

# HIST 292: Introduction to Archival Studies

Instructor: Dr. Paul Peucker  
Office: Moravian Archives  
(41 W. Locust St.)

Monday and Wednesday 11:45 – 12:55

PPHAC 103  
some classes will be at the Moravian  
Archives (check schedule!)

office hours:

Tuesday 11:00 - 12:00 pm  
Office: Moravian Archives  
(41 W. Locust St.)  
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This course offers an introduction to the field of archival studies in which we discuss the basics of the archival profession. 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).

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?

This is not only a theoretical course; practical work is very much a part of the course. During the workshop sessions of the course we will work on a collection of 18<sup>th</sup>- and 19<sup>th</sup>-century property deeds at the Moravian Archives.

The course will result in a research paper (12-15 pages) and involves practical work in the 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 archival documents
- \* present the results of their research papers.

### **Research Paper**

During the course you will write a research paper of 12 to 15 pages based on your own research. A list of possible topics is included in the syllabus. You can choose a topic from the list or you are free to propose your own topic, 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 with choosing the topic (1), writing a 1/2 page outline and compiling a bibliography (2), writing the draft (3), submission of the final version (4), and giving a formal presentation (5). I will read and comment on the draft. Use footnotes and attach a bibliography to your paper in accordance with the Chicago style (15<sup>th</sup> ed.). All the assignments have to be submitted in electronic form on Blackboard (or by email). There will be no extension time for writing except in the case of a documented illness.

### **Practical Work**

A very important aspect of this course is the practical work with an archival collection at the Moravian Archives. This semester we are going to work with the collection of 18<sup>th</sup>- and 19<sup>th</sup>-century property deeds. Each student will work on a set of deeds and identify preservation concerns, perform basic preservation tasks, identify the information content of the deeds, find contextual information on the creator of the records and catalog the deeds, and enter the information in the archives' Augias system. These workshop sessions will take place at the Moravian Archives (41 W. Locust Street).

Not all the practical work can be accomplished during class hours. Sometimes you will have to perform additional tasks on the deeds. This is considered part of the homework for this class. Please note that the you can only work with your collection when the Moravian Archives is open: Monday - Friday, 8:00 - 4:30.

The results of our work will be posted on the Archives' online search system.

### **Class assignments**

Each student will be asked to prepare the following presentations

- a presentation (5 min.) for the session on preservation (Sept. 21)
- a presentation (5-10 min.) for the session on ethics (Nov. 30)
- an introduction (3-5 min.) on the author of one of the required readings: who is this person? what is his/her background? what do you know about his/her publications? (see sign-up list)

- a presentation (10-15 mins.) of the results of the research paper (Dec. 7 and 9).

### **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 and smuggled them out in his socks? Follow the news and collect these stories. At the beginning of each session there will be opportunity for you to present these news stories in class.

### **Grade Distribution**

Participation + practical work	10%
Bibliography and Outline	10%
Class Assignments (each)	10%
Presentation of paper	10%
Research paper	20%
Exam	20%

### **Attendance**

Because of the workshop character of the class, the number of students for this course is limited. The course can only be successful when each student actively participates. Be well prepared for class discussions, your assigned presentations and be involved in the practical work.

You should attend all class sessions and be prepared to discuss the readings. The workshop sessions at the Moravian Archives count as class sessions and you cannot miss these. Sometimes you will have to do work at the Archives in addition to or at other times than the regular class hours.

Students who miss more than one class session 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.

### **Required Reading**

- James M. O'Toole and Richard J. Cox, *Understanding Archives and Manuscripts* (Chicago: Society of American Archivists, 2006).
- Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005).  
(both titles are available at the Moravian College Bookstore).
- Selected chapters and articles (as listed in the schedule) will be available on Blackboard. Be prepared to print these texts (printing balance!).

### Tools

When working with the deeds you will need to wear gloves. You will also need a special mechanical pencil to make markings on the deeds. These supplies will be provided to you by the Archives for \$5.00. Please pay this fee at the reception desk of the Archives. Please note that you are required to use the supplies we provide you when working with the deeds.

