

ARST 520 Selection and Acquisition of Archival Documents (3) -- Course Syllabus

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

Program: Master of Archival Studies

Year: 2018-2019 Winter Session - Term 2

Course Schedule: Thursday, 2:00-4:50

Location: IKBLC 155

Instructor: Luciana Duranti

Office location: IKBLC #478

Office phone: 604-822-2587

Office hours: Available for quick questions before and after class or during the break, or by appointment if you need more than a few minutes

E-mail address: luciana.duranti@ubc.ca;

Web site www.lucianaduranti.ca (login info. for restricted site will be provided in class)

SLAIS Student Portal: canvas.ubc.ca

Course Goal: To give you the intellectual framework with which to undertake appraisal of archival material. Specifically, to familiarize you with the theory, methods, and practice of appraisal of archival documents and to allow you to formulate your own ideas about this contentious aspect of archives work.

Course Objectives:

Upon completion of this course students will be able to:

- demonstrate an understanding of the concepts of selection, acquisition, and appraisal in archival science (2.1, 1.1)
- make professional decisions concerning the selection/acquisition of archival material and the formation of the documentary heritage (1.2, 3.1, 5.1)
- develop and implement acquisition plans (3.2, 5.1)
- demonstrate a critical appreciation of the pertinent archival literature (1.4, 2.1, 4.1)

Course Topics:

- the concept of appraisal, the principles governing it, and the assignment of responsibility for it
- the purposes of selection and the methods guiding it
- the purposes of acquisition and the methods guiding it
- the role and character of institutional policy and strategy in directing appraisal activities [topic 1]

Prerequisites: MLIS students: completion of the MLIS core courses and of LIBR 579G and LIBR 516, plus permission of the SLAIS Graduate Adviser. MAS and Dual students take this as a Required Course.

Format of the course: lectures, class presentations, discussion of readings

Required and Recommended Reading:

Part I: Traditional Views

A. Required Reading

1. Hilary Jenkinson. *A Manual of Archive Administration*. London : Percy Lund, Humphries & Co., 1965, Part III: Modern Archives.

2. Great Britain. Parliament. *Report of the Committee on Departmental Records*. Cmnd. 9163. London: HMSO, 1954. [Known as "The Grigg Report"]
3. Philip C. Brooks. "The Selection of Records for Preservation." *The American Archivist* (hereafter AA) 3 (October 1940): 221-34.
4. Theodore R. Schellenberg. *Modern Archives: Principles and Techniques*. Chicago: University of Chicago Press, 1956, Chapter 12: Appraisal Standards.
5. Theodore R. Schellenberg. "The Appraisal of Modern Public Records." In Maygene F. Daniels and Timothy Walch, eds. *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*. Washington: National Archives and Records Service, 1984, pp. 57-70.
6. Hilary Jenkinson. "Modern Archives: Some Reflections on T.R. Schellenberg: *Modern Archives: Principles and Techniques*." *Journal of the Society of Archivists* 1 (April 1957): 147-49.
7. W. Kaye Lamb. "The Fine Art of Destruction." In A.E.J. Hollaender, ed., *Essays in Memory of Sir Hilary Jenkinson*. 1962, pp. 50-56.
8. Felix Hull. "The Appraisal of Documents: Problems and Pitfalls." *Journal of the Society of Archivists* 6 (April 1980): 287-91.

