Society of American Archivists
Council Meeting
January 23 – 26, 2013
Chicago, Illinois

2011–2012 Section / Roundtable Annual Reports (Compiled)
(Compiled by René Mueller, SAA Program Coordinator)

<mark>Section Annual Reports</mark>

Acquisition and Appraisal Section (Liaison: Meissner)

Officers:
- Kimberly Anderson (Chair)   2011-2012
- Laura Jackson (Vice-Chair/Chair-Elect)   2011-2012
- Michelle Sweetser (Web Liaison)   2011-2013
- Virginia Hunt (Steering Committee)   2010-2012
- Adriana Cuervo (Steering Committee)   2010 -2012
- Denise Gallo (Steering Committee)   2011-2013
- Jennifer Graham (Steering Committee)   2011-2013
- Bradley Bauer (Immediate Past Chair)   2011-2012

Report from annual meeting:
Number of attendees: 42
Election results:
Vice-Chair/Chair-Elect: Virginia Hunt, Harvard University
Steering Committee (2):
- Adriana Cuervo, University of Illinois Urbana-Champaign
- Jaimie Quaglino, Gates Archive

Summary of meeting activities: See Appendix A

Completed projects/activities:
- The focus for the year was on increasing member participation. Our outreach efforts were based on feedback from the survey we completed in 2011 in which one of the findings was demand for new venues of communication. Jennifer Graham led the effort to devise and implement an experimental Facebook group space for our members to interact and get news about the section. Our effort to engage members via the listserv was not successful. Solicitation of newsletter contributions was only marginally successful.
- Our 2012 section meeting was planned to encourage member participation through the interactive session *"El Dorado or Pandora's Box? What do You Find When you Lift the Lid"* led by Tracey

Panek and Rochelle McCune. This was a very successful presentation and resulted in many of our members sharing their own acquisition stories.

- The section identified needed session topics for the 2012 meeting and encouraged members to develop proposals pertaining to donor relations and reappraisal. Session 303, "Things They Never Taught You in Graduate School: Donor Relations" was accepted for the 2012 Annual Meeting. This session was a lightning session in which many section members were able to take part and was successful in increasing member participation.
- Vice Chair Laura Jackson was actively involved in the Reappraisal and Deaccessioning Review.

Ongoing projects/activities: For 2013 the section continues to work on its social media presence and outreach to the archival community.

Starting in 2013, the Chair of the Acquisition and Appraisal section will serve as ex-officio member of the Technical Subcommittee for the Guidelines for Reappraisal and Deaccessioning.

New projects/activities: For 2012-2013 the section will investigate continuing education opportunities relating to acquisition and/or appraisal.

Strategic Priority - Technology initiatives: No work in this area was completed during the 2012-2013 year. A goal for 2013 is to determine how to educate and inform members about acquiring and appraising born-digital records.

Strategic Priority - Diversity initiatives: We continue to strive for participation from members from diverse constituencies, but we do not have any specific constituencies that we are targeting. Rather we are relying on greater dissemination of the newsletter, our Facebook presence, and the professional networks of the section leadership..

Strategic Priority - Advocacy/Public Awareness initiatives: We are planning to create a social media internship position. The intern will help increase public awareness of our section and tweet about new items, or professional issues relevant to our section.

The section, led by Laura Jackson, has been working with the Manuscripts Repositories and Electronic Records Sections to revise three SAA brochures: A Guide to Deeds of Gift; Donating Your Personal or Family Papers to a Repository; and Donating Your Organizational Records to a Repository

==Questions/concerns for Council attention:== None at this time.

Appendix A: Acquisitions and Appraisal Section Annual Meeting Minutes/Report

2012 SAA Meeting:
- New options: Lightning rounds, no duplicate speakers
- Theme: beyond borders

Council report:
- New task force to be appointed to look at annual meeting for the following:
o Social responsibility
o Virtualization
o Etc.
- New taskforce to update and maintain Richard Pearce Mose's glossary
- SAA has requested observer status at wipo/copyright meeting
- 2 new awards: diversity and emerging leader

Reappraisal & deaccessioning review report:

- Deadline for comment extended to oct. 1
- Forum seemed to go well
- Goal of submitting to council by may

OCLC report:
- Well-intentioned digitization best practices
- "Taking Stock and Making Hay"
- ArchiveGRID: now free! experimental .w orldcat.o rg/archivegrid

Standards committee report:
- www2.archivists.org/standards
- New standards portal open for comments

Questions/new business:
- Question from the floor: "Why are sponsored sessions scheduled opposite each other?"
  - No answer really but Dennis Meissner suggested that the planning committee has difficulty planning sessions with multiple sponsors

Survey report:
- 70% respondents joined in last 4 years
- Top 3 other sections:
  - C&U
  - Manuscripts
  - Issues advocacy/mgmt.
- Items to add to web:
  - Session presentations
  - Links
  - Webliography with rss feed (suggestion from floor during discussion)
  - Wiki aspect to resources so members can add to it (suggestion from floor during discussion)
  - Section Facebook page (suggestion from floor during discussion)
    - Use Facebook as duplicate to section page.
    - Question came up about how SAA would archive Facebook comments or if that would be necessary.
    - Records management guidelines would be needed
    - **Action Item:** Chair of section to investigate SAA guidelines
- Future items for sessions:
  - E records

Ideas for future sessions from floor:
- Session on erecords appraisal
- Records management/archives processes blurred with appraisal
- Put together appraisal workshops for SAA
- Lots of factors confound appraisal: is it time to revisit the appraisal process entirely?
- Some archivists are passively receiving materials and avoiding selection and appraisal
  - Passivity issue is disturbing: related to workflow, time constraint.
  - Possible session on working with these issues
- Appraisal never occurs in a vacuum: think about other constituencies and their pressures
- Session idea: bring in development officers to interact with archivists
- DAS certificate appraisal session

Steering committee meeting:
- Session ideas:
  - Learning to say no and easing grief
  - Appraising on the spot
  - Advocating for archives and yourself
  - Appraising in context with limited knowledge interaction

- o Reappraisal is not a dirty word
- Other goals:
  - o Appraisal workshops
  - o Reappraisal workshops
  - o Online case studies
  - o Facebook page
  - o Multiple distribution modes

Archivists of Religious Collections Section (Liaison: McCrea)

Date   15 October 2012
Steering Committee and Leadership team

Role	Name	Term
Chair	Terry Reilly	2011-2013
Vice Chair/Chair Elect	Colleen McFarland	2011-2013
Secretary	Paul Daniels	2012-2014
Member at Large	Anne Thomason	2011-2013
Member at Large	Jim Havron, Jr.	2012-2014
Newsletter editor	David Kingma	2012-2014
Web site manager	Wes Wilson	2012-2014
Past Chair/Nominations	Alan Lefever	2011-2013
Models and Resources	Denise Gallo	2012-2014

Report from Annual meeting

Number of attendees   35

Election results: Note we did not receive a notice of the results of the electronic ballot as per SAA procedures so I following the older procedure of asking for further nominations and taking a vote of the members present I announced the election of Paul Daniels as Secretary and Jim Havron, Jr. as Member at Large for the term 2012-2014.

Colleen McFarland introduced David Kingma as newsletter editor and Wes Wilson as website manager for the term 2012-2014.

Minutes of the meeting are attached as Appendix A..

Completed projects

1. Move of the ARCS web site to the SAA drupal site.
2. Approval of new ARCS by-laws. These are attached to this report.
3. Launch of a Service Learning opportunity at the San Diego food bank. This initiative had 25 participants and attracted a number of non-ARCS attendees.
4. ARCS Priorities review with the goal of aligning the section's work with SAA priorities is complete.
5. A section-endorsed education session was included on the annual meeting program (Beyond Borders of Belief: Spirituality and the Archival Enterprise)

Strategic Priorities

Strategic Priority – Technology Initiatives
1. Strengthen the web-site (Wilson and SAA staff)
2.   Ensure that we continue to reach religious archives and archivists who are new to the religious archives field and are not yet members of SAA. (Wilson and Reilly)
3. Update Models and Resources web pages with enhanced electronic content. (Gallo and Wilson)

Strategic Priority – Diversity Initiatives
1. Produce a report for the Council on the current state of diversity within the section. (Thomason and Havron)

Strategic Priority – Advocacy/Public Awareness Initiatives
1. Support SAA's program especially *I Found it in the Archives.* (Kingma)

==Questions/concerns:== Attached (Appendix B) are the new ARCS by-laws.

Appendix A: ARCS Section Meeting
August 10, 2012, 1pm

Call to order/Welcome Terry Reilly

Introduction of Steering Committee members

Introduction of new members:
- A number of people who had never attended the meeting before stood and introduced themselves

Council Liaison Donna McCrea
- Council Updates   --
    a. Annual meeting taskforce adopted a revised code of ethics
    b. Adapted an advocacy agenda for SAA
    c. Sections are invited to produce issue briefs
    d. Sections should find it easier to use social media.
    e.   If you need anything, contact her
- Terry thanked her for her help in doing the bylaws

Program   Introduced by Colleen McFarland, who included a brief statement about proposals for 2013 meeting.

Catch and Hold (Moderator Anne Thomason, speakers Kathy Hertel Baker and Jodi Allison Bunnell)
Kathy talked about how to craft successful sessions
- Relate proposals to themes
    o   use the theme as an inspiration not a constraint
    o   Craft something that already relates—don't struggle to fit stuff into topic
- New spin on a topic. A new topic is golden but it still has to appeal to a large audience. The program committee gets at least 2x as many proposals as there are slots to fill.
- Having diversity on your panel is important—you want to appeal to a broad audience
- Tips
    o   Follow the instructions
    o   Proofread
    o   Have your speakers and your chair lined up—while commitments are not necessary for all of them, it adds WEIGHT.

- - o Choosing an alternative session format helps
  - o Good title helps get a look but it needs to have substance

Jodi talked about good presentations
- Everyone can do this
- Content
  - o Who are you talking to?
  - o How formal do you need to be?
  - o How much background do you need?
- Presentation
  - o Use what supports your points
  - o Audience interaction—keep your presentation short, focus on audience interaction
  - o Do not read your slides
  - o Do not use crucified chipmunks, too much info, too small font, too much color—there are many examples
- Preparation
  - o Practice
  - o Who Cares—always ask this ALWAYS
  - o Do not use live internet
- On site
  - o Make sure things work
- Confidence builders
  - o Toastmasters, acting classes, public performance, educational opportunities

Business Meeting
- **Approval of 2011 Minutes** Elizabeth Scott   Approved
- **Chairs report on the year's activities**   Began to work by conference call. The service project big pieces of work don't happen every year, but this year they have.
- **2012 ARCS Bylaws**
  - o We revised the Bylaws over the year. We are asking for approval in principal, but we can continue to wordsmith after the next year
  - o Changes will take place at New Orleans if approved by Council
  - o Changes include shortening Chair/Vice chair terms
  - o Move to electronic elections
  - o Approced with no dissent
- **Elections**
  - o Paul Daniels Secretary
  - o Jim Havron Member at large
- **ARCS committee reports**
  - o Newsletter Newsletter went out with much help
  - o Website   Moved the website onto Drupal ARCS microsite. The older one still exists for the next year. Archival Spirit issues are up as PDFs. Mark got a transaction report off the server in 2011 old site had 8138 unique visitors 21232 visits 1.68 pages per visit. After home page the member directory was most hit, then the newsletter. The listserv page was hit a lot as well. Now that this is all done, Council actually voted in June to allow more flexibility with external sites.
  - o Report on service event   25 people went a number of whom were not ARCS members
- **Results of call for volunteers**
  - o Newsletter editor   David Kingma from Gonzaga
  - o Website manager   Wes Wilson from DePauw

- o   Models and Resources   vacant
- Endings and beginnings Mark Duffy and Liz Scott ended long terms
  - o   Mark is recipient of M Claude Lane Award .

Emilie Leumas is the co-chair of the New Orleans host committee and ex officio on the Program Committee

Appendix B: ARCS revised bylaws
Archivists of Religious Collections Section Bylaws
(Adopted in 1983; amended in 1986, 1989, 1997, 1998, 2001, 2004, 2012)

I. Membership
Membership in the Archivists of Religious Collections Section (the Section) of the Society of American Archivists (SAA) is open to any member of the Society with an interest in the records, archives, or historical collections of churches, synagogues, and other religious institutions, religious congregations, and agencies.

II. Objectives
To provide a forum for the discussion of religious archival matters;
To identify, discuss, and resolve areas of mutual concern and new developments in the areas of religious archives;
To encourage and provide communication among Section members and with the Society in general;
To serve as an advocate for religious archival interests;
To carry out specific functions which have been assigned to the Section in general or to committees or individuals;
To integrate new members in the field and to develop leadership in the Section as well as in the Society itself;
To recommend to Council actions or positions the Section feels appropriate for the entire Society; and
To suggest programs and speakers as well as other activities appropriate for the SAA Annual Meetings.

III. Officers
A. The officers of the Section shall be the Chair, Vice Chair/Chair-Elect, Immediate Past Chair, and Secretary.
B. Only members of the Society of American Archivists and of this Section may serve as officers. The Society maintains the list of Section members. The term of office ~~shall be two years~~ for the Chair and Vice Chair/Chair-Elect shall be one year. The term of office for the Secretary shall be two years. Only the Secretary shall be eligible for reelection.
C. ~~Biennially~~ Annually, there shall be elected a Vice Chair/Chair-Elect who shall succeed the Chair upon completion of the Chair's ~~two~~ one-year term and who shall preside in the Chair's absence ~~or inability to serve~~ or should the Chair be unable to be present.
D. The Chair shall preside at all meetings of the Section and of its Steering Committee. In addition, the Chair shall also serve as liaison with the SAA in general~~,~~ and with its Council and other Sections, shall appoint committees as the need arises, and shall render reports to the Section membership, the Council, and the SAA membership on such matters as deemed pertinent or identified by the officers and the Steering Committee.
E. The Secretary shall record the proceedings of the Annual Meeting, prepare minutes of Steering Committee meetings, and perform such other duties as may be assigned by the

Chair. In the absence of a duly elected Secretary, the Chair shall appoint a replacement for the Annual Meeting.

F. The Immediate Past Chair shall either serve as Chair of the Nominations and Elections Committee or appoint a Section member to serve as Chair, and shall assume such responsibilities as may be assigned by the Section Chair.

G. Should any elected officer or board member ~~be unable to complete a term of office~~ resign, a special election ~~may~~ shall be held to fill the vacancy.

IV. Steering Committee ~~(including Representatives-at-Large)~~
The Steering Committee shall consist of the elected officers, ~~chairs of the standing committees,~~ and two other members elected by the Section; these two members must be members of the Section and will serve terms of two years on a rotating basis. The Steering Committee shall serve in an advisory capacity to the Chair, and its members may be assigned specific responsibilities by the Chair. The Annual Meeting of the Section shall be planned by the Steering Committee. The Steering Committee shall appoint a Section member or members to be editor(s) of the Section's newsletter. The Steering Committee shall review and evaluate the newsletter at each Annual Meeting.

V. Standing Committees
A. The Chair and/or the Steering Committee may appoint committees as needed, and shall define the role of any committee. Only members of the Society of American Archivists and the Section may be appointed committee members. Committees shall report to the Annual Meeting.

B. In the event that a special committee discovers that its task has extended beyond the bounds of Section authority or that it will require a separate budget to carry out its assignments, the committee shall report this to the Annual Meeting of the Section with the request that the Section approve the formation of a separate task force. The Section may then recommend to the SAA Council that such a task force be formed.

VI. Election of Officers
A. There shall be a Nominations and Elections Committee ~~comprised of~~ comprising the Immediate Past Chair ~~or his or her appointee~~ of the Section and up to two additional members if required. ~~appointed by the Chair of the committee at the close of the annual meeting. The Committee shall propose a slate of nominees for those positions which are open at the time of the Annual Meeting.~~

B. Nominations shall be solicited in the first issue of *The Archival Spirit*~~,~~ (the Section's newsletter)~~,~~ published after the Annual Meeting~~, and a final listing of nominees will be announced in the last newsletter before the annual meeting~~. Only members of the Society of American Archivists and the Section may be nominated as officers. ~~Nominations may be made from the floor at the time of the Annual Meeting.~~ All members of the Section may vote. ~~In the case of a contested election, a vote shall be taken by secret ballot at the Annual Meeting.~~ A majority of votes cast shall be required for election as a Section officer.

~~C. The Nominations and Elections Committee shall be responsible for tabulating and announcing the results of the elections. This will be done during the annual meeting. Elected officers shall assume office at the conclusion of the annual meeting.~~

~~D.~~ C. Should a special election become necessary to fill a vacancy, the Nominations and Elections Committee shall receive nominations and propose candidates. ~~As with regular elections, the committee shall be responsible for tabulating the ballots and announcing the results.~~

D. Election Procedures shall follow those adopted by the SAA Council in August 2009.

1. Sections shall conduct annual elections via an online ballot system provided by the SAA staff. Members must vote via the online ballot.

2. Formal calls for nominations shall be issued by the Section leadership and collected by June 1.

3. Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) shall be submitted to the SAA staff by June 15.

4. Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted by the Section leaders to the Section website by July 1.

5. Online ballots containing basic ballot information shall be prepared by staff and made accessible during the first week of July and shall remain open for at least two weeks.

6. Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.

7. Ballot results shall be reported by staff to the Section leaders in order to be announced at the Annual Meeting.

VII. Meetings
A. The Section shall meet annually at the time and place of the SAA Annual Meeting at a time determined by the SAA ~~Program Committee~~ Council.
B. Special meetings may be called by the Chair with the advice and consent of the Steering Committee. The content and nature of such a meeting shall be determined in advance and shared with the membership.

VIII. Amendments
A. Any members of the Section may propose amendments to these bylaws in writing to the Chair at least six months prior to the Annual Meeting. The Chair shall circulate the proposed amendments to the Steering Committee for their consideration. If a majority of the Steering Committee concurs with the proposals, they shall be submitted to the membership at the Annual Meeting. In that case a majority vote of those present at the Annual Meeting shall be necessary to amend the bylaws.
B. In the event that the majority of the Steering Committee does not approve the proposed amendments, the petitioner may still present his proposals at the Annual Meeting, which shall then require a two-thirds majority vote for adoption.

IX. Enactment
The original bylaws became effective immediately upon their adoption by majority vote of the members of the Religious Archives Section* at the Annual Meeting in 1983. The Chair and Secretary in office at the date of enactment shall continue in office until the expiration of the term for which they were elected. A Vice Chair/Chair Elect shall be nominated and elected at the meeting at which these bylaws are adopted, and shall succeed to the Chair upon the expiration of his/her term.

Amendments to these bylaws become effective following passage at the Annual Meeting.

X. Dissolution
The Section, noting failing interest or lack of accomplishing its objectives, may vote to dissolve by a majority. The SAA Council may also dissolve this Section if, in its opinion, it is no longer meeting the specified goals and objectives of the Section.
The Section voted September 27, 1991, at the Annual Meeting in Philadelphia, to change its name from the Religious Archives Section to the Archivists of Religious Collections Section.

Business Archives Section (Liaison: Kaplan)

Date: November 15, 2012
Officers:
- Chair: Scott Grimwood
- Vice Chair/Chair Elect: Steve Hausfeld
- Immediate Past Chair: Susan Ginter Watson
- Secretary: Sue Topp
- Editor: Aubrey Carrier
- Vice Editor: Eric Chin
- Member-at-large: Nichole Thaxton

Report from annual meeting:
Number of attendees: 62
Election results:
    Vice Chair/Chair Elect: Steve Hausfeld
    Secretary: Sue Topp
    Vice Content Editor: Eric Chin
    Member-at-large: Nichole Thaxton

Summary of meeting activities:
(Annual Meeting Minutes for August 10, 2012, are attached.)

Completed projects/activities: The Business Archives Colloquium was held August 8, 2012, at the Hilton San Diego Bayfront in San Diego. This year we tried a world café style event with three different topics (picked by the membership) discussed in a small group format. The topics chosen were Electronic Records, Archiving Websites, and Social Media, with each topic having a moderator and a scribe. Each topic was discussed for approximately 40 minutes with group comments being recorded, and then the attendees moved to a different table to discuss one of the other topics. All attendees had the opportunity to discuss each topic. The recorded information is being consolidated and put into an easy-to-read format by the staff at The Winthrop Group. When ready it will be posted on the BAS website for members to use and comment on.   64 people attended this year's colloquium.

Our editor and vice-editor completed converting the BAS microsite to the new Drupal standard. We look forward to using this new tool to its fullest.

Ongoing projects/activities: We are still working on getting the colloquium content together and out to our members. We will be posting it to our microsite and encouraging members to not only look at and use the information but to comment on it and possibly add new items that can be useful to our

membership. We will need to keep this a BAS members only activity since some of the material is not cleared for release to the general public.

New projects/activities: The section is still looking for ways to better engage our members. We are hopeful that the new BAS microsite will be the platform we can use to not only post information but also as a collaborative tool for sharing information among the membership.

Strategic Priority - Technology initiatives: This year for the first time in several years the section was not able to provide a virtual attendance option for either the Business Archives Colloquium or the Annual Business Archives Section meeting. Cost was a big reason but so was an uncertainty about the value of past virtual links. The section leadership is looking into ways to provide this virtual link in a useful and stable format.

Strategic Priority - Diversity initiatives: The section has not specifically addressed the issue of diversity. However, the BAS continues to foster and embrace an environment of inclusiveness among its membership and the archives profession. We have seen results from this effort with the greater attendance of archivists from associations, non-profit organizations, churches, and universities.

Strategic Priority - Advocacy/Public Awareness initiatives: Advocacy is a big issue for membership, as it is for SAA as a whole. We have been posting useful advocacy and outreach information on our microsite, and will continue to do so. An area where the section needs to put more focus is on outreach within the greater archival community. This is an area where there is still a lack of understanding about our value in preserving history.

==Questions/concerns for Council attention:== We have no questions or concerns for the Council at this time.

Respectfully submitted by Scott Grimwood, BAS Chair

2012 Business Archives Section Business Meeting

Friday, August 10, 2012
1:00 – 3:00 p.m.
Sapphire Room GH
Hilton San Diego Bayfront
1 Park Boulevard
San Diego, CA 92101

Minutes
1:00 – 1:20 Welcome and Introductions

Chair Sue Watson welcomed everyone to the meeting and initiated the introductions of everyone in the room. She also explained that the main speaker for the meeting, Shane Meeker of P&G, was not going to be able to present due to a family emergency. Sue expressed her appreciation of everyone attending.

1:20 – 1:30 Overview of Business Archives Activities in 2012

2012 Colloquium:
We had 64 people attend the Colloquium and Sue asked that members submit any feedback they may have on improving the Colloquium for next year.

BAS Microsite to Drupal

Sue expressed her enthusiasm regarding the fact that the BAS microsite has finally been moved into the SAA approved Drupal site design. Credit for this effort goes to Editor Rochelle McCune and Vice Editor Aubrey Carrier. Drupal will be a much more efficient and timely means of pushing news to the Section. All members are welcome to review the new site. This is your opportunity and means to share with the membership anything that you would like to share regarding your archives and collections. The site now supports images and videos. Please work with Editor Aubrey Carrier to get any items posted to the microsite.

SAA Workshop - Business Archives: Establishing and Managing an Archives
October 3 – 5, 2012, at Target Archives & Heritage Services,
Minneapolis, MN --- **Early-Bird Registration Deadline: September 5, 2012**
Jennifer McDaid, speaking for Phil Mooney and Elizabeth Atkins, encouraged members to sign up for this workshop **now**, as the capacity is capped at 25 and there are currently 19 signed up. On the third day attendees will be visiting both the Cargill and the Target archives. This is a great opportunity and if you haven't attended, or you have employees that haven't attended, this is highly recommended.

1:30 – 1:40 Elisabeth Kaplan: SAA Council Liaison report

In the past it was routine for council liaison to attend the section meeting and provide a report on the work of SAA Council and strategic initiatives. This has changed and sections are now required to invite their liaisons if they want them to attend. Members are encouraged to review Council minutes on the SAA website to see if there's anything related to you or that concerns you. Elisabeth covered the following points that Council is dealing with:

- Called attention to SAA President's Blog that recently launched. Dennis Meissner provided the results of the satisfaction survey, and this contains a lot of data. Dennis provides a synopsis and links to the data. Council members will review all the data and strategize how to include it in future work.
- This spring, council relaxed the rules on auxiliary websites and media. No longer will it be required to get permission for a twitter account or blog. There are some small guidelines that SAA asks people to comply with, such as linking back to the section's Drupal site. As leadership turns over; the membership database should be feeding into the site and the current leaders getting on the proper SAA leadership email lists.
- Elisabeth will send links to all of the section committee members with URLs to all material covered in her presentation.

1:40 – 1:45 Becky Tousey, Kraft Foods Inc.: International Council on Archives
(ICA)/Section for Business and Labor Archives (SBL) Announcements

Becky spoke about her experiences with ICA. It's an organization that interacts with archivists from many countries. It has been critical for international networking and she urged any archivists for multi-national companies or organizations to consider joining ICA if you believe it will be useful to your business needs. The website is ICA.org.

Each year SBL tries to put on a public symposium is a particular location, inviting global archivists to attend the event. It has been held in Copenhagen & Japan, and included wonderful and interesting presentations. Next year's schedule will be Bazul, Switzerland, hosted by Roche Pharmaceuticals. There is no registration fee as the host company supplies the facilities and logistical support. The only costs to attendees are the travel expenses.

Please talk to Becky if you have any questions about the organization.

1:45 – 2:30 Shane Meeker, Associate Director, Corporate Archives & Heritage Center

The Procter & Gamble Company: *Storytelling Presentation: Narrative Understanding.* Unable to attend meeting. Replaced by Greg McCoy, Archivist: *P&G's 175th Anniversary and Changes in Heritage Center and Website*

Greg spoke at length about the changes that are being undertaken by the P&G Archives to celebrate the company's 175th anniversary via our internal website and the Heritage Center. Both the website and the physical space will share the same themes and storytelling devices. In fact the physical space will have four or more iPads enabling visitors to dive deeper into historical content by accessing the new website. The story of P&G is being told through four lenses of innovation: Technology, Growth, Branding, People, as well as our Origin Story.

