



We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmi̓ñəm speaking Musqueam people.

The mission of UBC iSchool is to enhance humanity's capacity to engage information in effective, creative and diverse ways, through innovative research, education and design.

ARST 517 History of Record Keeping – Course Syllabus (3)

Program:	MAS
Year:	2018, summer session, Term 2
Course Schedule:	Mondays and Wednesdays, 6:00-8:50 p.m.
Location:	Room IBLC 185
Instructor:	Dan Farrell
Office location:	SLAIS Adjunct Office
Office phone:	604-822-0051
Office hours:	by appointment
E-mail address:	Daniel.Farrell@ubc.ca
Learning Management Site:	http://lthub.ubc.ca/guides/canvas/

Course Goal: The goal of this course is to provide students with a historical foundation for understanding and analyzing contemporary record-keeping practices.

Course Objectives

Upon completion of this course students will be able to:

1. Demonstrate understanding of purposes and methods of generating, maintaining, and preserving records in the context of different historical periods, traditions, and juridical systems. [1.4, 2.1]
2. Demonstrate critical appreciation of factors influencing record-keeping practices in different societies at different times. [1.4, 2.1, 4.1]

Course Topics:

- The preservation of records as evidence and memory from antiquity to the present.
- Specific methods associated with creating, handling, and preserving records from antiquity to the present.
- The juridical and cultural factors influencing record-keeping practices in different historical periods and in different juridical systems.
- Continuities and discontinuities in record-keeping practices associated with different historical periods and different juridical systems.

Prerequisites: MLIS students: ARST 510 and completion of the MLIS core courses, plus permission of the SLAIS Graduate Adviser

MAS and Dual Students: completion of the MAS core courses



Format of the course: Lectures, seminar, in-class and take-home assignments.

Required and Recommended Reading: All required readings are listed in the course schedule below. Recommended readings will accompany some of the assignments.

Course Assignments fall under three topics and consist of group and individual projects, and short written and oral reports. Details will be provided on Canvas prior to the first class.

Assignment Name	Due Date	Weight	Graduate Competencies
Administrative History	To be scheduled	25%	1.4, 2.1, 4.1
Colonial Record Keeping	To be scheduled	25%	1.4, 2.1, 4.1
Land Registration Systems	To be scheduled	25%	1.4, 2.1, 4.1
Participation	Throughout	25%	1.4, 2.1, 4.1

Course Schedule:

Topic	Date	Required reading
Introduction	July 4	Duranti, Luciana. "The Odyssey of Records Managers" (parts 1 and 2), <i>Records Management Quarterly</i> 23 (July 1989): 3-11, and (October 1989): 3-11. Lacey, Helen. "Pragmatic Literacy and Political Consciousness in Later Medieval England", in <i>L'écriture pragmatique. Un concept d'histoire médiévale à l'échelle européenne</i> , CEHTL, 5, Paris, LAMOP, 2012 (1re éd. en ligne 2012).
Capture	July 9	Douglas, Jennifer, "'Kepe wysly youre wrytyngs': Margaret Paston's Fifteenth-Century Letters", <i>Libraries & the Cultural Record</i> , 44:1 (2009): 29-49. MacNeil, Heather. "From the Memory of the Act to the Act Itself. The Evolution of Written Records as Proof of Jural Acts in England, 11th to 17th Century." <i>Archival Science</i> 6 (3/4) (2006): 313-28.
Storage	July 11	Brown, Warren. "When Documents Are Destroyed or Lost: Lay People and Archives in the Early Middle Ages." <i>Early Medieval Europe</i> 11.4 (2002): 337-366. Friedrich, Markus. "Archives as Networks: The Geography of Record-Keeping in the Society of Jesus (1540-1773)." <i>Archival Science</i> 10.3 (2010): 285-298.
Registration: Private Acts	July 16	Burns, Kathryn. "Notaries, Truth, and Consequences." <i>The American Historical Review</i> 110.2 (2005): 350-379. Vandorpe, Katelijin. "A Greek Register from Pathyris' Notarial Office. Loans and Sales from the Pathyrite and Latopolite Nomes." <i>Zeitschrift für Papyrologie und Epigraphik</i> 150 (2004): 161-186.
Registration: Register to Registratur	July 18	Craig, Barbara. "Rethinking Formal Knowledge and its Practices in the Organization: The British Treasury's Registry Between 1900 and 1950." <i>Archival Science</i> 2 (2002): 111-136. Miller, Thea. "The German Registry: the Evolution of a



		Recordkeeping Model." <i>Archival Science</i> 3.1 (2003): 43-63.
Filing	July 23	De Vivo, Filippo. "Ordering the Archive in Early Modern Venice (1400-1650)." <i>Archival Science</i> 10 (2010): 231-248. Michael Moss, "Where Have All the Files Gone? Lost in Action Points Every One?" <i>Journal of Contemporary History</i> , Vol 47, Issue 4, (2012): 860-875.
Access	July 25	Halliday, Paul. "Authority in the Archives." <i>Critical Analysis of Law</i> 1.1 (2014): 110-142. Ketelaar, Eric. "Records out and Archives in: Early Modern Cities as Creators of Records and as Communities of Archives." <i>Archival Science</i> 10.3 (2010): 201-210.
Systems: Bureaucracy	July 30	Kingston, Ralph. <i>Bureaucrats and Bourgeois Society: Office Politics and Individual Credit in France 1789-1848</i> . Springer, 2012. Chapter 1: "A Revolution in Administration." Mukerji, Chandra. "Jurisdiction, Inscription, and State Formation: Administrative Modernism and Knowledge Regimes." <i>Theory and Society</i> , 40:3 (May 2011): 223-245.
Classification	August 1	Ketelaar, Eric. "'Control through Communication' in a Comparative Perspective." <i>Archivaria</i> 60 (2006). 71-89. Schellenberg, T. R. <i>Modern Archives; Principles and Techniques</i> . Chicago, Ill.: Society of American Archivists, (1956, 1996). Chapter 7: "Classification Principles."
No class	August 6	n/a
Disposition	August 8	Leahy, Emmett. "Reduction of Public Records." <i>The American Archivist</i> 3.1 (1940): 13-38. Nelson, Michael. "A Short, Ironic History of American National Bureaucracy." <i>The Journal of Politics</i> , 44:3 (1982): 747-778.

Attendance: Regular attendance in class is expected. If you know you are going to be absent please notify me if possible.

Evaluation: All assignments will be marked using the evaluative criteria given on the [SLAIS web site](#).

Access & Diversity: Access & Diversity works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Access and Diversity unit: [<https://students.ubc.ca/about-student-services/access-diversity>]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

Religious Accommodation: The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations.



THE UNIVERSITY OF BRITISH COLUMBIA

iSchool (Library, Archival & Information Studies)
Faculty of Arts

Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: <http://equity.ubc.ca/days-of-significance-calendar/>

Academic Integrity

Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: <http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959>.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: <http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/>

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.