

University of Toronto – Faculty of Information

INF 2184 H: Appraisal for Records Retention & Archives Acquisition (Winter 2017)

Course Syllabus

Time: Wednesdays, 1:00-4:00pm

Location: BL 507

Instructor: Fiorella Foscarini

Office Phone: (416)-978-8295

Office Hours: Room BL 638 – Wednesdays, 4:00-6:00pm, and by appointment

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Teaching Assistant: Nathan Moles

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Course Description:

This course focuses on the theories, methods, and practices of appraisal for records retention and archives acquisition, including deciding what to capture as a record in a recordkeeping system, constructing historical identities at both an organizational and a personal level, and pluralizing social memory. The multiple uses of appraisal will be emphasized, especially in information management, recordkeeping systems design, institutional records policies and strategies development. Emphasis will be placed on professionally responsible accountability to contemporaries and the future.

Pre-requisite: INF1330 – The course is open to second year students.

Course Goals and Objectives:

The goal of the course is to familiarize students with the ideas and methods informing the process of assessing the value of records/archives for the purpose of determining the length and conditions of their preservation.

Upon completion of the course, students will be able to:

- discuss the concept of appraisal for records retention and archives acquisition (demonstrated through all assignments)
- understand the evolution of the appraisal discourse over time (demonstrated through assignment #2);
- relate the function of appraisal to the management, use, and preservation of current and historical records (demonstrated through all assignments);
- develop and implement appraisal policies and acquisition plans (demonstrated through assignment #3);
- make professional decisions concerning the selection and acquisition of archival material, both public and private, and the formation of the documentary heritage (demonstrated through all assignments);
- critique appraisal projects or programs from theoretical, methodological, and historical perspectives (demonstrated through all assignments);
- formulate their own ideas about this contentious aspect of archival work (demonstrated through all assignments).

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Relationship to Master’s of Information (MI) Program-Level Student Learning Outcomes:

This course is intended primarily to meet three of the six learning outcomes of the MI Program (<http://current.ischool.utoronto.ca/studies/learning-outcomes>), i.e.,

- 1) Students understand and are conversant with fundamental concepts, theories, practices and the diverse horizons of information disciplines, and can respond to changing information practices and needs of society.
- 2) Students develop knowledge and values appropriate to their future exercise of economic, cultural, and/or social leadership.
- 3) Students develop the ability to contribute through research and publication, to the continuous expansion and critical assessment of the body of knowledge underlying the information and archives sciences.

Format of the Course:

The class meets for three hours each week. The format of the course consists of lectures, student-led discussions, in-class activities, guest-speaker presentations, written and oral assignments.

Course Website:

Course documents are available electronically through Blackboard. Students are responsible for checking Blackboard periodically for newly posted materials, including syllabus updates, additional readings, lecture slides, assignments, and announcements.

Evaluation:

Assignment	Due Date	Weight
1. Student-led discussion (group)	As scheduled	20%
2. Response paper (individual)	February 7	30%
3. Activity report (group)	March 14 In-class activities: Weeks 3, 5, and 9	20%
4. Appraisal plan (individual)	April 2 In-class discussion: April 5	30%

Assignment #1: Student-led discussion.

Students will work in groups, according to a presentation schedule made available on the first day of class. Each group is assigned one or more of the readings marked with a red flag (R) on the course outline, and is responsible for: 1) preparing a handout summarizing the most important ideas in the article; 2) providing the class with the gist of the points covered in the handout by means of a short oral presentation (no more than 5 minutes); and 3) facilitating an extensive in-class discussion (10-15 minutes) on pertinent issues. To facilitate the discussion, groups may develop a set of questions as part of their presentation.

Evaluation criteria: The handout will be evaluated based on clarity, accuracy, and coherent articulation of content. It may include reference to other relevant material. The presentation should be concise and to the point. Its effectiveness will be assessed based on the quality of the discussion generated in class.

