



THE UNIVERSITY OF BRITISH COLUMBIA

School of Information
Faculty of Arts

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

iSchool Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.

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

Program: Master of Archival Studies

Year: 2020-2021

Course Schedule: Monday 2:00-5:00pm

Location: Virtual Synchronous

Instructor: Luciana Duranti

Office location: #487 (available through Zoom)

Office phone: 604-822-2587

Office hours: by appointment over Zoom; please email me to set up a time to talk and I will send you a meeting link.

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

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

Learning Management Site: <http://lthub.ubc.ca/guides/canvas/>

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

Learning Outcomes:

Upon completion of this course students will be able to:

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

Course Topics:

- The keeping of records as evidence and memory from antiquity to the 20th century.
- The juridical and cultural factors influencing record-keeping practices in different historical periods and in different juridical systems.
- Continuities and discontinuities in record-keeping practices associated with different historical periods and different juridical systems.

Prerequisites: MLIS students: ARST 510 and completion of the MLIS core courses, plus permission of the iSchool Graduate Advisor.

MAS and Dual Students: completion of the MAS core courses



Format of the course: Synchronous. Lectures, class presentations, class discussions.

Estimated number of weekly hours students should dedicate to this class (preparation activities + class activities): 10 to 15.

Required and Recommended Reading:

Required:

- Bonfiglio-Dosio, Giorgetta. "Padua Municipal Archives from the 13th to the 20th Centuries: A Case of a Record-Keeping System in Italy". *Archivaria* 60 (September 2006): 91-104.
- Craig, Barbara. "Rethinking Formal Knowledge and its Practices in the Organization: The British Treasury's Registry Between 1900 and 1950." *Archival Science* 2 (2002): 111-136.
- Duranti, Luciana. "The Records: Where Archival Universality Resides," *Archival Issues* 19, 2 (1994): 83-94.
- Duranti, Luciana. "Medieval Universities and Archives," *Archivaria* 38 (1994-95): 37-44.
- Horsman, Peter J. "A French Legacy: The Transition from Collegiate to Bureaucratic Record-Keeping in a Dutch Town, 1800-1900". *Archivaria* 60 (September 2006), 125-44. <https://archivaria.ca/index.php/archivaria/article/view/12518>.
- Ketelaar, Eric. "Records out and Archives in: Early Modern Cities as Creators of Records and as Communities of Archives." *Archival Science* 10.3 (2010): 201-210. <https://link.springer.com/article/10.1007/s10502-010-9123-0>
- MacNeil, Heather. "From the Memory of the Act to the Act Itself. The Evolution of Written Records as Proof of Jural Acts in England, 11th to 17th Century." *Archival Science* 6 (3/4) (2006): 313-28.
- Miller, Thea. "The German Registry: the Evolution of a Recordkeeping Model." *Archival Science* 3.1 (2003): 43-63.
- Posner, Ernst. *Archives in the Ancient World* (Cambridge, MA: Harvard University Press, 1972).
- Russel, Bill. "Indian Department Headquarters Records, 1844–1861: A Case Study in Recordkeeping and Archival Custody." *Archivaria* 75 (Spring 2013): 187–223
- Yates, JoAnne. "From Press Book and Pigeon Holes to Vertical Filing: Revolution in Storage and Access Systems for Correspondence." *The Journal of Business Communication* 19. N. 3, p. 5

Recommended:

- Aloufi, Zohar. "The legacy: British Mandate record management system in Israel," *Archival Science* 7 (2007): 207–211. <https://link.springer.com/article/10.1007/s10502-007-9048-4>
- Bastian, Jeannette A., John A. Aarons, and Stanley H. Griffin, eds. *Decolonizing the Caribbean Record: An Archives Reader* (Sacramento, CA: Library Juice Press / Litwin Books, 2018).
- Bearman, David, "Diplomatics, Weberian Bureaucracy, and the Management of Electronic Records in Europe and America," *The American Archivist* (1992) 55 (1): 168–181.



