School of Information Management
INFO 6370 Records Management
Winter 2023

Course Type: synchronous online sessions on Collaborate (Brightspace); Wednesdays 11:35am-2:25pm ADT
Cross-list(s): MGMT 4370, MGMT 5012
Instructor name/title: Dr. J.J. Ghaddar
Contact info: jghaddar@dal.ca. Kindly note it may take me up to 24hours to respond during weekdays and 48 hours during weekends. Please plan accordingly.
Office hours: online by appointment via Microsoft Teams or Zoom
Course website: Brightspace

COURSE DESCRIPTION

This course provides a comprehensive introduction to the management of current records in contemporary environments in analog and digital form. Topics covered include: records creation, evaluation, maintenance and control; issues related to the maintenance, storage and disposition of records; electronic records management; legal and ethical compliance; recordkeeping and decolonization; and social justice issues in Archives & Records Management (ARM).

COURSE PREREQUISITES:

INFO 5515.03 or MGMT 5502.03

COURSE CROSS-LISTING:

MGMT 5012.03

COURSE EXCLUSIONS:

MGMT 4370.03

COURSE OVERVIEW

This course introduces students to basic concepts, principles, theories and methodologies in the field of archives and records management (ARM), with a focus on the management of current records in the contemporary recordkeeping environment. Together in this course we will explore the most significant technical, social, cultural and ethical challenges and problems relating to records management of both paper and electronic records. That includes a consideration of the ethics and politics of creating recordkeeping infrastructures and managing records on the land of Indigenous nations who have generally been excluded from the information fields but tend to be overrepresented in the records and archives of non-Indigenous governments and institutions.

As per the official land acknowledgement statement of Dalhousie's Board of Governors,[1] our virtual course is taking place through an institution that is "located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq", namely Kijipuktuk (Halifax, Nova Scotia). This course is designed with the recognition that the Mi'kmaq People are the past, present and future caretakers of this land, which has been the site of human activity since time immemorial. It engages with how Indigenous intellectuals and their allies theorize the ongoing nature of colonialism in Canada, and its recordkeeping infrastructures and archival institutions. It also acknowledges the connections between Canadian settler colonialism; the history of the trans-Atlantic slave trade and its many afterlives today (Hartman 1997, 2007); and the global expansion of the western knowledge/power enterprise over the last few centuries. While learning the fundamental concepts, methods, processes and tools for recordkeeping, the course will also introduce students to some of the broad debates about records, archives, information, knowledge, media, human rights, equity, democracy, antiracism, anti-oppression, decolonization, gender equality and social justice.

THE RELATIONSHIP OF THIS COURSE TO THE MI COMPETENCIES

Your learning experiences in this course will cover the entire spectrum of the MI competencies. Through our readings, discussions, exercises, and assignments, we will examine the development of information professionals' **leadership** competencies in the following areas:

- the creation and maintenance of records management (RM) systems requires information professionals to consult and use **evidence-based practices**, based on an awareness of trends in the profession and scholarly literature, as well as their own efforts to evaluate their systems.
- a commitment to **learning** and **adaptation** is crucial to ensuring that RM systems continue to serve their communities effectively.
- **collaboration** with local communities, and an active commitment to **equity, diversity, inclusion, accessibility, and decolonization** are necessary to ensure that RM systems, and particularly metadata, reflect the needs and identities of the communities they serve.
- RM systems need to be based on an excellent understanding of **user-centered design**, as well as strong **digital and technological literacy** and **management** competencies to ensure the effective and efficient operation of these systems.

LEARNING OUTCOMES

The properties of records and RM systems in both analog and digital environments
The importance of establishing a RM program, and the broader role if recordkeeping in society
The creation and management of file classification systems and retention schedules
Contemporary RM laws, standards, models and best practices
An understanding of the role of enterprise content management systems
The management of vital records and establishment of disaster management programs
The organizational, technological, social and cultural factors affecting recordkeeping
Issues related to decolonization, antiracism and social justice in recordkeeping

TECHNOLOGY REQUIREMENTS

Mainly Brightspace, Collaborate Ultra, Microsoft Teams and Panopto.

---

[1] McNutt, Ryan. "An Important Acknowledgement: Board Approves Indigenous Acknowledgement." *Dal News* (June 29, 2018). https://www.dal.ca/news/2018/06/29/an-important-acknowledgement.html

DESCRIPTION OF CLASS FORMAT

Students are expected to attend synchronous seminar sessions online through the course website on Brightspace on Wednesdays from 11:35am-2:25pm ADT. Class slides will be posted within 24 hours after the lecture. If you miss class, you are responsible for the material covered.

Through assigned readings, students will prepare for and engage in discussion of concepts and ideas presented in lectures. To the best of my ability in an online environment, I will attempt to incorporate interactive elements, class exercises and other experiential learning components in the course.

INSTRUCTIONAL METHODS

This broad and complex topic will be discussed through lectures and seminars led by the instructor and guest speakers (to be confirmed), with assigned readings, and the preparation of specific assignments.

LEARNING MATERIALS

The course textbook is: Shepherd, Elizabeth and Geoffrey Yeo. *Managing Records: A Handbook of Principles and Practice*. London: Facet, 2003.

In addition, we will rely upon an extensive consideration of the available academic and professional literature to provide students with an understanding of the various topical areas associated with records management. All readings materials and class slides (after lectures) will be made available through Brightspace.

METHODS OF EVALUATION

Assessment of all assignments is directly related to attention to the instructions, clarity of expression and presentation, and evidence of significant analysis and reflection. See also the SIM Grading Policy.

Further instructions on all assignments posted on Brightspace.

COMPONENT	DETAILS	DUE DATE	WEIGHT
Participation	Will be assigned to the student by the instructor based on the participation rubric below. It is based on the quality and consistency of your participation during class.	Ongoing	20%
Mid-term paper	Select and write a paper on at least 2 readings that deal with the same aspect of one or more records-related standards, models, practices, ethics, methods, systems and guidelines. Ideally, each reading would present a different approach to the topic. Further instructions posted on Brightspace.	Feb. 26, midnight (your time zone)	30%

Group presentation on weekly theme	During the last class, students in pre-assigned groups will present on some aspect of one of the weekly themes for the course. Groups should post their slides 24 hours before class, as well as a hand-out summing up the presentation for the class. Further instructions posted on Brightspace.	• Groups assigned: W3 • Week/topic selected: W5 • Slides and hand-out: April 5 by 11:35am ADT • Presentation: April 5 (W12 class)	20%
Final take-home exam (open book)	Complete a final written test that includes: defining key terms; briefly answering questions about basic RM concepts, principles and methods; and writing a short essay. This is a take-home exam that is open book. You will have 3 days to complete it.	• Exam provided: April 12, midnight ADT • Exam due: April 15, midnight (your time zone)	30%

PARTICIPATION EVALUATION RUBRIC

CRITERIA	WEIGHT	INDICATORS
Preparation	30%	The student demonstrates consistent preparation for class and online discussion; the syllabus, policies and instructions provided are followed; readings are always completed; and the student is able to relate readings to each other and to other course material (discussions, presentations, guest speakers, etc.)
Quality of contributions	20%	The student's comments are relevant and reflect understanding of readings and other course material. The student's contributions move the discussion forward.
Frequency of participation	10%	The student is actively engaged in the class and/or online discussions at all times.
Attendance/Punctuality	40%	The student is always punctual and no unexcused absences in class.

CLASS POLICIES

Attendance
Class attendance is required and is included in the participation mark. Attendance records will be kept by the instructor.

Recording Lectures
Audio or video recording, digital or otherwise, of lectures or any other teaching environment by students is **NOT** allowed except with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Late penalties for assignments
A penalty for late assignments will be assessed, unless prior permission has been given by the instructor to submit an assignment late, which normally will be for extended illness, medical, or family emergencies only (see below). Late submissions will be assessed a penalty of 5% per day, including weekends. Assignments will not normally be accepted 7 days or more after the due date; in such cases the student will receive a grade of zero.

Missed or Late Academic Requirements due to Student Absence:
Dalhousie University recognizes that students may experience short-term physical or mental health conditions, or other extenuating circumstances that may affect their ability to attend required readings classes, tests, exams or submit other coursework.

Dalhousie students are asked to take responsibility for their own short-term absences (3 days or less) by contacting their instructor by phone or email prior to the academic requirement deadline or scheduled time **AND** by submitting a completed Student Declaration of Absence form to their instructor in case of missed or late academic requirements. Only 2 separate Student Declaration of Absence forms may be submitted per course during a term.

SIM GRADING POLICY (GRADUATES)

A+	90-100	Demonstrates original work of distinction.
A	85-89	Demonstrates high-level command of the subject matter and an ability for critical analysis.
A-	80-84	Demonstrates above-average command of the subject matter.
B+	77-79	Demonstrates average command of the subject matter.
B	73-76	Demonstrates acceptable command of the subject matter.
B-	70-72	Demonstrates minimally acceptable command of the subject matter.
F	<70	Unacceptable for credit towards a Master's degree.

SIM GRADING POLICY (UNDERGRADUATES)

Grade	Grade Point Value		Definition	
A+ A A-	4.30 4.00 3.70	90-100 85-89 80-84	Excellent	Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base.
B+ B B-	3.30 3.00 2.70	77-79 73-76 70-72	Good	Evidence of grasp of subject matter, some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.
C+ C C-	2.30 2.00 1.70	65-69 60-64 55-59	Satisfactory	Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefitting from his/her university experience.
D	1.00	50-54	Marginal Pass	Evidence of minimally acceptable familiarity with subject matter, critical and analytical skills (except in

				programs where a minimum grade of 'C' is Required Readings).
FM	0.00		Marginal Failure	Available only for Engineering, Health Professions and Commerce.
F	0.00	0-49	Inadequate	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.
INC	0.00		Incomplete	
W	Neutral and no credit obtained		Withdrew after deadline	
ILL	Neutral and no credit obtained		Compassionate reasons, illness	
P	Neutral		Pass	
TR	Neutral		Transfer credit on admission	
Pending	Neutral		Grade not reported	

ACCOMMODATION POLICY FOR STUDENTS

The Student Accessibility Centre is Dalhousie's centre of expertise for student accessibility and accommodation. The advising team works with students on the Halifax campus who request accommodation as a result of: a disability, religious obligation, or any barrier related to any other characteristic protected under Human Rights legislation (NS, NB, PEI, NFLD). If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion please contact the Student Accessibility Centre. Please visit www.dal.ca/access for more information and to obtain the Request for Accommodation form.

A note taker may be required as part of a student's accommodation. Visit for more details: https://www.dal.ca/campus_life/academic-support/accessibility/accommodations-/classroom-accommodation.html.

ACADEMIC INTEGRITY

At Dalhousie University, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility and respect. As a student, you are Required Readings to demonstrate these values in all of the work you do. The University provides policies and procedures that every member of the university community is Required Readings to follow to ensure academic integrity.

The commitment of the Faculty of Management is to graduate future leaders of business, government and civil society who manage with integrity and get things done. This is non-negotiable in our community and it starts with your first class at Dalhousie University. So when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the Faculty of Management's Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the Faculty of Management Professor and Student Contract on Academic Integrity, and it is your responsibility to ask questions if there is anything you do not understand.

Dalhousie offers many ways to learn about academic writing and presentations so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize and cite information for use in assignments is called being "information literate." Information literacy is taught by Dalhousie University Librarians in classes and through Dalhousie Libraries' online Citing & Writing tutorials.

Do not plagiarize any materials for this course. For further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please consult the University Secretariat's Academic Integrity page.

Please note that Dalhousie subscribes to plagiarism detection software that checks for originality in submitted papers. Any paper submitted by a student at Dalhousie University may be checked for originality to confirm that the student has not plagiarized from other sources. Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which facts and opinions have been derived. At Dalhousie, there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course; students should read the Policy on Academic Dishonesty contained in the Calendar.

Furthermore, the University's Senate has affirmed the right of any instructor to require that student assignments be submitted in both written and computer readable format, e.g.: a text file or as an email attachment, and to submit any paper to a check such as that performed by the plagiarism detection software. As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy on demand. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The result of such assessment may be used as evidence in any disciplinary action taken by the Senate.

Faculty of Management clarification on plagiarism versus collaboration:

There are many forms of plagiarism, for instance, copying on exams and assignments. There is a clear line between group work on assignments when explicitly authorised by the professor and copying solutions from others. It is permissible to work on assignments with your friends but only when the professor gives you permission in the specific context of the assignment. University rules clearly stipulate that all assignments should be undertaken individually unless specifically authorised.

