



INLS 145: INTRODUCTION TO ARCHIVES & RECORDS MANAGEMENT

School of Information and Library Science
University of North Carolina at Chapel Hill


Fall, 2003

Tuesdays &
Thursdays 11:00-12:15

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COURSE CALENDAR

📖 Readings are listed to enhance your understanding of the material discussed in class. You should read items by the date listed on the schedule, e.g., you should read items listed under September 2nd before class on the 2nd. Most of the journal readings and some book chapters listed are on electronic reserve via the UNC Library webpage. Monographs are on reserve in the SILS Library for INLS 145. Also, don't forget that for most of the readings, even when there is an electronic copy on reserve, there will also be an original copy in the bound periodicals. If you use them, please be careful of bound serials volumes as many students after you will have to use them.

 Required Texts:

Available from the web:

Fox, Michael J. and Peter Wilkerson. *Introduction to Archival Organization and Description: Access to Cultural Heritage*. Santa Monica: Getty Information Institute, 1998. (SILS Res. CD971 .F69 1998) Also available online at: <http://www.getty.edu/research/institute/standards/introarchives/> Read entire booklet or website.

Available from SAA:

You can order these directly from the SAA. These would be much more expensive if sold in the bookstore so I did not order them for the class that way. Also, if you're an SAA student member, there's a member's discount also. Remember, this is the beginning of your professional library! You will get a bigger discount if you buy the entire Archival Fundamental Series from SAA at: <http://www.archivists.org/catalog>

Ham, F. Gerald. *Selecting and Appraising Archives and Manuscripts*. Chicago: Society of American Archivists, 1993. [SILS Res. CD971 .H36 1993]

Miller, Fredric M. *Arranging and Describing Archives and Manuscripts*. Chicago: Society of American Archivists, 1990. [SILS Res. CD950 .M555 1990]

O'Toole, James M. *Understanding Archives and Manuscripts*. Chicago: Society of American Archivists, 1990. [SILS Res. CD950 .O88 1990]

1. Tuesday, August 26:

- A. Introduction to the course, instructor, and students. Setting expectations. Establishing backgrounds and goals.
- B. So, why are you here? The UNC-CH/SLIS approach to cultural heritage information education.
- C. Archives education programs throughout the US & Canada.

ASSIGNMENT: Find definitions of archives and records management in either online or print environments. Indicate which one(s) you like best and why. No more than 3 pages. We'll discuss this on 9/2; both what you find and where you find it.

Discuss term project.

2. Thursday, August 28:

- A. Brief history of archives, manuscript repositories, and records management programs.

Duchin, Michel. "The History of European Archives and the Development of the Archival Profession in Europe." *American Archivist* 55/1 (Winter 1992): 14-24.

Posner, Ernst. "Some Aspects of Archival Development Since the French Revolution" In *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*, Maygene Daniels and Timothy Walch, eds. (Washington, D.C.: NARS, 1984): 3-14. [SILS Res. CD972 .M63 1984]

B. Rise of the archival profession in the United States.

Berner, Richard C. "Historical Development of Archival Theory and Practices in the United States," *Midwestern Archivist* 7/2 (1982): 103-17.

O'Toole, *Understanding Archives and Manuscripts*, chapter 1: "Recording, Keeping, and Using Information," 7-25; chapter 2: "The History of Archives and the Archives Profession," 27-49.

C. The archival "classics." These are on reserve in the SILS Library for this class. Please browse through them. We will talk about them a bit now and as the semester progresses we will refer back to them.

