

## Department of Archives Management

### 1. Educational Goal

The goal of the Archives Management program is to teach theories and practices related to its expert knowledge, to cultivate business skills with accompanying high morality, and to make it possible for one to carry out duties competently and independently as an expert archive manager.

### 2. Educational Objective

- ①Cultivate specialists for collecting·preserving·managing various kinds of record; that are produced while operating public and private institutions.
- ②Cultivate specialists for preserving the memory of Korea, and discover in evaluating and arranging the literature related to Korea domestically and abroad.
- ③Cultivate specialists who can research and teach Archives Management.

### 3. List of Full-time Faculty

Name	Position	Degree(University)	Field of Instruction	Area of Research
Kwak Kun-Hong	Associate Professor	Ph.D. (Korea University)	History of Korea	Modern and Contemporary Korean History
Lee Ju-Hyeon	Professor	Ph.D. (Sogang University)	History of Oriental	Acient history of china
Lee Jin-Mo	Professor	Ph.D. (Ruhr univ-taet-Bochum )	Western History	Modern and contemporary Western History
Lee Kyoung-Y ong	Assistant Professor	Ph.D. (Chung-ang University)	History of Korea	Modern and Contemporary Korean History
Kim Cheol -Hoi	Associate Professor	Ph.D. (Seoul National University)	Personnel Administration	Personnel Administration, Theory of Human Resource management
Sung Baek-Yon g	Professor	Ph.D. (Seoul National University)	Western History	Medieval Western History

<b>Hahn Kyung -Shin</b>	Professor	Ph.D. (Chung-ang University)	Library & Information Science	Information Science
<b>Park Sung-Hee</b>	Associate Professor	Ph.D. (Virginia Tech University)	Information Science	Digital Libraries & Information System
<b>Koo Joun g -Hwa</b>	Assistant Professor	Ph.D. (Florida State University)	Information Services& User Study& Reading Education	Information Services & Information Behavior
<b>Kwon Sun -Young</b>	Assistant Professor	Ph.D. (Sungkyunkwan University)	Library &Information Science	Library & Information Science

#### 4. Course Description

- **AR601 Introduction to Archives Management 3 credits**

Students learn about basic knowledge such as academical definition and history and research scope of Archives Management. Also, they learn about collection, arrangement, management, preservation and public service of Records.

- **AR602 Archival System of Korea 3 credits**

Students learn about legislation and administration processes regarding korean records management. Also, records management organization and transition processes regarding records management will be studied. As well, current records management systems will be discussed.

- **AR603 Archival System of Foreign Countries 3 credits**

Students will analyze record management systems of the United States, China, Japan and European countries and merits and demerits of these systems. Applicate of these systems to our records management systems will be discussed.

- **AR604 Records Management 3 credits**

This course focuses on record management with regards to records manufacturing transferring to Archive.

- **AR605 Study on Archival management system 3 credits**

Based on an understanding of the function and nature of an archives system, the building process of whole archives management systems, such as requirement analysis, design process, etc, are learned.

- **AR606 Archival Preservation 3 credits**

This subject deals with the preservation of Archives such as papers, electronic documents, and various kinds of records. Also, students learn about ways to make micro films and floppy discs through these kinds of records.

- **AR607 Archival Practice 3 credits**

This course focuses on collection, Appraisal, Arrangement, Preservation, and information service.

- **AR608 Seminar in Archives Management 3 credits**

This course helps students understand and learn the language and methodology of Archives management. Also, there will be intensive lectures and discussions on related issues.

- **AR609 Topics in Archives Management 3 credits**

This course is an intensive investigation of topics pertinent to research in archives management.

- **AR610 Introduction to Archives Electron 3 credits**

Students will address principles and technology accessory for the design, selection, implementation and management of automated systems of archives. The focus is on present and future applications of technology in design and operation of digital libraries including development and preservation of digital collections, reference linking systems, and indexing websites. Practical experience with a particular application is provided.

- **AR611 Studies in Archives and Records Management Law 3 credits**

This course covers <Laws about public institution's records management>, and related laws about the transformation process in records management systems. Also, students analyse materials relating to legislative and systematic issues.

- **AR612 Seminar in Paleography 3 credits**

This course is an overview of Paleography and a study of the specifics, acquisition, classification and cataloguing, preservation, and use of historically valuable archives.

- **AR613 Appraisal & Acquisition of Archival Materials 3 credits**

This course analyzes the method for selecting, evaluating, disposing, and collecting the records that should be preserved permanently.