Specific examples of plagiarism include, but are not limited to, the following:
- Copying a computer file from another student, and using it as a template for your own solution
- Copying text written by another student
- Submitting the work of someone else, including that of a tutor as your own

An example of acceptable collaboration includes the following:
- When authorised by the professor, discussing the issues and underlying factors of a case with fellow students, and then each of the students writing up their submissions individually, from start to finish.

UNIVERSITY STATEMENTS

This course is governed by the academic rules and regulations set forth in the University Calendar and the Senate.

ACCESSIBILITY
The Student Accessibility Centre is Dalhousie's centre of expertise for matters related to student accessibility and accommodation. We work collaboratively with Dalhousie and King's students, faculty, and staff to create

an inclusive educational environment for students. The Centre is responsible for administering the university-wide Student Accommodation Policy working across all programs and faculties.

STUDENT CODE OF CONDUCT
Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution.

DIVERSITY AND INCLUSION
Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality. Dalhousie is strengthened in our diversity. We are a respectful and inclusive community. We are committed to being a place where everyone feels welcome and supported, which is why our Strategic Direction prioritizes fostering a culture of diversity and inclusiveness (Strategic Priority 5.2).

INTERNATIONALIZATION
At Dalhousie, "thinking and acting globally" enhances the quality and impact of education, supporting learning that is "interdisciplinary, cross-cultural, global in reach, and orientated toward solving problems that extend across national borders."

RECOGNITION OF MI'KMAQ TERRITORY
Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people. For more information about the purpose of territorial acknowledgements, or information about alternative territorial acknowledgements if your class is offered outside of Nova Scotia, please visit https://native-land.ca/.

The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the McCain Building (room 3037) or contact the programs at elders@dal.ca or 902-494-6803 (leave a message).

FAIR DEALING POLICY
The Dalhousie University Fair Dealing Policy provides guidance for the limited use of copyright protected material without the risk of infringement and without having to seek the permission of copyright owners. It is intended to provide a balance between the rights of creators and the rights of users at Dalhousie.

COURSE SCHEDULE

** Readings and guest lectures are subject to change. You will be informed via email of any changes. Where there is discrepancy between the readings listed here and those on the Brightspace course site, the latter should be followed.

Week 1, Jan 11: Introduction to the Course

Required Readings:
- No readings

Further Readings:
- Shoemaker, Nancy. A Typology of Colonialism. *Perspectives on History* 2015, https://www.historians.org/publications-and-directories/perspectives-on-history/october-2015/a-typology-of-colonialism

- Battiste, Marie. "Introduction: Narrating Mi'kmaw Treaties: Linking the Past to the Future," in Marie Battiste (ed), *Living Treaties: Narrating Mi'kmaw Treaty Relations*, pp.1-15, Sydney, Nova Scotia: Cape Breton UP, 2016. https://novanet-primo.hosted.exlibrisgroup.com/permalink/f/ljnbc9/TN_cdi_crossref_primary_10_1080_02722011_2018_1463619
- L'nuey. *Treaty people*, n.d. https://lnuey.ca/wp-content/uploads/2020/09/lnuey_4291_treatyday_ResearchPaper_V01_lowres.pdf. [7 pages]
- Dalhousie University's *Diversity and inclusivity strategy*
- Lord Dalhousie Scholarly Panel on Slavery and Race. *Report on Lord Dalhousie's History on Slavery and Race*. Dalhousie University, 2019. https://www.dal.ca/dept/ldp/findings.html

Week 2, Jan 18: Fundamentals of RM I – History, Concepts & Principles

Required Readings:
- Society of American Archivists Glossary: 'Record', 'Records Management', 'Document' at: https://www2.archivists.org/glossary
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 1: Understanding Records Management," in *Managing Records: A Handbook of Principles and Practice*, pp. 1-29. London, UK: Facet, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_1
- Jisc. *Records management: An introduction to the key concepts of record creation and management in further and higher education*, 2012). http://bit.ly/2Q6boOh **Read: Introduction (first section) + Why is records management necessary? + Creation + What is a record**
- McKemmish, Sue. "Placing Records Continuum Theory and Practice." *Archival Science* 1, 4 (2001): 333-59. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_proquest_journals_214899014
- Jesse Boiteau (2017) "Introduction" in *The National Centre for Truth and Reconciliation and the pursuit of archival decolonization*. Thesis (University of Manitoba).

Further Readings:
- Iron Mountain. *Records management: Best practices guide*, 2020. https://www.ironmountain.com/ca/en/-/media/files/Resources/Whitepapers/R/records-management-best-practices-guide-pdf.pdf?la=en-CA
- Yeo, Geoffey. "Chapter 1: The Making and Keeping of Records: A Brief Historical Overview," in *Records, Information and Data: Exploring the Role of Record-keeping in an Information Culture*, pp. 1-28. London, UK: Facet, 2018.
- Light, Michelle. "Evidence of Sanctity: Record-Keeping and Canonization at the Turn of the 13th Century." *Archivaria* 60 (Fall 2005): 105-124.
- Rock, Paul. "A Brief History of Records Management at the National Archives". *Legal Information Management* 16, 2 (2016): 60-64.
- Schellenberg, Theodore R. *Modern Archives: Principles and Techniques*. Chicago, IL: The Society of American Archivists, 2003. Part II: "Records Management": 33-110.
- Jenkinson, Hilary. *A Manual of Archive Administration*. London: Percy Lund, Humphries and Co., 1966. Part III: "Modern Archives."
- Ghaddar, J.J., and Michelle Caswell. "To Go Beyond: Towards a Decolonial Archival Praxis." *Archival Science* 19, 2 (2019): 71-85.
- Ghaddar, J.J. "Total Archives for Land, Law and Sovereignty in Settler Canada." *Archival Science* 21, 1 (2021): 59-82.

Week 3, Jan 25: Fundamentals of RM II – Models & Methods

Required Readings:
- Oliver, Gillian. "Chapter 4: Managing records in current recordkeeping environments," in T. Eastwood and H. MacNeil (eds), *Currents of Archival Thinking*, pp. 83-92. Santa Barbara, CA: Libraries Unlimited, 2017. ****PDF Attached **Read pages 83-92**
- Yeo, Geoffrey. "Concepts of Record (1): Evidence, Information, and Persistent Representations," *The American Archivist* 70, 2 (2007): 315-43. ****PDF Attached **Read pages 319-343 only**
- The University of Adelaide. *Life cycle of records,* 2020. http://bit.ly/2Q4XThB
- Association of Commonwealth Archivists and Records Managers. "The 'Migrated Archives'." Position Paper adopted at ACARM Annual General Meeting, Mexico City, 25 November 2017. https://acarmblog.wordpress.com/publications/

Additional Required Reading – Graduate:
- Karabinos, Michael. "In the Shadows of the Continuum: Testing the Records Continuum Model through the Foreign and Commonwealth Office 'Migrated Archives'." *Archival Science* 18, 3 (2018): 207-24. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/shadows-continuum-testing-records-model-through/docview/2064577366/se-2?accountid=10406

Further Readings:
- McKemmish, Sue. "Chapter 1: Traces: Document, Record, Archive, Archives," + Upward, Frank. "Chapter 8: The Records Continuum," in S. McKemmish et al. (eds.) *Archives: Recordkeeping in Society*, pp. 1-20 and pp. 197-222. Wagga Wagga, NSW: Charles Stuart University, Centre for Information Studies, 2005.
- Yeo, Geoffrey. "Rising to the Level of a Record? Some Thoughts on Records and Documents," *Records Management Journal* 21, 1 (2011): 8-27.
- Frings-Hessami, Viviane. "The Societal Embeddedness of Records: Teaching the Meaning of the Fourth Dimension of the Records Continuum Model in Different Cultural Contexts." *Archival Science* 21, 2 (2020): 139-54.
- Banton, Mandy. "History Concealed, History Withheld: The Story of the Foreign and Commonwealth Office 'Migrated Archives' and the Decades-long International Search for Redress." *Archives* 55, 1 (2020): 1-29.
- Auer, Leopold. "Displaced Archives in the Wake of Wars." In *Displaced Archives*, edited by James Lowry, pp. 114-129. London: Routledge, 2017.
- Lowry, James. 2020. Disputed Archival Claims: An International Survey 2018/2019. International Council on Archives, February. https://www.ica.org/sites/default/files/disputed_archival_claims_an_international_survey_2018_2019.pdf
- Mnjama, Nathan, and James Lowry. "A Proposal for Action on African Archives in Europe." In *Displaced Archives*, edited by James Lowry, pp. 101-114. London: Routledge, 2017.
- Frings-Hessami, V. "Continuum, continuity, continuum actions: reflection on the meaning of a continuum perspective and on its compatibility with a life cycle framework." *Archival Science* 22 (2022): 113-128.

Week 4, Feb 1: Recordkeeping/RM Infrastructure

Required Readings:
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 2: Analyzing Context for Records Management," in *Managing Records: A Handbook of Principles and Practice*, pp. 30-71. London, UK: Facet, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_30
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 4: Creating and Capturing Records," in *Managing Records: A Handbook of Principles and Practice*, pp. 101-145. London, UK: Facet, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_101

- Mullon, Paul Anthony, and Mpho Ngoepe. "An Integrated Framework to Elevate Information Governance to a National Level in South Africa." *Records Management Journal* 29, 1/2 (2019): 103-16. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/integrated-framework-elevate-information/docview/2188542952/se-2?accountid=10406

Further Readings:
- Yeo, Geoffrey. "Chapter 6: Representation, Performativity and Social Action: Why Records Are Not (Just) Information," in *Records, Information and Data. Exploring the Role of Record-keeping in an Information Culture*, pp. 129-162. London, UK: Facet Publishing, 2018.
- Brooks, Julie. "Perspectives on the relationship between records management and information governance," *Records Management Journal* 29, 1/2 (2019): 5-17.
- Cruz, R. "Best practices in information governance," *KM World* 26, 8 (2017): S22-S23. http://bit.ly/2Q57Prp
- Iron Mountain. *A practical guide to information governance*, 2019. http://bit.ly/2Q56PUm
- Ojala, M. "Information governance gets respect," *KM World* 26, 8 (2017): S20-S21. http://bit.ly/2Q3iu5X
- Schnarch, Brian. "Ownership, Control, Access, and Possession (OCAP) or Self-Determination Applied to Research: A Critical Analysis of Contemporary First Nations Research and Some Options for First Nations Communities." *Journal of Aboriginal Health* 1, 1 (2004): 80-95.
- Christen, Kimberly. "Does Information Really Want to be Free? Indigenous Knowledge Systems and the Question of Openness." *International Journal of Communication* 6 (2012): 2870-2893.
- First Archivist Circle. *Protocols for Native American Archival Material*. (2007). https://www2.nau.edu/libnap-p/protocols.html

Week 5, Feb 8: Records Classification Theory & Methodology

Required Readings:
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 3: Classifying Records and Documenting Their Context," in *Managing Records: A Handbook of Principles and Practice*, pp. 72-100. London, UK: Facet, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_72
- Sabourin, Paul. "Constructing a Function-Based Records Classification System: Business Activity Structure Classification System." *Archivaria* 51 (Spring 2001): 137-54. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/constructing-function-based-records/docview/2518947394/se-2?accountid=10406
- University of Manitoba. *Functional classification*. (2017). http://bit.ly/2Q6PD0D

Additional Required Reading – Graduate:
- Bak, Greg. "Continuous Classification: Capturing Dynamic Relationships among Information Resources." *Archival Science* 12, 3 (2012): 287-318. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/continuous-classification-capturing-dynamic/docview/1039256991/se-2?accountid=10406

Further Readings:
- Hurley, Chris. "What, if anything, is a Function?" *Archives and Manuscripts* 21, 2 (1993): 208-18. https://publications.archivists.org.au/index.php/asa/article/view/8349/8343
- Henttonen, Pekka and Kettunen, Kimmo. "Functional Classification of Records and Organizational Structure." *Records Management Journal* 21, 2 (2011): 86-103. https://novanet-primo.hosted.exlibrisgroup.com/permalink/f/ljnbc9/TN_cdi_crossref_primary_10_1108_09565691111152035

- Caravaca, Maria Mata. "Elements and Relationships within a Records Classification Scheme." *Italian Journal of Library, Archives and Information Science* 8, 2 (2017): 19-33. https://doaj.org/article/0ddaa98c9fbf4739921307b985bdba10
- Duranti, Luciana. "The Archival Bond." *Archives and Museum Informatics* 11 (1997): 213-218.
- Flett, A., and Laurie, S. Applying taxonomies through auto-classification. *Business Information Review* 29, 2 (2012): 111-120.
- Gunnlaugsdottir, J. "Functional classification scheme for records." *Records Management Journal*, 22, 2 (2012): 116-129.
- Packalén, S. "Functional classification." *Records Management Journal* 25, 2 (2015): 166-182.
- Resource -- Open Text: http://bit.ly/2ZZE5kA.
- Carbajal, Itza A. "Historical metadata debt: Confronting colonial and racist legacies through a post-custodial metadata praxis." [Special issue on Unsettling the Archives.] *Across the Disciplines* 18, 1/2 (2021): 91-107.
- Sutherland, Tonia and Alyssa Purcell. "A Weapon and a Tool: Decolonizing Description and Embracing Redescription as Liberatory Archival Praxis." *The International Journal of Information, Diversity and Inclusion* 5, 1 (2021): 60-78.

