

MASTER 'S PROGRAMME
ARCHIVAL STUDIES
2ND YEAR OF STUDY, 2ND SEMESTER

COURSE TITLE	LEGISLATION AND MANAGEMENT OF THE CONTEMPORARY ARCHIVE
COURSE CODE	310500100025M1212202
COURSE TYPE	full attendance / tutorial
COURSE LEVEL	2 nd cycle (master's degree)
YEAR OF STUDY, SEMESTER	1 st year of study, 2 nd semester
NUMBER OF ECTS CREDITS	5
NUMBER OF HOURS PER WEEK	4 (2 lecture hours + 2 seminar hours)
NAME OF LECTURE HOLDER	PhD Cătălin Botoșineanu
NAME OF SEMINAR HOLDER	PhD Cătălin Botoșineanu
PREREQUISITES	Advanced level of English
A	GENERAL AND COURSE-SPECIFIC COMPETENCES
	<p>General competences:</p> <ul style="list-style-type: none"> → Presentation of various trends in the Romanian and European archival studies by reference to the historical contexts in which they appeared. → Knowledge of the specialty terminology. → Use of the information from the official texts agreed by the international archival science. → Competences acquisition in evaluating the successive interventions on the archives of an institution. → Adequate use of basic knowledge regarding the general evolution of historiography, periodization of history, the main reference works and databases related to various epochs, problems, processes, and historical phenomena, as well as to the organization and functioning of the main institutions of public information and documentation. <p>Course-specific competences:</p> <ul style="list-style-type: none"> → Presentation of the main evolutions in the field of Romanian archival studies practice and theory. → Identification of the information on the European archive policies. → The ability to understand the Romanian and European legislative texts and to creatively apply them in the professional activity. → Development of critical thinking and the ability to evaluate and place in the historical context the appearance and development of the archives of institutions from different branches of activity.
B	LEARNING OUTCOMES
	<ul style="list-style-type: none"> → Creating an autonomous and systematic thinking. → Acquisition of general information regarding the legislation on archives during the 20th-21st centuries. → The conceptual and theoretical developments put in the archival debate within the last two decades are presented along with the independent principles of the discipline. The students will become familiar with international institutions.
C	LECTURE CONTENT
	<ol style="list-style-type: none"> 1. Introduction in Archival science: the history of discipline, theory, specialised terminology. 2. The archival science ethic code. The Universal Declaration on archives. Romanian professional practices and international desideratums. 3. The contemporary challenges of the profession of archivist. The occupational standard in Romania. 4. Management of the organizations which issue and store documents. 5. Romanian experience vs. international experience regarding the management of the archives. 6. The principles of the archives' management. 7. New trends and perspectives within the world archival science, the need for standardization. 8. Archival description and evaluation of documents in contemporary archives. 9. Digitization of documents, Romanian and international databases. 10. Archiving the documents in electronic form. 11. Management of the classified documents, protection of personal interest data, and access to documents of interest. 12. International organizations in the archival science field.

