

# ADVANCED SEMINAR IN ARCHIVES AND RECORDS MANAGEMENT

History 538  
Syllabus, Fall 2012

Rand Jimerson  
Bond Hall 324  
Office hours: MTh 10:00-11:30

650-3139 (W)  
650-1637 (H)  
[Randall.Jimerson@wwu.edu](mailto:Randall.Jimerson@wwu.edu)

## COURSE OBJECTIVES:

This course provides an opportunity to return to the classroom after completion of your internship, and to explore issues and concerns raised during the internship. In order to prepare you for work in the profession, this seminar focuses largely on managerial issues and concerns. Archivists and records managers often find themselves acting in a managerial capacity, due to the small staff size in many institutions. Even in larger organizations, though, archivists and records managers need to understand the institutional structure and culture of their employers. The seminar also provides opportunity to explore further some important theoretical and practical issues in archives and records management.

## COURSE COMPONENTS:

**Required Readings:** Assigned articles will be available in the History Department resources room, for reading or copying. The following books should be ordered or purchased directly by students. (Several are available through SAA).

- Peter F. Drucker, *Managing the Non-profit Organization* (New York: Harper, 1990)
- Michael Kurtz, *Managing Archival and Manuscripts Repositories* (SAA, 2004)
- Larry J. Hackman, ed., *Many Happy Returns: Advocacy and the Development of Archives* (SAA, 2011)
- JoAnne Yates, *Control Through Communication: The Rise of System in American Management* (Johns Hopkins, 1989)
- Francis X. Blouin Jr. and William G. Rosenberg, eds., *Archives, Documentation, and Institutions of Social Memory* (University of Michigan, 2006)
- John Seely Brown and Paul Duguid, *The Social Life of Information* (Harvard Business School, 2002 – paperback ed.)
- David M. Levy, *Scrolling Forward* (Arcade, 2001).

**Open Forum:** Part of most class meetings will be set aside for an Open Forum to discuss issues selected by class members. The forum topic for the first class session will be devoted to individual reports about your internship experiences. During the remainder of the course, you will be asked to draw on these experiences in relating management theory to specific institutional settings. Each student will convene one of the Open Forums, choosing the topic, suggesting appropriate (brief) readings, and leading the discussion. Topic proposals must be submitted by **October 8**, and readings must be listed and available at least one week before your scheduled date for the forum.

**Book Review:** A critical review of one important book dealing with a significant issue relating to history, memory, and recordkeeping is due **November 19**. The review should summarize and critically examine the book's implications for archivists and records managers. See class schedule for suggested books. Written reports should be 4-5 pages, and should be distributed to all class members by email or in hard copy. Book choice due **October 15**.

**Research Paper:** Your major writing assignment is an original analytical research paper, on a topic suitable for a possible master's thesis. This will be an opportunity to explore in depth a significant issue that you might consider for your thesis. The paper should examine a significant issue in archives and/or records management. The paper should be 15-20 pages, with a substantial bibliography. A research prospectus, including a preliminary bibliography, is due **November 5**. The research paper is due during the week of **December 10-13**, when we will meet to present oral reports on your papers.

**Grading:** Your grade for the course will be calculated as follows:

- Book review and report, 25 %;
- Open forum presentation, 15 %;
- Research paper, 35%;
- Class discussion participation, 25%.

### **CLASS SCHEDULE:**

- Oct. 1           **Careers in Archives**  
**Read:** Scott Cline, " 'To the Limit of Our Integrity': Reflections on Archival Being" *American Archivist* 72 (Fall/Winter 2009): 331-43.  
Amber L. Cushing, "Career Satisfaction of Young Archivists: A Survey of Professional Working Archivists, Age 35 and Under," *American Archivist* 73 (Fall/Winter 2010): 600-625.  
**Student Forum: Student reports on internship projects**
- Oct. 8           **Managing Cultural Organizations**  
**Read:** Peter F. Drucker, *Managing the Non-profit Organization* (New York: Harper, 1990), Parts 1-3.  
**DUE:** proposed topics for Student Forum

