

STATE UNIVERSITY OF NEW YORK AT ALBANY
SCHOOL OF INFORMATION SCIENCE AND POLICY

ISP 656: Archives and Manuscripts
Cox
H: 475-1033 W: 486-4820
Office Hours: By appointment.

Objectives of the Course and Course Requirements

The purpose of this course is to introduce students to the administration of archives and manuscripts and the professional community that supports this work. Students successfully completing this course should have a good, basic understanding of the nature of archival work that will enable them to perceive the differences and similarities between archivists, librarians, and practitioners of related fields. This course will also prepare students to take more advanced courses in archival and records administration.

This course has three parts. Part One provides a brief introduction to the nature of historical manuscripts and records and the archives profession. Part Two is the main focus of this course. It provides an indepth introduction to the basics of administering a historical records program. Part Three will summarize the course, examine the future of the archives profession, and provide information on career opportunities and archival education options.

Course requirements include the following:

- * preparation to discuss reading assignments
- * participation in class discussions
- * brief (5-10 page) paper describing the mission, program, and facility of an Albany area archives (see below for more information)
- * major (15-25 page) paper reviewing and evaluating the existing literature in any aspect of the core functions of historical records programs (see below for more information)

The two papers account for three quarters of the course grade; both are due on week twelve of the course, but it is to the student's advantage to get the shorter paper to the instructor earlier in the semester. Students handing in the papers during week twelve who want their papers returned, must supply the

the future.

Course Outline and Readings

Part One. The Nature of Historical Manuscripts and Records and the Archives Profession

The first four weeks of the course will focus on the nature of historical manuscripts and records, the evolution of historical records programs and the archives profession, the importance of historical manuscripts and records, and the nature of the modern archives profession.

- (9/14) 1. Introduction to course and course requirements; definition of archives and manuscripts; the social and cultural importance of archives.

Required Readings

Cappon, Lester J. "Historical Manuscripts as Archives: Some Definitions and Their Application," American Archivist 19 (April 1956): 101-10.

"Historical Records and Social Needs," in Toward A Usable Past: Historical Records in the Empire State (Albany: New York State Historical Records Advisory Board, 1984), pp. 19-24.

Taylor, Hugh A. "The Collective Memory: Archives and Libraries as Heritage," Archivaria 15 (Winter 1982-83): 118-30.

- (9/21) 2. Origins and development of archival principles, methods, and institutions and the archival profession; types and varieties of archival repositories and holdings.

Required Readings

Clanchy, M.T. "'Tenacious Letters': Archives and Memory in the Middle Ages," Archivaria 11 (Winter 1980/81): 115-25.

Brichford, Maynard. "The Origins of Modern European Archival Theory," Midwestern Archivist 7 (no. 2, 1982): 87-101.

Berner, Richard C. "Historical Development of Archival Theory and Practices in the

instructor with a stamped, self-addressed envelope. The remaining one quarter of the grade will be dependent on the instructor's evaluation of the student's participation in class. To facilitate this evaluation, students will be occasionally called upon to discuss specific readings during the course, relating the content of the publications to the week's topic; every student will have the opportunity to participate in these discussions.

The paper on the Albany area archives requires a visit to the repository, tour of the facility, and interview with one of its staff. The paper should provide evidence that the student has visited the archives and is intended to provide a general introduction to the nature of its program. Archives that can be visited include the Albany Institute, Albany County/City Hall of Records, Special Collections at the State University of New York at Albany, the RPI Archives, the New York State Archives, and the New York State Records Center (now part of the State Archives). The instructor is open to considering other repositories, but the student must obtain prior approval. Students will need to inform the instructor about what repository they intend to visit by the third class; the instructor will then arrange with the repository staff permission for the students to visit.

The major paper on a core function of historical records programs is intended to enable the student to do indepth reading and study on a single aspect of archival administration. These papers should consist of at least four parts: definition of the function and its importance; a review of the literature that reflects **both** key points of this aspect of archival administration and the development of archival theory on this function; an evaluation of the literature's strengths and weaknesses; and an assessment of how that literature would be useful to the staff of an historical records program. Students must show evidence of having read thoroughly fifteen to twenty articles and, if appropriate, several monographs for this paper. Students must also limit their papers to one of the following subjects: management and planning of historical records programs; identification and retention of historical records; archival preservation; reference and use of historical records; public programs and advocacy; and the history and nature of the archival profession. Students will be required to inform the instructor of their choice of topic by the fifth class. The papers should be well-written, footnoted, and prepared according to the most recent edition of the Chicago Manual of Style.