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Length, format and other requirements: The handout should be 1 to 2 pages long, and should be submitted through Blackboard. There are no requirements as to font, space, graphic elements, etc. For the oral presentation and in-class discussion, groups may use slides (maximum 5).

Due date: See presentation schedule. The handout must be submitted by 5:00pm on the day before the scheduled presentation. The instructor will upload the handouts to Blackboard.

Assignment #2: Response paper.

In this individual assignment, you are given an opportunity to analyze and respond to a variety of views on the role of theory in the practice of appraisal and the place of appraisal within archival theory and practice, as expressed in the following articles:

- Eastwood, Terry. “Towards a Social Theory of Appraisal.” In Barbara L. Craig, ed., *The Archival Imagination: Essays in Honour of Hugh A. Taylor*. Ottawa: Association of Canadian Archivists, 1992, pp. 71-89. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD972 .A73 1992 – Course Reserves - [check availability](#)]
- Duranti, Luciana. “The Concept of Appraisal and Archival Theory.” *The American Archivist* 57 (Spring 1994): 328-45. [e-article]
<http://archivists.metapress.com/content/pu548273j5j1p816/?p=0ec322ef199d40018e26dcffbbd444ed&pi=7>
- Boles, Frank and Mark Greene. “Et Tu Schellenberg? Thoughts on the Dagger of American Appraisal Theory.” *The American Archivist* 59 (Summer 1996): 289-310. [e-article]
<http://archivists.metapress.com/content/K3X81G0852825L31>

In your own words, provide a brief summary of the positions of the different authors. Critically evaluate the major ideas presented in the articles. This may include constructing sound arguments to support/refute the authors’ positions, and discussing the implications of the different positions for appraisal. You are encouraged to use other readings discussed in the course thus far and any other material you consider relevant to the discussion.

Evaluation criteria: Papers will be assessed on the basis of demonstrated understanding of the three articles, thoughtfulness and insightfulness of analysis, and clarity and coherence of written articulation.

Length, format and other requirements: 6-8 pages, including reference. The font to be used is 12-point and pages should be double-spaced. The paper should be submitted through Blackboard.

Due Date: Tuesday, February 7, end of the day. [Start date: January 18]

Assignment #3: Activity report.

Students will organize in large groups for the purpose of carrying out the in-class activities planned for Weeks 3, 5, and 9. These activities will serve as a preparation and a model for the deliverables in Assignment #3. To be executed in smaller groups, this assignment will consist of drafting (a) an appraisal policy, and (b) a functional analysis for one of the organizations listed in the write-up of the assignment. Together with these two documents, each group will submit a Statement of Responsibility signed by all the members of the group.

Length, format and other requirements: The appraisal policy should not exceed 6 pages (including references), and the functional analysis should not exceed 8 pages (including references). The font to be used is 12-point and pages should be double-spaced. Group members can divide among themselves the different tasks involved in the assignment as they see fit. All documents should be submitted through Blackboard.

Due Date: Tuesday, March 14, end of the day. [Start date: January 25]

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****A write-up with more specific details on the assignment will be posted onto Blackboard by Week 3.****

Assignment #4: Appraisal plan.

In this assignment, you are given an opportunity to develop a plan to appraise a donation for a repository, along the lines of either an actual or a fictional scenario. You may choose the scenario you want to focus on. Details about both scenarios will be provided in the assignment write-up. On the last day of class, the main findings of this assignment will be discussed.

Length, format and other requirements: 12-16 pages, including references. The font to be used is 12-point and pages should be double-spaced. The assignment should be submitted through Blackboard.

Due Date: Sunday, April 2, end of the day. Class discussion: April 5. [Start date: March 1]

****A write-up with more specific details on the assignment will be posted onto Blackboard by Week 6.****

General Rules

Attendance:

Regular on-time attendance in class is an important part of this course. Students who are unable to make it to class (due to illness or other reasons) are expected to notify the instructor beforehand.