Week 6, Feb 15: Creating Usable Records Management Tools: The Retention Schedule & File Plans

Required Readings:
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 5: Managing Appraisal, Retention and Disposition," in *Managing Records: A Handbook of Principles and Practice*, pp. 146-172. London: Facet Publishing, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_146
- Man, Elizabeth. "A Functional Approach to Appraisal and Retention Scheduling." *Records Management Journal* 20, 1 (2010): 104-116. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/functional-approach-appraisal-retention/docview/223827005/se-2?accountid=10406
- Kahn, Randolph A. "The Incredibly Compelling Case to Rethink Records Retention in 2018 and Beyond." *Business Law Today* (February 12, 2018), http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=134747374&site=ehost-live
- Diamond, M. "How to create a modern and compliant records retention schedule you can actually execute." *Journal of AHIMA* 90, 4 (2019): 28-29. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/trade-journals/how-create-modern-compliant-records-retention/docview/2240075793/se-2?accountid=10406

Additional Required Reading – Graduate:
- McDonald, John, and Valerie Léveillé. "Whither the Retention Schedule in the Era of Big Data and Open Data?" *Records Management Journal* 24, 2 (2014): 99-121. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/whither-retention-schedule-era-big-data-open/docview/1651538602/se-2?accountid=10406

Further Readings:
- Frank, R.D. "Risk in trustworthy digital repository audit and certification." *Archival Science* 22 (2022): 43-73.
- Government of British Columbia. Administrative Records Classification System (ARCS) – Schedule 100001 (2011 ed.) http://www.gov.bc.ca/citz/iao/arcs/
- Eastwood, Terry. "The Retention Schedule in the Integrated Management of Records." *Archivum* 39 (1992): 52-56.

- Haraldsdottir, R. K., and Gunnlaugsdottir, J. "The Missing Link in Information and Records Management: Personal Knowledge Registration." *Records Management Journal.* 28, 1 (2018): 79-98.
- Frost, Eldon. "A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition." *Archivaria* 33 (Winter 1991-92): 78-86.
- McLeod, Julie. "Thoughts on the Opportunities for Records Professionals of the Open Access, Open Data Agenda." *Records Management Journal* 22, 2 (2012): 92-97.
- Brown, C. "Keeping or destroying records: some current issues in retention." *Business Archives* 77 (1999): 31-44.
- Terenna, B. J. "Risky business: proactive strategies help reduce records-related risks." *InfoPro* 3, 1 (2001): 25–32.
- Huston, Janis L. "Information Governance Standards for Managing E-health Information." *Journal of Telemedicine and Telecare* 11, 2 (2005): 56-58.
- Health Information and Quality Authority. *International Review of Information Governance Structures.* (Dec. 2009). https://www.hiqa.ie/sites/default/files/2017-02/Information_Governance_Structures_International_Review%20(1).pdf
- NHS – Shropshire Community Health. *Information Governance Policy.* (2018). https://www.shropscommunityhealth.nhs.uk/content/doclib/10417.pdf
- UK Department of Health. *NHS Information Governance.* (2007). https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/200702/NHS_Information_Governance_Guidance_on_Legal_and_Professional_Obligations.pdf

NO CLASS, Feb 22: Dalhousie Winter Study Break (Feb. 21 to 25)

Week 7, Mar 1: Information Culture

Required Readings:
- Oliver, Gillian, and Fiorella Foscarini. "Chapter 1: Background and Context," in *Records Management and Information Culture: Tackling the People Problem*, pp. xi-34. London, UK: Facet Publishing, 2014. **PDF Provided**
- Foscarini, Fiorella. Understanding functions: an organizational culture perspective. *Records Management Journal* 22, 1 (2012): 20-36. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/understanding-functions-organizational-culture/docview/939105195/se-2?accountid=10406
- Research Data Alliance International Indigenous Data Sovereignty Interest Group (2019) CARE Principles for Indigenous Data Governance. *The Global Indigenous Data Alliance*.
- Digital Preservation Coalition, "What is digital preservation?" 2023. https://www.dpconline.org/digipres/what-is-digipres

Additional Required Reading – Graduate:
- Maggie Walter, Raymond Lovett, et al. (2021) Indigenous Data Sovereignty in the Era of Big Data and Open Data. *The Australian Journal of Social Issues* 56(2): 143-156. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=150823934&site=ehost-live

Further Readings:
- Trace, Ciaran B. "What is Recorded is Never Simply 'What Happened': Record Keeping in Modern Organizational Culture." *Archival Science* 2, 1-2 (2002): 137-59.
- Bowker, Lynne and Cé Villamizar. "Embedding a Records Manager as a Strategy for Helping to Positively Influence an Organization's Records Management Culture." *Records Management Journal* 27, 1 (2017): 57-68.

- Foscarini, Fiorella. "Record as Social Action: Understanding Organizational Records through the Lens of Genre Theory" *Information Research* 18, 3 (2013): http://www.informationr.net/ir/18-3/colis/paperC08.html
- Svärd, P. "The Impact of Information Culture on Information/records management". *Records Management Journal* 24,1 (2014): 5-21.
- Lemieux, Victoria L. "The Records-Risk Nexus: Exploring the Relationship between Records and Risk." *Records Management Journal* 20, 2 (2010): 199-216.
- Bearman, David. "Diplomatics, Weberian Bureaucracy, and the Management of Electronic Records in Europe and America." *The American Archivist* 55 (1992): 168-81.
- Yakel, Elizabeth. "The Way Things Work: Procedures, Processes and Institutional Records." *The American Archivist* 59 (Fall 1996): 454-64.
- Downing, Lynette. "Implementing EDMS: Putting People First." *The Information Management Journal* 40, 4 (July-August 2006): 44-50.
- Cormack, D., Reid, P. and Kukutai, T. "Indigenous Data and Health: Critical Approaches to 'Race'/Ethnicity and Indigenous Data Governance." *Public Health* 172 (2019): 116-8.
- Kukutai, T., Carroll, S.R. and Walter, M. "Indigenous Data Sovereignty," in D. Mamo (ed.), *The Indigenous World 2020*, pp. 654-62. Copenhagen, Eks-Skolen Trykkeri, 2020.
- Lovett, R., Lee, V., Kukutai, T., Cormack, D., Rainie, S.C. and Walker, J. "Good Data Practices for Indigenous Data sovereignty and Governance," in A. Daly, S. K. Devitt and M. Mann (eds.), *Good Data*, pp. 26-36. Amsterdam, Institute of Network Cultures, 2019.
- Wilkinson, M.D., Dumontier, M., Aalbersberg, I.J., Appleton, G., Axton, M., Baak, A., Bourne, P.E. "The FAIR Guiding Principles for Scientific Data Management and Stewardship." *Scientific Data* 3, 1 (2016): 1-9.

Week 8, Mar 8: E-Records & the Management of Digital Content (Part I): Record & Information Management in Practice: Manitoba Liquor and Lotteries, a seminar with Dr. Greg Bak, Associate Professor, Archival Studies M.A. Program, History Department, University of Manitoba & Allana McEvoy, Records Manager, Manitoba Liquor & Lotteries

Required Readings:
- Lappin, James, Tom Jackson, Graham Matthews, and Clare Ravenwood. "Rival records management models in an era of partial automation." *Archival Science* 21 (2021): 243-266.
- Robert Yglesias. "Records Management in Microsoft 365" [Slide deck]. May 2020.
- Microsoft. "8 Tips for Focusing your Compliance Strategy" [Slide deck]. 2019.
- Microsoft. Webinar FAQ: Records Management in Microsoft 365. May 2020.
- Manitoba Liquor and Lotteries. "Records and Information Management Policy." February 2023.
- Archives of Manitoba. Government Recordkeeping Office. "About Records and Recordkeeping." https://www.gov.mb.ca/chc/archives/gro/recordkeeping/about_records.html.
- Archives of Manitoba. Government Recordkeeping Office. "Identifying Government Records." [flowchart] https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/identifying_government_records.pdf
- Archives of Manitoba. Government Recordkeeping Office. "Creating and Capturing Records." https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/creating_records.pdf
- Archives of Manitoba. Government Recordkeeping Office. "Transitory Records." https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/transitory_fact_sheet.pdf
- Archives of Manitoba. Government Recordkeeping Office. "Recordkeeping Systems" https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/recordkeeping_systems.pdf.
- Archives of Manitoba. Government Recordkeeping Office. "Electronic Recordkeeping FAQs" https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/electronic_rk_faqs.pdf.

- Digital Preservation Coalition. *Digital Preservation for Small Businesses: An Introductory Guide*. October 2022. https://www.dpconline.org/docs/miscellaneous/our-work/2787-dpc-intro-guide-to-digital-preservation-for-small-businesses/file

Further Readings:
- Maguire, Rachael. "Lessons Learned from Implementing an Electronic Records Management McLeod, Julie and Sue Childs. "A Strategic Approach to Making Sense of the 'Wicked' Problem of ERM." *Records Management Journal* 23, 2 (2013): 104-135. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/strategic-approach-making-sense-wicked-problem/docview/1399610174/se-2?accountid=10406
- System." *Records Management Journal* 15, 3 (2005): 150-157. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/lessons-learned-implementing-electronic-records/docview/223828599/se-2?accountid=10406
- Brown, Adrian. "Chapter 8: Preserving Digital Objects." *Practical Digital Preservation: A How-to Guide for Organizations of Any Size*. London: Facet Publishing, 2014. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_askewsholts_vlebooks_9781856049627
- Maemura, Emily, Nathan Moles, and Christoph Becker. "Organizational assessment frameworks for digital preservation: A literature review and mapping." *JASIST* 68, 7 (2017): 1619-1637. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=123692852&site=ehost-live
- City of Winnipeg, "How we're preserving the past by protecting our digital history." Our City, Our Stories [City of Winnipeg blog]. 4 Nov 2021. https://winnipeg.ca/ourstories/2021/211104-2.stm
- Atlassian. *The guide to enterprise content management (ECM),* (2020). http://bit.ly/2Q3Ry6g
- Nicastro, D. 11 rules for selecting the right content management system. (2018). *CMSWire*. http://bit.ly/2IE1dhT
- Bushey, Jessica, Marie Demoulin, and Robert McLelland. "Cloud Service Contracts: An Issue of Trust." *Canadian Journal of Information and Library Science* 39, 2 (2015): 128-153.
- Chorley, Katherine M. "The Challenges Presented to Records Management by Open Government Data in the Public Sector in England." *Records Management Journal* 27, 2 (2017): 149-158.
- Andresen, Herbjørn. "A discussion frame for explaining records that are based on algorithmic output." *Records Management Journal* 30, 2 (2019): 129-141.
- National Archives and Records Administration. *Bulletin 2014-06: Guidance on Managing Email*. (September, 2014). https://www.archives.gov/records-mgmt/bulletins/2014/2014-06.html
- National Archives of Australia. (n.d). *Managing social media*. (n.d.). https://bit.ly/3caw79X
- Queensland Government. *Mobile and smart devices*. (2020). http://bit.ly/2yMw1pX
- Duranti, Luciana, Terry Eastwood, and Heather MacNeil. *Preservation of the Integrity of Electronic Records*. Dordrecht: Kluwer Academic Publishers, 2003. Chapter 2.
- McLeod, Julie, and Catherine Hare (eds.) *Managing Electronic Records*. London: Facet Publishing, 2005. Chapters 9 and 11.
- Singh, Pauline, Jane E. Klobas, and Karen Anderson. "Information Seeking Behaviour of ERMS Users. Implications for Records Management Practices." *Human IT* 9, 1 (2007): 135-81.
- Borgland, Erik. "What About Trust in the Cloud? Archivists' Views on Trust." *Canadian Journal of Information and Library Sciences* 39:2 (2015): 114-127.
- Rolan, G. "Towards interoperable recordkeeping systems: A meta-model for recordkeeping metadata." *Records Management Journal* 27, 2 (2017): 125-148. https://bit.ly/3bdOWrN
- Pan, W. "The implementation of electronic recordkeeping systems." *Records Management Journal* 27, 1 (2017): 84-98. https://bit.ly/3cfUZ04

