We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmin̓əm̓ 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 555 The Preservation of Digital Records – Course Syllabus (3)**

**Program:** Master of Archival Studies  
**Year:** 2018-2019 Winter Session, Term 1  
**Course Schedule:** Monday 2:00-4:50  
**Location:** IKBLC #155  
**Instructor:** Luciana Duranti  
**Office location:** SLAIS #478  
**Office phone:** 604-822-2587  
**Office hours:** Thursdays 12:50-1:50; otherwise, available for quick questions before and after class and during the break, or by appointment; consistently available by email.  
**E-mail address:** luciana.duranti@ubc.ca  
**Learning Management Site:** canvas.ubc.ca

**Course Goal:** The goal of this course is to give students an opportunity to build on basic knowledge acquired in the first year courses by exploring in depth issues concerning the management and preservation of digital records by the creating organization/individual and its legitimate successor, such as an archival program or institution.

**Course Objectives:** Upon completion of this course students will be able to:

1. demonstrate an in-depth appreciation of the challenges presented to both records creators and records preservers by the adoption of digital technology for records creation, maintenance and preservation (1.4, 2.1, 4.1, 5.1, 5.2, 5.3)  
2. address such challenges through proper planning and strategizing (2.2, 3.1, 3.2)  
3. select, among a variety of recommended and/or implemented methods for ensuring the preservation of digital records, the most appropriate for a specific institution or body of records (1.1, 1.2, 1.3)  
4. demonstrate familiarity with recent and current research on the preservation of digital records as well as the entire body of relevant literature (1.4, 2.1, 2.2, 3.1, 3.2, 4.2)  
5. approach new and unforeseen digital records issues from a solid knowledge of concepts and principles (1.1, 1.2, 1.3, 3.1, 3.2, 5.1, 5.2, 5.3)

**Course Topics:**

1. concepts and principles involved in the creation, management and preservation of digital records  
2. existing policies, standards, practices and systems for the creation, management and preservation of digital records  
3. the creation, management and preservation of digital records by individuals, communities of practice, small businesses and unstructured organizations (e.g. universities)
4. management frameworks for digital records by structured records creating organizations
5. management frameworks for the preservation of digital records by archival units/organizations/institutions
6. theory and methods for the management and preservation of digital records developed by contemporary research projects and discussed in the pertinent literature

**Prerequisites:** MAS and Dual Students: completion of the MAS core courses and ARST 520. MLIS students: completion of both the MLIS and MAS cores, plus permission of the SLAIS Graduate Adviser

**Format of the course:** The class meets for three hours each week. The format of the course consists of lectures accompanied by in-class discussion, and students’ presentations followed by Q&A.

**Required and Recommended Reading:** (note: The Archivaria and American Archivist articles are all available on the related websites; other readings are available on the restricted site of my website www.lucianaduranti.ca (username and password will be provided on the first day of class). Most of my relevant writings can be found on https://ubc.academia.edu/LucianaDuranti/

**Required Readings:**


13. European Commission, *Model Requirements for the Management of Electronic Records (MoReq2)*, [http://www.project-consult.net/Files/MoReq2_body_v1_0.pdf](http://www.project-consult.net/Files/MoReq2_body_v1_0.pdf)


**Recommended Readings:**


**Recommended Web Sites:**
- Center for the International Study of Contemporary Records and Archives (CISCRA): [www.ciscra.org](http://www.ciscra.org)
- International research on Permanent Authentic Records in Electronic Systems (InterPARES): [www.interPARES.org](http://www.interPARES.org)
- InterPARES Trust: [www.interparestrust.org](http://www.interparestrust.org)
- Digital Preservation Coalition (2017) Task Force on Technical Approaches to Email Archives: Consultation Report Draft
- Blockchain at UBC: [https://blockchainubc.ca/](https://blockchainubc.ca/)
You can find a list of additional sites on the restricted area of my site www.lucianaduranti.ca

