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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”
Logistics

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  - Logistics
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- Enrollment list
- CTools
- Readings
  - required texts
- Class size
- Class format

https://ctools.umich.edu/portal
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/people/faculty.htm
Course expectations

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

http://www.si.umich.edu/academics/masters-handbook.htm
Course outline

- Themes
  - Logistics
  - Introductions
- Syllabus
  - Overview
  - Significance of Archives
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- Week by week
- Extracurricular activities
- Key dates
Resources

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- University reserves
- Journals
- Portals
- Lists
What is ARM?

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

- Stuff with value
- Evidence [documentary]
- Principled action
- Professional practice
- Preservation
- Place
- Organization

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• O’Toole and Cox, *Understanding Archives and Manuscripts*, 2006.
What are records?

- 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].

Organization and management

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

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Information lifecycle

- Records
  - Creation
  - Primary use
  - Storage
  - Disposition

- Archives
  - Acquisition
  - Availability
  - Secondary use
  - Preservation

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Records continuum

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Records continuum chart removed.

What archives mean to me

- 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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