Week 9, Mar 15: E-Records & the Management of Digital Content (Part II): New Challenges & Long-Term Implications + Open Classroom @ 1pm ADST: "Community Connections: Plural Provenance Theory & The Role Of Archives & Records in Indigenous Community-Led Research," a lecture by Jesse Boiteau, Head of Archives, National Centre for Truth & Reconciliation. Co-hosted with Dr. Greg Bak, Associate Professor, Archival Studies M.A. Program, History Dept., University of Manitoba. guest speaker, Jesse Boiteau, Senior Archivist, National Centre for Truth & Reconciliation

Abstract of Open Classroom: It is no longer a secret or revelation in the wider archival community that western or colonial archives and records played a role in the colonization of Indigenous peoples around the globe. The process of reconciling this fact has been handled differently by archives in various regions, and for the most part has been a tentative and slow process in fear of not engaging the right way or making a misstep in connecting with the Indigenous communities and peoples represented in their holdings. In May of 2021, this tentativeness changed forever. When the 215 potential gravesites of children were identified by Tk'emlúps te Secwépemc at the Kamloops Residential School site, the urgency for archives and records to build meaningful relationships with Indigenous communities was sent into overdrive. In the months that followed, dozens of communities began to research unmarked burial sites across Canada, requiring access to millions of government and church records held by countless repositories. This guest lecture will start by looking at how archival and records management theory and practice can help make connections based on a plural provenance model to assist in addressing inequalities in the arrangement, description, and access of archival materials and records related to Indigenous peoples. It will then discuss key areas where archives and records can play a role in assisting community-led research initiatives in terms of records management, stewarding community archives, capacity building, and including Indigenous perspectives into archival acquisition policies and mandates.

Biography of Guest Speaker: Jesse Boiteau is Head of Archives at the National Centre for Truth & Reconciliation (NCTR) and is a member of the Métis Nation. He completed his Masters in Archival Studies at the University of Manitoba, focusing on the intersections between Western archival theory and practice, and Indigenous notions of archives and memory to shed light on how the NCTR can accommodate and blend multiple viewpoints in its processes. Jesse works within a close archives team to process the records collected by the Truth & Reconciliation Commission in Canada, make new collections available online, and respond to access requests from Residential School Survivors. He is also continually researching ways to leverage new technologies to honour the experiences and truths of Survivors through innovative and participatory archival practices.

Required Readings:
- Upward, Frank, Sue McKemmish and Barbara Reed. "Archivists and Changing Social and Information Spaces: A Continuum Approach to Recordkeeping and Archiving in Online Cultures." *Archivaria* 72 (December 2011), 197-237. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_proquest_journals_2518900317
- Natalie Vielfaure, "In Perpetual Motion: Web Archiving Ongoing Social Phenomena." *Digital Preservation Coalition Blog* (7 June 2021). https://www.dpconline.org/blog/bit-list-blog/blog-natalie-vielfaure-wdpd.
- International Council on Archives/NAA Indigenous Matters Summit. *The Adelaide Tandanya Declaration.* (October 2019). https://www.ica.org/en/icanaa-indigenous-matters-summit
- Check out website by First Nations Information Governance Centre + watch video: *Ownership, Control, Access and Possession* (OCAP™).
- Association of Canadian Archivist's Response to the Report of the Truth & Reconciliation Commission Taskforce (2020) *A reconciliation framework for Canadian archives*.
- United Nations, General Assembly (2007) *Declaration on the Rights of Indigenous People.*

Additional Required Reading – Graduate:
- Bak, Greg. "Trusted by whom? TDRs, standards culture and the nature of trust." *Archival Science* 16, 4 (2016): 373-402. https://novanet-

primo.hosted.exlibrisgroup.com/permalink/f/ljnbc9/TN_cdi_springer_primary_2015_10502_16_4_9257

Further Readings:

- Browse: UK Web Archive (UKWA)
- Trace, Ciaran B. "Beyond the Magic to the Mechanism: Computers, Materiality, and What It Means for Records to Be 'Born Digital'." *Archivaria* 72 (December 2011): 5-27. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_proquest_journals_2518900926
- Rothenberg, Jeff. *Ensuring the Longevity of Digital Information*. Revised edition (1999). www.clir.org/pubs/archives/ensuring.pdf.
- King, Morgan, and Aaronson, Stephen. "Nine Steps for Launching an ERM ECOSYSTEM PLAN," *Information Management* 51, 5 (2017): 22-24. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/nine-steps-launching-erm-ecosystem-plan/docview/1944517765/se-2?accountid=10406
- Association of Canadian Archivists' Indigenous Archives Collective (2021) *Indigenous Archives Collective Position Statement on the Right of Reply to Indigenous Knowledges and Information held in archives*. (2021). https://indigenousarchives.net/indigenous-archives-collective-position-statement-on-the-right-of-reply-to-indigenous-knowledges-and-information-held-in-archives/
- Vinh-Doyle, William P. Appraising email (using digital forensics): techniques and challenges. Archives and Manuscripts 45, 1 (2017).
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 8: Implementing Records Management: Practical and Managerial Issues," in *Managing Records: A Handbook of Principles and Practice*, pp. 246-269. London: Facet Publishing, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_246
- Mahoney, Michael S. The histories of computing(s). *Interdisciplinary Science Reviews* 30, 2 (2005): 119-135.
- Bak, Greg. How soon is now? Writings on digital archiving in Canada from the 1980s to 2011. *The American Archivist* 79, 2 (2011): 283-319.
- Hofman, Darra, Victoria Lemieux, Alysha Joo, and Danielle Alves Batista, "'The margin between the edge of the world and infinite possibility': Blockchain, GDPR and information governance." *Records Management Journal* 29, 1-2 (2019): 240-257.
- Bunn, Jenny. "Working in contexts for which transparency is important: A recordkeeping view of explainable artificial intelligence (XAI)," *Records Management Journal* 30, 2 (2020): 143-153.
- Johnston, Jesse A., David A. Wallace, and Ricardo L. Punzalan, "Messages Sent, and Received? Changing Perspectives and Policies on US Federal Email as Record and the Limits of Archival Accountability." *Archival Science* 19 (2019): 309-329.
- Mas, Sabine, Dominique Maurel, and Inge Alberts. "Applying Faceted Classification to the Personal Organization of Electronic Records: Insights into the User Experience". *Archivaria* 72 (December 2011): 29-59.

Week 10, Mar 22: Standards, Best Practices & Specifications + Open Classroom @ 1pm ADT: "When There Is No Archives: Decolonial Archiving & Oral Records in Mau Mau History," a lecture with Rose Miyonga, PhD Candidate, University of Warwick. Co-hosted with Cameron Welsh, student in the Master of Archival Studies program, School of Information, University of British Columbia.

Abstract: In the 1950s, the British colonial government launched a brutal counterinsurgency against the revolutionary Mau Mau movement in Kenya. In an effort to quash the anticolonial uprising, British colonialists imprisoned over 150,000 people without trial in detention camps where torture and murder were commonplace. In the early 1960s, as the British began their exit from empire in Kenya, they took with them the evidence of this brutality. Hundreds of thousands of archival documents detailing their atrocities were destroyed, and many more were stolen away to a secret archive in the United Kingdom. This paper addresses the question of

archival losses and silences in the context of Mau Mau history. It uses case studies from fieldwork with Mau Mau veterans to look at how survivors, activists and academics have been able to find alternatives to state-run archives in the context of the destruction and theft of these sources. By exploring these non-traditional archives, I also link to wider questions of decolonial archiving and record-creation.

Biography: Rose Miyonga is a PhD candidate at the University of Warwick in the Department of History, where her research focuses on the making of histories and memories of the Mau Mau War in post-independence Kenya. Methodologically, this research draws on her interest in oral records and non-traditional archives in historical research, and particularly in African history. In current academic work, she deals with questions of archival silence, and of how to find narratives and sources that speak into the gap between government records and lived experience. As such, she is also engaged with participatory research methodologies and influenced by oral history practices that emanate from the African continent.

Required Readings:
- Browse: *International Organization for Standardization (ISO). ISO 15489-1:2016 Information and documentation – Records management. Part 1: Concepts and principles* (May 2016). ***PDF Attached**
- ARMA International. *Generally Accepted Recordkeeping Principles* (GARP), 2014. http://www.armavi.org/docs/garp.pdf.
- Healy S. "ISO 15489 records management: its development and significance." *Records Management Journal* 20, 1 (2010/2001): 96-103. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_proquest_miscellaneous_743741679
- Hofman, Hans, "Standards: Not 'One Size Fits All'." *The Information Management Journal* 40, 3 (May-June 2006): 36-45. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/standards-not-one-size-fits-all/docview/227726598/se-2?accountid=10406
- Oliver, Gillian. "Implementing International Standards: First, Know Your Organization." *Records Management Journal* 17, 2 (2007): 82-93. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/implementing-international-standards-first-know/docview/223824903/se-2?accountid=10406
- Miyonga, Rose. "Imagining Kenyan futures through Kenyan pasts." *The Elephant* 3 (Dec. 2021).
- Maina, Chao Taiyikana, and Max Pinckers. "Reimagining time, reconstructing space: visual approaches to Mau Mau history in Kenya.

Further Readings:
- Bunn J. "Developing Descriptive Standards: A Renewed Call to Action." *Arch Rec* 34, 2 (2013): 235-247.
- Dancy R. "RAD past, present, and future." *Archivaria* 74 (2012): 7-41.
- International Council on Archives (ICA). *Principles and Functional Requirements for Records in Electronic Office Environments – Module 3: Guidelines and Functional Requirements for Records in Business Systems* (2008). http://www.adri.gov.au/resources/documents/ICA-M3-BS.pdf
- Shepherd, Elizabeth, Jenny Bunn, Andrew Flinn, Elizabeth Lomas, Anna Sexton, Sara Brimble, Katherine Chorley, Emma Harrison, James Lowry, and Jessica Page. "Open Government Data: Critical Information Management Perspectives." *Records Management Journal* 29, 1/2 (2019): 152-67.
- Evans, Joanne, Sue McKemmish, and Gregory Rolan. "Participatory Information Governance." *Records Management Journal* 29, 1/2 (2019): 178-93.

Week 11, Mar 29: Recordkeeping in Legal & Regulatory Environments + Open Classroom @ 1pm ADST: "Digitality, Crowdsourcing & The Photographic Record: Archival Losses & Alternatives in Kenya in the Shadow of Repatriation," a roundtable with Chao Taiyikana (co-founder of Digital Heritage, Museum of British Colonialism and Open Restitution Africa); Maureen Mumbua (Digitisation Coordinator, Book Bunk) and Max Pinckers (Artist and Guest Lecturer, School of Arts KASK & Conservatorium) in conversation with Rose Miyonga (PhD Candidate, History Dept., University of Warwick).

Abstract: In conversation with Rose Miyonga, this roundtable brings together trailblazing and innovative practitioners and scholars working to address the many gaps, silences and erasures in Kenyan archival memory and documentary heritage due to the history and legacies of British colonial rule and its brutal counterinsurgency practices in the country. With a focus on resistant and marginalized histories and perspectives, participants will share their experiences with a range of alternative approaches to address the archival gaps and silences, from crowdsourcing and "imagined records" to living archives and participatory documentary projects. Chao Taiyikana Maina will speak about living archives -- how they are embodied in people, infrastructure and landscape, particularly in relation to the Mau Mau uprising and the ways in which this history influences present day ideas of nationhood in Kenya. Maureen Mumbia will discuss the Book Bunk's project that seeks to build a visual and audio archive from crowd sourced stories from the library community dubbed, "The Missing Bits" project. Max Pinckers will speak on Unhistories (2015-ongoing), a documentary project in collaboration with Kenyan Mau Mau war veterans and survivors of atrocities committed by British colonial rule in the 1950s that aims to (re)visualize the fight for independence from their personal perspectives. With most of the colonial archives deliberately destroyed, hidden or manipulated, Unhistories created new "imagined records" that fill in the missing gaps of historical archives.

