

HIST 396: ARCHIVAL STUDIES

Instructor: Dr. Paul Peucker
Thursday 2:20 - 4:00
Comenius 411

Office: Moravian Archives
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In this seminar we will take a different approach in looking at recorded information. We are not so much interested in the informational value of a record (content) but more in its external aspects (form, context). This seminar offers an introduction to the field of archival studies in which we discuss the basics of the archival profession. We will explore questions such as: What is an archives? What are the archival principles? What is information? Why do people record information? How can information be organized? In the session on document analysis you will get an understanding of formal aspects of documents and the different kinds of records that exist. We will discuss the history of record keeping from clay tablets to electronic data. The seminar will result in a research paper (15-20 pages) and involves practical work in an archives.

Goals of the Course:

In this course students will:

- * get an understanding of the basic archival principles and apply them
- * apply their skills in finding bibliographical resources
- * learn to organize and describe a small archival collection
- * present the results of their research papers.

Research Paper

During the course you will write a research paper of 15 to 20 pages based on your own research. A list of possible topics is included in the syllabus. You are free to choose a topic of your own choice, but you have to check with me as soon as possible in order to get my approval. The writing process extends over the whole class. We start (1) choosing the topic, compiling a bibliography (2), writing a 1/2 page outline (3), writing the draft (4), giving a formal presentation (5), and (6) submission of the final version. I will read and comment on the draft and assign a tentative grade to it. Use footnotes and attach a bibliography to your paper in accordance with the Chicago style (15th ed.). All the assignments have to be submitted in person. No email submissions are allowed. There will be no extension time for writing except in the case of a documented illness.

Practical Work/Finding Aid

This seminar involves practical work with an archival collection at the Moravian Archives.

I will assign a collection to each student. Students will write a processing plan, identify preservation concerns and perform basic preservation tasks, identify the information content of the records, find contextual information on the creator of the records and describe the records on the fonds level and on lower levels as needed. Please note that the you can only work with your collection when the Moravian Archives is open: Monday - Friday, 8:00 - 4:30.

Class assignments

Each student will be asked to prepare a short presentation (5 min.) for the session on preservation (March 15) or for the session on ethics (March 29). If you have any preference, let me know before the start of session 2.

Follow the News

Almost every week there are news stories relating to archives and record keeping. Remember the advisor to President Clinton who stole documents from the National Archives? Follow the news and collect these stories. At the beginning of each session there will be opportunity to present these news stories in class.

Paper Presentation

During the last two sessions you will have the opportunity to present a summary of your research paper (strictly 10 minutes), followed by a five minute class discussion. Use the outcome of the discussion for the final version of the paper.

Grade Distribution

Participation	10%
Bibliography and Outline	10%
Class Assignments	10%
Presentation of paper	10%
Research paper	30%
Practical work (finding aid)	30%

Attendance

You should attend all classes and be prepared to discuss the week's readings. Students who miss more than one seminar without a doctor's note will have a third of a grade deducted from their final mark. So a student with a B+ average who misses three classes will receive a B. Please turn off or mute all electronic devices in the classroom.

Workload

This is a demanding and intensive research seminar. It has been designed with the

expectation that you prepare for each session at least two (2) hours. Additional work is needed for your research paper and for the practical work at the archives so that the total minimum weekly workload for this class is fourteen (14) hours. For a good paper more work is needed.

Required Reading

O'Toole, James M. and Richard J. Cox, *Understanding Archives and Manuscripts* (Chicago: Society of American Archivists, 2006). (available at the Moravian College Bookstore).

Selected chapters and articles (as listed in the schedule) will be available as photocopies. Other material is available online (through JSTOR, WorldCat, etc.).

Recommended Reading

A selection of books from Reeves and from other libraries (through interlibrary loan) are placed on the reserve shelf. Make sure that you know what is available there.

The Moravian Archives has a variety of titles that are relevant to our seminar. They will be available in the reading room of the archives. (Archives are open: Monday - Friday, 8:00 - 4:30).