There is no basic text for this course, but students are expected to be thoroughly familiar with the required readings listed under each session. These readings are available on reserve at the Graduate Library. The instructor will provide students with a brief list of recommended volumes on archival administration that can be purchased for use by the student in

United States," Midwestern Archivist 7
(no. 2, 1982): 103-17.

Peterson, Trudy Huskamp. "Counting and Accounting: A Speculation on Change in Recordkeeping Practices," American Archivist 45 (Spring 1982): 131-34.

Cox, Richard J. "American Archival History: Its Development, Needs, and Opportunities," American Archivist 46 (Winter 1983): 31-41.

(9/28)

3. Present nature of and issues before the archival profession; relationship of the archival profession to other professions and disciplines.

Required Readings

Weber, Lisa B., ed. Documenting America: Assessing the Condition of Historical Records in the States ([Albany]: National Association of State Archives and Records Administrators, [1983]).

Hackman, Larry J. "A Perspective on American Archives," Public Historian 8 (Summer 1986): 5-23.

Child, Margaret S. "Reflections on Cooperation Among Professions," American Archivist 46 (Summer 1983): 286-92.

Russell, Mattie U. "The Influence of Historians on the Archival Profession in the United States," American Archivist 46 (Summer 1983): 277-85.

Cox, Richard J. "Archivists and Public Historians in the United States," Public Historian 8 (Summer 1986): 25-41.

(10/5)

4. Similarities and differences between archives and libraries.

Required Readings

Gracy, David II. An Introduction to Archives and Manuscripts (Chicago: Special Libraries Association, 1981).

McCrank, Lawrence J., ed. Archives and Library Administration: Divergent Traditions and Common Concerns (New York: Haworth Press, 1986). Also published as Journal of Library Administration 7 (Summer/Fall 1986).

McCrank, Lawrence J. "Public Historians in the Information Profession: Problems in Education and Credentials," Public Historian 7 (Summer 1985): 7-22.

Part Two. The Basic Functions of Historical Records Programs

This part of the course considers the essential functions of institutions responsible for the administration and care of historical records. Each session will provide an overview of the general aspects of this function and relate it to the requirements for administering a historical records program. Students should gain some concept of the theory (the why) that shape these functions and their application (the how) to the running of any archival program.

(10/12) 5. Institutional Administration and Planning

Required Readings

Fagerlund, Liisa. "Performance Planning for the Portland Program," Georgia Archive 10 (Fall 1982): 60-70.

Hartman, Hedy A. and Schell, Suzanne B. "Institutional Master Planning for Historical Organizations and Museums," AASLH Technical Report II (1986).

Maher, William J. "The Importance of Financial Analysis of Archival Programs," Midwestern Archivist 3 (no. 2, 1978): 3-24.

Stewart, Virginia. "Transactions in Archival Consulting," Midwestern Archivist 10 (no. 2, 1985): 107-15.

Swift, Michael. "Management Techniques and Technical Resources in the Archives of the 1980s," Archivaria 20 (Summer 1985): 94-104.

(10/19)

6. Identification and Retention of Historical Records

Required Readings

Brichford, Maynard J. Archives & Manuscripts: Appraisal & Accessioning (Chicago: Society of American Archivists, 1977).

Phillips, Faye. "Developing Collecting Policies for Manuscript Collections," American Archivist 47 (Winter 1984): 30-42.

Thompson, Gloria A. "From Profile to Policy: A Minnesota Historical Society Case Study in Collection Development," Midwestern Archivist 8 (no. 2, 1983): 29-39.

Boles, Frank and Young, Julia Marks. "Exploring the Black Box: The Appraisal of University Administrative Records," American Archivist 48 (Spring 1985): 121-40.

Samuels, Helen W. "Who Controls the Past," American Archivist 49 (Spring 1986): 109-24.

Hackman, Larry J. and Warnow-Blewett, Joan. "The Documentation Strategy Process: A Model and A Case Study," American Archivist 50 (Spring 1987): 12-47.

Haas, Joan K., Helen Willa Samuels, and Barbara Trippel Simmons. Appraising the Records of Modern Science and Technology: A Guide ([Cambridge]: Massachusetts Institute of Technology, 1985).