The website was designed by Hyperquake, a local Cincinnati design firm, and is being constructed by Cardinal, a local IT firm. The site is extremely dynamic unlike any other currently used at P&G. It is intended as an experience and opens up a portion of the "Archives' treasures" to those employees that cannot come to Cincinnati.

2:30 - 2:40 Other Announcements

Eldon Wiebe from the University of Kings College provided a quick review of the research project that he is participating in regarding what business archivists do and how they connect to business results, the upper echelon decision making and hopefully the strategy. He thanked those archivists that have participated in the study so far, and extended an invitation to those not yet included to participate. They are working toward several top tier publications.

Greg Hunter, editor of the American Archivist, expressed his desire to see more business archivists submit possible material. As an ex-corporate archivist, he understands the work we do, issues CA's face in the profession. He did have a call for peer reviews and is pleased to have 117 submittals. He would like to see more corporate archivists serve as peer reviewers. Each article will be reviewed by three articles, but Greg promises to make it easier for the reviewers. If you are interested please contact Greg. His contact information is available on the SAA website. He would like the entire profession to be involved in the journal and something that we all look forward to opening up.

Patricia Suau, Bacardi archivist, stated that they have an opening at Bacardi for a senior level archivist or historian. If interested please reach out to her (psuau@bacardi.com). "It's a fun job!" If you like Miami, let her know.

2: 40 - 2:45 Announcement of 2012 Section Leadership Election Results

Sue explained the reason for release of election results prior to the section meeting. That is due to the fact that SAA offers the leadership session early in the annual conference, and in order to attend the newly elected members must be notified. 117 members of the section voted this year, and Sue expressed her delight that so many members participated. For 2012-2013 the new BAS officers are:
• Vice Chair – Steve Hausfeld, Nationwide
• Secretary – Sue Topp, Motorola Solutions
• Vice Editor – Eric Chin, NBC Universal
• Member at Large – Nicole Thaxton, Caterpillar Inc.
They join Chair Scott Grimwood and Editor Aubrey Carrier.

2:45 – 2:55 Scott Grimwood, SSM Health Care
Address from new Chair, Business Archives Section

Sue introduced new Chair Scott Grimwood. Scott expressed that this is "your" group and invited all input. He stated the Colloquium format will remain and if members have any ideas to please send those to him. Scott thanked Ted Ryan and Jeff Pirtle for facilitating the Colloquium, and all those that scribed the notes. Scott is always open to suggestions so please don't hesitate to reach out to him.

2:55 – 3:00 Closing Statements

Sue closed out the meeting with a general thank you for everyone's participation in the Colloquium.

College and University Archives Section (Liaison: Frusciano / Zanish-Belcher)

Date: **November 14, 2012**
Officers:
Stankrauff, Alison, Chair, 2011-2012, Indiana University South Bend
Vagts, Rachel, Vice Chair/Chair-Elect, 2011-2012, Luther College
Schulte, Becky, Immediate Past Chair, University of Kansas
Engseth, Ellen, Steering Committee, 2010-2013, Univ. of Wisconsin Milwaukee
Ghering, Cynthia, Steering Committee, 2010-2013, Michigan State University
Hartwig, Daniel, Steering Committee, 2011-2014, Stanford University
Jarvis, Kate, Steering Committee, 2011-2014, Emory University
Nash, Katie, Steering Committee, 2011-2014, Elon University
Sommer, Thomas, Steering Committee, 2012 – 2015, University of Nevada at Las Vegas
Stefko, Kat, Steering Committee, 2012 – 2015, Duke University
Webber, James, Steering Committee, 2011-2014, Bates College
Sweetser, Michelle, Steering Committee and Newsletter Editor, 2011- Marquette University
Zachary, Claude, Webmaster, 2012 - , University of Southern California.
Zanish-Belcher, Tanya, Council Liaison, 2012-2015, Iowa State University

Report from Annual Meeting:
Society of American Archivists
College and University Archives Section
Meeting Minutes - SAA 2012
 San Diego, August 10, 2012

Section Chair, Becky Schulte, welcomed members in attendance (171 in all) and minutes from the 2011 meeting were approved.

- **Program Committee 2013 Presentation**
- **National Historical Publications and Records Commission Presentation by Lucy Barber of NHPRC:** Lucy reported that funding of NHPRC is uncertain as of the moment – they are waiting to hear about federal deliberation on funding. Further, that the NHPRC has a booth in the Exhibitors Hall during the conference – she invited us all to visit them there.
- **OCLC Presentation by Jackie Dooley:** Rough-and-ready: a project to enable linking of PDF versions of legacy finding aids to ArchiveGrid metadata.
  - Legacy Finding Aids for ArchiveGrid.
  - OCLC wants to help its constituents speak to their audiences, especially library and archives deans and directors: To help de-mystify what we do, especially digital content.

- Wikipedia: A project to build a community of archives and library Wikipedia editors, as well as to link various types of name authority data into Wikipedia—all designed to ramp up access to our collections via hits on Wikipedia articles.
- Demystifying Born Digital Content: A series of brief reports to help archivists who haven't yet implemented born digital management to get started.
- Collections Assessment: A report published a few months ago detailing strategies for inventorying and assessing collections for various purposes (digitization, preservation, etc.).
- Name Extraction: A linguistics-based project to algorithmically identify personal, corporate, and other names within open-text documents such as finding aids in order to create name indexes and improve discovery.

- **Standards Committee Presentation by Tom Sommer:**
  - Wants feedback – will forward standards to membership.
  - There's a new Standards portal.
  - Standards Proposal Ideas: These are welcome, and they will be vetted by the Committee.
  - The URL to the SAA Standards Portal is: http://www2.archivists.org/standards.
    The Standards Portal has links to:
    1. Procedures for Review and Approval of an SAA-Developed Standard
    2. Procedures for SAA Endorsement of an External Standard
    3. Proposal for Inclusion of Non-Endorsed Standard

- **DACS** (*Describing Archives: A Content Standard)* **Presentation by Gordon Daines:**
    Produced a revisions draft, encouraging submissions of revisions.

- **SNAP (Students and New Archives Professionals (SNAP) Roundtable):** SNAP Chair Rebecca Goldman spoke, and encouraged the 'SNAPpers' in C&U settings to join their roundtable and their listserv discussions, especially as so many new professionals – and student workers – are in academic settings.

- **Government Affairs Working Group by Frank Boles:**
  - This SAA group's main purpose is advocacy.
  - Its aims are to affect public policy.
  - Frank made a call to the C&U membership to help write GAWG's content.
  - Frank made a further call to the C&U membership to join GAWG.

- **College and University Archives Section President's Report by Becky Schulte:**
  - Becky urged the C&U membership to respond to the Section's communications survey.
  - She welcomed membership to look at and review the Section's new web content and mentioned that the newest C&U newsletter is up online and sent to membership as well.
    - Becky thanked the Steering Committee especially outgoing members Kevin Glick and Heather Briston and Section Vice-Chair for their work of the past year.

- **SAA Council Liaison Presentation by C&U Council Liaison Tom Frusciano.**
  - Tom thanked the Section for working with him and with Council.
  - He welcomed the new C&U Council Liaison, Tanya Zanish-Belcher.
  - The January was primarily discussing the SAA budget.
  - The January 2012 Council meeting included a review of SAA's strategic priorities and the June meeting included discussion and adoption of the budget.
  - Council agenda materials are posted before each meeting and Section members should review those materials and contact the Council liaison with any concerns they may have.
  - Council has revised the SAA Advocacy Agenda. There is an increased emphasis on advocacy – and encourages membership to get involved.
  - Council Guidelines are on the microsite on the SAA website.
  - Roundtables now need bylaws.
  - The SAA Membership Needs and Satisfaction Survey:
    Council will be examining members' comments.

- NHPRC Report on the changing nature and environment of the historical record and research.
- **Nominating Committee Report by Cynthia Ghering:**
  - Over 300 C&U members voted in this year's election.
  - Cynthia announced election winners:
    - * For Vice-Chair/Chair-Elect
      - Rachel Vagts of Luther College.
    - * Steering Committee
      - Thomas Sommer of the University of Nevada at Las Vegas.
      - Kat Stefko of Duke University.
- **Newsletter Editor Newsletter Editor and Website and Newsletter Committee Reports by Michelle Sweetser:**
  - There have been two issues of newsletter, *The Academic Archivist*, that have come out this past year.
  - Michelle appealed to the membership for submissions.
  - The Newsletter and Website Committee produced a survey, which was recently distributed to the C&U membership. It will be up for the rest of this month. Michelle reported on the preliminary responses to date. Primarily, the survey polls membership to see just what they want to see in both the newsletter and in the website content. And also just how they want to receive it (electronically via which formats, etc.).
- **College and University Archives Section Guidelines Update by Becky Schulte:**
  - Currently up are the 1999 Guidelines for revision.
  - Guidelines language should be updated – unanimously by C&U membership. Becky will work on this with Council Liaison Tanya Zanish-Belcher.
- **SAA Diversity Initiative Report by SAA Diversity Committee Member Deborah Torres:**
- The Diversity Committee met on Tuesday of this week.
  "The Committee is going to put a proposal forward to expand the Mosaic *Scholarship* award into a program, with a grant from the Laura Bush Foundation for America's Libraries, which has a deadline of September 24th. SAA is working with both the Association of Research Libraries (ARL) as well as Institute of Museum and Library Services (IMLS) on this. Please see Nancy Beaumont's August 2012 report to SAA Council "SAA/ARL Collaboration." Nancy mentions that the Laura Bush 21st Century Librarian Program is an IMLS grant.
- www2.archivists.org/sites/all/fils/0812-1-V-J-MosaicProgram.pdf
- The Laura Bush Foundation for America's Libraries seems to be a different funding program. According to their web site: The Laura Bush Foundation for America's Libraries grant program provides funds to update, extend, and diversity the book collections of America's school libraries. In doing so, the Foundation will provide students increased opportunity to learn to read, to become better readers, and to advance academically.
- This initiative to expand the Mosaic Program will need letters of support, which probably will be in the end of August or the beginning of September.
- Mentoring with the Mosaic Program will be expanding under this initiative. It is being modeled (in part) on the American Library Association's well-known and successful Spectrum Scholarship Program. The mentoring of scholarship recipients will also be expanding under this initiative.
- Further, the SAA Diversity Committee is seeking in general to diversify the archival record, which is a strategic initiative of SAA. The Committee will be putting a call out to SAA membership to solicit ideas on how to do this – and what to focus on.
- *Lone Arrangers Roundtable Survey of Membership Report by Alison Stankrauff:*
  Earlier this year, the Lone Arrangers Roundtable assembled a working group to create a survey that was sent out to the LAR membership. The goal is to ascertain particular characteristics of lone arrangers – to best answer the needs of the roundtable membership, as well as to more broadly understand just who lone arrangers are, across the field. Questions were asked along the lines of

ethnic and gender identification, any perceived disabilities the respondent might have, just where they worked – both in terms of kind of repository as well as location within the United States and beyond. Other questions included levels of education, how long they'd been employed as an archivist, etc.

- **Future Directions for the C&U Section – Becky Schulte and Alison Stankrauff:**
- An emphasis on the SAA directives of diversity as well as advocacy.
- Alison stressed she wanted to work with – and hear from – the C&U membership in the coming year.
- **Presentation on *Best Practices in Fair Use in Academic Libraries* by Heather Briston** - (http://www.arl.org/pp/ppcopyright/codefairuse/code/index.shtml.
    - **Q&A**
    - **Adjourn**

Completed Projects/Activities:
Newsletter and Website Committee Survey:
The Newsletter and Website Committee produced a survey, which was distributed to the C&U membership. The survey polled membership to see just what they want to see in both the newsletter and in the website content. And also just how they want to receive it (electronically via which formats, etc.). The results of the Survey:
Key points to raise about the C&U Communications Survey:

- SurveyMonkey announced on the C&U section listserv as well as the A&A list.
- 29 responses at close of business day, August 6, 2012.
- In terms of resources C&U archivists want to see on the section website – they are wide and varied. Traditional content such as section news, minutes of annual meetings, reports, the best practices guidelines, newsletter, etc. Also some new ideas, including: practical articles, links to relevant and useful sources, sample forms/policies/templates, case studies, and more.
- 83% of respondents (24) indicated a blog specific to C&U archivists and archives would be of good use.
- Those who thought a blog would be useful suggested a wide variety of ideas for suggested content, including pieces about how archives use new technologies; information on newly acquired or processed collections; information on fair use, HIPPA, FERPA, records management, access; descriptions of experiences common to C&U archivists, such as marketing university archives to senior admin, building collections, dealing with backlog, increasing productivity of students, social media in educational archives, etc. These suggestions will be invaluable should the section leadership decide to move forward with a blog.
- We asked for suggestions on how to organize the content and resources on the C&U website and suggested some broad categories such as a governance section, a resources section, an annual meeting section, and the like. Most of the feedback indicated that these seemed to be logical categories and express some concern about the labeling and categories imposed by Drupal.
- 64% of respondents said they would look for the C&U minutes from the annual business meeting on the website, 7% in the newsletter, and 25% in both.
- 50% of respondents prefer to access the C&U Newsletter in PDF format and 50% report a preference to access the newsletter as an HTML web page. Two indicated they would prefer access in both formats.
- Respondents were nearly balanced in their preference for frequency of receiving section news, with 50% preferring news as it happens and 46% with a preference to receive updates quarterly.

Endorsed Session for the 2013 Annual SAA Meeting:
The SAA College and University Archives Section Steering Committee deliberated over a total of seventeen session proposals. There was strong content submitted – but the Steering Committee was able to narrow it down to two session proposals to endorse.
Here are the endorsement results:

Zanish-Belcher - Brave New World: The Intersection of Institutional Repositories and University Archives
University archives exist to acquire, preserve, and provide access to university records with enduring value. What happens when content sought for institutional repositories overlaps with content collected by university archives? How do acquisition, appraisal, description, and preservation practices differ between the two-and when should they be shared processes? This session answers these questions and focuses on relationships between repository staff and archivists in relation to policies, logistics, and workflows.

Jackson - Getting the Good Stuff: Acquisition and Appraisal in Institutional Archives
Collecting policies and acquisitions strategies for records documenting institutional history tend to be non-existent or simply too vague to be useful. This session explores ideas and innovations in developing policies and working with staff and faculty to acquire substantive historical materials in print and electronic formats. Speakers from public and private colleges and universities will discuss developing meaningful collecting policies, creating a systematic collecting program from scratch, and transitioning from paper-based to born-digital acquisitions.

Ongoing Projects/Activities: The Newsletter and Website Committee produced a survey, which was recently distributed to the C&U membership. Michelle Sweetser reported on the preliminary responses to date. Primarily, the survey polls membership to see just what they want to see in both the newsletter and in the website content. And also just how they want to receive it (electronically via which formats, etc.).

New Projects/Activities: The 2005 revision of the *Guidelines for College and University Archives* were never approved by Council because they wanted to ensure "that the guidelines are not inappropriately proscriptive". There is a possibility that if we simply change the title to something like *Best Practices for College and University Archives* the document would be approved. The question was presented to the membership present at the meeting and unanimously approved. Becky Schulte will work on this in the coming year with Council Liaison Tanya Zanish-Belcher and with the SAA Standards Committee (See: http://www2.archivists.org/groups/standards-committee/standards-committee-annual-meeting-minutes-2012).

Diversity Initiatives: The initiative to expand the Mosaic Program – via the SAA Diversity Committee: Letters were received and submitted with the application. The application outcome is still, at this time, undecided.

Strategic Priority - Technology initiatives: None.

Strategic Priority - Diversity initiatives: None.

Strategic Priority - Advocacy/Public Awareness initiatives: None.

Questions/Concerns for Council Attention: Not at this time.

Description Section (Liaison: Landis)

Date: 11/15/2012
Officers:

- Jennifer Meehan (Chair)   2012-2013

- Kira Dietz (Vice Chair)   2012-2013
- Patricia Retting (Secretary)   2012-2014
- Joyce Chapman (Immediate Past Chair) 2012-2013
- Elizabeth Nielsen (Web Liaison)   2011-2014
- Olga Virakhovskaya (Newsletter editor) 2011-2014
- Diana Belden (Steering Committee)   2012-2013
- Jaime Margalotti (Steering Committee) 2012-2014
- Bill Landis (Council Liaison)   2011-2014

Report from annual meeting:
Number of attendees: ~100
Election results: Vice Chair/Chair Elect: Kira Dietz
                                    Secretary: Patricia Retting
                                    Member at large (1 year): Diana Belden
                                    Member at large (2 year): Jaime Margalotti
Summary of meeting activities: See attached meeting minutes. *[Staff note: None provided.]*

Completed projects/activities:
- The 2012 Description Expo was prepared by Jennifer Meehan: http://www2.archivists.org/groups/description-section/description-expo-2012. Eleven projects were included in this year's expo.
- The section endorsed the following two proposals for the SAA 2012 annual meeting, both of which were accepted:
  - "Hybrids and Legacies: Challenges of Finding Aids in the Digital Age" (Eira Tansey, Jane Zhang, Alexis Antracoli, Olga Virakhovskaya, Lucinda Poole Cockrell, Suzanne Maggard)
  - "Linking Data across Libraries, Archives, and Museums" (Su Kim Chung, Corey Harper, Patricia Harpring, Anila Angjeli, Perian Sully)
- The Section chair worked with TS-DACS on revisions to DACS.

Ongoing projects/activities: None.

New projects/activities: None.

Strategic Priority - Technology initiatives: None.

Strategic Priority - Diversity initiatives: None.

Strategic Priority - Advocacy/Public Awareness initiatives: None.

Questions/concerns for Council attention: None.

Electronic Records Section (Liaison: Theimer)

Date: 11/15/12
Officers:
- Seth Shaw (Chair)   2012-2013
- Nat Wilson (Vice Chair)   2012-2013

- Riccardo Ferrante (Past Chair/Steering Committee)   2011-2015
- Kelly Eubank (Steering Committee)   2011-2014
- Cynthia Ghering (Steering Committee)   2011-2014
- Mark Matienzo (Steering Committee)   2012-2015
- Erin O'Meara (Steering Committee)   2010-2013
- Gabriela Redwine (Steering Committee)   2010-2013
- Lynda Schmitz Fuhrig (Steering Committee)   2012-2015

Report from annual meeting:
Number of attendees: ~80+
Election results:

ERS elections were held online. The candidates can be found @
http://www2.archivists.org/groups/electronic-records-section/ers-2012-election-information. The winners
were:
- Nat Wilson (Vice Chair/Chair Elect)
- Mark Matienzo (Steering Committee)
- Lynda Schmitz Fuhrig (Steering Committee)

Summary of meeting activities:
Our agenda for the 2012 meeting can also be found online @
  http://www2.archivists.org/groups/electronic-records-section/ers-2012-meeting-agenda.
During the meeting we thanked Jean Deken for her long (10 years!) tenure as Section Web Liaison and
  announced Sam Meister as her replacement.
We also indicated that Dan Noonan is acting as our liaison with the Standards Committee and a brief
  mention of the Standards Portal.
Glen McAninch filled in for Helen Tibbo to give an NDSA update.
The Section Meeting ended with a lively discussion led by Jackie Dooley based on the recently released
  OCLC "First Steps" document.

Completed projects/activities: Nothing to report.

Ongoing projects/activities:
Standards Committee –
Dan Noonan, our Standards Committee liaison, reported that of the three items he passed on to the
membership he did not receive any feedback though members may have responded to each item's sponsor
directly.
The Steering Committee feels they need to be more active in the commenting process. We will be drafting
guidelines for determining which items require a unified Section response. We have also requested that
our liaison prepare a summary for each item highlighting points and aspects that are of particular interest
to the Section.

Manuscript Repositories Section Brochure Revision –
Previous to the annual meeting the Manuscript Repositories Section leadership reached out to us
enquiring our support in revising several brochures. Erin O'Meara attended their meeting representing us.
She will review the brochures with the goal "to cite existing best practices or documents that already exist
on that topic, instead of re-writing guidance in the brochures." She will contact out Steering Committee
should any questions arise. The revisions are due at the end of November.

New projects/activities: The Steering Committee has several ideas it is interested in exploring falling under two categories: Mentoring and Advocacy.

This year we intend to investigate assisting the mentorship program in matching novice with experienced Digital & Electronic Records Archivists. In addition we intend to reach out to Student poster presenters and award winners within our Section's area of interest.

Strategic Priority - Technology initiatives: Nothing to report.

Strategic Priority - Diversity initiatives: Nothing to report.

Strategic Priority - Advocacy/Public Awareness initiatives: The Steering Committee will explore the possibility of organizing, co-sponsoring, and promoting a "Personal Digital Archiving Day" based on the Library of Congress model (http://www.digitalpreservation.gov/personalarchiving/padKit/handouts.html) concurrent with the Annual Meeting in New Orleans in 2012. We will look for partnering institutions to host the event and encourage Section members to assist staffing the event. We expect to promote the event in the local media.

==Questions/concerns for Council attention:== Nothing to report.

Respectfully submitted, Seth Shaw, Chair, Electronic Records Section

Government Records Section (Liaison: Theimer)

Report submitted late (2/1/13).

Officers:
- Mark Myers (Chair)   Term: 2012-2013
- Dave Evans (Vice Chair)   Term: 2012-2013

Report from annual meeting:
Number of attendees: 57
Election results:
> Federal/National Representative: Christopher Felker
> State/Provincial Representative: Dave Evans (Vice-Chair)
> Local Representative: Genevieve Preston

Summary of meeting activities: The first third of the meeting was devoted to announcement of Section election results, discussion of the 2013 Annual Meeting Call for Proposals, issuance of a request for volunteer to serve as a liaison to the SAA Standards Committee, and brief discussion of the Local Government Roundtable-Government Records Section local government repositories directory project.

The remainder of the meeting was devoted to "Business Needs, Rights and Interests, and Archival Records: Moving Beyond the Borders of Archives and Records Management through Transformation," a presentation given by Paul Wester and Arian Ravanbaksh of the U.S. National Archives and Records Administration. Wester and Ravanbaksh discussed the recently issued *Presidential Memorandum— Managing Government Records* and the National Archives' efforts to comply with its provisions, which will ultimately transform how federal government records are managed.

Completed projects/activities: Revision of Section bylaws to bring Section elections into compliance with SAA's current election procedures and to affirm explicitly the right of SAA members who work outside of the United States to serve as Section officers (revisions approved by Council in January 2012).

Review and submission of comments re: draft Digital Archives Specialist curriculum.

Ongoing projects/activities:
Transition to new Section "website."
Construction and updating of Section Facebook page.
Compilation of comprehensive directory of local government archives (joint project with the Local Government Roundtable).

New projects/activities: None at this time.

Strategic Priority - Technology initiatives: None at this time.

Strategic Priority - Diversity initiatives: None at this time.

Strategic Priority - Advocacy/Public Awareness initiatives: None at this time.

<mark>**Questions/concerns for Council attention:**</mark> None at this time.

Manuscript Repositories Section (Liaison: Landis)

Date: November 15, 2012
Officers:
- Christopher Burns (Chair) 8/27/2011-8/16/2014
- Tara Laver (Vice Chair) 8/11/2012-8/15/2015
- Elizabeth Russey Roke (Immediate Past Chair) 8/14/2010-8/17/2013
- Jacqueline Dean (Steering Committee) 8/27/2011-8/17/2013
- Melissa Watterworth-Batt (Steering Committee) 8/27/2011-8/17/2013
- Elizabeth Wilkinson (Steering Committee) 8/27/2011-8/17/2013
- Kate Colligan (Steering Committee) 8/11/2012-8/16/2014
- Mario Ramirez (Steering Committee) 8/11/2012-8/16/2014
- Florence Turcotte (Steering Committee) 8/11/2012-8/16/2014

Report from annual meeting:
Number of attendees: approx. 100
Election results: Tara Laver: Vice Chair/Chair Elect
     Kate Colligan, Mario Ramirez, Florence Turcotte: Steering Committee
Summary of meeting activities:
August 10, 2012, San Diego, CA

Section Chair Elizabeth Russey Roke convened the meeting at 1:00 p.m. She introduced the section leadership and thanked the outgoing members of the Steering Committee.

Nominating Committee

Nominations Committee Chair and Immediate Past-Chair Fernanda Perrone announced the winners of the Steering Committee elections and thanked the Nominating Committee. Perrone noted that there were 229 ballots cast, an increase from the previous year. The following individuals were elected:

- Tara Laver, Vice-Chair/Chair-Elect
- Kate Colligan
- Mario Ramirez
- Florence Turcotte

Brochure Revision Project
Ellen Doon gave an update on the work of the Brochure Revision committee. The group is working on revising three SAA brochures: *A Guide to Deeds of Gift*; *Donating Your Personal or Family Papers to a Repository*; and *Donating Your Organizational Records to a Repository*. The group is looking particularly at adding information about the acquisition and appraisal of electronic records. Ellen reminded section members that they would be holding an open meeting at the end of the Section program as a breakout session.

2013 Session Proposals
Melissa Watterworth Batt and Renna Tutten gave an update on work they led for the Steering Committee to provide assistance for section members looking to create proposals for the 2013 annual meeting. They have placed some information about creating session proposals on the section website, including a helpful tip sheet. They reminded section members that they would be available to meet with interested individuals at the end of the Section program.

Report from Council
Bill Landis, SAA Council Liaison, reported on the following developments:

- Council has been engaged with planning work, a new round of strategic planning starts in 2014.
- Council has developed an advocacy agenda, a framework for issue briefs. Bill encouraged members to take a look at it and engage with it. Council is looking for groups to collaborate with on issue briefs.
- Council is looking at the data from the membership survey.