Grading:

Please consult the iSchool's Grade Interpretation Guidelines

(<http://current.ischool.utoronto.ca/grade-interpretation>) and the University Assessment and Grading Practices Policy

(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/grading.pdf>). These documents will form the basis for grading in the course.

Late Assignments:

A penalty of **2% per day** will be imposed on assignments that are not handed in by the due date. Papers that are still outstanding seven days after the due date will not be accepted. Extensions without penalty will only be granted in cases of legitimate illness or emergencies. This policy is to ensure fairness to all students.

Extensions within the Term:

Requests for extensions must be submitted to the instructor by email before the due date. The instructor may ask that requests for extensions be supported by appropriate documentation.

Extensions beyond the End of Term:

Extensions beyond the term in which the course is taken are subject to guidelines established by the School of Graduate Studies (SGS). Please see:

<http://www.sgs.utoronto.ca/informationfor/students/track/extsn.htm>.

Academic integrity:

Please consult the University's site on Academic Integrity (<http://academicintegrity.utoronto.ca/>). The iSchool has a zero-tolerance policy on plagiarism as defined in section B.I.1.(d) of the

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University's Code of Behaviour on Academic Matters

(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf>). You should acquaint yourself with the Code. Please review the material in *Cite it Right* and if you require further clarification, consult the site How Not to Plagiarize (<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>). *Cite it Right* covers relevant parts of the U of T [Code of Behaviour on Academic Matters \(1995\)](#).

Writing support:

The SGS Office of English Language and Writing Support

(<http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support.aspx>) provides writing support for graduate students. The services are designed to target the needs of both native and non-native speakers of English, and all programs are free. Please consult the current workshop schedule (<http://www.sgs.utoronto.ca/currentstudents/Pages/Current-Years-Courses.aspx>) for more information.

Accommodations:

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability or health consideration that may require accommodations, please feel free to approach me and/or Accessibility Services Office (<http://www.studentlife.utoronto.ca/as>) as soon as possible. The Accessibility Services staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The sooner you let them and/or me know your needs, the quicker we can assist you in achieving your learning goals in this course.

Additional information:

Academic Dates: <http://current.ischool.utoronto.ca/studies/academic-dates>

- Final date to drop full-year and winter session (S) courses without academic penalty: February 27, 2017.

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Course Outline
(Subject to revision)

Week 1	January 11
Topic:	Introduction to the course.
Readings:	No readings assigned

Week 2	January 18
Topic:	Traditional views of appraisal (I): Jenkinson and Schellenberg on archival appraisal
Readings:	<p>Required:</p> <ul style="list-style-type: none"> 📖 Jenkinson, Hilary. “Part III: Modern Archives.” In <i>A Manual of Archive Administration</i>. London: Percy Lund, Humphries & Co., 1966, pp. 136-55. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD950 .J46 1966 – Course Reserves – check availability] • Kolsrud, Ole. “The Evolution of Basic Appraisal Principles. Some Comparative Observations.” <i>The American Archivist</i> 55, 1 (Winter 1992): 26-39. [e-article] http://www.jstor.org/stable/40293622 📖 Schellenberg T.R. “Chapter 12: Appraisal Standards.” In <i>Modern Archives: Principles and Techniques</i>. Chicago: Society of American Archivists, 2003, pp. 133-160. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD950 .S34 2003 – Course Reserves – check availability] • Tschan, Reto. “A Comparison of Jenkinson and Schellenberg on Appraisal.” <i>The American Archivist</i> 65 (Fall-Winter 2002): 176-95. [e-article] http://www.jstor.org.myaccess.library.utoronto.ca/stable/40294205 <p>Recommended:</p> <ul style="list-style-type: none"> • Jenkinson, Hilary. “Modern Archives: Some Reflections on T.R. Schellenberg: Modern Archives: Principles and Techniques.” <i>Journal of the Society of Archivists</i> 1 (April 1955): 147-49. [e-article] http://dx.doi.org/10.1080/00379815509513638 • Schellenberg T.R. “The Appraisal of Modern Public Records.” In Maygene F. Daniels and Timothy Walch, eds. <i>A Modern Archives Reader: Basic Readings on Archival Theory and Practice</i>. Washington: National Archives and Records Service, 1984: 57-70. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD972 .M63 1984 – Course Reserves – check availability]