Jenkinson, Hilary, Sir. *A Manual of Archive Administration*. London: Percy Lund, Humpries & Co. Ltd., 1965. Reprint of 2nd ed. 1937. [SILS: CD950 .J4 1965]

Muller, Samuel, J.A. J. A. Feith, and R. Fruin. *Manual for the Arrangement and Description of Archives*. New York: H.W. Wilson Co., 1940. Translation of the 2d ed. by Arthur H. Leavitt. [SILS: CD952 .M75]

Norton, Margaret Cross. *Norton on Archives : The Writings of Margaret Cross Norton on Archival & Records Management*, edited with an introduction by Thornton W. Mitchell; foreword by Ernst Posner. Carbondale: Southern Illinois University Press, 1975. [NCC: C906 N88n]

Posner, Ernst. *Archives and the Public Interest; Selected Essays*. Washington, D.C.: Public Affairs Press, 1967. [Davis and SILS CD935 .P6]

Posner, Ernst. *Archives in the Ancient World*. Cambridge: Harvard University Press, 1972. [Davis and SILS: CD996 .P67]

Schellenberg, Theodore R. *The Management of Archives*. New York: Columbia University Press, 1965. [SILS and Davis: CD950 .S29]

Schellenberg, Theodore R. *Modern Archives; Principles and Techniques*. Chicago: Univ. of Chicago Press, 1956 [SILS: CD950 .S3]

3. Tuesday, September 2:

A. What are archives and records management? We'll discuss what you found during the past week.

Daniels, Maygene F., "A Glossary of Selected Terms," In *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*, Maygene Daniels and Timothy Walch, eds. (Washington, D.C.: NARS, 1984): 337-342.

Duckett, Kenneth W. *Modern Manuscripts*. Nashville, TN: American Association for State and Local History, 1975; pp. 3-20, 337-344 (terms) [SILS Res. CD950 .D8]

Fox, Michael J. and Peter Wilkerson. *Introduction to Archival Organization and Description: Access to Cultural Heritage*. Santa Monica: Getty Information Institute, 1998. Available online at: <http://www.getty.edu/research/institute/standards/introarchives/> Section, "What is Processing?"

Miller, *Arranging and Describing Archives and Manuscripts*, chapters 1 - 3: "Introduction," "Archives and Manuscripts: Comparisons and Models," and "Basic Archival Principles," pp. 3-30.

Browse: Bellardo, Lewis and Lynn Bellardo. *A Glossary for Archivists, Manuscript Curators, and Records Managers*. Archival Fundamentals Series. Chicago: SAA, 1992. [SILS Res. CD945 .B48 1992]

DUE: Definitions of archives & records management.

4. Thursday, September 4:

- A. What are the goals and functions of archives and records management programs?
- B. What it means to be an archivist.

Foote, Kenneth E. "To Remember and Forget: Archives, Memory, and Culture." *American Archivist* 53/3 (Summer 1990): 378-92.

Jenkinson, Hilary, Sir. "Reflections of an Archivist." In *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*, Maygene Daniels and Timothy Walch, eds. (Washington, D.C.: NARS, 1984): 15-21.

Lubar, Steven. "Information Culture and the Archival Record," *American Archivist* 62/1 (Spring 1999): 10-22.

O'Toole, *UAE&M*, Chapter 3: "The Archivist's Perspective: Knowledge and Values," 49-60; Chapter 4: "The Archivist's Task: Responsibilities and Duties," 61-75.

5. Tuesday, September 9:

Records Management.

- What is records management and why is it important to archivists?
- How does records management add value to businesses?

Cox, Richard J. "Electronic Systems and Records Management in the Information Age: An Introduction." *Bulletin of the American Society for Information Science* 23 (June/July 1997) p. 7-9.

Cox, Richard J. "Why Records are Important in the Information Age." *Records Management Quarterly* 32/1 (January 1998): 36-52.

Robek, Mary; Gerald Brown; and David Stephens. *Information and Records Management*. New York, N.Y.: Glencoe, 1995, pp. 2-26. [SILS Res. HF5736 .R53 1995]

ASSIGNMENT: ID manuscripts on reserve in the Manuscripts Department. DUE: 9/25.

6. Thursday, September 11:

In-depth tour of UNC-CH's Manuscripts Department and its functions led by Laura Clark Brown. Meet in Southern Historical Collection. 4th floor, Wilson Library.