- **AR614 Introduction to Library & Information Science 3 credits**

This course deals with the theories and practices in the field of information science. This includes studying the characteristics of library and information science, information materials, information management and organizations, and librarianship in information fields.

- **AR615 Reference Service in Archives 3 credits**

This course deals with theories and practices related to the use and release or control of records and archives including practices for using primary and secondary resources, indexes, bibliographies, citatory, and on-line reference sources.

- **AR616 Organization of Archival Materials 3 credits**

This course treats the fundamentals of arranging and describing archival materials. These include the study of hierarchical concept in archival materials, principles of provenance, analysis of the structure of a fond, finding aids, principles of archival description rules, MARC AMC, and meta data.

- **AR617 Indexing and Retrieval of Archival Materials 3 credits**

This course focuses on theories, models and techniques in subject indexing, thesaurus construction, and information retrieval. Also, it reviews user-centered and system-centered approaches including relevance feedback algorithms, document classification and clustering and ranking algorithms for retrieved documents in boolean and nonboolean matching systems.

- **AR618 Management of Archival organization 3 credits**

This course deals with theories and practices for management of archival organizations. This course includes an analysis of organizations, personnel and management issues and adapting various theories and methods of management sciences to archival organizations.

- **AR619 History of Archives Management in Korea 3 credits**

This course deals with the understanding of archives management tradition in Korea, an overview of <History of Korea> and <A true record of the Joseon Dynasty>. The development of law and policy of Korea's Archives Management from the Gabo Reform of 1894 to the present is also studied.

- **AR620 History of Archives Management in Foreign Countries 3 credits**

This course deals with the understanding of archives management tradition in Korea, an overview of <History of Korea> and <a true record of the Joseon Dynasty>. The development of law and policy of Korea's Archives Management

from the Gabo Reform of 1894 to the present is also studied.

- **AR621 Studies in Modern History of Korea 3 credits**

This course is an overview of the major issues regarding the Modern History of Korea and intensive investigation of specific topics.

- **AR622 Archives and Manuscripts Produced in Modern Korea 3 credits**

This course is an overview of the Modern History materials reserved in public institutions or social organizations, including extraction of the major materials and investigation of their historical meanings.

- **AR623 Local History 3 credits**

This course is an overview of the materials of Upji, Hyang-yak, Seu-won and other public or private materials related to Joseon society. An analysis and understanding of the Premodern Local materials is also dealt with.

- **AR624 Public Administration & Constitutional Rights 3 credits**

The course studies the relation between public administration and constitutional rights and what role the administration executes to secure constitutional rights.

- **AR625 Administrative Process in Government 3 credits**

This course is designed to understand administrative processes and of in the government with regards to archive management. Those wishing to be a government employee should take this course.

- **AR626 Administrative Law 3 credits**

This course focuses on government organization, administrative procedures, and administrative judgement. It also offers the opportunity to study legal contents which are essential in carrying out public affairs.

- **AR627 Management Information Science in Government 3 credits**

This course studies the application of information and management in the administrative process including governmental planning, execution, and evaluation. It focuses on administrative information management in view of informational systems.

- **AR628 Public Management 3 credits**

Those who are interested in organizational efficiency should strongly consider this track. The focus is on various managerial techniques including linear programming, decision analysis, queuing analysis and network programming.

- **AR629 Issues in Records and Archives Management I 3 credits**

Organizing recent research tendency of domestic learned circles of archival science through examination and analysis for Understanding controversial point.

- **AR630 Issues in Records and Archives Management II 3 credits**

Organizing recent research tendency of overseas learned circles of archival science through examination and analysis for Understanding controversial point.

- **AR631 Research Methods for Records and Archives Management 3 credits**

Examining the study methodology which corresponds to thesis topic, basis of critical analysis and examination of various research methodology about archival science and other related fields of study. Writing a research plan.

- **AR632 Study on Records and Archives Management Process 3 credits**

Classifying the process to records creation, records management, archives management depends on records continuum. Study properties per level and controversial issue.

- **AR633 Seminar in Records and Archives Management Standard 3 credits**

Learning character of korean public standard based on various international standard and national standard of records and archives management.

- **AR634 Theory and Practice of Oral History 3 credits**

Learning theory of oral history and process management. Understanding distinct characteristic of oral record as a collective memory by investigation of real case.

- **AR635 Study on Records and Archives Management in Private Sector 3 credits**

Understanding the trend of private sector of archives such as enterprise, religious organization, university, cultural and art organization etc. Analyse the character of private archives management distinct from public sector. Also seek an activation plan.