Week 3	January 25
Topic:	Traditional views of appraisal (II): The Grigg Report
In-class activity:	Analysis of appraisal policies
Readings:	Required:

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	<ul style="list-style-type: none"> • Brooks, Phillip C. “The Selection of Records for Preservation.” <i>The American Archivist</i> 3 (October 1940): 221-34. [e-article] http://www.jstor.org/stable/40288868 • Hull, Felix. “The Appraisal of Documents: Problems and Pitfalls.” <i>Journal of the Society of Archivists</i> 6 (April 1980): 287-91. [e-article] http://dx.doi.org/10.1080/00379818009514154 📖 Lamb, William Kaye. “The Fine Art of Destruction.” In A.E.J. Hollaender, ed., <i>Essays in Memory of Sir Hilary Jenkinson</i>. 1962, 50-56. [Available in Blackboard – Library Online Course Reserves, and Robarts: CD1043.S6 – check availability] 📖 Wilson, Ian. “The Fine Art of Destruction Revisited.” <i>Archivaria</i> 49 (Spring 2000): 124-139. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12741 <p>Recommended:</p> <ul style="list-style-type: none"> • Brooks, Phillip C. “Archival Procedures for Planned Records Retirement.” <i>The American Archivist</i> 11 (October 1948): 308-15. [Inforum PER] • Great Britain. Parliament. <i>Report of the Committee on Departmental Records</i>. (Known as “The Grigg Report”) Cmnd. 9163. London: HMSO, 1954. [Inforum: JF1521 .G7 1954 – Course Reserves – check availability] • Ham, Gerald F. <i>Selecting and Appraising Archives and Manuscripts</i>. Chicago, Society of American Archivists, 1992. Chapter 2. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD973 .A77 H36 1993 - Course Reserves - check availability]
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Week 4	February 1
Topic:	Appraisal theories and methods (I): Overview of fundamental concepts
Readings:	<p>Required</p> <ul style="list-style-type: none"> • Duranti, Luciana. “So, What Else is New? The Ideology of Appraisal Yesterday and Today.” In Christopher Hives, ed., <i>Archival Appraisal: Theory and Practice</i>. Vancouver, B.C.: Archives Association of British Columbia, 1990: 1-14. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD950 .A73 1990 – Course Reserves - check availability] 📖 Eastwood, Terry. “How Goes It with Appraisal?” <i>Archivaria</i> 36 (Autumn 1993): 111-121. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11938 📖 Menne-Haritz, Angelika. “Appraisal or Documentation: Can We Appraise Archives by Selecting Content.” <i>The American Archivist</i> 57 (Summer 1994): 528-42. [e-article] http://archivists.metapress.com/content/G114464381P11324 <p>• + 3 readings included in Assignment #2</p> <p>Recommended:</p>

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	<ul style="list-style-type: none"> Trace, Ciaran B. “On or Off the Record? Notions of Value in the Archive.” In Eastwood T. and MacNeil H. (eds). <i>Currents of Archival Thinking</i>. Santa Barbara, CA: Libraries Unlimited, 2010. Chapter 3 [Available in Blackboard – Library Online Course Reserves, and Inforum: CD972 .C87 2010 - Course Reserves – check availability]
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Week 5	February 7 (Tuesday)
Assignment #2	Response paper due today (by midnight)

