National Institute of Public Administration

Diploma in Records Management

1.0 Introduction

Records and information are the raw materials which organisations use in their day to operations to achieve organisational goals. The manner and efficiency in which organisations, generate, create, use and store records and information has a profound influence on the effectiveness of these organisations.

Name of the Programme: Diploma in Records Management

Programme Code: DRM

Programme Aims:

The aim of this programme is to give an introduction to the principles underlying the management of paper and electronic records.

2.0 Programme Structure

Year of Study	Semester I		Semester II	
ONE	Course Code	Course Name	Course Code	Course Name
	DRM 101	Introduction To Records Management I	DRM 105	Records Management II
	DRM 102	Office Management I	DRM 106	Office Management II
	DSS 100	Organizational Communication	DIS 109	Management Information Systems
	DIS105	Practical Use Of Software Packages	DSS101	Organizational Communication II
	DPL 104	Principles Of Law	DRM 105	Records Management II
TWO	DRM 201	Archives Management II	DRM 205	Advanced Records Management
	DRM 202	Foundations Of Management	DRM 206	Ethics In Records Management
	RSS 201	Qualitative Research Methods	RSS 202	Quantitative Research Methods
	DMS 202	Organizational Behaviour I	DRM 208	Fieldwork Attachment

				Report
THREE				
	DRM 301	Managing Specialised Records I	DRM 305	Managing Specialised Records II
	DRM 302	Public Relations	DRM 306	Electronic Records
	DRM 303	Archives & Libraries	DRM 307	Archives Management
	DRM 304	(TO FIND ALTERNATIVE COURSE)	DRM 308	Research Project Report

3.0 Career Prospect:

On completion of the programme, our graduates are expected to serve society in many sectors of life such as Finance, health, Government Departments and in the Education Sector.

Graduates holding a Diploma in Records Management should possess the knowledge and skills necessary to enable them manage paper-based and electronic records efficiently and effectively at each stage in the records cycle. Because records management is a support service, the records staff should also be able to create and maintain good working relations with both internal and external clients.

4.0 Contact Person:

For details, do not hesitate to contact the Coordinator – Records and Archives Management

Mr. Chembe Kaluba

Email: chembe.kaluba@nipa.ac.zm

Mobile: +260977-713-748