**BRM 1101 PRINCIPLES OF RECORDS AND ARCHIVES MANAGEMENT.**

Short Description

This course introduces students to the basic concepts and principles of records and archives management. Introduces students to the nature of records and how they differ from other information materials.

Aim

To enable students learn the principles of records and archives management

**LearningOutcome**

At the end of the course, students should be able to:

- Explain the difference between records/information/data/archives

- Explain the importance of records

- Explain the life cycle of records

- Explain the distinction between records centers, archives, museums etc.

- Explain the principles of records and archives management care

**Intellectual, practical and transferable skills**

Knowledge on records life cycle.

Knowledge on the principles governing records and archives management

**Teaching and Learning Pattern**

By use of lectures, student-led group presentations and individual research guided by the lecturer, case studies and demonstrations

**Indicative Content**

Introduction to records, philosophies of records keeping - why keep and maintain records? History and development of records management, life cycle of records, management of current records and non current records, management of vital records, Types and description of archives, archival selection, acquisition policy, building design, storage of archival materials, reader services in Archives, Similarities and distinctions between records management, archives and libraries etc.
**Assessment Method**

Continuous assessment shall be applied to generate marks for coursework. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70).

For a student to be allowed to sit for final examinations in this course he or she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

**Indicative sources**

* Steward, J.R. & Melesco, N.M. 2002. Professional records and information management.
* Ellis, J.. 1993. Keeping archives. 2nd ed.
* Smith, P. 1997. Records Management. S.1: South Western.
* John, M.M. & Kallaus, N.F. (2nd) Records Management
* Penn, I.A., Pennix, G.B. and Coulson, J. 1994. Records Management Handbook. 2nd ed. Hampsire: Gower.
* Walne, Peter, Comp. 1985. Modern Archives Administration and Records Management: A RAMP Reader. (RAMP Study PGI-85/WS/32). Paris, FR: UNESCO, Available electronically through the UNESCO website.
* Records Management Journal by Emerald Group Publishing; ISSN 09565698
* The Information Management Journal by ARMA; ISSN 1535-2897
* African Journal of Library, Archives and Information Science; ISSN 0795-4778
* The Journal of Archival Organization; ISSN 1533-2756 (electronic) 1533-2748 (paper)
* Records & Information Management Report; ISSN 1096-9624
* Journal of the Society of Archivists by Society of Archivists; ISSN 0037-9816, Online ISSN: 1465-3907