



**MONASH** University  
Information Technology

**FIT3121**  
**Archival systems**

**Unit Guide**

**Semester 1, 2012**

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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# **FIT3121 Archival systems - Semester 1, 2012**

This unit relates to the fundamental role of recordkeeping professionals in society to provide access to recorded information in the form of essential evidence of social and organisational activity for business, commercial, governmental, social, and cultural purposes. It covers the role of recordkeeping in society and organisations, functional requirements for evidence, the formulation of recordkeeping policy, strategies and tactics, the establishment of recordkeeping regimes, business functional analysis, appraisal and disposal, the development of metadata schemas and their implementation in recordkeeping systems.

## **Mode of Delivery**

Caulfield (Day)

## **Contact Hours**

2 hr lecture/wk, 2 hr tutorial/laboratory/wk

## **Workload**

Workload commitments are:

*For on-campus students:*

Lectures: 2 hours per week

Tutorials/Lab Sessions: 2 hours per week per tutorial.

*Off-campus students* generally do not attend lecture and tutorial sessions, however, you should plan to spend equivalent time listening to lectures online via MULO and undertaking tutorial exercises.

*All students* spend an additional 8 hours per week engaging in discussion forms, completing lab and project work, undertaking assignments, private study and revision.

## **Unit Relationships**

### **Prohibitions**

FIT5087, IMS3610, IMS5010, LAR3631

### **Prerequisites**

One of FIT2054, IMS2102 or IMS2603 and 12 points of FIT level 2 units or equivalent

## **Chief Examiner**

Professor Sue McKemmish

## **Campus Lecturer**

### **Caulfield**

#### **Sue McKemmish**

Consultation hours: Appointments arranged by email

#### **Joanne Evans**

Consultation hours: Appointments arranged by email

#### **Leisa Gibbons**

Consultation hours: Appointments arranged by email

# Academic Overview

## Outcomes

At the completion of this unit students will:

- understand the role of records and archives in organisations and society;
- understand and apply theories and models relating to recordkeeping and archiving;
- be able to specify recordkeeping requirements relating to the creation, management, and accessibility of records as evidence of social and organisational activity in a range of business and social contexts;
- have the skills to develop appraisal and metadata management programs in relation to contemporary and historical recordkeeping systems, including electronic recordkeeping systems; and
- be able to formulate appraisal and metadata management policies, strategies, tactics and tools with reference to international and national standards and best practice.

## Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:

- a. engage in an internationalised world
- b. exhibit cross-cultural competence
- c. demonstrate ethical values

critical and creative scholars who:

- a. produce innovative solutions to problems
- b. apply research skills to a range of challenges
- c. communicate perceptively and effectively

## Assessment Summary

Examination (2 hours): 45%; In-semester assessment: 55%

Assessment Task	Value	Due Date
Assignment 1 Discussion Tasks 1-4	25%: note up to 20% of this mark (5 marks) will be deducted for non-participation in related tutorials by on-campus students.	Task 1: 15 March 2012; Task 2: 22 March 2012; Task 3: 29 March 2012; Task 4: 5 April 2012
Assignment 2 Appraisal Assignment	30%: note up to 20% of this mark (6 marks) will be deducted for non-participation in related tutorials by on-campus students, non-completion of tutorial exercises by off-campus students; and non-participation in discussion forum.	14 May 2012
Examination 1	45%	To be advised

## Teaching Approach

### Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning. Tutorials/problem classes are studio-style enabling hands-on learning where you interact with fellow students in a laboratory workroom.

## Feedback

### Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments

### Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:  
<http://www.monash.edu.au/about/monash-directions/directions.html>  
<http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html>

## Previous Student Evaluations of this unit

In response to student feedback and staff review of this unit, 2-hour studio-style tutorials held in laboratory workrooms have been introduced to enable hands-on learning and peer interaction.

If you wish to view how previous students rated this unit, please go to  
<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

## Required Resources

Please check with your lecturer before purchasing any Required Resources. Prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

No specific software is required for this unit. You will need a browser to access the study materials on MULO, use electronic resources in the library, and to read and send email.

## Prescribed text(s)

Prescribed texts are available for you to borrow in the library.

Sue McKemmish et al. (2005). *Archives: Recordkeeping in Society*. (First) CIS, CSU, Wagga Wagga.

## Recommended Resources

### Note re prescribed text:

Purchase of the prescribed text *Archives: Recordkeeping in Society* is *strongly* recommended. It is available from the CITSU Bookshop, Monash University. You can order via post (28 Sir John Monash Drive, Caulfield East, Vic 3145), telephone (9571 3277), fax (9563 5948) or email (orders@citsu.bookshop.com.au).

### Other references:

Electronically delivered course notes, resource material and internet references will be provided during the course, available from the unit website.

Books and electronic material available through the Caulfield campus library will be made available from a unit reading list.

Articles from the following journals are frequently cited:

- Archival Science
- Archivaria (journal of the Association of Canadian Archivists)
- Archives and Manuscripts (journal of the Australian Society of Archivists)
- iQ: the RMAA Quarterly (previously called Informaa] (journal of the Records and Information Management Association of Australasia)
- The American Archivist (journal of the Society of American Archivists).

Keeping up to date with the professional literature is an essential component of working in any field. It is recommended that you check on the availability of the key journals listed above via the Monash Library or at a library in your area. It is also recommended that you consider subscribing to *Archives and Manuscripts*. It will be assumed throughout FIT3121 that you have access to at least *Archives and Manuscripts*.