(10/26)

7. Preservation Management and Security of Historical Records

Required Readings

Ritzenthaler, Mary Lynn. Archives & Manuscripts: Conservation; A Manual on Physical Care and Management (Chicago: Society of American Archivists, 1983).

Walch, Timothy. Archives & Manuscripts: Security (Chicago: Society of American Archivists, 1977).

Russell, Ann. "Northeast Document Conservation Center: A Case Study in Cooperative Conservation," American Archivist 45 (Winter 1982): 45-52.

Our Memory At Risk: Preserving New York's Unique Research Resources (Albany: New York Document Conservation Advisory Council, 1987).

(11/2)

8. Arrangement and Description

Required Readings

Gracy, David B., II. Archives & Manuscripts: Arrangement & Description, Basic Manual Series (Chicago: Society of American Archivists, 1977).

Bearman, David A. and Lytle, Richard H. "The Power of the Principle of Provenance," Archivaria 21 (winter 1985-86): 14-27.

Hensen, Steven L. "The Use of Standards in the Application of the AMC Format," American Archivist 49 (Winter 1986): 31-40.

Sahli, Nancy. "Interpretation and Application of the AMC Format," American Archivist 49 (Winter 1986): 9-20.

Slotkin, Helen W. and Lynch, Karen T. "An Analysis of Processing Procedures: The Adaptable Approach," American Archivist 45 (Spring 1982): 155-63.

(11/9)

9. Reference and Access

Freeman, Elsie T. "In the Eye of the Beholder: Archives Administration from the User's Point of View," American Archivist 47 (Spring 1984): 111-23.

Pugh, Mary Jo. "The Illusion of Omniscience: Subject Access and the Reference Archivist," American Archivist 45 (Winter 1982): 33-44.

Conway, Paul. "Facts and Frameworks: An Approach to Studying the Users of Archives," American Archivist 49 (Fall 1986): 393-407.

Horowitz, Paul and Miller, Page Putnam. "The Freedom of Information Act: Federal Policy and the Writing of Contemporary History," Public Historian 4 (Fall 1982): 87-96.

Matthews, Linda M. "Copyright and the Duplication of Personal Papers in Archival Repositories," Library Trends 32 (Fall 1983): 223-40.

Turnbaugh, Roy C. "Living With a Guide," American Archivist 46 (Fall 1983): 449-52.

(11/16)

10. Public Programs and Advocacy

Required Readings

Dearstyne, Bruce W. "What Is the Use of Archives? A Challenge for the Profession," American Archivist 50 (Spring 1987): 76-87.

Pederson, Ann E. and Casterline, Gail Farr. Archives & Manuscripts: Public Programs, Basic Manual Series (Chicago: Society of American Archivists, 1982).

Miller, Page Putnam. "Archival Issues and Programs: The Central Role of Advocacy," Public Historian 8 (Summer 1986): 57-70.

Hackman, Larry J. "From Assessment to Action: Toward a Usable Past in the Empire State," Public Historian 7 (Summer 1985): 23-34.

(11/23)

11. Grantsmanship and Fund-Raising for Historical Records Programs

Required Readings

Mellon Bank Corporation, Discover Total Resources (Pittsburgh, 1986)

Walch, Timothy. "The Archivist's Search for Grant Fundings," Provenance 1 (Spring 1983): 71-79.

(11/30)

12. Cooperation and Coordination

Required Readings

Burke, Frank G. "Archival Cooperation," American Archivist 46 (Summer 1983): 293-305.

Fleckner, John A. "Cooperation as a Strategy for Archival Institutions," American Archivist 39 (October 1976): 447-59.

Cameron, Richard A.; Ericson, Timothy; Kenney, Anne P. "Archival Cooperation: A Critical Look at Statewide Archival Networks," American Archivist 46 (Fall 1983): 414-32.

Part Three. The Future of the Archives Profession

The remainder of the course will consider the prospects for the archives profession in the remainder of this century, especially relating this profession to the prospects of other information and history-based disciplines. The final week will summarize the course, briefly consider the options available for additional archives administration training, and provide students an opportunity to evaluate the course.

(12/7)

13. Future of the Archives Profession

Required Readings

Hackman, Larry J. "Toward the Year 2000," Public Historian 8 (Summer 1986): 89-95.

Kesner, Richard. "Automated Information Management: Is There a Role for the Archivist in the Office of the Future?" Archivaria 19 (Winter 1984-85): 162-72.

Ham, F. Gerald. "Archival Strategies for the Post-Custodial Era," American Archivist 44 (Winter 1981): 207-16.

