

Understanding Records & Archives: Principles and Practices

University of Michigan School of Information

SI 580 / History 600

Friday, 10:00 AM-1:00 PM

Location: 2185 NQ

Instructor: Dr. Patricia Garcia

Virtual Office Hours: Monday, 12:00-2:00 PM, [Schedule Online](#)

(<https://calendar.google.com/calendar/u/0/selfsched?>

[ssToken=UUpfSWIjcVZ3eW1ZfGRIZmF1bHR8YzFmZDEwNjI4NDRhNmU1ZDQ2Njg1Mjk4NDFmZjNmMTg](https://calendar.google.com/calendar/u/0/selfsched?ssToken=UUpfSWIjcVZ3eW1ZfGRIZmF1bHR8YzFmZDEwNjI4NDRhNmU1ZDQ2Njg1Mjk4NDFmZjNmMTg))

Instructor Email: garciapg@umich.edu

Instructor Office: 4437 North Quad

Instructional Aide: Jasper Forster

Virtual Office Hours: Tuesday, 1:30-3:30 PM, [Schedule Online](#) 

(<https://calendar.app.google/8pySLnckvwMxvvs68>)

Instructional Aide Email: jasperf@umich.edu (<mailto:jasperf@umich.edu>)

Digital Pedagogy Librarian: Caitlin Pollock

Virtual Office Hours: First and third Tuesday of the month, 3:30-4:20 PM, [See Here](#) 

(<https://calendar.google.com/calendar/r?>

[cid=dW1pY2guZWR1X2JkaDZ0ZXA2NW5ka2lwbDJiZHRxOTBmNTFzQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20](https://calendar.google.com/calendar/r?cid=dW1pY2guZWR1X2JkaDZ0ZXA2NW5ka2lwbDJiZHRxOTBmNTFzQGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20))

Make an appointment with Caitlin directly [Here](#)  (<https://umich.libcal.com/appointments/pollockc>)

Digital Pedagogy Librarian Email: pollockc@umich.edu (<mailto:pollockc@umich.edu>)

Overview

Understanding Archives and Records is an introduction to and overview of the concepts, principles, and issues of managing archives and records. The course will teach students to:

- Become conversant with the basic concepts, practices, and methods used to create, store, organize, and preserve records and archives.
- Develop an understanding of the history and evolution of the archival profession
- Identify and describe the professional functions of appraisal, acquisition, arrangement, description, access, and outreach
- Identify organizational, legal, technological, and cultural factors that have an impact on records and archives
- Analyze how organizations and individuals use records and archives for research, ongoing operations, accountability, and organizational memory
- Develop a knowledge-base and set of principles for responding to legal, policy, and ethical issues

For students who pursue professional careers in archives and records management, this course provides an introduction to the field; introduces concepts and ideas that will be used in more advanced courses; introduces current issues in the professions; and builds a foundation for internships and professional networking. For students who pursue careers in related information fields, this course introduces broadly applicable concepts used in information management, data curation, information policy, and user services.

This course also provides opportunities to build your portfolio of professional skills, in particular: oral presentations; writing and argumentation; problem analysis and problem solving; and teamwork/collaboration.

Organization

The course is divided into two parts.

Part 1: Archives and Records – Concepts, Terminology, and Practice will present the core ideas in archival science that have defined the profession for the past century or more. The purpose of this portion of the course is to master the basic concepts, become familiar with the sources of literature in the field, and establish common ground for addressing archives and records issues and problems. You will get a general overview of widely accepted conventions and practices in archives.

Part 2: Current Issues in Archives and Records focuses on important changes in the ways that records and archives are created, used by individuals and organizations, and valued by society. In this section, we will focus on the relationship between archives and the technological, organizational, and political context in which they are created and used.

All course readings and assignments are available in the weekly modules.

Additional Course Links

- [Course Readings and Schedule \(https://umich.instructure.com/courses/617021/pages/course-schedule-table\)](https://umich.instructure.com/courses/617021/pages/course-schedule-table)
- [Assignments and Evaluation \(https://umich.instructure.com/courses/617021/pages/Assignments%20and%20Evaluation\)](https://umich.instructure.com/courses/617021/pages/Assignments%20and%20Evaluation)
- [Course Policies \(https://umich.instructure.com/courses/617021/pages/course-policies\)](https://umich.instructure.com/courses/617021/pages/course-policies)
- [Office Hours \(https://umich.instructure.com/courses/617021/pages/office%20hours\)](https://umich.instructure.com/courses/617021/pages/office%20hours)
- [Academic Integrity \(https://umich.instructure.com/courses/617021/pages/Academic%20Integrity\)](https://umich.instructure.com/courses/617021/pages/Academic%20Integrity)
- [Student Support \(https://umich.instructure.com/courses/617021/pages/student-support\)](https://umich.instructure.com/courses/617021/pages/student-support)
- [Additional Resources \(https://umich.instructure.com/courses/617021/pages/Additional%20Resources\)](https://umich.instructure.com/courses/617021/pages/Additional%20Resources)
- [Extracurricular Activities \(https://umich.instructure.com/courses/617021/pages/Extracurricular%20Activities\)](https://umich.instructure.com/courses/617021/pages/Extracurricular%20Activities)
[https://umich.instructure.com/courses/617021/files/31372234/download?wrap=1\)](https://umich.instructure.com/courses/617021/files/31372234/download?wrap=1)