

Archival education in Bavaria

Training centre: Bayerische Archivschule, München

- founded in 1821
- located at the office of the president of the Bavarian state archives (“Generaldirektion der Staatlichen Archive Bayerns”), integral part of the administration
- teaching staff: active archivists and guest lecturers (both involved in current work)
- financing: governmental budget of the state of Bavaria
- responsibility: professional training for public (= state and municipal) archivists; guest auditors (from church or private archives) are welcome
- implementation according to demand
- standard conception of basic training – specialisation in practical work and by continuation education
- practical training in the state archives (especially Munich), also in municipal and church archives

Courses of archival instruction for three civil services – Admission requirements and duration

1. Archival education on postgraduate level (“Archivrat”)

- after graduation from university studies in history or law
- doctorate on a topic concerning the history of the country
- certificates about courses in history of law and in historical auxiliary sciences
- knowledge in Latin and French
- 24 months: theoretical instructions (1407 hours) in three periods (3/5/5 months) and practical training in two periods (4/5 months)

2. Archival education on graduate level (“Diplom-Archivar”)

- matriculation standard (“Abitur”) after thirteen school years
- knowledge in Latin
- passing a special admission procedure for servants
- 36 months: lessons (2400 hours) in four periods (3/5/5/5 months) and practical training in three periods (5/7/6 months)

3. Archival education for mid-level service (“Archivsekretär”)

- graduation from a secondary school after ten school years
- passing a special admission procedure for servants
- 24 months: theoretical instructions (1084 hours) in two periods (16/18 months) and practical training (16 months at once)

Scientific archival education – Curriculum

(Preparatory course 2006/2008)

Subjects	Lessons total	Term I	Term II	Term III
1. Archival science				
1.1 Basic principles	40	-	20	20
1.2 Organisation of German and international archives	6	6	-	-
1.3 Archives history and historical regional studies	74	24	20	30
1.4 Arrangement and description	24	24	-	-
1.5 Records management	40	-	20	20
1.6 Appraisal and acquisition	40	-	20	20
1.7 Typology of archival documents I: diplomatics (incl. chronology)	60	-	40	20
1.8 Typology of archival documents II: codex and files	88	48	20	20
1.9 Typology of archival documents III: electronic records	20	-	-	20
1.10 Typology of archival documents IV: collections of contemporary history	20	-	20	-
1.11 Typology of archival documents V: maps and plans	15	-	15	-
1.12 Advising local and private archives owners	10	-	10	-
Archival science total	437	122	185	130

2. Historical auxiliary sciences				
2.1 Heraldry	10	-	-	10
2.2 Sigillography	10	-	-	10
2.3 Biography	5	-	5	-
2.4 Measures and weights (in 4.5)				
2.5 Numismatics (in 4.5)				
2.6 Chronology (in 1.7)				
2.7 German paleography	100	20	40	40
2.8 Latin paleography	89	24	25	40
2.9 French paleography	30	-	20	10
Auxiliary sciences of history total	244	44	90	110
3. Archival technology				
3.1 Archival construction and installation	20	-	-	20
3.2 Conservation and restoration	15	-	15	-
3.3 Reprography	5	-	-	5
3.4 Electronic data processing	74	24	10	40
Archival technology total	114	24	25	65
4. Historical disciplines				
4.1 History of law, basic principles of Roman law	104	24	40	40
4.2 History of canonical law	56	-	30	26
4.3 History of constitution and administration until 1799	60	-	40	20

4.4 History of constitution and administration after 1799	60	24	36	-
4.5 Economic and social history	40	-	20	20
Historical disciplines total	320	48	166	106
5. Archive management				
5.1 Archives law	38	14	24	-
5.2 Administrative law	22	12	-	10
5.3 Organisation, personnel policy	40	-	20	20
5.4 Budget policy	20	-	20	-
5.5 Rules for civil service	34	24	10	-
5.6 Public relations, service éducatif, exhibitions	34	24	10	-
Archive management total	188	74	84	30
6. Others				
6.1 Principles of science of libraries	10	-	-	10
6.2 Principles of documentation	10	-	-	10
6.3 Visits, lectures etc.	84	24	10	50
Others total	104	24	10	70
Sum of all lessons	1407	336	560	511
Lessons per week		28	28	26