ARCHIVES AND INFORMATION STUDIES, MINOR

Archives and records management are high demand career areas as corporations, government and non-profit organizations look to create, store, retrieve and dispose of vast amounts of records and data. In today's digital world almost every career, regardless of discipline, will involve management and organization of recorded information. The minor in Archives and Information Studies will provide students with a background in the management, arrangement, preservation and disposal of digital and traditional records. The minor includes an internship requirement which will allow students to gain experience in corporate and/or archives settings.

Program Requirements

Code	Title	Credit Hours
Required Courses		
ARST 4000	Prin & Practice in Records	3
ARST 4100	Archives, Records, and Tech	3
ARST 4200	Arrangement and Description	3
ARST 4400	Records Management	3
ARST 4900	Internships	3
Total Credit Hours		**15**

The Archives and Information Studies program also offers a Master of Archival Studies (https://catalog.clayton.edu/academic-catalog/graduate-studies/archival-studies-mas/). Information on this degree program can be found in the School of Graduate Studies section of this catalog.