

UNIVERSITY OF MADRAS
B.A. DEGREE COURSE IN HISTORICAL STUDIES
SYLLABUS WITH EFFECT FROM 2020-2021

BHS-DSA06

ALLIED: ARCHIVES KEEPING

Instr.Hrs.: 6
Credits : 5

Year : I / II
Semester: I / II / III / IV

Learning Outcomes:

Students will acquire

- a) adf**
- b) dfa**

Objectives:

- To know the history of the archives.
- To study the activities of various archives.
- To understand the importance of archives keeping.

Contents

UNIT I

Introduction: History of Archives – Archives Keeping through the Ages – International Archives – Archives in India: Growth and Development.

UNIT II

Creation of Archives: Establishment of Registry – Racking – Shelves and other materials – Archives and Libraries – Organisation of Archives in India – Structure and Classification.

UNIT III

Preservation in Archives: Methods of Preservation – Preliminary and Precautionary Measures – Preventive Measures – Factors of Deterioration – Methods of Preservation and Repair of Archival material – Problems in Archives Keeping.

UNIT IV

Administration of Archives: National Archive – Tamil Nadu Archive – Functions of Archives – Uses of Archives.

UNIT V

Private Archives: Categories of Private Archives – Indian Historical Records Commission (IHRC) – Indian Council of Archives (ICA) – SWARBICA and ARBICA.

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BOOKS FOR REFERENCE:

1. Theodore R. Schellenberg : Modern Archives: Principles and Techniques
2. Theodore R. Schellenberg : Management of Archives
3. Madhu Gupta : Archives and Record Management
4. N. Harinarayana : Science of Archives Keeping
5. F.L. Marsh : Problems of Archival Book Restoration
6. Sailen Ghose : Archives in India
7. P. Sarvaswaran : Archives Keeping
8. M. Sampathkumar : Nature and Scope of Archives – A Study
9. M. Sundararaj : A Manual of Archival System & the World of Archives
10. J. Dharmaraj : Archives Keeping (Tamil)
11. <http://nationalarchives.nic.in/content/national-archives-india>
12. <http://www.tnarchives.tn.gov.in/aboutus.html>