### Recommended Reading

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

### Schedule

<i>date</i>	<i>topic</i>	<i>remark</i>	<i>location</i>
WEEK 1			
Aug. 31 Sept. 2	Read the article from the New York Times and write an essay Submit the essay on Blackboard on Sept. 2		

WEEK 2			
Sept. 7	<b>NO CLASS</b>	Labor Day	
Sept. 9	<b>2. Introduction</b>		PPHAC103

WEEK 3			
Sept. 14	<b>3.1 What is information?</b> • ch. 1 of O'Toole and Cox, <i>Understanding Archives</i> 2005): 203-224.		PPHAC103
Sept. 16	<b>3.2 What is a deed? Introduction to practical work</b> • Martha Howell and Walter Prevenier, <i>From Reliable Sources. An Introduction to Historical Methods</i> (Ithaca and London: Cornell University Press, 2001), 17-33. (Blackboard)	choose topic for research paper bring \$5.00 to pay for supplies	MorArch

WEEK 4	<b>PRESERVATION</b>		
Sept. 21	<b>4.1 How to preserve archival records</b> <ul style="list-style-type: none"> <li>• <i>Preservation of Historical Records</i>, ed. by Committee on Preservation of Historical Records, (Washington, DC: National Academy Press, 1986): 33-47. (Blackboard)</li> <li>• <i>Conservation Concerns. A Guide for Collectors and Curators</i>, (Washington, DC: Smithsonian Institution Press, 1992): 1-9, 15-22. (Blackboard)</li> </ul>	student presentations	PPHAC103
Sept. 23	<b>4.2 How to preserve the deeds? / Archival Terminology</b> <ul style="list-style-type: none"> <li>• Glossary in Roe, <i>Arranging and Describing</i>, 101-104.</li> </ul>	make suggestions for the preservation of the deeds	MorArch

WEEK 5	<b>ARCHIVES</b>		
Sept. 28	<b>5.1 What is an archives?</b> <ul style="list-style-type: none"> <li>• 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. (Blackboard)</li> </ul>		PPHAC103
Sept. 30	<b>5.2 History of the archival profession</b> <ul style="list-style-type: none"> <li>• ch. 3 of Roe, <i>Arranging and Describing</i>.</li> <li>• ch. 2 of O'Toole and Cox, <i>Understanding Archives</i>.</li> </ul>		PPHAC103

WEEK 6	<b>ARCHIVISTS</b>		
Oct. 5	<b>6.1 The Task of an Archivist</b> • ch. 4 of O'Toole and Cox, <i>Understanding Archives.</i>		PPHAC103
Oct. 7	<b>6.2 Visit to "Bethlehem Room"</b> • ch. 3 of O'Toole and Cox, <i>Understanding Archives.</i>	field trip	BAPL

WEEK 7	<b>ARCHIVAL PRINCIPLES</b>		
Oct. 12	<b>7.1 NO CLASS</b>		
Oct. 14	<b>7.2 The Archival Principles</b> • ch. 2 of Roe, <i>Arranging and Describing.</i> • T.R. Schellenberg, "Principles of Archival Arrangement," ch. 6 in <i>The Management of Archives</i> (New York and London: Columbia University Press, 1965), 90-105. (Blackboard)	due: outline and bibliography of research paper	PPHAC103

WEEK 8	<b>THE DEEDS</b>		
Oct. 19	<b>8.1 Making a Transcript of a Deed</b>		MorArch
Oct. 21	<b>8.2 Analyzing the deeds</b> • to be announced		PPHAC103

WEEK 9	<b>ORGANIZING INFORMATION</b>		
Oct. 26	<b>9.1 How to organize information?</b> • T.R. Schellenberg, <i>The Management of Archives</i> (New York and London: Columbia University Press, 1965), 3-19; 32-47 (Blackboard)		PPHAC103
Oct. 28	<b>9.2 Describing Records</b> • ch. 4 of Roe, <i>Arranging and Describing.</i>		PPHAC103

WEEK 10	<b>CATALOGING</b>		
Nov. 2	<b>10.1 How to catalog the deeds?</b> • 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. (Blackboard)		PPHAC103
Nov. 4	<b>10.2 Cataloging</b> catalog your set of deeds • Jennifer Edgecombe, "Finding Aids," in <i>Keeping Archives</i> , ed. Judith Ellis, (Port Melbourne, Victoria, 1993): 248-272.		MorArch

WEEK 11	<b>CATALOGING cont.) APPRAISAL</b>		
Nov. 9	<b>11.1 Cataloging (cont. from 10.2)</b> catalog your set of deeds		MorArch
Nov. 11	<b>11.2 Appraisal</b> • 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. (Blackboard)	Due: draft of research paper	PPHAC103

WEEK 12	<b>CATALOGING / LEGAL ASPECTS</b>		
Nov. 16	<b>11.1 Cataloging</b> enter the catalog information for your deeds in the Augias system at the Archives	schedule time to work on one of the systems at the Archives during this week.	MorArch
Nov. 18	<b>12.2 International Standards</b> ISAD (G). • International Council on Archives, <i>ISAD(G)</i> :	We are going to make a description of the deeds collection, based on the ISAD (G) rules.	PPHAC103

