

INLS 556 - Introduction to Archives and Records Management
Fall 2015
School of Information and Library Science
University of North Carolina, Chapel Hill

Meeting Time: Monday/Wednesday 10:10 am - 11:25 am

Location: 014 Manning Hall

Credits: 3

Instructor: Denise Anthony

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Office Hours: 2- 3 pm T, W 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>
- Come to class on time.
- 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/>
- Participate in discussions and 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).

Lee, Christopher A. ed. *I, Digital: Personal Collections in the Digital Era*. Chicago, IL: Society of American Archivists, 2011.

Millar, Laura. *Archives: Principles and Practices*. New York, NY: Neal-Schuman, 2010.

Both books are also available directly from SAA, (archivists.org) and there is a significant discount for SAA members.

SCHEDULE OF TOPICS AND READINGS: See Resources section of Sakai

ASSIGNMENTS: see assignment section in Sakai for more information

Class Participation 10%

Online Discussion of Weekly Topics 30%

Records and Archives in the News (RAIN) 20%

Final Paper/Presentation 40%

**INLS 556 Introduction to Archives and Records Management
Fall 2015
SCHEDULE OF TOPICS AND READINGS**

*****Subject to change as guest speakers are added*****

PART 1 (WEEKS 1-4) - BACKGROUND: WHAT ARCHIVES ARE, WHAT GOALS THEY
SERVE, WHY THEY ARE IMPORTANT

WEEK 1: Introduction to the Course, Themes and Significance of Archives

August 19

Topics:

Course overview

Logistics

Objectives and requirements

Introduction of the students and instructor

Archives and records management professional organizations and literature

Read:

Millar, Laura. "What are archives?" In *Archives: Principles and Practices*, 1-25.
New York: Neal-Schuman, 2010.

WEEK 2 Records: What They Are and What They Do

August 24

Topics:

Forms, formats and genres of records

Records as artifacts (symbolism, uniqueness)

Co-evolution of social systems and recordkeeping systems

Read:

Yates, JoAnne. *Control Through Communication: The Rise of System in American Management*. Baltimore: Johns Hopkins University Press, 1989.
Chapters 1-3, pp. 1-100.

[Other Related Readings](#)

August 26th

Read:

Hurley, Chris. "Recordkeeping and Accountability." In *Archives: Recordkeeping in Society*, edited by Sue McKemmish, Michael Piggott, Barbara Reed and Frank Upward, 223-53. Wagga Wagga, N.S.W.: Centre for Information Studies, Charles Sturt University, 2005.

Lee, Christopher A. "Introduction to *I, Digital*." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 1-26. Chicago, IL: Society of American Archivists, 2011.

Mallon, Thomas. "Memories Held in Check: Pursuing a Lifetime of My Father's Expenditures." *Harper's Magazine* 287, no. 1721 (1993): 75-76, 79-82.

Other Related Readings

WEEK 3: Basic Archives and Records Management Concepts

August 31/September 2

Topics:

- Definition of record
- Reliability and authenticity of records
- Principle of provenance
- Principle of original order
- Units of arrangement and description: collection, series, fonds, record group
- Organizational functions
- Recordkeeping requirements
- Context and contextual information

Read:

MacNeil, Heather, and Bonnie Mak. "Constructions of Authenticity." *Library Trends* 56, no. 1 (2007): 26-52.

http://muse.jhu.edu/journals/library_trends/v056/56.1macneil.pdf

Millar, Laura. "Provenance, Original Order and Respect des Fonds." In *Archives: Principles and Practices*, 97-114. New York: Neal-Schuman, 2010.

Schellenberg, T.R. "Archival Principles of Arrangement." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 149-61. Washington, DC: National Archives and Records Service, 1984.

