

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

COURSE TITLE	THE CREATION, PROCESSING AND STORAGE OF ARCHIVES: TECHNICAL STANDARDS AND PROFESSIONAL PRACTICES
COURSE CODE	310500100025M1211201
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 Mihai Mirza
NAME OF SEMINAR HOLDER	PhD Mihai Mirza
PREREQUISITES	Advanced level of English
A	GENERAL AND COURSE-SPECIFIC COMPETENCES
	<p>General competences:</p> <ul style="list-style-type: none"> → Knowledge of the specific laws for managing archival documents. → The ability to use the norms, instructions, and working procedures specific to the archive work in the practical activity. → The ability to use a professional paper and internal working procedures/norms specific to the archive work. <p>Course-specific competences:</p> <ul style="list-style-type: none"> → Critical evaluation of the importance of documents for the selection process. → Preparation of papers specific to this field (methodical working plans, record and information tools in archives, selection works, nomenclatures, reports etc). → The ability to elaborate norms or working procedures on archival line of work. → Development of critical thinking in solving exceptional situations and the ability to creatively apply the legal framework specific to archival work. → The ability to process an unordered, uninventoried, defectively constituted and in a precarious state of preservation archive. → The ability to organize the registry office and the archive of an organization at the moment of its establishment. → The ability to search the documents in order to identify the necessary information to produce a document with probative legal value or a scientific contribution / press article.
B	LEARNING OUTCOMES
	<ul style="list-style-type: none"> → Formation and training of specialists for the profession of archivist as it is defined by the occupational standard approved by the National Qualifications Authority on 09.05.2013 (COR code 262101). → Delivery of basic theoretical knowledge for access to the occupation of archivist, respectively: <ul style="list-style-type: none"> - knowledge of the archival legislation, international archival standards, norms, instructions and working procedures, as well as the legislation regulating the access of persons to the information in documents; - knowledge of specialized terminology; - knowledge of the basic principles of creating, processing, evaluating, and selecting the documents; - knowledge of the systems of ordering/organizing the documents in the archive repositories; - knowledge of the basic principles regarding the preservation of documents (preventive preservation, mandatory technical-functional and microclimate conditions that must be met by the spaces/building for document storage). → Formation of the competences for the practical use of the theoretical notions acquired by solving problems, elaborating potofolios, drawing up individual or team papers on topics established by the holder of the seminar or at the proposal of the students. → Awareness of the importance of socio-professional and organizational values which are fundamental for fulfilling a quality service: <ul style="list-style-type: none"> - supremacy of the law and respect for citizens' rights and freedoms;

	<ul style="list-style-type: none"> - obligation to respect the norms of good professional practice; - respect for the European norms in force regarding the persons' access to documents.
C	LECTURE CONTENT
	<ol style="list-style-type: none"> 1. Archival science: field of activity. 2. Romanian archival legislation in the 20th century: a comparative perspective. 3. Formation of archives / constituting a current archive. 4. Management of the organizations which issue and store documents: <ol style="list-style-type: none"> 4.1. ordering, inventorying, and the main forms of records for documents; 4.2-4.3. evaluation, selection, and retention of documents; 4.4. capitalization of documents; 4.5. the relations of the organizations which create and hold documents with the National Archives of Romania 5. Organizing archival storage spaces for creators and holders of documents. 6. Archives in the digital era: ways to store and record forms of the documents in electronic format. 7. The National Archive Fund and the institutions which are holders documents of historical and cultural importance. Access to archives. 8. Companies providing archival services: legal competences, social importance, necessary authorizations to function. 9. Final evaluation. Written exam.
