

**FAMILIES OF THE SERVANTS OF MARY AND THE CARMELITES
COURSE FOR ARCHIVISTS
THE CURRENT ARCHIVES OF A RELIGIOUS INSTITUTE
PONTIFICAL THEOLOGICAL FACULTY MARIANUM - ROME**

Thursday, June 30

09:00-09:15 Greeting by the President of the OSM Historical Institute

09:15-10:00 What is the Archives? (Amalraj Arockiasamy, OSM)

10:05-10:45 Birth, Classification and Types of Documents (Amalraj Arockiasamy, OSM)

11:00-12:00 Questions and discussion

15:00-16:00 The History of Archives and the Example of the Carmelites (Simona Serci)

16:15-17:00 The Servants of Mary Archives through the History and Legislation of the Order (Odir J. Dias)

Friday, July 1st

09:00-09:50 The Life of the Archives: from Administration to Research (Mario Alfarano, ocarm)

09:50-10:15 Questions and discussion

10:30-11:20: Archiveconomics (Alessandro Decupis)

11:20-12:00 Questions and discussion

15:00-16:00 The Electronic Document and Archive

16:15-17:00 Workshop

Saturday, July 2

09:00-09:50 The Titulary (Emanuele Atzori)

10:00-11:00 The Protocol (Emanuele Atzori)

11:10-12:00 Laboratory

15:00-15:30 Conservation plan and management manual (Emanuele Atzori)

15:40-16:40 Workshop and questions

16:45-17:00 Conclusion by the Dean of the Institutum Carmelitanum

*The course will take place in the new Aula Magna of the PFT Marianum.

*Lunch will not be provided

*It is advisable to bring the Constitutions, Status Ordinis or Catalogus of your Institute.