S581 Archives and Records Management  
Syllabus Fall Semester 2012  

Tuesday, 6:00 p.m. – 8:40 p.m., UL 1116

Instructor: Brenda Burk  
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Office: UL 0117C  
Office hours: Thursday afternoon and by appointment  
Office phone: 317-278-2329

COURSE DESCRIPTION

This course is designed as an introduction to the theory and practice of managing archives and manuscripts collections. Students will learn about the various kinds of archival repositories and the concepts and methods archivists use to select, appraise, arrange, describe, preserve, and make accessible records and papers in various formats. The course will also cover some of the current debates within the profession, including the impact of technology.

LEARNING OBJECTIVES

This course will provide the following to students:

- Introduction to the basic theories, principles, and practices involved in administering an archives.
- An understanding of archival work that will enable students to better understand the role of archives in the information world.
- A basic understanding of the importance of records in the modern information age and its management.
- A basic understanding of how new information technologies are transforming archival theory and practice and how archivists are meeting that challenge.
- The ability to think critically about strategies for managing the archival record.
- An understanding of archival work so that students can make an informed decision about pursuing a professional career in archives.

COURSE REQUIREMENTS

Students are expected to complete the assigned readings and participate in all class discussions. Assignments are to be completed on time. Unless prior approval is granted, projects or papers that are turned in late will receive a deduction of half a letter grade for every day the assignment is late.

Document discussion paper: Due September 18 (10% of grade)

Appraisal exercise: Due October 2 (20% of grade)

Arrangement and description exercise: Due November 6 (20% of grade)
Site visit: Due November 20. Submit name of repository September 11 (20% of grade)

Access to information evaluation: Due December 6 (20% of grade)

Class participation: Students who frequently miss class will find it difficult to earn a high score in participation. (10% of grade)

GRADES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Student performance meets designated course expectations and demonstrates understanding of the course materials at an acceptable level.</td>
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<tr>
<td>B-</td>
<td>2.7</td>
<td>Marginal work. Student performance demonstrates incomplete understanding of course materials.</td>
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<tr>
<td>C+</td>
<td>2.3</td>
<td>Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
<td>Unacceptable work. Coursework performed at this level will not count toward the MLS or MIS degree. For the course to count toward the degree, the student must repeat the course with a passing grade.</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
<td></td>
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<tr>
<td>D-</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>0.0</td>
<td>Failing. Student may continue in program only with permission of the Dean.</td>
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Students should consult the grading standards from their respective schools for detailed information at [http://www.slis.indiana.edu/courses/forms/grades.html](http://www.slis.indiana.edu/courses/forms/grades.html)

ACADEMIC ETHICS

Students are to submit original work, respect intellectual property rights, and give proper attribution. Grades will be reduced and students will be asked to redo work that does not comply. For the IUPUI Code of Student Rights, Responsibilities, and Conduct, including the definition of Academic Misconduct, visit their website at [http://www.iupui.edu/code/#page](http://www.iupui.edu/code/#page).

ATTENDANCE

Students are expected to attend class and should contact the instructor before class if unable to attend. The instructor will generally be available an hour before the start of class, by appointment, and by email. Points will be taken off for unexcused absences.
ADAPTIVE EDUCATIONAL SERVICES (AES)

Students needing accommodations because of disability will need to register with Adaptive Educational Services and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in CA 001E and they may be reached by calling 274-3241.

TEXT


Most readings are freely available through online resources. For those articles not available freely, they can be found in the Resources Section in Oncourse.

ONCOURSE

Oncourse will be an integral part of the class. If you are not familiar with Oncourse, check out the training and support resources available at https://oncourse.iu.edu/portal/site!gateway/page!gateway-500. Oncourse will be used to for assignments, announcements, and communication.

SELECTED PROFESSIONAL SOCIETIES AND RESOURCES

American Association for State and Local History (AASLH): http://www.aaslh.org/

ARMA International (Association for Information Management Professionals): http://www.arma.org

American Society for Information Science and Technology (ASIS&T): http://www.asis.org/


Professional Records and Information Services Management (PRISM): http://www.prismintl.org


Students should also subscribe to the Archives and Archivists Listserv: http://www.archivists.org/listservs/arch_listserv_terms.asp. We will discuss the listserv during the semester; it has its flaws but is the best single window into the archives field.
SCHEDULE OF TOPICS AND READINGS

August 21 (Week 1): Introduction and Orientation

August 28 (Week 2): What is an archivist/archives?

Readings:
Hunter, pp. 1-20, 377-390.


OPTIONAL


September 4 (Week 3): Introduction to Appraisal

Readings:


September 11 (Week 4): Evaluation and Selection of Records

Assignment Due: Submit name of repository for site visit (deadline: Friday, Sept. 14)

Readings:
Hunter, pp. 51-85.
Frank Boles and Julia Marks Young, “Exploring the Black Box: the Appraisal of University Administrative Records,” American Archivist 48 (Spring 1985), pp. 121-140. Also in American Archival Studies, pp. 279-300. (Available in Resources)


**September 18 (Week 5):** LAB
**Assignment Due:** Document Discussion Paper

**September 25 (Week 6):** Collection Development
Site Visit: IMCPL Indianapolis Room with Chris Marshall

**Readings:**


**October 2 (Week 7):** Arrangement and Description: Concepts and Issues
**Assignment Due:** Appraisal Project

**Readings:**
Hunter, pp. 114-129.


October 9 (Week 8): Arrangement/Processing

Readings:
Hunter, pp. 131-156.


October 16 (Week 9): No Class – Fall Break

October 23 (Week 10): Description

Readings:


October 30 (Week 11): Preservation

Readings:
Hunter, pp. 157-206.


Look at the following websites; note the range of services, educational opportunities, and publications.


Saving Family Treasures Guidelines, NARA
November 6 (Week 12): Special Format Material
Assignment Due: Arrangement and description Project

Readings:


November 13 (Week 13): Special Formats (cont.) and Technology in Archives

Readings:
Hunter, pp. 237-283.


November 20 (Week 14): Class discussion of site visits
Assignment Due: Site Visit Report

November 27 (Week 15): Reference and Copyright

Readings:
Hunter, pp. 207-235


December 4 (Week 16): Outreach and Marketing
Access to information paper due

Readings:

Elsie Freeman Finch, “In the Eye of the Beholder: Archives Administration from the User’s Point of View,” American Archivist 47 (Spring 1984), pp. 111-123. Also in American Archival Studies, pp. 417-431. (Available in Resources)
