

DRAFT

Note: I will upload a finalized syllabus before class begins. I am in the middle revising and updating the syllabus from 2024, so I wanted to provide an idea of what to expect for this course in the meantime.

This course will be hands-on, and discussion based. This will include activities such as (1) identifying the relevance of records and information (RIM) topics in the news and discussing both before class in Canvas and in class, (2) spending class time examining and comparing Records Retention Schedules from different states, levels of government, etc., (3) submitting multiple PIA/FOIA requests and then comparing/contrasting your experience, (4) interviewing a RIM professional and writing a reflection, (5) completing a RIM business case study that will help you synthesize all of the RIM skills/topics that we cover throughout the course readings, lectures, and assignments, and (6) meeting with and learning from guest speakers who are RIM professionals.

Please feel free to reach out to me if you have any questions. Thanks!

INF 389S: Introduction to Records Management, Spring 2025

Unique Number: 28555

Instructor: Brady K. Cox
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Office Hours: By appointment
Course Meeting Times: Wednesday, 9am – 12pm, UTA 1.504

Course Description

Records Management is the “field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records...” (ISO 15489). This course introduces the principles and practices involved in managing physical and digital records and information in private and public-sector organizations.

Required Text

Patricia C. Franks, [*Records and Information Management: Second Edition*](#) (ALA Neal-Schuman, 2018).

Assignments

Records Management in the News (Due Dates – Weeks 3-9, 12-14)

PIA/FOIA Assignment (Due Date: Week 7)

Day-in-the-Life and of a Records and Information Manager (Due Date: Week 11)

RIM Business Case Study (Due Date: Week 13)

Guest Speakers

Mary Dougherty, Assistant General Counsel, Texas Alcoholic Beverage Commission (TABC)

April Norris, Chief – Information Governance Division, Office of the Attorney General of Texas (OAG)

RJ Mauro, Team Lead – Enterprise Content & Records Management, Valero

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