

UNIVERSITY OF PITTSBURGH
SCHOOL OF INFORMATION SCIENCE

LIS 2220 CRN 15195	Introduction to Archives and Records Management, Fall 2004
Time/Location	Thursdays, 2 September to 16 December. 6-8:50 PM. IS 501
Instructor:	Bernadette G. Callery
Office Telephone:	412-622-8870
Office Hours:	By appointment or via email
Office Location:	Carnegie Museum of Natural History by appointment
Instructor's Email:	calleryb@CarnegieMNH.org
Course URL:	http://courseweb.pitt.edu . (Search for 05115195)
Other contacts:	

Course Description

This course serves as an introduction to the responsibilities of archivists and records managers working in today's business, government and non-profit environments, particularly the theoretical principles, methodologies and practical administration of such programs. This course presents the evolution of the several recordkeeping professions and the development of theories of the identification and management of records and recordkeeping systems. The course emphasizes the history and changing nature of records and recordkeeping systems, particularly those changes influenced by technology. As individuals preparing for careers in records management, information resources management and archival administration, students must have a clear understanding of how the concept of a record has changed and how systems governing the creation and use of records have changed and are changing.

This course introduces students to the diversity of records created and preserved from the past and those created, used and retained in the present. Specific problems of archival appraisal, the organization of and access to archives containing historical manuscript collections, the management and preservation of non-print records such as photographs and electronic records will be briefly addressed as they are treated in more detail elsewhere in the Archives curriculum.

Course outcomes

Upon successful completion of this course, students will know the difference between the responsibilities and activities of archivists and records managers and understand the influences of the institutional contexts in which documents are created, used and retained. Students will recognize the changing nature of the document over time and technology. Students will have the basis on which to analyze the context in which documents are created, in order to evaluate the authenticity of the document, its value for retention, its likelihood of survival and its management for later use. Students will be made aware of the various professional associations, their activities and publications.

Materials

Books and periodical articles listed below are available on reserve in the School of Information Sciences Library on the 3rd floor of the School of Information Sciences building at 135 North Bellefield Avenue. You are strongly encouraged to read the periodical articles and book chapters in situ, in order to become familiar with the overall content and style of these journals and essay collections. Books can be purchased from the University of Pittsburgh Book Store or ordered directly from online booksellers such as Amazon (<http://www.amazon.com>) or from professional societies such as the Society of American Archivists.

Assignments, citations to readings and websites of organizations discussed in class are included both in the hardcopy syllabus and on its electronic version at <http://courseweb.pitt.edu>. To use the Courseweb site,

- Type 05115195 in the search window
- Enter your student username and password to gain access to the specific course material

Please contact the instructor if you have any difficulty gaining access to any of this material, either in hard copy or in electronic form. Note that periodic updates and additions will be made to the information on the Courseweb site. Courseweb's email functions will be used to send out notices of any changes or updates and may also be used by you to send email to any or all of your classmates or the instructor. The Courseweb site may also be used to deliver your assignments in electronic form.

Evaluation and Other Class Policies

Grading scale

Your final grade will be composed of the following:

Class participation and discussion	20%
Document discussion paper	10%
Leadership of class discussion	30%
Major research paper	40%

Readings and Class Discussion

You are responsible for reading the weekly required texts. Notes that each week's readings begin with a general question that will form the basis of our initial discussion of those readings in class. There will also be a specific discussion question posted in advance of each class via Courseweb.

Please note that a significant portion of your grade is based on your participation in class. Class participation enriches the learning environment of the classroom and is an opportunity to improve verbal communication and interpersonal skills essential to

successful employment. Any student not participating in class discussions will receive no higher than a B+ for the course. Students are expected to attend every class session unless excused in advance by the instructor.

Relevant Discussion Lists

While ongoing class discussion will focus on the each week's assigned readings, it will also refer to topics discussed on one of several relevant discussion lists. Students should subscribe to one of the lists below and be prepared to comment on the ongoing discussions.

