

# INFO 5230 Documents and Records Management Fall 2025

## Course Description

Welcome to Documents and Records Management. This course introduces the essentials of records management in a diverse organizational setting. It introduces the principles, methodologies, administration, tools, and techniques of electronic records management in various settings. We also consider how records management relates to – and differs from – document management.

## Official INFO Course Description

Management operations for records control and use; preparation, organization, storage, retrieval, and dissemination. Preservation, security, and disposal problems. Planning and supervising records management programs. Departmental functions and organization. Data-processing applications and online systems. Prerequisite(s): None.

## Course Prerequisites or Other Requirements

This course does not have any prerequisites.

### Instructor:

**Name:** Jo Ann Livingston, Ph.D.

College of Information

Department of Information Science

University of North Texas

**Pronouns:** she/her/hers

**Email:** [jolivingston@my.unt.edu](mailto:jolivingston@my.unt.edu)

- **Office Hours:** By appointment or through email, Canvas Chat and Zoom sessions

## Course Overview and Objectives

After completing this course, the learner should be able to:

- Describe the basic concepts of records and document management (RM vs. DM)
- Analyze the role and function of records and document management in an organization
- Describe the formative steps of both records and document management
- Identify and apply best practices in the management of records in a variety of institutional settings
- Interpret the organizational, legal, and regulatory environment of records management practice
- Identify and evaluate the tools and technologies used in the design and implementation of records and document management
- Design specifications for records and document management

## Course Structure

This course is taught exclusively online and is structured around 15 scheduled and asynchronous modules. Each module can be accessed through the *Modules* tab on the left-hand navigation menu in Canvas and will open according to the course calendar. Assignments will be identified in the appropriate module with due dates and instructions provided. **Expect to devote at least nine hours per week to this course.**

## No Artificial Intelligence Usage Allowed

**There is no artificial intelligence usage allowed in this course, and its usage will be considered academic dishonesty. Academic dishonesty in this class will result in a zero grade for that particular assignment with no chance for making up the grade. Additionally, the student will be reported to the Academic Integrity office.**

## No Re-use of Any INFO 4230 Work

**Additionally, and also relating to academic integrity, there will be no usage of any prior work that was completed in the INFO 4230 course offered by UNT's College of Information. Any attempt to re-use work from INFO 4230 will be considered academic dishonesty. Academic dishonesty in this class will result in a zero grade for that particular assignment with no chance for making up the grade. Additionally, the student will be reported to the Academic Integrity office.**

## Texts and Materials

There is no required text for this course; however, the following optional texts are highly recommended, especially the below-mentioned Franks textbook, which you have free usage to in its electronic format via UNT Libraries.

**Optional:**

Franks, P. C. (2018). *Records & Information Management*. 2nd Edition. Chicago: Neal-Schuman. This book is available in electronic format via UNT Libraries at this link: <https://discover.library.unt.edu/catalog/b7722615> (This text is 100% NOT required, but if you are seriously interested in obtaining certification in the future, you might find it to be a useful resource).

*Publication Manual of the American Psychological Association* (7th ed.). (2019). Washington, DC: American Psychological Association. (APA citation is required in this course. Links to additional citation aids are provided further on in this syllabus).

## Copyright Notice

Some or all of the materials in this course may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner unless fair use or another exemption under copyright law applies.

## Course Technology and Skills

### Minimum Technology Requirements

In this course, you will need access to a computer with the Canvas platform, reliable internet, a PDF viewer, speakers, a media viewer, and access to UNT Libraries.

- For more info: [Canvas Technical Requirements](#)

### Computer Skills and Digital Literacy

Course-specific technical skills learners must have to succeed in the course:

- Using Canvas
- Using email with attachments
- Applying basic formatting to Word documents

## Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

**UIT Help Desk:** [UIT Student Help Desk site](#)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

For additional support, visit [Canvas Technical Help](#).

## Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- Treat everyone – your instructor, classmates, and yourself – with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individuals’ experiences.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.
- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.

See these [Engagement Guidelines](#) for more information.

