

# Archives and Records Management Course Advising Grid

The Concentration of Study in Archives and Record Management (ARM) at the UNC School of Information and Library Science (SILS) provides students with the knowledge and skills required to work in archives, special collections, historical societies, records management units within organizations, and various other curatorial environments. The principles and practices of ARM are based on provenance, collection-level arrangement, and attention to context, all of which are becoming increasingly relevant with the massive explosion of information across all sectors of society. Students with an ARM concentration can pursue either the Master of Science Information Science or the Master of Science in Library Science degree.

## Core Courses (Take in Your First Year)

INLS 777: Perspectives (Fall)

INLS 776: Ethics (Spring)

## Required Bin Courses

*Taking the following ARM required courses will fulfill the requirements for the MSLS. To complete the MSIS degree, you will need to take the additional ARM required course from the Technology Bin.*

Information	Services and Organizations	Technology	People and Communities
INLS 755: Archival Appraisal  INLS 757: Principles and Practices of Archival Description	INLS 525: Electronic Records Management  INLS 556: Introduction to Archives and Records Management  INLS 582: Systems Analysis  -OR- INLS 890-141 Digital Curation Workflows	INLS 752: Digital Preservation and Access  -OR- INLS 753: Preservation of Library Materials	INLS 754: Access, Outreach, and Public Services in Cultural Heritage Repositories

## Additional Required Course for ARM

At least one of the following Design and Development of Access and Delivery Systems courses: INLS 465 Understanding Information Technology for Managing Digital Collections (Technology); INLS 509 Information Retrieval (Information); 523 Introduction to Database Concepts and Applications (Technology); INLS 720 Metadata Architectures and Applications (Information), OR INLS 756 Data Management and Curation (Technology)(may substitute INLS 751 if 756 is not available).

*If you would like to substitute a different course that fits this category, see your ARM advisor*

## Capstone (Take in Second Year)

- INLS 778 / 992 (research-based master's paper track) OR
- INLS 779 / 992 (practicum / project track)

## Highly Recommended Courses

- INLS 500, INLS 585