Disrespect des Fonds: Rethinking Arrangement and Description in Born-Digital Archives <http://www.archivejournal.net/issue/3/archives->

[remixed/disrespect-des-fonds-rethinking-arrangement-and-description-in-born-digital-archives/](#)

Geoffrey Yeo. "Custodial History, Provenance, and the Description of Personal Records." *Libraries & the Cultural Record* 44, no. 1 (2009): 50-64. <https://muse.jhu.edu/>

[Other Related Readings](#)

WEEK 4- Archives and Records Management Programs, Institutions and Profession

****NO CLASS SEPTEMBER 7TH – LABOR DAY****

September 9:

Topics:

- Program missions, mandates and functions
- Types of archival institutions and collections
- Relations between records managers and archivists
- Education
- Research
- Practice
- Relationships with other information management professions
- Current issues and debates in archives and records management

Read:

Lee, Christopher A. and Robert Capra. "And Now the Twain Shall Meet: Exploring the Connections between PIM and Archives." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 29-77. Chicago, IL: Society of American Archivists, 2011.

Millar, Laura. "Archival Institutions: Creatures of History and Culture." In *Archives: Principles and Practices*, 27-44. New York: Neal-Schuman, 2010.

Jimerson, Randall C. "Weaving the Life of our Ancestors" and "Documenting American Society." In *Archives Power: Memory, Accountability, and Social Justice*, 24-75, 76-129. Chicago, IL: Society of American Archivists, 2009.

[Other Related Readings](#)

PART 2 (WEEKS 5-9) - PRIMARY FUNCTIONS OF ARCHIVES AND RECORDS MANAGEMENT

WEEK 5 -Harnessing the Complexity of Recordkeeping Systems: Design, Administration and Oversight

September 14/16

Topics:

How records fit into the communications, workflow, structure of organizations and societies
Characteristics of recordkeeping systems
Differences between information systems and recordkeeping systems

Read:

Bantin, Philip C. "Recordkeeping Systems." In *Understanding Data and Information Systems for Recordkeeping*, 27-63. New York, NY: Neal-Schuman, 2008.

Marshall, Catherine C. "Challenges and Opportunities for Personal Digital Archiving." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 29-77. Chicago, IL: Society of American Archivists, 2011.

Other Related Readings

WEEK 6 –Appraisal; Disposition

September 21/23

Topics:

Appraisal
Disposition

Read:

Borges, Jorge Luis. "Funes, the Memorious." In *Labyrinths: Selected Stories & Other Writings*, edited by Donald A. Yates and James E. Irby, 59-66. New York, NY: New Directions, 1964.

Millar, Laura. Appraising and Acquiring Archives. In *Archives: Principles and Practices*, 115-143. New York: Neal-Schuman, 2010.

Lee, Christopher A. "Collecting the Externalized Me: Appraisal of Materials in the Social Web." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 202- 238. Chicago, IL: Society of American Archivists, 2011.

Schellenberg, T.R. "The Appraisal of Modern Public Records." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 57-70. Washington, DC: National Archives and Records Service, 1984.

[Other Related Readings](#)

WEEK 7 – Capturing/Collecting Records and Capturing/Creating Associated Descriptive Information

September 28/30:

Guest Speaker on the 28th:

Jackie Dean, Head of Archival Processing Section, [Special Collections Technical Services](#), Wilson Library

Topics:

Acquisition
Accessioning
Arrangement and description

Read:

Lee, Christopher A. "A Framework for Contextual Information in Digital Collections." *Journal of Documentation* 67, no. 1 (2011): 95-143.
<http://www.ils.unc.edu/caltec/p95-lee.pdf>

Millar, Laura. Arranging and Describing Archives. In *Archives: Principles and Practices*, 145-181. New York: Neal-Schuman, 2010.

Prepare:

Visit the following two resources, conduct some searches and peruse finding aids from at least 3 different institutions in each (considering how archival materials are represented and potential implications for meeting needs of users):

- Online Archive of California - <http://findaid.oac.cdlib.org/institutions/>
- ArchiveGrid - <http://archivegrid.org/>

[Other Related Readings](#)

WEEK 8 --Engagement with Users and Audiences: Reference; Access and Use; Outreach; Public Programming

October 5/7

Topics:

Reference
Access and use
Outreach and public programming

Read:

Danielson, Elena S. "Equitable Access." In *The Ethical Archivist*, 121-164. Chicago, IL: Society of American Archivists, 2010.

Millar, Laura. "Making Archives Available." In *Archives: Principles and Practices*, 183- 204. New York: Neal-Schuman, 2010.