Jennifer Schaffner from OCLC Research gave an update on the ALA/ACRL Rare Books and Manuscripts Section Activities. RBMS has a Metrics and Assessment Task Force, which is charged with examining current practices for gathering and reporting information to demonstrate the value and impact of special collections and archives. They will issue a final report in 2013. The fall 2012 issue of *RBM* is devoted to the topic of assessment. RBMS has developed a Diversity Recruitment Toolkit, which is available on their website [http://www.rbms.info/committees/diversity/index.shtml]. RBMS has revised their *Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials*. They will be bringing the guidelines to SAA for possible adoption as a standard.

Jennifer also provided an update on OCLC Research Activities. ArchiveGrid has been reconfigured and a beta version is freely available for use and testing [http://archivegrid.org/]. OCLC Research continues to work on its Demystifying Born Digital project and is pleased to announce the upcoming publication of a new report authored by Ricky Erway, You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media [http://www.oclc.org/research/publications/library/2012/2012-06r.html]. OCLC Research continues its work in the area of Linked Open Data and Authority Work and is working with a Wikipedian-in-Residence at OCLC, in part to explore technical integration possibilities between OCLC and Wikipedia.

Section Program – Acquisition and Appraisal of Electronic Records – Lightning Talks

Mahnaz Ghaznavi from Loyola Marymount University spoke about SAA's Digital Archives Specialist (DAS) Curriculum and Certificate Program. Mahnaz explained the program requirements, going over the core competencies and examination process. The certificate needs to be renewed once every five years. There is a lot of information about DAS on the SAA website [http://www2.archivists.org/prof-education/das]. They have 1100 course registrants so far and 370 archivists pursuing the certificate.

Nancy Melley from the National Historical Publications & Records Commission (NHPRC) spoke about some of their grant opportunities in the areas of digitizing historical records and electronic records. Their electronic records grants are intended for capacity building, more preservation, and more access. information about their grant programs can be found online [http://www.archives.gov/nhprc/apply/program.html].

Susan Thomas spoke about the Born Digital Acquisitions Working Group (b-dacqs), which is comprised of ten people from six institutions, four in the United States and two in England. Their audience is any steward, which could be donors, creators, dealers, etc. They have developed a high level guidance document and some sample case study questions.

Glynn Edwards spoke about AIMS: An Inter-Institutional Model for Stewardship. The AIMS project was a collaborative project that was funded by the Mellon Foundation. Their final product was a white paper that proposed a framework for collection development, accessioning, arrangement and description, and discovery and access. They also made a recommendation for a tool that would do arrangement and description and discovery and access. A prototype tool has been developed, Hypatia.

Cal Lee, from the UNC Chapel Hill School of Information and Library Science spoke about his work with born digital manuscript materials, noting that there has been a lack of focus on manuscript materials within the electronic records community. He noted a number of related streams of activity such as a personal archiving web site from the Library of Congress, and the BitCurator project, which aims to bring forensics tools to archives and libraries. He also spoke about his recent book, *I Digital: Personal Collections in the Digital Era*, and the growing community of practice in this area. There is a significant amount of innovation happening in this area right now, and LIS students are passionate about these issues.

Erika Farr spoke about acquisition policies at Emory University, stating that collaboration is a vital component. They are increasing communication with donors, and have implemented pre-acquisition surveys. Emory is working on web-based content acquisition and email. All collections have had email that they have acquired. Emory is prioritizing appraisal and work with donors to identify what they can and can't have. They are also asking the question of how do they ultimately want to provide access to these recrods?

Kathryn Lawrie, spoke about her graduate student poster on born-digital social communities. She noted that these communities were not being documented and she was looking at ways to empower them. Her case study was a message board community. There were significant appraisal issues around privacy and access to sensitive materials, and various user ideas about appraisal. She designed a set of guidelines, including appraisal policies. In setting up the archive, the community users disregarded the archive and ignored appraisal decisions.

Break-out Group Discussions
The Section then broke out into 3 small groups: Brochure Revision; 2013 Meeting Proposals; and Electronic Records in Manuscript Collections.

Respectfully submitted, Chris Burns, Section Chair

Completed projects/activities:

Newsletters

> Published three issues on the section Web site, and publicized them on the Archives and section listservs.

Annual Meeting

> Presented a program of lightning talks on electronic records.

Help for Session Presenters

> The Section Steering committee continued to develop the Manuscript Repositories web page and distributed a listserv message in late spring offering help in putting proposals together/connecting presenters. We also provided space during the Section meeting to connect possible presenters. Unfortunately, we didn't receive a high level of interest in this project, but we continue to make ourselves available to Section members.

Ongoing projects/activities:

Session Endorsements

We reviewed ten session proposals and voted to endorse two:

> 1. Networking Literary Archives: How New Tools Can Facilitate New Practices
> 2. Part of the Process: The When, Why, and How of Routine Digitization

In addition, the Steering Committee developed and proposed our own session that ties in with our electronic records initiative: Learning the Words before You Tackle the Music: Principles and Practical Steps for Dealing with Digital Materials in Manuscript Collections

SAA Brochures Update

A second initiative is related to updating the SAA brochures (located at: http://www2.archivists.org/publications/brochures). Most of these brochures are over 10 years old, and do not mention electronic records. Steering Committee members have developed a task force with members drawn from the general Section membership to revise these brochures. Drafts will be sent to this task force in December with revisions due in January/February. The task force will then work with the SAA publications department to hopefully publish updates for these brochures in the spring.

New projects/activities:

Jump In initiative

Building on the recently released OCLC research report and as a part of the Manuscript Repositories Section two year initiative to focus on electronic records, the *Jump In* initiative is designed to encourage and help archivists take some first steps towards gaining control over their electronic holdings. We have begun a project that asks repositories to pledge to create a survey of their electronic holdings and submit a short report to us about the experience. It is not a minimum requirement, but participants are encouraged to take the additional steps of prioritizing collections for further treatment and begin the technical steps for dealing with readable media.

Participants will be entered into a raffle for tuition for a SAA Digital Archives Specialist (DAS) course. Selected participants will also be asked to discuss their experience at the Manuscript Repositories Section business meeting held at the SAA Annual Meeting in New Orleans in August, 2013. Time will be set aside at the Section meeting for all participants to meet with a group of electronic records specialists to discuss their experience.

We have set up a webpage for this initiative on the Manuscript Repositories website: http://www2.archivists.org/groups/manuscript-repositories-section/jump-in-initiative

Strategic Priority - Technology initiatives: Our two year initiative on electronic records in manuscript repositories supports this initiative as does the "Jump In" initiative to survey digital collections.

Strategic Priority - Diversity initiatives: We plan to seek a diverse slate of candidates for this summer's section elections.

Strategic Priority - Advocacy/Public Awareness initiatives: None at this time.

<mark>Questions/concerns for Council attention:</mark> None at this time.

Museum Archives Section (Liaison: Richardson/Huth)

Date: 09/05/2012
Officers: Katy Rawdon, Chair
Adrianna Del Collo, Newsletter Editor
Megan Finn Senseney, Outgoing Recording Secretary
Erin Murphy, Outgoing Web Liaison
Leanda Gahegan, Outgoing Chair

Report from annual meeting:
- Number of attendees: 83
- Election results:
Heidi Abbey, Co-Chair-Elect
Jennie Thomas, Co-Chair-Elect

Appointed by the chair:
        Supriya Wronkiewicz, Web Liaison
        Rachel Chatalbash, Recording Secretary

- **Summary of meeting activities:** Please see the attached business meeting minutes.

Ongoing projects/activities
The *Museum Archivist* newsletter continues to be a valuable point of reference for meeting minutes and other section business, as well as repository updates and newsworthy articles produced by members. The newsletter is read by a wide variety of individuals including non-archivists.
Back issues are available on the Museum Archives website:
http://www.archivists.org/saagroups/museum/newsletters.htm

The Museum Archives Section Working Group continues to develop a collaborative resource that expands on the success of the Museum Archives manual. The goal of this project is to provide all section members with community updated standards and best practices resources - especially for members who cannot always attend the conferences. With the support of SAA and the Standards Committee in early 2012, the Working Group selected the SAA's newly developed Standards Portal as the primary tool for dissemination of this content. Resources are found in the Museum Archives Guidelines section under Related Resources. The Working Group contacted a variety of museums and solicited content for this resource. The Group is developing procedures for maintaining the resource and adding new sections for collaboration. Please see the attached Working Group meeting minutes for more details.

New projects/activities

Strategic Priority: Technology initiatives : The working group resource utilizes the SAA's Standards Portal.

Strategic Priority: Diversity initiatives: The section continues to promote the pecha kucha presentation at its annual business meetings. This presentation style invites a wide variety of individuals to speak on projects or initiatives. At this year's annual meeting, we had six diverse presentations.

The section reached out to the Cultural Property Working Group to establish a relationship for future collaboration.

Strategic Priority: Advocacy/Public Awareness initiatives: The newsletter continues to attract a growing readership including those outside of the archival community.

Questions/concerns for Council attention: The MAS steering committee does not have any questions or concerns at this point, but will be in touch with our Council Liaison as needed.

Museum Archives Section
Business Meeting Agenda
Friday, August 10, 2012
1:00-3:00 PM

Leanda Gahegan, outgoing chair, opens meeting and introduces Jennifer O'Neal.

Cultural Property Working Group update, Jennifer O'Neal

CPWG charge: this group, made up of various different archivist professionals, will take lead fostering discussion, managing, preserving, and providing access to cultural heritage properties.
- Advise concerning cultural property and cultural sensitivity issues
- Represent SAA on these issues at meetings and professional discussions
- Collaborate internally and externally

WG has been in existence for three years – this is the third year. Getting off the ground and defining its charge were first step. Currently embarking on exciting new projects:
- Bibliography of articles and books relating to topic of cultural property issues
- Work with standards committee to update glossary with terms relating to cultural property issues
- Include specific works highlighting case studies surrounding these issues in the bibliography
- Highlighting relevant past and upcoming conferences related to cultural property both in archives and other professions/disciplines
- Starting a blog to generate a discourse about these issues

For more information, see microsite at http://www2.archivists.org/groups/cultural-property-working-group.

Announcement: IFLA has special interest group on indigenous issues and is drafting a statement on cultural heritage, cultural property, and indigenous issues. CPWG will integrate this work with the SAA work.

Name change proposal: Cultural Heritage Working Group – cultural property is too narrow for what the group would like to cover. Cultural heritage refers to both tangible and intangible property and aligns with other international organizations.

See Jennifer O'Neal (onealj@si.edu) or Rob Leopold (leopold@si.edu) with questions.

Program Committee update, Jennie Thomas
2013 Program Committee – Joint annual meeting with CoSA in New Orleans – in order to embrace diversity, there will be no theme for this conference.

Seeking session proposals from MAS. Proposals **due October 5, 2012**.

Please make sure your session proposal is fully complete, and it is important to try to get an endorsement from one of the SAA sections. Endorsements **due October 15, 2012**.

Council Liaison update, Deborra Richardson
Deborra is stepping down, and Geoff Huth will be incoming council member working with MAS in the coming year.

There is a new president's blog, which was started by Jackie Dooley, the incoming president. This blog will feature articles from president and other leaders from council. Take a look and interact with council liaison, president, or vice-president.

Council is reviewing results from the membership survey. If you did not have an opportunity to respond to it, you can review the information which is available online. Contact Geoff Huth (geofhuth@gmail.com) if you have follow up questions about the survey.

If you're interested in running for elected office for the entire Society, there are new guidelines available, which the Nominating Committee will be using this year. These guidelines will be posted to the SAA website. You can self-nominate, and you can follow the guidelines to determine whether nominees are, in fact, qualified for the positions of interest.

Strategic initiatives are being reviewed again. Same strategic initiatives and priorities for the past several years: advocacy, technology, and diversity. The process should begin during 2013 and continue through 2014. There will be an opportunity for membership to comment on the materials council puts forward. Please see the strategic initiative online. Much has been done over the past several years, and council has reported on those activities. There may be additional changes based on review and feedback after 2014.

Deborra introduces Geoff Huth from the New York State Archives, which is based in a building called the Cultural Education Center, but is commonly called the Sate Archives. Geoff is greatly interested in museum archives, and he is going to tomorrow's museum archives session.

Introductions
Elections announcements:
- Leanda will be retiring as chair. Katy Rawdon is incoming chair of MAS.
- Katy is very exciting to be incoming chair. She has been a member of MAS for a number of years, and she remembers when this section had about 10 members. It seems to grow more and more each year.
- This is an opportunity for museum archivists to have a great voice in SAA and professionally.

Introducing current secretary: Megan Senseney (UIUC). If anyone has interest in the secretary position, see Leanda or Katy after the meeting.

Introducing co vice-chairs: Heidi Abbey (Penn State Harrisburg) and Jennie Thomas (Rock and Roll Hall of Fame). Heidi and Jenny just finished a collaborative session, and they'll be working closely with Katy over the coming year.

Introducing newsletter editor: Adrianna Del Collo (in abstentia). Adrianna will continue her position in the coming year. Please take a look at the newsletter; we would especially value any internship profiles.

Pecha Kucha Session
Alex Lorch, Archives Program Officer, NHPRC
- NHPRC Museum Archives Projects
- NHPRC has funded museum archives project, provides financial assistance with programs typically running 1-3 years
- Types of Grants Available to Museum Archives:
    o Archives start-ups
    o RIM programs
    o Electronic records programs
    o Digitization programs
- A Selection of Museum Archives Grant Recipients:
    o Newark Museum, NJ
    o Sterling and Francine Clark Art Institute, MA
    o Brooklyn Institute of Arts and Science, NY
    o Getty Research Institute, CA
    o Bishop Museum, HI
    o Art Institute of Chicago, IL
    o Bennington Museum, VT
    o Guggenheim Museum, NY
    o Hagley Museum, DE
    o Minneapolis Institute of Arts, MN
    o Museum of Fine Arts, Houston, TX
    o Norman Rockwell Museum, MA
    o Peabody Essex Museum, MA
    o Philadelphia Museum of Art, PA
    o Mint Museum, NC
    o Baltimore Museum of Art, MD

Want to learn more about NHPRC and its programs? Alex is available at the NHPRC booth in the exhibition hall. You can also contact him at ahlorch@gmail.com.

Angie Park, Archivist and Manager of Special Library Collections, Brooklyn Museum
- Electronic records management project at the Brooklyn Museum.
    o Project team: staff from library and archives, digital collections management, IT
    o Hired new project archivist. Developed project work plan.
    o Plan:
        ▪ Survey
        ▪ Develop action plan
        ▪ Best practices manual/staff training
        ▪ Implementation/transfer
        ▪ Research ERM solutions

- o Survey:
  - ▪ Met with 14 departments in 1-on-1 sessions and in groups
  - ▪ Conversation on electronic records practices and challenges and a brief questionnaire on email management and organization
  - ▪ Survey included heterogeneous records/documents
  - ▪ SpaceSniffer – provides visual layout of network directories
  - ▪ Survey finding: poor organization, loss, outdate formats, problems with legacy files, email problems
  - ▪ Survey informed action plan and will be beneficial when completing best practices guide and initiating training
  - o More detailed account of survey is available in latest issue of MAS Newsletter

Barbara Beaucar, Associate Archivist, The Barnes Foundation
- A Year in Review
  - o Barnes has a new logo inspired by an archival document, note from Dr. Barnes to staff, instructing them on where to place a piece on a wall ensemble
  - o A new building. The Barnes finally moved art collection to new building in Philadelphia, Tod Williams and Billie Tsien became one of the heaviest users of the archives ever while recreating the original space in the new building.
    - ▪ Art library was moved to the lower level lobby.
    - ▪ Architects pitched idea: a gallery and a garden, a garden and a gallery
    - ▪ New library wraps around an inner garden.
    - ▪ Clancy-Cullen Moving and Storage moved the art library from Merion to Philadelphia
  - o New shelving installed in Barnes archives
  - o Publications: archival documents supplied for research, images, and support
  - o Exhibition: the inaugural exhibition in the new building includes many archival documents
  - o PBS documentary about the Barnes Foundation aired on August 3 and featured Katy Rawdon
  - o Archive has been re-opened to researchers as of this summer.

Brian Wilson, Digital Processing Archivist, The Henry Ford
- Henry Ford improvements in archival access
  - o Archival description -- hard copy inventories and finding aids
  - o OCR/PDF Scanning
  - o 1,000 finding aids and inventories are full-text searchable for staff
  - o Scanning photographer negative logs
  - o Set of 227 cited Henry Ford quotations
  - o Flickr initiative – collection of auto racing images
  - o New touch screen interactive kiosks at Henry Ford Museum
  - o Social media: institutional blog, Facebook, Twitter
  - o Revision of copyright statement for online materials (CC licensing and a formal takedown policy)
  - o Digital preservation policy
  - o 5 terabytes of video and audio files
  - o Archival description within CMS System
- Feel fee to contact Brian Wilson (brianw@thehenryford.org) with any questions.

Jim Moske, Managing Archivist, Office of the Senior Vice President, Secretary and General Counsel/Archives, Metropolitan Museum of Art

- Collection Digitization and Collaboration with Curatorial Staff to Preserve Records
  - Watson library is digitizing rare and unique holdings (view of CONTENTdm-powered digital collections homepage from Watson)
  - Digitized first complete manuscript collection: Henry G. Marquand Papers – went live in spring 2012
  - Now digitizing: Havemeyer Family Papers on art collecting. Currently in the process of scanning
  - The Cloisters Museum is now launching another digitization project as well
- Curatorial departments maintain archival collections separately from the archives, and the archivists have taken an increasingly proactive role in advising departments how to process, house, and preserve these materials.
  - Created new policies and forms for acquisition of archival materials across the institution
  - About to begin work on the personal papers of Robert Lehman
- Contact Jim Moske (james.moske@metmuseum.org) with questions

Jonathan Lill, Project Archivist, Museum of Modern Art
- PS1 founded in 1971 by Alana Heis
- Received processing grant in 2008. It is reaching its conclusion now, and it is expected to be open to the public in November 2012
- Exhibition resource tells researchers what types of files are available by exhibition
- Processing and description was completed in January 2012
- New oral history program launched by Jeanmarie Theobalds

Announcements
Francine Snyder, Museum Archives Working Group Progress
- The working group mission was to create a museum archives standards and best practices resource guide
- SAA standards portal was launched (http://www2.archivists.org/standards)
- Museum Archive guidelines are one of the endorsed standards in this portal
- MAS guidelines has its own page, and includes a set of related resources
- Created page on MAS website that provides a link to download resources from the guide
- Project team is listed on the site
- Everyone is encouraged to review the resources and provide feedback on the tool.

Tamara Davis, Peabody Essex Library, Salem, MA
- Symposium on September 20-21 for Art Museums and Libraries and their archives
- Follow up on a symposium held two years ago
- Copies of brochures available if you're interested and available at the front of the room

Sarah Demb, Museum of London,
- Records Management for Museums and Galleries: An Introduction
- Not available at the conference bookstore but it WILL be available through SAA online

Michelle Elligot, MoMA. Session tomorrow morning on electronic records in museum environments

Jessica, LACMA. Completed a grant project in June and since hired as a permanent employee at LACMA

Susan Anderson, PMA. Bernadette Callery passed away three weeks ago. If you knew Bernadette and would like to sign a card, we plan to send it to her husband, Joseph Newcomer.

Session brainstorming / Social
How successful have the lightning round sessions been, and is that something we'd like to put together for this group? Has anyone attended them?
- Leanda thinks they've been very successful, and the Program Committee is interested in more lightning sessions for 2013.

Suggested topic: using archival documents in museum exhibitions. How do we do it?
- Katy says we endorsed two sessions that were discussed last year and both are happening in 2012, sessions planned for tomorrow. The Program Committee seems to find museum archives-related sessions of enough interest to SAA that they happen.

Suggested topic: grant writing session – it would be helpful if practicing archivists in the field could talk about the ins and outs of their experience.

Suggested topic: small independent art spaces that are processing their records or considering their records. Art centers in New Orleans have a really unique relationship with the community, and that might be interesting given the location next year
- Possible synergy with Performing Arts Roundtable?
- A second and third woman express interest in this suggestion. Jazz Fest organization just got funded to establish an archive so this is also timely.

Suggested topic: Relationships between archives and collections
- EMU CMS – Henry Ford Museum, Smithsonian, etc.
- Barbara Matthews, American Museum of Natural History introduces herself. Discusses her work and collaborations with other institutions such as Yale. Reinforces interest in EMU CMS
- Clarification: CMS – EMU, MINISIS, TMS, etc. A broad session about collections management systems that people are using. What kinds of challenges/successes are we having using different systems?
- Katy mentions being approached by Gallery Systems who makes TMS about creating an archives module for TMS.

Suggested topic: Session specifically focused on natural history and science museums

Suggested topic from: Heidi Abby, PSU. Looking at environmental sustainability for libraries, museums, and archives. Our section blends well with this initiative because of the museum component. There is a current checklist for environmentally sustainable exhibits

Yayoi Tsutsui, the archivist who presented on the Japanese recovery initiatives at last year's Pecha Kucha, thanks the MAS group for their support

Final announcement: Mario Ramirez: War Booty (Displaced archives project), a seed project at its very beginnings. Comprehensive directory of displaced objects with descriptions. Looking to collaborate with other groups. Allow individuals to locate objects that were removed and use them. Not intended as a repatriation project – more of an initiative to locate objects. Mario is available at mario.hugo.ramirez@gmail.com, and you can contact him with questions.

Leanda thanks everyone for coming, invites everyone to post to the Museum Archives Listserv.

Museum Archives Section
Working Group Agenda
Friday, August 10, 2012
3:00-3:30 PM

Greeting/Introduction

Meeting Goal Review progress on Standards & Best Practices resource guide
(http://www.archivists.org/saagroups/museum/standards.htm) that expands on the success of the Museum
Archives manual and allows for expanding resource-sharing across institutions. The project provides all
section members with community updated resources as well as a participation platform – especially for
members who cannot always attend the conferences

Discussion
Introduction of Current WG Participants

Rachel Chatalbash: Content Coordinator – worked with liaisons to gather examples of best practices
Brian Wilson: Collected archival description style guides
Lindsey Turley: Disaster preparedness policies and space planning documents
Susan Miller: Collecting current records policies
Heidi Abby: Access documentation

Review of Phase I
Phase I: Development of research and resource repository for policies, procedures, forms, and best
practices, 2011–2012.

Collaboration with Standards Portal (http://www2.archivists.org/standards)

Museum Archives Section Standards & Best Practices resource guide webpage
(http://www.archivists.org/saagroups/museum/standards.htm)

*Notes:*Our section has found that people really want sample policies and are interested in seeing them, but
they don't necessarily have them. The initial materials that are currently on the website went up about a
month ago but have yet to be heavily promoted. Collaborating with the standards portal sort of modified
what we were planning to do.

Redefining Phase II
OLD Phase II: Investigation and possible inclusion of social media, news, updates, and announcements,
2012-2013.

New Proposed Phase II: Review and refine resources through a survey and continued focused collecting.
Create procedures for ongoing maintenance of resources.

*Notes:*Now that we've moved to the portal, the previous Phase II is no longer appropriate. We propose
refining the resources that are already available. Evaluate the content we have and make sure that what
we have serves as good examples of best practices. How does the working group feel about the revised
phase two? Heidi suggests: working toward collecting social media policies. Promotion: do a story on the
newsletter to promote the guide. Do a story on the newsletter to promote social media from former phase
II. Is there anything that hasn't been done? Suggestion create templates for policies and procedures for
which there are no examples. What about resources from outside museums? University archives?

Suggestion to post non-museum created policies if museum archivists are using them. We could put out a call for areas that need development first. If nothing comes out of the museum archives community, we could post resources from alternate institutions. Add a section to the website to solicit submissions -- ask the community to share an additional type of resource. Creating policies and procedures for maintaining the site beyond the working group. Create a steering committee that's in charge of emailing institutions that have the resources once every six months or so to make sure the resources are up to par/ up to date.

Suggestion: once every few years, reach out to institutions again more broadly to see what else has been created.

May need to create a universal watermark and a date stamp to let people know that resources were gathered by the museum archives section as part of a best practices guide. Date stamp won't be creation date but rather the date the resource was gathered by the working group.

File naming convention? We don't need to think one.

In terms of making this useful: promotion, watermark, re-analyzing sections and the information in them, gathering more materials for the sections with gaps, creating templates for the sections that are sparse or that we can't gather information for.
If you are interested in taking a more active role in working group activities, please contact one of the working group members. Formal opportunities will be opening, and there's plenty to do.

Are we considering any kind of evaluation in terms of feedback and assessment?

Once everything is gathered, we might create a simple survey asking if this resource is helpful, what's missing, if there are any resources that ought to be included.

This sort of resource might be useful for archives education as well – this could also be a resource for schools.

Is records management a big stumbling block? No, that's the part we have because of grant requirements to share schedules.

