

Course Module:

Module/Course Title : Archive Management					
Module course code	Student workload	Credits	Semester	Frequency	Duration
LM301	3x50 minutes	3	5	Every Odd Semester	1 Semester
1	Type of course a) Theory		Contact hours 14x @ 150 minutes	Independent study 120 minutes	Class size 43
2	Prerequisites for participation (if applicable) -				
3	Learning outcomes - Mastering Library and Information Theories, Communication Theories, and Theories of Other Sciences Relevant to the Development of Libraries, Information, Archives, Documentation and Museums; - Students are able to integrate learning and innovation skills, mastery of technology and information, career development, and life skills to become lifelong learners; - Students are able to perform library and information managerial through strategic management approaches, reliable leadership, directed management information systems, adaptation of customer relationship management				
4	Subject aims/Content - Students are able to explain various archiving theories; - Students are able to analyze archive management with a technological system with independent performance, quality and measurable; - Students are able to analyze archival management institutions and interpret the results responsibly; - Students are able to design archival management institutions based on information and communication technology and present them with independent performance, quality and measurable				
5	Teaching methods Encounter 1 - Understand the objectives, scope, lecture procedures, explanation of assignments, exams to be followed, types of questions and sources; - Lecture; - Question and answer				
	Encounter 2 - Understand and recognize the Types, Role and Function of Archival Use Value and Archive Requirements; - Learning process activities with group discussion learning methods; - Structured assignment activities with collaborative learning methods;				

	- Individual activities with summarizing learning methods
	Encounter 3 - Understand and recognize types of documents and Manage Document Duplication and Collation; - Learning process activities with group discussion learning methods; - Structured assignment activities with collaborative learning methods; - Individual activities with summarizing learning methods
	Encounter 4 - Recognizing position of the Archiving Unit in the organization, the Principle of Archives, Duties in the field of archiving, Introduction to manual and electronic archiving equipment; - Learning process activities with group discussion learning methods; - Structured assignment activities with collaborative learning methods; - Individual activities with summarizing learning methods
	Encounter 5 - Understand about the filing system; - Learning process activities with group discussion learning methods; - Structured assignment activities with collaborative learning methods; - Individual activities with summarizing learning methods
	Encounter 6 - Understand and recognize archival supervision - Learning process activities with group discussion learning methods; - Structured assignment activities with collaborative learning methods; - Individual activities with summarizing learning methods
	Encounter 7 - Understand and know Maintenance and Archival depreciation - Learning process activities with group discussion learning methods; - Structured assignment activities with collaborative learning methods; - Individual activities with summarizing learning methods
	MIDTERM EXAM
	Encounter 9 - Understand and recognize Archive Management Technology with Modern Systems - Learning process activities with group discussion learning methods; - Structured assignment activities with collaborative learning methods; - Individual activities with summarizing learning methods
	Encounter 10 - Understand and know about the archive management institution; - Activities Learning process using presentation learning methods in the classroom; - Structured assignment activities with collaborative learning methods; - Observation

	Encounter 11 - Understand and know about the archive management institution; - Activities Learning process using presentation learning methods in the classroom; - Structured assignment activities with collaborative learning methods; - Observation
	Encounter 12 - Understand and know about the archive management institution; - Activities Learning process using presentation learning methods in the classroom; - Structured assignment activities with collaborative learning methods; - Observation
	Encounter 13 - Understand and know about the archive management institution; - Form of Practicum Learning with working group learning methods and discussions
	Encounter 14 - Understand and know about the archive management institution; - Form of Practicum Learning with working group learning methods and discussions
	Encounter 15 - Designing an archive management institution as an information service institution; - Collaborative learning
	FINAL EXAMS
6	Assessment methods Encounter 1 - Paper / - Report - & Discussion
	Encounter 2 - Reasoning-gap task - Collaborative discussion of particular cases
	Encounter 3 - Reasoning-gap task - Collaborative discussion of particular cases
	Encounter 4 - Reasoning-gap task - Collaborative discussion of particular cases
	Encounter 5 - Reasoning-gap task

