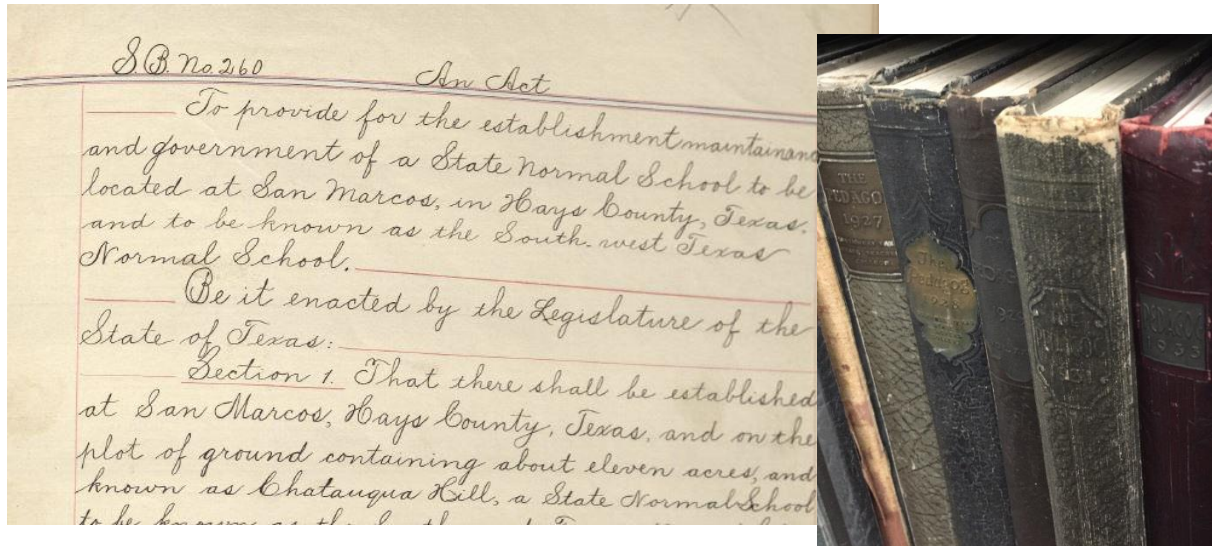


Records Management & Institutional Archives

HIST 5375 O

Kristine Toma

Spring 2017 - CRN# 38666 - M 6:30-9:20 PM



Many archivists, especially those in educational institutions and state agencies, have records management responsibilities. Knowledge of records management is a viable job skill.

Course Overview

This course is designed to introduce students of Public History to the principles and theories in records management and institutional archives.

The class projects are designed to provide students with practical experience creating a records retention schedule, researching retention requirements and best practices, appraising records with enduring value to the institution, and establishing archival series to accommodate ongoing acquisition of historical institutional records. The exercises are also designed to help students think creatively and critically in meeting legally-required retention periods and appraising records with historical value while meeting the needs of the institution.

Required Text

Dearstyne, Bruce W., ed. *Leading and Managing Archives and Records Programs: Strategies for Success*. New York: Neal-Schuman Publishers, 2008.