Sharing records management training resources:
Riding the rising tide of open educational resources (OERs) to solve our common training issues

DECIDE

OERs CAN BE

Full courses, learning objects, tests *or any other tools, materials, or techniques that support access to knowledge.*

MUST MEET THE FOLLOWING 5Rs

Common training needs

Every organization with a records management program needs to train staff on how to properly manage records. Training ranks at the top of RM concerns for most organizations (e.g. Jin 2016). As a common need across organizations, I propose that we have significant opportunities for collaborating on and sharing training resources. Existing supports like open educational resources (OERs) and Creative Commons licensing, which are increasingly used in post-secondary and distance education, can assist in the goal of increasing RM knowledge across our organizations.

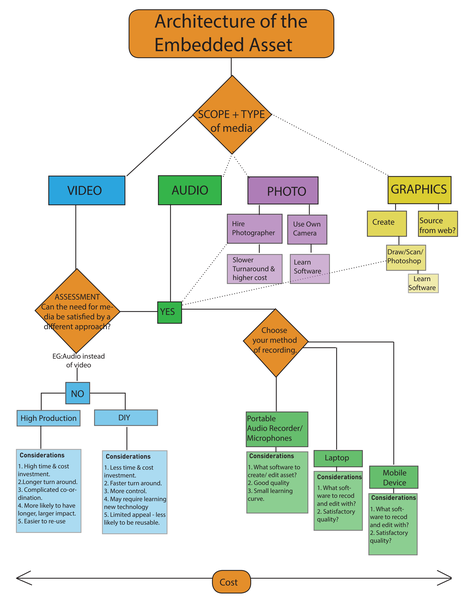
What are OERs?

OERs are "open educational resources" that are freely available online for everyone to use and include:

games	graphics	quizzes	textbooks
audio files	videos	lesson plans	online courses

DESIGN/REMIX

DESIGN FOR IMPACT



How do you use OERs?

Start by looking for OERs that are already available and adapt them to your needs. If you find none, design your own OERs that others can alter. Considerations like intended audience, longevity of the content, delivery and distribution plans, and media durability will impact the design of the tool and may increase or decrease its likelihood of being reused by other institutions. See the Design for Impact model above for help.

References

Creative Commons. 2015. "What is OER", available at: https://wiki.creativecommons.org/wiki/What_is_OER%3F (accessed 31st July 2015).

Jin, S. 2016. "Records Management in Canadian Universities: A Sabbatical Report". Queen's University Archives.

DISTRIBUTE

SEARCH AND CONTRIBUTE TO OER REPOSITORIES

OER COMMONS — www.oercommons.org

Wisc-Online — wisc-online.com

Jorum — jorum.ac.uk

SUMMIT — summit.sfu.ca

REUSE EXISTING RM OERs

Audio
Episode 01: What is a University Record?
Episode 02: How to read a retention schedule
Episode 03: How to name digital files

Graphic
What should I keep?
Naming conventions
Minimum metadata requirements

Games
Introduction to Records Management: Types of Records
Applying ARMA Rules to Business Filing

How do you find or share OERs?

Find RM training resources on Wisc-Online, OER Commons, or SFU Summit including several audio and graphic OERs created by SFU's Archives and Records Management Program. OERs are often, but not always, explicitly licensed under an open license to facilitate easy sharing and reuse, such as Creative Commons licenses. Apply an open license to your own training resource, and contribute it to an OER repository.

Creative Commons work attributions

Icons from artworkbean, Siddharth Dasari, and Siyan from the Noun Project.

"Key Things to Know about OERs" by BCOER Librarians, April 2015, is licensed under a Creative Commons Attribution 4.0 International License.

"Mapping for Impact: Media Evaluation and Creation Model" by Teaching and Learning Centre of Simon Fraser University, 2015, is licensed under a Creative Commons Attribution-Noncommercial 4.0 International License.

SFU SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

JOY ROWE
ARCHIVES AND RECORDS MANAGEMENT DEPARTMENT
JOYR@SFU.CA

"Sharing records management training resources: Riding the rising tide of open educational resources (OERs) to solve our common training issues" by Joy Rowe (2016) is licensed under CC BY-NC 4.0