**INLS 556 - Introduction to Archives and Records Management**

**School of Information and Library Science  
University of North Carolina, Chapel Hill**

**Spring 2017**

**Meeting Time:** Monday/Wednesday 10:10 am - 11:25 am  
**Location:** 208 Manning Hall  
**Credits:** 3  
**Instructor:** Denise Anthony  
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**Office Hours:** 1- 2 pm T, Th or by appointment

**COURSE DESCRIPTION**  
This course provides a survey of principles and practices that archivists and records managers apply, as well as issues that they confront. We will discuss the nature of documentation and recordkeeping in contemporary society and the different types of institutions with responsibility for records. We will also examine the archival profession, its internal diversity and its relationships with allied professions. It is designed with two types of students in mind:

1. Students pursuing careers in archives administration or records management. This course will provide an introduction to the field; introduce terms and concepts that will be used in other courses; and explain how components of archives and records administration fit together.
2. Students pursuing careers in related information professions. This course offers an overview of archives and records administration; helps students become conversant with archival and records management terminology; and explains how archives and records administration relates to other aspects of information management.

The course will be a combination of lecture, discussion, and problem solving. It will require participants to conduct independent research and writing. It is an intensive introduction to the field. Critical reading of course materials will be essential to stimulate active participation in class discussions.

**COURSE OBJECTIVES**

* Understand why societies, cultures, organizations, and individuals create and keep records.
* Become familiar with the evolution of methods and technologies used to create, store, organize, and preserve records. • Become conversant in the terminology and concepts used in records management and archival administration.
* Be aware of the ways that organizations and individuals use archives and records for research, ongoing operations, accountability, litigation, and organizational memory.
* Become familiar with the basic components of records management and archival programs including inventory, appraisal, disposition, acquisition, arrangement, description, preservation, access, use, and outreach. Understand the relationships among these program elements.
* Be aware of the various environments where records are created, managed, and used - from very informal settings to well-established records management programs and archival institutions.
* Understand how archival and recordkeeping practices differ from and relate to other information management practices.
* Be aware of the legal, policy, and ethical issues surrounding archives and records administration.
* Become familiar with the structure, organization, literature, and current issues in the archival and records management professions.

**COURSE EXPECTATIONS**

* Complete readings BEFORE CLASS each week. Manage your time accordingly.
  + How to Read a Book - http://pne.people.si.umich.edu/PDF/howtoread.pdf
* Written work should be of high quality. If you have concerns about writing, address them early and often.
  + UNC Writing Center in Phillips Annex (two buildings east of Peabody) - http://www.unc.edu/depts/wcweb/
* Come to class on time.
* Participate in discussions!
* Demonstrate that you have read the material, understood and synthesized it.
* Tell me when you do not agree. This is a discussion forum, not just a lecture session. No one in the room has a monopoly on correct answers. Ideas are presented in order for you to analyze and critique them. You are encouraged to question the assumptions of the readings, your instructor and your fellow students. Your comments should reflect mutual respect and should not attack individuals.

**Special Needs:** If you feel that you may need an accommodation for a disability or have any other special need, please make an appointment to discuss this with me. I will be most able to address special circumstances if I know about them early in the semester. My office hours and contact information are listed at the beginning of this syllabus

**BOOKS FOR PURCHASE:**  
The two required texts for the course are available for purchase from the UNC Student Stores in the Daniels Building (two buildings south of Manning).

1. Lee, Christopher A. ed. I, Digital: Personal Collections in the Digital Era. Chicago, IL: Society of American Archivists, 2011.
2. Millar, Laura. Archives: Principles and Practices. New York, NY: Neal-Schuman, 2010.

Both books are also available directly from the Society of American Archivists (http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/store/storeFront.html?Action=Store) and there is a  discount for SAA members. (Student membership is $52/year, much less than for working people!) They are also available on Amazon.

**SCHEDULE OF TOPICS AND READINGS:** See Schedule section in Sakai

**ASSIGNMENTS:**

1. Class Participation 10%
2. Online Discussion of Weekly Topics 30%  see <https://sakai.unc.edu/x/Wr7Zki>
3. Records and Archives in the News (RAIN) 20%

Assignment is to be posted to the Student Comments section of the weekly Schedule in Sakai at least 24 hours before your chosen date. At the beginning of that class day, please be prepared to clarify, answer questions, etc. from your fellow students and me.

