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:

> Millar, Laura. "What are archives?" In *Archives: Principles and Practices*, 1-25. New York: Neal-Schuman, 2010.

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:

> Yates, JoAnne. *Control Through Communication: The Rise of System in American Management.* Baltimore: Johns Hopkins University Press, 1989. Chapters 1-3, pp. 1-100.

Other Related Readings

Read:

Hurley, Chris. "Recordkeeping and Accountability." In *Archives: Recordkeeping in Society*, edited by Sue McKemmish, Michael Piggott, Barbara Reed and Frank Upward, 223-53. Wagga Wagga, N.S.W.: Centre for Information Studies, Charles Sturt University, 2005.

Lee, Christopher A. "Introduction to *I, Digital*." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 1-26. Chicago, IL: Society of American Archivists, 2011.

Mallon, Thomas. "Memories Held in Check: Pursuing a Lifetime of My Father's Expenditures." *Harper's Magazine* 287, no. 1721 (1993): 75-76, 79-82.

Other Related Readings

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

*September 5ᵀᴴ ** 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:

Lee, Christopher A. and Robert Capra. "And Now the Twain Shall Meet: Exploring the Connections between PIM and Archives." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 29-77. Chicago, IL: Society of American Archivists, 2011.

Millar, Laura. "Archival Institutions: Creatures of History and Culture." In *Archives: Principles and Practices*, 27-44. New York: Neal-Schuman, 2010.

Jimerson, Randall C. "Weaving the Life of our Ancestors" and "Documenting American Society." In *Archives Power: Memory, Accountability, and Social Justice*, 24-75, 76-129. Chicago, IL: Society of American Archivists, 2009.

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:

MacNeil, Heather, and Bonnie Mak. "Constructions of Authenticity." *Library Trends* 56, no. 1 (2007): 26-52.
http://muse.jhu.edu/journals/library_trends/v056/56.1macneil.pdf

Millar, Laura. "Provenance, Original Order and Respect des Fonds." In *Archives: Principles and Practices*, 97-114. New York: Neal-Schuman, 2010.

Schellenberg, T.R. "Archival Principles of Arrangement." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 149-61. Washington, DC: National Archives and Records Service, 1984.

Disrespect des Fonds: Rethinking Arrangement and Description in Born Digital Archives http://www.archivejournal.net/issue/3/archivesremixed/disrespect-des-fonds-rethinking-arrangement-and-description-inborn-digital-archives/

Geoffrey Yeo. "Custodial History, Provenance, and the Description of Personal Records." *Libraries & the Cultural Record* 44, no. 1 (2009): 50-64.
https://muse.jhu.edu/

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

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:

Bantin, Philip C. "Recordkeeping Systems." In *Understanding Data and Information Systems for Recordkeeping*, 27-63. New York, NY: Neal-Schuman, 2008.

Marshall, Catherine C. "Challenges and Opportunities for Personal Digital Archiving." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 90-114. Chicago, IL: Society of American Archivists, 2011.

Other Related Readings

WEEK 6 –Appraisal; Disposition

September 26/28

Topics: Appraisal

Disposition

Read:

Borges, Jorge Luis. "Funes, the Memorious." In *Labyrinths: Selected Stories & Other Writings*, edited by Donald A. Yates and James E. Irby, 59-66. New York, NY: New Directions, 1964.

Millar, Laura. Appraising and Acquiring Archives. In *Archives: Principles and Practices*, 115-143. New York: Neal-Schuman, 2010.

Lee, Christopher A. "Collecting the Externalized Me: Appraisal of Materials in the Social Web." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 202- 238. Chicago, IL: Society of American Archivists, 2011.

Schellenberg, T.R. "The Appraisal of Modern Public Records." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 57-70. Washington, DC: National Archives and Records Service, 1984.