Week 5	February 8
Topic:	Appraisal theories and methods (II): Functional approaches
In-class activity:	Functional analysis
Readings:	<p>Required:</p> <ul style="list-style-type: none"> Cook, Terry. “Mind Over Matter: Towards a New Theory of Archival Appraisal.” In Barbara L. Craig, ed., <i>The Archival Imagination: Essays in Honour of Hugh A. Taylor</i>. Ottawa: ACA, 1992, pp. 38-70. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD972 .A73 1992 – Course Reserves - check availability] Cook, Terry. “Macro Appraisal and Functional Analysis: Documentary Governance rather than Government.” <i>Journal of the Society of Archivists</i>. 25, 1 (April 2004): 5-18. [e-article] http://dx.doi.org/10.1080/0037981042000199106 Horsman, Peter. “Appraisal on Wooden Shoes. The Netherlands PIVOT Project.” <i>Janus</i> 2 (1997): 35-41. [Available in Blackboard – Library Online Course Reserves, and Inforum PER] Samuels, Helen W. “Rationale for the Functional Approach” and “The Functions of Colleges and Universities: Structure and Uses.” In <i>Varsity Letters: Documenting Modern Colleges and Universities</i>. Metuchen, N.J.: Society of American Archivists and Scarecrow Press, 1992, pp. 1-30. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD3065 .S26 1992 – Course Reserves – check availability] <p>Recommended:</p> <ul style="list-style-type: none"> Brown, Richard. “Macro-Appraisal Theory and the Context of the Public Records Creator.” <i>Archivaria</i> 40 (Fall 1995): 121-72. [e-article] Eastwood, Terry. “Reflections on the Goal of Appraisal in Democratic Societies.” <i>Archivaria</i> 54 (Fall 2002): 59-71. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12102/13094 Suderman, Jim. “Appraising the Records of the Expenditure Management Function: An Exercise in Functional Analysis.” <i>Archivaria</i> 43 (Spring 1997): 129-142. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12178

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Week 6	February 15
Topic:	Acquisition theories and methods (I): Documentation plans
Readings:	<p>Required:</p> <ul style="list-style-type: none"> 📖 Booms, Hans. “Überlieferungsbildung: Keeping Archives as a Social and Political Activity.” <i>Archivaria</i> 33 (Winter 1991-92): 25-33. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11796 • Cook, Terry. “Documentation Strategy.” <i>Archivaria</i> 34 (Summer 1992): 181-91. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11849 • Greene, Mark A. and Todd J. Daniels-Howell. “Documentation with an Attitude: A Pragmatist’s Guide to the Selection and Acquisition of Modern Business Records.” In James M. O’Toole, ed., <i>The Records of American Business</i>. Chicago: The Society of American Archivists, 1997, pp. 161-229. [Available in Blackboard – Library Online Course Reserves, and Inforum: HF5736 .R3625 1997 – Course Reserves – check availability] • Ham, Gerald F. “The Archival Edge.” <i>The American Archivist</i> 38 (1) (January 1975): 5-13. [e-article] http://www.jstor.org/stable/40291712 📖 Samuels, Helen W. “Who Controls the Past?” <i>The American Archivist</i> 49, 2 (Spring 1986): 109-24. [e-article] http://www.jstor.org/stable/40292980 <p>Recommended:</p> <ul style="list-style-type: none"> • Booms, Hans. “Society and the Formation of the Documentary Heritage: Issues in the Appraisal of Archival Sources.” <i>Archivaria</i> 24 (Summer 1987): 69-107. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11415 • Cox, Richard. “Documentation Strategy and Archival Appraisal Principles: A Different Perspective.” <i>Archivaria</i> 38 (Fall 1994): 11-36. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12021 • Craig, Barbara L. “The Archivist as Planner and Poet: Thoughts on the Larger Issues of Appraisal for Acquisition.” <i>Archivaria</i> 52 (Fall 2001): 175-83. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12820 • Samuels, Helen W. “Improving Our Disposition: Documentation Strategy.” <i>Archivaria</i> 33 (Winter 1991-92): 125-40. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11804