- Bonfiglio-Dosio, Giorgetta. 2006. "Padua Municipal Archives from the 13th to the 20th Centuries: A Case of a Record-Keeping System in Italy". *Archivaria* 60 (September), 91-104.
- Born, Lester K., "Baldassare Bonifacio and His Essay De Archivis," *The American Archivist* (1941) 4: 221–237. <https://meridian.allenpress.com/american-archivist/article/4/4/221/22840/Baldassare-Bonifacio-and-His-Essay-De-Archivis>
- Born, Lester K. "The de Archivis Commentarius of Albertino Barisoni (1587—1667)." *Archivalische Zeitschrift* 51 (1955): 13-22. <https://www.degruyter.com/view/journals/az/50-51/jg/article-p13.xml>
- Brown, Richard. "Death of a Renaissance Record-Keeper: The Murder of Tomasso Da Tortona in Ferrara, 1385". *Archivaria* 44 (January 1997): 1-43. <https://archivaria.ca/index.php/archivaria/article/view/12195>.
- Burns, Kathryn. "Notaries, Truth, and Consequences." *The American Historical Review* 110.2 (2005): 350-379.
- Chakravorty, Swapan. "Memories of the future: archives in India," in Michael Moss and David Thomas eds., *Do Archives Have Value?* (London, UK: Facet Publishing, 2019), pp. 89-104.
- Clanchy, M.T. *From Memory to Written Record. England 1066-1307*. 3rd edition (Malden, MA: Wiley-Blackwell, 2013).
- Craig, Barbara. "The Role of Records and of Record-keeping in the development of the Modern Hospital in London, England, and Ontario, Canada, c. 1890-c. 1940." *Bulletin of History of Medicine* 65 (1991):376-397.
- Delgado, Alan. *The Enormous File: A Social History of the Office* (London, 1979).
- De Vivo, Filippo. "Ordering the Archive in Early Modern Venice (1400-1650)." *Archival Science* 10 (2010): 231-248.
- Duranti, Luciana. "The Odyssey of Records Managers" (parts 1 and 2). *Records Management Quarterly* 23 (July 1989): 3-11, and (October 1989): 3-11.
- Friedrich, Markus. "Archives as Networks: The Geography of Record-Keeping in the Society of Jesus (1540-1773)." *Archival Science* 10.3 (2010): 285-298.
- Head, Randolph C. Head. "Configuring European Archives: Spaces, Materials and Practices in the Differentiation of Repositories from the Late Middle Ages to 1700," *European History Quarterly* 46, 3 (2016): 498-518
- Iacovino, Livia. "Recordkeeping and Juridical Governance." In Sue McKemmish, Michael Piggot, Barbara Reed, and Frank Upward eds., *Archives: Recordkeeping in Society* (Wagga Wagga, NSW: Centre for Information Studies, Charles Sturt University, 2005), pp. 255-276.
- Jacquet, Antoine. "Family Archives in Mesopotamia during the Old Babylonian Period," in: Michele Faraguna, ed., *Archives and archival documents in ancient societies: Legal documents in ancient societies IV, Trieste 30 September - 1 October 2011* (Trieste: EUT Edizioni Università di Trieste, 2013), pp. 63-85.
- Ketelaar, Eric. "'Control through Communication.'" In a Comparative Perspective". *Archivaria* 60 (September 2006), 71-89. <https://archivaria.ca/index.php/archivaria/article/view/12515>.
- Ketelaar, Eric. "The Dutch *comptoir* as information centre," *Archival Science* 18 (2018): 333–341 <https://doi.org/10.1007/s10502-018-9298-3>