Cox, Richard J. "Professionalism and Archivists in the United States," American Archivist 49 (Summer 1986): 229-47.

(12/14)

14. Career Opportunities; Options for Training;
Summary; Course Evaluation

Required Readings

Cook, Michael. "An International Standard for the Training of Archivists and Records Managers," UNESCO Journal of Information Science, Librarianship, and Archives Administration 4 (April-June 1982): 114-22.

Eastwood, Terry. "The Origins and Aims of the Master of Archival Studies Programme at the University of British Columbia," Archivaria 16 (Summer 1983): 35-52.

McCrank, Lawrence J. "Prospects for Integrating Historical and Information Studies in Archival Education," American Archivist 42 (October 1979): 443-55.

Note: A copy of SAA's recently adopted guidelines for graduate archival education will be distributed prior to this class.

STATE UNIVERSITY OF NEW YORK AT ALBANY
SCHOOL OF INFORMATION AND LIBRARY SCIENCE

LIS 656: Archives and Manuscripts

Fall 1986

Cox

H: 475-1033

W: 474-1195

Objectives of the Course and Course Requirements

The purpose of this course is to introduce students to the administration of archives and manuscripts and the professional community that supports this work. Students successfully completing this course should have a good, basic understanding of the nature of archival work that will enable them to perceive the differences and similarities between archivists, librarians, and practitioners of related fields. This course will also prepare students to take more advanced courses in archival and records administration.

Course requirements include the following:

- preparation to discuss reading assignments
- participation in class discussions
- brief (5-10 page) paper responding to a scenario/problem related to one of the basic functions of historical records programs (topic will be assigned by instructor); students may substitute a paper of similar length describing the mission and program of an Albany area archives (further details about this will be provided by the instructor)
- full (15-25 page) paper reviewing and evaluating the existing literature in any one of the core functions of historical records repositories; topic must be selected by the student by week 4 of the class
- presentation of the literature paper
- visit to the New York State Archives

Text: No basic text is required, but students are expected to be thoroughly familiar with the required readings listed under each session. The instructor will also provide a full bibliography that students can use as a reference for additional readings.

Course Outline and Readings

Part One. The Nature of Historical Manuscripts and Records and the Archives Profession.

The first four weeks of the course will focus on the nature of historical manuscripts and records, the evolution of record keeping systems and the archives profession, the importance of historical manuscripts and records, and the nature of the modern archives profession. Students will be expected to have read the literature assignments and be prepared to discuss them during the class meetings.

1. Introduction to course and course requirements; definition of archives and manuscripts; the social and cultural importance of archives.

Required Readings

Cappon, Lester J. "Historical Manuscripts as Archives: Some Definitions and Their Application," American Archivist 19 (April 1956): 101-10.

"Historical Records and Social Needs," in Toward A Usable Past: Historical Records in the Empire State (Albany: New York State Historical Records Advisory Board, 1984), pp. 19-24.

Taylor, Hugh A. "The Collective Memory; Archives and Libraries as Heritage," Archivaria 15 (Winter 1982-83): 118-30.

2. History of writing and communication; development of record keeping systems; origins and development of archival principles, methods, and institutions.

Required Readings

Peterson, Trudy Huskamp, "Counting and Accounting: A Speculation on Change in Recordkeeping Practices," American Archivist 45 (Spring 1982): 131-34.

Clanchy, M. T. "Tenacious Letters': Archives and Memory in the Middle Ages," Archivaria 11 (Winter 1980-81): 115-25.

Brichford, Maynard. "The Origins of Modern European Archival Theory," Midwestern Archivist 7 (no. 2, 1982): 87-101.

Cox, Richard J. "American Archival History: Its Development, Needs, and Opportunities," American Archivist 46 (Winter 1983): 31-41.

Dearstyne, Bruce W. "Archival Politics in New York State, 1892-1915," New York History 66 (April 1985): 165-84.

Berner, Richard C. "Historical Development of Archival Theory and Practices in the United States." Midwestern Archivist 7 (no. 2, 1982): 103-17.

3. Types and varieties of archival repositories and holdings; guidelines and standards for the core functions of historical records repositories.

Required Readings

Williams, John Alexander. "American Historical Societies: Notes for a Survey," in Charles Phillips and Patricia Hogan, A Culture at Risk: Who Cares for America's Heritage? (Nashville: American Association for State and Local History, 1984), pp. 7-24.

