INLS 556 Introduction to Archives and Records Management
Fall 2016

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 24

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 29th

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 31

Read:


Other Related Readings

WEEK 3- Archives and Records Management Programs, Institutions and Profession

September 5 **LABOR DAY- NO CLASS**

September 7:

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
WEEK 4: Basic Archives and Records Management Concepts

September 12/14

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

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 19

***Tour of Wilson Library Special Collections and Archives***
September 21

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:


WEEK 6 – Appraisal; Disposition

September 26/28

Topics: Appraisal
Disposition

Read:


Other Related Readings

WEEK 7 – Capturing/Collecting Records and Capturing/Creating Associated Descriptive Information
October 3/5:

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/](http://findaid.oac.cdlib.org/institutions/)

Other Related Readings

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

October 10/12

Topics: Reference
  Access and use
  Outreach and public programming

Read:


Other Related Readings
WEEK 9 – Ensuring Meaningful Use over Time: Preservation

October 17

Topics:
Preservation
Disaster planning, preparedness and response

Read:


Other Related Readings

Watch:

October 19th Bit Curator

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.

PART 3 (WEEKS 10-12) - WHO SHOULD BE SERVED BY ARCHIVES AND WHY?
WEEK 10 –Users and Uses of Archives

October 24/26

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

Read:


Other Related Readings

WEEK 11 –Legal, Policy and Ethical Issues

October 31/ November 2

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 7/9

Read:


Other Related Readings

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

WEEK 13 – Facing the Growing and Evolving Documentary Universe

November 14/16

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](https://web.archive.org/web/20150216112936/http://library.uoregon.edu/records)
Other Related Readings

WEEK 14

November 21 Creating Poster Presentations
Tentative: Guest Speaker Jennifer Goforth

No Class November 23rd Thanksgiving Break

WEEK 15

November 28/30

Read:

Topics:
Postmodern sensibilities
User-driven materials and interactions

Read:

http://www.jstor.org/stable/40294187 or
http://www.metapress.com/content/rr48450509r0712u/


Other Related Readings

WEEK 16
December 5/7 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

Final: Friday, December 16th 8 am Manning 001
MAJOR JOURNALS FOR ARCHIVES LITERATURE

Archival Science - http://webcat.lib.unc.edu/record=b3933397
Journal of Archival Organization - http://webcat.lib.unc.edu/record=b4396386

OTHER RELATED READINGS BY TOPIC

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

Introduction, Overview and Why Archives Exist


[http://www.crivellawest.net/bush/default.html](http://www.crivellawest.net/bush/default.html)


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


**Week 2 The Nature of Archives**


**Week 3 - Basic Archives and Records Management Concepts**


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**


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.]

Encoded Archival Context - Corporate Bodies, Persons, and Families (EAC-CPF).


Peters, Victoria, and Lesley Richmond. "Divided No More: A Descriptive Approach to the Record-Keeping Continuum." In *Record Keeping in a Hybrid Environment: Managing the...*


Week 9 - Ensuring Meaningful Use over Time: Preservation

http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd_bp_07.pdf


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

http://www.bl.uk/about/policies/endangeredarch/homepage.html


Houston, Penelope. Keepers of the Frame: The Film Archives. London: British Film Institute, 1994.


Level of Collections Emergency Scenarios. Library of Congress.
http://www.loc.gov/preserv/emergprep/scenarios.html


http://www.digitalpreservation.gov/you/


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

Users and Uses of Archives


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


http://mcel.pacificu.edu/jahc/JAHCVIII2/articles/cruikshank.htm


*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/cipt/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
http://www.arma.org/about/overview/ethics.cfm


Institute of Certified Records Managers (ICRM) - Code of Ethics.  
https://db.icrm.org/crm/index.jsp?submit_menu=118


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

Week 13 - Facing the Growing and Evolving Documentary Universe


http://www.dlib.org/dlib/october01/kahle/10kahle.html


**Week 14 - New Attitudes and Interactions with Users**


[http://www.nelsonmandela.org/docs/MEMORY%20FOR%20JUSTICE%20REPORT_VERSION2.pdf](http://www.nelsonmandela.org/docs/MEMORY%20FOR%20JUSTICE%20REPORT_VERSION2.pdf)


[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.


