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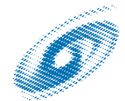
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SI 580 Understanding Records and Archives: Principles and Practices

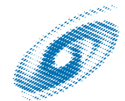
Week 1 – Introduction and Overview



Themes of this presentation

Themes

- Logistics
- Introductions
- Syllabus
- Overview of Records and Archives
- Significance of Archives
- “In the news”



• <https://ctools.umich.edu/portal>

Logistics

• Themes

• **Logistics**

• Introductions

• Syllabus

• Overview

• Significance of Archives

• “In the news”

■ Enrollment list

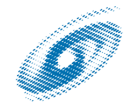
■ CTools

■ Readings

– required texts

■ Class size

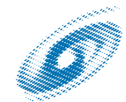
■ Class format



Who are we?

- Themes
- Logistics
- **Introductions**
- Syllabus
- Overview
- Significance of Archives
- “In the news”

- Who am I?
- Who are you?
 - Name
 - Semester of study
 - Specialization
 - Interest in course/ARM
 - ARM work experience
- Who are we?

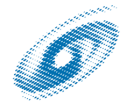


• <http://www.si.umich.edu/academics/masters-handbook.htm>

Course expectations

- Themes
- Logistics
- Introductions
- **Syllabus**
- Overview
- Significance of Archives
- “In the news”

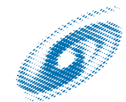
- Description and objectives
- Requirements overview
- Assignments
- Grading
- Rules and accommodations



Course outline

- Themes
- Logistics
- Introductions
- **Syllabus**
- Overview
- Significance of Archives
- “In the news”

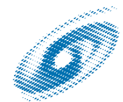
- Week by week
- Extracurricular activities
- Key dates



Resources

- Themes
- Logistics
- Introductions
- **Syllabus**
- Overview
- Significance of Archives
- “In the news”

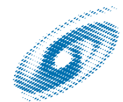
- University reserves
- Journals
- Portals
- Lists



What is ARM?

- Themes
- Logistics
- Introductions
- Syllabus
- **Overview**
- Significance of Archives
- “In the news”

- What are archives?
- What are records?
- Organizations
- Life cycle of information and records
- Records continuum

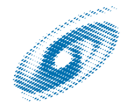


• O'Toole and Cox, *Understanding Archives and Manuscripts*, 2006.

What are archives?

- Themes
- Logistics
- Introductions
- Syllabus
- **Overview**
- Significance of Archives
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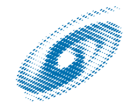
- Stuff with value
- Evidence [?documentary]
- Principled action
- Professional practice
- Preservation
- Place
- Organization



What are records?

- Themes
- Logistics
- Introductions
- Syllabus
- **Overview**
- Significance of Archives
- “In the news”

- Recorded information,
- in any form or format,
- created or received, and maintained / accumulated,
- by an entity (person / organization),
- in the transaction of business / conduct of affairs,
- and kept as evidence of that transaction,
- [or for the information they contain].

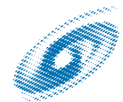


• Kurtz, *Managing Archival and Manuscript Repositories*, 2004.

Organization and management

- Themes
- Logistics
- Introductions
- Syllabus
- **Overview**
- Significance of Archives
- “In the news”

- Types of organizations
 - Government
 - Institutional
 - Collecting
- Management functions
- Fostering use
- Creating new value



• Yates, *Control Through Communication*, 1989.

Information lifecycle

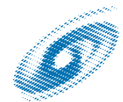
- Themes
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■ Records

- Creation
- Primary use
- Storage
- Disposition

■ Archives

- Acquisition
- Availability
- Secondary use
- Preservation



Records continuum

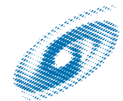
- Themes
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OPEN

Records continuum chart removed.

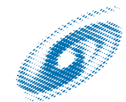
- Upward, *Records Management Journal*, 2001.



What archives mean to me

- Themes
- Logistics
- Introductions
- Syllabus
- Overview
- **Significance of Archives**
- “In the news”

- Groups of three or four
- One personal example
- One abstract example
- Discuss
- Brief reporting



I read it in the news today, oh boy.

New York Moves to Allow Residents to Change
Their Gender on Documents *NY Times 11/07/06*

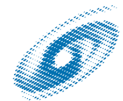
Eastern Europe Still Struggles to Purge
Security Services *NY Times, 12/12/06*

Trove of Black History Gathered Over Lifetime
Seeks a Museum *NY Times 12/14/06*

Small U-M library offers expansive
view of brief presidency
Ann Arbor News, 01/02/07

Nazi archive to be unsealed
for scholars, victims, families
Ann Arbor News, 12/19/06

Sites Invite Online Mourning, But Don't Speak Ill of
the Dead *NY Times, 11/05/06*



Thank you!

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University of Michigan