Week 7	February 22
Reading Week	NO CLASS

Week 8	March 1 <i>Invited speaker: Amy Furness, AGO</i>
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Topic:	Acquisition theories and methods (II): Appraising and acquiring personal records
Readings:	<p>Required:</p> <ul style="list-style-type: none"> • Craig, Barbara. <i>Archival Appraisal: Theory and Practice</i>. Munich: Saur Verlag 2004; Chapter 1: 7-22 [Available in Blackboard – Library Online Course Reserves, and Inforum: CD973.A77 C73 2004 – Course Reserves – check availability] • Fisher, Robert. “In Search of a Theory of Private Archives: The Foundational Writings of Jenkinson and Schellenberg Revisited.” <i>Archivaria</i> 67 (Spring 2009): 1-24. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/13205 • Kaplan, Elizabeth. “We Are What We Collect, We Collect What We Are: Archives and the Construction of Identity.” <i>The American Archivist</i> 63 (Spring-Summer 2000): 126-51. [e-article] http://www.jstor.org/stable/40283823 • McKemmish, Sue. “Evidence of Me.” <i>Archives and Manuscripts</i> 24 (May 1996): 28-45. <p>Recommended:</p> <ul style="list-style-type: none"> • Cappon, Lester. “The Archivist as Collector.” <i>The American Archivist</i> 39 (October 1976): 429-35. [e-article] http://www.jstor.org/stable/40291915 • Fisher, Robert. “Donors and Donor Agency: Implications for Private Archives Theory and Practice.” <i>Archivaria</i> 79 (Spring 2015): 91-119. • Kirk, David S. and Abigall Sellen. “On Human Remains: Values and Practice in the Home Archiving of Cherished Objects.” <i>ACM Transactions on Computer-Human Interaction</i> 17, 3 (July 2010): 1-43. [e-article] http://delivery.acm.org.myaccess.library.utoronto.ca/10.1145/1810000/1806924/a10-kirk.pdf?key1=1806924&key2=1878604921&coll=DL&dl=ACM&C FID=4332011&CFTOKEN=85736063

Week 9	March 8
Topic:	Appraisal practices (I): Selecting current records: Records scheduling; Planning and managing records retention; Sampling
In-class activity:	Records retention
Readings:	<p>Required:</p> <ul style="list-style-type: none"> • Frost, Eldon. “A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition.” <i>Archivaria</i> 33 (Winter 1991-92): 78-86. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11800 ☞ Kolish, Evelyn. “Sampling Methodology and its Application: An Illustration of the Tension Between Theory and Practice.” <i>Archivaria</i> 38 (Fall 1994): 61-73. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12024

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	<ul style="list-style-type: none"> Man, Elizabeth. “A Functional Approach to Appraisal and Retention Scheduling.” <i>Records Management Journal</i> 15, 1 (2005): 21-33 [e-article] http://resolver.scholarsportal.info.myaccess.library.utoronto.ca/resolve/09565698/v20i0001/104_afataars.xml Scheinberg, Ellen. “Two Perspectives on the Same Source: An Examination of Federal Deportation Case Files.” <i>Archivaria</i> 57 (Spring 2004): 51-68. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12452 <p>Recommended:</p> <ul style="list-style-type: none"> Hull, Felix. <i>The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines</i>. Paris: UNESCO, 1981. [Inforum: CD973 .S2 H85 1981 – Course Reserves – check availability] Scheinberg, Ellen. “Case File Theory: Does It Work in Practice?” <i>Archivaria</i> 38 (Fall 1994), pp. 45-60. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12023
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Week 10	March 14 (Tuesday)
Assignment #3	Activity report due today (by midnight)