Oral History Section (Liaison: Kaplan)

Date: November 15, 2012
Officers:
- Jennifer Eidson (Chair), 2012-2013
- Cecilia Salvatore (Vice Chair), 2012-2013
- Douglas Boyd, (Past Chair/Nominating Committee), 2012-2013
- Bertram Lyons, (Steering Committee Member), 2011-2013
- Morna Gerrard, (Steering Committee Member), 2011-2013
- Rachel Telford, (Steering Committee Member), 2012-2014
- Jackie Couture, (Steering Committee Member), 2012-2014
- Margaret Fraser (Newsletter Editor, Web Liasion)
- Lauren Kata, (75th Anniversary Oral History Project Leader), 2010-2012
- Kristi Young, (Oral History Project Co-Coordinator – On-site), 2012-2014

- Berlin Loa, (Oral History Project Co-Coordinator – (Post-processing/Custodian of Interviews), 2013-2015

Report from annual meeting:
Number of attendees: 86
Election results:

      Cecilia Salvatore, Vice Chair/Chair Elect
      Rachel Telford, Steering Committee
      Jackie Couture, Steering Committee

Summary of meeting activities:
- Welcome, Introduction and Election results by Jen Eidson
- Report by Colleen McFarland, 2013 Program Committee
- Report by Beth Kaplan, Council Liaison
- Report by Jen Eidson about: election results; introduction and information about appointment of two new committee positions: Oral History Project Co-Coordinators (Kristi Young and Berlin Loa); and appointment of new Newsletter Editor/Web Liaison (Margaret Fraser)
- Report by Doug Boyd, IRB section action, Fall 2011
- Report by Lauren Kata, Project Leader for the 75th Anniversary Oral History Project (See appendix)
- Introduction of Program, Jen Eidson
- Program: Oral History in the Digital Age
  - Speakers, Doug Boyd (Kentucky Oral History Center) and Doug Oard (University of Maryland)

  In 2010, IMLS awarded Michigan State University's Matrix Center for Humane Arts, Letters, and Social Sciences Online a National Leadership Grant to work in partnership with the American Folklife Center at the Library of Congress, the Smithsonian, the Oral History Association and the American Folklore Society, to establish best practices for oral history in the digital age. Led by Doug Boyd, Director of the Louie B Nunn Center for Oral History at the University of Kentucky Libraries, The goal was to work collaboratively to recommend standards and best practices for digital oral history. The project consists of multidisciplinary working groups consisting of experts and practitioners from museums, libraries and archives, academic institutions as well as public history and folklore institutions, to synthesize and produce recommendations around core topics that represent the different phases of oral history process at all different levels of budgets, levels of expertise, infrastructure etc.
- Breakout sessions (4 groups of 10): Approximately half, or around 40 of the attendees, stayed to discuss with each other how these tools and best practices can and will be applied within our institutions, and what role the SAA OH Section might have in promoting the IMLS website to archivists.
- Questions about presentation/breakout sessions (Led by Doug Boyd)

Completed projects/activities:
- The section drafted a statement to the proposed IRB revisions, which helped inform SAA's preparation of an official statement (Fall 2011).
- Recruitment and appointment of 2 SAA Oral History Project Co-Coordinators to maintain longevity of the section's SAA Oral History Project initiated in conjunction with SAA's 75th Anniversary (Spring 2012).
- Recruitment and appointment of new Newsletter Editor/Web Liaison (Fall 2011).

- The section endorsed two session proposals last Fall (2011). One of these sessions was on the alternate list of sessions and was added to the official program about 2 weeks before the annual conference:
  - "Oral History in Kentucky: Collaborative Initiatives in Preservation and Accessibility"

Ongoing projects/activities:
- Two new issues of Dialogue: The Newsletter of the Oral History Section
  - Spotlight: Oral History and Social Justice (Spring 2012)
  - Spotlight: Oral History in the Digital Age (Summer 2012)
- Oral History Project:
  In 2012, the Section focused on post-processing and closing out the 75th anniversary oral histories (2010-2011), and transitioning to a new phase of the project. Lauren Kata continues to lead up coordination of the 75th interviews, including working with Michael Doylen at UW-Milwaukee on plans for final transfer and future online access. Two new members have volunteered to serve as new "co-coordinators" for ongoing interviewing. As long as there is support to continue this project, the Section is committed to managing it, in collaboration with UW-Milwaukee. We have developed a project timeline and procedures to hopefully ensure continuity.

  Including the "live interview" of David Gracy conducted during the 2009 Section meeting, the project has resulted in 22 interviews with SAA leaders (primarily video, but some audio).

New projects/activities: Create timeline of Section activities to promote organization and continuity of Section to include: SAA required deadlines, newsletter activities, and SAA Oral History Project activities.

Revise Section Bylaws to account for online voting and to reflect other changes as appropriate

Produce and widely disseminate an informational article to highlight issues surrounding the Belfast Project at Boston College. The Section hopes to take the lead in promoting dialogue around appropriate responses and action for archivists and the professional archival community.

ALA Preservation Week: Preservation Week in 2013 will focus on military families saving their treasures, which may include interviews or other A/V recordings. The Section will provide information and resources to the Preservation Week Working Group regarding oral history materials recorded, saved, and kept by military families to ensure families know how to preserve their family memories for future generations.

Strategic Priority - Technology initiatives: Enhance the Oral History Section's website with more detailed information about the SAA Oral History Project, bylaws revisions, and links to best practices resources, such as *Oral History in the Digital Age*.

Collaborate with University of Wisconsin-Milwaukee by assisting with their development of an online digital archive of the SAA Oral History Project.

Strategic Priority - Diversity initiatives: Continue outreach to the Oral History Association and those in related professions, especially related to best practices and code of ethics.

A goal of the SAA Oral History Project is to document the diversity of backgrounds in SAA leadership, by seeking interviews with members across various groups and disciplines. Leaders interviewed to date represent contributions in the area of technology, congressional archives, archival education, appraisal, state archives, activism and social justice, access and outreach, and SAA organizational history.

Strategic Priority - Advocacy/Public Awareness initiatives: Increase Oral History presence at the 2013 SAA annual meeting

Steering Committee members brainstormed and helped to develop two session proposals for the 2013 program. These two were joined by three other submissions from Section members. All five proposals were reviewed and two were selected for endorsement.

The OH Section has also requested space to host an Oral History Brown Bag Lunch during the 2013 program, to be confirmed in Spring 2013

The OH Section continues to monitor activities and regulation changes for IRBs.

The OH Section continues to monitor and will provide information resources related to the Belfast Project at Boston College.

==Questions/concerns for Council attention:== Ongoing support for the SAA Oral History Project during leadership changes within the Oral History Section and among SAA staff.

Preservation Section (Liaison: Baxter)

Date: November 23, 2012
Officers:
- Aimée Primeaux (Chair)   8/11/2012-8/17/2013
- Gina Minks (Vice Chair)   8/11/2012-8/17/2013

Report from annual meeting:
   Number of attendees: #
   Election results:
Gina Minks -- Vice Chair/Chair Elect
Elizabeth Joffrion -- Member at Large
Jane Long -- Nominating Committee

This year we had an impressive line-up of preservation specialists eager to talk about preservation in the 21st century at our annual conference business meeting. The inspiration for this topic came from hearing a number of discussions taking place around the field of preservation, but not necessarily within the community itself. Our speakers addressed education, professional responsibility, digital preservation, and new partnerships and collaborations. This conversation dovetailed with Session 110 "Partnerships New and Old: Preservation in the 21st Century," where digital archivists and preservation administrators discussed the place of digital preservation today as realized by archivists, technologists and preservation specialists.

The following speakers participated in this panel:
Michele Cloonan, Professor and former Dean, GSLIS, Simmons College
   "The Pedagogy of Preservation"
Ann Marie Willer, Preservation Librarian, Massachusetts Institute of Technology
   "Other Duties as Assigned: The Evolving Responsibilities of Preservation Administrators" (see attachment below)
Ian Bogus, MacDonald Curator of Preservation, University of Pennsylvania
   "Digital Preservation: It's More Familiar Than You Think!" (see attachment below)

Karen Gracy, Assistant Professor, SLIS, Kent State
  "Preservation Education: A Research Agenda for the Next Decade and Beyond"
PowerPoint presentations are posted on the Section's webpage.

Completed projects/activities:

Outreach / Communications Committee:
- Coordinated the Preservation Week 2012 Resource page
- Publicized the on-site fundraising project at the Annual Meeting in San Diego and assisted in sales
- Coordinated attendance roster and distribution of agenda at the Section Business Meeting in San Diego

Web Report:
The majority of the work by the web committee was focused on completing the transition to the new Preservation Section web presence on SAA's Drupal site. This work included the following:
- Reorganizing structure of micro-site
    - Supriya and Lance communicating about best ways to organize the site
    - Creating a new side menu that forms the navigational backbone
    - Creating several new landing pages that serve as hubs for annual events like Preservation Week and the annual meeting
    - Highlighting some content that was hard to locate before, including section reports and mission
- Cleaning up some pages that were orphaned during the migration to Drupal
- Several legacy pages, especially some older bibliographies, were not linked from any of the new pages. This content was located, cleaned up, and incorporated in the new structure
- Ongoing support of the Section
    - Supriya and Lance have worked to post information to the site and triage problems faced by Steering Committee members posting content

Education Committee: In 2011-2012 the education committee focused on revising the preservation resources page of the preservation section website. Categories were refreshed, links added and updated, and with the help of a volunteer, Dyani Feige, the annual bibliography of "Selected Readings in Preservation" was revived after a ten-year hiatus. Dyani covered the years from 2009 to 2011. Another volunteer is working on updating the list of Other Professional Preservation Groups and Departments.

Nominating Committee: The nominating committee recruited people to serve in all Steering Committee positions, and was able to find enough people so that no one ran unopposed.

Program Committee: The program committee Chair coordinated the session endorsements for the 2012 Annual Meeting and arranged worked with the Section Chair to arrange for speakers at the Business meeting.

Disaster Relief Fundraiser: Each year we sell a product at the annual meeting to raise money for the National Disaster Recovery Fund for Archives. This year we sold aprons with the SAA logo on it and raised over $1100 for the fund.

Preservation Week: For the second year in a row we released an e-poster for Preservation Week and featured a "Preservation Week Activities and Events" page on our website: http://www2.archivists.org/groups/preservation-section/preservation-week-2012.

Ongoing projects/activities:

- Regular Steering Committee conference calls (these are held nearly every month and are generously hosted by our members' institutions)
- Participation in the SAA Standards Portal
  - Review standards that pertain to Preservation
  - Encourage the development of preservation standards where appropriate
- Development of "Selected Readings in Preservation"

New projects/activities:
- Outreach to membership: we are exploring ways to involve more members of the Section. We have enlisted volunteers to help with updating the preservation bibliography, and are looking for other ways that people can help.
- Providing value to the Section: One way to add value to Section membership is by providing articles, or just simple updates via the listserv on things such as Hurricane Sandy recovery, Preservation standards up for review, etc. This is difficult since everyone is already very busy. We are exploring ways to leverage partnerships, and share publications that come out from other professional organizations, such as ALA and AIC. We could also solicit articles from the membership, which could be posted in Archival Outlook or on our website.

Strategic Priority - Technology initiatives:
We would like to build out functionality of the micro-site as much as possible. There have been discussions of blogs and other social media avenues, but most members of the Steering Committee remain convinced that these would be too much work over the long term.

Strategic Priority - Diversity initiatives:
We are open to ideas about diversity initiatives, but do not currently have one.

Strategic Priority - Advocacy/Public Awareness initiatives:
- We try to use the listserv to disseminate pertinent information to our members. For example, we sent out messages about the Georgia Archives closure before the information was posted on the SAA website.
- We send out a message reminding members about SAA's National Disaster Recovery Fund for Archives, and send a message letting members know that an award had been made.

Questions/concerns for Council attention: None at this time.

Reference, Access, and Outreach Section (Liaison: Baxter)

Date: 15 November 2012
Officers:
- Jill Severn, Chair, 8/11/2012 - 8/17/13, University of Georgia
- Mary Manning, Vice-Chair/Chair-Elect, 8/11/2012 - 8/17/13, University of Houston
- Kathryn Otto, Immediate Past Chair, 8/11/2012 - 8/17/13, University of Wisconsin-River Falls
- Lisa Sjoberg, Communications Liaison, 8/27/2011- , Concordia College (Moorhead)
- Aimee Morgan, Web Liaison, 8/11/2012- , Stanford University
- Greg Kocken, Steering Committee Member, 8/27/2011 - 8/17/2013, University of Wisconsin-Eau Claire
- Alison Stankrauff, Steering Committee Member, 8/27/2011 - 8/17/2013, Indiana University South Bend
- Rachael Dreyer, Steering Committee Member, 8/11/2012 - 8/16/2014, American Heritage Center
- Jean Green, Steering Committee Member, 8/11/2012 - 8/16/2014, SUNY at Binghamton

- Baxter, Terry, Council Liaison 8/27/2011 - 8/16/2014, Multnomah County, Oregon

Report from annual meeting:
Number of attendees: 120
Election results:
- Election results: Via electronic voting in advance of the meeting, Rachael Dreyer and Jean Green were elected to 2-year terms on the Steering Committee, and Mary Manning was elected to the Vice Chair/Chair-elect position.

Summary of meeting activities:
- The Section meeting included reports and updates from the Teaching with Primary Sources Working Group, the Navigating Minimal Processing & Public Services Working Group, RAO's National History Day Committee, 23 Things for Archivists Committee, and the.Skills and Behaviors Frontline Working Group. The meeting also included announcements from SAA Council Liaison Terry Baxter, a report by Jennifer Schaffner on what OCLC is doing and also on the Rare Books and Manuscripts Section (RBMS) of ACRL on the updated "Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials." Section Chair Kathryn Otto read the newly revised RAO mission for the Section.
- The remainder of the meeting consisted of an innovative "Marketplace of Ideas." The marketplace offered our members ideas and approaches to all the things that they do or hope to do as an RAO archivist. RAO members were able to move through the marketplace to view a demonstration, listen to a mini lecture, and/or deliberate hot topics about reference, access, and outreach. "Booths" at the marketplace included:
  - A National Online Repository for Lesson Plans Hot Topic Discussion moderated by Jan Blodgett
  - Northwest Digital Archives Initiatives Mini Lecture presented by Jodi Allison-Bunnell
  - National History Day Toolkit Hot Topic Discussion moderated by Shaun Hayes
  - Social Media and Web 2.0 Things for Archivists Hot Topic Discussion moderated by Kathryn Otto and Rebecca Bizonet
  - RAO's Teaching with and about Primary Sources Hot Topic Discussion
  - Navigating Minimal Processing and Public Services Hot Topic Discussion moderated by Greg Kocken
  - Accessibility of Archives Hot topic Discussion moderated by Sara White
  - New Guidelines on Lending Archival Materials Discussion with members of the "Guidelines" committee and experienced lender Joshua Ranger
  - NHPRC Grants Quick Presentation and Q&A by Lucy Barber.
  - The links above are to the Marketplace of Ideas wiki, which now includes reports from each of the presentations. The wiki address is: http://raomarketplace.pbworks.com/.

Completed projects/activities:
- The RAO Section's mission statement was updated/revised. Current Steering Committee member Alison Stankrauff and former Steering Committee member Kathy Marquis worked on the rewrite.
- Jill Severn and Rachael Dreyer completed the RAO Skills and Frontline Behaviors Report and it was distributed to Section members in 2012.
- Other projects currently being pursued through the auspices of the Section are expected to continue through the next year. Activities and accomplishments of those project groups are included below in the Ongoing projects/activities.

Ongoing projects/activities:

- Over the past year the members of the National History Day Committee, co-chaired by Doris Malkmus and Shaun Hayes, followed up on their 2011 work on the development of the National History Day and Archives Toolkit wiki (http://nhdarchives.pbworks.com) by publicizing the Toolkit.
  - Sent an announcement to all the regional archival groups for distribution through their communication tools. Eden Orelove, the RAO intern for this committee, created an e-mail list for this purpose.
  - Shaun Hayes and his colleagues created a publicity flyer for school librarians and media specialists, and committee members sent these to state associations of school librarians and media specialists to help them include more primary sources in their instruction.
  - Polina Ilieva added a QR code to the NHD Toolkit and set up a Google analytics account to evaluate the effect of our outreach.
  - Presentation of sessions about NHD at Midwest Archives Conference by Tanya Zanish-Belcher and Kathryn Otto and off-conference workshop about NHD at the MidAtlantic Records and Archives Conference by Doris Malkmus, Matt Herbison, and NARA educator Andrea Reidell. Laura Smith and Sherri Berger presented about NHD to teachers in Connecticut and California respectively.
  - Google analytics report showed heavy traffic from the NHD site to the Toolkit. This highlighted the extent to which working as partners with NHD was a tremendous success! Traffic from Google was also strong. Significant "bumps" in daily site visits possibly reflected when announcements from our outreach to various groups were sent out.
  - Shaun Hayes had a "booth" in the RAO "Marketplace of Ideas."
  - A spin-off of this group's efforts was the very successful MAC fall 2012 symposium, which germinated in a sub-committee of RAO's NHD Committee.

- Kathryn Otto and Kathy Marquis continued to lead the effort on The 23 Things for Archivists (http://23thingsforarchivists.wordpress.com/) program in 2011-12. The 23 Things resource allows interested individuals to work through the program at any time, at their own pace, or even merely to do specific "things" that they may be interested in.
  - Six new "things"—most written by new volunteers—were added to the site and numerous older "things" were updated, or eliminated, as the world of social media and Internet productivity tools constantly changes and evolves.
  - 11,864 users accessed the site between the beginning of August 2011 and the end of July 2012. That averages 988 per month.
  - By far, most users are from the United States, with Australia second, the United Kingdom third, and Spain fourth. The site has received some nice comments from the Australian users!
  - Kathryn Otto, with help from Rebecca Bizonet, had a "booth" in the RAO "Marketplace of Ideas."

- The Working Group for Data-Driven Decisions in Processing & Public Services changed its name to Navigating Minimal Processing & Public Services Working Group to better reflect the charge of the group. Greg Kocken is the new chair of the group. After reorganizing in the spring of 2012, the group set about to complete the creation of a wiki (http://datadrivenarchives.pbworks.com) to serve as a toolkit for archives professionals who need more information about minimal processing practices and, more importantly, where these practices intersect with public services. The goal is to create more than a simple bibliography, but to annotate each of these sources to provide more information about the relevance of the item and its contribution to understanding minimal processing. The group's members successfully finished over 70% of the annotation work, and also contributed to the toolkit by adding processing manuals and public services guidelines regarding access to minimally processed collections. Greg Kocken also had a "booth" in the RAO "Marketplace of Ideas."

- During the past year, a formal charge for the Teaching with Primary Sources (TPS) Working Group was drafted and adopted. The co-chairs for the group were Tanya Zanish-Belcher and Mary Manning. The TPS Working Group now has a web page on the RAO site (http://www2.archivists.org/groups/reference-access-and-outreach-section/primary-documents-working-group). The following items were worked on during the year:
  - TPS Bibliography Group: created and edited listing of resources regarding teaching and learning with primary documents. Initial compilation for the bibliography was created and completed by Tanya Zanish-Belcher, and revised by intern Alexis Antracoli. The bibliography was finalized and is now available online (http://www2.archivists.org/groups/reference-access-and-outreach-section/teaching-with-primary-sources-bibliography).
  - Survey Working Group: created to survey archivists regarding how they teach with/about primary resources at their repositories; who their audiences are and which resources they have as well as which resources that they wish they had. As of summer, 2012, the group is investigating survey tools for asking both quantitative and qualitative questions. A draft of the survey is completed, and they used the Marketplace of Ideas and general RAO meeting to invite members to take the survey and help work out potential pitfalls. It is hoped the survey will be distributed by October 1 for Archives Month. For further information: https://docs.google.com/a/birrell.us/document/d/1aIomnyzzO4flnP2fMwhoHtQrotuJKNJZkwlpY4fpjB0/edit?pli=1.

- Over the past year, Steering Committee member Greg Kocken has served as a liaison between RAO and the Federation of Genealogical Society's Outreach Committee. He is continuing this work in the new year.

New projects/activities:
- National History Day: further discussion with SAA staff about moving the Toolkit to the SAA Drupal site; add more visuals to the site to improve appeal, especially for students; get the Toolkit on state NHD sites; ask NARA to publicize it; work with ALA and the school librarians to publicize; work with teacher organizations and influential teacher bloggers to publicize.
- 23 Things for Archivists: Based on feedback from the annual meeting, the program will be moved from blogging software to a wiki format so that RAO members (and possibly other SAA members) can add content.
- Navigating Minimal Processing & Public Services Working Group: In the upcoming year, the group would like to achieve the following goals:
  - Finish annotating and compiling resources
  - Migrate the current wiki content to a new wiki or another site which is more appropriate for the product of this group
  - Release the wiki/toolkit for review by RAO members
  - Develop a best practices guide for distribution through the wiki/toolkit.
- Teaching with Primary Sources: In the coming year, the group is going to work on a web presence, complete the survey project, and investigate developing a clearinghouse for lesson plans. By August 2013, the working group will determine if a formal, permanent task force/subcommittee should be established.

Strategic Priority - Technology initiatives:

Desired Outcome #3: SAA will make increasingly effective use of current and emerging technology in order to enhance communication with internal and external audiences and stimulate collaboration among its constituents.

- RAO is doing a lot with technology. RAO itself has a blog and a Facebook page in addition to the RAO pages on the SAA website and the SAA-sponsored listserv. The newsletter is electronic, distributed via the listserv, with announcements on the blog and Facebook. The following committees and working groups of RAO either have or are working on creating wikis to disseminate information and/or work collaboratively with RAO members: National History Day Committee, Navigating Minimal Processing & Public Services Working Group, Teaching with Primary Sources Working Group, 23 Things for Archivists Committee, and the Marketplace of Ideas.

Strategic Priority - Diversity initiatives: RAO has not done much in this area. Perhaps something that could be considered a meager contribution is the reposting of Native American Roundtable activities and job announcements to our wider membership on Facebook.

One of the "booths" in the Marketplace of Ideas was a discussion on the accessibility of archives from the vantage point of users with disabilities. This discussion echoed some of the responses from archivists found in the RAO Skills and Frontline Behaviors Report.

Strategic Priority - Advocacy/Public Awareness initiatives:
Desired Outcome #3: Using American Archives Month as one communication vehicle, plan and implement a public relations campaign, directed to users of archives, whose goals are to 1) increase users' appreciation of archives; 2) continue to "brand" American Archives Month as a profession-wide opportunity to build public awareness; and 3) increase archivists' involvement in public awareness activities.

- RAO members are key players in promoting American Archives Month in their individual archives, states, and local and regional archival organizations.

Related to Advocacy and Public Awareness, but not a Desired Outcome, is RAO's work with National History Day, connecting students, parents, and teachers with archives and the use of primary sources. It is similar to American Archives Month in many respects.

<mark>Questions/concerns for Council attention:</mark> RAO has a lot of wikis, and more to come. We would like to be able to have SAA host these instead of using free wiki sites, if that is possible. RAO, being outreach oriented, would want to be able to use a lot of images on many of these wikis, and we wonder about Drupal's capabilities for that. – We have asked Terry Baxter to bring this issue to Council.

Visual Materials Section (Liaison: Cline/Light)

Date: 8/10/2012
Officers:

Name	Role	Term	Company
Brett Carnell	Chair	8/2011- 8/2013	Library of Congress
David Haberstich,	Vice Chair	8/2012 -8/2014	Smithsonian Institution, National Museum of American History
David Benjamin	Immediate Past Chair	8/2010-8/2013	University of Arizona
James Eason	Member-at-Large	8/2011-8/2013	UC Berkeley

- Mandy Mastrovita Member-at-Large 8/2011-8/2014 University of Georgia
- Kimberly Cumber Member-at-Large 8/2012-8/2015 North Carolina State Archives
- Tim Hawkins Communications
  Director 8/2009-8/2014 Bessemer Historical Society
- Lisa Snider Web Liaison 3/2010-3/2014 University of British Columbia
- Anne Salsich Newsletter Editor 8/2011-8/2013 Oberlin College

Report from annual meeting:
Number of attendees: 92
Election results: David Haberstich of the Smithsonian Institution, National Museum of American History was elected as Incoming Chair. Kimberly Anderson Cumber of the North Carolina State Archives was elected Member at Large.

Summary of meeting activities: See attached. *[Staff Note: No attachment provided.]*

Completed projects/activities: No projects completed

Ongoing projects/activities:
>Working Group on Best Practices for Born Digital Visual Materials
>Working Group on Fundraising
>Communications Working Group continues to issue *Views* newsletter, maintain the Section's Website, and maintain two listservs.

New projects/activities:
>Addition of Section Facebook page.
>Working Group on Best Practices for Citing Historic Images in Wikipedia
>Working group to explore use of blogs to enhance section communication

Strategic Priority - Technology initiatives: Development of best practices for born-digital visual materials archives

Strategic Priority - Diversity initiatives: Will begin efforts to increase diversity in appointments to working groups

Strategic Priority - Advocacy/Public Awareness initiatives: Efforts to get better citations for historic images in Wikipedia will introduce SAA VM Section to a new audience. Enhanced communication tools may facilitate outreach and public awareness.

Questions/concerns for Council attention: No questions at this time.

Roundtable Annual Reports

Architectural Records Roundtable (Liaison: McCrea)

Date: 15 November 2012
Officers:
- Sherrie Bowser, Virginia Tech, (Co-Chair)   2011-2013
- Dana Lamparello, Illinois Institute of Technology (Co-Chair)   2012-2014

- Linda Sellars, NCSU Libraries (Liaison to Standards Committee)2011-2014
- Kate Rogge, Franklin County Historical Society (Web Liaison)

Report from annual meeting:
Number of attendees: 35
Election results:
> Dana Lamparello, Co-Chair

Summary of meeting activities:
> Meeting minutes are attached.

A substantial part of the Roundtable meeting was devoted to reports on projects by Roundtable members. The Roundtable is grateful for audiovisual support from SAA, which greatly enhanced the value of these reports. Because architectural collections are largely comprised of visual materials, these projects are much more easily reported on and discussed when we are able to view images.

Andra Darlington, Head, Special Collections Cataloging & Metadata, Research Library, The Getty Research Institute reported on three projects at the Getty Research Institute related to architectural records. The GRI was near the end of a CLIR "hidden collections" grant that has enabled them to process two collections of architects' records and to reevaluate procedures for processing and description; they are in the midst of an NHPRC-funded project to digitize architectural photographs by Julius Shulman and Leonard Nadel; and the GRI is organizing an exhibition on Los Angeles architecture from 1940 to 1990 that will feature architectural records.

Brad Cole, Director of Special Collections and Archives at Utah State University reported on "The Design Workshop Archive and Digital Collection A Collaboration: Broadening Discovery, Access and Use of Design Material." He described the collaborative work of Design Workshop, Inc., University Libraries Special Collections and Archives and Digital Initiatives Department and the Landscape Architecture and Environmental Planning Department.

Kristen Merryman, Digital Project Librarian at North Carolina State University for "Cultivating a Revolution: Science, Technology, and Change in North Carolina Agriculture, 1950-1979," reported on the project "From Beaux Arts to Modernism: Early Twentieth Century Architecture in North Carolina." Beaux Arts was a two year LSTA project to digitize architectural drawings dating from 1900-1950 from North Carolina architects. In the course of the project, conversations discussing the best methods for providing access to these materials online included input from the architectural community, the primary user group identified for Beaux Arts. These conversations not only influenced how the metadata and website were structured for the project, but also influenced how future architecture collections were described in the finding aid, setting up a framework for a more seamless digitization workflow for architectural materials.