**Recommended Books:**

**Course Assignments**

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Due Date</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Class Presentation</td>
<td>Date as assigned</td>
<td>30%</td>
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<tr>
<td>In-class participation and discussion based on the required readings for the course and those you may have chosen to read among the recommended ones.</td>
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<td>20%</td>
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<tr>
<td>Final paper: A critical extended essay of about 3000 words on a relevant topic proposed by you and accepted by the instructor (in digital form: PDF for authenticity and Word for ease of editing and commenting)</td>
<td>December 2 (midnight)</td>
<td>50%</td>
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</tbody>
</table>

**Course Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics and Assignments</th>
<th>Readings by #</th>
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</thead>
<tbody>
<tr>
<td>10 Sept.</td>
<td>Introduction to the course. Discussion of the required and recommended readings, web sites, class presentations, etc. The concept of record in the digital environment</td>
<td>1</td>
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<tr>
<td>17 Sept.</td>
<td>Concepts, principles and methods guiding the reliable and accurate creation of digital records that can be preserved</td>
<td>7 (Appendix 20), 8, 9 (Chapter 1), 19, 20</td>
</tr>
<tr>
<td>24 Sept.</td>
<td>Concepts, principles and methods guiding the accurate and authentic maintenance of digital records Class presentations</td>
<td>7 (Part 7, Appendix 19), 9 (Chapters 3, 4)</td>
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<tr>
<td>1 Oct.</td>
<td>Standards and models related to digital recordkeeping Class presentations</td>
<td>3, 5, 13, 14, 16, 18</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Presentations/Links</td>
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<td></td>
<td>Class presentations</td>
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<tr>
<td>15 Oct.</td>
<td>Existing standards and models related to digital preservation</td>
<td>4</td>
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<td></td>
<td>Class presentations</td>
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<tr>
<td>22 Oct.</td>
<td>Guest Speaker: Glenn Dingwall</td>
<td>Digital Preservation at the City of Vancouver</td>
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<tr>
<td>29 Oct.</td>
<td>Guest Speaker: Lois Evans</td>
<td>Retention and Disposition in the digital environment</td>
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<td></td>
<td>Guest Speaker: Paul Ebbard</td>
<td>Digital Preservation in a university (case study: Simon Fraser University)</td>
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<tr>
<td>5 Nov.</td>
<td>Guest speaker: Corinne Rogers</td>
<td>7 (Part 6), 15, 21, 25</td>
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<td></td>
<td>Metadata and Archival Description</td>
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<td></td>
<td>Class presentations</td>
<td></td>
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<tr>
<td>19 Nov.</td>
<td>Email Preservation</td>
<td>InterPARES 3 studies 5a and 5b</td>
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<td></td>
<td>Web Preservation and Social Media</td>
<td><a href="http://www.interpar.es.org/ip3/ip3_products.cfm?cat=4">http://www.interpar.es.org/ip3/ip3_products.cfm?cat=4</a>);</td>
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<td>2</td>
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<td>26 November</td>
<td>Cloud Computing</td>
<td>17, 24</td>
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<tr>
<td></td>
<td>Blockchain Technology</td>
<td>20</td>
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Attendance: Attendance of each and every class is mandatory. If you have a good reason for missing class, you have to let me know by email as soon as you know it.

Evaluation: All assignments will be marked using the evaluative criteria given on the SLAIS web site. If you are late in submitting your assignment the penalty will be 2% of the mark per day, unless you submit a medical certificate or have some special agreement based on exceptional circumstances.

Written & Spoken English Requirement: Written and spoken work may receive a lower mark if it is, in the opinion of the instructor, deficient in English.

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. 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.

Additional course information:

Class Presentations: On the first day of class I will distribute the list of the class presentations, with instructions.

Final Essay: Please, consult with me at the beginning of November on the topic of the essay you wish to write. I prefer footnotes to endnotes. For footnotes and bibliography use the Chicago Manual of Style. The 3000 words limit does not include footnotes and bibliography.