Other Related Readings

WEEK 7 – Capturing/Collecting Records and Capturing/Creating Associated Descriptive Information

Jackie Dean, Head of Archival Processing Section, Special Collections Technical Services, Wilson Library

Topics:
Acquisition
Accessioning
Arrangement and description

Read:
Lee, Christopher A. "A Framework for Contextual Information in Digital Collections." *Journal of Documentation* 67, no. 1 (2011): 95-143. http://www.ils.unc.edu/callee//p95-lee.pdf

Millar, Laura. Arranging and Describing Archives. In *Archives: Principles and Practices*, 145-181. New York: Neal-Schuman, 2010.

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 10/12
Topics: Reference
Access and use
Outreach and public programming

Read:
Danielson, Elena S. "Equitable Access." In *The Ethical Archivist*, 121-164. Chicago, IL: Society of American Archivists, 2010.

Millar, Laura. "Making Archives Available." In Archives: Principles and Practices, 183- 204. New York: Neal-Schuman, 2010.

Pugh, Mary Jo. "The Reference Process." In *Providing Reference Services for Archives and Manuscripts*, 111-147. Chicago, IL: Society of American Archivists, 2005.

Other Related Readings

October 17

Topics:
Preservation
Disaster planning, preparedness and response

Read:

Brown, Adrian. "Preservation." In *Archiving Websites: A Practical Guide for Information Management Professionals*, 82-126. London: Facet, 2006.

Forde, Helen. "Introducing archive preservation" and "Understanding archive materials and their characteristics." In *Preserving Archives*, 1-28. London: Facet, 2007.

Millar, Laura. "Protecting Archives." In *Archives: Principles and Practices*, 73-96. New York: Neal-Schuman, 2010.

O'Toole, James M. "On the Idea of Permanence." *American Archivist* 52, no. 1 (1989): 10-25. http://www.jstor.org/stable/40293309

Other Related Readings

Watch:

Cal Lee, A Talk on Digital Preservation, May 31, 2007,
http://www.youtube.com/watch?v=RHy9CW_vMp4

October 19th Bit Curator

Guest Speaker: Dr. Cal Lee, Associate Professor at SILS, UNC-Chapel Hill and Primary Investigator for the BitCurator project.

BitCurator : http://wiki.bitcurator.net/index.php?title=Main_Page

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:**
>> Bearman, David. "Access and Use." Chapter 4 in *Archival Methods*. Pittsburgh: Archives and Museum Informatics Technical Reports, Vol. 3, no. 1, Spring 1989.
>> pp. 39-48. http://www.archimuse.com/publishing/archival_methods/#ch4

>> Conway, Paul. "Facts and Frameworks: An Approach to Studying the Users of Archives." *American Archivist* 49, no.4 (1986): 393-407.
>> http://www.jstor.org/stable/40293054

>> Schaffner, Jennifer. "The Metadata Is the Interface: Better Description for Better Discovery of Archives and Special Collections, Synthesized from User Studies." Dublin, OH: OCLC Online Computer Library Center, 2009.
>> http://www.oclc.org/programs/publications/reports/2009-06.pdf

> 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:**
>> Lee, Christopher A. "Computer-Supported Elicitation of Curatorial Intent." In *Dagstuhl Seminar Proceedings 10291, Automation in Digital Preservation*, edited by Andreas Rauber, Jean-Pierre Chanod, Seamus Ross, and Milena Dobreva. 2010.

>> Millar, Laura. "Archival Service: A Matter of Trust." In *Archives: Principles and Practices*, 45-72. New York: Neal-Schuman, 2010.

>> Society of American Archivists. "SAA Core Values Statement and Code of Ethics." May 2011 and January 2012 (respectively).
>> http://www2.archivists.org/statements/saa-core-values- statement-and-code-ofethics

> Other Related Readings

WEEK 12 –Ethics Case Studies

November 7/9

Read:

Hodson, Sara S. "Freeing the Dead Sea Scrolls: A Question of Access." *American Archivist* 56 (Fall 1993): 690-703. http://www.jstor.org/stable/40293775

Kaplan, Diane E. "The Stanley Milgram Papers: A Case Study on Appraisal of and Access to Confidential Data Files." *American Archivist* 59, no. 3 (Summer 1996): 288-297. http://www.jstor.org/stable/40293987

Toole, James M. "Archives on Trial: The Strange Case of the Martin Luther King, Jr. Papers." In *Archives and the Public Good: Accountability and Records in Modern Society*, edited by Richard J. Cox and David A. Wallace, 21-35. Westport, Connecticut: Quorum, 2002.

