



Bachelor of Library and Information Science
Faculty of Adab and Humanities
Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Records Management
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6025124
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	7 th
Module Coordinator(s)	Hikmah Irfaniah, M.Hum
Lecturer(s)	Hikmah Irfaniah, M.Hum Evi Zakiyah, M.Hum
Language	Bahasa Indonesia
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture, classroom discussion, and presentation
Workloads	1 SKS equivalent to: In Class Lectures: 50 minutes per week Independent Assignment: 60 minutes per week Structured Assignment: 60 minutes per week
Credit Point	3 SKS or 4.5 ECTS
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	<ol style="list-style-type: none"> 1. Internalize academic values, norms, and ethics (S8) 2. Demonstrate an attitude of responsibility for work in their field of expertise independently. (S9) 3. Mastering theoretical concepts in managing information resources that include needs analysis, collection development policies, procurement and selection, cataloguing, e-resources, and preservation. (P2) 4. Able to manage information sources by using information source management methods based on the analysis of the functions of libraries, archives, and other information institutions (KK2)
Content	<ol style="list-style-type: none"> 1. Qur'anic Values in Record Management 2. Records Characteristics 3. Management and Records Management 4. Context Analysis of Records Management 5. Classification

	6. Vital Records 7. Medical Records 8. Records creation 9. Use of records 10. Records maintenance 11. Records disposition
Examination forms	Essay
Study and examination requirements	The final mark will be weighted as follows: 1 Final Examination 40% 2 Mid-Term Examination 30% 3 Class Activities: Quiz, Homework, etc. 30%
Media employed	Board, LCD Projector, Laptop/Computer
Reading list	1. Hak, A.A. (2023). <i>Kepustakawanan Profetik: Paradigma Ilmu Perpustakaan Era Digital dalam Perspektif Al-Qur'an</i> . Adabia Press. 2. Read, J., & Ginn, M. L. (2011). <i>Records Management</i> . South-Western Pub. 3. Robbins, S.P. & Coulter, M. (2012). <i>Management</i> . New Jersey: Pearson Education. 4. Saffady, W. (2014). <i>Records and Information Management: Fundamentals of Professional Practice</i> . Lenexa: ARMA International. 5. Sheperd, Elizabeth & Yeo, Geoffrey. (2013). <i>Managing Records: A Handbook of Principles and Practice</i> . London: Facet. 6. Smallwood, R. F. (2014). <i>Managing electronic records: Methods, best practices, and technologies</i> . New Jersey: John Wiley & Sons.

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