HIST 4490: INTRODUCTION TO ARCHIVES AND RECORDS MANAGEMENT

CRN 11146, 3 credit hours
Mondays, 2:00 – 4:45 pm
SO 2027
Spring 2013

Instructor: Dr. Tamara Livingston
Office: LB 218A (KSU Archives)
Office Hours: By appointment
Phone: 770-423-6989
E-mail: tlivings@kennesaw.edu

Course Description: This course introduces the student to the archival and records management professions, principles, practices, and legal/ethical challenges. In addition, students will gain hands-on experience working with sample collections and original materials.

The course will be a combination of lectures by the instructor and guest lecturers, in-class discussion and problem solving, case studies, and field trips. Students will engage in critical readings of course materials in order to actively participate in class discussions. In addition, students will also participate in group activities and produce essays and independent research projects and presentations.

Note: The museum profession and museum collections are provided by HIST 4430: Museum Studies

Course Outcomes:
At the completion of this course, students are expected to be conversant about:

- Basic terminology and concepts used in archival and records management;
- The similarities and differences between the collections and responsibilities of archivists and records managers;
- The basic components of archival and records management programs including inventory, selection, appraisal, acquisition, accessioning, arrangement, description, access, use, and outreach;
- Challenges posed by digital records for archivists and records managers;
- The primary professional organizations in each area, and their missions;
- Legal, policy, and ethical issues in records management and archival administration;

Required Reading: (available at the campus bookstore)

Supplemental Readings: supplemental readings will be provided either on D2L or on reserve in the Sturgis Library.

Expectations and Student Resources:
Attendance: You are expected to attend class, prepare the readings in advance, and participate in class discussions. If you are sick or need to miss class for any reason, you should alert the professor in advance by e-mail or phone. Because this course only meets
once a week, after one unexcused absence your final grade will drop a letter with each subsequent absence.

*Participation:* You are expected to participate in class discussions. Participation includes asking meaningful questions, contributing to class discussions, and actively engaging in class. All students are expected to be respectful of each other’s opinions and conduct themselves appropriately. It is critical that you complete the readings BEFORE class, arrive on time, and turn off your cell phone.

*Student Services:* The Office of Disabled Student Support Services (Student Center, Suite 267) offers services to aid disabled students with their academic work. Arrangements for special services should be made at the beginning of the semester so that appropriate accommodations can be made.

*Academic Honesty:* Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University’s policy on academic honesty, including provisions regarding plagiarism and cheating.

*Writing Center:* The KSU Writing Center is a free service for all KSU students. Experienced, friendly assistants work with you throughout the writing process on concerns such as topic development, revision, research, documentation, grammar, and mechanics. Rather than edit your paper for you, writing assistants will help you learn strategies to become a better writer on your own. For appointments, visit room 242 English Building, or [http://www.kennesaw.edu/english/WritingCenter](http://www.kennesaw.edu/english/WritingCenter).

**Required Course Activities:**

1. *Preparation of Reading Discussion Questions:* It is essential to the effective functioning of the class that everyone complete each reading assignment and spend time considering what they have read before coming to class each week. Students must be ready to answer questions based on the readings in class either verbally or on quizzes. We will also have class exercises designed to put concepts from the reading into practice.

2. *Field Trips:* We will take two field trips throughout the semester to archival institutions near KSU. This is a great opportunity to meet with professionals working in these areas and to see a variety of operations. You are expected to show up on time, take notes, and ask questions.

3. *Field Trip Paper:* You will write a short paper (750 -1000 words) during the semester focusing on a field trip site visited by the class. Refer to the [Field Trip Paper Guidelines](http://www.kennesaw.edu/english/WritingCenter) for details regarding form and content. Papers are graded on composition and content.

4. *Case Study Paper: Archives and Records Management In The News:* You will be required to select a topic from a list provided by the professor of topical events highlighting archives, records management or rare books, and write a 5 – 7 page paper on it. In your paper, you should clearly describe the case, present background research, and discuss professional implications of the new story, making connections to class readings. You will be required to give a PowerPoint presentation of your findings to the class. Refer to the [Case Study Paper Guidelines](http://www.kennesaw.edu/english/WritingCenter) for details regarding form and content. Papers are graded on composition and content.
5. *Exams*: There will be a mid-term and a final exam. The final exam will cover material presented after the mid-term. Exams may include short-answer, identification, and short essay questions.