7. Tuesday, September 16:

Identifying types of manuscripts and records. Laura Clark Brown will provide exemplars. Meet in the Southern Historical Collection.

Duckett, Kenneth W. *Modern Manuscripts*. Nashville, TN: American Association for State and Local History, 1975; pp. 143-144.

8. Thursday, September 18:

Establishing an archival & records management program. Guest instructor: Tim Pyatt, Duke University Archivist.

9. Tuesday, September 23:

A. What is a document? A record?

Acland, Glenda. "Managing the Record Rather Than the Relic," *Archives and Manuscripts* 20/1 (1992): 57-63.

Buckland, Michael. "What is a 'Document'?" *Journal of the American Society for Information Science* 48/9 (1997): 804-809.

Cox, Richard J. *Managing Records as Evidence and Information*. Westport, CT: Quorum Books, 2001, 1-42.

Roberts, David. "Defining Electronic Records, Documents and Data." *Archives and Manuscripts* 22 (May 1994): 14-26.

Schamber, Linda. "What is a Document? Rethinking the Concept in Uneasy Times." *Journal of the American Society for Information Science* 47 (September 1996): 669-671.

B. What is an authentic record?

Duranti, Luciana. "Reliability and Authenticity: The Concepts and the Implication." *Archivaria* 39 (Spring 1995): 5-10.

InterPARES Authenticity Taskforce. *Authenticity Taskforce Draft Final Report*. 67 pages Browse. http://www.interpares.org/documents/atf_draft_final_report.pdf

10. Thursday, September 25:

Manuscript Identification. Discuss exercise.

Laura Micham to visit.

Due: Manuscript ID exercise.

11. Tuesday, September 30:

Appraisal of Archival Material – Key Issues.

Cook, Terry. "What is Past is Prologue: A History of Archival Ideas Since 1898, and the Future Paradigm Shift." *Archivaria* 43 (Spring 1997): 17-63.

Ham, F. Gerald. *Selecting and Appraising Archives and Manuscripts*. Chapters 1-2, pp. 1-14 [SILS Res. CD971 .H36 1993]

Kolsrud, Ole. "The Evolution of Basic Appraisal Principles – Some Comparative Observations." *American Archivist* 55 (Winter 1992): 26-37.

Peace, Nancy E. "Deciding What to Save: Fifty Years of Theory and Practice." In *Archival Choices: Managing the Historical Record in the Age of Abundance*, Nancy E. Peace, ed. Lexington: DC Heath, 1984, pp. 1-18.

Assignment: Processing Plan.

12. Thursday, October 2:

History of Archival Appraisal.

Jenkinson, Hilary, Sir. *A Manual of Archive Administration*. London: Percy Lund, Humpries & Co. Ltd., 1965. Reprint of 2nd ed. 1937, pp. 136-155. [SILS: CD950 .J4 1965]

Muller, Samuel, J.A. Feith, and R. Fruin. *Manual for the Arrangement and Description of Archives*. New York: H.W. Wilson Co., 1940. Translation of the 2d ed. by Arthur H. Leavitt. Chapter 1. [SILS: CD952 .M75]

Schellenberg, Theodore R. "The Appraisal of Modern Public Records." In Maygene F. Daniels and Timothy Walch, eds., *A Modern Archives Reader* Washington, D.C.: National Archives and Record Service, 1984, pp. 57-70. You can also read this at the NARA website at:

http://www.archives.gov/research_room/alic/reference_desk/archives_resources/appraisal_of_records.html

13. Tuesday, October 7:

A. Appraisal – Theory and Values.

Benedict, Karen. "Invitation to a Bonfire: Reappraisal and Deaccessioning of Records as Collection Management Tools in an Archives – A Reply to Leonard Rapport." *American Archivist* 47 (Winter 1984): 43-49.