To subscribe to the Archives List Serv, send e-mail to Listserv@listserv.muohio.edu
In the body of the message: SUB Archives firstname lastname
You can search the archives of this list at
<http://listserv.muohio.edu/archives/archives.html>

To subscribe to the Records Management List, send email to listserv@lists.ufl.edu
In the body of the message: subscribe recmgmt-l firstname lastname
You can search the archives of this list at <http://ufl.edu/archives/recmgmt-l.html>

Assignments

Because much of your interaction with others in these professions will be through written communications, three of your assignments are opportunities to practice your writing skills. Reminders of assignments and their due dates will appear on the Courseweb site. Assignments can be turned in through hardcopy handed to the instructor or via the Courseweb Drop Box by 6PM on the day the assignment is due. Please do not hesitate to discuss these assignments with the instructor, either in class, via email or in person outside class.

Document discussion paper

Select any document, briefly describe it, then discuss its value to you either as information or evidence. The purpose of this paper is to demonstrate your grasp of the introductory readings on the evidential and information content of records and to provide the instructor with a sample of your writing. *This 2-3 page paper is due in week 4, September 23.*

Leadership of class discussion

Choose a partner and together select one of the readings in weeks 8 to 14 and be prepared to lead a class discussion on the topic of the paper and its specific point of view. In addition, identify and read another related article, which could be one that presents the opposite point of view, for additional background on this topic. The presentation will consist of a brief (3-5 minute) oral presentation of the content of the two articles, a written executive summary of the topic and the points raised by the articles, and one discussion question designed by the presenters. *Every student should have chosen an article and indicate that choice to the instructor by week 4, September 23.* No more

than 3 presentations will be presented per class session. Each student pair is responsible for posting the citation to the second (selected) article and the discussion question to the class at least two days before the class session.

Major research paper

The major research paper of this course is intended to enable the student to do in-depth reading and study on a single aspect of archival administration or records management administration of interest to them or relating to their own career goals and objectives.

This paper should consist of at least four parts

- Definition of the function, principle, controversy, topic or historical aspect and its importance
- Review of the literature that reflects both key points of this aspect of archival or records management administration and the development of theory on this principle or function
- Evaluation of the literature's strengths and weaknesses, including any conclusions about research and other needs in the profession
- Assessment of how this literature would be useful to any information professional

Students must show evidence of having read at least twenty articles, and if appropriate, several monographs or textbooks for this paper. In reality, students will probably need to scan the professional literature on any given topic beyond this quantity of publications in order to identify the most important writings, research and theory on the topic. Students should plan on meeting with the instructor to discuss their paper; this meeting can be in person or via email.

A 1-2 page statement of the topic chosen for the research paper will be due to the instructor and posted to the class via CourseWeb in week 7, October 14. This should identify the topic and summarize the key points discussed in the literature. ***The final form of this 20-25 page paper, is due in week 14, December 9.***

General Requirements for Writing Papers

All papers submitted for this course should be well written, footnoted and prepared according to the most recent *Chicago Manual of Style*. Papers that do not follow these formatting guidelines will be marked down. While preparing papers, please keep in mind the following issues.

- Make sure that the paper has a logical structure with an introduction, statement of the problem, synthesis of the relevant literature, your analysis of the problem and a conclusion.
- Read more widely than the assigned readings in the syllabus to make sure that you have examined the mainstream archival or records management literature.
- Do not simply string quotations together, but summarize and evaluate the sources you cite.
- Explain why you are selecting a particular source and note if it is representative or atypical.

- Do not make broad statements that are the subject of another discipline's area of research. Be sure to examine this literature to support your assertions.
- Identify the authority of the individuals you cite in your papers. Be sure to consider their background and the perspective they may represent.
- Distinguish between research and opinion-based literature.
- Make note of the date of publication of your sources and be aware that even well-known writers may have changed their beliefs over time.
- Proofread the paper carefully for spelling and grammatical mistakes.

Advice on Selecting a Paper Topic

For the major research paper for this course, work on narrowing your topic as the course progresses. Therefore, begin your in-depth reading immediately. For examples of possible approaches for this paper, see the following.