## Course Requirements

### Course Calendar & Associated Assignments

#### Module & Content

#### Mod 1: Introduction to the Course

#### Mod 2: Introduction to Documents & Records Management

#### Mod 3: Records Management Practices

#### Mod 4: Legal Issues

#### Task(s)

Introduce-yourself post; Module 1 discussion post and one response

Discussion board post and one response

Discussion board post and one response

Discussion board post and one response

<b>Mod 5: ERM vs. EDM: What's the Difference</b>	Discussion board post and one response
<b>Mod 6: EDRM Project Environment</b>	EDRM Environment Report
<b>Mod 7: Records Management Policies &amp; Procedures</b>	Discussion board post and one response
<b>Mod 8: Design &amp; Implementation</b>	Discussion board post and one response
<b>Mod 9: Scanning &amp; Capturing</b>	Discussion board post and one response
<b>Mod 10: Optical Character Recognition (OCR)</b>	Discussion board post and one response
<b>Mod 11: DMS Project Week</b>	DM Specifications Report
<b>Mod 12: Information Indexing</b>	Discussion board post and one response
<b>Mod 13: DRM Workflow</b>	Discussion board post and one response
<b>Mod 14: RMS Project Week</b>	RM Specifications Report
<b>Mod 15: The business case of RM</b>	Quiz

**The syllabus and its schedule are subject to revision; any changes will be announced to the class at large via the Announcement function on Canvas.**

## **UNT Emergency Notification and Procedures**

The calendar dates may change if there is a campus closing that will impact a class. UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

## **University Technical Issues**

The University is committed to providing all users with a reliable online course system. However, suppose any unexpected server outages or unusual technical difficulty prevents students from completing a time-sensitive assessment activity. In that case, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940-565-2324 and obtain a ticket number.

## **Grading Scale**

This course uses a point value scale based on 100. Rather than weighting assignment categories by percentage (e.g., discussion = 20%, final project = 50%), each task/assignment is assigned a

point value. This allows you to keep a running tally of your current status in the class by visiting your Grades tool.

A = 90 - 100 pts

B = 80 - 85 pts

C = 70 - 79 pts

D = 60 - 69 pts

F = 59 pts or below

## **Assignments and Points Summary**

Assignments are designed for theory, design, application, and analysis of concepts and issues.

The assignments are as follows:

- Weekly discussion question (11 weekly posts). Students will post a valuable response to discussion questions and provide a minimum of one cogent peer response. 5 points each; 55 points
- Quiz: There is one short online quiz the final week of class. 16 points
- Project: This is a portfolio project consisting of:
  - Part 1: EDRM Environment Description (including needs analysis section). 10 points
  - Part 2: Document Management System Description. 8 points
  - Part 3: Records Management System Description. 11 points

Further detailed instructions for each assignment are under the assignments section in Canvas.

### **Project/Paper Format:**

- APA citation format
- NO cover page
- Last name in the document header
- 1" margins (top, bottom, and sides) on all pages
- Font style: Times New Roman
- Font size: 12 point
- File name format: StudentLastName-AssignmentName (e.g., Livingston-DMSReport)

Note: The required word processor for assignments is Microsoft Word.

When working with technology, it is never a good idea to wait until the last minute! You are encouraged to start your assignments early and submit them well before the deadline.

## **Evaluation Methods**

Students are responsible for completing assignments on time, and the assignments should reflect graduate-level attention to detail and professionalism. Evaluation will be based on thoughtful and valuable participation in the discussion boards and online chats.

Discussion boards will be graded within one-two weeks after that due date.

Quiz results will be seen immediately after taking a quiz.

The EDRM Environment Report, DM Specifications Report, and RM Specifications Report should each follow the guidelines and format.

## **APA Format and Writing**

### **Assignments**

Each written assignment is expected to follow the APA 7th format, double-spaced, and all references should be properly cited. All papers should be submitted in MS Word (.doc) format or as a PDF document.

Written assignments require including citations to relevant readings from course materials or other sources in support of the paper's topics and themes and in discussion posts. Use APA formatting for in-text citations and reference lists as required. You do not need to include a cover page or footnotes/endnotes.

### **Discussion**

Discussion posts should follow APA guidelines for citations and references but should not be double-spaced.

### **Quality**

All writing is expected to be of graduate-level quality in both content and written expression. Poor writing, grammar, spelling, or other mechanical deficiencies will detract from the score.

Note: The required word processor for assignments is Microsoft Word.

### **APA 7th Citation Resources**

For citation style, please refer to The Publication Manual of the American Psychological Association, 7th ed., published October 2019 or 2020 [[Available from APA Online](#)]. If you do not want to purchase the book, the following free online resources should suffice for this course's needs. They are helpful for providing examples of the APA style with clear directions for its use.