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:

Greene, Mark A. and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist* 68, no.2 (2005): 208-263. http://www.jstor.org/stable/40294290 or http://www.metapress.com/content/c741823776k65863/

Millar, Laura. The Challenge of Digital Archives. In *Archives: Principles and Practices*, 205-222. New York: Neal-Schuman, 2010.

Records problems at the University of Oregon:
http://lj.libraryjournal.com.libproxy.lib.unc.edu/2015/04/industry-news/facultyrallies-to-support-university-of-oregon-archivist/

http://uomatters.com/2015/04/fired-archivist-james-fox-tells-his-side-of-the-uoarchives-release.html

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

November 21 Creating Poster Presentations
Tentative: Guest Speaker Jennifer Goforth

No Class November 23th Thanksgiving Break

WEEK 15

November 28/30

Read:

Topics:
Postmodern sensibilities
User-driven materials and interactions

Read:
Daines, J. Gordon, III, and Cory L. Nimer. "The Interactive Archivist: Case Studies in Utilizing Web 2.0 to Improve the Archival Experience." May 18, 2009. http://lib.byu.edu/sites/interactivearchivist/ [Focus on "Web 2.0 Exemplars."]

Nesmith, Tom. "Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives." *American Archivist* 65, no.1 (2002): 24-41. http://www.jstor.org/stable/40294187 or http://www.metapress.com/content/rr48450509r0712u/

Onuf, Rachel and Thomas Hyry. "Take It Personally: The Implications of Personal Records in Electronic Form." In *I, Digital: Personal Collections in the Digital Era*, edited by Christopher A. Lee, 241-256. Chicago, IL: Society of American Archivists, 2011.

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

American Archivist - http://www.archivists.org/periodicals/aa.asp and
   http://webcat.lib.unc.edu/record=b1288175
Archival Issues - http://www.midwestarchives.org/archivalissues.asp and
   http://webcat.lib.unc.edu/record=b2495979
Archival Science - http://webcat.lib.unc.edu/record=b3933397
Archivaria - http://journals.sfu.ca/archivar/index.php/archivaria/issue/archive
Archives and Manuscripts - http://www.archivists.org.au/directory/80 and
   http://webcat.lib.unc.edu/record=b1288802
International Journal of Digital Curation - http://www.ijdc.net/ijdc
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

Bearman, David. "Recorded Memory and Cultural Continuity." Chapter 6 in *Archival Methods*, 59-
67. Pittsburgh, PA: Archives and Museum Informatics Technical Reports, Vol. 3, No. 1, Spring 1989. http://www.archimuse.com/publishing/archival_methods/#ch6

Cox, Richard J. and David A. Wallace. "Introduction." In *Archives and the Public Good: Accountability and Records in Modern Society*, edited by Richard J. Cox and David A. Wallace, 1-18. Westport, Connecticut: Quorum, 2002.

Eastwood, Terry. "Archives, Democratic Accountability, and Truth." In *Better Off Forgetting? Essays on Archives, Public Policy, and Collective Memory*, edited by Cheryl Avery and Mona Holmlund, 143-68. Toronto: University of Toronto Press, 2010.

Lee, Kyong Rae. "Political Democracy and Archival Development in the Management of Presidential Records in the Republic of Korea." *American Archivist* 69, no. 1 (2006): 117-138. http://www.jstor.org/stable/40294313

Levy, David M. "Meditation on a Receipt," and "What are Documents?" In *Scrolling Forward: Making Sense of Documents in the Digital Age*, 7-38. New York: Arcade Publishing, 2001.

