

DLS 1204: ARCHIVES MANAGEMENT



**KAMPALA INTERNATIONAL UNIVERSITY,
KAMPALA**

**SCHOOL OF MATHEMATICS AND COMPUTING
STUDY GUIDE FOR DIPLOMA IN LIBRARY AND INFORMATION
STUDIES**

DLS 1204: ARCHIVES MANAGEMENT

COURSE DEVELOPMENT TEAM

INSTRUCTIONAL DESIGNER: Ms. Lois Nankya

Introduction

DLS 1204: Archives Management is a 3 credit unit module for students studying towards a Diploma of Library and Information Systems. The course is divided into 8 study units. This course is designed to prepare students for their roles as archivists, information and records managers.

This course introduces you to the basics of Archives Management. This course unit is strategically placed in the second semester, after you have been introduced to the basics of records management, this module will handle the last stage in the records life cycle and that is the management of archives.

You will be introduced to what archives are, the common categories of archives, the formats of archives, and how to store, access and manage archives. You will also be able to understand the difference between a registry, records centre and archive, and the relation and role of national archives vis-à-vis the national library and the national museum. You will also gain knowledge and skills in how modern archives are managed, by looking at digital and photographic archives. By the end of this course unit, you will be equipped with all the skills required to manage an archival repository.

This course guide therefore provides the student with an overview of what DLS 1204 is all about, the textbooks and other materials to be referenced, what you expect to know in each study unit and how to work through the course materials. You are welcome to one of the interesting courses you will offer during your study in KIU.

Recommended Study Time

This course is a 3 unit course divided into 8 study units. You are enjoined to spend at least 3 hours in studying the content of each study unit.

What you are about to learn in this course

The overall aim of this course, DLS 1204 is to introduce you to:

- The importance and types of archives.
- Archives management principles.

- Archives descriptions and arrangement.
- Key services provided in an Archival Institution.

Course Aim

The course is designed to equip you with the basic principles and practice of Archives Management.

Course Objectives

It is important to note that each study unit has specific objectives. Students should study them carefully before proceeding to subsequent unit. Therefore, it may be useful to refer to these objectives in the course of your study of the unit to assess your progress.

You should always look at the study unit objectives after completing the unit. In this way, you can be sure that you have done what is required of you by the end of the study unit.

However, below are overall objectives of this course.

On completing this course, you should be able to:

- Differentiate between documents and records.
- Describe Records Life Cycle.
- Explain the stages in managing records.
- Explain the concept of archives.
- Describe the unique characteristics of archives.
- Describe the role of an Archival Institution
- Explain why it is important to keep archives.
- Enumerate and explain the types of archives.
- Explain the common formats for archival records.
- Explain how archives are acquired.
- Describe the principles of archives description.
- Describe the processes involved before and after archives transfer.
- Explain the levels of arrangement for archives.
- Explain the findings aids for Archives.
- Describe how archives are handled.
- Explain the factors to consider in planning for archival buildings.

- Explain the equipment required in an archival repository.
- Describe the security measures that can be applied in an Archive.
- Describe the different threats to archival materials.
- Explain how archives can conduct outreach services
- Understand the basic requirements for archival reference service.
- Explain laws that relate to Archives Management.
- Explain the content and application of the Uganda National Records and Archives Act 2001.
- Explain the parts and functions of an Archives Management Policy
- Explain the criteria and principles for records Appraisal.
- Describe the process of Records Scheduling.
- Explain the methods and principles of Records Disposition.
- Explain what a Records Disposal Schedule is and its role in archives management.
- Explain what digital archives are.
- Understand how to manage digital archives.
- Explain how photographic archives are managed.

Working through this course

In order to have a thorough understanding of the course study units, you will need to read and understand the contents and practice what is discussed in this module.

This course is designed to cover approximately fifteen weeks and it will require your devoted attention. You should do the exercises in the Tutor-Marked Assignments and submit to your tutors via the Learning Management System.