D	RECOMMENDED READING FOR LECTURES
	<p>I. Laws, norms, and regulations</p> <p><i>Legea Arhivelor Naționale nr. 16/1996</i>, republicată în „Monitorul Oficial”, Partea I, nr. 293 din 22 aprilie 2014.</p> <p><i>Norme metodologice privind aplicarea unor dispoziții ale Legii Arhivelor Naționale nr. 16/1996</i>, in „Monitorul Oficial”, Partea I, nr. 619 din 4 octombrie 2013.</p> <p><i>Legea nr. 135/2007 privind arhivarea documentelor în formă electronică</i>, in „Monitorul Oficial”, Partea I, nr. 138 din 25 februarie 2005.</p> <p><i>Legea 182/2002 privind protecția informațiilor clasificate.</i></p> <p><i>Legea nr. 182/2000 privind protejarea patrimoniului cultural mobil.</i></p> <p><i>Decretul nr. 472 din 20 decembrie 1971 privind Fondul Arhivistic Național al Republicii Socialiste România</i>, in „Buletinul Oficial” nr. 164 din 30 decembrie 1971, republicat in idem, nr. 155 din 10 decembrie 1974.</p> <p>II. Web sources</p> <p>www.arhivelenationale.ro (Arhivele Naționale ale României)</p> <p>www.ica.org/en (International Council on Archives)</p> <p>III. General and special works</p> <p><i>Accesul la arhive. Manual de linii directe pentru implementarea Recomandării nr. R (2000) 13 privind o politică europeană asupra accesului la arhive.</i> Cuvânt înainte de Károly Kecskeméti. Trad. și notă asupra trad. de Bogdan-Florin Popovici. Supliment la „Revista Arhivelor”, nr. LXXXIV, București, 2007.</p> <p><i>Ancient archives and archival traditions. Concepts of Record-Keeping in the Ancient World</i>, Edited by Maria Brosius, Oxford University Press, 2003.</p> <p>Bâzgan, Melentina, <i>Noțiuni fundamentale de arhivistică. O arhiva pas cu pas</i>, Pitești, Ed. Paralela 45, 2016.</p> <p>Conseile International des Archives, <i>Repertoire des écoles des coirs de formation professionnelle d'archivistes</i>, Koblenz, 1992.</p> <p>Ermise, Gérard, Elsa Hamon, Blaisch Marguin, <i>Bâtiments d'archives (1986-2003)</i>, Paris, 2004.</p> <p>Oprea, Florea, <i>Conținutul și evoluția conceptelor și practicii de păstrare, conservare și restaurare a arhivelor</i>, in „Arhiva românească”, tom I, fasc. I, nr. 2, 1995, pp. 26-39.</p> <p>Mera, Laurențiu, <i>Îndreptar arhivistic. Pentru personalul care creează păstrează și folosește documente</i>, Cluj-Napoca, Ed. Cartimpex, 2001.</p> <p>Pariza, Maria, <i>Curs de secretariat și asistență managerial</i>, București, Ed. C.H. Beck, 2008.</p> <p>Poinssotte, Valérie, <i>Cours d'archivistique</i>, Université d'Angers, 1998.</p>
E	SEMINAR CONTENT
	<ol style="list-style-type: none"> 1. Introductory notions: specialized terminology. 2. The archive laws and the laws of unitary practice in the field of archive processing and evaluation in Romania from the interwar period to the present: text study. 3. The registry office, composition and binding of files, the practice of document inventory. 4. Inventory vs. archival description: from the traditional record forms to the international archival description standards of the International Council on Archives. 5. Document selection: a major archival challenge (organizational norms and practices). 6. The administrative and social importance of the documents: the management of the resolution of requests and petitions. 7. The National Archives: institution of regulation and control in the archive field. 8. Storage, preservation, and restoration of documents.

	<p>9-10. Practical seminars: visiting a great generator of documents and a private archive service operator.</p> <p>11. Ordering, binding, inventorying, and selecting an unprocessed archive.</p> <p>12. The tools of archival information and access to documents: the guide, the catalogue, the chronological index, the inventory, etc.</p> <p>13. Practical seminar: presentation of the seminar papers prepared individually / in groups during the semester.</p> <p>14. Final evaluation: colloquy.</p>
F	RECOMMENDED READING FOR SEMINARS