McKemmish, Sue. "Introducing Archives and Archival Programs." Chapter 1 in *Keeping Archives*, edited by Judith Ellis, 1-24. Melbourne, Australia: Thorpe, 1993.

The Bush White House - US Attorney Materials Collection. Crivella West. http://www.crivellawest.net/bush/default.html

O'Toole, James M., and Richard J. Cox. "The Archivist's Task: Responsibilities and Duties." In *Understanding Archives & Manuscripts*, 113-132. Chicago, IL: Society of American Archivists, 2006.

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

Wallace, David A. "Historical and Contemporary Justice and the Role of the Archivist." In *Arkiv, Demokrati Og Rettferd* [Archives, Justice, Democracy], 14-27. Oslo, Norway: ABM Utvikling, 2006. http://www.abm-utvikling.no/publisert/abm-skrift/abm-skrift-fulltekst/abm- skrift-28-arkivdemokrati-og-rettferd.html#2-historical-contemporary-justice

Week 2 The Nature of Archives

New, Jennifer. *Drawing from Life: The Journal as Art*. New York, NY: Princeton Architectural Press, 2005.

O'Toole, James M. "On the Idea of Uniqueness." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 245-278. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 57 (1994): 632-58]

O'Toole, James M.. "The Symbolic Significance of Archives." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 47-72. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 56 (1993): 234-55]

O'Toole, James M., and Richard J. Cox. "Recording, Keeping, and Using Information." In *Understanding Archives & Manuscripts*, 1-43. Chicago, IL: Society of American Archivists, 2006.

Robertson, Frances. "The Aesthetics of Authenticity: Printed Banknotes as Industrial Currency." *Technology and Culture* 46, no. 1 (2005).

Tourney, Michele M. "Caging Virtual Antelopes: Suzanne Briet's Definition of Documents in the Context of the Digital Age." *Archival Science* 3, no. 3 (2003): 291-311.

Week 3 - Basic Archives and Records Management Concepts

Barwell, Graham. "Original, Authentic, Copy: Conceptual Issues in Digital Texts." *Literary and Linguistic Computing* 20, no. 4 (2005): 415-24. http://llc.oxfordjournals.org.libproxy.lib.unc.edu/cgi/reprint/20/4/415

Bartlett, Nancy. "Respect des Fonds: The Origins of the Modern Archival Principle of Provenance." *Primary Sources & Original Works* 1 (No.1/2, 1991): 107-115.

Bearman, David A. and Richard H. Lytle."The Power of the Principle of Provenance." *Archivaria* 21 (1985): 14-27. http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/11231/12170
Duranti, Luciana. "Reliability and Authenticity: The Concepts and Their Implications." *Archivaria* 39 (Spring 1995): 5-10. http://journals.sfu.ca/archivar/index.php/archivaria/article/download/12063/13035

Groth, Paul, Simon Miles, and Luc Moreau. "A Model of Process Documentation to Determine Provenance in Mash-Ups." *ACM Transactions on Internet Technology* 9, no. 1 (2009). http://doi.acm.org/10.1145/1462159.1462162

Mak, Bonnie. "On the Uses of Authenticity." *Archivaria* 73 (2012): 1-17.

Meehan, Jennifer. "Rethinking Original Order and Personal Records." *Archivaria* 70 (2010): 27-44.

Moreau, Luc. "The Foundations for Provenance on the Web." *Foundations and Trends inWeb Science* 2, No. 2/3 (2010): 99-241. http://eprints.soton.ac.uk/271691/

Moreau, Luc, Paul Groth, Simon Miles, Javier Vazquez-Salceda, John Ibbotson, Sheng Jiang, Steve Munroe, Omer Rana, Andreas Schreiber, Victor Tan, and Laszlo Varga. "The Provenance of Electronic Data." *Communications of the ACM* 51, no. 4 (2008): 52-58. http://doi.acm.org.libproxy.lib.unc.edu/10.1145/1330311.1330323

Posner, Ernst. "Some Aspects of Archival Development Since the French Revolution." In *A Modern Archives Reader*, edited by Maygene F. Daniels and Timothy Walch, 1-14. Washington, DC: National Archives and Records Service, 1984.

