FIT5087
Archival systems

Unit Guide

Semester 1, 2015

Last updated: 12 Feb 2015

Table of Contents

FIT5087 Archival systems - Semester 1, 2015

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)
- Caulfield (Online)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

- 2 hours of lectures
- One 2-hour tutorial

(b.) Study schedule for off-campus students:

- Off-campus students generally do not attend lecture and tutorial sessions, however should plan to spend equivalent time working through the relevant resources and participating in discussion groups each week.

(c.) Additional requirements (all students):

- A minimum of 8 hours independent study per week for completing lab and project work, private study and revision.

See also Unit timetable information

Chief Examiner

Professor Sue McKemmish

Campus Lecturer

Caulfield

Leisa Gibbons

Consultation hours: Appointments arranged by email

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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

www.monash.edu.au/about/monash-directions/ and on student evaluations, see:
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

Academic Overview

Learning Outcomes

At the completion of this unit students will be able to:

- explain the role of records and archives in organisations and society;
- recognise and distinguish theories and models relating to recordkeeping and archiving;
- identify and specify recordkeeping and archiving requirements relating to the creation, management, accessibility and use of records as evidence of social and organisational activity in a range of business, community and social contexts;
- contribute to the development of appraisal, metadata management, access and use programs in relation to contemporary and historical recordkeeping systems and digital electronic recordkeeping systems; and
- contribute to the formulation of appraisal and metadata management, access and use policies, strategies, tactics and tools with reference to international and national standards and best practice, and the needs of all stakeholders.

Unit Schedule

Week	Activities	Assessment
0	Review the Moodle site for the unit. In particular review the specifications for the Assignment 1 tasks. On campus students should also ensure that you are allocated to a tutorial.	No formal assessment or activities are undertaken in week 0
1	Introduction to Archival Systems, Records, Evidence, Metadata and Other Key Concepts	
2	Recordkeeping Frameworks and Contexts: Part 1	Assignment 1: Task 1 due 15 March 2015
3	Recordkeeping Frameworks and Contexts: Part 2	Assignment 1: Task 2 due 22 March 2015
4	Recordkeeping Frameworks and Contexts: Part 3	
5	No lecture or tutorial this week due to Good Friday 3 April 2015	Assignment 1: Task 3 due 5 April 2015
6	Archival Processes: Metadata Parts 1 & 2	Assignment 1: Task 4 due 19 April 2015
7	Archival Processes: Metadata Part 3	
8	Archival Processes: Access and Use Part 1	
9	Archival Processes: Access and Use Part 2	Assignment 2A due 10 May 2015
10	Archival Processes: Appraisal, Retention and Disposal Part 1	Assignment 2B due 17 May 2015
11	Archival Processes: Appraisal, Retention and Disposal Part 2	
12	Archival Processes: Appraisal, Retention and Disposal Part 3	
	SWOT VAC	No formal assessment is undertaken in SWOT VAC. Assignment 3 due 14 June 2015, Week 14
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*Unit Schedule details will be maintained and communicated to you via your learning system.

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.

Assessment Summary

In-semester assessment: 100%

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, non-completion of related tutorial exercises by off-campus students; and non-participation in discussion forums.	Task 1 due 15 March 2015; Task 2 due 22 March 2015; Task 3 due 5 April 2015; Task 4 due 19 April 2015
Assignment 2: Metadata Project	50%: note up to 20% of this mark (10 marks) will be deducted for non-participation in related tutorials by on-campus students, non-completion of related tutorial exercises by off-campus students; and non-participation in discussion forums.	Part A due 10 May 2015; Part B due 14 May 2015.
Assignment 3 Appraisal Project	25%: note up to 20% of this mark (5 marks) will be deducted for non-participation in related tutorials by on-campus students; non-submission of related tutorial exercises by off-campus students; and non-participation in the related discussion forums.	14 June 2015

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles
(http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/assessment-hurd

Academic Integrity - Please see resources and tutorials at
http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/

Assessment Tasks

Participation

On-campus students are expected to participate in all tutorials. Off campus 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, non-completion of related tutorial exercises by off-campus students; and non-participation in discussion forums.

  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 tutorial exercises.

  Due date:
  > Task 1 due 15 March 2015; Task 2 due 22 March 2015; Task 3 due 5 April 2015; Task 4 due 19 April 2015

- **Assessment task 2**

  Title:
  > Assignment 2: Metadata Project

  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:

50%: note up to 20% of this mark (10 marks) will be deducted for non-participation in related tutorials by on-campus students, non-completion of related tutorial exercises by off-campus students; and non-participation in discussion forums.

Criteria for assessment:

You will be assessed on the basis of:

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:

Part A due 10 May 2015; Part B due 14 May 2015.

- **Assessment task 3**

Title:

Assignment 3 Appraisal Project

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:

25%: note up to 20% of this mark (5 marks) will be deducted for non-participation in related tutorials by on-campus students; non-submission of related tutorial exercises by off-campus students; and non-participation in the related discussion forums.

Criteria for assessment:

You will be assessed on the basis of:

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 discussion forum and completion of related tutorial exercises.

Further details will be provided in the assignment specification.

Due date:

14 June 2015

Learning resources

Monash Library Unit Reading List (if applicable to the unit)
http://readinglists.lib.monash.edu/index.html

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

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.monash.edu.au/exams/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

Assignment submission

It is a University requirement
(http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-pla
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 electronic submission). Please note that it
is your responsibility to retain copies of your assessments.

Online submission

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

Required Resources

Please check with your lecturer before purchasing any Required Resources. Limited copies of 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)

Limited copies of prescribed texts are available for you to borrow in the library.

Sue McKemmish et al. (2005). *Archives: Recordkeeping in Society*. (1st Edition) 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 FIT5087 that you have access to at least *Archives and Manuscripts.*

Recommended text(s)

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

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:
www.policy.monash.edu.au/policy-bank/academic/education/index.html

Faculty resources and policies

Important student resources including Faculty policies are located at
http://intranet.monash.edu.au/infotech/resources/students/

Graduate Attributes Policy

http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.h

Student Charter

www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html

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 http://www.monash.edu.au/students. For Malaysia see http://www.monash.edu.my/Student-services, and for South Africa see http://www.monash.ac.za/current/.

Monash University Library

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

Disability Liaison Unit

Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis.

- Website: http://www.monash.edu/equity-diversity/disability/index.html
- Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Commuity Services at 03 55146018 at Malaysia
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Malaysia Campus