Do you have aspirations of working in an archives?

You’ll likely end up with records management responsibilities. Increase your marketability by learning records management skills.

Learn how to:

- Identify record functions
- Schedule records for disposition
- Make appraisal decisions to identify archival records
- Establish an institutional archives
- Manage ongoing records series with archival value

There are no required textbooks. Course readings are taken from professional publications, academic journals, and case studies to support discussion topics.