Senécal, Sylvain. "The Effect of the Web on Archives." *Archivaria* 59 (2005): 139-52. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12505/13630

Smith, Abby, ed. *Authenticity in a Digital Environment*. Washington, DC: Council on Library and Information Resources, 2000. http://www.clir.org/pubs/abstract/pub92abst.html [Includes several insightful and thought-provoking pieces]

Yeo, Geoffrey. "The Conceptual Fonds and the Physical Collection." *Archivaria* 73 (2012):4380.

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

Atherton, Jay. "From Life Cycle to Continuum: Some Thoughts on the Records ManagementArchives Relationship." *Archivaria* 21 (Winter 1985-86): 43-51. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11233/12172

Bastian, Jeannette and Elizabeth Yakel. "'Are We There Yet?' Professionalism and the Development of an Archival Core Curriculum in the United States." *Journal of Education for Library and Information Science* 46, no. 2 (Spring 2005).

Closest to Home: Archival Programs for Local Government Records.
http://www.statearchivists.org/lga/ [See especially the "Report on programs and services for local government records provided by state archives and records management agencies" (2006) http://www.statearchivists.org/lga/documents/LGRsurveyReport.pdf]

Couture, Carol, and Daniel Ducharme. "Research in Archival Science: A Status Report." *Archivaria* 59 (2005): 41-68.

Cox, Richard J. "Employing Records Professionals in the Information Age." *Information Management Journal* 34, no. 1 (2000): 18-20, 22, 23, 26-28, 30, 32, 33.

Cox, Richard J. *The First Generation of Electronic Records Archivists in the United States: A Study in Professionalization*. Edited by Lawrence J. McCrank. Vol. 3, *Primary Sources and Original Works*. New York: Haworth Press, 1994.

Cox, Richard J. "The Birth of Records Management: The Ancients to the Dawn of the Industrial Age." Chapter 4 in *Closing an Era: Historical Perspectives on Modern Archives and Records Management*, 23-44. Westport, Connecticut: Greenwood Press, 2000.

Cox, Richard J. "Professionalism and Archivists in the United States." *American Archivist* 49 (1986): 229-47.

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

Dooley, Jackie M., and Katherine Luce. "Taking Our Pulse: The OCLC Research Survey of Special Collections and Archives." Dublin, OH: OCLC Research, 2010.

Duff, Wendy M., Amy Marshall, Carrie Limkilde, and Marlene van Ballegooie. "Digital Preservation Education: Educating or Networking?" *American Archivist* 69, no. 1 (2006): 188-212.

Foundation Grants for Preservation in Libraries, Archives, and Museums: 2009 Edition. Library of Congress and The Foundation Center, 2009. http://www.loc.gov/preserv/foundtn-grants.pdf

Gilliland, Anne, and Sue Mckemmish. "Building an Infrastructure for Archival Research." *Archival Science* 4, no. 3-4 (2004): 149-97.

Gilliland-Swetland, Luke J. "The Provenance of a Profession: The Permanence of the Public Archives and Historical Manuscripts Traditions in American History." *American Archivist* 54 (1991): 160-75.

Ham, F. Gerald. "Archival Choices: Managing the Historical Record in an Age of Abundance." *American Archivist* 47 (Winter 1984): 11-22.

Harvey, Ross. "UNESCO's Memory of the World Programme." *Library Trends* 56, no. 1 (2007): 259-74.

Ketelaar, Eric. "Archivistics Research Saving the Profession." *American Archivist* 63 (Fall/Winter 2000): 322-340.

O'Toole, James M.. "The Archival Curriculum: Where Are We Now?" *Archival Issues* 22, no. 2 (1997): 103-116.

