

INSTITUTIONAL ARCHIVES

Modern society is dependent upon organizations--businesses, governments, and non-profit groups--to conduct its affairs, and these organizations create and maintain voluminous records to carry out their institutional missions. While the format and content of office documents have evolved since ancient times, every society has had to find ways to use the available technologies to create, store, copy, transmit and authenticate records. Institutional archives help their organizations preserve memory, provide accountability, and support mission-critical activities. Institutional archives assess the administrative, legal and historical value of organizational records and seek to utilize those records as an efficient organizational resource. This resource must be managed like any other asset of the organization.

This course will examine the history of institutional archives and recordkeeping from ancient Sumeria to today's Information Age; the records and information needs of businesses, non-profits, and governments; the professional, social, legal, and ethical aspects of institutional archives; basic functions such as acquisitions, records management, and processing in institutional archives; and the challenges posed by digital and electronic records.

Assignments

1. A literature survey focusing on one type of institutional archives, due October 21. The topic must be approved by September 16. Oral presentations on these papers will be scheduled for November 4, November 11, and November 18.
2. A short paper analyzing a records retention schedule for a government, business, or non-profit. Due October 28.
3. Creation of an administrative history note for records in an institutional archives. Due November 11.
4. A final paper, due December 16. The topic for the paper must be approved by October 28, and a research statement must be turned in on November 4. A report on the preliminary research will be presented in class on December 2 and a bibliography of all works consulted up to that point should also be distributed in class.

Participation

Students are expected to attend class, to complete all assigned readings, to submit all assignments on time, and to be active participants in class discussions.

Evaluation

Literature Review Paper	15%
Records Retention Schedule Paper	15%
Administrative History Paper	15%
Final Paper	25%
Class Participation	30%

NOTE: It is expected that all assignments will be completed by the due date. Grades will be lowered on late papers.

REQUIRED TEXT

Saffady, William. Records and Information Management: Fundamentals of Professional Practice. Lenexa Kansas: ARMA International, 2004.

RECOMMENDED STYLE MANUAL

Turabian, Kate L. A Manual For Writers Of Term Papers, Theses, And Dissertations. 6th ed., rev. by John Grossman and Alice Bennett. Chicago: University of Chicago Press, 1996.

OFFICE HOURS: Tuesdays, 7:35-8:00 and by appointment.
WORK TELEPHONE: 917-606-8215
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INTERNET RESOURCES

Archives & Archivists Listserv:

http://forums.archivists.org/read/all_forums/

Records Management Listserv: listserv@lists.ufl.edu

To subscribe, send an e-mail with Subscribe in the subject line and the following message:

sub RECMGMT-L <your name>

Society of American Archivists:

<http://www.archivists.org/>

SAA Glossary of Archival and records terminology:

<http://www.archivists.org/glossary/index.asp>

Association of Records Managers & Administrators (ARMA):

<http://www.arma.org>

Records and Information Management Resource List:

<http://infomgmt.homestead.com/files/websites.htm>

SAA Code of Ethics:

http://www.archivists.org/governance/handbook/app_ethics.asp

SAA Archivists of Religious Collections Section:

<http://www.saa-arcs.org/>

SAA College & University Archives Section:

<http://www.archivists.org/saagroups/cnu/index.asp>

SAA Business Archives Section:

<http://www.archivists.org/saagroups/bas/Welcome.asp>

Directory of Corporate Archives in the US and Canada:

<http://www.hunterinformation.com/corporat.htm>

SAA Government Records section:
<http://www.archivists.org/saagroups/gov/index.asp>

SAA Museum Archives Section:
<http://www.archivists.org/saagroups/museum/>

Council of State Archivists
<http://www.statearchivists.org/arc/index.htm>

US National Archives & Records Administration:
<http://www.archives.gov/>

NY State Archives:
<http://www.archives.nysed.gov/aindex.shtml>

Institute of Certified Records Managers (ICRM):
<http://www.icrm.org/>

International Records Management Trust (IRMT):
<http://www.irmt.org/>

Understanding Society Through Its Records. Curtin University of
Technology:
<http://john.curtin.edu.au/society/>

