

**NEW YORK UNIVERSITY
DEPARTMENT OF HISTORY**

INTRODUCTION TO ARCHIVES I

G57.1010
FALL 2009
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Office Hours: Thursdays, 3-5 and By Appointment

Purpose

Provide a basic introductory overview of archival administration, historical documentation, and the management of historical resources.

Develop an understanding of the historical development of records creation and record keeping, manuscript collecting, and institutional archives in North America, with some attention to broader international trends.

Discuss current issues, trends, and theories that continue to change the nature of archival management.

Consider the role of the archivist and the use of archives and historical collections in humanities and social science scholarship.

Gain a basic understanding of the archival functions of arrangement, description, collection development, appraisal, and reference.

Supplement the theoretical component of the course with a variety of hands-on exercises designed to illustrate the relationship between theory and practice.

Assignments

Write an essay (3-4 pages) concerning a document that you find particularly interesting, analyzing its physical, intellectual, and social meaning. Due: September 17.

Post one or two discussion questions to Blackboard for the following classes: September 24, October 1, and November 12. Questions are due by 10 P.M. on the night before class.

Examine electronic records project, work with your group to develop oral report, and participate in class discussion on October 8.

Develop arrangement scheme and rationale for collections that have been posted to blackboard and be prepared to discuss in class. Due: October 15.

Complete class inventory assignment on October 22 and post inventory to Blackboard by October 29.

Complete one (ca. 4-6 page) paper that analyzes and critiques three or four finding aids that you locate on the web, measuring them against professional standards, due on: November 5.

Examine and appraise one assigned collection prior to the November 19 class, and be prepared to discuss your appraisal in class.

Conduct original research in an archival repository (not one of the NYU repositories) and write a 3-4 page reflection on the reference process and procedures. Due: December 3.

Locate an online finding aid or collection that illustrates some access or privacy issue, post a link to blackboard, and be prepared to discuss in class. Due: December 10.

Construct a bibliographic essay/literature review on some aspect of archival management that you are particularly interested in. The essay should cover 6-8 supplementary readings on the topic (in addition to whatever books/articles that we have covered in class) and should be 8-10 pages in length. Topic and preliminary bibliography due on: October 15. Final paper due on: December 17.

Assignment Time-Line

September 17 -- Document Analysis (3-4 pages)

September 24 – Blackboard Posting

October 1 – Blackboard Posting

October 8 – Electronic Records Project Discussion

October 15 – Arrangement Assignment and Preliminary Bibliography for Final Paper

October 22 – Class Inventory Assignment

October 29 – Post Inventory to Blackboard
November 5 – Finding Aid Analysis (4-6 pages)
November 12 – Blackboard Posting
November 19 – Appraisal Discussion
December 3 – Reference Reflection (3-4 pages)
December 10 – Access and Privacy Collection
December 17 – Final Paper (8-10 pages)

Classroom and Grading Policy

There will be no incompletes in the course.

If you are absent for a class session, you will be responsible for submitting a 4-5 page paper that analyzes the readings for that week, due the following class session.

Assignments are due by the end of class on the dates listed above. They may be submitted electronically or (in the case of papers) turned in at the end of class.

Blackboard postings should be submitted by midnight on Sunday (the night before the class).

Please observe page limits, pay attention to comments on written work, and take comments into consideration.

Grades are determined according to the following criteria: Class Participation and Blackboard Postings (15%); Finding Aid Critique (15%); Document Analysis Essay (15%); Class Inventory and Appraisal Projects (15%); Reference Reflection (15%); Bibliographic Essay (25%).

SEPTEMBER 10 - INTRODUCTION TO THE COURSE

Required Reading: James M. O'Toole and Richard J. Cox, *Understanding Archives and Manuscripts* (Chicago: Society of American Archivists, 2006), Chapter 3 "The Archivist's Perspective: Knowledge and Values" (BLACKBOARD).

Several web sites and listservs offer important information for archivists, records managers, and public historians. You should make an effort to search and regularly monitor them.

A good entry to the relevant web sites, which in effect constitutes an archival meta index, can be found at "Ready, 'Net, Go! Archival Internet Resources" at the following URL: (<http://www.tulane.edu/~lmiller/ArchivesResources.html>).

Especially significant sites include those maintained by the following professional organizations:

Society of American Archivists (<http://www.archivists.org>);
ARMA International (<http://www.arma.org>);
National Association of Government Archives and Records Administrators (<http://www.nagara.org>);
National Council on Public History (<http://www.ncph.org>);
Mid-Atlantic Regional Archives Conference (<http://www.lib.umd.edu/MARAC>);
Archivists Round Table of Metropolitan New York (<http://www.nycarchivists.org>);
Academy of Certified Archivists (<http://certifiedarchivists.org>);
International Council on Archives (<http://www.ica.org>).