	13. Access to archives. European recommendations regarding the archival science field.
D	RECOMMENDED READING FOR LECTURES
	<p>Kecskemeti, Charles, Iván Székely, <i>Accesul la Arhive. Manual de linii directoare pentru implementarea Recomandării nr. R (2000) 13 privind o politică europeană asupra accesului la arhive</i>, trad. de Bogdan-Florin Popovici, București, 2007.</p> <p><i>Arhivele Statului, 125 de ani de activitate 1830-1956</i>, București, 1957.</p> <p>Jenkinson, Hilary, <i>A Manual of Archive Administration includin the Problems of War Archives and Archive Making</i>, Oxford, 1922.</p> <p>Cox, Richard J., <i>Closing an Era. Historical Perspectives on Modern Archives and Records Management</i>, 2000.</p> <p>Idem, <i>Personal Archives and a New Archival Calling. Readings, Reflections, and Ruminations</i>, Duluth, 2008.</p> <p>Craig, Barbara, <i>Archival Appraisal. Theory and Practice</i>, Muenchen, 2004.</p> <p><i>Managing Preservation for Libraries and Archives. Current Practice and Future Developments</i> (ed. by John Feather), Aldershot-Burlington, 2004.</p> <p>Ridener, John, <i>From Polders to Postmodernism. A Concise History of Archival Theory</i>, Duluth, 2009.</p> <p>Smith, Kelvin, <i>Public Sector Records Management. A Practical Guide</i>, Aldershot-Burlington, 2007.</p> <p><i>Student Records Management. A Handbook</i> (ed. by M. Therese Ruzicka and Beth Lee Weckmueller), 1997</p> <p>Federația Arhiviștilor din România, <i>Standardele Arhivistice ale Consiliului Internațional al Arhivelor</i>, Sfântu Gheorghe, 2008.</p> <p><i>Arhivele înfruntând vremurile, mărturie documentare</i>. Ediție de C.M. Lungu, Ana Felicia Diaconu, Cristina Țineghe, București, 2006.</p> <p>Deleanu, Ion, <i>Drept constituțional și instituții publice, tratat</i>, București, 1996.</p> <p>Bâzgan, Melentina, <i>Noțiuni fundamentale de arhivistică. O arhivă pas cu pas</i>, Pitești, 2016.</p> <p>www.ec.europa.eu/archival</p> <p>www.ica.org</p> <p>www.cimec.ro/Resurse/Legislație_culturală</p> <p>www.europa.eu.int/documents/index_en.htm</p> <p>bogdanpopovici blog.</p>
E	SEMINAR CONTENT
	<ol style="list-style-type: none"> 1. Presentation of the discipline's evolution in the 19th-20th centuries, the main representatives; the Romanian model and the European accumulations; presentation of the concept of national archival fund. 2. Presentation of the archival code of ethics; discussion on the prerogatives of the Romanian National Archives towards the archives of the institutions during the 20th century; evaluation of the archives taken in the national archive fund; comparison of the Romanian legislation with European experiences. 3. Presentation of the archivist's duties in relation to the archives he/she manages; the archivist's role as manager of the memory of a company/society and in the process of selecting and establishing the archive of an organization; discussion over a job description. 4. Analysis of the organizing scheme of some organizations which issue documents; presentation of the documents' flow and the management system of the created archive; the role of the archivist in providing reliable testimonies of the institutions with both practical and historical-documentary value. 5. Analysis of the Romanian experience vs. the European and North-American models of evaluating and maintaining the institutions' archives; presentation of the archives kept by institutions from the main branches of activity: legal, cultural, educational, and administrative; the interventions made on the archives. 6. Presentation and analysis of the fundamental principles of the world archival science in the field of archive management; the principle of the respect towards the fund creator, respect for the provenance, for the fund integrity; the archivist's obligations towards the integrity, authenticity, intelligibility, accessibility, and preservation of the documentary materials in the historical, legal, and administrative context. 7. Presentation of the standardization effort in the archival field; analysis of the International Standards, ISAD (G), ISAAR (CPF), ISDF, and ISDIAH. 8. Presentation of the main directions and theories of the European archival science which represent the basis for the evaluation and selection of the archive funds of the organizations issuing documents; the research directions of the Romanian archival science will be discussed, the studies from the specialized journals "Revista Arhivelor", "Acta Bacoviensia", "Anuarul Arhivelor din Mureș" will be discussed. 9. From microfilming for insurance to digitizing archives. 10. Presentation of the electronic document management system; Romanian legislation and European developments in the field. 11. The legislation in force regarding the classified documents, the protection of personal interest data, and the documents of public interest; the use of documents of an institution from the perspective of this legislative framework. 12. Presentation of international institutions and their role in structuring an archive policy; presentation of the International Council on Archives: role, tasks, manifestations, congresses, and resolutions of the International Council of UNESCO Archives, the Council of the European Union, the Group of the European

	Archives; also, the main international archival journals will be presented: "Archivum", "Comma", "ICA Bulletin". 13. Presentation and analysis of documents approved at international level: Recommendation R (2000) of the Committee of Ministers to member states on a European policy on access to archives, the Universal Declaration on archives, the Resolutions of the International Council on Archives.