US Environmental Protection Agency, National Records
Management Program Web Site:
<http://www.epa.gov/records>

The EPA Records Management Glossary is at:
<http://www.epa.gov/records/gloss/gloss01.htm>

Government of Canada, Information Management Portal
http://www.informationmanagement.gc.ca/index_e.asp

Association of Information & Image Management (AIIM)
<http://www.aiim.org>

ARMA Microfilm Services Group:
<http://www.home.earthlink.net/~fyiglover>

American National Standards Institute (ANSI)
<http://web.ansi.org>

National Information Standards Organization (NISO)
<http://www.niso.org>

Records Facts, Laws, Statistics, Wisdom
<http://www.theimpros.com/im/wisdom.html>

U.S. Code of Federal Regulations (CFR)
<http://www.gpoaccess.gov/cfr/index.html>

Federal Register:
<http://www.gpoaccess.gov/fr/index.html>

Knowledge Management Consortium International
<http://www.kmci.org>

New York State Committee on Open Government
<http://www.dos.state.ny.us/coog/coogwww.html>

Federation of American Scientists, Project on Government Secrecy
<http://www.fas.org/sgp/index.html>

Electronic Frontier Foundation
<http://www.eff.org>

Electronic Privacy Information Center (EPIC)
<http://www.epic.org>

ASSIGNMENTS

9/2 RECORDS & INFORMATION MANAGEMENT

9/9 INSTITUTIONAL ARCHIVES ROLES: ARCHIVIST,
HISTORIAN, AND RECORDS MANAGER

Cox, Richard J. Managing Institutional Archives. NYC: Greenwood, 1992. Pp. 1-23.

Smith, George David and Steadman, Laurence E. "Present Value of Corporate History" in Jones, Arnita and Cantelon, Philip. Corporate Archives and History: Making the Past Work. Malabar FL: Krieger, 1993. pp. 163-176.

Saffady, pages 1-22.

9/16 RECORDS & ARCHIVES IN THE ANCIENT WORLD

Thomas, Rosalind. Literacy and Orality in Ancient Greece. Cambridge: Cambridge Univ. Press, 1992. Chapter 7 "Literacy and the State", pp. 128-145.

Sickinger, James. "Literacy, Documents and Archives in the Ancient Athenian Democracy," American Archivist 62 (Fall 1999), 229-246.

Posner, Ernst. Archives in the Ancient World. Cambridge: Harvard University Press, 1972. Chapter 6 "Republican Rome", pp. 160-185.

Kelly, C.M. "Later Roman Bureaucracy: Going Through the Files," in Alan Bowman & Greg Woolf, Literacy and Power in the Ancient World, pp. 161-176.

APPROVAL OF INSTITUTIONAL ARCHIVES LITERATURE REVIEW
TOPIC.

9/23 RECORDS & ARCHIVES IN THE MEDIEVAL WORLD

Clanchy, M.T. From Memory to Written Record: England 1066-1307. Oxford: Blackwell Publishers, 1993. Pages 25-80.

Duranti, Luciana. Diplomatics: New Uses for an Old Science. Lanham MD: Scarecrow, 1998. Pages 27-80.

Behrmann, Thomas. "Genoa and Lübeck: The Beginnings of Communal Record-Keeping in Two Medieval Trading Metropolises," in M.V. Roberts, Archives and the Metropolis, pp. 11-21.

9/30 RECORDS AND BUREAUCRACY IN THE INDUSTRIAL AGE

Yates. Control Through Communication, pp. 1-110.

Wosh, Peter. "Bibles, Benevolence, and Bureaucracy: The Changing Nature of Nineteenth Century Religious Records," American Archivist 52 (Spring 1989), 166-178.

Pinkett, Harold. "Investigations of Federal Recordkeeping, 1887-1906," American Archivist 21 (April 1958) 163-192.

Simmons, Deidre. Keepers of the Record: The Hudson's Bay Company Archives. Montreal: McGill-Queens University Press, 2007. Pages 143-217.

