

INLS 556 - Introduction to Archives and Records Management

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

Fall 2022

Zoom link: <https://unc.zoom.us/j/94148218805>

Meeting Time: Tuesday/Thursday 12:30 pm -1:45 pm

Credits: 3

Instructor: Denise Anthony

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Office Hours: Meetings are by appointment 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/weweb/>
- 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.

Access Resources and Services

"The University of North Carolina at Chapel Hill facilitates the implementation of reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability or pregnancy complications resulting in barriers to fully accessing University courses, programs and activities.

Accommodations are determined through the Office of Accessibility Resources and Service (ARS) for individuals with documented qualifying disabilities in accordance with

applicable state and federal laws. See the ARS Website for contact information: <https://ars.unc.edu> or email ars@unc.edu."

Title IX

Any student who is impacted by discrimination, harassment, interpersonal (relationship) violence, sexual violence, sexual exploitation, or stalking is encouraged to seek resources on campus or in the community. Please contact the Director of Title IX Compliance (Adrienne Allison – Adrienne.allison@unc.edu), Report and Response Coordinators in the Equal Opportunity and Compliance Office (reportandresponse@unc.edu), Counseling and Psychological Services (confidential), or the Gender Violence Services Coordinators (gvscc@unc.edu; confidential) to discuss your specific needs. Additional resources are available at safe.unc.edu.

Counseling and Psychological Services

CAPS is strongly committed to addressing the mental health needs of a diverse student body through timely access to consultation and connection to clinically appropriate services, whether for short or long-term needs. Go to their website: <https://caps.unc.edu/> or visit their facilities on the third floor of the Campus Health Services building for a walk-in evaluation to learn more. (source: Student Safety and Wellness Proposal for EPC, Sep 2018)

Honor Code

"The University of North Carolina at Chapel Hill has had a student-led honor system for over 100 years. Academic integrity is at the heart of Carolina and we all are responsible for upholding the ideals of honor and integrity. The student-led Honor System is responsible for adjudicating any suspected violations of the Honor Code and all suspected instances of academic dishonesty will be reported to the Honor System. Information, including your responsibilities as a student is outlined in the Instrument of Student Judicial Governance. Your full participation and observance of the Honor Code is expected." [Instrument.pdf \(unc.edu\)](#)

READINGS:

Required text:

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#>

Other readings for the semester are provided through direct URLs or are found in the Resources section of this Sakai site under Readings

SCHEDULE OF TOPICS AND READINGS: See Schedule section in Sakai

ASSIGNMENTS:

1. Class Attendance 10%

Coming to class is a good thing. We all learn from each other and everyone has something important to contribute. If you can't make it to class, please let me know. If you have to miss a day, you can watch the videos that are posted shortly after the end of the class.

2. Online Forum Discussion of Weekly Topics 40% Ongoing through semester

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 at <https://sakai.unc.edu/x/8vOmh8>)

3. Records and Archives in the News (RAIN) 50% Paper due November 18. Questions and comments on November 22, November 29 and December 2 as chosen.

Write a minimum 12 page (double-spaced, 12-point font) paper on a recent news story that relates in some important way to records or archives. There will be an assigned 10 minute period during our last two classes and the final exam time when you will answer questions and field comments from me and your classmates about your paper.

To do:

Find three news articles within the last year 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 and may include television.

1. In your own words, summarize the event, issue or phenomenon being addressed by the story.
2. Discuss the implications for archives and records management practice. In this discussion, please reference at least 3 peer reviewed articles that illustrate and describe the current thinking about these practices.
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.

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.

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. (I do not care which bibliographic style you choose, but please make sure that I can find the source).

Deliverables:

1. A description of your chosen subject to the Forum at <https://sakai.unc.edu/x/8vOmh8> by October 6th. I'm hoping that there are no duplicates.
2. The finished paper as described above due by end of the day November 18.
3. A two page (maximum) summary of your paper to be uploaded to the schedule for the day you will be fielding questions and comments from your classmates *at least 24 hours prior*. The sign up is located here: <https://sakai.unc.edu/x/YujpwP>
4. Read all of the paper summaries for each day and come prepared to ask questions of the presenter. To make sure you are looking, please choose at least one summary on November 22 and 29 and two on December 2 and add questions or comments to that (those) summary(ies).