F	RECOMMENDED READING FOR SEMINARS
	<p>Popovici, Bogdan-Florin, <i>Arhiva "totală": o experiența românească. O incursiune în istoria conceptului de Fond Arhivistic Național</i>, in "Revista Arhivelor", no. 1/2008, pp. 24-51.</p> <p>Vlașin, Cornelia, <i>Câteva considerații privind Norma ISAAR – Normă arhivistică internațională pentru descrierea colectivităților (organizațiilor), familiilor sau persoanelor</i>, in "Revista Arhivelor", no. 1/2008, pp. 79-93.</p> <p>Rățoi, Tudor, <i>Few Observations on the Management of Archival Activity: Records Management or Archives Management?</i>, in "Revista Arhivelor", no. 1/2008, pp. 9-24.</p> <p>Popovici, Bogdan-Florin, <i>Datele personale și accesul la arhive în România: între protecție excesivă și ignoranță</i>, in "Revista Arhivelor", no. 1/2009, pp. 9-28.</p> <p>Ramos, Marisol, <i>Access to Cultural Property and Heritage: Ethical and Moral Considerations in Archives</i>, in "Revista Arhivelor", no. 2/2009, pp. 9-17.</p> <p>Aigner, Thomas, <i>New Challenges for Archives on their Way into the World Wide Web</i>, in "Revista Arhivelor", no. 2/2009, pp. 17-24.</p> <p>Maxwell, Alexander, <i>Arhivele digitale și cercetarea istorică: feedback-ul unui utilizator</i>, in "Revista Arhivelor", no. 1/2001, pp. 9-28.</p> <p>Vlașin, Florin, <i>Câteva aspecte privind aplicarea ISDIAH (Standardul Internațional pentru descrierea instituțiilor deținătoare de arhivă)</i>, in "Anuarul Arhivelor Mureșene", no. III/2014, pp. 77-99.</p> <p>Cheremidoglu, Constantin, <i>Evaluarea documentelor</i>, in "Anuarul Arhivelor Mureșene", IV/2015, pp. 9-26.</p> <p>Georgiță, Mihai, <i>Scurte considerații despre raportul dintre legislația informațiilor clasificate și prelucrarea documentelor aparținând FAN</i>, in "Anuarul Arhivelor Mureșene", IV/2015, pp. 44-58.</p> <p>Standardul 17 – Proceduri – din Ordinul Ministrului Finanțelor Publice nr. 946/04.07.2005 pentru aprobarea Codului controlului intern, cuprinzând standardele de management/ control intern la entitățile publice și pentru dezvoltarea sistemelor de control managerial, publicat în "Monitorul Oficial" nr. 675/28.07.2005.</p> <p>Legea 135/2007 a arhivării documentelor în forma electronic, in "Monitorul Oficial", no. 138/25, February 2014.</p> <p>Legea 544/2001 privind liberul acces la informațiile de interes public, in "Monitorul Oficial", no. 663/23 October 2001.</p> <p>Decretul 472/20 decembrie 1971 privind Fondul Arhivistic național al Republicii Socialiste România, in "Buletinul Oficial", 30 December 1971.</p> <p>Ordonanța Guvernului nr. 27/2002 privind reglementarea activității de soluționare a Petițiilor, aprobată cu modificări și completări prin Legea nr. 233/2002.</p>
G	EDUCATION STYLE
LEARNING AND TEACHING METHODS	Lecture: - exposition - conversation Seminar: - text analysis - debate - problem solving - exposition
ASSESSMENT METHODS	- Written examination (50%). - Seminar activity (50%).
LANGUAGE OF INSTRUCTION	English