10/7 INSTITUTIONAL ARCHIVES, ORGANIZATIONS AND INFORMATION

Society of American Archivists. The APB Bank: Managing Electronic Records as an Authoritative Resource. A Case Study. SAA, 1993.

"Generating and Archiving Records in Digital Form of the Promotion and Tenure Process at the University of Michigan," SAA Campus Case Study #3.

ARMA International. Information Management: A Business Imperative. At:http://www.arma.org/pdf/rim_imperative.pdf

Sellen, Abigail and Harper, Richard. The Myth of the Paperless Office. Cambridge: MIT Press, 2002. Chapter 3 "Paper in Knowledge Work," pp. 51-73.

10/14 NO CLASS

10/21 INSTITUTIONAL ARCHIVES, ORGANIZATIONS AND RECORDS

The APB Bank. Review the case study.

Ngin, Phyllisis. "Recordkeeping Practices of Nurses in Hospitals," American Archivist 57 (Fall 1994), 616-630.

"Survey of the University of Pittsburgh and Association of American Universities' Websites and Physical Holdings," SAA, Campus Case Study #9.

Cook, Terry. "'A Monumental Blunder': The Destruction of Records on Nazi War Criminals in Canada" in Archives and the Public Good, edited by Richard J. Cox and David A. Wallace. Westport: Quorum Books, 2002. Pages 37-65.

INSTITUTIONAL ARCHIVES LITERATURE REVIEW DUE.

10/28 CORE ACTIVITIES—ACQUISITIONS & RECORDS MANAGEMENT

Saffady, pages 23-76.

Approaching Electronic Records Management at the Insurance Corporation of British Columbia. Chicago: SAA, 1997.

"Managing Public Affairs Records in the Digital Age", SAA Campus Case Study #6.

RECORDS RETENTION PAPER DUE.

11/4 CORE ACTIVITIES—PROCESSING

Schellenberg, Theodore R. Modern Archives. Pages 169-193.

Szary, Richard V. "Encoded Archival Context (EAC) and Archival Description: Rationale and Background". Journal of Archival Organization 3 (2005), 217-227.

ORAL PRESENTATIONS ON LITERATURE SURVEY.

11/11 CORE-ACTIVITIES--RE-FORMATTING

Saffady, pages 175-196.

"University Committee and Planning Records" SAA Campus Case Study #4.

ORAL PRESENTATIONS ON LITERATURE SURVEY.

ADMINISTRATIVE HISTORY DUE.

11/18 ACCESS, PRIVACY AND CONFIDENTIALITY

Rowe-Sims, Sarah; Boyd, Sandra; and Holmes, H.T. "Balancing Privacy and Access: Opening the Mississippi State Sovereignty Commission Records" in Behrnd-Klodt, Menzi and Wosh, Peter. Privacy and Confidentiality Perspectives. Chicago: SAA, 2005. Pages 159-174.

Ericson, Timothy L. "Building Our Own 'Iron Curtain': The Emergence of Secrecy in American Government" American Archivist 68 (Spring/Summer 2005), 18-52. Also online at: <http://www.archivists.org/governance/presidential/ericson.asp>

ORAL PRESENTATIONS ON LITERATURE SURVEY.

11/25 MANAGING INSTITUTIONAL ARCHIVES

Cox. Pp. 237-283.

Goldstein, Marcy. "The Evolving Role of In-House Business Archives: From Tradition to Flexibility" in O'Toole, James M. editor. The Records of American Business. Chicago: SAA, 1997. Pp. 41-55.

Yakel, Elizabeth and Bost, Laura C. "Understanding Administrative Use and Users in University Archives" American Archivist 57 (Fall 1994) 596-615.

12/2 FINAL PAPER REPORTS

REPORTS ON PRELIMINARY RESEARCH.

BIBLIOGRAPHY DUE.

12/9 ETHICS & INSTITUTIONAL ARCHIVES

SAA Code of Ethics.

At: http://www.archivists.org/governance/handbook/app_ethics.asp

ARMA International. Code of Professional Responsibility.

At: <http://www.arma.org/about/overview/ethics.cfm>

12/16 FINAL PAPER DUE