	<i>General International Standard Archival Description</i> , 2 <sup>nd</sup> ed., (Ottawa 2000): 1-35. (available online: <a href="http://www.ica.org/en/node/30000">www.ica.org/en/node/30000</a> )		
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WEEK 13	<b>LEGAL ASPECTS</b>		
Nov. 23	<b>13.1 Openness and Secrecy</b> <ul style="list-style-type: none"> <li>• Timothy L. Ericson, "Building Our Own 'Iron Curtain': The Emergence of Secrecy in American Government," <i>The American Archivist</i> 68 (2006): 18-52. (Blackboard)</li> </ul>		MorArch
Nov. 25	<b>NO CLASS</b>	Happy Thanksgiving!	

WEEK 14	<b>ETHICAL ASPECTS/ARCHIVAL FACILITIES</b>		
Nov. 30	<b>14.1 Ethics</b> <ul style="list-style-type: none"> <li>• O'Toole and Cox, <i>Understanding Archives</i>, 137-139.</li> <li>• Karen Benedict, <i>Ethics and the Archival Profession. Introduction and Case Studies</i> (Chicago: Society of American Archivists, 2003): 10-20 + 85-91.</li> </ul>	student presentations: each student will be asked to give a presentation on an individual case	PPHAC103
Dec. 2	<b>14.2 Providing Access</b> <ul style="list-style-type: none"> <li>• Kurtz, Michael J. "Managing Archival Facilities," ch. 10 of <i>Managing Archival and Manuscript Repositories</i> (Chicago: Society of American Archivists, 2004): 159-175. (Blackboard)</li> </ul>		MorArch
Dec. 4		Research papers due at noon	



WEEK 15	<b>PRESENTATIONS</b>		
Dec. 7	<b>15.1 Paper Presentations</b>	presentations of student papers	PPHAC103
Dec. 9	<b>15.2 Paper Presentations (cont.)</b>	presentations of student papers	PPHAC103

WEEK 16			
Dec. 18	<b>Exam 1:30 pm</b>		PPHAC103

## Research papers

**Choose a topic from this list or you can suggest a topic yourself. Titles for papers need to be submitted in session 1.2 (Sept. 4).**

A research paper is 12-15 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.

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 8 (Oct. 14).

### 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?

Thomas E. Brown, "Toward the Appraisal of Web Records" *Archival Outlook* (July/Aug. 2006): 6, 25. (available online, [www.archivists.org](http://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](http://www.dlib.org/about.html)

### 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](http://www.uidaho.edu/special-collections/Other.Repositories.html)

### **The Myth of the Paperless Office**

More than thirty years ago the magazine *Business Week*, (30 June 1975, p. 48) predicted that the "paperless office" was near. We know today that they were wrong. What is the concept of the "paperless office"? Why did the paperless office never happen and what are the consequences for record keeping?

also see: John Brown Seely and Paul Duguid, "Limits to Information," ch. 1 of *The Social Life of Information* (Boston: Harvard Business School Press, 2000) (available via WorldCat or Atla)

### **The Development of Storage Systems for Documents and Files**

The growing amounts of records that were produced in offices in the 19<sup>th</sup> and 20<sup>th</sup> 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].

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 another First World 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.

Or: Japan. see [www.archivists.org/publications/epubs/accesstoarchives/index.asp](http://www.archivists.org/publications/epubs/accesstoarchives/index.asp)

### **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](http://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.

### **“Vandals in the Stacks”**

In 2001 Nicholson Baker published *Double Fold*, in which he accused archivists and librarians of destroying our cultural heritage by microfilming and digitizing books, magazines, newspapers and archival records. The book was received with many laudatory reviews. The book provoked reactions from the field of archivists and librarians, such as Richard Cox's *Vandals in the Stacks: A Response to Nicholson Baker's Assault on Libraries*.

What was this controversy about? Who is Nicholson Baker? What was Baker's argument? How did Cox counter? Where do you stand in the discussion?

## **Resources**

### **internet**

Society of American Archivists: [www.archivists.org](http://www.archivists.org)

International Council of Archives: [www.ica.org](http://www.ica.org)

National Archives, Washington, DC: [www.archives.gov](http://www.archives.gov)

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

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

preservation: <http://www.loc.gov/preserv/>

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](http://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](http://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](http://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](http://www.archivists.org) under Publications. (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](http://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](http://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)

