

WE'RE HAPPY YOU'RE ADMITTED!

FROM HERE IT'S CLOSE
TO NEW OPPORTUNITIES

Welcome to Mid Sweden University!

Dear student!

We're very happy that you have been admitted to **AK009A Standards for Digital Recordkeeping** and we're looking forward to meeting you online. We'll do our best to make you get on well during your studies here. If you have any questions or concerns you are more than welcome to contact me, your course coordinator, directly or you could contact our Frontdesk or the student office (information below).

Remember that you have to reply to the notification of selection, which you find here: <https://www.antagning.se/intl/start> to be able to keep your place on the course!

You will find more information about course registration, schedule, reading lists, examination routines and accommodation on our website:
<http://www.miun.se/en/Student/>

You will find information on course literature and other things you need to know before starting your studies on the next page.

Professor Karen Anderson
Programme and course co-ordinator
E-mail: karen.anderson@miun.se

Frontdesk

Adam Nordh, Frontdesksupport
Phone: +46 60-14 86 54, weekdays 08.00-16.00
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Student office Härnösand

Archive, computer and information science

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Getting started

1. Remember to reply to your notification of selection in order to keep your place on the course. This is not your admission decision.

2. Before you begin the course you have to activate your student account in the student portal. The Student portal is where you register for your courses and it is also where you will find information about schedules, course syllabus. It is also where you access our learning platforms, find information on our security card, the campus, accommodation, the library, introduction week and more. To help you out there is a checklist which you'll find by visiting <http://www.miun.se/en/Student/>

- **The course MIU-AK009A Standards for Digital Recordkeeping will start in Week 3, which begins 16th January 2012.** However, the course website on WebCT will be open to you from the beginning of January and I recommend that you visit the course, read the Orientation information and introduce yourself on the Discussion board before 16th January if you can. This course will run completely online, so you do not need to visit us in Härnösand. There are no set online meeting dates, but you do need to set aside time to work regularly on the course each week and to participate in the 'discussions' in the course on WebCT. When you start the course you will find a Discussion area to introduce yourself and a General Discussion Forum that will be available throughout the whole course. New Discussions will open up for specific topics as we work through the course material. However, if you do wish to visit us in person, you will find us in Villa Nybo, Building E on the map you can find at: <http://www.miun.se/sv/universitetet/Om-oss/Hitta-hit/Campuskarta-Harnosand/>

- **Literature needed at the beginning of the course Standards for Digital Recordkeeping**
The textbook for this course is:

Shepherd, Elizabeth & Yeo, Geoffrey (2003). *Managing records: a handbook of principles and practice*. London: Facet Publishing.

It is highly recommended that you purchase this textbook, which should have a place on every professional archivist's bookshelf. It will be available for purchase online at Facet Publishing: <http://www.facetpublishing.co.uk/index.shtml> but it is currently out of stock. Preprints for the first three chapters are available on WebCT.

Throughout this course you will need access to a number of ISO standards, but these can be accessed through the e-Nav database provided by Mid Sweden University Library. You do not need to purchase the standards yourself. You will find more information about accessing e-Nav in the Orientation to the course in WebCT.

- **You will find the course syllabus for Standards for Digital Recordkeeping (AK009A Arkiv- och informationsvetenskap AV, Standarder för elektronisk dokumenthantering, 15 hp) here:**



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<http://www.miun.se/sv/Utbildning/Hitta-din-utbildning/ATLAS-Visa-Kursplan/?KursplanId=5344>

- **Distance education**

You will find the weekly schedule for the course at the end of this letter and more information about the online learning platform WebCT at <https://portal.miun.se/web/student>

If you do not intend to attend the Standards for Digital Recordkeeping you have been admitted to, please send an e-mail to Karen.anderson@miun.se and state name, your Swedish social security number and application code.

- **A student mentor is a support for you in your studies.** Our student mentors are located at our three campus libraries. If you are a distance education student you are welcome to contact the student mentors by phone or e-mail.

The student mentors can, for example, help you with:

- Basic IT issues (Microsoft Office)
- The Student portal, Blackboard/WebCT.
- The basics of writing an essay or paper. You can also check the library webpage, [Writing a Paper](#) or if Swedish links are helpful to you, [LRCs link library](#).

Contact the student mentors at studentmentor@miun.se or by phone:

Härnösand	9.30-13.30	0611-861 77
Sundsvall	9.30-13.30	072-230 99 09
Östersund	10.00-14.00	063-16 55 07

Equal opportunity

At the Department of Information technology and Media we are working actively so the institution will be characterized for equal opportunity for students and employees, no matter of gender, ethnicity, religion, or other belief, sexual orientation, disability, age, or transgender. If you experience any violation, discrimination, stigmatized, or made invisible we are grateful if you want to contact any of the contacts working whit these question. These and more information about same terms you find at: <http://www.miun.se/en/University/More-about-us/Utvecklingsarbeten/Equal-rights/>.



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Timetable

AK009A Standards for Digital Recordkeeping Course plan: Spring 2012			
Module number	week / date	Module title	Activity
	Week 2	Orientation: Textbook, Library resources, Using Web-CT Orientation: Online discussions	Explore the on-line course environment Introduction to online discussion
01	Week 3 16 Jan	Introduction to Records and Recordkeeping Theory I	
02	Week 4 23 Jan	Introduction to Records and Recordkeeping Theory II	
03	Week 5 30 Jan	Recordkeeping tactic I: Using policy and standards	
04	Week 6 6 Feb	The standards development process: The professional community working together; ISO15489 as an example	
05	Week 7 13 Feb	Records management standards ISO15489; MoReq2010; the DoD Standard	
06	Week 8 20 Feb	Introduction to metadata and metadata standards	
07	Week 9 27 Feb	Issues in capturing and managing metadata	Submit Assignment 1
08	Week 10 5 Mar	Analysing work processes and Identifying recordkeeping requirements	
09	Week 11 12 Mar	Recordkeeping tactic II: Systems design for Recordkeeping	
10	Week 12 19 Mar	Issues in systems design for recordkeeping	
11	Week 13 26 Mar	Recordkeeping tactic III: Implementing standards and systems	
	Week 14-15 2-13 Apr	Free from class activity. Easter holidays	
12	Week 16 16 Apr	Recordkeeping tactic IV: Jurisdiction- and organisation-specific standards	Submit Assignment 2
13	Week 17 23 Apr	Evaluating and auditing compliance with standards and requirements	
14	Week 18 30 Apr	Strategies for records management advocacy within an organisation	Send in course evaluation



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