Completed projects/activities: Sherrie Bowser updated the Roundtable's handbook and calendar.

The Roundtable officers reviewed and endorsed a session proposal, "OMG There Are So Many of Them: Designed Tools for Access to Visual Materials" (Waverly Lowell, chair), for the 2013 SAA Annual Meeting.

Ongoing projects/activities: [None submitted.]

New projects/activities:

By-laws

Betsy Baldwin, MIT Rotch Library of Architecture and Planning, Brad Cole, Utah State University, and Linda Sellars, NCSU Libraries, will draft by-laws for the Roundtable.

Task Force on CAD/BIM
The Architectural Records Roundtable has organized a CAD/BIM Task Force to document current practice in the field for ingesting and preserving CAD and BIM digital objects. Twenty-five Roundtable members volunteered to serve on the task force. (List attached.) Inés Zalduendo, Special Collections Archivist, Harvard University Graduate School of Design, Special Collections, Frances Loeb Library and Aliza Leventhal, MIT Museum and Simmons College, serve as co-chairs.

The co-chairs of the CAD/BIM Taskforce met in early October and proposed these beginning steps to task force members:
1. Gather in a single list a bibliography of the studies/papers/reports (including abstracts and/or summaries, if possible) that have taken place around the issue of born-digital architectural files up to the moment. Aliza will be looking into putting together this bibliography. The co-chairs solicited input from task force members and asked them to include items about the European and other international studies/experiences. The co-chairs asked members to send references by Thanksgiving to give them time to put the bibliography together before the end of the calendar year.
2. Co-operate with Anne Barrett's study entitled "Born-Digital Architectural Records: Defining the Archiveable Record." This study will seek a collaborative approach between the creators, custodians and potential users, in defining born-digital architectural records that can be archived and accessed long-term. Barrett is a master's student at the University of North Carolina at Chapel Hill. She is conducting a survey as part of her research and will share her results with the task force.
3. Start analysis of the bibliography and survey in January. Structure the content around legal aspects, technical aspects, and curatorial aspects. Possibly plan conference/workshop that would take place in Cambridge next fall and may fit in nicely with this structure.

Members of the CAD/BIM task force:

Name	Organization	Telephone	Email
Anderson, Alison	Harvard Planning and Project Management	617.495.4353	Alison_m_anderson@harvard.edu
Baldwin, Betsy	Rotch Library of Architecture and Planning, MIT Libraries	617.903.3277	e-rbaldwin@comcast.net
Barrett, Ann	University of North Carolina—Chapel Hill grad student	Not yet available	Anne.annebarrett@gmail.com
Bezat, Barb	Northwest Architectural Archives, U of Minnesota	612.625.3550	b-beza@umn.edu
Deromedi, Nancy	Bentley Library, University of Michigan	734.764.3482	deromedi@umich.edu
Daley, Ginny	Facilities Management, University of Kentucky	859.257.8925	ginny.daley@uky.edu
Dodd, Beth	Alexander Architectural Archives, U of Texas at Austin	512.653.6013	dodd.beth@austin.utexas.edu
Ekwaro, Francis	Electronic Records Management Project, Info World Ltd. Kampala, Uganda	+256712018336	fekwaro@gmail.com
Fuhrig, Lynda Schmitz	Digital Services Division, Smithsonian Institution Archives	Not yet available	SchmitzfuhrigL@si.edu
Grevin, Frederic	Records Management Department, NY City Economic Development Corp.	212.312.3903	FGrevin@nycedc.com
Hadley, Nancy	American Institute of Architects	202.626.7496	nhadley@aia.org
Helfrich@riba.org	Royal Institute of British Architects	44-20-7307-3615	Kurt.Helfrich@riba.org
Kozbial, Ardys	Research Data Curation Program, UC San Diego	858.822.6537	akozbial@gmail.com

Lamparello, Dana **Architectural Records Roundtable Co-Chair**	Paul V. Galvin Library, Illinois Institute of Technology	312.567.3373	dlampare@iit.edu
Leventhal, Aliza Allen **CAD/BIM Co-Chair**	MIT Museum/ Simmons grad. student	301.642.0459	aliza.leventhal@gmail.com
Marino, Chris	Architecture and Design Collection, University of CA at Santa Barbara	310.869.9286	cmarino@museum.ucsb.edu
Nelb, Tawny Ryan	Nelb Archival Consulting, Inc. (Michigan)	989.631.1011	TawnyRN@aol.com
Noruschat, Susanne	Manuscripts and Archives, Yale University Library	203.432.6514	suzanne.noruschat@yale.edu
Parks, Nathaniel	Ryerson and Burnham Libraries, Art Institute of Chicago	312.857.7676	nparks@artic.edu
Pierce, Katie	School of Information, University of Texas at Austin	512.796.6056	katie.a.pierce@gmail.com
Runge, Peter	Cal Poly Special Collections	805.756.5771	prunge@calpoly.edu
Sellars, Linda **Architectural Records Roundtable Past Co-Chair**	Special Collections, North Carolina State University Library	919.515.8120	lwsellar@ncsu.edu
Tatum, Laura		Not yet available	elltea@gmail.com
Thompson, Jody	Georgia Tech	678 770.9217	jody.thompson@library.gatech.edu
Welsh, Sylvia	Harvard Planning and Project Management	617.496.8275	Sylvia_welsh@harvard.edu
Zalduendo, Inés **CAD/BIM Co-Chair**	Harvard Graduate School of Design	617.384.7821	izalduendo@gsd.harvard.edu

Strategic Priority - Technology initiatives: As described above, the Architectural Records Roundtable has organized a CAD/BIM Task Force to document current practice in the field for ingesting and preserving CAD and BIM digital objects.

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: [None submitted.]

Questions/concerns for Council attention: **[None submitted.]**

Architectural Records Roundtable Meeting
SAA Annual Meeting, 2012
August 8, 2012

Thirty-five members in attendance: Aliza Allen Leventhal, Simmons College/MIT Museum; Helena Zinkham, Library of Congress; Becca Smith, Wiss, Janney, Elstner Associates, Inc.; Andra Darlington, Getty Research Institute; Matt Kasprzak, Architect of the Capitol; Scott Pitol, University of Illinois at Chicago; Ginger Yowell, Smithsonian Institution Archives; Betsy Baldwin, MIT Libraries (Rotch Library of Architecture and Planning); Liz Banks, National Park Service; Dana Lamparello, Illinois Institute of Technology; Beth Bilderback, University of South Carolina; Tawny Ryan Nelb, Nelb Archival Consulting; Nancy Hadley, The American Institute of Architects; Waverly Lowell, Environmental Design Archives, UC Berkeley; Chris Marino, Architecture and Design Collection, UCSB; Jessica Gambling, LACMA; Beth Dodd, Alexander Archive University of Texas; Peter Runge, Cal Poly San Luis Obispo;

Steve Urgola, American University in Cairo; Jenifer Kruba, Renesselaer Polytechnic Institute; Melissa Mead, University of Rochester; James Cross, Special Collections, Clemson University; Kristen Merryman, North Carolina State University; Brad Cole, Utah State University; Dan Davis, Utah State University; Kelley Bachli, UCLA Library; Alison Anderson, Property Information Resource Center, Harvard University; Daniel Stokes, NHPRC; Abby Hoverstock, Denver Public Library; Tim Hawkins, Colorado Fuel and Iron Archives; Douglas Doe, Rode Island School and Design Archives; Nancy Deromedi, Bentley Library, University of Michigan; Laura Tatum and Suzi Noruschat, Yale University Manuscripts and Archives; Linda Sellars, North Carolina State University Libraries Special Collections Research Center..

Minute Taker: Dana Lamparello, co-chair
- Linda Sellars (co-chair) commenced the meeting and introduced Bill Landis from SAA Council
- Bill Landis explained he is representing Donna McCrea, who is ARR's assigned Council Representative; Landis described a number of new SAA protocols and resources that might be of interest to the ARR including:
  o Newly adopted ISO standard for electronic records
  o Leadership resources page that now includes social media guidelines
  o New requirement for roundtables to have by-laws
    ▪ Bylaws must be voted on by 2013annual meeting
    ▪ Donna McCrea can help us develop by-laws
- Sellars thanked Landis and continued leading the meeting by explaining to the group how she wasn't able to get a total ARR membership number from Council, but reported that a record 95 members voted in the co-chair elections
- Sellars then introduced Dana Lamparello as newly elected co-chair of ARR
- Sellars followed-up on new roundtable by-law requirement and explained we need only to document what we're already doing by using the template SAA has provided
  o Sellars inquired whether the roundtable members felt the need to discuss by-laws at that point and no members spoke up
  o Sellars asked for volunteers to assist ARR co-chairs in developing by-laws and both Betsy Baldwin (MIT Rotch Library of Architecture and Planning) and Brad Cole (Utah State University) volunteered
- Sellars introduced Tawny Ryan Nelb, who proposed a Computer Aided Design Taskforce
  o Nelb explained that the roundtable should document current practice in the field for ingesting and preserving CAD digital objects and hopes at least six members will sign up for the task force; she further explained that the group is not obligated to recommend anything, but ought to emphasize a more realistic approach when promoting best practices/present ideas to architects
  o Nancy Hadley, American Institute of Architects, recommended also including BIM standards
  o Waverly Lowell suggests inviting data curation people like Brad Westbrook (?) and others as appropriate
- Sellars updated group that the ARR-sponsored session was accepted as an alternative for this year's meeting; Waverly Lowell was going to chair the session
- Sellars asked group to think about sessions for next year's conference, which won't have a theme; October 5, 2012 is the deadline
  o Some group members suggested possible session topics including oversized records, electronic records, and engineering records
  o Waverly Lowell advised the group to propose a session not only focused on architectural records, but something broader; she also reminded the group that endorsed sessions or joint sessions have an advantage

- o Tim Hawkins (the Visual Materials Section representative) suggested a joint session proposal regarding born-digital (VM wanting to focus on more born-digital next year)
- Sellars took a question from the group regarding rolled drawings that have been scanned as PDF: should drawings, which are difficult to store, be discarded now that they've been digitized.
  - o The consensus was that the answer depends on the physical format (original vs. diazoprints), as well as the digitization specs (if architects can't get scale from digital reproductions then digital object useless).
  - o Waverly Lowell reminded the group to use ARR listserv for questions just like this; she also reminds the group about the resources included in the ARR homepage
  - o Sellars reminds the group to let her know if there are new resources to add to the ARR homepage list
- The meeting concluded with Andra Darlington (Getty), Brad Cole (Utah State), and Kristen Merryman (NCSU Libraries) presenting projects that were to be included in the ARR-sponsored session.

Archival Educators Roundtable (Liaison: Richardson/Huth)

Date: 15 November 2012
Officers:
- Katherine M. Wisser (Chair) 2010-2013
- Susan E. Davis (Steering Committee) 2011-2013
- Beth Davis Brown (Steering Committee) 2012-2013
- Donald Force (Steering Committee) 2011-2013
- Jinfang Niu (Steering Committee) 2012-2013
- Deborah Torres (past chair, Steering Committee) 2011-2013

Report from annual meeting:
Number of attendees: 30
Election results:

Katherine M. Wisser re-elected Roundtable chair Nominations were sought from the floor, none were provided.
Jinfang Niu and Beth Davis Brown were elected to the Steering Committee.

Summary of meeting activities:
The meeting consisted of a few announcements, a panel discussion, and a roundtable discussion.

Announcements
- AERI 2013 will be held at the University of Texas-Austin, June 17-21st. There will be Assistant professor and doctoral student scholarships available. The purpose of AERI is to promote and mentor archival educators and doctoral students. Previous institutes were held at UCLA (2009), the University of Michigan (2010), Simmons College (2011), and UCLA (2012). The AERI program continues to receive funding and is planning institutes at the University of Pittsburg (2014) and the University of North Carolina at Chapel Hill (2015).
- Potential employment announcements included Elizabeth Dow's planned retirement in 2014 from LSU and a Clayton State University position available.

The steering committee will work over this coming year to establish guidelines on steering committee tenure and goals and objectives for the roundtable for 2011-2012. They will also review session proposals for endorsement, and address the three strategic priorities for SAA in light of the roundtable.

Panel discussion
A panel of adjuncts was convened for the meeting. Kate Bowers (Simmons College adjunct), Jordan Steele (Drexel University adjunct), Eliot Wilzcek (Simmons College adjunct), and Jerry Simmons (Catholic University adjunct) participated and Susan Davis moderated. Panelists were provided with broad questions to consider:

Questions to consider:

1. What course do you adjunct for? Is that course(s) required or an elective?
2. Do you work full-time? Part-time? How does that fit with the work of adjuncting?
3. How well do you feel you understand your course in the curriculum of the program?
4. How connected do you feel to the program? How connected do you want to feel? To students? To the curriculum?
5. How well do you feel the communication to adjuncts is regarding school policies, curriculum goals, students, etc.?
6. What aspects would enhance the adjunct experience?
7. What kind of support do you receive? From the school administration? From staff? From faculty?
8. Are you able to attend extracurricular events at the program? What kind of events are impossible for you and why?
9. What is your motivation for adjuncting? How can faculty/administration make it more compelling?
10. What is more important to you: teaching support, technology support, administrative support, other?

Panelists generally agreed that teaching was rewarding; it offers practitioners the opportunity to look at the big picture and informs their practice. It provides a learning opportunity by forcing adjuncts to explain archives and records management to students and to share their enthusiasm for the profession. They also saw it as a professional engagement activity, a way to provide professional service. Some of the downsides discussed included the pressure of a new adjunct in learning the system of the school, the fact that adjuncts are not there all the time, and a lack of engagement with the broad strokes of the curriculum and understanding the place that an individual course plays within that curriculum. One critique that was particularly true across the panel was the feeling of disconnect with the institution. Adjuncts often teach in the evenings or weekends, when there are not supporting staff around. Following the four presentations, Davis led a moderated discussion with the Roundtable members and the panelists and several useful suggestions were mentioned, including relationship-building between faculty and adjuncts, enhanced technology support and access, dedicated staff, faculty institutes and communicating clear expectations, seeking input from adjunct faculty on decision making such as LMS changes, and fostering a sense of community.

Roundtable discussion

The Roundtable concluded its session with a general discussion of what the membership expects from the Roundtable to help inform the work of the Steering Committee going forward. Suggestions included:
- Exploring the dissatisfaction with the over-abundance of archival education programs
- Gathering placement data study: an SAA-AERT initiative, working with SAA to create an apparatus to do that work.
- Conducting greak out sesson for levels of educators, train the trainers, demos of tools, etc.
- Exploring current teaching techniques

- Discussing the understanding of curriculum and location of archives programs, the view from the archives side. What is its relationship to library science, information science, museum studies, etc.
- Discussing the role of continuing education opportunities, the role of CE and resources, and coordination with other programs to decrease duplicates
- Exploring the shift from paper-based to digital-cased collections and its impact on curriculum.

Completed projects/activities: The Roundtable endorsed two sessions for the 2011 program. Susan Davis served as the Roundtable representative on the Student Papers/Posters subcommittee of the Student Program Committee for the 2012 Annual Meeting. Donald Force will be serving on that committee for the 2013 Annual Meeting.

Ongoing projects/activities: The Roundtable received 11 session proposals to consider for adoption. The steering committee and chair reviewed the proposals and submitted endorsement for two: "Archival Education from the Student Perspective" submitted by Michael Paulmeno; "SAA's Digital Archives Specialist Program: What can it do for YOU?" submitted by Lauren Goodley

New projects/activities: The steering committee will be working on a draft mission statement and by-laws for the Roundtable. We will work to enhance the AERT microsite. In addition, we will be working on developing a plan for the 2013 AERT meeting that will address needs expressed by the roundtable members.

Strategic Priority - Technology initiatives: None

Strategic Priority - Diversity initiatives: The creation of a steering committee for the Roundtable governance was intended to ensure that Roundtable activities consider all aspects of the diversity issue. The addition of two new members will continue to broaden the perspective.

Deborah Torres is also serving on the Diversity Committee and has promised to report initiatives to the Roundtable so that we can strategize on appropriate actions regarding this initiative.

Strategic Priority - Advocacy/Public Awareness initiatives: None

Questions/concerns for Council attention: None

Archival History Roundtable (Liaison: Theimer)

Officers: Charles Dollar, Chair

There were approximately 25 attendees at the Archival History Roundtable (AHRT) Annual Meeting, which met on Wednesday, August 8, at 3:15 PM.

Mr. Dollar called the meeting to order and proposed adoption of an agenda for the 2012 Archival History Roundtable Annual Meeting. A motion was made to adopt the agenda and without opposition it was adopted.

Agenda for the 2012 AHRT Annual Meeting

1. Call to Order

> Chair Introduction
> Adoption of Agenda
> Participant Identification

2. Old Business
3. New Business

- AHRT "Ex Officio" Representation on Editorial Board of *Information & Culture: A Journal of History*
- Status of AHRT within SAA
- Kate Theimer, AHRT SAA Council Liaison
- Appointment of an Interim AHRT Steering Committee
- Appointment of an AHRT By-Laws Committee
- AHRT Survey
- Proposed sessions for the 2013 SAA Annual Meeting
- Library Archives Canada and History. Terry Cook interview. http://literarytourist.com/2012/07/audio-interview-with-terry-cook-on-the-importance-of-history-and-the-neglect-of-library-and-archives-canada-and/

Mr. Dollar invited the 23 attendees to introduce themselves and state their interest in the Archival History Roundtable. In addition, he asked attendees to identify themselves as members of the AHRT. Six attendees identified themselves as first-time attendees to AHRT who were not on the AHRT Roundtable Membership List.

1. "Ex Officio" representation on the Editorial Board of *Information and Culture: A Journal of History*

There was no old business so Mr. Dollar opened New Business with a brief discussion of the AHRT "Ex Officio" representation on the Editorial Board of *Information and Culture: A Journal of History.* He noted that for several years David Gracy was editor of the journal, which is published by the University of Texas. Upon David's retirement in 2011 a new editor, Bill Aspray, (not an archivist) was appointed. The new editor has begun holding the annual editorial board meetings at meetings of the American Library Association and in general aligning the journal more closely to this association. An "ex officio" member has little more than an observer status so at the expiration of his current term of office in 2013 he will not seek reappointment.

2. Status of the AHRT Within SAA

Mr. Dollar offered several personal observations about the status of the AHRT. He noted that the AHRT has 700 members who have identified it as an area of interest to them but based on today's attendance less than 3% actually is in attendance. He added that he knew several AHRT members who had other obligations that precluded their attendance. However, even if these members were present the attendance still would be about 5% of the membership. Other SAA roundtables and sections appear to have larger number of attendees but it is unclear what proportion this is of their membership.

He suggested that the low status of the AHRT within the SAA also is evident in the denial of a request for a PP slide projector to use during the AHRT Annual Meeting. The cost of providing a projector for use in all roundtables was substantial so it should not be a surprise that the limited resources were allocated based on meeting the greatest needs. The Council and the 2012 Program read the numbers: Low attendance indicates low interest and relevance. It is up to AHRT to find ways to demonstrate greater interest and relevance of its program.

3. Kate Theimer, AHRT Council Liaison

Mr. Dollar invited Kate Theimer, the AHRT Liaison to the Council, to share her views with the audience. She explained that the cost of supplying a projector is very expensive and there were insufficient resources to fund every request. She reported that Council has adopted a resolution that all Roundtables, Sections, and Interest Groups must adopt a constitution and by-laws for the governance of its activities by August 2013. A copy of a model constitution and by-laws is available on the SAA Web Site. Any section or roundtable that fails to meet the August 2013 deadline will be dropped from the SAA Program.

4. Ad Hoc Steering Committee and Constitution and By-laws Committee

Mr. Dollar followed up Kate Theimer's comments with the recommendation that the AHRT select two members to serve on an Ad Hoc Steering Committee to plan for the 2013 SAA meeting in New Orleans. After some discussion, John LeGloahec and Maurin Kennedy volunteered to join Mr. Dollar on the Ad Hoc Steering Committee. In addition, Mr. LeGloahec volunteered to work with Mr. Dollar in reviewing the SAA Model Constitution and By-Laws and customizing them as appropriate for the AHRT.

5. AHRT Survey

Mr. Dollar proposed that the AHRT organize an on-line survey of the AHRT Membership to determine their level of interest in bringing more structure and coherence to the program by soliciting information about topics the AHRT should study and present as a program during the Annual AHRT Meeting. Mr. Dollar indicated that former AHRT Chair David Gracy had volunteered to help frame survey questions. Mr. Dollar wondered if there is a SAA requirement that any survey must be vetted by the SAA. Kate Theimer volunteered to check with the SAA Council about this. (Subsequently, she notified Mr. Dollar that as long as the survey focuses on the AHRT Membership List there is no specific SAA requirement for vetting the survey.)

6. Mr. Dollar called attention to an excellent interview with Terry Cook, former of the National Archives of Canada (now Library Archives Canada) in which he explored the importance of history to archives in Canada. He suggested that a conversation regarding his perspective on the importance of history to archives in the United States would be equally instructive.

7. The last item of new business was a discussion of session proposals for the 2013 Annual Meeting of the SAA in New Orleans. Mr. Dollar explained that in past years soliciting session proposals during the AHRT Annual Meeting was haphazard and did not allow ample time to develop strong proposals. Consequently, at the 2011 AHRT Annual Meeting the members decided to solicit a session proposal from within its membership and to reserve time for a presentation about some aspect of one or more session proposals at its Annual Meeting. He explained that this was the intent of inviting Su Kim Chung to present a paper about an archives pioneer in Nevada at the AHRT Annual Meeting that is part of a session that will be proposed for the 2013 SAA Annual Meeting.

A roundtable can endorse up to two sessions so Mr. Dollar asked if anyone else had an interest in submitting a proposed. Sara White indicated she was interested in submitting a proposal on the history of diversity and access to archives from a handicapped perspective. The roundtable agreed to endorse her proposal and Mr. Dollar volunteered to work with Sara in developing the proposal.

8. The highlight of the 2012 Annual meeting was Su Kim Chung's paper that reported on Jeanne Weir, a history professor at the University of Nevada and founding member of the Nevada Historical Society. She prefaced her paper with a brief description of a session proposal for the 2013 SAA Annual Meeting that will feature three presentations on the history and development of archival institutions in the West with a particular focus on the inter-mountain region, and three institutions that developed primarily in the

20th century. Presenters will consider the history of archival institutions in Nevada, Utah and Colorado with some emphasis on the factors that have challenged the development of archives in the West. In her paper, "Flies Millions Thick: Archival Work in Southern Nevada in 1908," **Chung described a** collecting trip to southern Nevada that Weir made in the summer of 1908 to acquire materials for the fledgling society. She documented this trip in a handwritten diary that describes her journey over the inhospitable terrain of southern Nevada in the fierce heat of summer at a time when travel was difficult and sometimes almost impossible. Chung's presentation included copies of photographs that Weir took during the collecting trip. At the conclusion of her presentation Chung invited questions and comments, which led to a spirited discussion.

Mr. Dollar thanked Su Kim Chung for her presentation and stated if there was no objection he would submit a letter to the 2013 SAA Program Committee in behalf of the AHRT that endorses the proposal. There was no objection.

Mr. Dollar thanked the audience for their attendance and participation and invited them to attend the AHRT Annual Meeting in New Orleans in August 2013.

Summary of meeting activities: No meeting is planned beyond the Annual Meeting.

Completed projects/activities: Selection of an ad hoc AHRT Steering Committee and endorsement of two session proposals for the 2013 Annual Meeting.

Ongoing projects/activities: Establish a Steering Committee to Plan the 2013 Roundtable Meeting in New Orleans, including early solicitation of session proposals for the 2014 Annual Meeting. Work with the Ad Hoc Steering Committee to identify topics of interest to members of the Roundtable and incorporate them where possible into the meeting agenda.

New projects/activities: None

Strategic Priority - Technology initiatives: [None submitted.]

Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: [None submitted.]

Questions/concerns for Council attention: None at this time.

Archives Management Roundtable (Liaison: Kaplan)

Date: 11/15/2012

Officers:
Mott R. Linn, Jr., CA Chair 8/8/2012 - 8/14/2013 Clark University
Sherry Williams, CA Vice Chair 8/8/2012 - 8/14/2013 University of Kansas
Ann Smith Case, CA Secretary 8/8/2012 - 8/14/2013 Tulane University
Alexandra Gressitt Immediate Past Chair 8/8/2011 - 8/14/2014 Thomas Balch Library
Daria D'Arienzo, CA Steering Committee Member 8/24/2011 - 8/14/2014 Meekins Archivist
Salvador Barrigan Steering Committee Member 8/11/2010 - 8/14/2013 Inter-American Development Bank

Katherine Crowe Steering Committee Member 8/8/2012 - 8/14/2015 University of Denver
Debra Kimok Steering Committee Member 8/11/2010 - 8/14/2013 SUNY Plattsburgh
Katie Nash, CA Steering Committee Member 8/8/2012 - 8/14/2015 Elon University
Elizabeth Kaplan Council Liaison 8/27/2011 - 8/16/2014
Kate Rogge, CA Web Liaison 7/9/2008 - 8/14/2013 Franklin County Historical Society

Report from annual meeting:
Number of attendees: 14
Election results: The following people were elected to roundtable positions:
Mott R. Linn, Jr., CA Chair 8/8/2012 - 8/14/2013 Clark University
Sherry Williams, CA Vice Chair 8/8/2012 - 8/14/2013 University of Kansas
Ann Smith Case, CA Secretary 8/8/2012 - 8/14/2013 Tulane University
Katherine Crowe Steering Committee Member 8/8/2012 - 8/14/2015 University of Denver
Katie Nash, CA Steering Committee Member 8/8/2012 - 8/14/2015 Elon University

Summary of meeting activities:

I. The joint meeting of the Archives Management Round Table (AMRT) and the Lone Arrangers Round Table (LART) convened at 3:17, with Mott Linn, Chair of the AMRT giving a brief introduction to the joint meeting. Following that, the first panel gave its presentations.