	- Collaborative discussion of particular cases
	Encounter 6 - Reasoning-gap task - Collaborative discussion of particular cases
	Encounter 7 - Reasoning-gap task - Collaborative discussion of particular cases
	MIDTERM EXAM
	Encounter 9 - Presentation in the classroom - Collaborative discussion of particular cases
	Encounter 10 - Presentation in the classroom - Collaborative discussion of particular cases
	Encounter 11 - P Presentation in the classroom - Collaborative discussion of particular cases
	Encounter 12 - Presentation in the classroom - Collaborative discussion of particular cases
	Encounter 13 - Presentation in the classroom - Collaborative discussion of particular cases - Carry out activities and report the results of practicum work
	Encounter 14 - Presentation in the classroom - Collaborative discussion of particular cases - Carry out activities and report the results of practicum work
	Encounter 15 - Presentation in the classroom - Collaborative discussion of particular cases - Carry out activities and report the results of practicum work
	FINAL EXAMS
7	This module/course is used in the following study programme/s as well Yes

8	Responsibility for module/course 1. Dr. Linda Setiawati, M.Pd. 2. Ardiansah, M.I.Kom.
9	Other Information 1. Aarong, D. Purcell. (2019). The Digital Archives Handbook: A Guide to Creation, Management, and Preservation. Amerika: Rowman & Littlefield Publishers 2. Abubakar, Hadi. (1997). Cara- cara Pengolahan Kearsipan yang Praktis dan Efisien. Jakarta : Djambatan 3. Agus Sugiarto dan Teguh Wahyono, (2005). Manajemen Kearsipan Modern- dari Konvensional ke Basis Komputer. Jogjakarta : Gava Media 4. Arsip Nasional RI (2017 November 3). <i>Pengelolaan Arsip Dinamis</i>. [Video]. https://www.youtube.com/watch?v=zvpGSxjJPbY&ab_channel=ArsipNasionalRI 5. Ataman, B. K. (2004). Technological means of communication and collaboration in archives and records management. <i>Journal of Information Science</i>, 30(1), 30–40 https://doi.org/10.1177/0165551504041676 6. Barthos, Basir. (2007). Manajemen Kearsipan. Jakarta, Bumi Aksara 7. Caroline, Brown. (2019). Archive and Recordkeeping: Theory into Practice. England: Facet Publishing 8. Carroline, Williams. (2006). Managing Archives: Fundation, Principle, and Practice. England: Chandos Publishing 9. Chowdury, G.G. (1999). Introduction modern information retrieval. London : Library Association Pub. 10. Denny Rizky Firmansyah. (2018 April 4). <i>Manajemen Kearsipan</i>. [Video]. https://www.youtube.com/watch?v=tFoef-hnKwc&ab_channel=DennyRizkyFirmansyah 11. Diputació de Barcelona. (2016 Maret 17). <i>Archive and Record Management</i>. [Video] https://www.youtube.com/watch?v=zDw5yTI_RRQ&ab_channel=Diputaci%C3%B3deBarcelona 12. Gregory, S. Hunter. (2020). Developing and Maintaining Practical Archive: A How-To-Do-It- Manual. Amerika: American Library Association 13. Helen, Forde. (2013). Preserving Archive: Principle and Practice in Record Management and Archives. England: Facet Publishing 14. Laura, A. Millar. (2017). Archive: Principles and Practice. England: Facet Publishing 15. Meirinawati, & Prabawati. (2015). Manajemen Kearsipan untuk Mewujudkan Tata Kelola Administrasi Perkantoran yang Efektif dan Efisien. 16. <i>Administrasi Perkantoran, September</i>, 177–187. https://jurnal.uns.ac.id/snpap/article/download/26562/18924 17. Milena, Dobрева. (2014). Digital Archive: Management, Use and Access. England: Facet Publishing

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20. Richard, J. Cox (1992). Managing Institutional Archives: Foundational Principle and Practices. Westport: Libraries Unlimited
21. Richard, J. Cox. (2005) Archive and Archivist in the Information Age. Amerika: Neal-Schuman
22. Roper, Michael. (1999). Managing Public Sector Records: A Study Programm. London : the International Records Management Trust.
23. Sattar. (2020). Manajemen Arsip Statis. Sleman: Deepublish
24. Sekretariat Jenderal Kemenkeu RI. (2020 Desember 4). *Pemberkasan Arsip Aktif*. [Video]
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