## Recommended text(s)

Jackie Bettington et al. (2008). *Keeping Archives*. (3rd) Australian Society of Archivists, Canberra.

## Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Introduction to FIT3121 Archival Systems, Evidence and Metadata: Key Concepts	Tutorial: Assignment 1 Task 1
2	Recordkeeping Contexts: Cultural, Social, Legal, Organisational Part 1	Tutorial: Assignment 1 Task 2
3	Recordkeeping Contexts: Cultural, Social, Legal, Organisational Part 2	Tutorial: Assignment 1 Task 3; Assignment 1 Task 1 due
4	Professional Frameworks: The Records Continuum Model; Archives in Australia	Tutorial: Assignment 1 Task 4; Assignment 1 Task 2 due
5	Archival Processes: Functional Analysis	Tutorial: Assignment 2; Assignment 1 Task 3 due
6	Archival Processes: Appraisal	Tutorial: Assignment 2; Assignment 1 Task 4 due
7	Archival Processes: Appraisal; Retention and Disposal Authorities Part 1	Tutorial: Assignment 2
8	Archival Processes: Appraisal; Retention and Disposal Authorities Part 2	Tutorial: Assignment 2
9	Archival Processes: Metadata Part 1	Tutorial: Assignment 3
10	Archival Processes: Metadata Part 2	Tutorial: Assignment 3
11	Archival Processes: Metadata, Access and Use Part 1	Tutorial: Assignment 3; Assignment 2 due
12	Archival Processes: Metadata, Access and Use Part 2	Tutorial: Assignment 3
	SWOT VAC	No formal assessment is undertaken in SWOT VAC; Assignment 3 will be due on 11 June 2012
	Examination period	LINK to Assessment Policy: <a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a>

\*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.



# Assessment Requirements

## Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu>)

## Assessment Tasks

### Participation

On-campus students are expected to participate in all tutorials; all students are expected to complete tutorial exercises and related discussion forums. The activities in these sessions are directly related to the Assignments. Up to 20% of the marks for each assignment may be deducted if students do not meet this requirement.

#### • Assessment task 1

**Title:**

Assignment 1 Discussion Tasks 1-4

**Description:**

There are four discussion topics, worth 6.25% each. A detailed assignment specification will be provided.

**Weighting:**

25%: note up to 20% of this mark (5 marks) will be deducted for non-participation in related tutorials by on-campus students.

**Criteria for assessment:**

Criteria for assessment:

1. Degree to which postings demonstrate understanding of recordkeeping concepts.
2. Participation in discussions of postings with other students.
3. Participation in class exercises.

**Due date:**

Task 1: 15 March 2012; Task 2: 22 March 2012; Task 3: 29 March 2012; Task 4: 5 April 2012

#### • Assessment task 2

**Title:**

Assignment 2 Appraisal Assignment

**Description:**

Details will be provided in the assignment specification. Tutorial exercises and related discussion postings will accumulate to form the assignment. Feedback and opportunity for revision will be provided.

**Weighting:**

30%: note up to 20% of this mark (6 marks) will be deducted for non-participation in related tutorials by on-campus students, non-completion of tutorial exercises by off-campus students; and non-participation in discussion forum.

**Criteria for assessment:**

You will be assessed on the basis of:

## Assessment Requirements

1. Understanding, analysis and articulation of the project components.
2. Research and investigative effort.
3. Identification, coverage and use of relevant sources.
4. Presentation of findings, including citations and bibliography.
5. Participation in related tutorial exercises and discussion forum.

Further detailed guidelines will be provided.

**Due date:**

14 May 2012

## Examinations

- **Examination 1**

**Weighting:**

45%

**Length:**

2 hours

**Type (open/closed book):**

Open book

**Electronic devices allowed in the exam:**

None

## Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

## Online submission

All assignments and related tutorial exercises will be submitted online via the Moodle site.

## Extensions and penalties

Submission must be made by the due date otherwise penalties will be enforced.

You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:

<http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>.

## **Returning assignments**

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

## **Referencing requirements**

Students are required to cite their sources and provide reference lists using a published standard for referencing academic papers.

See the Library Guides for Citing and Referencing at  
<http://guides.lib.monash.edu/content.php?pid=88267&sid=656564>

## Other Information

### Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

<http://policy.monash.edu.au/policy-bank/academic/education/index.html>

Key educational policies include:

- Plagiarism  
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>)
- Assessment  
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-p>)
- Special Consideration  
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h>)
- Grading Scale  
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>)
- Discipline: Student Policy  
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>)
- Academic Calendar and Semesters (<http://www.monash.edu.au/students/key-dates/>);
- Orientation and Transition (<http://www.infotech.monash.edu.au/resources/student/orientation/>);  
and
- Academic and Administrative Complaints and Grievances Policy  
(<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy>)
- Codes of Practice for Teaching and Learning  
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea>)

### Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at [www.monash.edu.au/students](http://www.monash.edu.au/students). For Sunway see <http://www.monash.edu.my/Student-services>, and for South Africa see <http://www.monash.ac.za/current/>

The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to <http://www.lib.monash.edu.au> or the library tab in my.monash portal for more information. At Sunway, visit the Library and Learning Commons at <http://www.lib.monash.edu.my/>. At South Africa visit <http://www.lib.monash.ac.za/>.

Academic support services may be available for students who have a disability or medical condition. Registration with the Disability Liaison Unit is required. Further information is available as follows:

- Website: <http://monash.edu/equity-diversity/disability/index.html>;
- Email: [dlu@monash.edu](mailto:dlu@monash.edu)
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus
- Telephone: 03 9905 5704, or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway