

HISTORY AND PRINCIPLES OF ARCHIVES AND RECORDS MANAGEMENT

History 525
Syllabus, Fall 2012

Rand Jimerson
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Office hours MTh 10:00-11:30

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COURSE OBJECTIVES:

This course is designed as an introduction to major concepts, principles, functions, and operations in the field of archives and records management. By the end of this course, you will be familiar with basic principles and issues in archives and records management, you will understand the major functions performed by archivists and records managers, and you will begin to think and reason from the perspective of the professional archivist and records manager. Subsequent courses in the program will expand the focus and coverage of these topics, and will provide opportunities for hands-on application of theory to practice, in preparation for student internships.

COURSE REQUIREMENTS:

Class meetings and tours: All readings must be completed prior to the session for which they are assigned. In addition to class meetings, two full-day field trips will be scheduled for tours of archives and records management facilities. Tours are optional for anyone with academic or work schedule conflicts, but your participation is strongly encouraged.

Required readings: Assigned readings are listed for each class meeting. Four books should be purchased, or can be found in the Western Libraries reserve room:

- Randall C. Jimerson, ed., *American Archival Studies: Readings in Theory and Practice* (2000)
- Terry Eastwood and Heather MacNeil, Editors, *Currents of Archival Thinking* (2009)
- Margaret C. Norton, *Norton on Archives*, ed. Thornton W. Mitchell (2003 ed.)
- Randall C. Jimerson, *Archives Power: Memory, Accountability, and Social Justice* (2009)

Some readings can be accessed for free download at the Society of American Archivists website (URLs are given below). All of the assigned articles from the *American Archivist* journal can be accessed or downloaded for free at this URL: <http://archivists.metapress.com/content/120809/>. All other articles can be accessed at the Libraries' online reserve page (enter instructor name: Jimerson.): <http://lis.wvu.edu/screens/courseres.html>.

Book review and presentation: Each student will read and report on a book related to the history of literacy, recordkeeping, archives, or historiography. The book review should be 3-4 pages long, providing a critical analysis of the work and of its relevance for archivists and records managers. See suggested titles under October 27 heading below. Reviews should be copied and distributed (or emailed) to all class members. Due **October 23**, with a 5-minute oral presentation in class.

Internet research project: The Internet is an increasingly important communication and research tool for archivists and records managers. In order to understand how archival websites are designed and used, you will undertake an Internet research project, designed to provide familiarity with archives and records management resources on the World Wide Web. Details about the assignment will be distributed in class; report due **November 13**.

Analytical essay: You will be asked to write an analytical essay based on course readings. The essay should be approximately 5-6 pages. This is not a research paper, and additional readings are not required. The analytical essay, due **November 20**, should evaluate and critique issues raised in readings for any one (or two) class sessions.

Research paper: In order to explore one topic in more depth, you will prepare a research paper, based mainly on secondary literature sources, exploring any topic you choose relating to records, archives, literacy, or another appropriate topic. A good source for ideas is the "Bibliographic Essay" in James M. O'Toole and Richard J. Cox, *Understanding Archives and Manuscripts* (Society of American Archivists, 2006). We will meet during final exam week, **December 10-13** (at a time to be arranged), for oral presentations of the research papers.

GRADING:

Final gradeS for the course will be weighted by assignment:

- Book review, 20%
- Internet report, 20%
- Analytical essay, 20%
- Class participation and discussion, 15%
- Research paper, 25%

CLASS SCHEDULE AND READINGS:

- Sept. 27 (Th) **Overview of Archives Administration and Records Management**
Read: John A. Fleckner, “‘Dear Mary Jane’: Some Reflections on Being an Archivist,” in Randall C. Jimerson, ed., *American Archival Studies: Readings in Theory and Practice* (Chicago, 2000), ch. 1.
- Oct. 2 (Tu) **The Nature of Records and Recordkeeping**
Read: Terry Eastwood, “A Contested Realm,” in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 1.
 David M. Levy, “Meditation on a Receipt,” in *Scrolling Forward: Making Sense of Documents in the Digital Age* (NY, 2001), pp. 7-20.
 Hugh A. Taylor, “‘My Very Act and Deed’: Some Reflections on the Role of Textual Records in the Conduct of Affairs,” *American Archivist* (AA) 51 (Fall 1988): 456-69.
 Kenneth Foote, “To Remember and Forget: Archives, Memory and Culture,” in Jimerson, *American Archival Studies*, ch. 2.
 James M. O’Toole, “The Symbolic Significance of Archives,” in Jimerson, *American Archival Studies*, ch. 3.
- Oct. 4 (Th) **Archivists and Records Managers: Knowledge and Responsibilities**
Location: Archives Building, south campus
Read: James M. O’Toole and Richard J. Cox, *Understanding Archives and Manuscripts*, ch. 3. [e-reserve]
 Randall C. Jimerson, *Archives Power: Memory, Accountability, and Social Justice* (SAA, 2009): “Introduction: Embracing the Power of Archives.”
 William Saffady, *Records and Information Management: Fundamentals of Professional Practice* (ARMA, 2004): ch. 1.
 Jennifer Douglas, “Origins: Evolving Ideas about the Principle of Provenance,” in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 2.
Tour of Archives Building
- Oct. 9 (Tu) **Literacy and Recordkeeping from the Ancient World to Medieval Europe**
Read: Jimerson, *Archives Power*, ch. 1.
 James Sickinger, “Literacy, Documents, and Archives in the Ancient Athenian Democracy,” *American Archivist* 62 (Fall 1999), 229-46.
 James M. O’Toole, “Herodotus and the Written Record” *Archivaria* 33 (Winter 1991-92), 148-60.
 James M. O’Toole, “‘Commendatory Letters’: An Archival Reading of the Venerable Bede,” *American Archivist* 61 (Fall 1998), 266-86.
 M. T. Clanchy, “‘Tenacious Letters’: Archives and Memory in the Middle Ages” *Archivaria* 11 (Winter 1980-81), 115-25.