Week 10	March 15 <i>Invited speaker: Michael Moir, York University Libraries</i>
Topic:	Appraisal practice (II): Monetary appraisal; Retention, appraisal, and acquisition practices; Re-appraisal
Readings:	<p>Required:</p> <ul style="list-style-type: none"> Bailey, Catherine. “From the Top Down: The Practice of Macro-Appraisal.” <i>Archivaria</i> 43 (Spring 1997): 89-128. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12177 Cook, Terry. “Buck for your Bytes: Monetary Appraisal for Tax Credit of Private Sector Electronic Database Records.” <i>Archivaria</i> 62 (Fall 2006): 121-25. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12892 Kaplan, Diane E. “The Stanley Milgram Papers: A Case Study on Appraisal of and Access to Confidential Data Files.” <i>The American Archivist</i> 59 (Summer 1996): 288-97. [e-article] http://www.metapress.com.myaccess.library.utoronto.ca/content/k3245057x1902078/fulltext.pdf Powell, Sheila. “Archival Reappraisal: The Immigration Case Files.” <i>Archivaria</i> 33 (Winter 1991-92): 104-16. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/11802 <p>Recommended:</p> <ul style="list-style-type: none"> Boles, Frank and Julia Marks Young. “Exploring the Black Box: The Appraisal of University Administration Records.” <i>The American Archivist</i> 48 (Spring 1985): 121-40. [e-article] http://www.jstor.org/stable/40292740

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	<ul style="list-style-type: none"> • Charbonneau, Normand. “The Selection of Photographs.” <i>Archivaria</i> 59 (Spring 2005): 119-38. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12504 • Connors, Thomas. “Appraising Public Television Programs: Toward an Interpretive and Comparative Evaluation Model.” <i>The American Archivist</i> 63, 1 (Spring-Summer 2000): 152-74. [e-article] http://www.jstor.org/stable/40283824 • Harris, Verne. “‘They Should Have Destroyed More.’ The Destruction of Public Records by the South African State in the Final Years of Apartheid, 1990-1994.” In Richard Cox and David Wallace (eds.) <i>Archives and the Public Good: Accountability and Records in Modern Society</i>. Westport CN and London, 2002. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD971 .A73 2002 – Course Reserves – check availability]
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Week 11	March 22
Topic:	Appraisal in the digital world
Readings:	<p>Required:</p> <ul style="list-style-type: none"> • Duranti, Luciana. “The Thinking on Appraisal of Electronic Records: Its Evolution, Focuses, and Future Directions.” <i>Archivi & Computer</i> 6 (1996): 493-518. [Available in Blackboard – Library Online Course Reserves, and Inforum PER] • Eastwood, Terry. “Should Creating Agencies Keep Electronic Records Indefinitely?” <i>Archives and Manuscripts</i> 24 (November 1996): 256-67. [Available in Blackboard – Library Online Course Reserves, and Inforum PER] • Henry, Linda. “Schellenberg in Cyberspace.” <i>The American Archivist</i> 61, 2 (Fall 1998): 309-27. [e-article] http://www.jstor.org/stable/40294090 • InterPARES Project. “Appraisal Task Force Final Report.” (October 31, 2001). http://www.interpares.org/book/interpares_book_e_part2.pdf 📖 Niu, Jinfang. “Appraisal and Selection for Digital Curation.” <i>International Journal of Digital Curation</i> 9, 2 (2014): 65-82. [e-article] http://www.ijdc.net/index.php/ijdc/article/view/9.2.65/370 📖 Xu, Weijia, Maria Esteva, and Suyog Jain Dott. “Visualization for Archival Appraisal of Large Digital Collections.” In <i>Archiving 2010. Preservation Strategies and Imaging Technologies for Cultural Heritage Institutions and Memory Organizations</i> (May 2010): 157-62. [Available PDF in Blackboard] <p>Recommended:</p> <ul style="list-style-type: none"> • Bearman, David. “An Indefensible Bastion: Archives as a Repository in the Electronic Age.” <i>Archives and Museum Informatics Technical Report</i> 13 (1991): 14-24. [Available in Blackboard – Library Online

