Archival Science
(offered by the Department of Information Science)
Telephone number 012 429 6071

NB
This subject was discontinued in 2006. No new students will be allowed to register for this subject. Students who have passed some of the modules may register and will be allowed to complete the module according to the conditions set out in the transitional arrangements below.

1 General Information

- This is a three-year major subject. Students are advised to take Information Science as a second major subject.
- Credit for a degree is granted for either:
  1. ACH102 or AIS102
  2. ACH201 or AIS201
  3. ACH202 or AIS203
  4. ACH301 or AIS304

2 Archival Science as a Major Subject

Compulsory modules for a major subject combination:

First level: ACH101, AIS102
Second level: ACH203, 204, AIS201, 203
Third level: ACH302, 303, 304, 305, AIS304

3 Transitional Arrangements

- ACH203X; ACH204Y: Students who passed ACH101S and AIS102E will be allowed to register and will have to pass these modules by 2007. No new registrations will be allowed in 2008.
- AIS201G; AIS203J: Students who passed ACH101S and AIS102E and who want to major in Archival Science will be allowed to register for these modules and will have to pass these modules by 2007.
- ACH3023; ACH3034; ACH3045; ACH3056: Students who passed the first- and second-level modules in Archival Science will be allowed to register for and pass these modules by 2009. No new registrations will be allowed in 2010.
- AIS304N: Students who passed the first- and second-level modules in Archival Science and who want to major in Archival Science will be allowed to register for and pass this module by 2009.

4 Syllabus

NB
- All modules in this subject are offered as YEAR MODULES.
- The first-level modules were discontinued from 2006.
- The second-level modules were discontinued from 2007.

THIRD-LEVEL MODULES

ACH3023 Records management
Prerequisite: TWO first-level modules in this subject or any FOUR first-level modules
Purpose: to provide students with the necessary theoretical knowledge and skills needed for records management in organisations such as business enterprises, research organisations, archives and museums.

ACH3034 Collections management and conservation
Prerequisite: TWO first-level modules in this subject or any FOUR first-level modules
Purpose: to provide students with the necessary theoretical knowledge and skills needed for archival collections management, including record preservation and conservation methods.

ACH3045 Advanced information organisation and retrieval
Prerequisite: TWO first-level modules in this subject or any FOUR first-level modules
Purpose: to enable students to gain insight into the theory of electronic information organisation and retrieval, and then apply these principles practically to a selection of systems, and database design.

ACH3056 Practical and research article
Prerequisite: ACH201, 204
Purpose: to teach students practical skills in an archival environment under the guidance of a qualified archivist. Through the article the student should integrate most of what he/she has learned during the three levels of study and present it in a meaningful whole. It serves as a ‘final’ assessment together with the practical component.

**AIS304N Management of information enterprises**

*NB*

Students who specialise in Archival Science have to contact the lecturer to receive the appropriate study material.

Purpose: to equip students with the theoretical knowledge and managerial skills to understand and apply it to information enterprises.  
*For Archival Science students: to provide students with the necessary theoretical knowledge and skills needed to manage an archive.*