O'Toole, James M., and Richard J. Cox. "The History of Archives and the Archives Profession." In *Understanding Archives & Manuscripts*, 45-86. Chicago, IL: Society of American Archivists, 2006.

Reid, Lydia J. E. "Electronic Records Training: Suggestions for the Implementation of the CART Curriculum." *American Archivist* 58 (1995): 326-40.

Society of American Archivists. Guidelines for a Graduate Program in Archival Studies. January 2002. http://www.archivists.org/prof-education/ed_guidelines.asp

Schwirtlich, Anne-Marie. "Getting Organised." Chapter 2 in *Keeping Archives*, edited by Judith Ellis, 25-73. Melbourne, Australia: Thorpe, 1993.

Walch, Victoria Irons. "Part 3. A*CENSUS: A Closer Look." *American Archivist* 69, No. 2 (2006): 327-348.

Walch, Victoria, and Elizabeth Yakel. "The Archival Census and Education Needs Survey in the United States (A*CENSUS)." *OCLC Systems & Services* 22, no. 1 (2006): 15-22. http://www.emeraldinsight.com/10.1108/10650750610640757

Zach, Lisl, and Marcia Frank Peri. "Practices for College and University Electronic Records Management (ERM) Programs: Then and Now." *American Archivist* 73 (2010): 105-28.

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

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

Bearman, David. "Record-Keeping Systems." *Archivaria* 36 (1993): 16-36. http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11932/12886

Cunningham, Adrian. "Good Digital Records Don't Just "Happen": Embedding Digital Recordkeeping as an Organic Component of Business Processes and Systems." *Archivaria* 71 (2011): 21-34.

Skelton, Karen. "Designing an Electronic Recordkeeping System." In *Selected Essays in Electronic Recordkeeping in Australia*, edited by Judith A. Ellis, 51-70. O"Connor, ACT, Australia: Australian Society of Archivists, 2000.

Trace, Ciaran B. "What is Recorded is Never Simply `What Happened': Record Keeping in Modern Organizational Culture." *Archival Science* 2, no. 1-2 (2002): 137-159. http://www.springerlink.com/openurl.asp?genre=article&id=doi:10.1023/A:1020802308209

Yakel, Elizabeth."The Way Things Work: Procedures, Processes, and Institutional Records." *American Archivist* 59, no. 4 (Fall 1996): 454-464.

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

Bailey, Catherine."From the Top Down: The Practice of Macro-Appraisal." *Archivaria* 43 (Spring 1997): 89-128.
http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12177/13188

Boles, Frank, and Julia Marks Young. "Exploring the Black Box: The Appraisal of University Administrative Records." *American Archivist* 48, no. 2 (1985): 121-40.
http://www.jstor.org/stable/40292740

Charbonneau, Normand. "The Selection of Photographs." *Archivaria* 59 (2005): 119-38.
http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12504/13628

Craig, Barbara Lazenby. *Archival Appraisal: Theory and Practice*. München: K.G. Saur, 2004.

Frost, Eldon. "A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition." *Archivaria* 33 (Winter 1991-92): 78-86.
http://journals.sfu.ca/archivar/index.php/archivaria/article/viewFile/11800/12751

Gibbons, Paul, and Caroline Shenton. "Implementing a Records Management Strategy for the UK Parliament: The Experience of Using Keyword AAA." *Journal of the Society of Archivists* 24, no. 2 (2003): 141-57.

Samuels, Helen W. "Who Controls the Past." In *American Archival Studies: Readings in Theory and Practice*, edited by Randall C. Jimerson, 193-210. Chicago, IL: Society of American Archivists, 2000. [Originally in *American Archivist* 49 (1986): 109-24]

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

Allen, Robert B. "Using Information Visualization to Support Access to Archival Records." *Journal of Archival Organization* 3, no. 1 (2005): 37-49.
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Week 12 - Ethics Case Studies

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