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| **Module Specification****ARIM002 – PROCESSING RECORDS AND ARCHIVES**  |
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**1. Module Details**

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| **Module Title:** | PROCESSING RECORDS AND ARCHIVES |
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| **Short Title:** | PROCESSING RECORDS & ARCHIVES |
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| **Module Code:** | ARIM002 |
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| **Marketing Module Synopsis:** | This is the second of the core modules for the Diploma or Certificate in Professional Studies: Archives and Records Management.  The first module gave students a general overview of the archives and records management field. In this module we will be looking at the application of appropriate processes for the management of records and / or archives and the issues surrounding these.  As they work through this module, students will see how the concepts and practices described can be applied in their own workplace. |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Main Campus |
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| **Semester:** | Whole Session |
|  |  |
| **Academic Year:** | 2022-23 |
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| **Faculty:** | Faculty of Humanities and Social Sciences |
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| **School/Institute (Level 2):** | School of Histories, Languages and Cultures |
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| **Curriculum Board (level 1):** | History |
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| **Module Coordinator:** | Victoria Stobo |
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| **Other staff:** | Alexandrina Buchanan |
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| **External Examiner(s):** | Jenny Bunn |
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| **Pre-requisites:** | N/A |
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| **Co-requisites:** | N/A |
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| **Barred Combinations:** | N/A |
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| **CE/CPD Provision:** | Yes |
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| **Overview:**  | There are the following non-modular requirements: Applicants must:Be currently employed or active in a records / archives environment;Provide a CV and references;Demonstrate evidence of support from an appropriate line manager / mentor;Have occasional access to computer / internet facilities.Students should have completed ARIM001 before commencing this module. |
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| **Notes:** | No major or minor modifications, administrative updates only 24.05.19.Admin updates made 16.02.22 |
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| **Maximum Places:** | 25 |
|  |  |
| **HESA Cost Centre(s):** | History |
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| **Status:** | Approved |

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| **HECoS Subject** |  **Proportion (%)** |
| 100302: History | 100 % |

**The table below is automatically completed from programme data held in Curriculum Manager; during 2019/20 it is likely to have no data or incomplete data until all programme records are in Curriculum Manager.**

| **In Programmes:** | **Programme Validation Status** | **Module Status:** | **Programme Stage / Group / / Sub-group** |
| --- | --- | --- | --- |

**The table below must be completed for module approval, including confirmation that there are zero costs to the student.**

| **Student Cost(s)** |
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|  | **Costs range:** |
| **Cost Type:** | **Description:** | **Value type** (exact, approximate or max/min range)**:** | **Cost** (exact or approximate): | **Minimum Cost:** | **Maximum Cost:** |
| Student Cost | Reasonable costs including printing and text books. | MUST BE COMPLETED FOR APPROVAL |  |  |  |

**2. Aims and Content**

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| **Educational Aims:** |
|  To enable the student to apply the appropriate processes for the management of records and / or archives, whether in an organizational or collecting repository environment. |
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| **Outline Syllabus:** |
| Topics covered during the module may include:Understanding records systems; Applying life cycle and continuum concepts;Challenges of electronic records;Processing current and semi-current records (filing, surveying, appraisal, disposal);Processing archives (acquisition, accessioning, storage); making archives accessible. |
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| **Reading lists and resources:** |
| **Type** | **Category** | **Title** | **Description** |
| General Resource | Link to Reading Lists | Reading lists are maintaned at readinglists.liverpool.ac.uk | Use the following link to access and maintain reading lists for this module:http://readinglists.liverpool.ac.uk/modules/arim002.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | To recognise the need for, and describe systems for managing records. | Learning Outcomes |
| LO2 | To apply life cycle and continuum concepts. | Learning Outcomes |
| LO3 | To appreciate the challenges of electronic records. | Learning Outcomes |
| LO4 | To recognise and analyse the processes for managing current and semi-current records. | Learning Outcomes |
| LO5 | To recognise and analyse the processes for managing archives. | Learning Outcomes |
| LO6 | To discuss how to make records and archives accessible. | Learning Outcomes |
| S1 | Business and customer awareness basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty | Skills |
| S2 | Career and identity management online managing digital reputation and online identity | Skills |
| S3 | Communication, listening and questioning respecting others, contributing to discussions, communicating in a foreign language, influencing, presentations | Skills |
| S4 | Communication and collaboration online participating in digital networks for learning and research | Skills |
| S5 | Information technology (application of) adopting, adapting and using digital devices, applications and services | Skills |
| S6 | Learning skills online studying and learning effectively in technology-rich environments, formal and informal | Skills |
| S7 | Literacy application of literacy, ability to produce clear, structured written work and oral literacy - including listening and questioning | Skills |
| S8 | Positive attitude/ self-confidence A 'can-do' approach, a readiness to take part and contribute; openness to new ideas and the drive to make these happen | Skills |
| S9 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Module Assignment |

**All fields in the table below must be completed for module approval.**

| **Method** | **Description** | **Type** | **Units of Length** | **Length** | **Min** | **Max** | **Description (re length)** | **Weighting** | **Assessment period(s)** | **Group Work** | **Must Pass** | **Final Assessment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Coursework | There is a resit opportunity. Standard UoL penalties will apply. This is an anonymous assessment. | Summative | Other | N/A | N/A | N/A | 12 weeks | 100 % | Sem 2 | No | No | Yes |

***Please see Appendix 1 for details of the outcomes tested by the above assessments.***

**5. Learning and Teaching Methods**

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| **Summary of Learning and Teaching Methods:** |
| Blog:Learning blog in CanvasOnline Test:Test your learning activitiesNotes: The learning resources include 16 tests for students to test their understanding of the information presentedWork Based Learning:Activities.Notes: The learning materials suggest 16 work based activitiesSelf-Directed Learning Description: Completion of the online learning materials |

**The following table must be completed for module approval, accounting for all hours associated with the credit value of the module, e.g. for 15 credits there should be 150 hours of learning and teaching activity, including independent learning.**

| **Learning and Teaching Method:** | **Length (Minutes):** | **Times per Week** (if applicable): | **Number of Weeks** (if applicable): | **Calculated Hours** (if applicable): | **Hours:** |
| --- | --- | --- | --- | --- | --- |
| Self-Directed Learning | N/A | N/A | N/A | N/A | 150 |

**6. Supplementary Information**

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| **If a risk assessment is required for this module for students under 18, please record a summary of the risks:** | N/A |