Most of these organizations publish useful literature, hold regular informational meetings, and are important sources for professional networking. The Archivists Round Table of Metropolitan New York, in particular, is inexpensive to join and holds monthly meetings at various local archival venues. It is worth participating.

Other useful archival web sites that you should familiarize yourself with include:
National Archives and Records Administration (<http://www.archives.gov>);
New York State Archives (<http://www.archives.nysed.gov>);
New York City Department of Records (<http://www.nyc.gov/html/records/home.html>).

The National Coalition for History (NCH), a consortium of various historical and archival organizations, monitors current legislation and public policy issues that affect archivists and historians. You should regularly check NCH updates and peruse the organization's digest at: (<http://historycoalition.org>).

Finally, it is useful to subscribe to the Archives and Archivists Listserv, which also provides a digest that summarizes past issues and debates in the field. There are also listservs for archives students and for various special interests. You can subscribe to

these sites by visiting the SAA web site, then following the links for “Resources” and “Electronic Mailing Lists.”

SEPTEMBER 17 - DOCUMENTS

Required Readings: David M. Levy, “Meditation on a Receipt,” pp. 7-20; and “What Are Documents,” pp. 21-38, in *Scrolling Forward: Making Sense of Documents in the Digital Age* (New York: Arcade, 2001) (BLACKBOARD);

Katherine Ott, Susan Tucker, and Patricia P. Buckler, “An Introduction to the History of Scrapbooks,” in Tucker, Ott, and Buckler, *The Scrapbook in American Life* (Philadelphia: Temple University Press, 2006), pp. 1-25 (BLACKBOARD);

Catherine O’Sullivan, “Diaries, On-line Diaries, and the Future Loss to Archives; or Blogs and the Blogging Bloggers Who Blog Them,” *American Archivist* (Spring/Summer 2005), pp. 53-73 (E-JOURNAL);

Michelle Caswell, “Instant Documentation: Cell-Phone-Generated Records in the Archives,” *American Archivist* (Spring/Summer 2009), pp. 133-145 (E-JOURNAL);

Elizabeth Yakel, “Reading, Reporting, and Remembering: A Case Study of the Maryknoll Sisters’ Diaries,” *Archivaria* (Spring 2004), pp. 89-105 (E-JOURNAL);

David M. Henkin, “Embracing Opportunities: The Construction of the Personal Letter,” in *The Postal Age: The Emergence of Modern Communication in Nineteenth Century America* (Chicago: University of Chicago Press, 2006) (BLACKBOARD);

Jules Tygiel, *Past Time: Baseball As History* (New York: Oxford University Press, 2000), chapter 2 (BLACKBOARD);

SEPTEMBER 24 - MODERN ARCHIVES: THE THEORETICAL BASE

Required Readings: S. Muller, J.A. Feith, and R. Fruin, *Manual for the Arrangement and Description of Archives* (New York: H.W. Wilson, 1940, excerpts) (BLACKBOARD);

Peter Horsman, Eric Ketelaar, and Theo Thomassen, “New Respect for the Old Order: The Context of the Dutch Manual,” *American Archivist* (Fall/Winter, 2003), pp. 249-270 (E-JOURNAL);

Marjorie Rabe Barritt, “Coming to America: Dutch *Archivisteck* and American Archival Practice,” *Archival Issues* (18:1, 1993) (E-JOURNAL);

Joyce Appleby, Lynn Hunt, and Margaret Jacob, "Scientific History and the Idea of Modernity," in *Telling The Truth About History* (1994), chapter two (BLACKBOARD);

JoAnne Yates, "Communication Technology and the Growth of Internal Communication," in *Control Through Communication: The Rise of System in American Management* (BLACKBOARD);

Patricia Galloway, "Archives, Power, and History: Dunbar Rowland and the Beginning of the State Archives of Mississippi (1902-1936)," *American Archivist* (Spring/Summer 2006), pp. 79-116 (E-JOURNAL);

"Proceedings of the First Annual Conference of Archivists," 30 December 1909, in American Historical Association, *Annual Report for 1909*, pp. 339-348 (BLACKBOARD)

OCTOBER 1 - SIR HILARY JENKINSON: FRIENDS AND FOES

Required Readings: Sir Hilary Jenkinson, *A Manual of Archive Administration* (London: Percy Lund, Humphries, & Company, 1922 (E-PUBLICATION available at: <http://www.archive.org/details/manualofarchivea00jenkuoft>);