Boles, Frank and Mark A Greene, "Et Tu Schellenberg? Thoughts on the Dagger of American Appraisal Theory." *American Archivist* 59 (Summer 1996): 298-310.

Duranti, Luciana. "The Concept of Appraisal and Archival Theory." *American Archivist* 57 (Spring 1994): 328-244.

Intrinsic Value in Archival Material, NARS Staff Information Paper 21. Washington, DC: National Archives and Records Service, 1982. Available at:

http://www.archives.gov/research_room/alic/reference_desk/archives_resources/archival_material_intrinsic_value.html

Rapport, Leonard. "No Grandfather Clause: Reappraising Accessioned Records." *American Archivist* 44 (Spring 1981): 143-150, reprinted in *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*, Maygene Daniels and Timothy Walch, eds. Washington, D.C.: NARS, 1984, pp. 80-90.

14. Thursday, October 9:

The Practice of Appraisal.

Boles, Frank. "Mix Two Parts Interest to One Part Information and Appraise Until Done: Understanding Contemporary Records Selection Processes." *American Archivist* 50 (Summer 1987): 356-368.

Boles, Frank and Julia Marks Young. "Exploring the Black Box: The Appraisal of University Administrative Records." *American Archivist* 48 (Spring 1985): 121-140.

Ham, F. Gerald. *Selecting and Appraising Archives and Manuscripts*. Chapters 6-8, 11, pp. 51-79, 95-102. [SILS Res. CD971 .H36 1993]

Samuels, Helen W. "Who Controls the Past." *American Archivist* 49 (Spring 1986): 109-124.

15. Tuesday, October 14:

A. Principles of Arrangement and Description.

Bartlett, Nancy. "Respect des Fonds: The Origins of the Modern Archival Principle of Provenance." *Primary Sources and Original Works* 1, nos. 1/2 (1991): 107-115.

Fox, Michael J. and Peter Wilkerson. *Introduction to Archival Organization and Description: Access to Cultural Heritage*. Santa Monica: Getty Information Institute, 1998. Available online at: <http://www.getty.edu/research/institute/standards/introarchives/> Read entire booklet or website.

Miller, Frederic. *Arranging and Describing Archives and Manuscripts*. Chicago: SAA, 1990, pp. 1-30.

16. Thursday, October 16:

A. Mid-term course evaluation.

B. Archival Arrangement.

Boles, Frank. "Disrespecting Original Order." *American Archivist* 45 (Winter 1982): 26-32.

Holmes, Oliver W. "Archival Arrangement - Five Different Operations at Five Different Levels." In Maygene Daniels and Timothy Walch, eds., *A Modern Archives Reader*. Washington, D.C.: National Archives and Records Service, 1984, 162-180. Available at:
http://www.archives.gov/research_room/alic/reference_desk/archives_resources/archival_arrangement.html

Horsman, Peter. "Dirty Hands: A New Perspective on Original Order." *Archives and Manuscripts* 27/1 (May 1999): 42-53.

Miller, Frederic. *Arranging and Describing Archives and Manuscripts*. Chicago: SAA, 1990, pp. 45-78.

B. Approaches to description: calendars, finding aids, cataloging records, EAD

Visit NUCMC site at: <http://www.loc.gov/coll/nucmc/>

Visit the EAD website at: <http://www.loc.gov/ead/>

Miller, Frederic. *Arranging and Describing Archives and Manuscripts*. Chicago: SAA, 1990, pp. 79-123.

17. Tuesday, October 21:

The Finding Aid.

Fox, Michael J. and Peter Wilkerson. *Introduction to Archival Organization and Description: Access to Cultural Heritage*. Santa Monica: Getty Information Institute, 1998. Available online at:
<http://www.getty.edu/research/institute/standards/introarchives/> Read entire booklet or website.

Thursday, October 23: Fall Break.

18. Tuesday, October 28:

The finding aid. Discuss finding aids examined.

19. Thursday, October 30:

Term project day(s). Discuss progress on your term project with me.

