COURSE BROCHURE

Archives and Records Management

Diploma, Vocational & Skills / Library & Information Science

One-time full-course fee

INR 1,499

Access

12 months course access

Study plan

12 suggested study hours; 12 months access

Learning format

Four self-paced written English lessons in two modules, with original fictional examples, explained practice and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS. Readings are AI-authored with independent AI editorial and primary-source checks; independent human academic review is not included.

Programme overview

An introductory practice course on inventory, context, description, access and accountable records decisions. It supplies no statutory retention periods or authority to destroy records. Four self-paced written English lessons in two modules, with original fictional examples, explained practice and a self-assessed capstone. Optional automated Course Tutor assistance is available in the protected LMS. Readings are AI-authored with independent AI editorial and primary-source checks; independent human academic review is not included. Independent ZELVU study support within the listed scope. No university degree, recognised diploma, official examination, vendor accreditation, recruitment eligibility, job placement or outcome guarantee is included. Live human teaching, individual human marking and a recorded video lecture series are not included. Software hosting, paid subscriptions, proprietary classification schedules and standards, examination fees and university fees are separate. Practical exercises use supplied fictional data and offline planning alternatives; a hosted Koha or DSpace system is not provided. Suggested study hours include reading, practice and revision, not video runtime. Related existing degree/NET support courses remain separately sold; review their syllabus before purchase.

Who this is for

1. Basic spreadsheet and document skills. All records and policies in exercises are fictional.
2. Use fictional practice records and resources you are entitled to use. Check your university, employer or examination authority for any separate qualification and selection requirements.

Published topics and learning focus

1. Build a records inventory and accession record
2. Describe relationships and provide controlled access
3. Apply a fictional retention rule without premature deletion
4. Capstone: an accession and access decision register

Before you choose

1. These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
2. ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
3. Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

Explore the programme trial

View current details, scope and terms

Ask ZELVU about this programme

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.