Richard J. Cox, "American Archival History: Its Development, Needs and Opportunities," *American Archivist* 46 (Winter 1983): 31-41 as an example of review of the published literature on a particular topic.

Richard J. Cox, "Researching Archival Reference as an Information Function," *RQ* 31 (Spring 1992): 287-397 as an example of essays that compare basic archival or records management functions to related or similar functions in other fields.

James O'Toole, "On the Idea of Permanence," *American Archivist* 52 (Winter 1989): 10-25 for an example of an essay dealing with a particular archival or records management concept.

Course Requirements: Doctoral Students

The primary assignment for doctoral students taking this course is to prepare a major publishable paper of 25-35 pages on any aspect of archives or records management approved by the instructor. Papers completed by doctoral students should possess greater depth in reading, understanding and methodology. The doctoral student should be able to explain why and how their paper fits into a longer plan of study leading to their dissertation topic. Doctoral students must identify their topic by week 7, October 14 and post it to the class via CourseWeb. The final form of the paper will be due in week 14, December 9. They will also be responsible for leading a class discussion as noted above but may omit the initial writing assignment.

Style manual

Students should adhere to the latest edition of the *Chicago Manual of Style* in the preparation of all their papers. Footnoted references to both print and electronic resources should be given in full. Abbreviated references using *ibid.* and *op. cit.* should be used very sparingly. The major research paper should include a separate bibliography of works cited. Papers should use at least 1.5 line spacing.

Academic Integrity

Students will be expected to comply with the University's Policy on Academic Integrity at <http://www2.sis.pitt.edu/~wadmin/academics/information/sisacint.html>

Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. If there is clear evidence of your presenting another's work as your own, including not citing published material or electronic resources, you will fail that assignment. Additional sanctions imposed by the School may be up to and including dismissal from the University.

Incompletes

Students will not pass the course unless they have satisfactorily met all the requirements described in this syllabus. Extenuating circumstances or other valid reasons for not completing the course assignments on time will be considered by the instructor, but the student will be required to provide evidence of the severity of the circumstances.

No incomplete grades will be given for this course, unless there were emergency circumstances affecting the student's ability to meet course requirements.

Special Accommodations

Students with disabilities who require special classroom accommodations or other classroom modifications should notify the instructor and the office of Disability Resources & Services at <http://www.pitt.edu/~osaweb/drs/index.html> as early in the term as possible. DRS is located in 216 William Penn Union and can be contacted at 648-7990 (Voice), 624-3346 (Fax), and 383-7355 (TTD).

Required Texts

While all readings are available on reserve at the SIS Library, students should begin to develop their own professional library. Many of the professional societies maintain online bookstores for their own publications as well as related material and offer discounts to members.

The following books are available at the University of Pittsburgh bookstore or can be ordered from the Society of American Archivists or from online booksellers.

L.J. Bellardo and L. Carlin, *Glossary for Archivists, Manuscript Curators and Records Managers* (Chicago: Society of American Archivists, 1992)

John Seely Brown and Paul Duguid, *The Social Life of Information* (Cambridge: HBS Press, 2002)

Randall Jimerson, ed. *Understanding Archives and Manuscripts* (Chicago: Society of American Archivists, 2000).

James O'Toole, *Understanding Archives and Manuscripts*, (Chicago: Society of American Archivists, 1990).

COURSE AT A GLANCE

The first day of this class is September 2, 2004; the last day of this class is December 16, 2004. There will be no class on November 24.