- **AR636 Comparative Study on the Cultural Heritage Organization 3 credits**

Understanding the character of archives based on comparison of cultural heritage organization : Archives, library, museum etc. Deduct the cooperation task.

- **AR637 Seminar in Preservation of Archives 3 credits**

Learning methodology of preservation of archives and strategy as long-term preservation.

- **AR638 Seminar on Record Management System and Knowledge Management System 3 credits**

Understanding the theories and background of Record Management System along with Knowledge Management System. By analyzing the current RMS cases with related evaluation theory, it will help to have a overall picture of RMS and KMS theoretical and practically.

- **AR639 Seminar on Audio-Visual Archives 3 credits**

Understanding the theories of creating, indexing, describing, and preserving digital objects for non-textual materials. And analyzing the representative photographic, moving Image, and museum archives and Larchiveum systems in the world.

- **AR640 Seminar on Archival Description 3 credits**

Studying the organization of archival materials, including classification, structural analysis of a fond, principles of archival description, archival description standards, and archival authority standards.

- **AR641 Seminar on Researching Advanced Record Management Systems 3 credits**

Understanding the process of applying RMS and maintenance conditions by researching and analyzing advanced cases in various countries. And generalizing RMS applications with related international standards, rules, and administrative supports in their organizations.

- **AR642 Seminar on Theory and Practice of Archival Information Contents 3 credits**

Researching and understanding various theoretical models on developing information content from e-records and practicing the development process by creating and packaging pertinent metadata.

- **AR643 Studies on Korean Old Archives 3 credits**

Studying Korean old archives relating to Korean history. By selecting major archival documents and evaluating the historical value and meaning of the archival documents, this course examines old archives relating to Korean history.

- **AR644 Studies on Documentary Resources Relating to Local History of Joseon Dynasty 3 credits**

Paying attention to today's localization trends, this course examines the archival resources relating to local history of Joseon dynasty to understand political,

economic, social, and cultural aspects of local communities in Joseon dynasty as well as the contents of the old documents, including local village geographies, family registers of local nobility, local autonomous regulations, and the Blue Student Rolls of local Confucian nobility schools.

- **AR645 Studies on Documentary Resources Relating to Local History of Modern and Contemporary Korea 3 credits**

Paying attention to today's localization trends, this course comprehensively examines the archival resources relating to local history from 1876 to the present including the era of Daehan Empire, the colonial period, and modern times of Korea to understand modern local history of Korea and modern local Korean society. The documentary resources to be examined include local village geographies, the colonial records, and the government records of modern Korea.

- **AR646 Studies on Documentary Resources Relating to Cultural History of the Noble Families in Korea 3 credits**

Studying the archival materials on noble family registers, genealogical records, records of noble family schools, minutes of family meetings, records of ancestral worship ceremonies, and family courtesy and ceremonial guidelines and family cook books to understand everyday life of the traditional period.

- **AR647 History of Archives Management in China 3 credits**

Providing a comprehensive overview of official historical writings, a history of historical compilations, and archives management of China. This course also examines the development of modern archives management systems in China.

- **AR648 Studies on European and American Archives Materials and Archives Management in Western Historiography 3 credits**

Studying the history of archives management in the Europe and the United States. The course examines the close relationship between archives management and historical studies and how the relationship developed. Students will investigate the historical process how various types of records became archives resources along with the development of historical researches as well as archives management and interpretations of archives over the time in the West.

- **AR649 Seminar in Public Administration 3 credits**

Investigating cases and specific issues related to theories and practices in public administration. After reviewing the literature on public administration and the current research trends, students will debate the feasibility and relevance of the theory to Korean context. Submission of a final report is required.



- **AR650 Seminar in Public Policy 3 credits**

Analyzing various issues related to public policies in diverse fields and developing policy suggestions. In doing so, students examines practical cases related to the process of policy formulation, implementation, and evaluation, and emphasizes modeling and empirical policy analysis. Submission of a final report is required.

- **AR651 Civil Servant & Administrative Management 3 credits**

Examining the wide variety of expected roles of public servants in rapidly changing environment around public organizations. Students will understand that the diverse policy demands in today's society requires public servant to undertake proactive roles in leading innovations of society, and discuss how these environmental characteristics influence human resource practices of public organizations.

- **Research for the Master's Degree 1**
- **Research for the Master's Degree 2**
- **Research for the Doctoral Degree 1**
- **Research for the Doctoral Degree 2**
- **Research for the Doctoral Degree 3**