II. Panel 1: You, Me, We: Meeting Modern Challenges to Archives through Collaboration
A. Wesley Chenault, Head of Special Collections at VCU, "Collaboration as Strategy"
B. Cheryl Oestreicher, Boise State University, "Collaborative Grants"
C. Jennifer Johnson, Cargill Inc., "Collaboration in the Business Environment"

III. Council Liaison: Following a brief break, Beth Kaplan, representative of the SAA Council, gave a brief review of five quick topics that apply to both Roundtables: the new SAA blog; the Communication Task Force; the SAA policy change on auxiliary websites; updated governance manuals for roundtables and sections; and SAA's decision to mandate that roundtables have bylaws.

IV. Program Committee Representative Audra Yun discussed the 2013 annual meeting to be held in New Orleans, LA, which is theme-free.

V. Mott then introduced the topic of the second panel.

VI. Panel 2: The Anniversary Waltz: Dancing the Line Between Your Regular Work and Special Projects
A. Norma Riddle, Appalachian State University, "Plan Ahead – Way Ahead…How to Keep The Anniversary Waltz From Turning Into the Lambada"
B. Katie Howell, Central Piedmont Community College, "A Golden Opportunity"

VII. Business Meetings: at 5:45, the two Roundtables separated into their own groups to conduct their business meetings.
A. Mott explained that the AMRT joined with the Lone Arrangers this year because both groups felt that management issues do not make it into the program as much as they'd like. To address some of these issues, they took two proposed sessions that had been rejected by SAA, and presented them.

B. Our first online election was conducted successfully and the results were announced.

C. Working Group on Accessibility in Archives and Records Management – It has just wrapped up its work after five years. The group has raised issues of physical accessibility for patrons and colleagues in

archives, as well as questions of meeting accessibility and web accessibility. Usually this topic is seen in terms of electronic or web accessibility, but the group also point out that there are physical accessibility issues in accessing archives as well.

The WGA compiled an online source of resources for archivists and librarians about physical and general accessibility issues. This has just been posted on their website. For archivists, this document may be the single most important document because it brings together vetted resources across the spectrum of library, archives, general, historical, and practical literature. These are linked through ARMT website. There is a list of guidelines for working with colleagues with physical disabilities in archives and another set for working with researchers with physical disabilities in archives, and these became best practices which are included in the SAA Standards portal. The Accessibility working group has its own website (http://www2.archivists.org/groups/amrtrmrt-working-group-on-accessibility).

D. OCLC Reports – Jennifer Schaffner, OCLC Research Library Partnership
a. Addressing Born-Digital Archives and Manuscripts. The first report has not been addressed yet, but it discusses what might be the first few things to do if a disk comes into an archives collection. It presents very basic things that can be done in any archive to help with processing born-digital material, e.g., primary steps to remove material off of the original media.
b. Paper Finding Aids. OCLC is trying to find ways to make them more accessible, so is experimenting with faxed finding aids which are then OCR'd. They are working with research scientists to run algorithms to see if there is a fast way of getting the finding aids digitized and searchable. Jennifer also mentioned ArchiveGrid, which is now free, and finding aids can be harvested by it. OCLC is conducting a research project with what a thin discovery layer over many archival descriptions looks like.
c. Holistic Collection Assessment. This project is wrapping up. It reviewed all kinds of methods for backlog assessment, preservation assessment, and other kinds of methodologies to get a holistic view of a collection, and then extracted common pieces in common to make recommendations about how to adapt pieces of different methodologies to your particular situation.

E. Matthew Beacom, ACRL/RBMS (ALA) Liaison, reported briefly about the RBMS Preconference meeting in June.

F. ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials (Approved by ACRL Board of Directors, January 2012).

Jennifer Schaffner reported that there have been exhibition loan guidelines in place for awhile, but that there really had not been serious discussion about loaning special collections holdings for research purposes. Mott has sent the link to the proposed guidelines twice on the roundtable's list-serv. Christian Dupont, member of the task force which merged the *Guidelines for the Interlibrary Loan of Rare and Unique Materials* (1994, rev. 2004) and *Guidelines for Borrowing and Lending Special Collections Material for Exhibition* (2005), talked about the upcoming session (at this SAA meeting) on this topic, which will present some first-hand accounts and models of interlibrary loaning of archival material. He said that there is a need out there to provide optimum access to materials for both exhibition and research purposes, so there ought to be a set of guidelines on the best way to achieve this.
We had a long discussion about the proposed guidelines and their ramifications. These are guidelines, not requirements. The AMRT is not being asked to decide whether to adopt them, just whether they are worthy of being sent up the chain for Council and the Standards Committee to consider. Basically, we are just being asked to endorse the guidelines, and to ask for them to be reviewed at a higher level for possible adoption.

The roundtable decided that in the next few weeks the Steering Committee will vote on whether to promote the guidelines to the Council.

VIII. The meeting adjourned at 7:30.
Respectfully submitted by Ann E. Smith Case, Acting Secretary

Completed projects/activities: As is typical we had a number of session proposals for the SAA meeting and selected two for endorsement. In the past year the roundtable held the Archives Management Forum in conjunction with the Lone Arrangers Roundtable; as the above minutes describe, it was held this year. Furthermore, we held our first online elections.

Ongoing projects/activities: [None submitted.]

New projects/activities: We will institute bylaws in the upcoming year.

Strategic Priority - Technology initiatives: We will continue having online elections next year.

Strategic Priority - Diversity initiatives: We will continue our work on accessibility issues in archives.

Strategic Priority - Advocacy/Public Awareness initiatives: Advocacy and public awareness of archives remains a significant concern to archives managers and, as a result, this roundtable. One of the two sessions at the roundtable's Archives Management Forum was related to these issues.

<mark>Questions/concerns for Council attention:</mark> We have forwarded our proposed bylaws. We plan to forward to the Council and the Standards Committee the ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials. *[Staff Note: AMRT bylaws have been reviewed by staff and will be submitted to the AMRT membership for referendum vote during roundtable's online elections. Once passed by the AMRT membership, the bylaws will be submitted to the Council for approval.]*

Archivists and Archives of Color Roundtable (Liaison: Richardson/Light)

Date: November 1, 2012
Officers:
- Chair: Courtney Chartier, Atlanta University Center Robert W. Woodruff Library (2010-2012)
- Vice Chair/Chair Elect: Steven Booth, National Archives and Records Administration Name (2011-2013)
- Newsletter Editor: Rabia Gibbs, University of Tennessee, Knoxville (2010-2012)
- Webmaster: Eugenia Kim, Purdue University (2010-2012)

Report from annual meeting:
Number of attendees: 61
Election results:
- Vice Chair/Chair Elect: Derek Mosley, University of Louisiana, Lafayette
- Newsletter Editor: Stacie Williams, Harvard University
- Webmaster: Harrison Inefuku, Iowa State University
Summary of meeting activities: Meeting minutes can be found at
http://www2.archivists.org/groups/archivists-and-archives-of-color-roundtable/annual-business-meeting

Completed projects/activities:
- Annual meeting endorsements: AACR received 10 session proposals for endorsement. The Co-Chairs chose to endorse the following two:

- o "Asian and Pacific Islanders (API) Creating Diverse & Collaborative Community Archival Methods," Ellen-Rae Cachola, Anne Gilliland, Florante Ibanez, Elnora Kelly, Lessa Pelayo-Lozada, & Vivian Wong.
  - o "Building Collections through Collaboration: A Collaborative Archive from the African Diaspora," Yolanda Cooper, Jameatris Johnson & Beatrice Skokan.
- By-laws: Co-Chairs drafted By-laws for the Roundtable and submitted them to the membership. The By-laws were voted on and passed at the annual meeting.
- Center for Black Music Research, Columbia College: An advocacy campaign was established in response to the proposed closure of the CBMR. Co-Chairs drafted and circulated a protest letter template, member Jamillah R. Gabriel created a petition on Change.org and the membership was encouraged to demonstrate their concern via these tools. The Theater Library Association joined the Roundtable as a co-sponsor of the petition.
- Diversity Speaker Bank: Co-Chairs created and circulated a survey to student groups and recent graduates to evaluate the need and desire of speakers on diversity topics to students. The survey results indicated that there was a high level of interest. A call for volunteers was issued to the membership to be listed in a "Speaker Bank" that would match speakers to groups geographically or, topically if distance presentation technology was available. There were no volunteers.
- Emerging Leader Award: The Roundtable officers drafted and submitted a nomination for SAA's new Emerging Leader Award, nominating Samip Mallick, Director of the Ranganathan Center for Digital Information (RCDI) at the University of Chicago Library.
- Harold T. Pinkett Award:
  - o Co-Chairs drafted and submitted revisions to the Pinkett Award language. These changes were approved by Council.
  - o 23 applications were received for the Pinkett Award. Kapena Shim (University of Hawaii, Manoa) was chosen as recipient.
- Membership directory: Co-Chair Steven Booth collected and collated entries from the membership to update the AACR directory. The new directory includes social media contact and is on an "opt in" basis.
- Social media interns: Co-Chairs recruited two "social media interns" to update the Roundtable Facebook page and Twitter feed. The interns were Harrison Inefuku and Susan Gehr.
- Summer reading club: Co-Chair Steven Booth started a summer reading club, which read two historical nonfiction books related to the AACR mission statement and "met" via Google Hangout for discussion.
- Website: All materials were migrated by the Webmaster to the new Drupal site provided by SAA.

Ongoing projects/activities:
- Annual meeting session endorsements: The Co-Chairs received and reviewed 6 sessions for endorsement for the 2013 SAA annual meeting. The Co-Chairs chose to endorse the following two.
  - o "Adapting the ARL Leadership Symposium Experience: Enhancing Diversity Through Discussion," submitted by Eugenia Kim
  - o "Journey of Reconciliation: Institutions Studying Their Relationships to Slavery," submitted by Amy Schindler
- Harold T. Pinkett Award: Revisions of the Pinkett award requirements have continued based on concerns raised at the annual meeting. Changes made in previous years to the parameters for the award (and approved by Council) had not been recorded in any Roundtable procedural documents, or in the guidelines of the Award kept by the Awards Committee. Specifically, it was decided that the Pinkett should go to two recipients each year. The language of the Award has been updated again, and approved by Council, to reflect this decision and avoid confusion in the future.
- Roundtable history: In celebration of the Roundtable's 25th anniversary, Co-Chair Steven Booth started collecting information for a history of the group. This included retrieving materials that had

been deposited at Howard University and moving them to the official archives at the University of Wisconsin-Milwaukee.

- Website: Roundtable members are encouraged to send photographs from their collections or of the membership to refresh the website.

New projects/activities:
- Heritage Months: The Roundtable will highlight archival repositories and collections pertaining to people from underrepresented racial and ethnic backgrounds, including women and LGBTQ persons on Facebook and Twitter from September 2012 to June 2013.
- Project Teams: In lieu of a Steering Committee, AACR has implemented a Special Projects Team to develop and coordinate social events for the Roundtable during the 2013 New Orleans annual meeting; and an Awards and Nomination Team to review the guidelines of SAA sponsored awards that require nomination, and submit the qualifications of deserving individuals or organizations. Each team will consist of four roundtable members.
- Diversity Brochure: Collaborate with the Diversity Committee and other ethnic roundtables to create a brochure that explains diversity within SAA and the profession as well as archival materials.
- Newsletter: Increase the number of issues from 4 to 6.

Strategic Priority - Technology initiatives:
- Social media
    o Interns were recruited
    o Facebook page and Twitter account were established
    o Google Handout used to "meet" for Book Club
    o Change.org used to encourage advocacy campaign
- Website: All materials were migrated from the old website to the new. Officers continue to refine the site and request submissions from the membership.

Strategic Priority - Diversity initiatives:
- Diversity Speaker Bank: Although this was not a successful project, it would have fulfilled a need and desire for speakers of diverse backgrounds or working with diverse collections to share their experiences with student groups.
- Harold T. Pinkett Award: Co-Chairs greatly increased promotion of the Award. The number of applications rose from 2 in 2011 to 23 in 2012.

Strategic Priority - Advocacy/Public Awareness initiatives:
- Center for Black Music Research campaign: This campaign successfully involved the Roundtable members, created a strategic partnership between AACR and another professional group and encouraged/consolidated public outcry over the proposed closure of the CBMR.
- Social media interns: Not only were these positions created to involve more students in the Roundtable, but also to increase the profile of the Roundtable.

<mark>Questions/concerns for Council attention:</mark>
- Harold T. Pinkett Award: The Co-Chairs awarded the Pinkett Award to one recipient this year. At the Roundtable's annual meeting, there was a heated conversation as to why this happened, as the Pinkett Award is intended for two students. The Co-Chairs learned that in 2004 Council approved a request from AACR to extend the Award to two students. While this was recorded in Council minutes and the AACR newsletter, it was not written into the description of the Award in the governance manual, or on the Awards page and the Awards Committee was not notified. This lack of follow up in 2004 created a problem for the Co-Chairs in 2012, as the changes to the Pinkett were only shared by word

of mouth. While the Co-Chairs accept that it is their duty to create written instructions to hand down to future Roundtable officers, they feel that Council also had the responsibility to communicate down and/or delegate the necessary administrative actions that must be taken when changes like this are approved. It was especially disconcerting that Awards Committee leadership was unaware of the parameters of the Award.

- Transfer of records: The Co-chairs will attempt to follow through with transferring records from Howard University to the University of Wisconsin-Milwaukee before the annual meeting in New Orleans. Council approved this transfer in 2007, along with members of the Roundtable; however, nothing was done to ensure that the records were transferred. Senior Co-Chair Booth has volunteered to visit Moorland-Spingarn Research Center in DC and investigate the state of the records. Before a transfer can take place several questions must be answered: Is there a deed of gift? Is the deed of gift still valid? How large is the collection? What's the condition of the collection? What time frame does the collection capture? What types of materials are in the collection? Are there duplicates within the collection? Are these records copies of what is currently housed at UWM? The Roundtable officers are aware that neither the SAA executive office nor the UWM Libraries will help with the cost of shipping.

Archivists' Toolkit™ / Archon™ Roundtable (Liaison: Landis)

Date: 11/15/2012
Officers:
2011-2012
- Chair: Cassie Schmitt, Term: 8//27/2011 - 8/14/2013
- Co-Chair: Genie Guerard, Term: 8/2011-8/2012
- Web Liaison: Kat Stefko, Term: ending 8/2012
- Steering Committee Member: Nancy Enneking, Term: 8//27/2011 - 8/14/2013
- Steering Committee Member: Kyle Rimkus, Term: 8//27/2011 - 8/14/2013
- Steering Committee Member: Rachel Wise, Term: 8//27/2011 - 8/14/2013
- Ex-officio: Scott Schwartz
- Ex-officio: Brad Westbrook

Report from annual meeting:
Number of attendees: ~170
Election results:
        Vice chair: Sasha Griffin, Term: 8/11/2012 - 8/17/2013 (then becomes chair for a year)
        Web Liason: Diana Belden, Term: 8/11/2012-8/16/2012
        Proposal to amend by-laws of roundtable: passed

Summary of meeting activities:
 Minutes attached and posted to ATART website

Completed projects/activities:
- New version of by-laws to bring roundtable in line with SAA guidelines regarding length of terms of roundtable officers. Voted on and approved by ATART members and SAA Council.
- Website updated to include presentations from annual meetings, meeting minutes, and other documents

Ongoing projects/activities: Facilitating communication between users and Archivists' Toolkit, Archon, and ArchivesSpace; Updating webpage/group newsletters

New projects/activities: [None submitted.]
Strategic Priority - Technology initiatives: [None submitted.]
Strategic Priority - Diversity initiatives: [None submitted.]
Strategic Priority - Advocacy/Public Awareness initiatives: [None submitted.]
<mark>**Questions/concerns for Council attention:**</mark> [None submitted.]

2012 ATART Roundtable Minutes
Minutes keeper: Kyle Rimkus
August 8, 2012, 3:15-5:15pm
Location: San Diego Hilton Bayfront, Sapphire MN
3:15pm- 3:30pm

Attendance -- approximately about 170 people

Business Meeting - Updates
Cassie Schmitt, Chair of Roundtable
  * The Archon/AT Roundtable changed its bylaws to bring them in line with SAA's new guidelines.
  * This year's election results were the following -- 231 people voted, and the new Vice Chair is Sasha Griffin; the new web liaison is Michelle Belden.
  * Archon and the Archivists' Toolkit are both in maintenance release mode pending development of ArchivesSpace.

Bill Landis, Council Liaison
  * Council has streamlined policies for Sections and Roundtables and cleaned up potential contradictions in the definitions of each.
  * Council is encouraging component groups to work on position papers for SAA.
  * Council recently approved the Trusted Digital Repositories ISO standard, opening the door for further SAA engagement with repository audit and certification.
  * The Annual Meeting Task Force reports that hotel costs have forced SAA into a difficult position regarding potential venues, and are willing to consider other options if possible.
Merrilee Proffit, OCLC Research
  * ArchiveGrid is now freely available as a service of OCLC Research, and OCLC is seeking feedback on it.
  * Many new projects are underway, especially OCLC's work with linked open data; for example, WorldCat records are now available as linked open data.
Brian Tingle, California Digital Library
  * The CDL has released a new version of XTF, 3.1, which comes out of the box with presentation support for AT and Archon EAD XML record display. The CDL is also looking into joint online training for AT.

Jodi Allison-Bunnell gave an update about the Northwest Digital Archives (NWDA)
Sash Griffin, Luther College
  * Luther College hosted "Archon Day" in July as a forum for users of Archon.
ArchivesSpace Presentation and Discussion
Katherine Kott
  * The ArchivesSpace team has selected Lyrasis as its organizational home; Lyrasis is exploring options for a sustainability plan to include governance and community support.
  * The operational transition to Lyrasis is an ongoing process.
  * Software development has begun with development vendor Hudson Molonglo.
  * Development is proceeding using the Agile scrum methodology to get releases out early and often.

* Hudson Molongo is a new firm that has brought together a small but highly qualified team with experience in libraries and archives.
   * Development of ArchivesSpace is currently funded by the Andrew W. Mellon Foundation.
   * Principal partners involved directly are NYU, UIUC, and UC San Diego.
   * A key component of the ArchivesSpace mandate is to develop strong community support -- hence its home at Lyrasis and the focus on developing a sustainability model.
   * The technical group has been renamed the "stakeholder team" to help Mark Matienzo liaise with the development team.
   * Early in the development process, the technical team is interested in ensuring that data can be migrated from Archon and AT to ArchivesSpace.
Mark Matienzo
   * Elaborating on ArchivesSpace's design principles, Mark specified that:
     * ArchivesSpace must be an open source application.
     * It ought to be compelling to current users of Archon and AT as well as to new users.
     * It must be an improvement on these previous applications.
     * It must be able to scale down and up for small and large institutions.
     * It must be flexible, efficient, easy to maintain, configurable, customizable, and easily deployable.
     * It must be extensible and interoperate easily with other systems.
     * It must have well-documented APIs.
   * Its sustainability relies on a participatory governance structure.
   * In the past year, the ArchivesSpace Google Group has completed product specifications.
   * At this point, the stakeholder team is developing user stories to prioritize the application's features.
   * They are using a web-based software tool called Pivotal Tracker for identifying user stories, which will be prioritized for developers.
   * Using two-month development cycles, the development team hopes to have an initial release ready at the end of August.
   * The development team is currently identifying blocks of work to focus on.
   * The Google Group is the best place for the user community to provide feedback.

Questions and Answers
(NOTE: The names and home institutions of people who asked and answered questions are noted when available in the summaries below).
Q (a representative of Tulane University): Will there be hosted solution options?
A (Robin Dale, Lyrasis): Lyrasis will offer non-exclusive fee-based hosting, as will the California Digital Library, for their respective user communities. Other organizations may also step in to offer hosting.
Q: Given ArchivesSpace's organizational home at Lyrasis, will there be fees to use ArchivesSpace?
A (Robin Dale, Lyrasis): You will not have to be a Lyrasis member to use ArchivesSpace; it will remain free and open source software.
Q: Can you provide specifics on the software development vendor chosen and their background?
A (Katherine Kott): Hudson Molonglo is a US-Australia venture. The US person had experience with AT; the American lead has had experience with AT deployment; the Australia-based developers have deep library experience.
Q: How much development will focus on collections management vs web interface (access) development?
A (Mark Matienzo): The prioritization process for development will be challenging; the hope is that the collection management feature will exceed AT, and front end will exceed that of Archon; the development team has a commitment to develop both.
Q (Catlin Nelson, Florida Virtual Campus): Many access systems are available; will ArchivesSpace offer hooks into other systems, while also offering a generic front end for places that have no ability to create custom user interfaces?

A (Mark Matienzo): The development team has been thinking of that, based on feedback coming from Florida as well as the CDL.

Q (Kyle Rimkus, UIUC): What technologies have been chosen for ArchivesSpace implementation?

A (Mark Matienzo and a representative of New York University): The application will be completely web-based; will use the JRuby environment for its performance factor and ability to scale very well; the back end is built using the Ruby-based Sinatra framework; the front end is decoupled from the back end using a REST-based API that works across HTTP; decoupling the front and back end will easily allow advanced institutions to have a different front end from that offered by ArchivesSpace, if they so choose.

Q: What are the exciting next-generation features we can expect in ArchivesSpace?

A (Mark Matienzo): EAC-CPF support, flexible data model; flexibility of application to be adaptable to a variety of institutional contexts.

Q (Merrillee Proffit, OCLC) : The AT survey showed that the Collections Assessment module was lowly rated; how will the team continue to assess new requirements?

A (Mark Matienzo): The ArchivesSpace development team needs use cases and specific concrete examples from the community of what the application needs to do; the problem is that the Archon and AT assessment modules are incompatible; in cases such as this, the user community ought to take ownership of developing third party plug-ins.

Q (Brad Westbrook, UCSD): Could the Roundtable have a role in developing specifications for plug-ins or developing grant proposals?

A (Mark Matienzo): Yes.

Q: Could you provide greater detail to the governance structure?

A (Robin Dale): Lyrasis envisions overseeing three governing bodies -- an ArchivesSpace Board, a Users Council, appointed by board to bring together new ideas and bring them forward for community needs, and a Technical Advisory Board; however, governance is not in place yet and will only be created once the software is ready to be rolled out. In the scenario currently under consideration, institutions would contribute funds to have a seat on the ArchivesSpace Board in order to influence development priorities.

Q (Christian DuPont, Atlas/Aeon): Is it correct to assume that there will be two phases, a development phase for coding the product; that once that is done, governance bodies will be put into place; and that following this, payment structures will be put into place? How exactly will software development, Lyrasis services, and membership fees be related?

A (Robin Dale): A viable sustainability plan was required by the Mellon Foundation for funding ArchivesSpace. ArchivesSpace software will be freely available and open source, but in order to help continue supporting its development, Lyrasis would like to be able to fund programming and technical support positions, and is envisioning fostering an open source community similar to that of DSpace.

Q: What open source license will be used?

A (Mark Matienzo): ECL 2.0 has been chosen

Q: Could you provide more information on the migration process from Archon and AT to ArchivesSpace?

A (Mark Matienzo): The team is anticipating beginning work on tools in September.

Q: With revisions of DACS and EAD forthcoming, how will they be folded in?

A (Mark Matienzo): This is unknown at the moment. The new DACS, EAD, and ASpace release dates are all very close together, which may make this impossible.

Q: Will there be parts of AT that will not be compatible for migration?

A (Mark Matienzo): The Assessments Module will not have a direct pathway, but all other features will; non-standard use of AT may require custom migration

Q: How can this Roundtable group be more helpful?

A (Mark Matienzo): In order for developers to have actionable work, they need a series of artifacts that describe desired functionality; the Roundtable could contribute to gathering these User Stories.

Q: Will the AT Reference Module and other plug-ins go away?

A (Mark Matienzo and Cassie Schmitt): These plug-ins are not a part of the core AT code base, so are not

targeted for migration; in addition, the Rockefeller Archive that was developing the Reference Module has had some staff turnover, so they will likely not be a position to support it.

Q (Mark Custer, Smithsonian): Will multiple dates and extents be supported?

A (Mark Matienzo): Yes, it fits in with the data model.

Congressional Papers Roundtable (Liaison: Landis)

Date: November 15, 2012
Officers:
- Ben Rogers, Chair   2011-2012
- Leigh McWhite, Vice Chair   2011-2012
- Jill Severn, Nominating Committee Chair   2011-2012
- Chrystal Carpenter, Member Representative   2010-2012
- Jacque Sundstrand, Member Representative   2010-2012
- Burt Altman, Member Representative   2011-2013
- Walter D. Ray, Member Representative   2011-2013
  Organizational Representatives
- Karen D. Paul, Senate Historical Office
- Robin Reeder, Office of Art and Archives, U. S. House
- Matt Fulgham, Center for Legislative Archives
  Ex-Officio Members
- Morgan Davis, Newsletter Co-Editor (retired in 2012)
- Gary Spur, Newsletter Co-Editor
  Web Liaison
- Robin Reeder

Report from annual meeting:
Number of attendees: 50
Election results:
> Betsy Pitman, Vice-Chair/Chair-Elect   2012-2013
> Katherine L. Fleming, Member Representative   2012-2014
> Mary Anne Hamblen, Member Representative   2012-2014

Summary of meeting activities:

 3:30-5:00: CPR Business Meeting. (See Appendix A for minutes)

Voting on CPR bylaw changes - Jill Severn (See Appendix)

COMMITTEE AND TASKFORCE REPORTS (SEE APPENICES)
>> **Nomination and Election Committee -** Jill Severn
>> **E-Records Taskforce (aka Taskforce on Technology) -** Jan Zastrow
>> **Taskforce on Advocacy -** Katherine Fleming and Deborah Skaggs
>> **Taskforce on Diversity -** Jeff Suchanek and Janet Bunde
>> **Survey of Congressional Papers** – Leigh McWhite

REPORTS FROM ORGANIZATIONAL REPRESENTATIVES (SEE APPEDICES)
>> **Association of Centers for the Study of Congress -** Betsy Pittman
>> **Center for Legislative Archives -** Matt Fulgham
>> **Office of Art and Archives, U. S. House of Representatives -** Robin Reeder

Senate Historical Office - Karen Paul
SAA Council Representative – Bill Landis
     Announcements

WELCOME AND WORDS FROM NEW CHAIR - Leigh McWhite

Congressional Papers Roundtable (CPR) Business Meeting Minutes
8 August 2012

Chair Ben Rogers opened the meeting and introduced members of the Steering Committee as well as past CPR chairs in attendance. He also discussed Hollinger Inc.'s financial support for holding the pre-conference in the Thomas Jefferson School of Law facility and asked members to express their thanks in person in the Exhibitor's Hall.