<i>Week/ Date</i>	<i>Topic</i>	<i>Objectives</i>	<i>Assignments</i>
Week 1 Sept. 2	Introduction to course	Introduce professional literature and other resources	
Week 2 Sept. 9	Significance of records	Explore significance of records to individuals and organizations	Signup for discussion leaders
Week 3 Sept. 16	Records – information or evidence	Analyze the changing definitions of records as information or evidence	
Week 4 Sept. 23	History of records, recordkeeping and archives	Survey the history of recordkeeping and archives	Document discussion paper due.
Week 5 Sept. 30	Basic concepts and theories in archives and records management	Identify the basic concepts and theories influencing archives and records management	
Week 6 Oct. 7	Archival functions	Describe the functions of archives	
Week 7 Oct. 14	Recordkeeping functions	Describe the functions of records management	Research paper topics due
Week 8 Oct. 21	Archives and social memory	Analyze the uses of records in maintaining social memory	Class presentations begin
Week 9 Oct. 28	Electronic records	Identify the specific challenges of managing electronic records	
Week 10 Nov. 4	Management of visual records	Identify the specific challenges of managing visual records	
Week 11 Nov. 11	Integration of records into organizations	Analyze the processes by which records serve organization needs	
Week 12 Nov. 18	Records, ethics & accountability - Government	Examine the uses of records by government for accountability	
Nov. 25	Thanksgiving break. No class.		
Week 13 Dec. 2	Records, ethics & accountability - Business	Examine the uses of records by business for accountability	
Week 14 Dec. 9	Records, ethics and accountability - Non-profit sector	Examine the uses of records by non-profit organizations for accountability	Research paper due
Week 15 Dec. 16	Development of archives and records managements professions	Articulate the role of archivists and records managers in society	

Selected Professional Societies and Their Resources

American Association for State and Local History (AASLH). Valuable publications, including *Technical Leaflets* and useful links to regional and national organizations. <http://www.aaslh.org/>

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

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

International Council on Archives (ICA). <http://www.ica.org/>

National Association of Government Archivists and Records Administrators (NAGARA). <http://www.nagara.org/>

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

Society of American Archivists (SAA). <http://www.archivists.org>.

Other useful collective websites

Terry Abraham, "Repositories of Primary Sources," <http://www.uidaho.edu/special-collections/Other.Repositories.html>. June 2004.

"Associated Professional Organizations," http://www.archivists.org/assoc-orgs/a_p_o.asp,

Alan S. Zaben, comp. "Records and Information Management Resource List: Links to Records and Information Management (RIM) and other related websites," <http://infomgmt.homestead.com/files/websites.htm>. 10 June 2004.

Course Syllabus

September 2 (Week 1) Introduction to the course, discussion of assignments, and available resources

Why are you here? What is the nature of this course and how will you learn from it?

Sarton, George. "Notes on the Reviewing of Learned Books." *Isis* 41(2):149-158 (July 1950).

September 9 (Week 2). Significance of records and archives

What records are significant to you? What is the relationship between their form and content?

Guest Lecturer: Richard J. Cox, "Why the Archivist of the United States is Important to the Records Professions and the Nation."

John Seely Brown and Paul Duguid. *The Social Life of Information* (Boston: HBS Press, 2000)

OR

David M. Levy, *Scrolling Forward: Making Sense of Documents in the Digital Age* (New York: Arcade Publishing , 2001)

September 16 (Week 3). Changing concepts of the record and the document

How has the concept of the record and the document changed over time?

Michael Buckland, "What is a Document?" *Journal of the American Society for Information Science* 48:9 (1997): 804-809

Richard J. Cox, *Managing Records as Evidence and Information* (Westport, CT: Quorum Books, 2001), 1-42.

Linda Schamber, "What is a Document: Rethinking the Concept in Uneasy Times," *Journal of the American Society for Information Science* 47 (September 1996): 669-671.

September 23 (Week 4). History of records, record-keeping systems and archives

What are the significant changes in the form and content of the record over time? How have recordkeeping systems changed with advances in technology?

Note: Document discussion paper due. Also, due date for class discussion selection. All students should have signed up to lead a class discussion by this date.

Maynard Brichford, "The Origins of Modern European Archival Theory," *Midwestern Archivist* 7:2 (1982): 87-101.

M.T. Clanchy, " 'Tenacious Letters': Archives and Memory in the Middle Ages," *Archivaria* 11 (Winter 1980/1981): 15-125.

Luciana Duranti, "The Odyssey of Records Managers," *Records Management Quarterly* (July 1989): 3-6,8-11; (October 1989): 3-6, 8-11.

Lawrence J. McCrank, "Documenting Reconquest and Reform: The Growth of Archives in the Medieval Crown of Aragon," *American Archivist* 56 (Spring 1993): 256-318.