	<p>I. Laws, norms, and regulations</p> <p><i>Legea Arhivelor Naționale nr. 16/1996</i>, republicată în „Monitorul Oficial”, Partea I, nr. 293 din 22 apr. 2014.</p> <p><i>Norme metodologice privind aplicarea unor dispoziții ale Legii Arhivelor Naționale nr. 16/1996</i>, in „Monitorul Oficial”, Partea I, nr. 619 din 04 octombrie 2013.</p> <p><i>Legea nr. 135/2007 privind arhivarea documentelor în formă electronică</i>, in „Monitorul Oficial”, Partea I, nr. 138 din 25 februarie 2005.</p> <p><i>Legea 182/2002 privind protecția informațiilor clasificate.</i></p> <p><i>Legea nr. 182/2000 privind protejarea patrimoniului cultural mobil.</i></p> <p><i>Decretul nr. 472 din 20 decembrie 1971 privind Fondul Arhivistic Național al Republicii Socialiste România</i>, in „Buletinul Oficial” nr. 164 din 30 decembrie 1971, republicat in idem nr. 155 din 10 decembrie 1974.</p> <p>II. Web sources</p> <p>www.arhivelenationale.ro</p> <p>III. General and special works</p> <p><i>Accesul la arhive. Manual de linii directoare pentru implementarea Recomandării nr. R (2000) 13 privind o politică europeană asupra accesului la arhive</i>, Cuvânt înainte de Káoly Kecskeméti, Trad. și notă asupra trad. de Bogdab-Florin Popovici, Supliment la „Revista Arhivelor”, nr. LXXXIV, București, 2007.</p> <p>Bâzgan, Melentina, <i>Noțiuni fundamentale de arhivistică. O arhiva pas cu pas</i>, Pitești, Ed. Paralela 45, 2016.</p> <p>Coman, Voica, <i>Date cu privire la evoluția modului de constituire a arhivei curente</i>, in „Culegere de referate”, vol. II, București, DGAS, 1974, pp. 151-164.</p> <p>Eadem, <i>Seleționarea documentelor</i>, in „Revista Arhivelor”, 1979, nr. 2, pp. 157-158.</p> <p>Eadem, <i>Seleționarea documentelor la organizații</i>, in „Revista Arhivelor”, 1982, nr. 4, pp. 370-376.</p> <p>Eadem, <i>Metodologia de elaborare a nomenclatorului dosarelor</i>, in „Revista Arhivelor”, 1984, nr. 4, 414-419.</p> <p>Cohn, Emilia, <i>Nomenclatorul de dosare și indicatorul termenelor de păstrare – instrumente de bază în activitatea arhivistică</i>, in „Revista Arhivelor”, 1979, nr. 1, pp. 17-22.</p> <p>Couture, Carol, <i>Nomenclatoarele. Aspecte teoretice</i>, in „Revista Arhivelor”, 1998, nr. 1-2, pp. 9-41.</p> <p>Kiss, András, <i>Vechile inventare, registre auxiliare de arhivă și cele de registratură din Transilvania</i>, in „Revista arhivelor”, 1978, nr. 1, pp. 67-79.</p> <p>Hurmuzachi, Gabriela, <i>Accesul în arhive</i>, in „Revista arhivelor”, nr. 1/1994, pp. 47-57.</p> <p>Mărcuș. Ion, <i>Asupra unei probleme de arhivistică: organizarea arhivelor autorităților și instituțiilor publice</i>, in „Revista Arhivelor”, 1982, „Revista Arhivelor”, 1941, nr. 2, pp. 248-288.</p> <p>Mera, Laurențiu, <i>Îndreptar arhivistic. Pentru personalul care creează păstrează și folosește documente</i>, Cluj-Napoca, Ed. Cartimpex, 2001.</p> <p>Necșa, Teodor, Dumitru Bolontoc, <i>Înregistrarea documentelor și constituirea arhivei curente</i>, in „Revista Arhivelor”, 1972, nr. 3, pp. 405-413.</p> <p>Nicula, Vasile, <i>Ordonarea și inventarierea documentelor care nu au fost constituite potrivit nomenclatorului dosarelor</i>, in „Revista Arhivelor”, 1972, nr. 4, pp. 595-599.</p> <p>Pariza, Maria, <i>Curs de secretariat și asistență managerială</i>, București, Ed. C.H. Beck, 2008.</p> <p>Poinssotte, Valérie, <i>Cours d'archivistique</i>, Université d'Angers, 1998.</p> <p>Sacerdoțeanu, Aurelian, <i>Arhivistica</i>, București, 1970.</p> <p><i>Standardele arhivistice ale Consiliului Internațional al Arhivelor (2008)</i>, coord. Bogdan-Florin Popovici, Sf. Gheorghe, Ed. Eurocarpatica, 2008.</p>
G	EDUCATION STYLE
LEARNING AND TEACHING METHODS	<p>Lecture:</p> <ul style="list-style-type: none"> - exposition - conversation - problem solving <p>Seminar:</p> <ul style="list-style-type: none"> - debate - exposition - self-assessment - conversation for self-assessment
ASSESSMENT METHODS	<ul style="list-style-type: none"> - Written examination (60%). - Seminar activity (40%).
LANGUAGE OF INSTRUCTION	English

