

Name of the Course	Archives and Records Management
Course Code	ARC-305
Credit Hours	3
Objectives	<ol style="list-style-type: none"> 1. To describe the evolution of methods and technologies used to create, store, organize, and preserve records. 2. To discuss the various environments and cultural contexts where records and documents are created, managed, and used and the reasons why societies, cultures, organizations, and individuals create and keep records (research, ongoing operations, accountability, litigation and organizational memory, et al.) 3. To describe the components of archival programs (appraisal, acquisition/disposition, inventory, arrangement, description, preservation, access, use and outreach) and explain the relationships among these components. 4. To describe and discuss legal and ethical issues surrounding archives and records administration. 5. To demonstrate an awareness and understanding of current issues in the archives and records management professions.
Contents	<p>Unit-I Introduction to archives and manuscripts</p> <ol style="list-style-type: none"> 1.1 Basic definitions 1.2 Archival mission 1.3 Difference between libraries and archives <p>Unit-II Selection and appraisal</p> <ol style="list-style-type: none"> 2.1 The value of records 2.2 Appraisal Theory <p>Unit-III Acquisition and accessioning</p> <ol style="list-style-type: none"> 3.1 Developing an acquisition policy 3.2 Applying an acquisition policy 3.3 Cooperative collecting and documentation strategies 3.4 Accessions and accessioning <p>Unit-IV Description of archival records</p> <ol style="list-style-type: none"> 4.1 Objectives of a description program 4.2 Three categories of finding aids 4.3 Networked information systems <p>Unit-V Preservation</p> <ol style="list-style-type: none"> 5.1 The preservation problem 5.2 Preservation surveys 5.3 The storage environment 5.4 Treatment of materials <p>Unit-VI Security and disaster planning</p> <ol style="list-style-type: none"> 5.1 Security 5.2 Disaster planning

Teaching & Learning Strategies	A combination of lecturing, class participation, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions.
Assignments	Written assignment (10 marks), presentation (5 marks) and quiz (10 marks)
Recommended Reading Material	<p>Brown, C. (Ed.). (2013). <i>Archives and recordkeeping: Theory into practice</i>. London: Facet Publishing.</p> <p>Franks, P. C. (2018). <i>Records and information management</i> (2nd ed.). London: Facet Publishing.</p> <p>Hunter, G. S. (2019). <i>Developing and maintaining practical archives: A how-to-do-it manual</i> (3rd ed.). New York: Neal-Schuman Publishers, INC.</p> <p>Millar, L. A. (2017). <i>Archives: Principles and practices</i> (2nd ed.). Chicago: Neal-Schuman.</p> <p>Read, J., & Ginn, M. L. (2015). <i>Records management</i> (10th ed.). Delmar Cengage Learning.</p>

Assessment and Examinations:

Sr.#	Elements	Weightage	Details
1	Midterm Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)