



Planning and Tracking Sheet for Concentration in Archives & Records Management (ARM)

Students pursuing the Archives and Records Management (ARM) concentration should complete at least one course in each category. The ARM concentration can be fulfilled by pursuing either the MSIS or MSLS degree.

Category (Complete at Least One Course in Each Category)	Planned	Completed
Information Tools (INLS 461) – Students with demonstrated expertise in basic computing skills may exempt this course.		
Human Information Interactions (INLS 500)		
Organization of Information (INLS 520) or Organization of Materials (INLS 521)		
Introduction to Archives and Records Management (INLS 556)		
Management for Information Professionals (INLS 585)		
Research Methods (INLS 780)		
Master's Paper (INLS 992)		
Archival Appraisal (INLS 755) – If pursuing the MSLS degree, this fulfills the requirement normally fulfilled by Resource Selection and Evaluation (INLS 513).		
Reference, Access and User Services: <ul style="list-style-type: none">• Access, Outreach, and Public Service in Cultural Heritage Repositories (INLS 754)• Information Resources and Services (INLS 501) - If pursuing the MSLS degree, this specific course is required, though you are also encouraged to consider INLS 754.		
Electronic Records Management (INLS 525)		

Category (Complete at Least One Course in Each Category)	Planned	Completed
Preservation: <ul style="list-style-type: none"> • Digital Preservation and Access (INLS 752) • Preservation of Library and Archive Materials (INLS 753) 		
Principles and Practices in Archival Description (INLS 757)		
Systems Analysis (INLS 582)		
Design and Development of Access and Delivery Systems: <ul style="list-style-type: none"> • iRODS Rule Construction (INLS 490-161) • Information Retrieval (INLS 509) – If pursuing the MSIS degree, this specific course is required, though you are also encouraged to consider other courses in this category. • Introduction to Database Concepts and Applications (INLS 523) • Metadata Architectures and Applications (INLS 720) • XML (INLS 890-126) 		