Schedule

Jan. 18	<p>week 1: Introduction; What is information?</p> <hr/> <p><i>recommended reading:</i></p> <ul style="list-style-type: none"> • o'Toole and Cox, <i>Understanding Archives</i>, ch. 1. (this is required reading for week 2) • John Brown Seely and Paul Duguid, "Limits to Information" chapter 1 of <i>The Social Life of Information</i> (Boston: Harvard Business School Press, 2000). (via Worldcat and Atla). • Richard J. Cox, "Records, Documents and Stuff in the Digital Era" ch. 8 of <i>Archives & Archivists in the Information Age</i>, (New York and London: Neal-Schuman Publishers, 2005): 203-224. (copy provided) 	
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Jan. 25	<p>week 2: What is an archives? read:</p> <ul style="list-style-type: none"> • o'Toole and Cox, <i>Understanding Archives</i>, p. 1-59. • Anne J. Gilliland-Swetland, "The Societal Role of Archives", ch. of <i>Enduring Paradigm, New Opportunities: The Value of the Archival Perspective in the Digital Environment</i>, (Washington, D.C.: Council on Library and Information Resources, February 2000). available online: www.clir.org/pubs/reports/pub89/contents.html • Pugh, Mary Jo. "Identifying Uses and Users of Archives," ch. 3 of <i>Providing Reference Services for Archives and Manuscripts</i> (Chicago: Society of American Archivists, 2005): 33-73. (copy provided) 	due: topic for research paper
Feb. 1	<p>week 3: Task of an archivist</p> <ul style="list-style-type: none"> • o'Toole and Cox, <i>Understanding Archives</i>, p. 59-86, + ch. 4. • Luciana Duranti, "The odyssey of records managers," <i>Records Management Quarterly</i> (July 1989): 3-6, 8-11, (Oct. 1989): 3-6, 8-11. (copy provided) 	

Feb. 8	<p>week 4: Archival principles</p> <ul style="list-style-type: none"> • T.R. Schellenberg, "Principles of Archival Arrangement," chap. 6 in <i>The Management of Archives</i> (New York and London: Columbia University Press, 1965), 90-105. (copy provided) • Anne J. Gilliland-Swetland, "The Archival Paradigm—The Genesis and Rationales of Archival Principles and Practices," Chapter in <i>Enduring Paradigm, New Opportunities: The Value of the Archival Perspective in the Digital Environment</i>, (Washington, D.C.: Council on Library and Information Resources, Feb. 2000). (available online: www.clir.org/pubs/reports/pub89/contents.html) 	due: bibliography and outline
Feb. 15	<p>week 5: How to organize information</p> <ul style="list-style-type: none"> • T.R. Schellenberg, <i>The Management of Archives</i> (New York and London: Columbia University Press, 1965), 3-19; 32-47 (copy provided) • S. Muller, J.A. Feith and R. Fruin, <i>Manual for the Arrangement and Description of Archives</i>, (New York: H.W. Wilson Co., 1940): 48-66. • Luciana Duranti, "Origin and Development of the Concept of Archival Description," <i>Archivaria</i> 35 (1992): 47-54. (available online: http://journals.sfu.ca/archivar/index.php/archivaria) 	

Feb. 22	<p>week 6: Describing archives</p> <ul style="list-style-type: none"> • Roe, Kathleen D. <i>Arranging and Describing Archives and Manuscripts</i> (Chicago: Society of American Archivists, 2005): 119-137. • International Council on Archives, <i>ISAD(G): General International Standard Archival Description</i>, 2nd ed., (Ottawa 2000): 1-35. (available online: www.ica.org/biblio/isad_g_2e.pdf) 	
March 1	<p>week 7: Diplomatics; document analysis</p> <ul style="list-style-type: none"> • Luciana Duranti, "The Persons and the Public and Private Nature of Documents", ch. 3 of <i>Diplomatics. New Uses for an Old Science</i> (Lanham, MD and London: Scarecrow Press, 1998): 81-106. 	due: processing plan for archival collection
March 8	week 8: SPRING BREAK	
March 15	<p>week 9: Preservation</p> <ul style="list-style-type: none"> • <i>Preservation of Historical Records</i>, ed. by Committee on Preservation of Historical Records, (Washington, DC: National Academy Press, 1986): 33-47. (copy provided) • <i>Conservation Concerns. A Guide for Collectors and Curators</i>, (Washington, DC: Smithsonian Institution Press, 1992): 1-9, 15-22. (copy provided) 	6 student presentations