- Katuu, Shadrack. "Exploring the Challenges Facing Archives and Records Management Professionals in Africa: Historical Influences, Current Developments and Opportunities." In R. Edmondson et al. (eds.), *The UNESCO Memory of the World Programme* (Cham, Switzerland: Springer, Heritage Studies, 2019), pp. 275-292.
- Lacey, Helen. "Pragmatic Literacy and Political Consciousness in Later Medieval England", in *L'écriture pragmatique. Un concept d'histoire médiévale à l'échelle européenne*, CEHTL, 5, Paris, LAMOP, 2012 (1re éd. en ligne 2012).
- Lee, Kyong Rae. "The Role of Buddhist Monks in the Development of Archives in the Korean Middle Ages," *The American Archivist*, 73, No. 1 (Spring/Summer 2010): 61-81. <https://www.jstor.org/stable/27802715>
- Lee, Pui-Tak. "Business archives in Hong Kong: an overview," in Michael Moss and David Thomas eds., *Do Archives Have Value?* (London, UK: Facet Publishing, 2019), pp. 105-116
- Lihoma, Paul. "Valuing oral and written texts in Malawi," in Michael Moss and David Thomas eds., *Do Archives Have Value?* (London, UK: Facet Publishing, 2019), pp. 1-16.
- Lovering, Timothy J. "British Colonial Administrations' registry systems: a comparative study of Northern Rhodesia and Nyasaland," *Archival Science* 10 (2010): 1–23. <https://link.springer.com/article/10.1007/s10502-010-9112-3>
- Magier, Dariusz. "Political party archives: the system of recording and conveying information in local structures of the communist party in Poland 's Biała Podlaska province, from 1975 to 1989," *Archival Science* 18 (2018): 279–290 <https://doi.org/10.1007/s10502-018-9296-5>
- McCrank, Lawrence J., "Documenting Reconquest and Reform: The Growth of Archives in the Medieval Crown of Aragon," *The American Archivist*, 56, No. 2 (Spring, 1993): 256-318. <https://www.jstor.org/stable/40293732>
- Montgomery, Bruce P. "The Iraqi Secret Police Files: A Documentary Record of the Anfal Genocide". *Archivaria* 52 (February 2001): 69-99. . <https://archivaria.ca/index.php/archivaria/article/view/12815>.
- Pemberton, Michael. "The Earliest Records Systems: A Journey in Professional History." *Records Management Quarterly* 32, no. 2 (1998): 64-70.
- Peterson, Trudy Huskamp. "Counting and Accounting: A Speculation on Change in Recordkeeping Practices." *The American Archivist* 45, no. 2 (Spring 1982): 131-134.
- Posner, Ernst. "Archives in Medieval Islam," *The American Archivist*, 35, No. 3/4 (Jul. - Oct., 1972): 291-315. <https://www.jstor.org/stable/40291434>
- Posner, Ernst. "Some Aspects of Archival Development since the French Revolution," *The American Archivist*, 3, No. 3 (Jul., 1940): 159-172
- Rock, Paul. "A Brief History of Record Management at the National Archives." *Legal Information Management* 16, no. 2 (2016): 60-64.
- Saucier, Renée. "Medical Cartography in Southern Ontario, 1880–1920: A Records Perspective". *Archivaria* 89 (May 2020): 130-63. <https://archivaria.ca/index.php/archivaria/article/view/13737>.
- Seles, Anthea. "What are these among so many? Pre and post Vatican II recordkeeping," *Archival Science* 6 (2006): 393–405. <https://link.springer.com/article/10.1007/s10502-006-9034-2>



- Sennis, Antonio. “Documentary Practices, Archives and Laypeople in Central Italy, Mid Ninth to Eleventh Centuries.” In Warren Brown, Marios Costambeys, Matthew Innes, and Adam Kosto eds., *Documentary Culture and the Laity in the Early Middle Ages* (New York: Cambridge University Press, 2012), 321-351.
- Shumilak, Anna. “A System of Their Own: Records Creation and Recordkeeping in Canada’s Department of External Affairs in the 1920s.” *Archivaria* 75 (Spring 2013): 97-113.
- Stephens, David. “The Registry: The World’s Most Predominant Recordkeeping System.” *Records Management Quarterly* 29 (January 1995): 64-66.
- Tough, Alistair, and Paul Lihoma. “The Development of Recordkeeping Systems in the British Empire and Commonwealth, 1870s-1960s.” *Archives and Manuscripts* 40, no. 3 (2012): 191-216.
- Valderhaug, Gudmund. “Recordkeeping in Local Government in Norway 1950-2000,” *Archival Science* 3 (2003): 205-212.
- Walsham, Alexandra. “The Social History of the Archive: Record-Keeping in Early Modern Europe.” *Past & Present* 230 (2016): 9-48.
- Wareham, Evelyn. 2001. “Our Own Identity, Our Own Taonga, Our Own Self Coming’: Indigenous Voices in New Zealand Record-Keeping”. *Archivaria* 52 (February), 26-46. <https://archivaria.ca/index.php/archivaria/article/view/12813>.
- Youn, Eunha. “Archival traditions in Korean history: from medieval practice to the contemporary Public Records Management Act,” *Archival Science* 13 (2013): 23–44. Published online: 26 July 2012 _ Springer Science+Business Media B.V. 2012.

