

INFS 660. RECORDS MANAGEMENT.

Credits: 3

Offered by: Information Studies (Graduate Studies)

This course is not offered this catalogue year.

Description

Management of an organization's content in digital forms that relate to the organization's operational processes for compliance, governance and decision-making purposes. Addresses principles, strategies, methods and tools used in the lifecycle management of the content, including capture, workflow, classification, metadata, collaboration, preservation, and delivery.

- Not open to students who have taken GLIS 660.

Most students use Visual Schedule Builder (VSB) to organize their schedules. VSB helps you plan class schedules, travel time, and more.

[Launch Visual Schedule Builder](#)