Immediate Past Chair and Chair of the Nominating Committee outlined proposed changes in the CPR bylaws and distributed a handout outlining the revisions. Herb Hartsook moved that the meeting conduct a voice vote approving all changes. Motion seconded and approved unanimously.

Electronic Records Task Force Co-Chair Jan Zastrow outlined the activities and accomplishments of the task force over the past year (written report is attached).

Advocacy Task Force Co-Chair Katherine Fleming described the strategic plan developed by her group (attached document). Burt Altman and Linda Whitaker briefly discussed their attendance at the last Archives Leadership Institute and discussions there on advocacy as well as development of the wiki "The Political Archivist."

Diversity Task Force Co-Chair Jeff Suchanek described the strategic plan developed by his group (attached document).

Chair-Elect Leigh McWhite reported on new project to trace the papers of recently departed members of Congress and inform repositories with no known members in CPR about the invaluable resources and provided by CPR. Of thirty-six senators leaving during the 110th and 11th Congresses: the fates of 4 senators' papers remain unknown; 18 papers went to repositories with CPR members; and 12 sets were transferred to 11 archives without any CPR members. Of one hundred and five congressmen leaving during the last Congress: the fates of 74 members' papers remain unknown; 20 collections went to repositories with CPR members; and 11 sets of papers were delivered to 10 archives without any CPR members. Thus, twenty-three letters were sent to archives without CPR members. These letters described our group's mission; discussed resources available on our website; mentioned both the newsletter and the listserv; outlined this year's pre-conference program; and referred recipients to Miller's *Managing Congressional Collections*. Discussion followed report as to whether CPR should expand the letter writing campaign to send letters directly to all members leaving Congress. Karen Paul suggested that CPR work with the Association of Centers for the Study of Congress to place a letter in the *Congressional Record* during Congress Week to promote the preservation of congressional papers.

SAA Council Liaison Bill Landis discussed the following news: passage of SAA's revised code of ethics and a project to develop case studies of ethics; approval of an Advocacy agenda and working on position statements through collaboration with other SAA groups; changes to SAA rules on roundtables and sections (bylaws now required); the recent membership needs survey; "Off the Record" leadership posts; 2013 as year to begin working on SAA's 2015-2020 strategic plan; and the Annual Meeting Task Force is working on a new model for conferences.

Bill Carpenter from NARA's Information Security Oversight Office discussed progress on declassification reviews.

Betsy Pittman presented a report on the activities of the Association of Centers for the Study of Congress (ACSC): working with Kettering Foundation on inspiring personal involvement in government progress and National History Day prizes; asking repositories to install and exhibit or offer a program during Congress Week; establishment of a cross-repository interface to view finding aids for congressional papers.

Matt Fulgham reported on the activities of NARA's Center for Legislative Archives: hired two staff members to focus on descriptions and converting older finding aids (completed up to 67th Congress); conduct of a pilot project on descriptions for 93rd and 95th Congresses; work with Archivist Toolkit; website improvements; award of research fellowship to CLA; and social media Tumbler account.

Robin Reeder reported on activities of the Office of Art and Archives in the U.S. House of Representatives: held annual committee records forum and almost all committees sent representatives; 63% of all members consulted since September 2011; new committee records manual; two meetings of the Advisory Committee on Records of Congress; Archivist Toolkit; new website for Office of Art and Archives; and arranged meetings with Center for Legislative Archives with individual committee about electronic records.

Karen Paul reported on activities of the Senate Historical Office: recent email system change required response to handle orphan accounts; need for continual outreach to offices to encourage migration of older electronic records; transfer of records of Joint Select Committee on Deficit Reduction (active September 2011 through January 2012); requested to establish electronic records protocols and what should be open and closed; encouraged offices to hire archivist or train staff in records management; eleven offices closing and all have hired professional archivists or firms; Quickcards provided on closing office; and Brown Bag programs sponsored by the Secretary of Senate.

New Chair Leigh McWhite provided a few remarks at the end of the program: volunteers will be needed to help implement strategic plan initiatives and announcements will appear on listserv; request for volunteers or nominations for new Historian's position; asked for input on proposals for 2013 SAA panel.

Completed projects/activities:
- Published two newsletters
- Appointed Taskforce on Advocacy and Taskforce on Diversity
- Approved changes to bylaws to allow for online voting of bylaw changes in the future, establishment of Electronic Records Committee and Historian (subject to SAA Council approval)
- Leigh McWhite surveyed congressional collection deposited since 2011 and provided a report at general business meeting
- Elected new chair Elect, Betsy Pittman and two at large members, Katherine Fleming and Mary Anne Hamblen

Ongoing projects/activities:
- Taskforce on Advocacy
- Taskforce on Diversity
- Congressional Papers Toolkit
- Keeping track of congressional papers of members leaving office

New projects/activities: Future plans for E-records, Diversity and Advocacy taskforce groups.

o E-Records Taskforce will transition to Technology Committee and keep CPR web pages dealing with technology up to date.
o Advocacy Taskforce will check on appointing CPR rep to GAWG, creation of a Congressional Papers Toolkit for the website and continuation of the letter writing campaign to repositories with papers of recently departed congressional members.
o Diversity Taskforce will conduct membership survey to determine CPR demographics, collection policies of repositories and feedback on expanding the mission of CPR beyond congressional papers

Strategic Priority - Technology initiatives:
Issue Statement:
Rapidly changing information technologies challenge archival principals, practices, and communication protocols, demanding effective leadership from the archives community to access, capture, and preserve records in all formats.

Desired Outcome #1:
CPR will monitor technological developments in congressional offices; identify resources of assistance to archivists seeking to acquire, preserve and make electronic records accessible; and communicate their findings to members.

Measurable Activities:
A. Transform the CPR Electronic Records Task Force into a permanent standing committee in order to provide ongoing surveillance and reporting on the issues.
    1. Revise CPR bylaws to create a permanent Electronic Records Committee and submit amendment to vote. [August 2012]
    2. Solicit nominations for new Electronic Records Committee appointments by the Steering Committee. [Fall 2012]
B. Conduct an annual review and update of Electronic Records documents posted on CPR website. Create new resources as necessary. [Annual. New abbreviated checklist for congressional offices created Summer 2012]
C. Consult Senate Archivist, House Archivist, and Center for Legislative Archives annually to determine technological developments and problems in congressional offices. [Annual]
D. Promote discussion and member education.
    1. Submit case studies, best practices, and lessons learned for publication in the *CPR Newsletter*. [Ongoing]
    2. Organize panels for CPR pre-conference meeting. [Ongoing; electronic records program organized for 2012 meeting]
    3. Organize panels for SAA conference. [Ongoing; SAA panel on electronic records in political collections accepted for 2012 conference]

Desired Outcome #2:
CPR will improve communications among repositories, the offices of donor members, and congressional software vendors to ensure greater success in the acquisition, preservation, and ultimate accessibility of electronic records.

Measurable Activities:
A. Develop resources that archivists may use to survey electronic records management in congressional offices and to educate office staff about archival needs and practices. Train CPR members in the use of these resources. [Ongoing]
B. Invite congressional software vendors to sponsor and attend the 2014 Washington, DC CPR pre-conference. [Begin 2014]

C. Open discussions with congressional vendors to consider solutions to archival issues created by proprietary software. [Begin 2013]

Desired Outcome #3:
CPR will coordinate information-sharing on the subject of electronic records with professional groups sharing similar interests and will advocate for action on matters of particular interest to CPR.

Measurable Activities:
A. The Electronic Records Committee will develop a working relationship with the SAA Technology Futures Working Group and the SAA Electronic Records Section through shared communication and/or joint appointments. [Begin 2013]
B. The Electronic Records Committee will develop a working relationship with external professional organizations with shared interests such as ARMA International, the Association for Information and Image Management (AIIM), and State Historical Records Advisory Boards (SHRABs). [Begin 2014]
C. Encourage federal granting agencies such as the National Historical Publications and Records Commission (NHPRC), the National Archives and Records Administration (NARA), and the Library of Congress to create grant opportunities or programs that will help repositories acquire needed equipment, labor, and training to support electronic records in congressional collections. [Begin 2015]

Strategic Priority - Diversity initiatives:
Issue Statement:
The diversity of society challenges the archives community to attract an equally diverse membership and to have archival collections reflective of that diversity both in acquisition and in use.

Desired Outcome #1:
CPR will assess the diversity of its membership by reviewing SAA's statement on Diversity and the points regarding what diversity encompasses through identity, community, professional and geographical factors.

Measurable Activities:
A. Determine diversity issues other SAA roundtables and sections are facing in regards to their membership.
    1. Contact other roundtables/sections to discuss the diversity of their membership. [February 2013]
    2. Determine if there is a need to create a sub-committee in the Diversity Task Force to discuss the demographics of the CPR Roundtable and how to attract new members to archives and librarian positions.
    3. Look for social networking opportunities. [March 2013]
B. Identify and review other related organizations which created resource pages on their websites outlining various topics and issues on membership diversity. [January 2013]
C. Evaluate if the name "Congressional Papers Roundtable" accurately reflects the mission of the roundtable. [June 2013]

Desired Outcome #2:
CPR will encourage collection policies that promote acquisition of diverse collections.

Measurable Activities:
A. Identify archival and related organizations that promote the collection of public policy, special interest and under-represented interests to analyze involvement in acquiring other collections related to public policy issues. Need to acquire collections that tell "the other side of the story" since congressional papers transcend a particular member of congress [January 2013].

B. Determine how partisan beliefs, historical relations, and stereotypes   can keep politicians from giving papers to particular repositories [June 2013].
C. Determine if collections acquired and ancillary collections could attract more diversity [June 2013].
D. Assess the need to create a task force sub-committee to:
    1. Determine the process of having a volunteer to place articles in newsletter (ex. "One   Collection, Many Voices) and guest columnist from another roundtable to exchange ideas with each roundtable on collections. [Steering Committee decision].
    2. Analyze benefits of CPR member repositories which collect more than political papers [June 2013].
    3. Analyze changing verbiage describing collections to show they represent a whole continuum and determine how to educate fellow archivists about this issue [June 2013].

Desired Outcome #3:
Users whom archivists serve will reflect the evolving diversity of society.

Measurable Activities:
A. Survey the types of research being done by users [June 2013].
    1. Use survey results to identify researchers from different scholarly fields.
    2. Determine underrepresented ethnic groups.
    3. Identify any language barriers.
    4. Consider how technology might attract a more diverse audience.
B. Examine CPR website content to determine what it says and whether it communicates what CPR intends.
C. Consider establishing a sub-committee in the Diversity Task Force to examine language issues and identify resources to communicate CPR information in other languages.

Strategic Priority - Advocacy/Public Awareness initiatives:

Issue Statement:
Archivists must take an active role in promoting the importance of archives and archivists in order to increase public support, shape public policy, and obtain the resources necessary to protect the accessibility of archival records that serve cultural functions as well as ensure the protection of citizens' rights, the accountability of organizations and governments, and the accessibility of historical records.

Desired Outcome #1:
Identify public policy priorities related in the legislative agenda that are relevant to the members of CPR including the public's access to information, the public's right to timely and reasonable use of information (copyright), the public's right to personal privacy, the public's need for a comprehensive and comprehensible historical record, and the public's need for strong institutional stewardship of the American historical record.

Measurable Activities:
A. Establish ongoing communication with members of SAA's Government Affairs Working Group (GAWG). For example, have a GAWG representative periodically speak at CPR meetings. SAA Council tasks GAWG to track legislative and regulatory issues of concern to archivists, to prepare drafts of documents relating to government affairs issues that may benefit archives and archivists, to contribute to the education efforts on these issues, and to suggest possible collaborations with other organizations.   Regular communication with GAWG will alert CPR about legislative and regulatory issues as they arise and also enable CPR to inform the GAWG about issues that CPR regards as important.

B. To ensure the public's access to a comprehensive, comprehensible historical record (institutional stewardship):
1. Place a summary and link on the CPR website Advocacy page to "The Documentation of Congress: Report of the Congressional Archivists Roundtable Task Force on Congressional Documentation" (1992) by Karen Dawley Paul. [Summer 2013]
2. Provide a document to offer guidance about the resources needed to ensure that an institution is capable and willing to devote sufficient resources to administer congressional collections. [2013]
3. CPR chair and/or chair-elect will continue a letter writing campaign to repositories with papers of members who recently left Congress to inform them about the resources provided by CPR. [Ongoing]
4. Support and promote House Concurrent Resolution 307 from the One Hundred and Tenth Congress (2008), which urges the preservation of congressional members' papers. [Ongoing]
5. CPR will endorse Congress Week, and promote Congress Week involvement among its members. This outreach can be a tool for advocating to the public about the mission of archives. [Annual]

Desired Outcome #2:
Identify resources that would serve as a "how to" or best practices guide for advocacy and outreach to educate and assist current and prospective political paper archivists. Solicit noteworthy examples of guidelines, recommendations, policies, and other documents from leading repositories. Provide tips and quotes from members. For example, describe how repositories use Archivists' Toolkit and Archon to manage congressional collections.

Measurable Activities:
A.   Produce a Resource Kit for Advocacy on the CPR website with the following material:
1. Provide a link to *Managing Congressional Collections* by Cynthia Pease Miller in order to raise awareness of standards for model congressional repositories. This document can serve as a best practices guide. [Summer 2013]
2. Produce (or obtain existing examples of) an online flier to advertise the benefits of congressional collections, for example: how to connect people with holdings, how archives encourage engaged citizenship, how archives can promote democracy, or how congressional papers are your (the people's) papers. [2013]
3. Once several items are in place on the website, announce the site to the membership and ask for additional contributions. [2013]
4. Survey members to assess what restrictions exist related to political papers and institute a dialog concerning this. [Summer 2014]
5. Produce a flier (or obtain existing examples) that repositories may use to solicit papers from members of Congress. This brochure will include a description of services provided by the repository such as a having a secure facility with climate control and the staff to assist researchers as well as the ability to protect sensitive information and make it available at the appropriate time. It may even explain that records could be closed or redacted if necessary, and that researchers can sign non-disclosure agreements. The flier will emphasize the importance of placing electronic records with an institution that will maintain the information over the long term. [2014]
6. Advertise or provide links to exhibits and programs related to Congress Week on the CPR Advocacy webpage. [Ongoing]
7. Make fliers advertising Congress Week available on the website. [Ongoing]
8. Provide examples of advocacy tools and case studies for building constituencies, crafting a message, communicating effectively with the media, and soliciting papers. [Ongoing]
9. Provide links to exhibits and programs that our repositories and allied groups create for Congress Week and encourage group projects and traveling exhibits. [Ongoing]
B. Increase outreach activities
1. Encourage members to submit news, events, educational programs, and exhibits to the listserv,

website, and newsletter. [Ongoing]
  2. Consider the use of social media and Wikipedia as outlets to promote interest in and understanding about congressional collections. [2014]

<mark>Questions/concerns for Council attention:</mark> None

Encoded Archival Description (EAD) Roundtable (Liaison: Landis)

Date: November 15, 2012
Officers:
  • Hillel Arnold. Co-Chair   (2011-2013)
  • Mark Custer, Co-Chair   (2012-2014)
  • Steering Committee: Erica Boudreau (2011-), Krista Ferrante (2011-), Regine Heberlein (2012-)
  • Mark Matienzo, Past Co-Chair   (2010-2012)

Report from annual meeting:
Number of attendees: 87
Election results:
Co-Chair ballot: Kristy Berry Dixon, Mark Custer, Suzanne Maggard and Aaron Rubinstein. Mark Custer elected using online voting.

Summary of meeting activities:
See attached minutes.

Completed projects/activities: In 2011, the Roundtable leadership endorsed two proposals for the 2013 SAA meeting:
1. Disruptive Components: Reimagining Archival Discovery Systems, Session Chair/Proposer: Dan Santamaria
2. It's a Con(text) Job: Contrasting EAC-CPF Projects, Session Chair: Jerry Simmons, Session Proposer: Susan Pyzynski

At the 2012 Annual Meeting, the Roundtable yielded the majority of its timeslot for an EAD Revision Forum co-organized with the Technical Subcommittee for EAD.

After critically assessing its contents, the Roundtable undertook a significant revision of the EAD Help Pages. Links to official documentation, tools, and helper files were migrated to SAA's Standards Portal, and content relating specifically to the Encoded Archival Description standard was migrated to the official EAD website with the help of the Network Development and MARC Standards Office at Library of Congress. The Roundtable's web space is now used exclusively for Roundtable business.

Ongoing projects/activities: The EAD Bibliography
(http://www.archivists.org/saagroups/ead/bibliography.html), which had been published as part of the EAD Help Pages, has been moved to a Zotero group at http://www.zotero.org/groups/ead_bibliography. This switch to Zotero allows for easier maintenance and ease of repurposing citations. The Roundtable continues to manage and update the EAD Bibliography.

In May 2012, the Roundtable Co-Chairs appointed an additional steering committee member.

Roundtable officers and members are participating in the revision of the EAD standard, working closely with the Technical Subcommittee for EAD (TS-EAD), which has been charged with revising the standard within a period of 5 years.

New projects/activities: As TS-EAD comes to the end of its revision process, the Roundtable expects to assist in publishing stylesheets, tools, helper files and other resources on the Standards Portal and other sites.

Strategic Priority - Technology initiatives: The Roundtable continues to contribute content to the Standards Portal, and to collaborate with the Standards committee in developing this resource.

Strategic Priority - Diversity initiatives: The Roundtable has not undertaken any diversity initiatives, but encourages the participation of individuals interested in EAD regardless of background.

Strategic Priority - Advocacy/Public Awareness initiatives: The Roundtable plans to support the upcoming release of the new version of EAD, which will include publicity efforts aimed at providing information to members about changes to the standard as well as resources to assist in implementation.

==Questions/concerns for Council attention:== None.

EAD RT Annual Meeting
Welcome and introductions (Mark Matienzo and Hillel Arnold, EADRT Co-chairs)

Election results
Mark Custer elected as incoming co-chair for 2012-2014.

EAD Help Pages transition to EADRT site and other resources
The EAD Roundtable of the Society of American Archivists (EAD RT) has migrated content out of the EAD Help Pages to several new locations to allow for better maintenance and delineation of "official" content related to the standard, resources maintained by the community, and resources maintained by the EAD RT. Content formerly included within the EAD Help Pages has been relocated to the official EAD website hosted by the Library of Congress, the EAD Roundtable's website, or the SAA Standards Portal. The decision to migrate the content from the EAD Help Pages was motivated by several factors, the most notable of which was the results of a 2010 survey of the EAD RT membership. There has been continuing difficulty of maintaining the website in its current form (static HTML, CSS, and some XML/XSLT). Given SAA's adoption of the Drupal content management system, the EAD RT leadership elected to utilize it for ease of maintenance.

Content relating to the EAD standard itself, including introductory text, schema and DTD documentation, and tag library translations, has been migrated to the official EAD website at http://www.loc.gov/ead/. This website is maintained by the Network Development and MARC Standards Office of the Library of Congress. We are continually grateful for their ongoing support of providing information about EAD.

Content relating specifically to the EAD RT, such as news, officers, meeting minutes and agendas, as well as select tools and resources maintained or hosted by the EAD RT, has been moved to the Roundtable's website at http://www2.archivists.org/groups/encoded-archival-description-ead-round.... Resources maintained or hosted by the EAD RT include the EAD Bibliography, User-Contributed Stylesheets, the EAD 1.0 to 2002 Conversion package, and the EAD Cookbook. Upon request, the EAD RT can provide hosting for stylesheets or other tools using our organizational account on Github, a source code hosting platform.

Information on implementation of EAD, including best practice guidelines, links to tools hosted by their creators, and the like, has been moved to or linked from the SAA Standards Portal athttp://www2.archivists.org/groups/technical-subcommittee-on-encoded-arch... . The SAA Standards Portal allows anyone with an SAA web account to submit resources to the Standards Portal. More information on the Standards Portal can be found online at http://www2.archivists.org/standards.

Some of the content on the EAD Help Pages was outdated or duplicated elsewhere and was not migrated. This includes some tools and helper files for earlier versions of EAD. Based on the 2010 survey of the EAD RT membership, the Roundtable's leadership decided not to migrate the EAD Implementer listings. In that survey, the Implementer listings ranked low in terms of perceived value as well as actual use on the EAD Help Pages.

It is our hope that the newly reorganized content will continue to grow with submissions from the community. Please contact the leadership of the EAD RT if you have any questions or suggestions regarding our web content.

Creation of bylaws (new requirement by SAA Council):   As part of SAA's updated requirements for component groups, all Roundtables are now required to have bylaws. Since the EADRT does not already have these in place, the Steering Committee will be working to develop these bylaws, and members should be aware that their input on these bylaws will be requested in the near future.

Call for business from the floor: No business items were announced from the floor.

Announcements
NHPRC (Nancy Melley)
NHPRC is encouraging applications in its Documenting Democracy program for retrospective description conversion to EAD. In addition, it is announcing a new grant program called Innovations in Archives and Documentary Editing, which could be a way to fund a project to, among other ideas, develop an application that will ease the conversion process.

OCLC Research (Merrilee Proffitt)
Linked Open Data: "Linked data" describes a method of publishing structured data so that it can be interlinked and become more useful. As the first practical expression of the semantic Web, linked data has become the state-of-the-art way to expose, share, and connect data so that it can be shared and reused across applications, enterprises, and community boundaries. For example, data created by archives can become reusable by those working in other domains. OCLC has been at the leading edge of publishing its core data as linked data for quite some time. In June 2012, we dramatically increased exposure of linked data resources by making WorldCat.org bibliographic metadata available in this form. In addition, the Virtual International Authority File (VIAF) and Faceted Application of Subject Terminology (FAST) have been published as linked data. The WorldCat.org linked data is published under an Open Data Commons (ODC-BY) and is openly usable by all. More information: http://www.oclc.org/research/activities/linkeddata/default.htm

VIAF: The Virtual International Authority File (VIAF) is a collaborative project of several national libraries and is operated by OCLC Research. Its aim is to link each national name authority file (such as that of the Library of Congress) to a single virtual authority file. In VIAF, identical records from the different data sets are linked together so that a user can see the many forms of a name and its cross references that are used worldwide. The data are available online as linked open data and are available for research and data exchange/sharing. VIAF currently has 22 million clusters presenting personal and corporate names contributed by 22 sources from 19 countries, primarily national libraries, but also other sources such as the Getty Research Institute's Union List of Artists Names. Work is underway to create

reciprocal links between VIAF and Wikipedia; VIAF currently has about 250,000 links to Wikipedia that are widely used. VIAF was one of the first library implementations of linked data. More information: http://www.oclc.org/us/en/viaf/

ArchiveGrid: ArchiveGrid makes primary sources quick and easy to find on the web. It is freely available-no subscription necessary. From one simple, intuitive search box, researchers have access to more than 1.7 million detailed descriptions of archival collections held by thousands of archives, libraries, museums, and historical societies worldwide. Over the past year, OCLC Research has made improvements to the interface, added many new contributors, harvested thousands of additional descriptions, enabled contribution of finding aids in PDF and Word, and launched a companion blog. Search ArchiveGrid: http://beta.worldcat.org/archivegrid/

NARA (Jerry Simmons)
The National Archives and Records Administration announces the formation of an EAD vision group to explore EAD implementation. The group includes staff from the Standards and Authorities Team in the newly formed Innovation Office and representatives from all custodial divisions agency wide. The group plans an EAD training event at NARA for Winter 2013, and hopes to update the SAA annual meeting next August in New Orleans.

CDL (Adrian Turner)
The California Digital Library (CDL) has released a new version of XTF (http://xtf.cdlib.org/), an open source platform that it utilizes for the Online Archive of California for searching, browsing, and displaying finding aids. Version 3.1 now has improved handling of schema-based EAD finding aids, and also better support for EAD outputs from the Archivists' Toolkit and Archon. See the XTF webpages for more information, and to download the latest release.

The CDL is also conducting an exploratory study to assess the need for finding aid hosting and publication services beyond California. To date, the Online Archive of California has been focused on providing services to institutions within the state; we are exploring the degree to which we may be able to assist institutions and consortia outside of California. We'd like to invite representatives at individual archival repositories and statewide or regional consortia, responsible for EAD finding aid publication, to help us assess hosting and publication needs by completing a brief survey -- it'll be available through next month: http://oac.cdlib.org/survey)

Building a National Archival Authority Cooperative (Kathy Wisser)
The Building a National Archival Authority Cooperative project would like to remind folks of the availability of scholarships for the Society of American Archivists' Encoded Archival Context - Corporate Bodies, Persons, and Families workshops. This is funded through IMLS and supports the registration to various regional EAC-CPF workshops. Three workshops have been held to date, but there are plenty of scholarships left. Upcoming workshops include one in Princeton, NJ in late October, 2012 and a workshop in Washington D.C. in March 2013. We are also working on scheduling a workshop in the Northwest region, the Southeast and the Northeast in 2013. The application process is easy! Information on the dates and scholarship applications are available through the SAA workshop schedule. We encourage everyone to take advantage of this wonderful and unique continuing education opportunity!

The EADRT yielded the rest of the timeslot to TS-EAD to provide a forum on the **EAD Revision process**.