Course Assignments:

Assignment Name	Due Date	Weight	Graduate Competencies
Questions/Reflections Writing	As per schedule	20%	1.4
Class Presentation	As assigned	30%	2.1, 1.4
Class Participation	Throughout	10%	2.1
Final Essay	April 18, 2021	40%	2.1, 4.1

Course Schedule [week-by-week]:

Date	Topic	Readings
13 Jan.	Introduction to the course. The beginning of Recordkeeping. The records on clay tablets: Assyrian, Babylonian, Sumerian recordkeeping	Duranti, Luciana. “The Records: Where Archival Universality Resides,” <i>Archival Issues</i> 19, 2 (1994): 83-94. Posner, pp. 12-69
20 Jan.	No class. Writing of Questions/Reflections.	



27 Jan.	Recordkeeping in Egypt and Greece	Posner, pp. 71-117 Posner, pp. 136-159
3 Feb.	Recordkeeping in Rome.	Posner, pp. 160-223
10 Feb.	Persian and Seleucid Empire. Pre-Colombian America. Class Presentation #1.	Posner, pp. 118-135
17 Feb.	No class -- Reading Week	
24 Feb.	Recordkeeping in Medieval Times. Pope, kings, cities, universities, and feudal estates. Class Presentation #2	Duranti, Luciana. "Medieval Universities and Archives," <i>Archivaria</i> 38 (1994-95): 37-44; MacNeil, Heather. "From the Memory of the Act to the Act Itself. The Evolution of Written Records as Proof of Jural Acts in England, 11th to 17th Century." <i>Archival Science</i> 6 (3/4) (2006): 313-28.
3 Mar.	The early modern era and the Chanceries. Spain, Germany Class Presentation #3	Miller, Thea. "The German Registry: the Evolution of a Recordkeeping Model." <i>Archival Science</i> 3.1 (2003): 43-63. Horsman, Peter J. "A French Legacy: The Transition from Collegiate to Bureaucratic Record-Keeping in a Dutch Town, 1800-1900". <i>Archivaria</i> 60 (September 2006), 125-44.
10 Mar.	No class. Writing of Questions/Reflections.	
17 Mar.	The cities, notaries, private and religious recordkeeping Class Presentation #4	Bonfiglio-Dosio, Giorgetta. 2006. "Padua Municipal Archives from the 13th to the 20th Centuries: A Case of a Record-Keeping System in Italy". <i>Archivaria</i> 60 (September), 91-104. Ketelaar, Eric. "Records out and Archives in: Early Modern Cities as Creators of Records and as Communities of Archives." <i>Archival Science</i> 10.3 (2010): 201-210.
24 Mar.	Modern bureaucracy and recordkeeping. Class Presentation #5	Russel, Bill. "Indian Department Headquarters Records, 1844–1861: A Case Study in Recordkeeping and Archival Custody." <i>Archivaria</i> 75 (Spring 2013): 187–223 Craig, Barbara. "Rethinking Formal Knowledge and its Practices in the



		Organization: The British Treasury's Registry Between 1900 and 1950." <i>Archival Science 2</i> (2002): 111-136. Yates, JoAnne. "From Press Book and Pigeon Holes to Vertical Filing: Revolution in Storage and Access Systems for Correspondence." <i>The Journal of Business Communication</i> 19. N. 3, p. 5
31 Mar.	No class. Writing of Questions/Reflections.	
7 Apr.	The impact of technology on recordkeeping	
April 14	Discussion. Conclusion.	