Theodore M. Schellenberg, "The Appraisal of Modern Records," at the following URL: <http://www.archives.gov/research/alic/reference/archives-resources/appraisal-of-records.html>

Theodore M. Schellenberg, "Archival Principles of Arrangement," available at the following URL: <http://www.archives.gov/research/alic/reference/archives-resources/principles-of-arrangement.html>

Terry Eastwood, "Jenkinson's Writings on Some Enduring Archival Themes," *American Archivist* (Summer 2004), pp. 31-44 (E-JOURNAL);

Terry Cook, "What Is Past Is Prologue: A History of Archival Ideas Since 1898 and the Future Paradigm Shift," *Archivaria* (Spring 1997) (E-JOURNAL)

Terry Cook, "An Archival Revolution: W. Kaye Lamb and the Transformation of the Archival Profession" *Archivaria* 60 (Fall 2005), pp. 185-234 (JOURNAL ARTICLE)

OCTOBER 8 - ARCHIVAL THEORY: CURRENT TRENDS

Required Readings: Roy Rosenzweig, "Scarcity or Abundance? Preserving the Past in a Digital Age," *American Historical Review* (June 2002) (E-JOURNAL);

Helen Tibbo, "The Impact of Information Technology on Academic Archives in the 21st Century," in Chris Prom and Ellen Swain, eds., *College and University Archives Reader* (Society of American Archivists, 2008) (BLACKBOARD);

Joan M. Schwartz and Terry Cook, "Archives, Records, and Power: The Making of Modern Memory," *Archival Science*, (2003) Volume 2, Issues 1 and 2 (E-JOURNAL);

Joan M. Schwartz and Terry Cook, "From (Postmodern) Theory to (Archival) Performance," *Archival Science*, (2003) Volume 2, Number 3 (E-JOURNAL);

Marvin Taylor, "I'll Be Your Mirror, Reflect What You Are: Postmodern Documentation and the Downtown New York Scene From 1975 to the Present," *RBM* (Spring 2002), 32-52 (E-JOURNAL);

Tom Nesmith, "Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives," *American Archivist* (Spring/Summer 2002), pp. 24-41 (E-JOURNAL);

Jeffrey Schnapp, "Animating the Archive." *First Monday* 13:8 (4 August 2008) at: <http://firstmonday.org/htbin/cgiwrap/bin/ojs/index.php/fm/article/view/2218/2020>

Examine the following web sites, then learn all you can about one of the following projects (as assigned) and be prepared to discuss your particular e- initiative in class:

Internet Archive (<http://www.archive.org>)
Archives of American Art Digital Collections at:
<http://www.aaa.si.edu/collections/digitalcollections/>

Collaborative Electronic Records Project (<http://siarchives.si.edu/ceerp/index.htm>)
Library of Congress National Information Infrastructure and Preservation
Program (NDIIP) (<http://www.digitalpreservation.gov>)

OCTOBER 15 - ARRANGEMENT: REORDERING REALITY

Required Readings: Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005) (BOOK);

Oliver W. Holmes, "Archival Arrangement: Five Different Options at Five Different Levels," available at the following URL:
<http://www.archives.gov/research/alic/reference/archives-resources/archival-arrangement.html>

Mark A. Greene and Dennis Meissner, "More Product, Less Process: Revamping Traditional Processing," *American Archivist* (Fall/Winter 2005), pp. 208-263 (E-JOURNAL);

Christine Weideman, "Accessioning as Processing," *American Archivist* (Fall/Winter 2006), pp. 274-283 (E-JOURNAL);

Donna E. McCrea, "Getting More for Less: Testing a New Processing Model at the University of Montana," *American Archivist* (Fall/Winter 2006), pp. 284-290 (E-JOURNAL)

OCTOBER 22 - INVENTORY PROJECT

This week we will meet at the New York University Archives in order to do a group inventory project involving various collections. Each team of two students will be responsible for gaining preliminary control over several boxes of archival materials by conducting a box-level inventory.

OCTOBER 29 - DESCRIPTION

Required Readings: Kathleen Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005) (review)

Describing Archives: A Content Standard (Chicago: Society of American Archivists, 2004) (read introductory matter and browse entire volume) (LIBRARY RESERVE)

NOVEMBER 5 - FINDING AID CRITIQUES

Browse the web, locate, and critique three or four archival finding aids for presentation in class. You should also explore some of the major descriptive projects that involve marking up finding aids for placement on the web and, in some cases, linking finding aids with digitized documents. These include: the Online Archive of California (<http://www.oac.cdlib.org>); the Virginia Heritage Project (<http://www.lib.virginia.edu/vhp>); and the Rocky Mountain Online Archive (<http://rmoa.unm.edu/>). The Online Archive of California, which grew out of the Berkeley Finding Aids Project (<http://sunsite.berkeley.edu/amher>), was one of the first attempts to use EAD in order to create a statewide database of archival finding aids. The Virginia Heritage Project constitutes a partnership between libraries designed to create a statewide database of archival records. The Rocky Mountain Online Archive involves a collaborative effort between archivists in Wyoming, Colorado, and New Mexico designed to place finding aids online and to create a regional digital repository.

