



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. Use the table below that corresponds to the degree you have chosen to pursue. This document reflects the degree requirements that were introduced in Fall 2013.

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For Students Pursuing the Master of Science in Information Science (MSIS) Degree:

Category (Complete at Least One Course in Each Category)	Planned	Completed
Successfully complete information technology test OR take INLS 161 in first semester		
Human Information Interactions (INLS 500)		
Information Retrieval (INLS 509)		
Organization of Information (INLS 520)		
Database Systems I: Introduction to Databases (INLS 523)		
Electronic Records Management (INLS 525)		
Introduction to Archives and Records Management (INLS 556)		
Programming for Information Professionals (INLS 560)		
Overview of Research Methods (INLS 581)		
Systems Analysis (INLS 582)		
Management for Information Professionals (INLS 585)		
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). 		
Archival Appraisal (INLS 755)		
Principles and Practices in Archival Description (INLS 757) [Note: INLS 556 is a prerequisite for INLS 757]		
Proposal Preparation and Presentation (INLS 781)		
Master's Paper (INLS 992)		
Preservation (at least one): <ul style="list-style-type: none"> • Digital Preservation and Access (INLS 752) • Preservation of Library and Archive Materials (INLS 753) 		
Design and Development of Access and Delivery Systems: <ul style="list-style-type: none"> • Understanding Information Technology for Managing Digital Collections (INLS 465) • Information Retrieval (INLS 509) • Database Systems I: Introduction to Databases (INLS 523) • Programming for Information Professionals (INLS 560) • Policy-Based Data Management (INLS 624) • Metadata Architectures and Applications (INLS 720) • Data Management and Curation (INLS 756) 		

For Students Pursuing the Master of Science in Library Science (MSLS) Degree:

Category (Complete at Least One Course in Each Category)	Planned	Completed
Successfully complete information technology test OR take INLS 161 in first semester		
Human Information Interactions (INLS 500)		
Information Resources and Services (INLS 501)		
Resource Selection and Evaluation (INLS 513)		
Organization of Information (INLS 520)		
Electronic Records Management (INLS 525)		
Introduction to Archives and Records Management (INLS 556)		
Overview of Research Methods (INLS 581)		
Systems Analysis (INLS 582)		
Management for Information Professionals (INLS 585)		
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) [As indicated above, this course is required for the MSLS.] 		
Archival Appraisal (INLS 755)		
Principles and Practices in Archival Description (INLS 757) [Note: INLS 556 is a prerequisite for INLS 757]		
Proposal Preparation and Presentation (INLS 781)		
Master's Paper (INLS 992)		
Preservation (at least one): <ul style="list-style-type: none"> • Digital Preservation and Access (INLS 752) • Preservation of Library and Archive Materials (INLS 753) 		
Design and Development of Access and Delivery Systems: <ul style="list-style-type: none"> • Understanding Information Technology for Managing Digital Collections (INLS 465) • Information Retrieval (INLS 509) • Database Systems I: Introduction to Databases (INLS 523) • Programming for Information Professionals (INLS 560) • Policy-Based Data Management (INLS 624) • Metadata Architectures and Applications (INLS 720) • Data Management and Curation (INLS 756) 		