

INLS 556 - Introduction to Archives and Records Management

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

Fall 2020

Meeting Time: Monday, Wednesday 9:20-10:35am

Zoom link: <https://unc.zoom.us/j/93668756403>

Credits: 3

Instructor: Denise Anthony

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Office Hours: Meetings are via Zoom at <https://unc.zoom.us/j/3035026395>

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.
- You are encouraged to question the assumptions of the readings, your instructor and your fellow students. It's OK to disagree. No one in the room has a monopoly on correct answers. Ideas are presented in order for you to analyze and critique them. But please remember, your comments should reflect mutual respect and not attack individuals. Stick to the ideas.

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

READINGS:

The two required texts are:

Millar, Laura. Archives: Principles and Practices. New York, NY: Neal-Schuman, 2017, 2nd edition.

Currently available through the UNC library at <https://www-cambridge-org.libproxy.lib.unc.edu/core/books/archives/A445F08C108F68AA61D8E1462A91C079#>

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

You can no longer purchase an "analog" version unless it is used; it is available from the Society of American Archivists Bookstore at https://mysaa.archivists.org/nc_store?search=lee as an EPub or .pdf.

SCHEDULE OF TOPICS AND READINGS: See Schedule section in Sakai <https://sakai.unc.edu/x/KZiWEt>

ASSIGNMENTS:

1. Class Participation 10%

- Come to class on time.
- Participate in discussions!
- Demonstrate that you have read the material, understood and synthesized it.

2. Online Discussion of Weekly Topics 30%

This assignment will start Week 2 and continue through Week 13 for a total of 12 weeks. This comes out to 9 posts per person during the semester. You will be posting online to the Forum section based on the role assigned to your group each week and the schedule (see Description in the Forum <https://sakai.unc.edu/x/VPQEeqc>)

3. Records and Archives in the News (RAIN) 20%

Starts week 2 of the semester. Write a 4-6 page (double-spaced, 12-point font) paper on a recent news story that relates in some important way to records or archives. Upload your paper to the Schedule section at least 24 hours prior to your chosen due date. On the due date, be prepared to answer questions and provide comments. Sign up for a day on the Sign-up list at <https://sakai.unc.edu/x/UI4O3j>.

To do:

Find three news articles (can include television) that relate to or illustrate an archival principle or recordkeeping requirement (these should be three different articles that discuss the same event, issue or phenomenon).

1. In your own words, briefly summarize the event, issue or phenomenon being addressed by the story.
2. Discuss the implications for archives and records management practice.
3. Discuss whether or not you think the story illustrates a need to change current policy or practice, providing clear reasons why or why not. Be sure to indicate:

Your paper should be well organized, including an introduction and conclusion. To inform your discussion, you should draw from and provide citations to at least three different news sources covering the same story.

For purposes of this assignment, a "news source" is a recognized serial publication or television, media, etc., rather than the expression of a single individual. As a general rule of thumb, being aggregated in Google News is usually a sufficient (though not necessary) condition for being

considered a news source for this assignment. Personal blogs or personal web pages are not considered one of your three news sources, though they can be appropriate supplementary sources.

Your articles should be recent, i.e., within the last year. Be sure that the three sources actually provide different content, not just the same news wire piece being circulated through different channels. In connecting the story to the archives literature, cite and incorporate relevant works to support your analysis. Include a summary introduction to the paper.

Rather than only providing URLs, be sure to provide full citations to all sources including (when available): title, author, date, publication venue, and page numbers and/or URL.

4. Final Paper 35% Due November 2 11:59 pm

12 pages not including bibliography. 12 point font.

At the end of his presidential address to the Society of American Archivists in August 2005, Randall Jimerson states "We must serve all sectors of society. Our goal should be to ensure archives of the people, by the people, and for the people." <https://www2.archivists.org/history/leaders/randall-c-jimerson/embracing-the-power-of-archives>

Your mission is to explore how archivists are or are not meeting this goal. A partial list of categories is available here: <https://sakai.unc.edu/x/VPQEpc> with some resources to get you started. You are not limited to these particular categories; you may find others that fit the main theme so please add them to the list. Note that these categories are broad and you will most likely have to pick a narrower topic or sub-topic in order to meet the expectations for this paper (i.e., you are not writing a dissertation!) We will use class time on Wednesday September 9 to meet in groups to explore and search for resources that build on and add to the original list. As you find relevant articles, please add citations to the appropriate category (again, you may have to create a new one). The objective is to create a bibliography of articles that reflect on the paper's theme and to help you and your fellow students to focus on a topic.

When you have decided on a topic for your paper, please list it in this forum <https://sakai.unc.edu/x/VPQEpc> along with articles you will be using in your paper.

For the paper, you must consult and critically analyze at least ten sources that are not included in the course readings. Your purpose is to present the issues and debates surrounding your topic, so do not just rehash the assumed wisdom: actively summarize and analyze debates and differences of opinion.

I do not expect you to conduct original research (e.g. from primary sources, survey data), but I do expect you to find and review relevant published literature and Internet resources (if appropriate). The field of archives and records administration is undergoing rapid change, and you should try to find the most recent literature -- keeping in mind that you may need to go back to earlier material on the subject. Be prepared for creative searching -- including exploiting electronic indexes (e.g. America: History and Life; Historical Abstracts; Library Literature; Library and Information Science Abstracts) and browsing through the stacks. Try to draw on sources from other disciplines, many of which are well-represented in discovery tools available through

the UNC library web site (e.g. ACM Digital Library; IEEE Explore; EBSCO; JSTOR) or through the Web (e.g. Google Scholar; CiteSeer). Most of the archival journals are available electronically, so you will often find links to them from sites and within web search engine results. I am willing to consult with students on possible sources, but only after evidence of a concerted effort to find relevant materials.

Two Deliverables:

The **paper** should be minimum of 12 pages (minimum, not counting bibliography) double spaced 12 point font. Due November 2 by 11:59 pm.

The **poster/infographic** will be a digital file and will be presented during the final exam time (November 19 8 am) (Note: We will learn about creating digital posters and infographics during class time).

Each person will have NO MORE THAN 5 minutes to present your poster/infographic in front of the rest of the class. This will leave time for questions and discussion.

From your poster/infographic, the reader should be able to glean the current state of knowledge about the topic, the key issues it is concerned with, and any questions it raises for archives, records management or broader information professions.

The poster presentation will be evaluated on the following criteria:

- Is the topic clearly identifiable?
- Is the text font size and style easy to read?
- Is the text grammatically correct and mistake free?
- Are the text and graphics balanced?
- Does the design stimulate interest and discussion?

Presenter:

- How knowledgeable and conversant is the presenter with the topic?
- Is there evidence of a breadth and depth of critical reading on the topic?
- Does the presenter's discussion add value to the poster contents, or are they merely reciting what is there?

5. Poster Presentation 5%: TBD