Pugh, Mary Jo. "The Reference Process." In *Providing Reference Services for Archives and Manuscripts*, 111-147. Chicago, IL: Society of American Archivists, 2005.

Other Related Readings

WEEK 9 – Ensuring Meaningful Use over Time: Preservation

October 12 (*Class Cancelled for University Day*)

October 14

Topics:

Preservation
Disaster planning, preparedness and response

Read:

Brown, Adrian. "Preservation." In *Archiving Websites: A Practical Guide for Information Management Professionals*, 82-126. London: Facet, 2006.

Forde, Helen. "Introducing archive preservation" and "Understanding archive materials and their characteristics." In *Preserving Archives*, 1-28. London: Facet, 2007.

Millar, Laura. "Protecting Archives." In *Archives: Principles and Practices*, 73-96. New York: Neal-Schuman, 2010.

O'Toole, James M. "On the Idea of Permanence." *American Archivist* 52, no. 1 (1989): 10-25. <http://www.jstor.org/stable/40293309>

Other Related Readings

Watch:

Cal Lee, A Talk on Digital Preservation, May 31, 2007,
http://www.youtube.com/watch?v=RH9y9CW_vMp4

PART 3 (WEEKS 10-12) - WHO SHOULD BE SERVED BY ARCHIVES AND WHY?

WEEK 10 –Users and Uses of Archives

October 19/21

Topics:

Who uses archives?
How are archival records used?
How are changes in use and users affecting archival programs and functions

Read:

Bearman, David. "Access and Use." Chapter 4 in *Archival Methods*. Pittsburgh: Archives and Museum Informatics Technical Reports, Vol. 3, no. 1, Spring 1989. pp. 39-48. http://www.archimuse.com/publishing/archival_methods/#ch4

Conway, Paul. "Facts and Frameworks: An Approach to Studying the Users of Archives." *American Archivist* 49, no.4 (1986): 393-407.
<http://www.jstor.org/stable/40293054>

Schaffner, Jennifer. "The Metadata Is the Interface: Better Description for Better Discovery of Archives and Special Collections, Synthesized from User Studies." Dublin, OH: OCLC Online Computer Library Center, 2009.
<http://www.oclc.org/programs/publications/reports/2009-06.pdf>

Other Related Readings

WEEK 11 –Legal, Policy and Ethical Issues

October 26/28

Topics:

Who owns the archives?
Who has rights to access records and archival materials?
When are restrictions justified?
Who controls the past? Who should?

Read:

Lee, Christopher A. "[Computer-Supported Elicitation of Curatorial Intent](#)." In *Dagstuhl Seminar Proceedings 10291, Automation in Digital Preservation*, edited by Andreas Rauber, Jean-Pierre Chanod, Seamus Ross, and Milena Dobrev. 2010.

Millar, Laura. "Archival Service: A Matter of Trust." In *Archives: Principles and Practices*, 45-72. New York: Neal-Schuman, 2010.

Society of American Archivists. "SAA Core Values Statement and Code of Ethics." May 2011 and January 2012 (respectively).
<http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>

Other Related Readings

WEEK 12 –Ethics Case Studies

November 2/4

Read:

Hodson, Sara S. "Freeing the Dead Sea Scrolls: A Question of Access." *American Archivist* 56 (Fall 1993): 690-703. <http://www.jstor.org/stable/40293775>

Kaplan, Diane E. "The Stanley Milgram Papers: A Case Study on Appraisal of and Access to Confidential Data Files." *American Archivist* 59, no. 3 (Summer 1996): 288-297. <http://www.jstor.org/stable/40293987>

Toole, James M. "Archives on Trial: The Strange Case of the Martin Luther King, Jr. Papers." In *Archives and the Public Good: Accountability and Records in Modern Society*, edited by Richard J. Cox and David A. Wallace, 21-35. Westport, Connecticut: Quorum, 2002.

Other Related Readings

PART 4 (WEEK 13-15) - TRENDS, SYNTHESIS AND CONCLUSIONS

WEEK 13 – Facing the Growing and Evolving Documentary Universe

November 9/11

Topics:

Addressing massive volume of analog materials and ubiquity of digital materials

Read:

Greene, Mark A. and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68, no.2 (2005): 208-263.

