

INF 389G

Spring 2025



Electronic and Digital Records

Course Information

Instructional Mode: Face-to-face
Meeting Times: Mon 12:00 PM - 03:00 PM
Meeting Location: UTA 1.210A
Unique Number: 28560

Additional Sections:

Instructor

Ayse Gursoy
Email: ayse.gursoy@austin.utexas.edu

Office Hours and Location

Office Location: Virtual or UTA

Office Hours: By appointment

Catalog Description

Examines personal recordkeeping and information management to explore the creation; management; and preservation of digital information. Includes current developments in digital technology that affect recordkeeping.

Overview of the Class

All instructions, assignments, readings, rubrics and essential information will be on the Canvas website at utexas.instructure.com. Check Canvas regularly. **Changes** to the schedule may be made at my discretion if circumstances require. I will announce any such changes in class and will also communicate them via a Canvas announcement. It is your responsibility to note these changes when announced, and I will do my best to ensure that you are notified of changes with as much advance notice as possible.

Overview of course schedule Overview of Course Schedule

Week	Date	Class Topic	Workshop Topic	Out of class activities/readings
1	1/13/25	Introduction to the field, Class overview		
2	1/27/25	Digital Records and Skills	Introduction and framing the challenge (AP)/Introduction to the organizations	Survey of Resources Kim, 2013; Kaye et al. 2006; Pearce-Moses and Davis, 2006; Lee 2009; Owens, 2019
3	2/3/25	Digital Records as Evidence	Digital preservation concepts and workflows (AP)	Finish Activities TSLAC Standards; Green et al., 2002; SERI Reports (in Canvas); Heslop et al., 2002
4	2/10/25	Personal Digital Archiving	Start on Case Plan	Redwine, 2015; Garfinkel and Cox, 2009; Smith and Venlet, 2015; LoC PDA page
5	2/17/25	Identifying Records	File format characterization (AP)	Bearman, 1996; Yeo, 2015; Rinear and Wickett, 2009
6	2/24/25	Records and Metadata	Metadata and digital preservation (AP)	Metadata Sets: Dublin Core, PREMIS, METS.
7	3/3/25	Record Systems	Quick start to the command line (AP)/Programming Historian	File Activity Seymour, 2017; Galloway, 2008; Owens, 2019

Overview of Course Schedule

8	3/10/25	Custodianship		Duranti, 1996; Theimer, 2012; Trustworthy Repositories Audit & Certification Personal Digital Preservation Case Plan due this week!
9	3/24/25	Provenance and Context	Packaging digital materials for ingest or transfer (AP)	Bagger Activity Bearman and Lytle, 2000; Feinberg, 2011; Zalinger et al., 2009
10	3/31/25	Permanence	Introduction to the BitCurator Software Environment/Creating a Disk Image using Guymager (BC)	BitCurator Activity Arms and Fleischhauer, 2017; Rothenberg, 1999; Mellor et al., 2002; Variable Media Network
11	4/7/25	Authenticity	Curating Potentially Sensitive Information in Digital Collections (Digital Forensics; BC)	BitCurator Activity Hirtle, 2000; InterPARES report; Odom et al., 2012; Hodges, 2021
12	4/14/25	Kinds of Records		ARMA Principles; TSLAC Requirements; Condron, 2018; Owens, 2019
13	4/21/25	Access and Markup		Marshall; Witten, 2005; Flanagan and Carini, 2012; Johnson, 2014
14	4/28/25	Final Project Day		Group Guides Due

Pre-Requisites for the Course

Prerequisite: Graduate standing.

Learning Outcomes

At the conclusion of this course, students will be able to:

- Demonstrate proficiency with select digital preservation tools

- Evaluate frameworks for managing and preserving digital records
- Develop a case plan for managing and preserving digital records
- Communicate to a broad audience about managing and preserving digital records

Grading Policy

I am open to accepting late work - the penalty for late work is often that I have less time to grade thoroughly.

[Include the grade breakdown for your class.]

Grade breakdown for class

Grade	Cutoff
A	94%
A-	90%
B+	87%
B	84%
B-	80%
C+	77%
C	74%
C-	70%
D+	67%
D	64%
D-	60%
F	<60%

This class uses a mix of individual and group assignments. For each workshop, you are welcome to work individually, in pairs, or occasionally in small groups where specified. I expect that you will use Canvas to sign up for a group if you work with another student in order to record your collaboration. For discussion questions and case plans, these should be individual work, but you are welcome to run written work past another student for feedback. Please note if you do so at the end of the Case Plan assignment to credit your peer.

Final Exam Date and Time

The Final Exam Schedule is available [here](#). There is NO final exam for this course.

