

**INLS 556 - Introduction to Archives and Records Management**  
**School of Information and Library Science**  
**University of North Carolina, Chapel Hill**  
**Fall 2017**

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

**Location:** 001 Manning Hall

**Credits:** 3

**Instructor:** Denise Anthony

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**Office Hours:** MW 1- 2 pm 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 in Sakai

**ASSIGNMENTS:**

Class Participation 10%

Online Discussion of Weekly Topics 30% see description in Sakai Forums

Records and Archives in the News (RAIN) 20% see description in Sakai Forums

Final Paper 35% Due November 29th 11:59 pm see description in Sakai Assignments

Poster Presentation 5%: December 15 8 am. See description in Sakai Assignments