*Assignment Instructions*

Write a 4-6 page (double-spaced, 12-point font) paper on a recent news story that relates in some important way to records or archives. Upload your paper to the Schedule  24 hours prior to your chosen due date. On the due date, be prepared to answer questions and provide comments.

To do:

Find three news articles that relates to or illustrates an archival principle or recordkeeping requirement (these should be three different articles that discuss the same event, issue or phenomenon).

In your own words, briefly summarize the event, issue or phenomenon being addressed by the story.

Discuss the implications for archives and records management practice.

Discuss whether or not you think the story illustrates a need to change current policy or practice, providing clear reasons why or why not. Be sure to indicate:

The main stakeholders involved

Any relevant characteristics of the records

Specific recordkeeping requirements or warrants that are at play

Your paper should be well organized, including an introduction and conclusion. To inform your discussion, you should draw from and provide citations to at least three different news sources covering the same story.

For purposes of this assignment, a “news source” is a recognized serial publication, rather than the expression of a single individual. As a general rule of thumb, being aggregated in Google News is usually a sufficient (though not necessary) condition for being considered a news source for this assignment. Personal blogs or personal web pages are not considered one of your three news sources, though they can be appropriate supplementary sources.

To guarantee that this is a recent story, the three pieces should be no earlier than *January 1, 2016*. Be sure that the three sources actually provide different content (e.g. not just the same news wire piece being circulated through different channels). In connecting the story to the archives literature, cite and incorporate relevant works to support your analysis. Include a summary introduction to the paper.

Rather than only providing URLs, be sure to provide full citations to all sources including (when available):  title, author, date, publication venue, and page numbers and/or URL.

1. Final Paper 35% Due April 15 11:59 pm

Your mission is to explore the impact of information technology on some aspect of archives and records. Your exploration could address an aspect of archival theory; a particular set of policies and regulations; core archival functions such as acquisition, arrangement, description, appraisal, preservation, access, reference, outreach; professionalization; or education or any other topic cover in this class.

For the paper, you must consult and critically analyze at least ten sources that are not included in the course readings. Your purpose is to present the issues and debates surrounding your topic, so do not just rehash the assumed wisdom: actively summarize and analyze debates and differences of opinion.

I do not expect you to conduct original research (e.g. from primary sources, survey data), but I do expect you to find and review relevant published literature and Internet resources (if appropriate). The field of archives and records administration is undergoing rapid change, and you should try to find the most recent literature -- keeping in mind that you may need to go back to earlier material on the subject. Be prepared for creative searching -- including exploiting electronic indexes (e.g. America: History and Life; Historical Abstracts; Library Literature; Library and Information Science Abstracts) and browsing through the stacks. Try to draw on sources from other disciplines, many of which are well-represented in discovery tools available through the UNC library web site (e.g. ACM Digital Library; IEEE Explore; EBSCO; JSTOR) or through the Web (e.g. Google Scholar; CiteSeer). Most of the archival journals are available electronically, so you will often find links to them from sites and within web search engine results. I am willing to consult with students on possible sources, but only after evidence of a concerted effort to find relevant materials.

The paper should be minimum of 12 pages (not counting bibliography) double spaced 12 point font.

NB: Proposed Topic Due February 10, 11:59 pm (1 - 2 paragraphs about the topic)

1. Poster Presentation 5%: May 1, 8 am.

The poster/infographic will be a digital file and will be presented during the final exam time, December 16th at 8 am. (We will learn about creating digital posters and infographics during class time. Date to be determined). Please submit your poster and bibliography to the S Poster Fall 2018. First, create a folder with your name (last name first, please) and then upload your poster file and a copy of your bibliography.

Each person will have NO MORE THAN 5 minutes to present your poster/infographic in front of the rest of the class. This will leave time for questions and discussion.

From your poster/infographic, the reader should be able to glean the current state of knowledge about the topic, the key issues it is concerned with, and any questions it raises for archives, records management or broader information professions.

The poster presentation will be evaluated on the following criteria:

Graphic:

Is the topic clearly identifiable?

Is the text font size and style easy to read?

Is the text grammatically correct and mistake free?

Are the text and graphics balanced?

Does the design stimulate interest and discussion?

Presenter:

How knowledgeable and conversant is the presenter with the topic?

Is there evidence of a breadth and depth of critical reading on the topic?

Does the presenter's discussion add value to the poster contents, or are they merely reciting what is there?