James O'Toole, *Understanding Archives and Manuscripts* (Chicago: Society of American Archivists, 1990), 1-47.

J. Michael Pemberton, "The Earliest Records Systems: A Journey in Professional History," *Records Management Quarterly*, 32 (April 1998): 64-70.

Recommended readings

M.T. Clanchy, *From Memory to Written Record: England, 1066-1307*, 2nd ed. (Oxford: Blackwell Publishers, 1993), chapters 2-5, 9

September 30 (Week 5). Basic concepts and theories of archives and records management

How do the following concepts affect archives and records management: fonds, provenance, original order, function, life cycle vs. continuum, recordkeeping warrant, appraisal, organizational and societal memory?

Note: MARAC meeting in Pittsburgh, September 30-October 2. See <http://www.lib.umd.edu/MARAC/fall2004.htm> for detailed program.

David A. Bearman and Richard H. Lytle, "The Power of the Principle of Provenance," *Archivaria* 21 (winter 1985-1986): 14-27.

Terry Cook, "The Concept of the Archival Fonds: Theory, Description, and Provenance in the Post-Custodial Era," in *The Archival Fonds: From Theory to Practice*, ed. Terry Eastwood (Ottawa: Bureau of Canadian Archivists, 1992), 31-85.

Michael Fox and Peter L. Wilkerson. *Introduction to Archival Organization and Description*. Getty Information Institute, 1998. Available at URL http://www.getty.edu/research/conducting_research/standards/introarchives/

Mike Pemberton. *Why Records Management?* (Garner: PRISM International, 2004)

James M. O'Toole, "On the Idea of Uniqueness," *American Archivist* 57 (Fall 1994): 632-658. Also in *American Archival Studies: Readings in Theory and Practice*, ed. R. D. Jimerson (Chicago: Society of American Archivists, 2000), 245-277.

October 7 (Week 6) Archival functions

What are the changing views on the following archival functions: advocacy, access, appraisal, archival representation or arrangement and description, reference and preservation management?

Richard Cox, "The Documentation Strategy and Archival Appraisal Principles: A Different Perspective," *Archivaria* 38 (Fall 1994): 11-36. Also in *American Archival Studies: Readings in Theory and Practice*, ed. R. D. Jimerson (Chicago: Society of American Archivists, 2000), 211-241.

Elsie T. Freeman, "In the Eye of the Beholder: Archive Administration from the User's Point of View," *American Archivist* 47 (Spring 1984): 111-123. Also in *American Archival Studies: Readings in Theory and Practice*, ed. R. D. Jimerson (Chicago: Society of American Archivists, 2000), 417-431.

Chris Hurley, "What, If Anything, Is a Function?" *Archives and Manuscripts* 21:2 (1993): 208-220.

Helen W. Samuels, *Varsity Letters: Documenting Modern Colleges and Universities*. (Metuchen, NJ: Scarecrow Press, 1992), 1-29, 253-268

October 14 (Week 7). Records management functions

What are the changing views on the following records management functions: records scheduling, vital records management, records classification and filing, storage and destruction, disaster preparedness and recovery?

Note: Topics for the research paper due to the instructor and posted to the class via Courseweb

David Bearman, "Recordkeeping Systems," in *Electronic Evidence: Strategies for Managing Records in Contemporary Organizations*, comp. D. Bearman (Pittsburgh: Archives & Museum Informatics, 1994), 34-70.

Eldon Frost, "A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition," *Archivaria* 33 (Winter 1991-1992): 78-86.

Sue Myburgh, "From Records to Intelligence: A Survival Manual," *Records and Information Management Report* 19:2 (February 2003): 1-13.

Elizabeth Shepherd and Geoffrey Yeo, *Managing Records: A Handbook of Principles and Practice* (London: Facet Publishing, 2003), 146-245.

JoAnn Yates and Wanda J. Orlikowski, "Genres of Organizational Communication: A Structural Approach to Studying Communication and Media," *Academy of Management Review* 17:2 (1992): 299-326.