Biographies:
- **Chao Taiyikana Maina** is a Kenyan historian and digital heritage specialist that works at the intersection of digital humanities and public education. She uses digital technologies to unearth previously hidden or suppressed historical narratives, make these accessible to a wider audience and enable communities to engage with their cultural heritage. She has a background in computer sciences with a specialization in digital heritage studies. Her work is not simply about presenting existing historical archives in a modern way. It is about using technology to excavate stories and center people that have previously been excluded from historical narratives. Using tools such as digital visualizations and oral history recordings, she believes that modern forms of historical presentation can subvert traditional hierarchies in order to make previously hidden forms of knowledge visible. Thus, her work to legitimize the formerly delegitimised narratives has a reparative power. She is the founder of African Digital Heritage, a co-founder of the Museum of British Colonialism and a co-founder of the Open Restitution Africa project.
- **Maureen Mumbua** works as the archives coordinator at Book Bunk - an organisation seeking to restore Kenya's second oldest library. She leads the digitisation department in preserving the items held by the library as well as archiving Kenya's more recent history in audio format. She was part of the 'The Missing Bits' project which sought to address the decentering of average black Kenyan narratives from Kenya's recorded history.
- **Rose Miyonga** is a PhD candidate at the University of Warwick in the Department of History, where her research focuses on the making of histories and memories of the Mau Mau War in post-independence Kenya. Methodologically, this research draws on her interest in oral records and non-traditional archives in historical research, and particularly in African history. In current academic work, she deals with questions of archival silence, and of how to find narratives and sources that speak into the gap between government records and lived experience. As such, she is also engaged with participatory research methodologies and influenced by oral history practices that emanate from the African continent.
- **Max Pinckers'** work explores the critical, technological and ideological structures that surround the production and consumption of documentary images. Pinckers' work draws on contemporary and historical debates, merging fact, fiction and imagination to reflect on the ways that the real is defined

and represented. It treats documentary as a hybrid practice involving not just images, but objects, performance, texts, found footage and sculptural interventions that investigate the complex nature of perception. Collaboration is essential to Pinckers' practice, creating a space for the exchange of ideas between himself and the people he works with, and for critical examination of his own position as a photographer. Ultimately, Pinckers' self-reflexive work sets out to question both documentary discourse and artistic practice -- to create new modes of documentary that foreground the deceptive nature of images yet always emotionally and empathically engages with people and their stories. His work takes shape as self-published artist books and exhibition installations such as The Fourth Wall (2012), Will They Sing Like Raindrops or Leave Me Thirsty (2014), and Margins of Excess (2018). Pinckers is a Doctor in the Arts and guest lecturer at the School of Arts KASK & Conservatorium in Ghent, Belgium. He has received multiple international awards, such as the Edward Steichen Award Luxembourg 2015 and the Leica Oskar Barnack Award 2018. In 2015, he founded the independent publishing house Lyre Press and The School of Speculative Documentary in 2017. Pinckers is represented by Gallery Sofie Van de Velde in Antwerp and Tristan Lund in London.

Required Readings:
- AICPA/CICA. *Records management: Integrating Privacy Using Generally Accepted Privacy Principles.* (n.d.) http://bit.ly/2tJYxTg.
- Hodge, N. "Getting ready for GDPR." *Risk Management* 65, 1 (2018): 26-29. http://bit.ly/2Q6wVGn
- Greengard, S. Weighing the impact of GDPR. *Communications of the ACM* 61, 11 (2018): 16-18. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=132883469&site=ehost-live.
- Merrick, R., and Ryan, S. "Data privacy governance in the age of GDPR." *Risk Management* 66, 3 (2019): 38-43. http://bit.ly/2Q6qqDE.
- Bak, Greg. "For the Record: Digitizing archives can increase access to information but compromise privacy," *The Conversation* (28 February 2021), https://theconversation.com/for-the-record-digitizing-archives-can-increase-access-to-information-but-compromise-privacy-155364.
- Linebaugh, Riley and James Lowry. "The archival colour line: race, records and post-colonial custody." *Archives and Records* (2021). ***PDF Attached**

Further Readings:
- *Access to Information Act* (Canada): http://laws-lois.justice.gc.ca/eng/acts/a-1/
- European Commission. *EU data protection rules*. (n.d.). http://bit.ly/2Q320uH
- *Canada Evidence Act* (R.S.C. 1985, c. C-5) (July 3, 2017) http://laws-lois.justice.gc.ca/eng/acts/c-5/fulltext.html
- Office of the Privacy Commissioner of Canada. *Privacy topics.* (n.d.). http://bit.ly/2yU9NTc
- Information Commissioner of Canada. *Access at Issue: The challenge of accessing our collective memory: Systematic investigation of Library and Archives Canada*. (26 April 2022) https://www.oic-ci.gc.ca/sites/default/files/2022-04/LAC-SpecialReport-EN-OIC-2022_1.pdf
- *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c.F.31) (August 2007). http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm
- *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5. http://bit.ly/2Q8gARD
- McKemmish, Sue, and Frank Upward (eds.) *Archival Documents. Providing Accountability through Recordkeeping.* Melbourne: Ancora Press, 1993.
- Gafiuk, Jo-Ann Munn. "Access-to-Information Legislation: A Critical Analysis," in Avery, C. and Holmund, M. (eds.), *Better Off Forgetting? Essays on Archives, Public Policy, and Collective Memory*, pp 39-59. Toronto: Canada, U of T Press 2010.
- Montana, John C., J. Edwin Dietal, and Cristine S. Martins. "Strategies for RIM Program Compliance with Serbanes-Oxley." *The Information Management Journal* 40, 6 (2006): 54-60.
- Davis, M. "Data and the United Nations declaration on the rights of indigenous peoples" in T. Kukutai and J. Taylor (eds.), *Indigenous Data Sovereignty*, pp. 25-38. Canberra, ANU Press, 2016.

- Kabata, Victor, and Francis Garaba. "Leadership and Political Will for Implementation of the Access to Information (ATI) Act (2016) in Kenya." *Records Management Journal* 29, 1/2 (2019): 117-33.
- Netshakhuma, Nkholedzeni Sidney. "The Role of Archives and Records Management Legislation after Colonialism in Africa." *Records Management Journal* 29, 1/2 (2019): 210-23. https://novanet-primo.hosted.exlibrisgroup.com/permalink/f/ljnbc9/TN_cdi_crossref_primary_10_1108_RMJ_09_2018_0024
- Exterro. *The basics of eDiscovery* (2nd ed.). (n.d.) http://bit.ly/2ZToK4Y
- Favro, P. J., and Call, K. A. "A new frontier in eDiscovery ethics: Self-destructing messaging applications." *Utah Bar Journal* 31, 2 (2018): 40-41.
- Thompson, K., and Hurlburt, N. "New edition of the Sedona Canada Principles for E-Discovery." *Cyberlex*. (2016, February 29). http://bit.ly/2tJQ6rd

Week 12, April 5: Course Wrap-up + Group Presentations on Weekly Themes

Required Readings:
- No readings

COURSE SCHEDULE

** Readings and guest lectures are subject to change. You will be informed via email of any changes. Where there is discrepancy between the readings listed here and those on the Brightspace course site, the latter should be followed.

Week 1, Jan 11: Introduction to the Course

Required Readings:
- No readings

Further Readings:
- Shoemaker, Nancy. A Typology of Colonialism. *Perspectives on History* 2015, https://www.historians.org/publications-and-directories/perspectives-on-history/october-2015/a-typology-of-colonialism
- Battiste, Marie. "Introduction: Narrating Mi'kmaw Treaties: Linking the Past to the Future," in Marie Battiste (ed), *Living Treaties: Narrating Mi'kmaw Treaty Relations*, pp.1-15, Sydney, Nova Scotia: Cape Breton UP, 2016. https://novanet-primo.hosted.exlibrisgroup.com/permalink/f/ljnbc9/TN_cdi_crossref_primary_10_1080_02722011_2018_1463619
- L'nuey. *Treaty people*, n.d. https://lnuey.ca/wp-content/uploads/2020/09/lnuey_4291_treatyday_ResearchPaper_V01_lowres.pdf. [7 pages]
- Dalhousie University's *Diversity and inclusivity strategy*
- Lord Dalhousie Scholarly Panel on Slavery and Race. *Report on Lord Dalhousie's History on Slavery and Race*. Dalhousie University, 2019. https://www.dal.ca/dept/ldp/findings.html

Week 2, Jan 18: Fundamentals of RM I – History, Concepts & Principles

Required Readings:

- Society of American Archivists Glossary: 'Record', 'Records Management', 'Document' at: https://www2.archivists.org/glossary
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 1: Understanding Records Management," in *Managing Records: A Handbook of Principles and Practice*, pp. 1-29. London, UK: Facet, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_1
- Jisc. *Records management: An introduction to the key concepts of record creation and management in further and higher education*, 2012). http://bit.ly/2Q6boOh **Read: Introduction (first section) + Why is records management necessary? + Creation + What is a record**
- McKemmish, Sue. "Placing Records Continuum Theory and Practice." *Archival Science* 1, 4 (2001): 333-59. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_proquest_journals_214899014
- Jesse Boiteau (2017) "Introduction" in *The National Centre for Truth and Reconciliation and the pursuit of archival decolonization*. Thesis (University of Manitoba).

Further Readings:
- Iron Mountain. *Records management: Best practices guide*, 2020. https://www.ironmountain.com/ca/en/-/media/files/Resources/Whitepapers/R/records-management-best-practices-guide-pdf.pdf?la=en-CA
- Yeo, Geoffey. "Chapter 1: The Making and Keeping of Records: A Brief Historical Overview," in *Records, Information and Data: Exploring the Role of Record-keeping in an Information Culture*, pp. 1-28. London, UK: Facet, 2018.
- Light, Michelle. "Evidence of Sanctity: Record-Keeping and Canonization at the Turn of the 13th Century." *Archivaria* 60 (Fall 2005): 105-124.
- Rock, Paul. "A Brief History of Records Management at the National Archives". *Legal Information Management* 16, 2 (2016): 60-64.
- Schellenberg, Theodore R. *Modern Archives: Principles and Techniques*. Chicago, IL: The Society of American Archivists, 2003. Part II: "Records Management": 33-110.
- Jenkinson, Hilary. *A Manual of Archive Administration*. London: Percy Lund, Humphries and Co., 1966. Part III: "Modern Archives."
- Ghaddar, J.J., and Michelle Caswell. "To Go Beyond: Towards a Decolonial Archival Praxis." *Archival Science* 19, 2 (2019): 71-85.
- Ghaddar, J.J. "Total Archives for Land, Law and Sovereignty in Settler Canada." *Archival Science* 21, 1 (2021): 59-82.

Week 3, Jan 25: Fundamentals of RM II – Models & Methods

Required Readings:
- Oliver, Gillian. "Chapter 4: Managing records in current recordkeeping environments," in T. Eastwood and H. MacNeil (eds), *Currents of Archival Thinking*, pp. 83-92. Santa Barbara, CA: Libraries Unlimited, 2017. **PDF Attached **Read pages 83-92**
- Yeo, Geoffrey. "Concepts of Record (1): Evidence, Information, and Persistent Representations," *The American Archivist* 70, 2 (2007): 315-43. **PDF Attached **Read pages 319-343 only**
- The University of Adelaide. *Life cycle of records,* 2020. http://bit.ly/2Q4XThB
- Association of Commonwealth Archivists and Records Managers. "The 'Migrated Archives'." Position Paper adopted at ACARM Annual General Meeting, Mexico City, 25 November 2017. https://acarmblog.wordpress.com/publications/
Additional Required Reading – Graduate:
- Karabinos, Michael. "In the Shadows of the Continuum: Testing the Records Continuum Model through the Foreign and Commonwealth Office 'Migrated Archives'." *Archival Science* 18, 3 (2018): 207-24. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-

journals/shadows-continuum-testing-records-model-through/docview/2064577366/se-2?accountid=10406

Further Readings:
- McKemmish, Sue. "Chapter 1: Traces: Document, Record, Archive, Archives," + Upward, Frank. "Chapter 8: The Records Continuum," in S. McKemmish et al. (eds.) *Archives: Recordkeeping in Society,* pp. 1-20 and pp. 197-222. Wagga Wagga, NSW: Charles Stuart University, Centre for Information Studies, 2005.
- Yeo, Geoffrey. "Rising to the Level of a Record? Some Thoughts on Records and Documents," *Records Management Journal* 21, 1 (2011): 8-27.
- Frings-Hessami, Viviane. "The Societal Embeddedness of Records: Teaching the Meaning of the Fourth Dimension of the Records Continuum Model in Different Cultural Contexts." *Archival Science* 21, 2 (2020): 139-54.
- Banton, Mandy. "History Concealed, History Withheld: The Story of the Foreign and Commonwealth Office 'Migrated Archives' and the Decades-long International Search for Redress." *Archives* 55, 1 (2020): 1-29.
- Auer, Leopold. "Displaced Archives in the Wake of Wars." In *Displaced Archives*, edited by James Lowry, pp. 114-129. London: Routledge, 2017.
- Lowry, James. 2020. Disputed Archival Claims: An International Survey 2018/2019. International Council on Archives, February. https://www.ica.org/sites/default/files/disputed_archival_claims_an_international_survey_2018_2019.pdf
- Mnjama, Nathan, and James Lowry. "A Proposal for Action on African Archives in Europe." In *Displaced Archives*, edited by James Lowry, pp. 101-114. London: Routledge, 2017.
- Frings-Hessami, V. "Continuum, continuity, continuum actions: reflection on the meaning of a continuum perspective and on its compatibility with a life cycle framework." *Archival Science* 22 (2022): 113-128.

