**Course Description**

**HIST 7320 Archival Management** is an introduction to the techniques of managing contemporary archives. The course will examine selection, appraisal and acquisition of archives and manuscripts collections; arrangement and description of collections; reference services and collection access policies; collection preservation and protection; outreach, advocacy and promotion of archives and manuscripts collections; managing archival programs and professional, ethical and legal responsibilities of the archivist.

“Archivists are the professionals responsible for the identification, selection, protection, organization, and description of archival records and papers, and, eventually, for their accessibility to any user. By ensuring that archival documents are identified, preserved, and made available in a systematic fashion, archivists help to secure society’s cultural heritage, protect legal rights and privileges, and contribute to the effective management of a wide range of institutions.” (SAA Guidelines for Graduate Programs in Archival Studies)

**Required Text**


**Suggested Readings**


**Course Objective:**

At the completion of this course a student should be able to:

- understand archival theories and applications including appraisal, acquisition and accessioning, arrangement and description, public reference services, legal and policy issues, and preservation
- understand current issues and challenges effecting the archives profession and its managers
- understand the importance of records in the information age and the role of records management as a tool and function of an archives program
- understand new information technologies and the impact electronic records management and digital preservation are having on the profession
• encourage students to begin thinking critically about strategies for managing the archival record in the 21st century

Requirements for the Course

All assigned reading must be completed before the class in which it will be discussed. Each student will turn in to the instructor(s), at the beginning of each class, a list of questions or comments from the assigned reading for that class period. Those questions and comments will be discussed during the lecture/discussion portion of class.

Each student will prepare a draft finding aid for a manuscript collection (one-two boxes) held by the Butler Center for Arkansas Studies. You will have five weeks to create your finding aid. Additional information on this assignment will be provided at a later date.

Each student will submit a research paper (8-10 pages) based on an issue of archival interest. Possible topics might be found on the Archives & Archivists listserv. For information on subscribing to the listserv visit—http://www.archivists.org/listservs/arch_listserv_terms.asp

General Information

No incompletes will be given unless special arrangements have been made with the instructors prior to December 5, 2016. Incompletes will only be given when circumstances beyond the control of the student prevent the student from completing part of the course requirements. Incompletes will not be given for the entire semester’s work. Moreover, all completed work counts; an incomplete is not a substitute for a failing grade.

A student who misses four classes in a row without contacting the instructor will be administratively withdrawn from the course.

Class attendance is required and graded. Students are responsible for all information given out in class. Students are expected to arrive punctually and leave only at the conclusion of class.

Cell Phones

Please turn them off while in class. If you are involved in an emergency situation, please put the phone on vibrate. Emergency situations are those concerning birth or serious illness.

Grades will be assigned based on the following percentages:

Class Discussions: 30%
Processing Project: 40%
Research Paper: 30%

A=90-100   B=80-89   C=70-79   D=60-69   F=0-59
No make-up assignments will be given for students who miss class except in cases of documented medical necessity, family or weather-related emergency, or official University business. Grades for any work turned in late will be reduced five points for each day late.

**Plagiarism/Academic Dishonesty Statement**
College and University regulations regarding academic dishonesty, as set forth in the UALR *Student Handbook* and other University documents and publications, will be strictly enforced in this class. Any student caught in the act of cheating will be assigned a grade of zero points (F) for the assignment in question. If written work does not appear to be your own, you will be questioned about it, and appropriate action will be taken.

**Students with Disabilities**
It is the policy and practice of the University of Arkansas at Little Rock to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement--such as time-limited exams, inaccessible web content, or the use of non-captioned videos--please notify the instructor as soon as possible. Students are also welcome to contact the Disability Resource Center, telephone 501-569-3143 (v/tty). For more information, visit the DRC website at [www.ualr.edu/disability](http://www.ualr.edu/disability).

**Weather Policy**
UALR closes for inclement weather when the Little Rock public schools close. If UALR is open but the roads in your community are dangerous, you should use your own judgment about attending class. However, it is your responsibility to inform your instructor that it is too dangerous for you to travel to Little Rock before class meets. It is also your responsibility to speak to the instructor about making up missed work.

**Instructors’ Contact Information**

Brian Robertson, CA  
Senior Archivist/Manager Research Services Division  
Butler Center for Arkansas Studies  
Central Arkansas Library System  
100 Rock Street  
Little Rock, AR  72201  
320.5723  
brianr@cals.org

Frances Morgan,  
Archivist  
Butler Center for Arkansas Studies  
Central Arkansas Library System  
100 Rock Street  
Little Rock, AR  72201  
320.5742  
famorgan@cals.org
COURSE SCHEDULE

August 22: Introduction to course and discussion of assignments and expectations

August 29: What is an archives, and who is an archivist?

READING ASSIGNMENTS (to be completed by this date):

Hunter Chpts. 1 & 2

Society of American Archivists, Code of Ethics
http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics

John Fleckner, SAA Presidential Address, 1990, “Dear Mary Jane: Some Reflections on being an Archivist,”
http://www.archivists.org/governance/presidential/fleckner.asp

Randall Jimerson, SAA Presidential Address, 2005, “Embracing the Power of Archives,”
http://www.archivists.org/governance/presidential/jimerson.asp

September 5: NO CLASS

September 12: Selection & appraisal

READING ASSIGNMENTS:

Hunter Chpt. 3


September 19: Acquisitions & accessioning

READING ASSIGNMENTS:

Hunter Chpt. 4

**September 26:** Arrangement

READING ASSIGNMENTS:

Hunter Chpt. 5


**October 3:** Description

Guest speaker (Anna Lancaster) to talk about EAD

READING ASSIGNMENTS:

Hunter Chpt. 6


**October 10:** Preservation

READING ASSIGNMENTS:

Hunter Chpt. 7


October 17: Security & disaster planning

READING ASSIGNMENTS:

Hunter Chpt. 8


October 24: Discussion of processing projects

October 31: Processing projects

November 7: Access, reference, & outreach

READING ASSIGNMENTS:

Hunter Chpt. 9


“Copyright Term and the Public Domain in the United States” http://copyright.cornell.edu/resources/publicdomain.cfm

November 14: Digital records

Guest speaker (Anna Lancaster) to discuss digital records

READING ASSIGNMENTS:

Hunter Chpt. 10


**November 21:** Audiovisual archives

**READING ASSIGNMENTS:**

Hunter Chpt. 11

“A Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication,” NEDCC Preservation Leaflet  

“Types of Photographs,” NEDCC Preservation Leaflet  
https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.2-types-of-photographs

“Care of Photographs,” NEDCC Preservation Leaflet  
https://www.nedcc.org/free-resources/preservation-leaflets/5.-photographs/5.3-care-of-photographs

**November 28:** Managing archival institutions and the archival profession

**READING ASSIGNMENT:**

Hunter Chpts. 12 & 13

H. Thomas Hickerson, “Ten Challenges for the Archival Profession,” 2000,  
http://www.archivists.org/governance/presidential/hickerson.asp

*Handbook for Archival Certification*, Academy of Certified Archivists  
http://www.certifiedarchivists.org/get-certified/exam-handbook/

**Finding Aid Due**
December 5: **RESEARCH PAPER DUE**