Name: Archival Governance of Business Organizations						
module/course code: PII6010	Student workload: 340 Minutes/Week		Credits (ECTS): 3	Semester 5	Frequency Odd Semester	Duration 1x / Semester
Types of courses: Tutorial/Lecture/ Response		Contact hours: 100 minutes/week		Independent study 240 minutes/week		Class size X students: 30 Students

1	Prerequisites for participation -
2	Learning outcomes 1. Law-abiding and disciplined in social and state life 2. Internalizing academic values, norms, and ethics 3. Able to apply logical, critical, systematic, and innovative thinking in the context of developing or implementing science and technology in the field of library and information. 4. Able to compile scientific descriptive results of the above studies in the form of a thesis or final project report and upload it on the college website. 5. Able to document, store, secure, and retrieve data to ensure validity and prevent plagiarism. 6. Able to manage information services in libraries and other information institutions to meet user needs according to the development of information and communication technology. 7. Able to manage information using methods that are in accordance with the development of science and technology based on analysis of library functions and other information institutions. 8. Able to use and support the development of information and communication technology applied to the management of libraries and other information institutions based on analysis of user and institutional needs. 9. Able to analyze any changes and developments that occur through theoretical and applied studies to solve library and information institutional problems, as well as their performance and impact using scientific methods through communication and collaboration.
3	Description This course discusses the basic concepts, principles, issues, practices and studies of the philosophy, background, functions and roles of archival governance in business organizations in Indonesia and globally. As well as the study of management principles and techniques related to archival organizations in business organizations including administration, management, planning, operations, resources, services and facilities. In addition, it studies the current conditions, trends and problems of archives in business organizations in Indonesia and globally, including a study of the life cycle and format of archives, archival management programs and strategies, legal aspects, standards and regulations, and risk management of records and archives in the business sector.
4	Teaching methods: 1. Lectures
5	Assessment methods: 1. Assignments, 2. Middle semester examination, 3. Quizzes, 4. Final semester examination.

6	Other information e.g. bibliographical references:
	Main:

Main:
1. Arsip Nasional RI,. 1981.,Tata kearsipan dinamis, Jakarta: Arsip Nasional RI
2. Adam,Azad. 2008., Implementing Electronic Document and Record Management System. New York: Auerbach Publication; Taylor Francis Group.
3. Barthos, Basir. 2009. Manajemen Kearsipan Untuk Lembaga Negara, Swasta, dan Perguruan Tinggi. Jakarta: Bumi Aksara.
4. Basuki, Sulistyo. 2003. Manajemen Arsip Dinamis-Pengantar Memahami dan Mengelola Informasi dan Dokumen. Jakarta : PT. Gramedia Pustaka Utama.
5. Chrisyanti, Irra. 2011. Manajemen Kearsipan. Jakarta : Prestasi Pusakaraya.

Support:
1. Hanna, Popham & Beamer., 1982., Secretariat procedures and administration., Cincinnati, Ohio: South Western Publishing Co.
2. Johnson & Kallaus., 1982., Record management: A collegiate course in filing systems and procedures., Cincinnati, Ohio: South- Western Publishing Co.
3. Lina, Grace & Baber., 1982., Office practice and procedures., Columbus, Ohio: Charles E. Meril Publishing Co.