March 22	<p>week 10: Appraisal</p> <ul style="list-style-type: none"> • Boles, Frank, "Why Archivists Select" and "Muddied Waters and Conflicting Currents: an Overview of Appraisal Thought", ch. 1 and 2 of <i>Selecting and Appraising Archives and Manuscripts</i> (Chicago: Society of American Archivists, 2005): 1-41. (copy provided) 	due: draft of general description of your archival collection (on fonds level)
March 29	<p>week 11: Ethics</p> <ul style="list-style-type: none"> • Karen Benedict, <i>Ethics and the Archival Profession. Introduction and Case Studies</i> (Chicago: Society of American Archivists, 2003): 10-20. • Rick Barry, "Ethics Issues for Creators, Managers, and Users of Records," in <i>Political Pressure and the Archival Record</i>, ed. Margaret Procter, Michael Cook and Caroline Williams, (Chicago: Society of American Archivists, 2005): 131-149. 	6 student presentations

Apr. 5	<p>week 12: Openness and Secrecy</p> <ul style="list-style-type: none"> • Ernst Posner, "Some Aspects of Archival Development Since the French Revolution." in <i>A Modern Archives Reader: Basic Readings on Archival Theory and Practice</i>, ed. Maygene F. Daniels and Timothy Walch, (Washington, D. C.: National Archives and Records Service, 1984): 3-14. [originally published in <i>American Archivist</i> 3 (July 1940)] (copy provided) • Timothy L. Ericson, "Building Our Own 'Iron Curtain': The Emergence of Secrecy in American Government" <i>The American Archivist</i> 68 (2006): 18-52. (copy provided) • Frank G. Burke, "Law, curatorial Ethics, and the Researcher," ch. 11 of <i>Research and the Manuscript Tradition</i> (Lanham, Md. and London: The Scarecrow Press, and Chicago: Society of American Archivists, 1997): 237-267. (copy provided) 	<p>due: draft of research paper</p> <p>visit College Archives, 3:15 College Archivist: Jan Ballard</p>
Apr. 12	<p>week 13: Providing Access; Quality</p> <ul style="list-style-type: none"> • o'Toole and Cox, <i>Understanding Archives</i>, ch. 3. • Pugh, Mary Jo, "Providing Intellectual Access to Archives," ch. 4 of <i>Providing Reference Services for Archives and Manuscripts</i> (Chicago: Society of American Archivists, 2005): 75-110. (copy provided) • Kurtz, Michael J. "Managing Archival Facilities," ch. 10 of <i>Managing Archival and Manuscript Repositories</i> (Chicago: Society of American Archivists, 2004): 159-175. (copy provided) 	<p>due: draft of finding aid</p>
Apr. 19	week 14: Presentations	

Apr. 26	week 15: Presentations	due: final version of finding aid
Apr. 30		due: final version of research papers

Research papers

Choose a topic from this list or you can suggest a topic yourself. Titles for papers need to be submitted in week 2 (Jan 25).

A research paper is 15-20 pages in length and has to be based on original work. You can choose a topic from this list or you can come up with your own topic. Reserve your topic with me as soon as you can but not later than Jan. 25.

One part of the research is finding your source material. Some suggestions are given here, but you need to find additional titles. Remember that the o'Toole & Cox has excellent references in the notes and bibliography. Use online resources such as JSTOR. Most resources are NOT available at Reeves but have to be ordered through interlibrary loan. Make sure you start your bibliographic search early and that you order your titles on time. A bibliography and outline need to be turned in in week 4 (Febr. 8).

Archiving the World Wide Web

Discuss the possibilities and challenges of archiving websites. Why do we need to archive websites? Who is involved with it? How can we do it? Relate this to the quality standards we discussed in week 13.

Thomas E. Brown, "Toward the Appraisal of Web Records" *Archival Outlook* (July/Aug. 2006): 6, 25. (available online, www.archivists.org under Resources).

Archives in Non-Western Countries

Archives have a long tradition in Europe and North America. How is this different in countries in Africa, Asia or South America? Discuss the challenges that archives in these countries face.

Preservation of video and audio tapes

discuss the problems with analog data on magnetic tape and suggest possibilities for conversion to other media such as DVD. weigh advantages and disadvantages. take costs into consideration

<http://unesdoc.unesco.org/images/0014/001477/147782E.pdf>
www.dlib.org/about.html

The Role of Authenticity of Documents in History, e.g. the Walking Purchase

Apply the findings of Luciana Duranti and her "contemporary diplomatics" to the Walking Purchase of 1737.