<http://www.jstor.org/stable/40294290> or
<http://www.metapress.com/content/c741823776k65863/>

Millar, Laura. The Challenge of Digital Archives. In *Archives: Principles and Practices*, 205-222. New York: Neal-Schuman, 2010.

Records problems at the University of Oregon:

<http://lj.libraryjournal.com.libproxy.lib.unc.edu/2015/04/industry-news/faculty-rallies-to-support-university-of-oregon-archivist/>

<http://uomatters.com/2015/04/fired-archivist-james-fox-tells-his-side-of-the-uo-archives-release.html>

See also:

University of Oregon Records Management Website, February 16, 2015:

<https://web.archive.org/web/20150216112936/http://library.uoregon.edu/records>

University of Oregon Records Management Website, May 15, 2015:

<https://web.archive.org/web/20150514214743/http://library.uoregon.edu/records>

University of Oregon Records Management Website, current:

<https://library.uoregon.edu/records>

Other Related Readings

WEEK 14 Bitcurator; Creating Posters and Presentations

NB: The RAIN papers will be presented on Wednesday this week.

November 16

Guest Speaker: Dr. Cal Lee, Associate Professor at SILS, UNC-Chapel Hill and Primary Investigator for the BitCurator project.

BitCurator : http://wiki.bitcurator.net/index.php?title=Main_Page

Read:

- How do these tools address archival concerns? An overview of why you'd want to use each tool.
- How does BitCurator fit into common archival workflows? Learn how BitCurator supports forensic disk imaging, data triage, identification of private and sensitive information, and metadata export.

Plus anything else you want to explore on the wiki pages.

November 18:

RAIN papers

Creating posters: <http://www.ncsu.edu/project/posters>

Picktochart <http://piktochart.com/>

WEEK 15

November 23

Read:

Topics:

Postmodern sensibilities
User-driven materials and interactions

Read:

Daines, J. Gordon, III, and Cory L. Nimer. "The Interactive Archivist: Case Studies in Utilizing Web 2.0 to Improve the Archival Experience." May 18, 2009. <http://lib.byu.edu/sites/interactivearchivist/> [Focus on "Web 2.0 Exemplars."]

Nesmith, Tom. "Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives." *American Archivist* 65, no.1 (2002): 24-41.
<http://www.jstor.org/stable/40294187> or
<http://www.metapress.com/content/rr48450509r0712u/>

Onuf, Rachel and Thomas Hyry. "Take It Personally: The Implications of Personal Records in Electronic Form." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 241-256. Chicago, IL: Society of American Archivists, 2011.

Other Related Readings

No Class November 25th Thanksgiving Break

WEEK 16

November 30 Community Archives

Guest speaker: Chaitra Powell

Read:

Flinn, A. "Independent Community Archives and Community-Generated Content: Writing, Saving and Sharing our Histories" *Convergence: The International Journal of Research into New Media Technologies* 16 (1) 39 2010

December 2nd

Wrap-up!

Final Presentations Friday, December 11th 8 am Place to be determined

MAJOR JOURNALS FOR ARCHIVES LITERATURE

American Archivist - <http://www.archivists.org/periodicals/aa.asp> and <http://webcat.lib.unc.edu/record=b1288175>
Archival Issues - <http://www.midwestarchives.org/archivalissues.asp> and <http://webcat.lib.unc.edu/record=b2495979>
Archival Science - <http://webcat.lib.unc.edu/record=b3933397>
Archivaria - <http://journals.sfu.ca/archivar/index.php/archivaria/issue/archive>
Archives and Manuscripts - <http://www.archivists.org.au/directory/80> and <http://webcat.lib.unc.edu/record=b1288802>
International Journal of Digital Curation - <http://www.ijdc.net/ijdc>
Journal of Archival Organization - <http://webcat.lib.unc.edu/record=b4396386>

OTHER RELATED READINGS BY WEEK:

Part 1 (Weeks 1-5) - Background: What Archives Are, What Goals they Serve, Why they are Important

Week 1 - Introduction, Overview and Why Archives Exist

Bearman, David. "Recorded Memory and Cultural Continuity." Chapter 6 in *Archival Methods*, 59-67. Pittsburgh, PA: Archives and Museum Informatics Technical Reports, Vol. 3, No. 1, Spring 1989. http://www.archimuse.com/publishing/archival_methods/#ch6

Cox, Richard J. and David A. Wallace. "Introduction." In *Archives and the Public Good: Accountability and Records in Modern Society*, edited by Richard J. Cox and David A. Wallace, 1-18. Westport, Connecticut: Quorum, 2002.

