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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E-Mail: anthonyd@email.unc.edu
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.
  o 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.
  o 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).


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%
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:

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:

Other Related Readings
August 26th

Read:


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:


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:


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:


Other Related Readings

WEEK 6 – Appraisal; Disposition

September 21/23

Topics:

- Appraisal
- Disposition

Read:


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:


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:


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:


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:


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:


**Other Related Readings**

**WEEK 12 – Ethics Case Studies**

*November 2/4*

**Read:**


**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:**


**Records problems at the University of Oregon:**


**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.


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:


**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](http://www.archivists.org/periodicals/aa.asp) and [http://webcat.lib.unc.edu/record=b1288175](http://webcat.lib.unc.edu/record=b1288175)

*Archival Issues* - [http://www.midwestarchives.org/archivalissues.asp](http://www.midwestarchives.org/archivalissues.asp) and [http://webcat.lib.unc.edu/record=b2495979](http://webcat.lib.unc.edu/record=b2495979)

*Archival Science* - [http://webcat.lib.unc.edu/record=b3933397](http://webcat.lib.unc.edu/record=b3933397)


*International Journal of Digital Curation* - [http://www.ijdc.net/ijdc](http://www.ijdc.net/ijdc)

*Journal of Archival Organization* - [http://webcat.lib.unc.edu/record=b4396386](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


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


Week 2 The Nature of Archives


Week 3 - Basic Archives and Records Management Concepts


http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/11231/12170
http://journals.sfu.ca/archivar/index.php/archivaria/article/download/12063/13035

http://doi.acm.org/10.1145/1462159.1462162


http://doi.acm.org.libproxy.lib.unc.edu/10.1145/1330311.1330323


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


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


Part 2 (Weeks 5-10) - Primary Functions of Archives and Records Management

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


**Week 6 - Requirements Analysis; Inventory and Control; Appraisal; Disposition**


**Week 7 - Engagement with Users and Audiences: Reference; Access and Use; Outreach; Public Programming**


Breaden, Ian Craig. "Sound Practices: Online Audio Exhibits and the Culture Heritage


Hodson, Sara S. "Archives on the Web: Unlocking Collections While Safeguarding Privacy." *First Monday* 11, no. 8 (August 2006). 


Week 8 - Capturing/Collecting Records and Capturing/Creating Associated Descriptive Information


Cruikshank, Kate, Caroline Daniels, Dennis Meissner, Naomi L. Nelson, and Mark Shelstad. "How Do We Show You What We've Got? Access to Archival Collections in the Digital Age." *Journal of the Association for History and Computing* 3, no. 2 (2005). [http://hdl.handle.net/2027/spo.3310410.0008.203](http://hdl.handle.net/2027/spo.3310410.0008.203) [Note: Web version is missing figures.]


Week 9 - Ensuring Meaningful Use over Time: Preservation


Digital Print Preservation Portal (DP3). http://www.dp3project.org/


Part 3 (Weeks 10-12) - Who Should be Served by Archives and Why?

Week 10 - Users and Uses of Archives


http://mcel.pacificu.edu/history/jahcI1/Anderson/Anderson.HTML


http://informationr.net/ir/7-2/paper123.html


[http://mcel.pacificu.edu/jahc/JAHCVIII2/articles/cruikshank.htm](http://mcel.pacificu.edu/jahc/JAHCVIII2/articles/cruikshank.htm)


[http://informationr.net/ir/6-1/paper86.html](http://informationr.net/ir/6-1/paper86.html)


http://journalsonline.tandf.co.uk/link.asp?id=n655u808v7j16482

**Week 11 - Legal, Policy and Ethical Issues**


Archives and Ethics: Reflections on Practice Conference.  
http://www.uwm.edu/Dept/SOIS/cipr/archive.html - video of talks is available


Codes of Ethics Online - Center for the Study of Ethics in the Professions, Illinois Institute of Technology.  
http://ethics.iit.edu/codes/coe.html


Week 12 - Ethics Case Studies


Part 4 (Week 13-14) - Trends, Synthesis and Conclusions

Week 13 - Facing the Growing and Evolving Documentary Universe


Week 14 - New Attitudes and Interactions with Users

Brothman, Brien. "Afterglow: Conceptions of Record and Evidence in Archival Discourse."


Samouelian, Mary. "Embracing Web 2.0: Archives and the Newest Generation of Web Applications." *American Archivist* 72, no.9 (2009): 42-71. [http://www.metapress.com/content/k73112x7n0773111/](http://www.metapress.com/content/k73112x7n0773111/)


SILS Library:

Copies of the following books are available from the SILS Library on the first floor of Manning Hall.