Walch, Victoria Irons. "Government Records Programs: An Overview," in Committee on the Records of Government: Report (Washington, D.C., March 1985), pp. 67-95.

Burckel, Nicholas C. and Cook, J. Frank. "A Profile of College and University Archives in the United States," American Archivist 45 (Fall 1982): 410-28.

Eulenberg, Julia Niebuhr. "The Corporate Archives: Management Tool and Historical Resource," Public Historian 6 (Winter 1984): 21-37.

O'Toole, James M. "What's Different About Religious Archives?" Midwestern Archivist 9 (no. 2, 1984): 91-101.

4. Present nature of and issues before the archival profession; relationship of the archival profession to other professions and disciplines.

Required Readings

Weber, Lisa B., ed. Documenting America: Assessing the Condition of Historical Records in the States ([Albany]: National Association of State Archives and Records Administration, [1983]).

Hackman, Larry J. "A Perspective on American Archives," Public Historian 8 (Summer 1986): 5-23.

Child, Margaret S. "Reflections on Cooperation Among Professions," American Archivist 46 (Summer 1983): 286-92.

Russell, Mattie U. "The Influence of Historians on the Archival Profession in the United States," American Archivist 46 (Summer 1983): 277-85.

Evans, Frank B. "Archivists and Records Managers: Variations on a Theme," American Archivist 30 (January 1967): 45-58.

McCrank, Lawrence J. "Public Historians in the Information Profession: Problems in Education and Credentials." Public Historian 7 (Summer 1985): 7-22.

Cox, Richard J. "Archivists and Public Historians in the United States," Public Historian 8 (Summer 1986): 25-41.

Part Two. The Basic Functions of Historical Records Programs.

The next portion of the course will consider the essential functions of institutions responsible for the administration and care of historical records. Each class will include a general introduction by the instructor to the function and class discussion of one or more case studies illustrating that function. Each member of the class will also be responsible for writing a brief (5 to 10 page) paper addressing a problem or issue related to one of the functions; the topics will be assigned by the instructor. These papers will be due two weeks after the class session on that function. Sessions 6 and 7 will be supplemented by a visit (arranged at a convenient time for the class) to the New York State Archives to see a demonstration of the use of the MARC Archival and Manuscripts Control (AMC) format and the preservation laboratory.

5. Appraisal and acquisitions

Required Readings

Phillips, Faye. "Developing Collecting Policies for Manuscript Collections," American Archivist 47 (Winter 1984): 30-42.

Thompson, Gloria A. "From Profile to Policy: A Minnesota Historical Society Case Study in Collection Development," Midwestern Archivist 8 (no. 2, 1983): 29-39.

Boles, Frank and Young, Julia Marks. "Exploring the Black Box: The Appraisal of University Administrative Records," American Archivist 48 (Spring 1985): 121-40.

Lutzker, Michael A. "Max Weber and the Analysis of Modern Bureaucratic Organizations: Notes Toward a Theory of Appraisal," American Archivist 45 (Spring 1982): 119-30.

Samuels, Helen W. "Who Controls the Past." American Archivist 49 (Spring 1986):

Rapport, Leonard. "No Grandfather Clause: Reappraising
Accessioned Records," American Archivist 44 (Spring
1981): 143-50.

6. Arrangement and description

Required Readings

Gracy, David B., II. Archives & Manuscripts: Arrangement
& Description, Basic Manual Series (Chicago: Society
of American Archivists, 1977).

Bearman, David A. and Lytle, Richard H. "The Power of the
Principle of Provenance," Archivaria 21 (Winter 1985-86):
14-27.

Hensen, Steven L. "The Use of Standards in the Application
of the AMC Format," American Archivist 49 (Winter 1986):
31-40.

Sahli, Nancy A. "Interpretation and Application of the AMC
Format," American Archivist 49 (Winter 1986): 9-20.

Slotkin, Helen W. and Lynch, Karen T. "An Analysis of
Processing Procedures: The Adaptable Approach,"
American Archivist 45 (Spring 1982): 155-63.

7. Preservation Management and Security

Required Readings

Our Memory at Risk: Preserving New York's Unique Research
Resources (Albany: New York Document Conservation Advi-
sory Council, 1986).

Lowell, Howard P. Preservation Needs in State Archives
(Albany: National Association of Government Archives
and Records Administrators, 1986).

Ritzenthaler, Mary Lynn. Archives & Manuscripts: Conserva-
tion; A Manual on Physical Care and Management, Basic
Manual Series (Chicago: Society of American Archivists,
1983).