Eastwood, Terry. "Archives, Democratic Accountability, and Truth." In *Better Off Forgetting? Essays on Archives, Public Policy, and Collective Memory*, edited by Cheryl Avery and Mona Holmlund, 143-68. Toronto: University of Toronto Press, 2010.

Lee, Kyong Rae. "Political Democracy and Archival Development in the Management of Presidential Records in the Republic of Korea." *American Archivist* 69, no. 1 (2006): 117-138. <http://www.jstor.org/stable/40294313>

Levy, David M. "Meditation on a Receipt," and "What are Documents?" In *Scrolling Forward: Making Sense of Documents in the Digital Age*, 7-38. New York: Arcade Publishing, 2001.

McKemmish, Sue. "Introducing Archives and Archival Programs." Chapter 1 in *Keeping Archives*, edited by Judith Ellis, 1-24. Melbourne, Australia: Thorpe, 1993.

The Bush White House - US Attorney Materials Collection. Crivella West.
<http://www.crivellawest.net/bush/default.html>

O'Toole, James M., and Richard J. Cox. "The Archivist's Task: Responsibilities and Duties." In *Understanding Archives & Manuscripts*, 113-132. Chicago, IL: Society of American Archivists, 2006.

Palin E-mail 01/25/2010. Crivella West. <http://crivellawest.net/palin/>

Wallace, David A. "Historical and Contemporary Justice and the Role of the Archivist." In *Arkiv, Demokrati Og Rettferd* [Archives, Justice, Democracy], 14-27. Oslo, Norway: ABM Utvikling, 2006. <http://www.abm-utvikling.no/publisert/abm-skript/abm-skript-fulltekst/abm-skript-28-arkiv-demokrati-og-rettferd.html#2-historical-contemporary-justice>

Week 2 The Nature of Archives

New, Jennifer. *Drawing from Life: The Journal as Art*. New York, NY: Princeton Architectural Press, 2005.

O'Toole, James M. "On the Idea of Uniqueness." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 245-278. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 57 (1994): 632-58]

O'Toole, James M.. "The Symbolic Significance of Archives." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 47-72. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 56 (1993): 234-55]

O'Toole, James M., and Richard J. Cox. "Recording, Keeping, and Using Information." In *Understanding Archives & Manuscripts*, 1-43. Chicago, IL: Society of American Archivists, 2006.

Robertson, Frances. "The Aesthetics of Authenticity: Printed Banknotes as Industrial Currency." *Technology and Culture* 46, no. 1 (2005).

Tourney, Michele M. "Caging Virtual Antelopes: Suzanne Briet's Definition of Documents in the Context of the Digital Age." *Archival Science* 3, no. 3 (2003): 291-311.

Week 3 - Basic Archives and Records Management Concepts

Barwell, Graham. "Original, Authentic, Copy: Conceptual Issues in Digital Texts." *Literary and Linguistic Computing* 20, no. 4 (2005): 415-24.

<http://llc.oxfordjournals.org.libproxy.lib.unc.edu/cgi/reprint/20/4/415>

Bartlett, Nancy. "Respect des Fonds: The Origins of the Modern Archival Principle of Provenance." *Primary Sources & Original Works* 1 (No.1/2, 1991): 107-115.

Bearman, David A. and Richard H. Lytle. "The Power of the Principle of Provenance." *Archivaria* 21 (1985): 14-27.

<http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/11231/12170>

Duranti, Luciana. "Reliability and Authenticity: The Concepts and Their Implications." *Archivaria* 39 (Spring 1995): 5-10.
<http://journals.sfu.ca/archivar/index.php/archivaria/article/download/12063/13035>

Groth, Paul, Simon Miles, and Luc Moreau. "A Model of Process Documentation to Determine Provenance in Mash-Ups." *ACM Transactions on Internet Technology* 9, no. 1 (2009).
<http://doi.acm.org/10.1145/1462159.1462162>

Mak, Bonnie. "On the Uses of Authenticity." *Archivaria* 73 (2012): 1-17.