Teaching – Learning Materials

- Course Guide
- Printed Lecture materials
- Text Books
- Interactive DVD and Tapes
- Electronic Lecture materials via LMS

- Tutor Marked Assignments
- LMS.
- Whiteboard and markers
- Flip charts
- Interactive Lectures
- Practical assignments
- Documentaries

The printed lecture material consists of 8 study units broken down into sub-units;

Study Unit 1: Lifecycle of Record

Study Unit 2: Archives: Types, Characteristics & Purpose

Study Unit 3: Archives Acquisition, Description & Finding Aids

Study Unit 4: Handling, Storage & Security for Archives

Study Unit 5: Archival Outreach Services, Reference Services & User Services

Study Unit 6: Archival Legislation

Study Unit 7: Records Appraisal and Scheduling

Study Unit 8: Digital and Audio Visual Archives

References and Additional Reading Materials

The following texts and Internet resource links will be of enormous benefit to you in learning this course:

1. Forde H. & Rhys-Lewis J. (2013). *Preserving Archives – 2nd Edition* (Principles and Practice in Records Management and Archives). Facet Publications
2. Millar, L. (2011). *Archives Principles and Practices*. Neal-Schuman Publishers, Inc.
3. Read-Smith, J., & Ginn, M. L. (2016). *Records management-10th edition*. United States of America: ARMA International
4. Ritzenthaler, Mary Lyn (2013); *Archives and Manuscript Conservation: A Manual of Physical Care and Management*, Working, New York.
5. Robek, Mary F. et al. (2000). *Information and Records Management: Document-based Information System. 4th edition*. Glencoe/ McGraw-Hill: Ohio.
6. Roper, Michael. (Ed) (1999). *Keeping Archives*. London: International Records management Trust
7. Schellenberg, Theodore R (2015) *A Manual of Archive Administration*, London

8. Steiner S.K. & Madden L. ed. (2008). *The Desk and Beyond: Next Generation Reference Services*. ALA Publishing.
9. Steward, J.R. & Melesco, N.M. 2002. Professional records and information management. United States of America: ARMA International.
10. Williams, C. (2006). *Managing Archives: Foundations, Principles and Practice*. UK: Chandos Publishing.
11. International Records Management Trust, 1999. Resources Version www.irmt.org
12. For the types of Archives, watch this video
https://www.youtube.com/watch?v=QNN2LFe_iD8&t=74s
13. National Records and Archives Act 2001
<https://publicservice.go.ug/national-records-centre-and-archives/>

Assessment

There are two aspects to the assessment of this course. First, there are tutor marked assignments and second the written examination. Therefore, you are expected to take note of the facts, information and problem solving gathered during the course. The tutor marked assignments must be submitted to your tutor for formal assessment in accordance to the deadline given. The work submitted will count for 40% of your total course mark.

At the end of the course, you will need to sit for a final written examination. This examination will account for 60% of your total score. You will be required to submit some assignments by uploading them to DLS 1204 page on the LMS.

Tutor-Marked Assignment (TMA)

There are TMAs in this course. You need to submit all the TMAs. When you have completed each assignment, send them to your tutor as soon as possible and make certain that it gets to your tutor on or before the stipulated deadline. If for any reason you cannot complete your assignment on time, contact your tutor before the assignment is due to discuss the possibility of extension. Extension will not be granted after the deadline, unless on extraordinary cases.

Final Examination and Grading

The final examination for DLS 1204 will last for a period not more than 3 hours and has a value of 60% of the total course grade.

The examination will consist of questions which reflect the Self-Review Questions (SRQs), In-text Questions (ITQs) and Tutor Marked Assignments (TMA) that you have previously encountered. Furthermore, all areas of the course will be examined. It would be better to use the time between finishing the last study unit and sitting for the examination to revise the entire course. You might find it useful to review your TMAs and comment on them before the examination. The final examination covers information from all parts of the course. Final examinations will be conducted either via Computer Based Testing (CBT) or Pen on Paper (PoP) or both combined.

Tutors and Tutorials

There are few hours of face-to-face tutorial provided in support of this course. You will be notified of the dates, time and location together with the name and phone number of your tutor as soon as you are allocated a tutorial group. Your tutor will mark and comment on your assignments, keep

a close watch on your progress and on any difficulties you might encounter and provide assistance to you during the course. You must submit your tutor marked assignment to your tutor well before the due date. At least two working days are required for this purpose. They will be marked by your tutor and returned as soon as possible via the same means of submission.

Do not hesitate to contact your tutor by telephone, e-mail or discussion board if you need help. The following might be circumstances in which you would find help necessary: contact your tutor if:

- You do not understand any part of the study unit or the assigned readings.
- You have difficulty with the self-test or exercise.
- You have questions or problems with an assignment, with your tutor's comments on an assignment or with the grading of an assignment.

You should endeavour to attend the tutorials. This is the only opportunity to have face-to-face contact with your tutor and ask questions which are answered instantly. You can raise any problem encountered in the course of your study. To gain the maximum benefit from the course tutorials, have some questions handy before attending them. You will learn a lot from participating actively in discussions.

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