Week 4, Feb 1: Recordkeeping/RM Infrastructure

Required Readings:
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 2: Analyzing Context for Records Management," in *Managing Records: A Handbook of Principles and Practice*, pp. 30-71. London, UK: Facet, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_30
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 4: Creating and Capturing Records," in *Managing Records: A Handbook of Principles and Practice*, pp. 101-145. London, UK: Facet, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_101
- Mullon, Paul Anthony, and Mpho Ngoepe. "An Integrated Framework to Elevate Information Governance to a National Level in South Africa." *Records Management Journal* 29, 1/2 (2019): 103-16. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/integrated-framework-elevate-information/docview/2188542952/se-2?accountid=10406

Further Readings:
- Yeo, Geoffrey. "Chapter 6: Representation, Performativity and Social Action: Why Records Are Not (Just) Information," in *Records, Information and Data. Exploring the Role of Record-keeping in an Information Culture*, pp. 129-162. London, UK: Facet Publishing, 2018.
- Brooks, Julie. "Perspectives on the relationship between records management and information governance," *Records Management Journal* 29, 1/2 (2019): 5-17.
- Cruz, R. "Best practices in information governance," *KM World* 26, 8 (2017): S22-S23. http://bit.ly/2Q57Prp
- Iron Mountain. *A practical guide to information governance*, 2019. http://bit.ly/2Q56PUm

- Ojala, M. "Information governance gets respect," *KM World* 26, 8 (2017): S20-S21. http://bit.ly/2Q3iu5X
- Schnarch, Brian. "Ownership, Control, Access, and Possession (OCAP) or Self-Determination Applied to Research: A Critical Analysis of Contemporary First Nations Research and Some Options for First Nations Communities." *Journal of Aboriginal Health* 1, 1 (2004): 80-95.
- Christen, Kimberly. "Does Information Really Want to be Free? Indigenous Knowledge Systems and the Question of Openness." *International Journal of Communication* 6 (2012): 2870-2893.
- First Archivist Circle. *Protocols for Native American Archival Material*. (2007). https://www2.nau.edu/libnap-p/protocols.html

Week 5, Feb 8: Records Classification Theory & Methodology

Required Readings:
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 3: Classifying Records and Documenting Their Context," in *Managing Records: A Handbook of Principles and Practice*, pp. 72-100. London, UK: Facet, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_72
- Sabourin, Paul. "Constructing a Function-Based Records Classification System: Business Activity Structure Classification System." *Archivaria* 51 (Spring 2001): 137-54. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/constructing-function-based-records/docview/2518947394/se-2?accountid=10406
- University of Manitoba. *Functional classification*. (2017). http://bit.ly/2Q6PD0D

Additional Required Reading – Graduate:
- Bak, Greg. "Continuous Classification: Capturing Dynamic Relationships among Information Resources." *Archival Science* 12, 3 (2012): 287-318. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/continuous-classification-capturing-dynamic/docview/1039256991/se-2?accountid=10406

Further Readings:
- Hurley, Chris. "What, if anything, is a Function?" *Archives and Manuscripts* 21, 2 (1993): 208-18. https://publications.archivists.org.au/index.php/asa/article/view/8349/8343
- Henttonen, Pekka and Kettunen, Kimmo. "Functional Classification of Records and Organizational Structure." *Records Management Journal* 21, 2 (2011): 86-103. https://novanet-primo.hosted.exlibrisgroup.com/permalink/f/ljnbc9/TN_cdi_crossref_primary_10_1108_09565691111152035
- Caravaca, Maria Mata. "Elements and Relationships within a Records Classification Scheme." *Italian Journal of Library, Archives and Information Science* 8, 2 (2017): 19-33. https://doaj.org/article/0ddaa98c9fbf4739921307b985bdba10
- Duranti, Luciana. "The Archival Bond." *Archives and Museum Informatics* 11 (1997): 213-218.
- Flett, A., and Laurie, S. Applying taxonomies through auto-classification. *Business Information Review* 29, 2 (2012): 111-120.
- Gunnlaugsdottir, J. "Functional classification scheme for records." *Records Management Journal*, 22, 2 (2012): 116-129.
- Packalén, S. "Functional classification." *Records Management Journal* 25, 2 (2015): 166-182.
- Resource -- Open Text: http://bit.ly/2ZZE5kA.
- Carbajal, Itza A. "Historical metadata debt: Confronting colonial and racist legacies through a post-custodial metadata praxis." [Special issue on Unsettling the Archives.] *Across the Disciplines* 18, 1/2 (2021): 91-107.
- Sutherland, Tonia and Alyssa Purcell. "A Weapon and a Tool: Decolonizing Description and Embracing Redescription as Liberatory Archival Praxis." *The International Journal of Information, Diversity and Inclusion* 5, 1 (2021): 60-78.

Week 6, Feb 15: Creating Usable Records Management Tools: The Retention Schedule & File Plans

Required Readings:
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 5: Managing Appraisal, Retention and Disposition," in *Managing Records: A Handbook of Principles and Practice*, pp. 146-172. London: Facet Publishing, 2003. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_146
- Man, Elizabeth. "A Functional Approach to Appraisal and Retention Scheduling." *Records Management Journal* 20, 1 (2010): 104-116. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/functional-approach-appraisal-retention/docview/223827005/se-2?accountid=10406
- Kahn, Randolph A. "The Incredibly Compelling Case to Rethink Records Retention in 2018 and Beyond." *Business Law Today* (February 12, 2018), http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=134747374&site=ehost-live
- Diamond, M. "How to create a modern and compliant records retention schedule you can actually execute." *Journal of AHIMA* 90, 4 (2019): 28-29. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/trade-journals/how-create-modern-compliant-records-retention/docview/2240075793/se-2?accountid=10406

Additional Required Reading – Graduate:
- McDonald, John, and Valerie Léveillé. "Whither the Retention Schedule in the Era of Big Data and Open Data?" *Records Management Journal* 24, 2 (2014): 99-121. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/whither-retention-schedule-era-big-data-open/docview/1651538602/se-2?accountid=10406

Further Readings:
- Frank, R.D. "Risk in trustworthy digital repository audit and certification." *Archival Science* 22 (2022): 43-73.
- Government of British Columbia. Administrative Records Classification System (ARCS) – Schedule 100001 (2011 ed.) http://www.gov.bc.ca/citz/iao/arcs/
- Eastwood, Terry. "The Retention Schedule in the Integrated Management of Records." *Archivum* 39 (1992): 52-56.
- Haraldsdottir, R. K., and Gunnlaugsdottir, J. "The Missing Link in Information and Records Management: Personal Knowledge Registration." *Records Management Journal.* 28, 1 (2018): 79-98.
- Frost, Eldon. "A Weak Link in the Chain: Records Scheduling as a Source of Archival Acquisition." *Archivaria* 33 (Winter 1991-92): 78-86.
- McLeod, Julie. "Thoughts on the Opportunities for Records Professionals of the Open Access, Open Data Agenda." *Records Management Journal* 22, 2 (2012): 92-97.
- Brown, C. "Keeping or destroying records: some current issues in retention." *Business Archives* 77 (1999): 31-44.
- Terenna, B. J. "Risky business: proactive strategies help reduce records-related risks." *InfoPro* 3, 1 (2001): 25–32.
- Huston, Janis L. "Information Governance Standards for Managing E-health Information." *Journal of Telemedicine and Telecare* 11, 2 (2005): 56-58.
- Health Information and Quality Authority. *International Review of Information Governance Structures.* (Dec. 2009). https://www.hiqa.ie/sites/default/files/2017-02/Information_Governance_Structures_International_Review%20(1).pdf
- NHS – Shropshire Community Health. *Information Governance Policy.* (2018). https://www.shropscommunityhealth.nhs.uk/content/doclib/10417.pdf

- UK Department of Health. *NHS Information Governance.* (2007). https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/200702/NHS_Information_Governance_Guidance_on_Legal_and_Professional_Obligations.pdf

NO CLASS, Feb 22: Dalhousie Winter Study Break (Feb. 21 to 25)

Week 7, Mar 1: Information Culture

Required Readings:
- Oliver, Gillian, and Fiorella Foscarini. "Chapter 1: Background and Context," in *Records Management and Information Culture: Tackling the People Problem*, pp. xi-34. London, UK: Facet Publishing, 2014. **PDF Provided**
- Foscarini, Fiorella. Understanding functions: an organizational culture perspective. *Records Management Journal* 22, 1 (2012): 20-36. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/understanding-functions-organizational-culture/docview/939105195/se-2?accountid=10406
- Research Data Alliance International Indigenous Data Sovereignty Interest Group (2019) CARE Principles for Indigenous Data Governance. *The Global Indigenous Data Alliance*.
- Digital Preservation Coalition, "What is digital preservation?" 2023. https://www.dpconline.org/digipres/what-is-digipres

Additional Required Reading – Graduate:
- Maggie Walter, Raymond Lovett, et al. (2021) Indigenous Data Sovereignty in the Era of Big Data and Open Data. *The Australian Journal of Social Issues* 56(2): 143-156. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=150823934&site=ehost-live

Further Readings:
- Trace, Ciaran B. "What is Recorded is Never Simply 'What Happened': Record Keeping in Modern Organizational Culture." *Archival Science* 2, 1-2 (2002): 137-59.
- Bowker, Lynne and Cé Villamizar. "Embedding a Records Manager as a Strategy for Helping to Positively Influence an Organization's Records Management Culture." *Records Management Journal* 27, 1 (2017): 57-68.
- Foscarini, Fiorella. "Record as Social Action: Understanding Organizational Records through the Lens of Genre Theory" *Information Research* 18, 3 (2013): http://www.informationr.net/ir/18-3/colis/paperC08.html
- Svärd, P. "The Impact of Information Culture on Information/records management". *Records Management Journal* 24,1 (2014): 5-21.
- Lemieux, Victoria L. "The Records-Risk Nexus: Exploring the Relationship between Records and Risk." *Records Management Journal* 20, 2 (2010): 199-216.
- Bearman, David. "Diplomatics, Weberian Bureaucracy, and the Management of Electronic Records in Europe and America." *The American Archivist* 55 (1992): 168-81.
- Yakel, Elizabeth. "The Way Things Work: Procedures, Processes and Institutional Records." *The American Archivist* 59 (Fall 1996): 454-64.
- Downing, Lynette. "Implementing EDMS: Putting People First." *The Information Management Journal* 40, 4 (July-August 2006): 44-50.
- Cormack, D., Reid, P. and Kukutai, T. "Indigenous Data and Health: Critical Approaches to 'Race'/Ethnicity and Indigenous Data Governance." *Public Health* 172 (2019): 116-8.
- Kukutai, T., Carroll, S.R. and Walter, M. "Indigenous Data Sovereignty," in D. Mamo (ed.), *The Indigenous World 2020*, pp. 654-62. Copenhagen, Eks-Skolen Trykkeri, 2020.

- Lovett, R., Lee, V., Kukutai, T., Cormack, D., Rainie, S.C. and Walker, J. "Good Data Practices for Indigenous Data sovereignty and Governance," in A. Daly, S. K. Devitt and M. Mann (eds.), *Good Data*, pp. 26-36. Amsterdam, Institute of Network Cultures, 2019.
- Wilkinson, M.D., Dumontier, M., Aalbersberg, I.J., Appleton, G., Axton, M., Baak, A., Bourne, P.E. "The FAIR Guiding Principles for Scientific Data Management and Stewardship." *Scientific Data* 3, 1 (2016): 1-9.