October 21 (Week 8). Archives and societal memory

What types of records contribute to the maintenance of societal memory? What forms can these records take?

Note: Class presentations begin.

Elisabeth Kaplan, "We Are What We Collect, We Collect What We are: Archives and the Construction of Identity," *American Archivist* 63:1 (Spring/Summer 2000): 126-151.

Sue McKemmish, "Evidence of Me," *Archives and Manuscripts* 24 (May 1996): 28-45.

Donna Merwick, *Death of a Notary: Conquest and Change in Colonial New York* (Ithaca: Cornell University Press, 1999)

OR

Lillian Schlissel, *Women's Diaries of the Westward Journey* (New York: Schocken Books, 1982), 10-18, 147-158 and skim one of the sections.

Joan M. Schwartz and Terry Cook, "Archives, Records and Power: the Making of Modern Memory," *Archival Science* 2 (2002): 1-19.

Timothy Webb, "Appropriating the Stones: the 'Elgin Marbles' and English National Taste" in *Claiming the Stones, Naming the Bones: Cultural Property and the Negotiation of National and Ethnic Identity*, ed. E. Barkan and R. Bush (Los Angeles: Getty Research Institute, 2002), 51-96.

October 28 (Week 9). Electronic records and their impact on organizations and individuals

What are the particular challenges of the management of electronic records in archives and records management?

David Bearman, "Archival Principles and the Electronic Office," in *Electronic Evidence: Strategies for Managing Records in Contemporary Organizations* (Pittsburgh: Archives & Museum Informatics, 1993), 146-175.

OR

David Bearman and Margaret Hedstrom, "Reinventing Archives for Electronic Records: Alternative Service Delivery Options" in *American Archival Studies: Readings in Theory and Practice*, ed. R. D. Jimerson (Chicago: Society of American Archivists, 2000), 549-567.

Tomas A. Lipinski, "Tort Theory in Library, Museum and Archival Collections, Materials, Exhibits and Displays : Rights of Privacy and Publicity in Personal Information and Persona," in *Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Era*, ed by T.A. Lipinski (Lanham, MD: Scarecrow Press, 2002), 47-58.

William Hersh, "The Electronic Medical Record: Promises and Problems," *Journal of the American Society for Information Science* 46 (December 1995): 772-776.

Peter Hirtle. "Archives or Assets." Society of American Archivists Presidential Address, 2003. Available on SAA site
<http://www.archivists.org/governance/presidential/hirtle.asp> Download (PDF) available at <http://techreports.library.cornell.edu:8081/Dienst/UI/1.0/Display/cul.lib/2003-2>

November 4 (Week 10). Management of visual records

How does the management of visual records differ from that of printed records?

Guest Lecturer: Karen Gracy, who will speak on the Zapruder film and the visual documentation of John F. Kennedy's assassination, including David Wrone, *The Zapruder Film: Reframing JFK's Assassination* (Lawrence, KS: University Press of Kansas, 2003).

Kenneth E. Foote, "To Remember and Forget: Archives, Memory and Culture," *American Archivist* 53 (Summer 1990): 378-393. Also in *American Archival Studies: Readings in Theory and Practice*, ed. R. D. Jimerson (Chicago: Society of American Archivists, 2000), 29-46.

Sanford Levinson, *Written in Stone: Public Monuments in Changing Societies*, (Durham, NC: Duke University Press, 1998).

David E. Nye, "Visualizing Eternity: Photographic Constructions of the Grand Canyon," in *Picturing Place: Photography and the Geographical Imagination*, ed. J.M. Schwartz and J.R. Ryan (London: I.B. Tauris & Co., 2003), 74-95.

Dennis Wood, *The Power of Maps* (New York: Guilford Press, 1992), 4-27, 95-142.

November 11 (Week 11). Integration of records into organizations

How are recordkeeping systems integrated into the life of an organization? How do these systems change depending on the organizational culture?

Jay Atherton, "From Life Cycle to Continuum: Some Thoughts on the Records Management-Archives Relationship," *Archivaria* 21 (Winter 1985-1986): 43-51.

