

Specialization: Archives & Records Management (ARM)

Advisor: Dr. Christine Angel

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The Archives & Records Management (ARM) specialization consists of two distinct career paths that exist along the same continuum: (a) archival science, and (b) records management.

Archival science deals with appraisal, accession, arrangement, description, long-term preservation and providing authenticity and use of records. In short, archival records are preserved and maintained for historical purposes or because of tax/financial laws and regulations but are not used every day; also known as “secondary use.”

Records management deals with managing current records throughout their life cycle, regardless the context, format or recording principle. These are records that corporations/business/government handle daily; also known as “primary use.”

Records Management Description: The Records Management (RM) concentration was developed in coordination with the Institute of Certified Records Managers (ICRM). The ICRM is an international certifying organization of and for professional records and information managers. The ICRM was incorporated in 1997 to meet the requirement to have a standard by which persons involved in records and information management could be measured, accredited, and recognized according to criteria of experience and capability established by their peers.

As such, the ICRM-SJU/DLIS partnership provides students with the opportunity to receive credit for Parts 1-5 of the [ICRM exam](#) with eligibility to apply to accept the Certified Records Analyst (CRA) designation and/or sit for Part 6 of the ICRM exam for the Certified Records Manager (CRM) certification upon graduation and proof of one year of professional experience.

The ICRM will credit graduates of the Division of Library & Information Science (DLIS) and Specialization in the Records Management (RM) specialization with passing Exam Parts 1-5 toward ICRM certification upon satisfactory completion (3.0 minimum on 4.0 grading scale) of the concentration’s required courses:

- LIS 311 Records & Information Management (RIM) [Part 1]*
- LIS 271 Data Preservation and Access [Part 2]
- LIS 310 Fundamentals of Data Curation [Part 3]
- LIS 249 Introduction to Archival Principles & Practices [Part 4]
- LIS 257 Archival Representation [Part 5]
- Capstone Course LIS 269, or AS-L, or work experience, or combination of all three demonstrating 1 year of experience

*LIS 240 and LIS 203 reinforce Parts 1 & 5, respectively

Students are eligible to apply for CRA certification upon verification of completion of all above course requirements by Dr. Christine Angel. Once this verification process is complete, the applicant will receive a signed verification letter which is needed to complete the ICRM [online application process](#)

Credits: 15. Students must complete all five courses.

LIS 249 Introduction to Archival Principles & Practices

Focus is on the processes needed to identify materials with evidential value and ensure they are protected and made available for use.

LIS 257 Archival Representation

Prerequisites: LIS 249

This course covers the history and principles of archival materials and examines the administrative decisions entailed in the management of an archival institution's representation program

LIS 271 Data Preservation and Access

LIS 310 Fundamentals of Data Curation

This course introduces students to the field of data curation, which is the active, ongoing management of data throughout its life cycle from creation to archiving to deletion. This process involves data analysis, accessibility and reliable retrieval for research purposes.

LIS 311 Records & Information Management

Records & Information Management (RIM) is the process of creating and maintaining the records – i.e., the corporate and cultural memory – of an organization. In this class students learn about the field and the concepts and principles of records and information management.

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Archival Studies Program Description: The Archival Studies concentration at the St. John's University Division of Library and Information Science (DLIS) provides students with the knowledge and skills required to work in archives, special collections, historical societies, government agencies, business, museums, and various other curatorial environments. The principles and practices of archives and records management are based on provenance, collection-level arrangement, description, and context, all of which are becoming increasingly relevant with the massive explosion of information across all sectors of society.

The course selection for the "Archival Studies" concentration was guided by the Society of American Archivists (SAA) "Guidelines for a Graduate Program in Archival Studies (2016)" (SAA, 2016)." This statement is divided into three subsections which identify the core knowledge and skill-sets archive and records managers are expected to have upon graduation. They are (1) *Knowledge of Archival Material and Archival Functions*, (2) *Knowledge of the Profession*, and (3) *Contextual Knowledge*.

The courses for the "Archival Studies" concentration are designed and tailored to educate and train archival professionals to possess the competencies recommended by SAA. A brief description of the "Archival Studies" concentration's courses is given below.

Credits: 12. Students select four of the following courses in consultation with their faculty advisor.

LIS 249 Introduction to Archival Principles & Practices

Focus is on the processes needed to identify materials with evidential value and ensure they are protected and made available for use.

LIS 253 Oral History

Introduction to the theory and practice of oral history. Major topics include the ideological content of speech and storytelling, the role of class and ethnicity, the ethics of scholarly intrusion, and the use of technology.

LIS 257 Archival Representation

Prerequisites: LIS 203

This course covers the history and principles of archival materials and examines the administrative decisions entailed in the management of an archival institution's representation program

LIS 262 Project Management in Information Organizations

This course provides students with an overview of project management and guides them through many of project management tools and skills required in information organizations.

LIS 282 Knowledge Management in Information Organizations

This course provides students with a deeper understanding of the role of Knowledge Management (KM) and its concepts, theories, processes, and techniques. This course will focus on theoretical concepts as well as the practical aspects of application in the knowledge environment. Students will explore KM's potential as an organizational capability for leveraging the organization's experience, data and intellectual capital as a strategic resource while evolving in step with demands that are reshaping the business of information organizations.

LIS 302 Genealogical Sources & Services

Sources and services to assist patrons with genealogical research. Research methodology, conducting the reference interview, and the use and evaluation of print and electronic resources.

Reference

Society of American Archivists. (2016). Guidelines for a Graduate Program in Archival Studies (2016). Retrieved from <https://www2.archivists.org/prof-education/graduate/gpas>