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	<p>Course Reserves, and Inforum: CD973 .D3 A734 1991 – Course Reserves – check availability]</p> <ul style="list-style-type: none"> • Cook, Terry. “Electronic Records, Paper Minds: The Revolution in Information Management and Archives in the Post-custodial and Post-modernist Era.” <i>Archives and Manuscripts</i> 22 (November 1994): 300-28. [Available in Blackboard – Library Online Course Reserves, and Inforum PER] • Harvey, Ross. “Appraisal and Selection.” In Seamus Ross and Michael Day (eds.), <i>DCC Digital Curation Manual</i>. Edinburgh, UK: Digital Curation Centre, 2006. http://www.dcc.ac.uk/resources/curation-reference-manual/completed-chapters/appraisal-and-selection
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Week 12	March 29 <i>Invited speaker: Jamila Ghaddar</i>
Topic:	Contemporary views of appraisal – Reflections on the work of Canada’s Truth and Reconciliation Commission
Readings:	<p>Required:</p> <p>📖 Carter, Rodney G.S. “Of Things Said and Unsaid: Power, Archival Silences, and Power in Silence.” <i>Archivaria</i> 61 (Spring 2006): 215-233. [e-article] http://journals.sfu.ca/archivar/index.php/archivaria/article/view/12541</p> <p>📖 Gilliland, Anne. “Archival Appraisal: Practising on Shifting Sands.” In Caroline Brown (ed.), <i>Archives and Recordkeeping: Theory into Practice</i>. London: Facet Publishing, 2014, pp. 31-63. [Available in Blackboard – Library Online Course Reserves, and Inforum: CD950 .A73 2014Y – Course Reserves – check availability]</p> <p>📖 Hughes, Kit. “Appraisal as Cartography: Cultural Studies in the Archives.” <i>The American Archivist</i> 77 (Spring-Summer 2014): 270-96. [e-article] http://dx.doi.org/myaccess.library.utoronto.ca/10.17723/aarc.77.1.85175154j4m45578</p> <ul style="list-style-type: none"> • Ghaddar, Jamila J. “The Spectre in the Archive: Truth, Reconciliation and Indigenous Archival Memory.” <i>Archivaria</i> 82 (Fall 2016): 3-26. [Available in Blackboard] • Russell, Lynette. “Indigenous Knowledge and Archives: Accessing Hidden History and Understandings.” <i>Australian Academic & Research Libraries</i> 36, 2 (2013): 161–71. [Available in Blackboard] • Truth and Reconciliation Commission. <i>Honouring the Truth, Reconciling for the Future: Summary of the Final Report of the Truth and Reconciliation Commission of Canada</i>. Winnipeg: Truth and Reconciliation Commission of Canada (2015) http://www.trc.ca/websites/trcinstitution/File/2015/Exec_Summary_2015_06_25_web_o.pdf [read pages 297-8, 303-8, and skim through document]

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	<ul style="list-style-type: none"> • Tuck, Eve, and K. Wayne Yang. “Decolonization Is Not a Metaphor.” <i>Decolonization: Indigeneity, Education & Society</i> 1 (1): 1-40 (2012) [Available in Blackboard] [read at least to page 31]. <p>Recommended:</p> <ul style="list-style-type: none"> • Allard, Danielle, and Shawna Ferris. “Antiviolence and marginalized communities: Knowledge creation, community mobilization and social justice through a participatory archiving approach.” <i>Library Trends</i> 64, 2 (Fall 2015): 360-383. [Available in Blackboard] • Nathan, Lisa, et al. “Stewarding Collections of Trauma: Plurality, Responsibility, and Questions of Action,” <i>Archivaria</i> 80 (Fall 2015): 89–118. [Available in Blackboard] • Said, Edward. “Representing the colonized: Anthropology's interlocutors.” <i>Critical Inquiry</i> 15, 2 (1989): 205-25. [Available in Blackboard] • Shilton, Katie, Ramesh Srinivasan. “Participatory Appraisal and Arrangement for Multicultural Archival Collections.” <i>Archivaria</i> 63 (Spring 2007): 87-101. [e-article] http://archivaria.ca.myaccess.library.utoronto.ca/index.php/archivaria/article/view/13129/14371
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Week 13	April 2 (Sunday)
Assignment #4	Appraisal plan due today (by midnight)

Week 13	April 5
Topic:	Class discussion re: final assignment
Readings:	No readings assigned