B. Additional Reading

9. Reto Tschan. "A Comparison of Jenkinson and Schellenberg on Appraisal." AA 65 (Fall/Winter 2002): 176-95.
10. Robert Fisher. "In Search of a Theory of Private Archives: The Foundational Writings of Jenkinson and Schellenberg Revisited," *Archivaria* 67 (Spring 2009): 1-24
11. Philip Brooks. "The Archivist's Concern in Records Administration." AA 6 (1943): 158-63.
12. Philip Brooks. "Archival Procedures for Planned Records Retirement." AA 11 (October 1948): 308-15.
13. Ian Wilson. "The Fine Art of Destruction Revisited." *Archivaria* 49 (Spring 2000): 124-139.
14. Maynard J. Britchford. *Archives and Manuscripts: Appraisal and Accessioning*. Chicago: Society of American Archivists, 1979.
15. Nancy Peace, "Deciding What to Save: Fifty Years of Theory." In Nancy Peace, ed. *Archival Choices: Managing the Historical Record in an Age of Abundance*. Toronto: D.C. Heath, 1981, pp. 1-20.
16. United States. National Archives and Records Service. *Intrinsic Value in Archival Materials*. Staff Information Paper 21. Washington: NARS, 1982. Also published in Maygene F. Daniels and Timothy Walch. *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*, Washington: NARS, 1984, pp. 91-99.
17. Shauna McRanor. "A Critical Analysis of Intrinsic Value." AA 59 (Fall 1996): 400-11.
18. F. Gerald Ham. *Selecting and Appraising Archives and Manuscripts*. Chicago, Society of American Archivists, 1992. [This author reviews traditional views in chapter 2.]

Part II: Appraisal Theory and Methods

A. Required Reading

19. Luciana Duranti. "The Concept of Appraisal and Archival Theory." AA 57 (Spring 1994): 328- 45.
20. Terry Eastwood. "How Goes it With Appraisal?" *Archivaria* 36 (Autumn 1993): 111-121, 3
21. Hans Booms. "Society and the Formation of the Documentary Heritage: Issues in the Appraisal of Archival Sources." *Archivaria* 24 (Summer 1987): 69-107.
22. Hans Booms. "Überlieferungsbildung: Keeping Archives as a Social and Political Activity." *Archivaria* 33 (Winter 1991-92): 25-33
23. Angelika Menne-Haritz. "Appraisal or Documentation: Can We Appraise Archives by Selecting Content." AA 57 (Summer 1994): 528-42.
24. Helen W. Samuels. "Who Controls the Past?" AA 49 (Spring 1986): 109-24.
25. Terry Cook. "Mind Over Matter: Towards a New Theory of Archival Appraisal." In Barbara L. Craig, ed., *The Archival Imagination: Essays in Honour of Hugh A. Taylor*. Ottawa: ACA, 1992, pp. 38-70.
26. Luciana Duranti. "Structural and Formal Analysis: The Contribution of Diplomatics to Archival Appraisal in the Digital Environment," Jenny Hill ed., *The Future of Archives and Recordkeeping: A Reader*. London: Facet, 2011, pp. 65-88.

B. Additional Reading

27. Roy Schaeffer. "Transcendent Concepts: Power, Appraisal, and the Archivist as Social Outcast." *AA* 55 (Fall 1992): 608-19.
28. Carole Couture. "Archival Appraisal: A Status Report." *Archivaria* 59 (Spring 2005): 83-107.
29. James Lambert. "The Management Team and Archival Appraisal." *Archivaria* 59 (Spring 2005): 109-117.
30. Terry Eastwood. "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.
31. Terry Eastwood. "Reflections on the Goal of Archival Appraisal in Democratic Societies." *Archivaria* 54 (Fall 2002): 59-71.
32. Hugh Taylor. "Heritage Revisited: Documents as Artifacts in the Context of Museums and Culture." *Archivaria* 40 (Fall 1995): 8-20.
33. Hugh Taylor. "Recycling the Past: The Archivist in the Age of Ecology." *Archivaria* 35 (Spring 1993): 203-13.
34. Victoria Lemieux. "Applying Mintzberg's Theories on Organizational Configuration to Archival Appraisal." *Archivaria* 46 (Fall 1993): 32-85.
35. Barbara L. Craig. "The Acts of the Appraisers: The Context, the Plan and the Record." *Archivaria* 34 (Summer 1992): 175-80.
36. Bruce H. Bruemmer. "Avoiding Accidents of Evidence: Functional Analysis in the Appraisal of Business Records." In James M. O'Toole, ed., *The Records of American Business*. Chicago: The Society of American Archivists, 1997, pp. 137-60.
37. Jim Suderman. "Appraising the Records of the Expenditure Management Function: An Exercise in Functional Analysis." *Archivaria* 43 (Spring 1997): 129-142.
38. Brian Beaven. "Macro-Appraisal: From Theory to Practice." *Archivaria* 48 (1999): 154-197.
39. James M. O'Toole. "On the Idea of Uniqueness." *AA* 47, no. 4 (Fall 1994): 632-658.
40. Frank Boles & Julia Marks Yong. "Exploring the Black Box: The Appraisal of University Administrative Records." *AA* 48, no. 2 (Spring 1985): 121-140.
41. Mark Greene. "The Surest Proof: A Utilitarian Approach to Appraisal." *Archivaria* 45 (1998): 127-169.
42. Ciaran B. Trace. "On or Off the Record? Notions of Value in the Archive." In Terry Eastwood and Heather MacNeil, ed., *Currents of Archival Thinking*. California: Libraries Unlimited, 2010, pp. 47-68. 4