- Oct. 11 (Th) **Records and Archives After the French Revolution**
Read: Ernst Posner, "Some Aspects of Archival Development Since the French Revolution," in *American Archivist* 3 (July 1940): 159-172.
 Judith Panitch, "Liberty, Equality, Posterity?: Some Archival Lessons From the Case of the French Revolution," in Jimerson, *American Archival Studies*, ch. 5.
 Peter Horsman, Eric Ketelaar, and Theo Thomassen, "New Respect for The Old Order: The Context of the Dutch Manual," *American Archivist* 66 (Fall/Winter 2003): 249-270.
 S. Muller, J.A. Feith, and R. Fruin, *Manual for the Arrangement and Description of Archives* (New York: H. W. Wilson, 1968 ed.): 13-47. (Library reserve)
- Oct. 16 (Tu) **Historical Manuscripts and Public Archives in the United States**
Read: Randall C. Jimerson, "Documents and Archives in Early America," *Archivaria* 60 (Fall 2005): 235-258.
 Jimerson, *Archives Power*, ch. 2.
 Luke J. Gilliland-Swetland, "The Provenance of a Profession: The Permanence of the Public Archives and Historical Manuscripts Traditions in American Archival History," in Jimerson, *American Archival Studies*, ch. 6.
 Patricia Galloway, "Archives, Power, and History: Dunbar Rowland and The Beginning of the State Archives of Mississippi (1902-1936)," *American Archivist* 69 (Spring/Summer 2006): 79-116.
 William F. Birdsall, "The Two Sides of the Desk: The Archivist and the Historian, 1909-1935" *American Archivist* 38 (April 1975), 159-73.
- Oct. 18 (Th) **Growth of the American Archival Profession**
Read: Randall C. Jimerson, "Margaret C. Norton Reconsidered," in *Norton on Archives* ed. Thornton W. Mitchell (SAA, 1975), pp. ix-xlii.
 Rodney A. Ross, "Ernst Posner: The Bridge Between the Old World and The New," *American Archivist* 44 (Fall 1981), 304-12.
 J. Frank Cook, "The Blessings of Providence on an Association of Archivists," in Jimerson, *American Archival Studies*, ch. 7.
 Jimerson, "American Archivists and the Search for Professional Identity," in Jimerson, *American Archival Studies*, 1-17.
- Oct. 23 (Tu) **Readings in Literacy, History, and Records**
Book review and presentation (choose from this list):
- Rosalind Thomas, *Literacy and Orality in Ancient Greece* (NY, 1992).
 - William V. Harris, *Ancient Literacy* (Cambridge, Mass., 1989).
 - Ernst Posner, *Archives in the Ancient World* (Harvard, 1972).
 - James P. Sickinger, *Public Records and Archives in Classical Athens* (Chapel Hill, 1999).
 - Jack Goody, *The Logic of Writing and the Organization of Society* (London, 1986).

- Rosamund McKitterick, *The Carolingians and the Written Word* (Cambridge, 1989).
- Patrick J. Geary, *Phantoms of Remembrance: Memory and Oblivion at the End of the First Millennium* (Princeton, 1994).
- Michael T. Clanchy, *From Memory to Written Record* [England], 2nd edition (Cambridge, Mass., 1993).
- Mary Carruthers, *The Book of Memory: A Study of Medieval Culture* (1990)
- David D. Van Tassel, *Recording America's Past* (Chicago, 1960).
- George Callcott, *History in the United States, 1800-60* (Baltimore, 1970).
- Michael Kammen, *Mystic Chords of Memory: The Transformation of Tradition in American Culture* (New York, 1991).

Oct. 25 (Th) **Development of British Archival Theory**

Read: Hilary Jenkinson, *A Manual of Archive Administration* (Oxford, 1922): Parts I-III (pp. 1-125). [FREE download available online at: <http://www2.archivists.org/publications/epubs>]

Oct. 30 (Tu) **Norton on Archives and Records Management**

Read: Margaret C. Norton, *Norton on Archives*, ch. 1-7, 12-13.

Nov. 1 (Th) **Schellenberg on Archives and Records Management**

Read: T. R. Schellenberg, *Modern Archives*, ch. 1-4, 11-12, 14, 17.
[FREE download available online at:
<http://www2.archivists.org/sites/all/files/ModernArchives-Schellenberg.pdf>]
Reto Tschan, "A Comparison of Jenkinson and Schellenberg on Appraisal," *American Archivist* 65 (Fall/Winter 2002): 176-195.

Nov. 6 (Tu) **Records Management and Archival Appraisal**

Read: T. R. Schellenberg, *Modern Archives: Principles and Techniques* (Chicago, 1956), ch. 5, 10. [FREE download available online at: <http://www2.archivists.org/sites/all/files/ModernArchives-Schellenberg.pdf>]
Leonard Rapport, "No Grandfather Clause: Reappraising Accessioned Records," *American Archivist* 44 (Spring 1981): 143-150.
Karen Benedict, "Invitation to a Bonfire . . . A Reply to Leonard Rapport" *American Archivist* 47: 43-49 (1984).
Ciaran B. Trace, "On or Off the Record? Notions of Value in the Archive," in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 3.
Glenn Dingwall, "Life Cycle and Continuum," in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 7.

Nov. 8 (Th) **No class**

Nov. 13 (Tu) **Archival Arrangement and Description**

Read: Randall C. Jimerson, "Arrangement Techniques for Archives and Manuscripts," *OCLC Systems & Services*, 18:2 (2002), 75-78.
 Jimerson, "Archival Description and Finding Aids," *OCLC Systems & Services*, 18:3 (2002): 125-29.
 Oliver W. Holmes, "Archival Arrangement -- Five Different Operations at Five Different Levels," in *American Archivist* 27 (Jan. 1964): 21-41.
 Geoffrey Yeo, "Debates About Description," in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 5.

DUE: Internet report

Nov. 15 (Th) **Reference, Access, and Outreach**

Read: Jimerson, "Reference, Access, and Use," *OCLC Systems & Services* 19:1 (2003): 13-16.
 Mary Jo Pugh, "The Illusion of Omniscience: Subject Access and the Reference Archivist," in *American Archivist* 45 (Winter 1982): 33-44.
 Mary N. Speakman, "The User Talks Back," *American Archivist* 47:164-71 (Spr. 1984).
 Elsie T. Freeman, "In the Eye of the Beholder: Archives Administration From the User's Point of View," in Jimerson, *Archival Studies*, ch. 18.
 Wendy M. Duff, "Archival Mediation," in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 6.

Nov. 20 (Tu) **Preservation of Archival Materials**

Read: Michèle V. Cloonan, "Preserving Records of Enduring Value," in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 4.
 James M. O'Toole, "On the Idea of Permanence," in Jimerson, *American Archival Studies*, ch. 21.
 Paul Conway, "Archival Preservation Practice in a Nationwide Context," in Jimerson, *American Archival Studies*, ch. 22.
 Christopher Ann Paton, "Preservation Re-Recording of Audio Recordings in Archives: Problems, Priorities, Technologies, and Recommendations," in Jimerson, *American Archival Studies*, ch. 23.

DUE: Analytical essay

Nov. 21/25 **Thanksgiving: No class**

- Nov. 27 (Tu) **Electronic Records**
Read: David Bearman and Margaret Hedstrom, “Reinventing Archives for Electronic Records: Alternative Service Delivery Options,” in Jimerson, *American Archival Studies*, ch. 24.
 Linda Henry, “Schellenberg in Cyberspace” in Jimerson, *American Archival Studies*, ch. 25.
 Anne Gilliland-Swetland, “Digital Communications: Documentary Opportunities Not to Be Missed” in Jimerson, *American Archival Studies*, ch. 26.
 Catherine Hobbs, “Reenvisioning the Personal: Reframing Traces of Individual Life, in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 10.
- Nov. 29 (Th) **Archives, Politics, and Memory**
Read: F. Gerald Ham, “The Archival Edge,” *American Archivist* 38 (January 1975): 5-13.
 Jimerson, *Archives Power*, ch. 3-4.
 Margaret Hedstrom, “Archives and Collective Memory,” in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 8.
- Dec. 4 (Tu) **Archives, Ethics, and Social Justice**
Read: Livia Iacovino, “Archives as Arsenals of Accountability,” in Eastwood and MacNeil, *Currents of Archival Thinking*, ch. 9.
 Jimerson, *Archives Power*, ch. 5-6, Conclusion
- Dec. 6 (Th) **No class: writing day for research paper**
- Dec 10-13** **Exam Week: RESEARCH PAPER PRESENTATIONS**
[TBA] **Research Paper DUE**