Luciana Duranti, *Diplomatics. New Uses for an Old Science* (Lanham, MD and London: Scarecrow Press, 1998): esp. 40-58.

Steven Craig Walker, *Promised Land. Penn's Holy Experiment, the Walking Purchase, and the Dispossession of Delawares, 1600-1743* (Bethlehem: Lehigh University Press, 2006).

The Future of Archives

What will the future of the archival profession be in the digital age? What does the archival profession have to say about this?

The Feminization of the Office

In the beginning of the 20th century office work became more and more a woman's job. What were the implications for the creation of documents and for record keeping?

Sharon Hartman Strom, *Beyond the Typewriter: Gender, Class, and the Origins of Modern American Office Work, 1900-1930* (Urbana : University of Illinois Press, 1992).

Margery W Davies, *Woman's Place is at the Typewriter: Office Work and Office Workers, 1870-1930* (Philadelphia: Temple University Press, 1982).

Archives and the World Wide Web

How do archival institutions present themselves on the internet? What kind of information do they place on their websites? Do they make full use of the internet's potentials? Compare the websites of a number of different archival institutions (e.g. national archives, local archives, college archives, archives of religious organizations etc.). Relate your findings to the mission of an archives.

see www.uidaho.edu/special-collections/Other.Repositories.html

The Myth of the Paperless Office

Thirty years ago the magazin Business Week, (30 June 1975, p. 48) predicted that the "paperless office" was near. We know that they were wrong. Why did the paperless office

never happen and what are the consequences for record keeping? (also see text by Seely and Duguid, week 1)

The Development of Storage Systems for Documents and Files

The growing amounts of records that were produced in offices in the 19th and 20th centuries required new ways to store them. How did storage systems develop and how did they influence the ways records were kept and organized?

see o'Toole and Cox, *Understanding Archives*, 27-29.

The Importance of the French Revolution for the Archival Profession

Ernst Posner, "Some Aspects of Archival Development Since the French Revolution." in *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*, edited by Maygene F. Daniels and Timothy Walch, (Washington, D. C.: National Archives and Records Service, 1984): 3-14. [originally published in *American Archivist* 3 (July 1940): 159-172] (assigned reading for session 11).

Posner's view is somewhat challenged by: Panitch, Judith M. "Liberty, Equality, Posterity?: Some Archival Lessons from the Case of the French Revolution." *American Archivist* 59 (Winter 1996): 30-47.

The History of the Archival Profession in America Compared to a European Country

Use o'Toole and Cox for the American background. Choose a country in Europe.

Duchain, Michel, "The History of European Archives and the Development of the European Archival Profession," *American Archivist*, 55 (Win 1992), 14-24.

Is the Archivist a Historian?

Both the archivist and the historian work with historic records, but their activities and approach are very different. Define the profession of an archivist in relation to that of a historian.

W. Kaye Lamb, "The Archivist and the Historian," *The American Historical Review*, Vol. 68, No. 2. (Jan., 1963), pp. 385-391. (JSTOR)

The History of the National Archives of the United States

The National Archives of the United States was established in 1934, much later than in other countries. Write about the history of this institution and compare to other national archives.

Archival Forgeries and Their Consequences

Throughout history numerous documents have been forged. General literature can be found in o'Toole and Cox, 158-9. Choose a case of document forgery and discuss it in

relation to the following aspects: the role of the archivist

- e.g. • the Donation of Constantine (between 750-850)
- the Hitler Diaries (1983) (Robert Harris, *Selling Hitler*, (New York: Pantheon Books, 1986)).
- the Salamander Letter by Mark Hoffmann Forgeries (early 1980s)

The U.S. Reclassification Program

In March 2006 it was revealed by the National Security Archives that thousands of declassified government records had been reclassified. This program was initiated under the Clinton administration in the Fall of 1999. Why is this program so controversial? Write from an archivist's perspective.

Allen Weinstein, "An Update on the Declassification Process at NARA" *Archival Outlook* (July/Aug. 2006): 16, 25. (available online, www.archivists.org under Resources).

Digital Cameras in the Reading Room

More and more researchers bring their digital cameras to the archives when they come to do research. The policies regarding the use of digital cameras differ from archives to archives. What are the advantages and disadvantages as seen from the perspective of the archivist and from the researcher? Compare practices between different archival institutions (e.g. do online research, telephone interviews, etc.).