- Oct. 15      **Management: Mission, Goals and Planning**  
Read: Drucker, *Managing the Non-profit Organization*, Parts 4-5.  
M. Kurtz, *Managing Archival and Manuscripts Repositories*, ch. 1-6.
- Student Forum:**
- Oct. 22      **Managing Archives and Records Program Resources**  
Read: Kurtz, *Managing Archival and Manuscripts Repositories*, ch. 7-13.
- Student Forum:**
- Oct. 29      **Leadership and Advocacy in Archives and Records Management**  
Read: Hackman, ed., *Many Happy Returns: Advocacy and the Development of Archives*, pp. 3-122, 232-49, 297-335; plus case studies as assigned.  
George Mariz, Donna E. McCrea, Larry J. Hackman, Tony Kurtz, and Randall C. Jimerson, "Leadership Skills for Archivists," *American Archivist* 74 (Spring/Summer 2011): 102-122.
- Student Forum:**
- Nov. 5      **Organizational Structures and Recordkeeping**  
Read: JoAnne Yates, *Control Through Communication: The Rise of System in American Management* (Johns Hopkins, 1989).  
[Read all chapters; students report on one chapter:]  
Eric Ketelaar, "'Control Through Communication' in a Comparative Perspective," *Archivaria* 60 (Fall 2005): 71-89.  
**DUE:** research paper prospectus with bibliography
- Student Forum:**
- Nov. 19      **Archives and Social Identity**  
Read: Francis X. Blouin Jr. and William G. Rosenberg, *Archives, Documentation, and Institutions of Social Memory* (University of Michigan, 2006):
- Carolyn Steedman, "'Something She Called a Fever': Michelet, Derrida, and Dust (Or, in the Archives with Michelet and Derrida)"
  - Jennifer S. Milligan, "The Problem of Publicité in the Archives of Second Empire France"
  - Kathleen Marquis, "Not Dragon at the Gate but Research Partner: The Reference Archivist as Mediator"
  - James O'Toole, "Between Veneration and Loathing: Loving and Hating Documents"
  - Joan M. Schwartz, "'Records of Simple Truth and Precision': Photography, Archives, and the Illusion of Control"

- Nancy Ruth Bartlett, “Past Imperfect (l'imparfait): Mediating Meaning in Archives of Art”
- Eric Ketelaar, “The Panoptical Archive”
- Elizabeth Yakel, “Archival Representation”

**Student Forum: History, Memory and Records**

**DUE: Book review and presentation**

Suggested titles:

- Maurice Halbwachs, *On Collective Memory* (1980; 1<sup>st</sup> ed., 1950)
- Paul Connerton, *How Societies Remember* (1989).
- David Lowenthal, *The Past Is a Foreign Country* (1985).
- Elie Wiesel, *From the Kingdom of Memory: Reminiscences* (1990).
- Michael Kammen, *Mystic Chords of Memory: The Transformation of Tradition in American Culture* (1991).
- Jacques LeGoff, *History and Memory* (1992).
- Patrick H. Hutton, *History as an Art of Memory* (1993).
- Frances A. Yates, *The Art of Memory* (1994).
- Pierre Nora, *Realms of Memory: The Construction of the French Past* Vol. 1 (1996).
- Michel-Rolph Trouillot, *Silencing the Past: Power and the Production of History* (1997).
- Richard White, *Remembering Ahanagan* (1998).
- Jeannette Bastian, *Owning Memory: How a Caribbean Community Lost Its Archives and Found Its History* (2003).
- Ann Laura Stoler, *Along the Archival Grain: Epistemic Anxieties and Colonial Common Sense* (2008).

Nov. 26

**Archives and Society**

Read: Blouin and Rosenberg:

- Terry Cook, “Remembering the Future: Appraisal of Records and the Role of Archives in Constructing Social Memory”
- David Lowenthal, “Archives, Heritage, and History”
- Frederick Cooper, “Memories of Colonization: Commemoration, Preservation, and Erasure in an African Archive”
- Ann Laura Stoler, “Colonial Archives and the Arts of Governance: On the Content in the Form”
- Rebecca J. Scott, “The Provincial Archive as a Place of Memory: Confronting Oral and Written Sources on the Role of Former Slaves in the Cuban War of Independence (1895–98)”
- Laurent Dubois, “Maroons in the Archives: The Uses of the Past in the French Caribbean”
- Robert J. Donia, “The New Masters of Memory: Libraries, Archives, and Museums in Postcommunist Bosnia-Herzegovina”

- Beatrice S. Bartlett, “Qing Statesmen, Archivists, and Historians and the Question of Memory”
  - Serhy Yekelchyk, “Archiving Heteroglossia: Writing Reports and Controlling Mass Culture under Stalin”
  - Jeffrey Burds, “Ethnicity, Memory, and Violence: Reflections on Special Problems in Soviet and East European Archives”
- Hackman, ed., *Many Happy Returns*, pp. 357-74.

**Student Forum:**

Dec. 3

**The Future of Archives and Records**

Read: John Seely Brown and Paul Duguid, *The Social Life of Information* (Harvard Business School, 2002 – paperback ed.);  
David M. Levy, *Scrolling Forward* (Arcade, 2001).  
Kate Theimer, “What Is the Meaning of Archives 2.0?” *American Archivist* 74 (Spring/Summer 2011): 58-68.  
Hackman, ed., *Many Happy Returns*, pp. 337-55.

**Student Forum:**

Dec. 10-13  
(TBA)

**Research Paper Presentations**

**DUE: Research Paper**