

**OST 184
RECORDS MANAGEMENT**

COURSE DESCRIPT

OUTLINE OF INSTRUCTION:

- I. The Field of Records Management
 - A. An Overview of Records Management
 - 1.) Classification and Use
 - 2.) Records Management History
 - 3.) Records Management Legislation
 - B. Records Management
 - 1) Organizational Function
 - 2) Careers in Record Management
- II. Alphabet Storage Retrieval
 - A. Rules in Alphabetic Filing
 - 1) Careers in Record Management

- 4) Supplies for Subject Records Storage
- 5) Indexes for the Subject Records Storage
- 6) Storage and Retrieval Procedures

B. Numeric Records Storage

- 1) Overview of Numeric Records Storage
- 2) Consecutive and Nonconsecutive Numbering Method
- 3) Numeric Coding System
- 4) Current Trends in Records Management

C. Geographic Records Storage

- 1) Need for Geographic Storage
- 2) Advantages and Disadvantages of Geographic Records
- 3) Record Storage Arrangement
- 4) Records Storage Indexes
- 5) Records Storage and Retrieval
- 6) Current Trends in Geographic Records Management

V.