Part III: Acquisition Policy and Strategy

A. Required Reading

43. F. Gerald Ham. "The Archival Edge." *AA* 38 (January 1975): 5-13.
44. Lester Cappon. "The Archivist as Collector." *AA* 39 (October 1976): 429-35.
45. Mary Lynn McCree. "Good Sense and Good Judgement: Defining Collections and Collecting." In Maygene Daniels and Timothy Walch, eds., *A Modern Archives Reader*. Washington: NARS, 1984.
46. Helen W. Samuels. "Improving Our Disposition: Documentation Strategy." *Archivaria* 33 (Winter 1991-92): 125-40.
47. Terry Cook. "Documentation Strategy." *Archivaria* 34 (Summer 1992): 181-91.
48. Robert McDonald. "Acquiring and Preserving Private Records: A Debate." / Chris Hives. "Thinking Globally, Acting Locally." / Robert McDonald. "Acquiring and Preserving Private Records: Cultural versus Administrative Perspectives." In *Archivaria* 38 (Fall 1994): 155-63.
49. Mark A. Greene 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., *The Records of American Business*. Chicago: The Society of American Archivists, 1997, pp. 161-229.
50. Rodney G.S. Carter. "Of Things Said and Unsaid: Power, Archival Silences, and Power in Silence." *Archivaria* 61 (Spring 2006): 215-233.
51. Katie Shilton, Ramesh Srinivasan. "Participatory Appraisal and Arrangement for Multicultural Archival Collections," *Archivaria* 63 (2007): 87-101.
52. Larry Hackman, "The Origins of Documentation Strategies in Context: Recollections and Reflection." *AA* 72 (Fall/Winter 2009): 436-459.

53. Andrew Flinn, "The Impact of Independent and Community Archives on Professional Archival Thinking and Practice," Jenny Hill ed., *The Future of Archives and Recordkeeping: A Reader*. London: Facet, 2011, pp. 145-167.