Russell, Ann. "Northeast Document Conservation Center: A
Case Study in Cooperative Conservation," American
Archivist 45 (Winter 1982): 45-52.

Walch, Timothy. Archives and Manuscripts: Security,
Basic Manual Series (Chicago: Society of American
Archivists, 1977).

8. Reference and Access

Required Readings

Freeman, Elsie T. "In the Eye of the Beholder: Archives Administration from the User's Point of View," American Archivist 47 (Spring 1984): 111-23.

Pugh, Mary Jo. "The Illusion of Omniscience: Subject Access and the Reference Archivist," American Archivist 45 (Winter 1982): 33-44.

Conway, Paul. "Facts and Frameworks: An Approach to Studying the Users of Archives," American Archivist, forthcoming.

Horowitz, Paul and Miller, Page Putnam. "The Freedom of Information Act: Federal Policy and the Writing of Contemporary History," Public Historian 4 (Fall 1982): 87-96.

Matthews, Linda M. "Copyright and the Duplication of Personal Papers in Archival Repositories," Library Trends 32 (Fall 1983): 223-40.

Jacobsen, Phebe R. "The World Turned Upside Down Reference Priorities and the State Archives," American Archivist 44 (Fall 1981): 341-45.

Turnbaugh, Roy C. "Living With a Guide." American Archivist 46 (Fall 1983): 449-52.

9. Advocacy and Outreach

Required Readings

Pederson, Ann E. and Casterline, Gail Farr. Archives & Manuscripts: Public Programs, Basic Manual Series (Chicago: Society of American Archivists, 1982).

Miller, Page Putnam. "Archival Issues and Programs: The Central Role of Advocacy," Public Historian 8 (Summer 1986): 57-70.

Bradsher, James Gregory. "Taking America's Heritage to the People: The Freedom Train Story," Prologue 17 (Winter 1985): 229-45.

10. Planning and Management; Professional Development

Required Readings

Swift, Michael. "Management Techniques and Technical Resources in the Archives of the 1980's," Archivaria 20 (Summer 1985): 94-104.

Fagerlund, Liisa. "Performance Planning for the Portland Program," Georgia Archives 10 (Fall 1982): 60-70.

Abraham, Terry; Balzarini, Stephen E.; Frantilla, Anne. "What Is Backlog Is Prologue: A Measurement of Archival Processing," American Archivist 48 (Winter 1985): 31-44.

Hackman, Larry J. "From Assessment to Action: Toward a Usable Past in the Empire State," Public Historian 7 (Summer 1985): 23-34.

Planning for the Archival Profession: A Report of the SAA Task Force on Goals and Priorities (Chicago: Society of American Archivists, 1986).

Cox, Richard J. "Strategies for Archival Action in the 1980's and Beyond: Implementing the SAA Goals and Priorities Task Force Report," Provenance 3 (Fall 1985): 22-37.

Cox, Richard J. "Professionalism and Archivists in the United States," American Archivist 49 (Summer 1986):

Part Three: Summary; The Administration of Archives and Manuscripts

The primary emphasis of this part of the course will be on the presentation and discussion of student papers. These papers (15 to 25 pages) will be expected to review and evaluate the existing literature concerning any of the seven core areas covered in weeks 5 through 10; in these papers students may also compare the literature to that of related disciplines in similar areas. These papers should be an assessment of the "state of the art" of that element of archival administration. Students may select the area of interest to them.

11 & 12. Presentation and Discussion of Course Papers

13. Future of the Archives Profession; Career Opportunities; Options For Training and Development as Archivists

Required Readings

Hackman, Larry J. "Toward the Year 2000," Public Historian 8 (Summer 1986): 89-95.

Weldon, Edward. "Archives and the Challenges of Change," American Archivist 46 (Spring 1983): 125-34.

Kesner, Richard. "Automated Information Management: Is There a Role for the Archivist in the Office of the Future?" Archivaria 19 (Winter 1984-85): 162-72.

Burke, Frank G. "The Future Course of Archival Theory in the United States," American Archivist 44 (Winter 1981): 40-46.

Ham, F. Gerald. "Archival Strategies for the Post-Custodial Era," American Archivist 44 (Summer 1981): 207-16.

Ham, F. Gerald. "Archival Choices: Managing the Historical Record in an Age of Abundance," American Archivist 47 (Winter 1984): 11-22.