Week 8, Mar 8: E-Records & the Management of Digital Content (Part I): Record & Information Management in Practice: Manitoba Liquor and Lotteries, a seminar with Dr. Greg Bak, Associate Professor, Archival Studies M.A. Program, History Department, University of Manitoba & Allana McEvoy, Records Manager, Manitoba Liquor & Lotteries

Required Readings:
- Lappin, James, Tom Jackson, Graham Matthews, and Clare Ravenwood. "Rival records management models in an era of partial automation." *Archival Science* 21 (2021): 243-266.
- Robert Yglesias. "Records Management in Microsoft 365" [Slide deck]. May 2020.
- Microsoft. "8 Tips for Focusing your Compliance Strategy" [Slide deck]. 2019.
- Microsoft. Webinar FAQ: Records Management in Microsoft 365. May 2020.
- Manitoba Liquor and Lotteries. "Records and Information Management Policy." February 2023.
- Archives of Manitoba. Government Recordkeeping Office. "About Records and Recordkeeping." https://www.gov.mb.ca/chc/archives/gro/recordkeeping/about_records.html.
- Archives of Manitoba. Government Recordkeeping Office. "Identifying Government Records." [flowchart] https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/identifying_government_records.pdf
- Archives of Manitoba. Government Recordkeeping Office. "Creating and Capturing Records." https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/creating_records.pdf
- Archives of Manitoba. Government Recordkeeping Office. "Transitory Records." https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/transitory_fact_sheet.pdf
- Archives of Manitoba. Government Recordkeeping Office. "Recordkeeping Systems" https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/recordkeeping_systems.pdf.
- Archives of Manitoba. Government Recordkeeping Office. "Electronic Recordkeeping FAQs" https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/electronic_rk_faqs.pdf.
- Digital Preservation Coalition. *Digital Preservation for Small Businesses: An Introductory Guide*. October 2022. https://www.dpconline.org/docs/miscellaneous/our-work/2787-dpc-intro-guide-to-digital-preservation-for-small-businesses/file

Further Readings:
- Maguire, Rachael. "Lessons Learned from Implementing an Electronic Records Management McLeod, Julie and Sue Childs. "A Strategic Approach to Making Sense of the 'Wicked' Problem of ERM." *Records Management Journal* 23, 2 (2013): 104-135. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/strategic-approach-making-sense-wicked-problem/docview/1399610174/se-2?accountid=10406
- System." *Records Management Journal* 15, 3 (2005): 150-157. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/lessons-learned-implementing-electronic-records/docview/223828599/se-2?accountid=10406
- Brown, Adrian. "Chapter 8: Preserving Digital Objects." *Practical Digital Preservation: A How-to Guide for Organizations of Any Size*. London: Facet Publishing, 2014. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_askewsholts_vlebooks_9781856049627
- Maemura, Emily, Nathan Moles, and Christoph Becker. "Organizational assessment frameworks for digital preservation: A literature review and mapping." *JASIST* 68, 7 (2017): 1619-1637.

http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=123692852&site=ehost-live

- City of Winnipeg, "How we're preserving the past by protecting our digital history." Our City, Our Stories [City of Winnipeg blog]. 4 Nov 2021. https://winnipeg.ca/ourstories/2021/211104-2.stm
- Atlassian. *The guide to enterprise content management (ECM),* (2020). http://bit.ly/2Q3Ry6g
- Nicastro, D. 11 rules for selecting the right content management system. (2018). *CMSWire.* http://bit.ly/2lE1dhT
- Bushey, Jessica, Marie Demoulin, and Robert McLelland. "Cloud Service Contracts: An Issue of Trust." *Canadian Journal of Information and Library Science* 39, 2 (2015): 128-153.
- Chorley, Katherine M. "The Challenges Presented to Records Management by Open Government Data in the Public Sector in England." *Records Management Journal* 27, 2 (2017): 149-158.
- Andresen, Herbjørn. "A discussion frame for explaining records that are based on algorithmic output." *Records Management Journal* 30, 2 (2019): 129-141.
- National Archives and Records Administration. *Bulletin 2014-06: Guidance on Managing Email*. (September, 2014). https://www.archives.gov/records-mgmt/bulletins/2014/2014-06.html
- National Archives of Australia. (n.d). *Managing social media*. (n.d.). https://bit.ly/3caw79X
- Queensland Government. *Mobile and smart devices*. (2020). http://bit.ly/2yMw1pX
- Duranti, Luciana, Terry Eastwood, and Heather MacNeil. *Preservation of the Integrity of Electronic Records*. Dordrecht: Kluwer Academic Publishers, 2003. Chapter 2.
- McLeod, Julie, and Catherine Hare (eds.) *Managing Electronic Records*. London: Facet Publishing, 2005. Chapters 9 and 11.
- Singh, Pauline, Jane E. Klobas, and Karen Anderson. "Information Seeking Behaviour of ERMS Users. Implications for Records Management Practices." *Human IT* 9, 1 (2007): 135-81.
- Borgland, Erik. "What About Trust in the Cloud? Archivists' Views on Trust." *Canadian Journal of Information and Library Sciences* 39:2 (2015): 114-127.
- Rolan, G. "Towards interoperable recordkeeping systems: A meta-model for recordkeeping metadata." *Records Management Journal* 27, 2 (2017): 125-148. https://bit.ly/3bdOWrN
- Pan, W. "The implementation of electronic recordkeeping systems." *Records Management Journal* 27, 1 (2017): 84-98. https://bit.ly/3cfUZ04

Week 9, Mar 15: E-Records & the Management of Digital Content (Part II): New Challenges & Long-Term Implications + Open Classroom @ 1pm ADST: "Community Connections: Plural Provenance Theory & The Role Of Archives & Records in Indigenous Community-Led Research," a lecture by Jesse Boiteau, Head of Archives, National Centre for Truth & Reconciliation. Co-hosted with Dr. Greg Bak, Associate Professor, Archival Studies M.A. Program, History Dept., University of Manitoba. guest speaker, Jesse Boiteau, Senior Archivist, National Centre for Truth & Reconciliation

Abstract of Open Classroom: It is no longer a secret or revelation in the wider archival community that western or colonial archives and records played a role in the colonization of Indigenous peoples around the globe. The process of reconciling this fact has been handled differently by archives in various regions, and for the most part has been a tentative and slow process in fear of not engaging the right way or making a misstep in connecting with the Indigenous communities and peoples represented in their holdings. In May of 2021, this tentativeness changed forever. When the 215 potential gravesites of children were identified by Tk'emlúps te Secwépemc at the Kamloops Residential School site, the urgency for archives and records to build meaningful relationships with Indigenous communities was sent into overdrive. In the months that followed, dozens of communities began to research unmarked burial sites across Canada, requiring access to millions of government and church records held by countless repositories. This guest lecture will start by looking at how archival and records management theory and practice can help make connections based on a plural provenance model to assist in addressing inequalities in the arrangement, description, and access of archival materials and records related to Indigenous peoples. It will then discuss key areas where archives and records can play a role in assisting community-led research initiatives in terms of records management, stewarding

community archives, capacity building, and including Indigenous perspectives into archival acquisition policies and mandates.

Biography of Guest Speaker: Jesse Boiteau is Head of Archives at the National Centre for Truth & Reconciliation (NCTR) and is a member of the Métis Nation. He completed his Masters in Archival Studies at the University of Manitoba, focusing on the intersections between Western archival theory and practice, and Indigenous notions of archives and memory to shed light on how the NCTR can accommodate and blend multiple viewpoints in its processes. Jesse works within a close archives team to process the records collected by the Truth & Reconciliation Commission in Canada, make new collections available online, and respond to access requests from Residential School Survivors. He is also continually researching ways to leverage new technologies to honour the experiences and truths of Survivors through innovative and participatory archival practices.

Required Readings:
- Upward, Frank, Sue McKemmish and Barbara Reed. "Archivists and Changing Social and Information Spaces: A Continuum Approach to Recordkeeping and Archiving in Online Cultures." *Archivaria* 72 (December 2011), 197-237. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_proquest_journals_2518900317
- Natalie Vielfaure, "In Perpetual Motion: Web Archiving Ongoing Social Phenomena." *Digital Preservation Coalition Blog* (7 June 2021). https://www.dpconline.org/blog/bit-list-blog/blog-natalie-vielfaure-wdpd.
- International Council on Archives/NAA Indigenous Matters Summit. *The Adelaide Tandanya Declaration*. (October 2019). https://www.ica.org/en/icanaa-indigenous-matters-summit
- Check out website by First Nations Information Governance Centre + watch video: *Ownership, Control, Access and Possession* (OCAP™).
- Association of Canadian Archivist's Response to the Report of the Truth & Reconciliation Commission Taskforce (2020) *A reconciliation framework for Canadian archives*.
- United Nations, General Assembly (2007) *Declaration on the Rights of Indigenous People.*

Additional Required Reading – Graduate:
- Bak, Greg. "Trusted by whom? TDRs, standards culture and the nature of trust." *Archival Science* 16, 4 (2016): 373-402. https://novanet-primo.hosted.exlibrisgroup.com/permalink/f/ljnbc9/TN_cdi_springer_primary_2015_10502_16_4_9257

Further Readings:
- Browse: UK Web Archive (UKWA)
- Trace, Ciaran B. "Beyond the Magic to the Mechanism: Computers, Materiality, and What It Means for Records to Be 'Born Digital'." *Archivaria* 72 (December 2011): 5-27. https://dal.novanet.ca/permalink/01NOVA_DAL/ev10a8/cdi_proquest_journals_2518900926
- Rothenberg, Jeff. *Ensuring the Longevity of Digital Information*. Revised edition (1999). www.clir.org/pubs/archives/ensuring.pdf.
- King, Morgan, and Aaronson, Stephen. "Nine Steps for Launching an ERM ECOSYSTEM PLAN," *Information Management* 51, 5 (2017): 22-24. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/nine-steps-launching-erm-ecosystem-plan/docview/1944517765/se-2?accountid=10406
- Association of Canadian Archivists' Indigenous Archives Collective (2021) *Indigenous Archives Collective Position Statement on the Right of Reply to Indigenous Knowledges and Information held in archives.* (2021). https://indigenousarchives.net/indigenous-archives-collective-position-statement-on-the-right-of-reply-to-indigenous-knowledges-and-information-held-in-archives/
- Vinh-Doyle, William P. Appraising email (using digital forensics): techniques and challenges. Archives and Manuscripts 45, 1 (2017).
- Shepherd, Elizabeth, and Geoffrey Yeo. "Chapter 8: Implementing Records Management: Practical and Managerial Issues," in *Managing Records: A Handbook of Principles and Practice*, pp. 246-

269. London: Facet Publishing, 2003.
http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=689839&site=ehost-live&ebv=EB&ppid=pp_246

- Mahoney, Michael S. The histories of computing(s). *Interdisciplinary Science Reviews* 30, 2 (2005): 119-135.
- Bak, Greg. How soon is now? Writings on digital archiving in Canada from the 1980s to 2011. *The American Archivist* 79, 2 (2011): 283-319.
- Hofman, Darra, Victoria Lemieux, Alysha Joo, and Danielle Alves Batista, "'The margin between the edge of the world and infinite possibility': Blockchain, GDPR and information governance." *Records Management Journal* 29, 1-2 (2019): 240-257.
- Bunn, Jenny. "Working in contexts for which transparency is important: A recordkeeping view of explainable artificial intelligence (XAI)," *Records Management Journal* 30, 2 (2020): 143-153.
- Johnston, Jesse A., David A. Wallace, and Ricardo L. Punzalan, "Messages Sent, and Received? Changing Perspectives and Policies on US Federal Email as Record and the Limits of Archival Accountability." *Archival Science* 19 (2019): 309-329.
- Mas, Sabine, Dominique Maurel, and Inge Alberts. "Applying Faceted Classification to the Personal Organization of Electronic Records: Insights into the User Experience". *Archivaria* 72 (December 2011): 29-59.

Week 10, Mar 22: Standards, Best Practices & Specifications + Open Classroom @ 1pm ADT: "When There Is No Archives: Decolonial Archiving & Oral Records in Mau Mau History," a lecture with Rose Miyonga, PhD Candidate, University of Warwick. Co-hosted with Cameron Welsh, student in the Master of Archival Studies program, School of Information, University of British Columbia.

