ARCHIVES & RECORDS MANAGEMENT

LIS 5423
Fall 2006
Thurs. 4:30-7:10pm
William D. Welge, CA*, Professor

Required Texts:

Managing Archival & Manuscript Repositories, by Michael J. Kurtz

Managing Historical Records Programs, by Bruce W. Dearstyne

Additional readings will be distributed from week to week. The texts and other reading resources are selected to assist with class presentations and to guide students to sources related to current trends in managing archival collections.

Course Objectives: To provide the student with current trends in managing archival programs through a variety of techniques employed to achieve maximum results.

There is a required 15 page research paper on some aspect of archives and records management. Please note, if using the internet as a means for research, you must verify materials utilized, and cite properly all sources. Font size to be no larger than 14pt.

Use the CHICAGO MANUAL of STYLE, most recent edition.

Class participation is expected based on reading assignments, guest speaker presentations and possible field experiences. Attendance and class participation are crucial to understand the multi-faceted aspects of records and archives management. If you miss more than 3 class meetings during the course of the semester, I reserve the right to fail you.

*Certified Archivist with the Academy of Certified Archivists
Course grade:

Class participation 20%
Research Paper 30%
Mid-term Exam 20%
Final Exam 30%

Course Grading Scale: 90-100 = A  80-89 = B  70-79 = C
60-69 = D  Below 60...well, you really don't want to go there.

Course outline:

August 24th Introduction and course overview.
    Lecture: A History and Development of Archives
    Readings: Dearstyne: Chapter 1 & Appendix 1
              Kurtz: Introduction & Chapter 1

August 31st Lecture: Time Management & Archival Vision
    Readings: Kurtz: Chapters 2 & 3
              Dearstyne: Chapter 4

September 7th Lecture: Mission Statement, Goals & Objectives; Short and
    Long Range Planning
    Readings: Kurtz: Chapter 4 & 5
              Dearstyne: Chapter 2

September 14th Lecture: The Electronic Archives, guest lecturers Chad
    Williams, OHS Historical Programs Administrator &
    Ms. Jennifer Silvers, OHS Manuscript Archivist
    Readings: Dearstyne: Chapter 9

September 21st Tour: St. Francis Hospital Archives, Guest speaker
    Ms. Beth Treaster, Head Librarian

Submission of paper topic due.
Readings: Handout
September 28th Class Project: Devising records retention & disposition Schedules

October 5th **Mid-term Exam**
Readings: Dearstyne: Chapter 10
Kurtz: Chapter 8

October 12th Lecture: Managing Human Resources a Personal Perspective
Readings: Kurtz: Chapter 9

October 19th: **Tour: Gilcrease Museum**
Readings: Kurtz: Chapter 7

October 26th: Guest Lecturer: To be announced
Readings: Kurtz: Chapter 11 & 12

November 2nd Lecture: Developing a Volunteer Program; Developing Support Groups
Readings: Kurtz: Chapter 10
**Research Papers are Due!!!**

November 9th Lecture: Archival Space: The Final Frontier
Readings: Kurtz: Chapter 13

November 16th Lecture: Archival Image

November 30th Lecture: The Importance of Institutional Memory

December 7th **Final Exam**