William Brown and Elizabeth Yakel, "Redefining the Role of the College and University Archives in the Information Age," *American Archivist* 59 (Summer 1996): 272-287.

Bruce W. Dearstyne, *Managing Historical Records Programs: A Guide For Historical Agencies*. (Walnut Creek: AltaMira Press, 2000). Skim, reading 1-30, 63-83, 156-164.

David O. Stevens and R.C. Wallace, *Electronic Records Retention: New Strategies for Data Life Cycle Management* (Lenexa, KS: ARMA International, 2003).

Joanne Yates, *Control Through Communication: The Rise of System in American Management* (Baltimore: John Hopkins Press, 1989), chapters 1 through 3 and conclusion.

November 18 (Week 12). Records, ethics and accountability – Government

What records serve as evidence in the management of government?

Timothy Garton Ash, *The File: A Personal History* (New York, Random House, 1997)

Heather MacNeil, "Trusting Records as Legal Evidence: Common Law Rules of Evidence," in her *Trusting Records: Legal, Historical and Diplomatic Perspectives*, (Boston: Kluwer Academic Publishers, 2000), 32-56

David Wallace, "Implausible Deniability: The Politics of Documents in the Iran-Contra Affair and Its Investigations," in *Archives and Public Good: Accountability and Records in Modern Society*, eds. R. J. Cox and D. Wallace (Westport, CT: Quorum Books, 2002), 91-114.

OR

Tywanna Whorley, "The Tuskegee Syphilis Study and the Politics of Memory" in *Archives and Public Good: Accountability and Records in Modern Society*, eds. R. J. Cox and D. Wallace (Westport, CT: Quorum Books, 2002), 165-175.

November 25 (Thanksgiving Break) No class

December 2 (Week 13). Records, ethics and accountability – Business

How are records used to provide accountability in business?

Christopher T. Baer, "Strategy, Structure, Detail, Function: Four Parameters for the Appraisal of Business Records," in *Records of American Business*, ed. J. O'Toole (Chicago: Society of American Archivists, 1997), 75-135.

Stanton A. Glantz et al. *The Cigarette Papers* (Berkeley: University of California Press, 1996) or online at <http://www.library.ucsf.edu/tobacco.cigpapers>

Christopher Hives, "History, Business Records and Corporate Archives in North America," *Archivaria* 22 (Summer 1986): 40-57.

JoAnn Yates, "Internal Communication Systems in American Business Structures: A Framework to Aid Appraisal," *American Archivist* 48:2 (1985): 141-148.

December 9 (Week 14). Records, ethics and accountability – Non-profit Organizations

How do codes of ethics and records interact to provide accountability for non-profit organizations?

Note: Research papers due

Kevin M. Guthrie, *The New-York Historical Society: Lessons from One Non-Profit's Long Struggle for Survival* (San Francisco: Jossey-Bass, 1996).

Richard Handler and Eric Gable, *The New History in an Old Museum: Creating the Past at Colonial Williamsburg*, (Durham: Duke University Press, 1997).

Nancy McCall, "Reconceptualizing the Design of Archival Programs," in *Documentation Planning for the U. S. Health Care System*, ed. Joan D. Krizack (Baltimore: Johns Hopkins University Press, 1994), 95-110.

Joseph L. Sax, "Access to Library and Museum Collections" and Introduction in *Playing Darts with a Rembrandt: Public and Private Rights in Cultural Treasures*, by J. L. Sax. (Ann Arbor: University of Michigan Press), 1-10, 117-133.

December 16 (Week 15). Development of the archives and records management professions

How have the archives and records management professions changed over time?

Richard J. Cox, "Professionalism and Archivists in the United States," *American Archivist* 49 (Summer 1986): 229-247.

Tom Nesmith, "Seeing Archives: Postmodernism and the Changing Intellectual Place of Archives," *American Archivist* 65 (Spring/Summer 2002): 24-41.

Terry Cook, "What is Past Is Prologue: A History of Archival Ideas since 1898, and the Future Paradigm Shift," *Archivaria* 43 (Spring 1997): 17-63.