Abstract: In the 1950s, the British colonial government launched a brutal counterinsurgency against the revolutionary Mau Mau movement in Kenya. In an effort to quash the anticolonial uprising, British colonialists imprisoned over 150,000 people without trial in detention camps where torture and murder were commonplace. In the early 1960s, as the British began their exit from empire in Kenya, they took with them the evidence of this brutality. Hundreds of thousands of archival documents detailing their atrocities were destroyed, and many more were stolen away to a secret archive in the United Kingdom. This paper addresses the question of archival losses and silences in the context of Mau Mau history. It uses case studies from fieldwork with Mau Mau veterans to look at how survivors, activists and academics have been able to find alternatives to state-run archives in the context of the destruction and theft of these sources. By exploring these non-traditional archives, I also link to wider questions of decolonial archiving and record-creation.

Biography: Rose Miyonga is a PhD candidate at the University of Warwick in the Department of History, where her research focuses on the making of histories and memories of the Mau Mau War in post-independence Kenya. Methodologically, this research draws on her interest in oral records and non-traditional archives in historical research, and particularly in African history. In current academic work, she deals with questions of archival silence, and of how to find narratives and sources that speak into the gap between government records and lived experience. As such, she is also engaged with participatory research methodologies and influenced by oral history practices that emanate from the African continent.

Required Readings:
- Browse: *International Organization for Standardization (ISO). ISO 15489-1:2016 Information and documentation – Records management. Part 1: Concepts and principles* (May 2016). ***PDF Attached**
- ARMA International. *Generally Accepted Recordkeeping Principles* (GARP), 2014. http://www.armavi.org/docs/garp.pdf.
- Healy S. "ISO 15489 records management: its development and significance." *Records Management Journal* 20, 1 (2010): 96-103.

- Hofman, Hans, "Standards: Not 'One Size Fits All'." *The Information Management Journal* 40, 3 (May-June 2006): 36-45. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/standards-not-one-size-fits-all/docview/227726598/se-2?accountid=10406
- Oliver, Gillian. "Implementing International Standards: First, Know Your Organization." *Records Management Journal* 17, 2 (2007): 82-93. https://ezproxy.library.dal.ca/login?url=https://www.proquest.com/scholarly-journals/implementing-international-standards-first-know/docview/223824903/se-2?accountid=10406
- Miyonga, Rose. "Imagining Kenyan futures through Kenyan pasts." *The Elephant* 3 (Dec. 2021).
- Maina, Chao Taiyikana, and Max Pinckers. "Reimagining time, reconstructing space: visual approaches to Mau Mau history in Kenya." *Trigger: Uncertainty, FOMU - Fotomuseum Antwerp* (2020).

Further Readings:
- Bunn J. "Developing Descriptive Standards: A Renewed Call to Action." *Arch Rec* 34, 2 (2013): 235-247.
- Dancy R. "RAD past, present, and future." *Archivaria* 74 (2012): 7-41.
- International Council on Archives (ICA). *Principles and Functional Requirements for Records in Electronic Office Environments – Module 3: Guidelines and Functional Requirements for Records in Business Systems* (2008). http://www.adri.gov.au/resources/documents/ICA-M3-BS.pdf
- Shepherd, Elizabeth, Jenny Bunn, Andrew Flinn, Elizabeth Lomas, Anna Sexton, Sara Brimble, Katherine Chorley, Emma Harrison, James Lowry, and Jessica Page. "Open Government Data: Critical Information Management Perspectives." *Records Management Journal* 29, 1/2 (2019): 152-67.
- Evans, Joanne, Sue McKemmish, and Gregory Rolan. "Participatory Information Governance." *Records Management Journal* 29, 1/2 (2019): 178-93.

Week 11, Mar 29: Recordkeeping in Legal & Regulatory Environments + Open Classroom @ 1pm ADST: "Digitality, Crowdsourcing & The Photographic Record: Archival Losses & Alternatives in Kenya in the Shadow of Repatriation," a roundtable with Chao Taiyikana (co-founder of Digital Heritage, Museum of British Colonialism and Open Restitution Africa); Maureen Mumbua (Digitisation Coordinator, Book Bunk) and Max Pinckers (Artist and Guest Lecturer, School of Arts KASK & Conservatorium) in conversation with Rose Miyonga (PhD Candidate, History Dept., University of Warwick).

Abstract: In conversation with Rose Miyonga, this roundtable brings together trailblazing and innovative practitioners and scholars working to address the many gaps, silences and erasures in Kenyan archival memory and documentary heritage due to the history and legacies of British colonial rule and its brutal counterinsurgency practices in the country. With a focus on resistant and marginalized histories and perspectives, participants will share their experiences with a range of alternative approaches to address the archival gaps and silences, from crowdsourcing and "imagined records" to living archives and participatory documentary projects. Chao Taiyikana Maina will speak about living archives -- how they are embodied in people, infrastructure and landscape, particularly in relation to the Mau Mau uprising and the ways in which this history influences present day ideas of nationhood in Kenya. Maureen Mumbia will discuss the Book Bunk's project that seeks to build a visual and audio archive from crowd sourced stories from the library community dubbed, "The Missing Bits" project. Max Pinckers will speak on Unhistories (2015-ongoing), a documentary project in collaboration with Kenyan Mau Mau war veterans and survivors of atrocities committed by British colonial rule in the 1950s that aims to (re)visualize the fight for independence from their personal perspectives. With most of the colonial archives deliberately destroyed, hidden or manipulated, Unhistories created new "imagined records" that fill in the missing gaps of historical archives.

Biographies:

- **Chao Taiyikana Maina** is a Kenyan historian and digital heritage specialist that works at the intersection of digital humanities and public education. She uses digital technologies to unearth previously hidden or suppressed historical narratives, make these accessible to a wider audience and enable communities to engage with their cultural heritage. She has a background in computer sciences with a specialization in digital heritage studies. Her work is not simply about presenting existing historical archives in a modern way. It is about using technology to excavate stories and center people that have previously been excluded from historical narratives. Using tools such as digital visualizations and oral history recordings, she believes that modern forms of historical presentation can subvert traditional hierarchies in order to make previously hidden forms of knowledge visible. Thus, her work to legitimize the formerly delegitimised narratives has a reparative power. She is the founder of African Digital Heritage, a co-founder of the Museum of British Colonialism and a co-founder of the Open Restitution Africa project.
- **Maureen Mumbua** works as the archives coordinator at Book Bunk - an organisation seeking to restore Kenya's second oldest library. She leads the digitisation department in preserving the items held by the library as well as archiving Kenya's more recent history in audio format. She was part of the 'The Missing Bits' project which sought to address the decentering of average black Kenyan narratives from Kenya's recorded history.
- **Rose Miyonga** is a PhD candidate at the University of Warwick in the Department of History, where her research focuses on the making of histories and memories of the Mau Mau War in post-independence Kenya. Methodologically, this research draws on her interest in oral records and non-traditional archives in historical research, and particularly in African history. In current academic work, she deals with questions of archival silence, and of how to find narratives and sources that speak into the gap between government records and lived experience. As such, she is also engaged with participatory research methodologies and influenced by oral history practices that emanate from the African continent.
- **Max Pinckers'** work explores the critical, technological and ideological structures that surround the production and consumption of documentary images. Pinckers' work draws on contemporary and historical debates, merging fact, fiction and imagination to reflect on the ways that the real is defined and represented. It treats documentary as a hybrid practice involving not just images, but objects, performance, texts, found footage and sculptural interventions that investigate the complex nature of perception. Collaboration is essential to Pinckers' practice, creating a space for the exchange of ideas between himself and the people he works with, and for critical examination of his own position as a photographer. Ultimately, Pinckers' self-reflexive work sets out to question both documentary discourse and artistic practice -- to create new modes of documentary that foreground the deceptive nature of images yet always emotionally and empathically engages with people and their stories. His work takes shape as self-published artist books and exhibition installations such as The Fourth Wall (2012), Will They Sing Like Raindrops or Leave Me Thirsty (2014), and Margins of Excess (2018). Pinckers is a Doctor in the Arts and guest lecturer at the School of Arts KASK & Conservatorium in Ghent, Belgium. He has received multiple international awards, such as the Edward Steichen Award Luxembourg 2015 and the Leica Oskar Barnack Award 2018. In 2015, he founded the independent publishing house Lyre Press and The School of Speculative Documentary in 2017. Pinckers is represented by Gallery Sofie Van de Velde in Antwerp and Tristan Lund in London.

Required Readings:
- AICPA/CICA. *Records management: Integrating Privacy Using Generally Accepted Privacy Principles.* (n.d.) http://bit.ly/2tJYxTg.
- Hodge, N. "Getting ready for GDPR." *Risk Management* 65, 1 (2018): 26-29. http://bit.ly/2Q6wVGn
- Greengard, S. Weighing the impact of GDPR. *Communications of the ACM* 61, 11 (2018): 16-18. http://ezproxy.library.dal.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=132883469&site=ehost-live.
- Merrick, R., and Ryan, S. "Data privacy governance in the age of GDPR." *Risk Management* 66, 3 (2019): 38-43. http://bit.ly/2Q6qqDE.

- Bak, Greg. "For the Record: Digitizing archives can increase access to information but compromise privacy," *The Conversation* (28 February 2021), https://theconversation.com/for-the-record-digitizing-archives-can-increase-access-to-information-but-compromise-privacy-155364.
- Linebaugh, Riley and James Lowry. "The archival colour line: race, records and post-colonial custody." *Archives and Records* (2021). ***PDF Attached**

Further Readings:
- *Access to Information Act* (Canada): http://laws-lois.justice.gc.ca/eng/acts/a-1/
- European Commission. *EU data protection rules*. (n.d.). http://bit.ly/2Q320uH
- *Canada Evidence Act* (R.S.C. 1985, c. C-5) (July 3, 2017) http://laws-lois.justice.gc.ca/eng/acts/c-5/fulltext.html
- Office of the Privacy Commissioner of Canada. *Privacy topics.* (n.d.). http://bit.ly/2yU9NTc
- Information Commissioner of Canada. *Access at Issue: The challenge of accessing our collective memory: Systematic investigation of Library and Archives Canada*. (26 April 2022) https://www.oic-ci.gc.ca/sites/default/files/2022-04/LAC-SpecialReport-EN-OIC-2022_1.pdf
- *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c.F.31) (August 2007). http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm
- *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5. http://bit.ly/2Q8gARD
- McKemmish, Sue, and Frank Upward (eds.) *Archival Documents. Providing Accountability through Recordkeeping.* Melbourne: Ancora Press, 1993.
- Gafiuk, Jo-Ann Munn. "Access-to-Information Legislation: A Critical Analysis," in Avery, C. and Holmund, M. (eds.), *Better Off Forgetting? Essays on Archives, Public Policy, and Collective Memory*, pp 39-59. Toronto: Canada, U of T Press 2010.
- Montana, John C., J. Edwin Dietal, and Cristine S. Martins. "Strategies for RIM Program Compliance with Serbanes-Oxley." *The Information Management Journal* 40, 6 (2006): 54-60.
- Davis, M. "Data and the United Nations declaration on the rights of indigenous peoples" in T. Kukutai and J. Taylor (eds.), *Indigenous Data Sovereignty*, pp. 25-38. Canberra, ANU Press, 2016.
- Kabata, Victor, and Francis Garaba. "Leadership and Political Will for Implementation of the Access to Information (ATI) Act (2016) in Kenya." *Records Management Journal* 29, 1/2 (2019): 117-33.
- Netshakhuma, Nkholedzeni Sidney. "The Role of Archives and Records Management Legislation after Colonialism in Africa." *Records Management Journal* 29, 1/2 (2019): 210-23. https://novanet-primo.hosted.exlibrisgroup.com/permalink/f/ljnbc9/TN_cdi_crossref_primary_10_1108_RMJ_09_2018_0024
- Exterro. *The basics of eDiscovery* (2nd ed.). (n.d.) http://bit.ly/2ZToK4Y
- Favro, P. J., and Call, K. A. "A new frontier in eDiscovery ethics: Self-destructing messaging applications." *Utah Bar Journal* 31, 2 (2018): 40-41.
- Thompson, K., and Hurlburt, N. "New edition of the Sedona Canada Principles for E-Discovery." *Cyberlex*. (2016, February 29). http://bit.ly/2tJQ6rd

Week 12, April 5: Course Wrap-up + Group Presentations on Weekly Themes

Required Readings:
- No readings