Generative Artificial Intelligence

In this course, we may use generative AI tools (such as ChatGPT) to examine the ways in which these kinds of tools may inform our exploration of the topics of the class. You will be informed as to when and how these tools will be used, along with guidance for attribution if/as needed. Any use of generative AI tools outside of these parameters constitutes plagiarism and will be treated as such.

Syllabus statement provided by UT Center for Teaching and Learning. More information here, including links with information about citing generative AI output: <https://ctl.utexas.edu/chatgpt-and-generative-ai-tools-sample-syllabus-policy-statements>

Overview of all Major Course Requirements and Assignments

The following table represents how you will demonstrate your learning and how we will assess the degree to which you have done so.

Assessment Overview

Assignment Sets	Points Possible	Percent of Total Grade
1. Personal Digital Preservation Case Plan + Guide	30	30
2. Reflection Journals	20	20
3. Discussion Questions	15	15
4. In-Class Workshops	20	20
5. Attendance and Participation	15	15

Canvas Assignments

Due Date	Assignment Name	Points
	Job/Research Opportunities	0
	Preservation Plan Informal Sharing	5
	Resource Sharing!	0
	Roll Call Attendance	100
	Week 1: Introduction to the Class (Free point)	1

Due Date	Assignment Name	Points
	Week 8.5: Spring Break (Free point)	1
	Workshop 2 Workflows sharing	0
1/26/25	Week 2: Digital Records and Skills	1
1/27/25	Workshop 2	5
2/2/25	Week 3: Digital Records as Evidence	1
2/2/25	Journal 1	5
2/3/25	Workshop 1	5
2/9/25	Week 4: Personal Digital Archiving	1
2/16/25	Week 5: Identifying Records	1
2/23/25	Week 6: Records and Metadata	1
2/24/25	Workshop 3	5
3/2/25	Week 7: Record Systems	1
3/2/25	Journal 2	5
3/3/25	Workshop 4: Metadata	5
3/9/25	Week 8: Custodianship	1
3/14/25	Personal Digital Preservation Case Plan	20
3/23/25	Week 9: Provenance and Context	1
3/30/25	Week 10: Permanence	1
3/31/25	Workshop 5	5
4/4/25	Workshop 6	5
4/6/25	Week 11: Authenticity	1
4/6/25	Journal 3	5

Due Date	Assignment Name	Points
4/13/25	Week 12: Kinds of Records	1
4/20/25	Week 13: Access and Markup	1
4/27/25	Week 14: Favorite and Least Favorite Readings	1
4/28/25	Personal Digital Preservation Guide	15

Required Course Materials

No required textbook

Recommended Course Materials

The Theory and Craft of Digital Preservation, by Trevor Owens (2018).

<https://www.press.jhu.edu/books/title/11947/theory-and-craft-digital-preservation>

University Policies and Resources for Students Canvas Page

This Canvas [page](#) is a supplement to all UT syllabi and contains University policies and resources that you can refer to as you engage with and navigate your courses and the university.

Counseling and Mental Health Center (CMHC)

Students who are struggling for any reason and who believe that it might impact their performance in the course are urged to reach out to Bryce Moffett if they feel comfortable. This will allow her to provide any resources or accommodations that she can. If immediate mental health assistance is needed, call the Counseling and Mental Health Center (CMHC) at 512-471-3515 or you may also contact Bryce Moffett, LCSW (iSchool CARE counselor) at 512-232-4449. Bryce's office is located in FAC18S and she holds drop

in Office Hours on Wednesday from 2-3pm. For urgent mental health concerns, please contact the CMHC 24/7 Crisis Line at 512-471-2255.

Important Safety Information

Carrying of Handguns on Campus

Students in this class should be aware of the following university policies related to Texas' Open Carry Law:

- Students in this class who hold a license to carry are asked to [review the university policy regarding campus carry](#).
- Individuals who hold a license to carry are eligible to carry a concealed handgun on campus, including in most outdoor areas, buildings and spaces that are accessible to the public, and in classrooms.
- It is the responsibility of concealed-carry license holders to carry their handguns on or about their person at all times while on campus. Open carry is NOT permitted, meaning that a license holder may not carry a partially or wholly visible handgun on campus premises or on any university driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.

Notice of Academic Accommodations from Disability and Access (D&A)

Accessible/Compliant Statement:

If you are a student with a disability, or think you may have a disability, and need accommodations please contact Disability and Access (D&A). You may refer to D&A's website for contact and more information: <http://community.utexas.edu/disability/>. If you are already registered with D&A, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations.

Accessible, Inclusive, and Compliant Statement:

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Disability and Access (D&A). Please refer to D&A's website for contact and more information: <http://community.utexas.edu/disability/>. If you are already registered with D&A , please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.