B. Additional Reading

54. Terry Abraham. "Collection Policy or Documentation Strategy: Theory and Practice." *AA* 54 (Winter 1991): 44-52.
55. Helen W. Samuels. *Varsity Letters: Documenting Modern Colleges and Universities*. Metuchen, N.J.: Society of American Archivists and Scarecrow Press, 1992.
56. Joan D. Krizack. "Hospital Documentation Planning: The Concept and the Context." *AA* 56 (Winter 1993): 16-34.
57. Tim Ericson. "At the 'Rim of Dissatisfaction': Archivists and Acquisition Development." *Archivaria* 33 (Winter 1991-92): 65-77.
58. Danielle Laberge. "Information, Knowledge, and Rights: the Preservation of Archives as a Social and Political Issue." *Archivaria* 25 (Winter 1987-88): 44-49.
59. Paulette Dozois. "Beyond Ottawa 's Reach: The Federal Acquisition of Regional Government Records." *Archivaria* 33 (Winter 1991-92): 57-65.
60. Candace Loewen. "From Human Neglect to Planetary Survival: New Approaches to the Appraisal of Environmental Records." *Archivaria* 33 (Winter 1991-92): 87-103.
61. Tom Hyry, Diane Kaplan, and Christine Weideman, "Though this be madness, yet there is method in it': Assessing the Value of Faculty Papers and Defining a Collecting Policy." *AA* 65 (Spring/Summer 2002): 56-69.
62. Mary Ann Dever, "Archiving Feminism: Papers, Politics, Posterity," *Archivaria* 77 (Spring 2014): 25-42
63. Larry Hackman and Joan Warnow-Blewett. "The Documentation Strategy Process: A Model and a Case Study." *AA* 50 (Winter 1987): 12-47
64. R. Cox. "A Documentation Case Study: Western New York." *AA* 52 (Spring 1989): 192-200, 5
65. Elizabeth Kaplan. "We Are What We Collect, We Collect What We Are: Archives and the Construction of Identity." *AA* 63 (Spring/Summer 2000): 126-151.
66. Jennifer A. Marshall, "Toward Common Content: An Analysis of Online College and University [Archival] Collecting Policies," *AA* 65 (Fall/Winter 2002): 231-256.
67. Catherine Bailey. "Turning Macro-appraisal Decisions into Archival Holdings: Crafting Function based Terms and Conditions for the Transfer of Archival Records." *Archivaria* 61 (Spring 2006): 147-179.
68. Valerie Johnson. "Creating History? Confronting the Myth of Objectivity in the Archive." *Archives* vol. xxxii, n. 117 (October 2007): 128-143.
69. Randall Jimerson. "Archives For All: Professional Responsibility and Social Justice," *AA* 70 (Fall/Winter 2007): 252-281.
70. Doris J. Malkmus. "Documentation Strategy: Mastodon or Retro-Success?" *AA* 71 (Fall/Winter 2008): 384-409
71. Courtney, Mumma, Glenn Dingwall & Sue Bigelow. "'A First Look at the Acquisition and Appraisal of the 2010 Olympic and Paralympic Winter Games Fonds.": *Archivaria*, 72 (Fall 2011):93-122.
72. Riva A. Pollard. "The Appraisal of Personal Papers: A Critical Literature Review." *Archivaria* 52 (Fall 2001): 136-150.
73. Barbara Craig. "The Archivist as Planner and Poet: Thoughts on the Larger Issues of Appraisal for Acquisition." *Archivaria* 52 (Fall 2001), 175-183.

Part IV: Appraisal Practices: Scheduling, Sampling, Reappraisal, Macro-Appraisal, Postcustodialism, Outsourcing, and Community Archiving

A. Required Reading

74. Eldon Frost. "A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition." *Archivaria* 33 (Winter 1991-92): 78-86.
75. Felix Hull. *The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines*. Paris: UNESCO, 1981.
76. National Archives of Canada. "Appraisal Methodology: Macro-Appraisal and Functional Analysis

(Part A: Concepts and Theory):

<http://www.collectionscanada.gc.ca/government/disposition/007007-1035-e.html>

77. Leonard Rapport. "No Grandfather Clause: Reappraising Accessioned Records." *AA* 44 (Spring 1981): 143-50.
78. Sheila Powell. "Archival Reappraisal: The Immigration Case Files." *Archivaria* 33 (Winter 1991- 92): 104-116.
79. Catherine Bailey. "From the Top Down: The Practice of Macro-Appraisal." *Archivaria* 43 (Spring 1997): 89-128.
80. Candace Lowen, ed. *Archival Science*, Volume 5, Nos. 2-4. (2005). Special Issue on Macroappraisal: Evolution and Application. Articles by Lowen, Cook, Cunningham, Roberts, Jonker, Kretzschmar, Badgley, etc.
81. Richard Brown, "Macro-Appraisal Theory and the Context of the Public Records Creator." *Archivaria* 40 (Fall 1995): 121-72.
82. Luciana Duranti, "Historical Documentary Memory in the Cloud: An Oxymoron or the Inescapable Future?" *Revista D'arxius* (2013): 19-60.

