

INFO 6850: Special Topics in Information Management: Archives II (Fall 2015)

Handout for Week One: Introduction and Review of Core Archival Functions

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WEEK ONE OBJECTIVES

- 1) Understand course goals, objectives, and expectations
- 2) Review and reflect on the core functions of archives
- 3) Introduce the types of documents created by archivists

ASSIGNED READINGS

There are no assigned readings for this week but students are encouraged to search the Internet for templates and examples of written documents created by archivists, such as deeds of gifts, accession records, appraisal reports, finding aids, grant applications, and preservation management plans.

AGENDA

- 1) Introductions
- 2) Review course and course syllabus
- 3) Review “core functions” of archivists
- 4) Introduce types of documents created by archivists

PREPARE FOR DISCUSSION

Be prepared to discuss the core archival functions and the various types of written documents created by archivists. Review material from INFO 6800 Archives if necessary.

CONSIDER TYPES OF DOCUMENTS CREATED BY ARCHIVISTS

- 1) What types of documents do archivists create during the core archival functions?
- 2) What types of documents are you uncomfortable writing?
- 3) What is your favourite writing style?