Attendance: Attendance is required in all class meetings. If you know you are going to be absent you must inform me beforehand if at all possible.

Evaluation: All assignments will be marked using the evaluative criteria given on the [iSchool web site](#). For late submission of the term paper there will be a penalty of 2% per day, unless a changed submission date is agreed upon with the instructor.

Academic Concession: If you miss marked coursework for the first time (assignment, exam, presentation, participation in class) and the course is still in-progress, **speak with me immediately** to find a solution for your missed coursework. Any concessions that will result in a change to the student record (such as late withdrawal from the course) will be referred to the Faculty of Graduate and Postdoctoral Studies for evaluation. If this is not the first time you have requested concession or classes are over, please consult the [Faculty of Graduate and Postdoctoral Studies' webpage on academic concession](#), and then contact me where appropriate.

Policies and Resources to Support Student Success: UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (<https://senate.ubc.ca/policies-resources-support-student-success>)

Academic Integrity: The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences



of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply when the matter is referred to the Office of the Dean. Careful records are kept in order to monitor and prevent recurrences. A more detailed description of academic integrity, including the University's policies and procedures, may be found in the [UBC Calendar: Student Conduct and Discipline](#). Academic misconduct includes cheating, plagiarism, and self-plagiarism <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959> (\$7)

Academic Accommodation for Students with Disabilities: Academic accommodations help students with a disability or ongoing medical condition overcome challenges that may affect their academic success. Students requiring academic accommodations must register with the [Centre for Accessibility](#) (previously known as Access & Diversity). The Centre will determine that student's eligibility for accommodations in accordance with [Policy LR7: Accommodation for Students with Disabilities \(Joint Senate and Board Policy\)](#). Academic accommodations are not determined by your instructors, and instructors should not ask you about the nature of your disability or ongoing medical condition, or request copies of your disability documentation. However, your instructor may consult with the Centre for Accessibility should the accommodations affect the essential learning outcomes of a course.

Additional course information:

Required and Recommended Readings. In the class schedule, only required readings for the week are listed. You are encouraged to read also the recommended readings pertinent to the topic of the class. This will help you to formulate your questions and articulate your thoughts. However, the primary reason for the list of recommended readings is to inspire you in selecting the subject of your final essay. The more you read, the more ideas you get, as well as sources.

Assignment 1. Please, write a couple of pages with your questions and/or thoughts on what you have read and/or heard in class to date, and email them to me (luciana.duranti@ubc.ca). I will address the questions/reflections during the following class.

Assignment 2. Each of you will present the reading that will be assigned to you on or before the first day of class. The presentation can be a power point or a simple narrative, and should aim to solicit questions and discussion. You should use about 10 minutes, which will be followed by 5 minutes of Q&A.

You should take care to make a good presentation: organize your thoughts; express them clearly; speak up; pause for effect when wishing to make a point; look at your audience. In professional life, you will have to speak in similar circumstances to colleagues, patrons, administrators, etc., and skills in this area are important.

Within a couple of days from the presentation you will give me a copy of either the power point or the speaking notes used to support my memory, but keep in mind that your performance will be assessed as well as the content of the presentation.

I will provide you with a confidential written evaluation of the presentation and a mark within one week of the submission of power point or notes.

Assignment 3. You will write a 3000 words (2800-3200, excluding footnotes and bibliography) essay on the history of recordkeeping in a country of your choice. Depending on the availability of sources, it can be either 1. a general history of or an approach to recordkeeping, 2. the analysis of recordkeeping in a specific historical period of that country, or 3. recordkeeping by a type of institution, corporation,



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profession, or community. You will send me the topic and a bibliography for feedback by March 10, 2021, or earlier.

Your essay should provide a critical examination of the ideas, methods or practices relevant to your subject. As the term paper constitutes 40% 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 available for your contribution, because in your professional life you will be asked to write articles and chapters of a specified length, so stay within the established limits. Your essay should be accompanied by proper citations and bibliography (Chicago Manual of Style or Turebian).