

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 serving the information needs of the organization's staff. 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 archival functions such as acquisitions, records management, and processing in institutional archives; and the challenges posed by electronic records, digitization, and the Internet.

Assignments

1. A literature survey focusing on one type of institutional Archives and its users, due March 8. The topic must be approved by February 8. Oral presentations on these papers will be given in class on March 29, April 5, and April 12.
2. A short paper analyzing a records retention schedule for a government, business, or non-profit. Choose an organization by March 8 and the paper is due March 22.
3. Creation of an administrative history note for records in an institutional archives. Due April 5.
4. A final paper, due May 13. The topic for the paper will be

discussed on March 22 and a research statement must be turned in on March 29. A report on the preliminary research will be presented in class on April 26 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.

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.
E-MAIL: bsink01@gmail.com

ASSIGNMENTS

1/25 RECORDS, INFORMATION MANAGEMENT AND ARCHIVES

2/1 INSTITUTIONAL ARCHIVES ROLES: ARCHIVIST,
HISTORIAN, AND RECORDS MANAGER

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

Cook, Terry. "It's 10 O'clock: Do You Know Where Your Data Are?" Technology Review 98 (January 1995).
<http://web.mit.edu/erm/tcook.tr1995.html>

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, William. Records and Information Management: Fundamentals of Professional Practice. Lenexa Kansas: ARMA International, 2004. Pages 1-22.

2/8 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.

2/15 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.

2/22 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.

3/1 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.

3/8 INSTITUTIONAL ARCHIVES, ORGANIZATIONS AND RECORDS
The APB Bank. Review the case study.

Ngin, Phyllis. "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.

CHOOSE ORGANIZATION FOR RETENTION SCHEDULE PAPER.

3/15 SPRING RECESS

3/22 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.

SELECT TOPIC FOR FINAL PAPER.

3/29 CORE ACTIVITIES—SERVING USERS

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

Yakel, Elizabeth, "Listening to Users" Archival Issues 26 (2002), 111-127.

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.
RESEARCH STATEMENT FOR FINAL PAPER DUE.

4/5 CORE-ACTIVITIES--RE-FORMATTING & DIGITIZATION

Saffady, pages 175-196.

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

ORAL PRESENTATIONS ON LITERATURE SURVEY.

ADMINISTRATIVE HISTORY DUE.

4/12 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.

4/19 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.

4/26 FINAL PAPER REPORTS

REPORTS ON PRELIMINARY RESEARCH FOR FINAL PAPER.

BIBLIOGRAPHY DUE.

5/3 ETHICS & INSTITUTIONAL ARCHIVES

Abela, Andrew V. "Digesting the Raisins of Wrath:
Business, Ethics, and the Archival Profession"
American Archivist 71 (Spring/Summer, 1005), 203-
209. For background, see the cover of American
Archivist 66 (Fall/Winter 2003) and Letters to the
Editor American Archivist 67 (Fall Winter 2004) and
American Archivist 68 (Sp[ring/Summer 2005).

SAA Code of Ethics.

At: [http://www.archivists.org/governance/
handbook/app_ethics.asp](http://www.archivists.org/governance/handbook/app_ethics.asp)

ARMA International. Code of Professional Responsibility.

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

5/10 READING DAY

5/13 FINAL PAPER DUE