Security Issues in Archives

In 2005 Bruce Craig wrote that hundreds of items had gone missing from the National Archives. Theft is a serious problem for archives, because unique documents cannot be replaced. How do archives deal with security issues? What policies and strategies are developed?

Bruce Craig, "Hundreds of Items Go Missing from National Archives" *Archival Outlook* (Jan./Feb. 2005): 14.

Allen Weinstein, "Records Security" in *Archival Outlook* (Sept./Oct. 2005): 22.

Archives in the Ancient World

How did archives develop in the ancient world and how did ancient archival practices influence Western European record keeping?

see the bibliographic essay in o'Toole and Cox, *Understanding Archives*, 161.

James P. Sickinger, *Public Records and Archives in Classical Athens*, (Chapel Hill: University of North Carolina Press, 1999). (in Reeves)

The Purpose and Meaning of Diaries

Why do people write diaries? How did the writing of diaries develop in early modern history? What different kinds of diaries were kept? What is the purpose of keeping a diary?

See o'Toole and Cox, *Understanding Archives*, 153-154.

Resources

internet

Society of American Archivists: www.archivists.org

International Council of Archives: www.ica.org

National Archives, Washington, DC: www.archives.gov

Victoria Irons Walch, *Standards for Archival Description: A Handbook*, (Society of American Archivists, 1994), www.archivists.org/catalog/stds99/index.html

a helpful bibliography from the Texas University School of Information: www.ischool.utexas.edu/~i386cdg/BIB062.pdf

bibliography on archival history:

<http://listserv.muohio.edu/scripts/wa.exe?A2=ind0001a&L=archives&T=0&H=1&P=11048>

planning and building archives: www.slais.ubc.ca/resources/architecture/index.htm

Richard Pearce-Moses, *A Glossary of Archival and Records Terminology* (Chicago: Society of American Archivists, 2005). definitions of archival terminology. (hardcopy at MAB). also online: www.archivists.org/glossary/index.asp

periodicals

The American Archivist

official journal of the Society of American Archivists. table of contents (starting 1997) is available on www.archivists.org under Resources. The Moravian Archives has issues beginning 2004.

Archival Outlook

Newsletter of the Society of American Archivists. Many current issues are discussed here.

Available online: www.archivists.org under Resources. (copies also at Moravian Archives)

Comma, International Journal on Archives

official journal of the International Council on Archives. not in JSTOR or EBSCO. some issues available on ica website (www.ica.org).

Archivaria

official journal of the Association of Canadian Archivists, available online: <http://journals.sfu.ca/archivar/index.php/archivaria>

literature

Richard Pearce-Moses, *A Glossary of Archival and Records Terminology* (Chicago: Society of American Archivists, 2005).

definitions of archival terminology. copy at MAB. also online: www.archivists.org/glossary/index.asp

Muller Fzn, S., J.A. Feith and R. Fruin, *Manual for the Arrangement and Description of Archives* (New York: H.W. Wilson Company, 1940). later editions: 1968, 2003. (available at MAB)

Kurtz, Michael J. *Managing Archival and Manuscript Repositories* (Chicago: Society of American Archivists, 2004). (available at MAB)

O'Toole, James M. and Richard J. Cox, *Understanding Archives and Manuscripts* (Chicago: Society of American Archivists, 2006). (available at MAB)

*Roe, Kathleen D. *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). (available at MAB)

Schellenberg, T.R. *The Management of Archives* (New York and London: Columbia University Press, 1965). (available at MAB)

Boles, Frank. *Selecting and Appraising Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). (available at MAB)

Pugh, Mary Jo. *Providing Reference Services for Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). (available at MAB)

Mary Lynn Ritzenthaler, *Preserving Archives and Manuscripts* (Chicago: Society of American Archivists, 1993) (available at MAB)

Mary Lynn Ritzenthaler, Diane L. Vogt-O'Connor, with Helena Zinkham, Brett Carnell, and Kit A. Peterson, *Photographs: Archival Care and Management*, Chicago: Society of American Archivists, 2006. (available at MAB)

Waverly B Lowell, Tawny Ryan Nelb, *Architectural Records: Managing Design and Construction Records*, Chicago: Society of American Archivists, 2006. (available at MAB)