UCD School of History

Certificate in Records Management   Z168

2017/18

The UCD School of History is committed to responding to the growing demand from practitioners in post for education in the management of records. The Certificate in Records Management, a level 3 course, is open to those who are working in records management in the business sector, in public organisations and in corporate or other bodies.

This course which consists of two modules, totalling 15 credits, offers the opportunity for sustained education in core areas of records management across one semester, in a timeframe which will facilitate minimal release from a place of employment. The course will be subject to accreditation by the Archives and Records Association (UK and Ireland).

Entrance requirements

Applicants should be working as records managers or in records management, dealing with the records of their employing organisation, and should have the support of their employers. They should possess, at minimum, a Leaving Certificate or its equivalent. They must be computer proficient. The number of places available for certificate students will be limited each academic session. Places will be allocated with reference to a candidate's suitability as demonstrated in the application form and in their Curriculum Vitae.

Application process

Applicants should complete the relevant application form and submit it either by post or in person to the office in UCD Archives. The closing date for applications is **9 June 2017** at 1pm.

Fees

These will be in the region of €2550 but this is subject to change pending final decision by the university.

Course content

Participants will acquire knowledge and explore issues in several core areas relevant to records management. They will become familiar with theories, concepts, standards, procedures and principles, and have an opportunity to apply this knowledge to issues and problems in their own organisations, and consider possible solutions.

Modules

1. **Records, recordkeeping and accountability in public and private organisations**
   (10 credits) 11 x 3 hour sessions

This module considers the management of records and information, increasingly in a predominantly digital form, in public and private sector organisations – these information assets are crucial for organisational governance and accountability as well as the rights of the individual and wider societal memory. Records professionals are core participants in their management and occupy a defining role whether as records or information managers, in roles encompassing combined archival and records management responsibilities, as members of a multi-disciplinary information governance team, or in a consultancy role.

Whilst the module considers the management of records and information, it addresses the defining characteristics of records, the scope of records management as a discipline and as a profession, and the challenges it faces. It addresses the principal issues which impact on the management and keeping of records, the theories, laws and standards which underpin these processes, the nature of records, the design and implementation of recordkeeping systems, and the implementation of effective retention strategies. The module also considers the value of records management to wider organisational governance, including risk management strategies. Throughout the module there is emphasis on the need for records professionals to be cognizant of (and responsive to) the key factors which significantly shape records and information creation and management, including people, organisational cultures, information cultures, and technology trends in the workplace.

The module also considers the role of records as agents of accountability and addresses the deliberate destruction of records, manipulation in recordkeeping, as well as negligent or inadequate recordkeeping, and the resulting threats to society and societal rights.

2. **Records management in practice**
   (5 credits)

This practical module provides candidates with the opportunity to apply their learning in **Records, recordkeeping and accountability in public and private organisations** directly to situations in their own workplace, chiefly by identifying responses and solutions that are context specific and that will provide the foundations for, and contribute towards, the effective management and strategic development of records services in their organisation. This module is assessed through the completion of a professional portfolio relating to the candidate's organisation, the preparation of which will be supported by regular communication with the module coordinator.

Assessment
All modules are examined by course work. No examinations are held.

Teaching location and facilities

Teaching takes place in the UCD School of History, University College Dublin, Belfield, Dublin 4. Taught classes are held during the day and are shared with students taking other courses. Some modules may entail visits to off campus locations.

Draft timetable *(subject to confirmation in December 2017). Details about the timetable and starting date and time will be sent out well in advance of the start of the semester.*

Module	Semester	Day and Time
Records, recordkeeping and accountability in public and private organisations	Semester II 22 Jan-27 Apr 2018	To be confirmed *(weekly from first week of semester, with one week mid-semester break)*
Records management in practice	Semester II 22 Jan-27 Apr 2018	Regular communication with module coordinator

For further enquiries or advice on making an application please contact

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