B. Additional Readings

83. Evelyn Kolish, "Sampling Methodology and its Application: An Illustration of the Tension Between Theory and Practice." *Archivaria* 38 (Fall 1994): 61-73.
84. Ellen Scheinberg. "Case File Theory: Does it Work in Practice." *Archivaria* 38 (1994): 45-60.
85. Ellen Scheinberg. Two Perspectives on the Same Source: An Examination of Federal Deportation Case Files. *Archivaria* 57 (Fall 2001): 51-67.
86. Jane Turner. "Theoretical Dialectics: A Commentary on Sampling Methodology and its Application." *Archivaria* 38 (1994): 74-78, 6
87. Normand Charbonneau. "The Selection of Photographs." *Archivaria* 59 (Spring 2005): 119-138.
88. Marcus C. Robyns and Jason Woolman. "Institutional Functional Analysis at Northern Michigan University: A New Process of Appraisal and Arrangement of Archival Records," *AA* 74 (Spring/Summer 2011): 241-256.
89. Laura Uglean Jackson, D. Claudia Thompson. "But You Promised: A Case Study of Deaccessioning at the American Heritage Center, University of Wyoming," *AA* 73 (Fall/Winter 2010): 669-685.
90. Catherine A. Bailey. "Past Imperfect? Reflections on the Evolution of Canadian Federal Government Records Appraisal." *Archivaria* 75 (Spring 2013): 5-47.
91. John Roberts. "One Size Fits All? The Portability of Macro-Appraisal by a Comparative Analysis of Canada, South Africa, and New Zealand" *Archivaria* 52 (Fall 2001):47-67.
92. David Bearman, *An Indefensible Bastion: Archives as a Repository in the Electronic Age*, David Bearman ed., *Archives and Museum Informatics Technical Report 13*, 1991.
93. Kenneth Thibodeau, *To be or not to be: Archives for Electronic Records*, in David Bearman, ed., *Archives and Museum Informatics Technical Report #13*, Pittsburgh, 1991
94. Terry Eastwood, *Should Creating Agencies Keep Electronic Records Indefinitely?* "Archives and Manuscripts, 24 (1995) 2, pp. 257-267.
95. Agnes Jonker, "Macroappraisal in the Netherlands: The First Ten Years 1991-2001, and Beyond." *Archival Science* 5 (2005): 204. DOI 10.1007/s10502-005-9013-z
96. Grant Hurley, "Community Archives, Community Clouds: Enabling Digital Preservation for Small Archives," *Archivaria* 81 (Spring 2016): 129-150
97. J.J. Ghaddar, "The Spectre in the Archive: Truth, Reconciliation, and Indigenous Archival Memory," *Archivaria* 82 (Fall 2016): 3-26
98. Marco Bologna, "Historical Sedimentation of Archival Materials: Reinterpreting a Foundational Concepts in the Italian Archival Tradition," *Archivaria* 83 (Spring 2017): 35-57.
99. Rebecca Giesbrecht, Jenna Murdock Smith, "Everything Old Is New Again: The Evolution of Generic Appraisal at Library and Archives Canada," *Archivaria* 84 (Fall 2017): 37-59.
100. Betsy Hearne, "Leaving a Trail: Personal Papers and Public Archives Part One – The Donor's Story," *Archivaria* 86 (Fall 2018): 68-89.
101. Susanne Belovari, "Leaving a Trail: Personal Papers and Public Archives Part Two – The Archivist's Story," *Archivaria* 86 (Fall 2018): 90-117.

Course Assignments

Class Presentation	Dates on handout schedule	30%
Term Paper	April 4, 2018	50%
Class Participation	Attendance and discussion	20%