- Free APA info from Purdue Online Writing Lab
  - In-Text Citations: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/in\\_text\\_citations\\_the\\_basics.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html)
  - Reference List: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/reference\\_list\\_basic\\_rules.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html)
- Citation Builder: <http://www.lib.ncsu.edu/lobo2/citationbuilder/citationbuilder.php>
- DOI finder: <http://www.crossref.org/guestquery/> - use this to identify the DOI (Digital Object Identifier)

## Course Policies

### Attendance Policy

Students should log into the course through Canvas multiple times a week to view class announcements, check grades, and complete assignments. For more information about the UNT attendance policy, please visit the [University of North Texas' Attendance Policy](#).

I cannot stress enough the importance of keeping up with the class throughout the semester. Do not let yourself fall behind.

### Class Participation

Participation is vital to online classes. The more you engage, the more you will get out of the class. The following is expected of each student enrolled in this course:

- Completion of course readings
- Full participation in online discussions
- Original creation and timely submission of graduate-level work
- Proper netiquette: The Center for Learning, Experimentation, Application, and Research provides [Online Communication Tips](#) to facilitate communication.

### Late Work

Work is due on the assigned due date. It will be accepted for two additional days with a penalty of 1 point per day (.5 point for the discussion post and .5 point for your peer response). No work is accepted 48 hours after its due date; however, if there are extenuating circumstances, please contact me as soon as possible so we can reevaluate your assignment deadlines.

### Incomplete

A grade of “Incomplete” will NOT be assigned for this course. Under the university guidelines and with how this course’s point system is structured, there is NO option for an incomplete. Your choices are either drop the course or finish it for a grade.



## **Examination Policy**

The final quiz is open book. Late quizzes will follow the course Late Work Policy stated above. Although the quiz is timed, you will have several opportunities to complete it, allowing you to obtain your best grade. The student is expected to complete the quiz individually and independently.

## **Assignment Policy**

Each module will become available on Canvas before its due date and will include its due dates for related assignments and discussion posts. You are encouraged to work on tasks ahead of the scheduled times and submit them before the deadlines. All tasks are designed to highlight the module content.

All postings and submissions are **due at 11:59 p.m. Central Time on** the due date.

## **Instructor Responsibilities and Feedback**

As your instructor, I will do my best to:

- Provide clear and thorough instructions for all course assignments
- Respond to emails, Canvas inbox messages, and discussion board questions within 1-2 business days
- Grade all assignments within 2 weeks of their due dates
- Incorporate feedback provided to update and improve course content continually

## **Syllabus Change Policy**

There are instances when the instructor may need to change the assignments, grading criteria, and/or assignment due dates listed in this syllabus. If this becomes necessary, the instructor will notify students of the changes via the Announcements section in Canvas and through Canvas email.

## **Course Evaluation**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT. It allows students to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. The survey will be available during the semester's last three weeks. Students are highly encouraged to complete the survey as your input is vital to ensuring the courses are the best they can be.

## **UNT Policies**

### **Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in various academic penalties or sanctions ranging from admonition to expulsion from the University. View the full policy [here](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

## **Department of Information Science Academic Integrity Policy**

DIS instructors will impose the following academic penalties for violations of the DIS Academic Integrity and Misconduct Policy:

- **First Offense:** 0 for the assignment; it was at a Practicum site, site was denied.
- **Second Offense:** F (fail) for the course, entered in the grade book; Practicum application deferred for one semester.

Per UNT Policy 06.003, the course instructor retains the right to determine specific sanctions for their course and to set additional policies and procedures that do not conflict with DIS or UNT policies.

## **ADA Policy**

UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time. However, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information, see the [ODA website](#).

## **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

## **Acceptable Student Behavior**

Student behavior that interferes with an instructor's ability to conduct a class or other students' learning opportunities is unacceptable and disruptive and will not be tolerated in any

instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom. The instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#) to learn more.

## **Important Notice for F-1 Students taking Distance Education Courses**

### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](#). The specific portion concerning distance education courses is located in Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to the completion of the class. An online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission, including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no online or distance education classes may be considered to count toward a student's full course of study requirement.

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experiences integral to completing this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone at 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Academic Support Services**

- [Academic Resource Center](#)
- [Academic Success Center](#)
- [UNT Libraries](#)
- [Writing Lab](#)