Meehan, Jennifer. "Rethinking Original Order and Personal Records." *Archivaria* 70 (2010): 27-44.

Moreau, Luc. "The Foundations for Provenance on the Web." *Foundations and Trends in Web Science* 2, No. 2/3 (2010): 99-241. <http://eprints.soton.ac.uk/271691/>

Moreau, Luc, Paul Groth, Simon Miles, Javier Vazquez-Salceda, John Ibbotson, Sheng Jiang, Steve Munroe, Omer Rana, Andreas Schreiber, Victor Tan, and Laszlo Varga. "The Provenance of Electronic Data." *Communications of the ACM* 51, no. 4 (2008): 52-58.
<http://doi.acm.org.libproxy.lib.unc.edu/10.1145/1330311.1330323>

Posner, Ernst. "Some Aspects of Archival Development Since the French Revolution." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 1-14. Washington, DC: National Archives and Records Service, 1984.

Senécal, Sylvain. "The Effect of the Web on Archives." *Archivaria* 59 (2005): 139-52.
<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12505/13630>

Smith, Abby, ed. *Authenticity in a Digital Environment*. Washington, DC: Council on Library and Information Resources, 2000. <http://www.clir.org/pubs/abstract/pub92abst.html> [Includes several insightful and thought-provoking pieces]

Yeo, Geoffrey. "The Conceptual Fonds and the Physical Collection." *Archivaria* 73 (2012):43-80.

Week 4 - Archives and Records Management Programs, Institutions and Profession

Atherton, Jay. "From Life Cycle to Continuum: Some Thoughts on the Records Management-Archives Relationship." *Archivaria* 21 (Winter 1985-86): 43-51.
<http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11233/12172>

Bastian, Jeannette and Elizabeth Yakel. "'Are We There Yet?' Professionalism and the Development of an Archival Core Curriculum in the United States." *Journal of Education for Library and Information Science* 46, no. 2 (Spring 2005).

Closest to Home: Archival Programs for Local Government Records.

<http://www.statearchivists.org/lga/> [See especially the "Report on programs and services for local government records provided by state archives and records management agencies" (2006) <http://www.statearchivists.org/lga/documents/LGRsurveyReport.pdf>]

Couture, Carol, and Daniel Ducharme. "Research in Archival Science: A Status Report." *Archivaria* 59 (2005): 41-68.

Cox, Richard J. "Employing Records Professionals in the Information Age." *Information Management Journal* 34, no. 1 (2000): 18-20, 22, 23, 26-28, 30, 32, 33.

Cox, Richard J. *The First Generation of Electronic Records Archivists in the United States: A Study in Professionalization*. Edited by Lawrence J. McCrank. Vol. 3, *Primary Sources and Original Works*. New York: Haworth Press, 1994.

Cox, Richard J. "The Birth of Records Management: The Ancients to the Dawn of the Industrial Age." Chapter 4 in *Closing an Era: Historical Perspectives on Modern Archives and Records Management*, 23-44. Westport, Connecticut: Greenwood Press, 2000.

Cox, Richard J. "Professionalism and Archivists in the United States." *American Archivist* 49 (1986): 229-47.

Crisis, Tragedy and Recovery network (CTRnet). <http://www.ctrnet.net/>

Dooley, Jackie M., and Katherine Luce. "Taking Our Pulse: The OCLC Research Survey of Special Collections and Archives." Dublin, OH: OCLC Research, 2010.

Duff, Wendy M., Amy Marshall, Carrie Limkilde, and Marlene van Ballegooie. "Digital Preservation Education: Educating or Networking?" *American Archivist* 69, no. 1 (2006): 188-212.

Foundation Grants for Preservation in Libraries, Archives, and Museums: 2009 Edition. Library of Congress and The Foundation Center, 2009. <http://www.loc.gov/preserv/foundtn-grants.pdf>

Gilliland, Anne, and Sue Mckemmish. "Building an Infrastructure for Archival Research." *Archival Science* 4, no. 3-4 (2004): 149-97.

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