Course Schedule

DATE	TOPIC	READINGS BY #	Authors
Jan. 3	Introduction to the course.	None	None
Jan. 10	Traditional Views: Jenkinson and Schellenberg	I, A, #1, 4, 5, 6	Jenkinson Schellenberg
Jan. 17	Traditional Views: Grigg Report; Hull Presentations	I, A, #1, 2, 4, 5, 6, 8	Grigg Hull
Jan. 24	Traditional Views: Brooks; Lamb Presentations	I, A, #3, 7	Brooks Lamb
Jan. 31	Appraisal Theory and Methods Presentations	II, A, #19, 20, 23, 25, 26	Duranti Eastwood Cook Menne- Haritz
Feb. 7	Appraisal Theory and Methods Presentations	II, A, #21, 22, 26, 43, 44	Ham Cappon Booms Duranti
Feb. 14	ACA@UBC Seminar – Attendance Required		
Feb. 15	ACA@UBC Symposium – Attendance Required		
Feb.28	Documentation Strategy Presentations	II, A, #24 III, A, #46, 47, 52	Samuels Cook Hackman
Mar. 7	Acquiring Private Archives Presentations	III, A, #45, 48, 50, 51	McCree McDonald & Hives Carter Shilton/Srinivasan

Mar. 14	Macro-appraisal Presentations	IV, A, #76, 79, 80, 81	LAC Bailey Lowen & others Brown
Mar. 21	Appraisal Practices Guest Speaker: Elaine Goh	IV,A, # 74, 75, 77, 78, 82	Frost Hull Rapport Powell Duranti
Mar. 28	Appraisal Practices Guest Speaker: Susan Hart		
Apr. 4	Guest Speakers: Krisztina Laszlo leading a panel of professionals		

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:

Assignment 1: Class Presentation

Groups of students will present and comment upon the readings that will be assigned to them on the first day of class. The presentation can be a power point or a simple conversation, and should aim to stimulate class discussion. The entire group should use no more than 1 hour, which will be followed by 20 minutes of Q&A. Each member of the group should use about the same amount of time. Students will be given the floor in front of the class and the presentation will involve as little reading as possible; thus, they are encouraged to practice it several times in advance.

Students should take care to make a good presentation: organize their thoughts; express them clearly; speak up so they can be heard; project their voice and pause for effect when wishing to make a point; make eye contact with the audience. In professional life, you will have to speak in similar circumstances to colleagues, patrons, administrators, etc., and skills in this area are important. If you make a power point presentation, make sure any equipment you need is set up prior to the beginning of the class.

Within one week from the presentation students will give the instructor a copy of either the power point or the speaking notes to support her memory of the points made, but the performance will be assessed as well as the content of the presentation.

The instructor will provide students with a confidential written evaluation of the presentation, and a mark, within one week of the submission of power point or notes.

Presentation assignments and dates will be provided on the first day of class.

Assignment 2: Term Paper

You will write an essay of approximately 3000 (2800-3200) words (not including footnotes and bibliography) either on one of the topics listed below or on another topic agreed upon with the instructor. In either case, you are advised to discuss your idea for a topic with the instructor. Settle on a topic as soon as possible, but in no case later than mid-March. Report your selection of topic to the instructor in writing in a brief e-mail message once you have made it. It is also wise to submit a bibliography once you have identified your sources, to get it approved or to receive suggestions on additional readings.

Your essay should provide a critical examination of the ideas, methods or practices relevant to your subject. As the term paper constitutes 50% of the grade for the course, it should be based on extensive reading and demonstrate that you have given the subject considerable thought. It is important that you learn to discipline yourself in terms of space and time available for your contribution, because in your professional life you will be asked to write articles and chapters of a specified length and to present conference papers within a specified amount of time, so stay within the established limits. Your essay should be accompanied by proper citations and bibliography (Chicago Manual of Style or Turabian).

General Ideas for Paper Topics

1. Appraisal Ideas in a Country or Tradition of your choice
2. Appraisal ideas of an author of your choice

3. A specific method of appraisal
4. Documentation strategies or documentation plans
5. Acquisition of archives of individuals, or organizations
6. Influential ideas/authors in a specific time period or on a specific matter
7. Comparison of appraisal practices between two countries (e.g. Canada and Netherlands)
8. Theory and practice of appraisal at a National Archives or any other institution in any country
9. Appraisal of business records or of the records of a specific type of organization
10. Reappraisal and deaccessioning
11. Post-custodialism and outsourcing