NOVEMBER 12 - APPRAISAL

Required Readings: Frank Boles, *Selecting & Appraising Archives & Manuscripts* (Chicago: Society of American Archivists, 2005) (BOOK);

James M. O'Toole, "The Symbolic Significance of Archives," *American Archivist* (Spring 1993), pp. 234-255 (JOURNAL ARTICLE)

Helen Willa Samuels, "Who Controls the Past," *American Archivist* (Spring 1986), pp. 109-124 (JOURNAL ARTICLE)

NOVEMBER 19 - DOCUMENTATION PROJECTS

Required Readings: Doris J. Malkmus, "Documentation Strategy: Mastodon or Retro-Success?" *American Archivist* (Fall/Winter 2008), pp. 384-409 [E-JOURNAL];

Richard J. Cox, "The End of Collecting: Towards A New Purpose for Archival Appraisal," *Archival Science* (2002), pp. 287-309 [E-JOURNAL];

A Guide to Documenting Latino/Hispanic History and Culture in New York State, at: http://www.archives.nysed.gov/a/research/res_topics_pgc_latino_docplan.shtml

Maine Memory Network, at the following URL: <http://www.mainememory.net/>

Mapping the Stacks: A Guide to Black Chicago's Hidden Archives, at the following URL: <http://mts.lib.uchicago.edu/>

Baltimore 68: Riots and Rebirth, at the following URL: <http://archives.ubalt.edu/bsr/index.html>

NOVEMBER 26 - THANKSGIVING

DECEMBER 3 - REFERENCE AND ACCESS

Required Readings: Mary Jo Pugh, *Providing Reference Services for Archives and Manuscripts* (Chicago: Society of American Archivists, 2005), Chapters 1-5 & 9;

Magia, Ghetu Krause and Elizabeth Yakel, "Interaction in Virtual Archives: The Polar Bear Expedition Digital Collections Next Generation Finding Aid," *American Archivist* (Fall/Winter 2007), pp. 282-314 (E-JOURNAL);

Richard J. Cox, et al, "Machines in the Archives: Technology and the Coming Transformation of Archival Reference," *First Monday* 12: 11 (November 2007) (E-JOURNAL)
<http://www.uic.edu/htbin/cgiwrap/bin/ojs/index.php/fm/article/view/2029/1894> ;

Margaret O'Neill Adams, "Analyzing Archives and Finding Facts: Use and Users of Digital Data Records," *Archival Science* 7 (2007), pp. 21-36 (E-JOURNAL)

"The Interactive Archivist,"

DECEMBER 10 - LEGAL AND ETHICAL ACCESS ISSUES

Required Readings: Mary Jo Pugh, *Providing Reference Services for Archives and Manuscripts* (Chicago: Society of American Archivists, 2005), Chapters 6-8;

Elena Danielson, "Privacy Rights and the Rights of Political Victims: Implications of the German Experience," *American Archivist* (Fall/Winter 2004), (E-JOURNAL)

Sara S. Hodson, "In Secret Kept, In Silence Sealed: Privacy in the Papers of Authors and Celebrities," *American Archivist* (Fall/Winter 2004), (E-JOURNAL)

Sarah Rowe-Sims, Sandra Boyd, and H.T. Holmes, "Balancing Privacy and Access: Opening the Mississippi State Sovereignty Commission Records," in Menzi L. Behrnd-Klodt and Peter J. Wosh, eds., *Privacy and Confidentiality Perspectives: Archivists and Archival Records* (Chicago: Society of American Archivists, 2005) (BLACKBOARD);

Mark Greene, "Moderation in Everything, Access to Nothing?: Opinions About Access Restrictions on Private Papers," *Archival Issues* 18 (1991), pp. 31-41 (JOURNAL ARTICLE);

Peter Hirtle, "Copyright Term and the Public Domain in the United States," at the following URL: http://www.copyright.cornell.edu/public_domain/;

Peter Hirtle, "Archives or Assets?" SAA presidential address available at the following URL: <http://ecommons.library.cornell.edu/bitstream/1813/52/1/2003-2.pdf>

DECEMBER 17 - WRAP-UP/PAPERS DUE