**Evaluation and Grading:**

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<tr>
<th>Percentage</th>
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<tr>
<td>10%</td>
<td>Attendance, discussion participation and quizzes.</td>
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<td>10%</td>
<td>Field Trip Paper</td>
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<td>Case Study Presentation</td>
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<td>20%</td>
<td>Case Study Paper</td>
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<td>25%</td>
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<td>Final Exam</td>
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**Grading Scale**

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**SCHEDULE:**

*Please note:*


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<tr>
<th>Date</th>
<th>Activity</th>
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<td>1/14</td>
<td>1. Introduction to Course; Topical Overview: Archives and Records Management</td>
<td>No reading.</td>
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<td>MLK DAY – HOLIDAY</td>
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<td>• Accountability and Transparency</td>
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<td>S &amp; Y: Introduction, xi-xiv; Chapter 1 (&quot;Understanding Records Management&quot;): pp.1-17 (up to “Records Management and Related Disciplines”).</td>
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| 2/4   | 3. The Professions: Archivist and Records Manager  
• Responsibilities  
• Training and education  
• Certification  
• Professional standards  
• Professional development | Read:  
• Hunter: Chapter 1: pp.1-17.  
| 2/11  | Field Trip: Southern Museum of Civil War and Locomotive History  
(2829 Cherokee Street, Kennesaw, GA 30144)  
Archivist: Sallie Loy | • Familiarize yourself with the institution’s website: [http://www.southernmuseum.org/](http://www.southernmuseum.org/)  
• Prepare at least two questions to ask the Archivist. |
| 2/18  | 4. Identifying and Appraising Records and Collections  
• Surveys  
• Archival Program  
• Appraisal Theories  
• Selection Techniques  
• Organizational Contexts and Use of Records  
• Records Management Analysis Techniques | Read:  
• Hunter: Chapter 2 ("Conducting a Survey and Starting an Archival Program"): pp. 21-31, 43-49; Chapter 3: pp. 61-81.  
| 2/25  | MID-TERM EXAM | |
| 3/4   | SPRING BREAK | |
| 3/11  | Field Trip: Bartow History Museum and Archives  
(4 East Church Street Cartersville, GA 30120)  
Archivist/Director: Trey Gaines  
Archives Assistant: Sandy Moore | • Familiarize yourself with the institution’s website: [http://bartowhistorymuseum.org/](http://bartowhistorymuseum.org/)  
• Prepare at least two questions to ask the Archivist. |
| 3/18  | 5. Arrangement and Description  
• Principles of provenance and original order  
• Series and record groups  
• Finding Aids | Read:  
• Hunter, Chapter 5 ("Arrangement"): pp. 113-128;  
• Hunter, Chapter 6 ("Description"): pp. 131-154. |
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| 3/25  | 6. Records Retention and Schedules | • Classification schemes  
• Filing architectures  
• Metadata  
• Electronic records  
• Retention appraisal  
• Applying retention | **Read:**  
• S & Y, Chapter 3 (“Classifying Records and Documenting Their Context”): pp. 72 – 100.  
• S & Y, Chapter 5 (“Managing Appraisal, Retention and Disposition”): pp. 146 - 172. |
| 4/1   | 7. Preservation and Record Integrity | • Environmental concerns  
• Conservation treatments  
• Treatment triage  
• Record centers  
• Conversion and migration  
• Integrity of electronic records  
• Business continuity plans | **Read:**  
• Hunter, Chapter 7 (“Preservation”): pp. 157-177.  
| 4/8   | 8. Access and Use | • Levels and perceptions  
• Restrictions  
• Outreach and promotion  
• User needs  
• Retrieval methods  
• Controlled vocabulary | **Read:**  
• Hunter: Chapter 9 (“Access, Reference, and Outreach”): pp. 207-232  
• S&Y: Chapter 7 (“Providing Access”): pp. 216 -245. |
| 4/15  | 9. Archives and Records in the News: Legal and Ethical Issues |  
• Spoliation  
• Records Retention and Destruction  
• Defining Records: Who Gets to Choose?  
• Replevin: Contested Ownership  
• Privacy vs. Open Access  
• Controversial Materials | **Readings TBD. Will be available via D2L.** |
| 4/22  | PRESENTATIONS | | |
| 4/29  | PRESENTATIONS | | |

**Final Exam** date and time is determined by the University and will be announced.