20. Tuesday, November 4:

Records management history and theory.

Buckland, Michael. "On the Nature of Records Management Theory." *American Archivist* 57 (Spring 1994): 346-351.

Duranti, Luciana. "The Odyssey of Records Managers." In: *Canadian Archival Studies and the Rediscovery of Provenance*. Metuchen, NJ: Scarecrow Press, 1993, pp. 29-60.

Penn, Ira. "Understanding the Life Cycle Concept of Records Management." *Records Management Quarterly* 17 (July 1983): 5-8, 41.

Stephens, David O. "Towards a Global Theory of Records Management." *Records Management Quarterly* 26/4 (October 1992): p. 3, 9 p. [EbscoHost]

21. Thursday, November 6:

Records Inventories, Retention, Schedules and Forms.

Penn, Ira; Gail Pennix; and Jim Coulson. *Records Management Handbook*. Hampshire, England: Gower Publishing, 1994, pp. 3-18. [SILS Res. JK468.P76 R44 1994]

Robek, Mary; Gerald Brown; and David Stephens. *Information and Records Management*. New York, N.Y.: Glencoe, 1995, pp. 27-65. [SILS Res. HF5736 .R53 1995]

22. Tuesday, November 11:

Vital Records.

Robek, Mary; Gerald Brown; and David Stephens. *Information and Records Management*. New York, N.Y.: Glencoe, 1995, pp. 68-93. [SILS Res. HF5736 .R53 1995]

23. Thursday, November 13:

Careers in Archives. Area archivists to visit.

24. Tuesday, November 18:

Reference and access.

Craig, Barbara. "Old Myths in New Clothes: Expectations of Archives Users." *Archivaria* 45 (Spring 1998): 118-126.

Pugh, Mary Jo. *Providing Reference Services for Archives and Manuscripts*. Chicago: SAA, 1992., pp. 41-53, 65-77. [SILS Res. CD950 .P844 1992]

Yakel, Elizabeth. "Thinking Inside and Outside the Boxes: Archival Reference Services at the Turn of the Century." *Archivaria* 49 (Spring 2000): 140-160.

25. Thursday, November 20:

Development and Outreach.

- Exhibits, public programming
- Gifts-in-kind
- Fund raising
- Tax law and appraisals
- Using the Web for outreach

Finch, Elsie F. "Making Sure They Want It: Managing Successful Public Programs." *American Archivist* 56 (Winter 1993): 70-75.

Finch, Elsie F. and Paul Conway. "Talking to the Angel." In *Advocating Archives: An Introduction to Public Relations for Archivists*. Metuchen, NJ: Scarecrow Press and SAA, 1994; 5-22. [SILS Res. CD971 .A3 1994]

Grabowski, John J. "Keepers, Users, and Funders: Building an Awareness of Archival Value." *American Archivist* 55 (Summer 1992): 464-472.

Society of American Archivists. Task Force on Archives and Society. *The Image of Archivists: Resource Allocators' Perceptions*. Chicago: SAA, 1984; 16-51. Browse. Also, 1985 follow-up: "The Next Step, 1-8. [SILS Res. Z682 .I532 1984]

Wilsted, Thomas and William Nolte. *Managing Archival and Manuscript Repositories*. Chicago: SAA, 1991, 69-87. (Fund raising and PR). [SILS Res. CD950 .W54 1991]

26. Tuesday, November 25:

Ethics in the archives. In-class case study.

SAA Code of Ethics at <http://www.archivists.org/vision/ethics.html>

The RBMS Code of ethics at: <http://www.ala.org/acrl/guides/rarethic.html>

We will discuss ethical situations in class.

ASSIGNMENT: Ethic case study. DUE: 12/2.

27. Tuesday, December 2:

A. Discuss ethics case study

DUE: Ethics case study.

28. Thursday, December 4:

A. Discussion of term projects.

B. Course evaluations.

29. Thursday, December 11, By noon:

DUE: Term Project.