation are necessary processes for maintaining a effective and efficient records management programme.

20. The National Archives of South Africa Act 43 of 1996 is must be used to guide the management of both private companies and government records in South Africa.

21. All records received at the archives are always ready to be shelved without checking their state, as they were properly managed in their organisation of origin.

22. Arrangement and description of records include the management of both the physical and the intellectual nature of records for ease of use.

23. Reference services or an archives are the ones availing archives to users.

24. International standards for archiving are not applicable to the South African context.

25. Acid is a threat to both paper and audio-visual records.

26. Water is always the best for preventing the spread of fires in archives.

27. A correspondence system only accommodates letters sent to an organisation.

28. A records manager is authorised to create a disposal schedule and implement it without any intervention from the National or provincial archivist.

29. The file plan for both paper-based and electronic records must be the same.

30. A functional subject file plan accommodates all current records in governmental organisation. **TOTAL MARKS [30]**

ADDENDUM C: DECLARATION STATEMENT COPY

Declaration Statement

I declare that this is my own, original work prepared specifically for the ARM1501 module and that all the sources I have used or quoted have been indicated and acknowledged by means of complete references

…………………………………. (Signature)

……………………………….. (Name) …………………………….. (Date)