Human Rights Archives Roundtable (Liaison: Theimer)

Date: November 20, 2012
Officers:
- Tessa Fallon (Chair)   2012-2013
- Beatrice Skokan (Vice Chair)   2012-2013
- Jasmine Jones (Web Liaison)   2012-2013

Report from annual meeting:
Number of attendees: 15
Election results: Election was not held as there were no competing candidates for open positions (vice chair, web liaison)
Summary of meeting activities: Meeting focused on upcoming projects for 2012-2013, including creating a webinar series for human rights archivists, building an online presence, and collaboration with the newly formed US chapter of Archivists without Borders.

Completed projects/activities:N/a

Ongoing projects/activities: N/a

New projects/activities: Archives and human rights education webinars (under review). Building a social media presence. Compilation of human rights archives resources for archivists and researchers

Strategic Priority - Technology initiatives:[None submitted.]

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: [None submitted.]

Questions/concerns for Council attention: [None submitted.]

International Archival Affairs Roundtable (Liaison: Theimer)

Date: December 20, 2012
Officers:
- Tom Connors   Term: ad-hoc steering committee member
- Valerie Komor Term   ad-hoc steering committee member
- Brad Bauer   Term   ad-hoc steering committee member
- Lisa Nguyen   Term: ad-hoc steering committee member
- Mario Ramirez Term: ad-hoc steering committee member

Report from annual meeting:
Number of attendees: #
Election results: No election was held, but it was agreed that an ad-hoc steering committee would be formed to draft bylaws and organize an election for officers.

Summary of meeting activities: See attached report *[Staff Note: No attachment provided.]*

Completed projects/activities: Since the annual meeting, members of the task force have met once by teleconference to discuss the future steps of the ad-hoc task force, and have begun work on drafting a set

of bylaws for the round table. In addition, members of the task force have worked on reformulating the round table's mission statement.

Ongoing projects/activities: Final editing of the bylaws draft is under way, and following the submission of the draft to the SAA Council, the ad-hoc steering committee plans to submit it to the membership electronically for a vote.

New projects/activities:
> --Draft of bylaws
> --Following approval of bylaws, ad-hoc steering committee plans to recruit a slate of candidates to run for office, and submit this slate to the round table membership for voting during the usual SAA voting cycle (June-July).

Strategic Priority - Technology initiatives: None at this time

Strategic Priority - Diversity initiatives: None at this time

Strategic Priority - Advocacy/Public Awareness initiatives: None at this time

==Questions/concerns for Council attention:== None at this time

Issues and Advocacy Roundtable (Liaison: McCrea)

Date: September 25, 2012
Officers:
- **Laura Starratt**, Senior Co-Chair, August 2011 - August 2013, Atlanta History Center
- *Jeremy Brett*, Junior Co-Chair, August 2012 - August 2014, University of Iowa
- **Erin Lawrimore,** Steering Committee Member, August 2010 - August 2013, University of North Carolina-Greensboro
- **Shawn San Roman**, Webmaster and Steering Committee Member, August 2011 - August 2013, Credit Union National Association Inc.
- **Matthew Francis**, Steering Committee Member, August 2011 - August 2013, SUNY at Postsdam
- **Allison Galloup**, Steering Committee Member, August 2012 - August 2013, Atlanta University Center
- **Rachel Chatalbash,** Steering Committee Member, August 2012 - August 2013, Solomon R. Guggenheim Museum
- *Donna McCrea,* Liaison to SAA Council, August 2010 - August 2013, University of Montana.

Report from Annual Meeting:
• Number of Attendees: **26**

• Election Results (uncontested)
- Senior Co-chair: Laura Starratt
- Junior Co-chair: Jeremy Brett
- Webmaster and Steering Committee Member (incumbent): Shawn San Roman
- Steering Committee Member (incumbent): Matthew Francis
- Steering Committee Member (newly elected): Allison Galloup
- Steering Committee Member (newly elected): Rachel Chatalbash

- Steering Committee Member (returned): Erin Lawrimore

• Summary of Meeting Activities:
    Meeting Minutes of August 8, 2012 are attached.

Completed Projects/Activities:
The roundtable participated in a number of letters writing campaigns including:
- The Closing of United Auto Workers' (UAW) library;
- The State of New York government restructuring of Department of Records and Information Services (DORIS) including an online petition that gathered over 2,000 signatures conducted by the Archivist Roundtable of Metropolitan New York. The situation is ongoing and the Commissioner of DCAS was appointed the Commissioner of DORIS, but they remain separate entities;
- The Indiana State Archives' need for a new facility which is still being sought;
- The damage caused by Spike TV show, *American Diggers;* and
- Columbia College's closing of the Center for Black Music Research.

    The roundtable also worked to highlight issues that affected archivists by:
- Collecting and providing comments on the closing of the United Auto Workers' Library;
- Promoting a White House petition to ensure that every child in America has access to an effective school library program which gathered 28, 619 signatures;
- Promoting a White House petition to create a commission to support the digitization of Federal holdings which gathered 2,296 signatures; and
- Highlighting H.R. 2531 to help NHPRC retain funding and allowed the organization to retain $2.5m for the FY 2013.

    The roundtable worked within the Society of American Archivist to:
- Endorse two SAA presentations, one of which was accepted (SESSION 309 Rules of Engagement: The Politics and Pleasures of "Living Archives.");
- Nominate Loretta Parham of Atlanta University Center for the J. Franklin Jameson (not chosen);
- Designate Shawn San Roman as the roundtable's liaison to the SAA Standard's Committee;
- Work with Communications Technology Working Group on how SAA can effectively use communication technologies and gathered suggestions;
- Collected comments on the Institutional Review Board (IRB) and submitted recommendations to SAA; and
- Provide comments on the proposed rulemaking regarding "Human Subjects Research Protections: Enhancing Protections for Research Subjects and Reducing Burden, Delay, and Ambiguity for Investigators" (HHS-OPHS-2011-0005).

    Collaboration within the profession included:
- Alison Stankrauff participating in a number of conference calls regarding the restructuring of New York's Department of Records and Information Services (DORIS) office
- The Displaced Archives project, a collaborative effort between the Latin American and Caribbean Culture and History Archives roundtable (LACCHA) and the Issues and Advocacy roundtable, being created; and
- Issues and Advocacy and the Latin American and Caribbean Culture and History Archives roundtable (LACCHA) holding a joint meeting in 2012, in part, to discuss the plans for the Displaced Archives project.

On-going projects:
- The I&AR website continues to push advocacy on a local level, with new issues being posted periodically as they arise – for members'/general public's action and general information

- The creation and updating of Occupy Libraries and Archives News (OLAN) http://www2.archivists.org/groups/issues-and-advocacy-roundtable/occupy-library-and-archive-news to highlight the issues and activities of the Occupy Libraries and Occupy Archives in various camps.
- A committee was created to suggest responses for SAA on a policy of action for endangered archives including Laurie Rizzzo (as chair of the committee), Hillel Arnold, Scott Ziegler, Deborah Richards, and I&A co-chairs Jeremy Brett and Laura Starratt.
- The War Booty Archives project (renamed the Displaced Archives project) was created in conjunction with the Latin American and Caribbean Culture and History Archives roundtable (LACCHA) and members of the international community including Trudy Peterson to study the issues in compiling a list of displaced archives in the U.S.

 New Projects/Activities:
- An advocacy blog that will put out two posts a month on topics regarding advocacy, from how to write a letter or a press release to how the regional organizations are conducting advocacy work. A list of topics will be forthcoming.
- A letterhead we can use to send out letters and contact our representatives. There will be a contest, and we are going to ask that members of the roundtable submit a design.
- Elevator Speech page on the microsite or Facebook page for people to be able to post their elevator speeches and get feedback or ideas.
- Advocacy survey completed by students with a steering committee member in a supervisory role to gather information on the level of interest in advocacy as part of the profession.
- Social Media presence, including Facebook and Twitter, to bring more attention to the work we are doing and to also highlight new information being placed on the microsite.

Strategic Priority - Technology initiatives: Create a social media presence including Facebook, Twitter, and an updated microsite that will host a bi-monthly advocacy blog as well as keep members updated to issues around the country.

Strategic Priority - Advocacy/Public Awareness initiatives:
- Continue to be a supporter of regional and local groups when working on their issues
- Host an advocacy blog on a variety of topics chosen and written by members

<mark>**Questions/Concerns for Council Attention:**</mark> [None submitted.]

Labor Archives Roundtable (Liaison: Theimer)

Date: 11/14/2012
Officers:
- Name (Co-Chair) Conor Casey (2011-2013)
- Name (Co-Chair) Catherine Powell (2012-2014)

Report from annual meeting:
Number of attendees: 16
Election results: Catherine Powell elected co-chair 2012-2014 in online election prior to annual meeting.
Summary of meeting activities:

2012 Business Meeting Minutes
August 8, 2012. SAA LAR meeting in San Diego, California.

In attendance:
- B. Cheryl Beredo, Kheel Center, Cornell University - kheel_center@cornell.edu
- Ben Blake- Youngstown Historical Center for Industry and Labor, Youngstown State University bblake709@gmail.com
- Lauren Brown - University of Maryland - lbrown3@umd.edu
- Conor Casey- Labor Archives of Washington State, University of Washington (LAR Co-Chair, 2011-2013) -cmcasey@uw.edu
- Tom Connors- Int'n'l Brotherhood of Teamsters Labor History Research Center, George Washington University- connors1@gwu.edu
- Sue Englander-San Francisco State University/Bolerium Books - senglander52@gmail.com
- Xaviera Flores- Arizona State University- xaviera.flores@asu.edu
- Nancy Godoy- Arizona State University- nancy.godoy@asu.edu
- Julie Herrada-University of Michigan, Labadie Collection- jherrada@umich.edu
- Caroline Muglia- Duke University- cmuglia@gmail.com
- Catherine Powell- Labor Archives and Research Center, SFSU (LAR Co-Chair, 2012-2014) cpowell@sfsu.edu
- Rachel Schimke- Tamiment Library, New York University- ras69@nyu.edu
- John Thayer-Queens College- JThayer@seamenschurch.org
- Kate Theimer, ArchivesNext, SAA Council- kate.theimer@gmail.com
- Barb Morley, Kheel Center, Cornell University- kheel_center@cornell.edu
- Chela Scott Weber-Tamiment Library & Robert F. Wagner Labor Archives- chela.weber@nyu.edu

1. Roundtable co-chair Conor Casey (Labor Archives of Washington State, University of Washington) opened the meeting, explained that co-chair Traci Drummond was unable to attend due to her professional activities and introduced incoming co-chair Catherine Powell (Labor Archives & Research Center, San Francisco State University).

2. Kate Theimer, council liaison, gave an overview of the rule that all SAA roundtables must adopt bylaws by 2013. LAR must adopt these as well before the next annual meeting. Kate also detailed ways in which roundtables might request the necessary AV resources and improve the roundtable session scheduling by articulating the need to SAA council and the program planning committee.
A discussion of the bylaw process and the roundtable scheduling process ensued. Conor Casey, Catherine Powell, and Barb Morley volunteered to serve on LAR's bylaws committee to get a draft before the membership via the listserv in time for the next conference.
In addition, Kate talked about the revisions in SAA council's policy toward roundtables and social media. For the most part, roundtables are free to manage these on their own as long as they provide a link-back to the SAA main website.
It was also suggested that we might make a statement as a roundtable regarding social responsibility requirements in choosing the annual meeting venue in light of what happened in Chicago last year with the boycott of the conference hotel.

3. Catherine Powell from the Labor Archives and Research Center, San Francisco State University gave a slide presentation on LARC's collections and detailing the challenges and process of moving into a new location on campus.

4. Everyone introduced themselves and talked about the current projects they are working on and their current outreach activities.

5. Conor Casey proposed the idea of a topical labor archives discovery interface that would search across repositories' hosted EAD records. The Northwest Digital Archives has expressed some interest in the

idea and Casey was assessing interest of LAR members. A discussion about the technical requirements and need for smaller repositories to participate without EAD formats ensued. Casey explained that this would be a multi-phase, iterative process with the ambition of total access, broad participation for all repositories with labor collections, and search capability for multiple finding aid formats.

Several related project ideas were discussed:
Ben Blake (University Archives & Special Collections, Youngstown State University) suggested a comprehensive survey of labor collections as part of our documentation strategy.
Barb Morley (ILR Catherwood Library, Cornell University) suggested that we might compile a spreadsheet to help identify gaps in documentation and perhaps create a listing of endorsed labor archivists in different geographical areas that labor unions could draw upon to consult about their records.

6. Idea of a tribute to Michael Nash. ---- talked about the upcoming memorial events at the end of September.

Completed projects/activities: Migration to new website platform and removal of the old LAR website from SAA servers with a redirect to the new one.

Ongoing projects/activities: Updating and maintaining *Labor Archives in the United States and Canada: A Directory*.

New projects/activities:
Potential labor topical search integrated within OCLC ArchivesGrid.
 Creating LAR Bylaws by 2013 annual meeting.
Coordinating a LAR-endorsed session on labor collections with roundtable members for 2013 annual meeting.

Strategic Priority - Advocacy/Public Awareness initiatives: Coordinated a signed letter, Roundtable-issued letter to AFL-CIO Richard Trumka regarding the LAR's concerns relating to the closure of the George Meany Memorial Archives.

Questions/concerns for Council attention: It was also suggested that we might make a statement as a roundtable regarding social responsibility requirements in choosing the annual meeting venue in light of what happened in Chicago for the 2011 annual meeting with the boycott of the conference hotel. Language relating to these concerns can be integrated into the contract with the hotel to allow an organization to withdraw when such events occur.

The LAR roundtable members also suggested that scheduling different roundtables at different times by the Program Planning Committee would make attending the various roundtable meetings possible. As it stands, members have to choose which roundtable section to attend which decreases attendance.

It was also suggested that breaking the session into a presentation session for the roundtable and another business session would be a better configuration of the schedule for attendees.

Latin American and Caribbean Cultural Heritage Roundtable
(Liaison: Richardson/Zanish-Belcher)

Date: November 25, 2012
Name of Roundtable: Latin American and Caribbean Cultural Heritage Archives

Officers: (Elected)   Senior Co-Chair: Silvia Mejía
                                   Junior Co-Chair: Joel Blanco-Rivera
               (Appointed)   Newsletter Co-Editor: Bert Lyons
                                     Webmaster: Laura Buchholz
                                     Liaison – ICA   Bert Lyons
                                     Liaison – SALALM   Silvia Mejía
                                     Liaison – SAA AAC R/T   Aaisha Haykal
                                     Liaison – IFLA-LAC   Susan Laura Lugo
                                     Liaison – ACURIL   Lorraine Nero
                                     Liaison – SAA CPWG   Marisol Ramos
                                     Liaison – SAA Diversity   Michelle Gachette
                                     Liaison – Displaced Archives   Mario Ramirez
                                     Liaison – SAA Council   Tanya Zanish-Belcher

Report from annual meeting:
- Total membership on November 18, 2012: **208**
- Election results:
  - Last year's meeting minutes were amended and approved.
  - Joel Blanco Rivera was elected Jr. Co-Chair via on-line ballot.
- Summary of meeting activities: Copy of proposed minutes of LACCHA Roundtable meeting held August 8, 2012 are being circulated to the membership for review via listserv and via linking off LACCHA's Web site. The membership will vote to approve and accept the minutes at the next annual roundtable meeting in 2013. A copy is also attached hereto as **Exhibit A**.

Completed projects/activities
- The Issues & Advocacy and LACCHA roundtables held a successful joint meeting at the National Conference in San Diego 2012. This collaboration allowed for both roundtables to consider possible actions and shared goals for the coming year.
- Completed LACCHA's second on-line ballot.

Ongoing projects/activities
- Senior Co-Chair Silvia Mejía will be working on getting volunteers to fill open vacancies as well as working on getting more contributions for the newsletter.
- In 2013 Laura Buchholz will be updating and restructuring the current web site to complete work left after the migration of the old LACCHA website to Drupal.

New projects/activities
- Two panels were submitted for consideration to the SAA Program Committee for the National Conference in New Orleans in 2013. The first, titled *To Protect and Connect: Strategic Stewardship of Cultural Heritage Material in the Archives* and features panelists Marisol Ramos, Curator of Latina/o, Latin American and Caribbean Collections, University of Connecticut; Jean Green, Head of Special Collections, Binghamton University – SUNY; Jennifer O'Neal, Corrigan Solari University Historian and Archivist, University of Oregon; and Elizabeth Joffrion, Director of Heritage Resources, Western Washington University.
  The second is titled *Forgery and Lawsuits in Colonial Latin American Documents: the Concept of Provenance* and includes Margarita Vargas-Betancourt, Caribbean Basin Librarian, University of Florida; Ken Ward, Maury A. Bromsen Curator of Latin American Books, John Carter Brown Library; and David Dressing, Latin American and Iberian Studies Librarian, University of Notre Dame.
  Status: Awaiting notification from the Program Committee.

Diversity initiatives
- Michelle Gachette, LACCHA's Liaison to the Diversity Committee, 2010-2013, submitted ideas, that reflected the mission of the roundtable for review by the Work Group, including a possible

exchange program between archivists of color in the US, and abroad, and/or sponsor some international travel.

- Michelle also organized a conference call with Co-Chairs, Mario Ramírez, and Silvia Mejía, in March 2012 to discuss SAA Council's mandate to the Diversity Committee about outcome: *to develop and use ePubs or American Archivist Online supplement to plan and implement 5- to 15-page case studies on the diversity of the archival/documentary record.* Michelle sought feedback from Mario and Silvia regarding the steps it would take to facilitate such a project. Although a discussion about a definition has been postponed for the interim, Michelle is currently serving on a seven person subcommittee to look at this mandate. Finally, Michelle has sought feedback from LACCHA's members on this through an article in LACCHA's newsletter, *Memoria*, and the LACCHA listserv.
- Marisol Ramos, roundtable founding member, and former roundtable co-chair, and member of the CPWG, has also submitted comments to ALA's Traditional Cultural Expressions document.

Technology initiatives: The roundtable successfully conducted the roundtable's second online election and transitioning to the Drupal site. Special thanks to Laura Buchholz for continued services as our Web mistress.

Advocacy/Public Awareness initiatives: [None submitted.]

<mark>Questions/concerns for Council attention</mark>: None at this time.

Respectfully submitted, Silvia Mejía, Senior Co-Chair

Attachments: Exhibit A – Proposed Minutes for LACCHA's Annual Membership Meeting held
in San Diego, CA, August 8, 2012
Exhibit B – Summary of LACCHA's 2012 Panel Presentations
Exhibit C – Summary of LACCHA's 2013 Panel Proposals

Cc: Joel Blanco-Rivera, LACCHA Junior Co-Chair
Bert Lyons, LACCHA Newsletter Co-Editor
Tanya Zanish-Belcher , SAA Council Liaison

EXHIBIT A
Proposed Minutes
Joint Meeting: LACCHA and Issues of Advocacy Annual Membership Meeting
August 8, 2012
Joint Meeting: LACCHA and Issues of Advocacy Annual Membership Meeting
Wednesday, August 8, 2012
5:30 PM – 7:30 PM

Annual Meeting

1) The fourth annual meeting of the SAA LACCHA Roundtable was a joint meeting with Issues of Advocacy Roundtable convened in San Diego, CA at the SAA Conference on August 8, 2012 at 5:30 P.M. Approximately 28 people attended the annual meeting session. Both LACCHA Senior Co-Chair Silvia Mejía and I&S Senior Co-Chair Allison Stankrauff welcomed members to the annual meeting. Allison presented the meeting joint agenda.

2) Junior Co-Chair Silvia Mejía opened the LACCHA general business meeting by praising outgoing Senior Co-Chair Mario Ramírez for his accomplishments and contributions to the roundtable as well as his support to the new Senior Co-Chair.

3) Mejía canvassed the membership for any changes to the minutes from the August 2011 meeting in Chicago, IL before their approval. No changes were suggested and the minutes were approved by those in attendance.

4) REPORTS
   a. Silvia Mejía presented on behalf of Lorraine Nero, Special Collections Librarian at The University of the West Indies: Liaison to Association of Caribbean University, Research and Institutional Libraries ACURIL
      - ACURIL hosted the 42nd annual conference in Haiti, June 4-8, 2012, the theme was "365 Doors Opened on the Technological Information Revolution: Economic, Cultural, Social and Political impacts." Among the speakers were the President of Haiti, His Excellency Michel Joseph Martelly and renowned author, Ms. Edwidge Danticat.
      - ACURIL 2013 meeting is expected to be in Venezuela and would be presided over by the new ACURIL president, Ms. Cindy Jimenez-Vera.

   b. Silvia Mejía presented on behalf of Aaisha Haykal, Archivist, College of Charleston Avery Research Center for African American History and Culture: Liaison to Archivists and Archives of Color Roundtable
      - As part of her liaison role Aaisha has forwarded relevant emails to LACCHA list-serv, the topics of the emails include but are not limited to conferences, call for papers, discussions, job postings, official business, and newsletters.
      - She attended the AACR roundtable meeting at SAA 2011 and compiled the meeting minutes, which were included in the LAACHA newsletter.
      - She has also served as liaison between ALA, ARL, and Spectrum by forwarding informational emails to the LACCHA list-serv.
   c. Michelle Gachette, Harvard University Archives: Liaison to Archivists and Archives of Color Roundtable.
      - Submitted an article updating LACCHA members about activities of the Diversity Committee to *Memoria*, LACCAH's newsletter, Spring/Summer 2012 issue. The article included a history of diversity related actions in SAA, leading up to the 2010 Statement of Diversity.
      - Submitted 2nd article to *Memoria* (not yet published) on a Black History Month online exhibit curated in 2012 that featured students from the African Diaspora, including one Caribbean alumnus, from the collections of the Harvard University Archives.
      - Organized conference call with Jr. Co-Chair, Silvia Mejía, and Sr. Co-Chair, Mario Ramírez in March 2012 regarding Diversity Committee activities
      - Is currently serving on seven person subcommittee on Diversity Committee to work on SAA Council's mandate *to develop and use ePubs or American Archivist Online supplement to plan and implement 5- to 15-page case studies on the diversity of the archival/documentary record*. This assignment falls under SAA's Strategic Priority #2: Diversity, Desired Outcome #2, from SAA's Strategic Priority document.
      - Attended the Diversity Committee meeting, and three roundtable meetings: International Archival Affairs, Archivists and Archives of Color, and LACCHA in San Diego, at the SAA Annual Meeting August 2012.
      - Submitted October 2012 report to the LACCHA membership on the August 2012 meetings in San Diego of both the Diversity Committee, and the Archives and Archivists of Color Meeting, via the LACCHA listserv.

- Recently appointed for a three year term, September 2012, to the Mentoring Subcommittee of the Membership Committee, where she hopes to promote and represent both LACCHA's and Diversity Committee's mutual interests, and assist with building up communication and education about the mentoring programs, among each of the three SAA constituents, (LACCHA, Mentoring & Diversity Committee) here as well.

d. Silvia Mejía, Special Collections Librarian, Massachusetts State Library: Liaison to SALALM
- Due to her responsibilities as LACCHA Junior co-chair Silvia had very little interaction with SALALM this year and therefore nothing to report.

e. Marisol Ramos, Curator of Latina/o, Latin American and Caribbean Collections, University of Connecticut: Liaison to CPWG
- Reported on the following: CPWG voted to request SAA council to change the name of the group from Cultural Property Working Group to Cultural Heritage Working Group to better represent the type of working group it is
- New co-chairs, Jennifer O'Neil and Kelvin White. Later in the year new members for the working group will be invited to join to fill vacant positions.
- CPWG submitted a panel to next year SAA meeting in New Orleans on cultural property issues
- Several projects are underway: including a selected Cultural heritage bibliography focusing on archival aspects and organized by topic.
- Updated Web Resources, create a social media presence, and create a blog

5) Silvia Mejía introduced the incoming Junior Co-Chair, Joel Blanco-Rivera. Joel is an Assistant Professor at Simmons College Graduate School of Library and Information Science. He recently received his PhD from the University of Pittsburgh School of Information Sciences. His research has focused on the study of the relation between archives and transitional justice in Latin America. Silvia welcomed Joel.

6) Announcements:
   Mejía
   - Mentioned that two LACCHA sponsored panels were accepted:
     Panel 1: *From Hidden Collection to International Incident: The John Cutler Papers and the Guatemala Syphilis Experiments* (session 107, Aug. 9, 2012).
     Panel 2: *A Bilingual History: Promoting Spanish Language Collections to Tell the History of the American West and Mexico* (session: 604, Aug. 11, 2012).
   - It was also mentioned that some LACCHA roundtable members were not receiving emails from the listserv, she stated that at least one member was kicked off the list after renewing her dues with SAA.
   - Reminded membership to update their information in the SAA members' database.
   - Thanked all the members for volunteering time and energy to the roundtable.

7) Mario Ramirez talked to the members about the future collaboration with the Displaced Archives Project.

8) The meeting then moved to the Issues and Advocacy Roundtable. Included here are a few highlights of that meeting for complete minutes refer to the Issues and Advocacy Roundtable minutes and Annual Report.
   Highlights:
   - Collected comments on the closing of the United Auto Workers' Library
   - Promoted White House petition to ensure that every child in America has access to an effective school library program.

- Promoted White House petition to create a commission to support the digitization of Federal holdings.
- Highlighted H.R. 2531 (helping NHPRC retain funding)
- Endorsed SAA presentations, one of which was accepted: SESSION 309 - *Rules of Engagement: The Politics and Pleasures of "Living Archives."* August 10, 2012, 8:30 AM - 9:30 AM

9) Kathleen Williams, Executive Director, National Historical Publications & Records Commission presented attendees with the grant opportunities at the NHPRC, she distributed a one-page list of relevant grant programs and she talked about examples of recent grants. She also mentioned NHPRC's office hours during the conference.

10) Noah Huffman introduced himself as the new liaison for the SAA Program Committee and invited members to submit proposals for the 2013 meeting in New Orleans, LA. He said that there is "no theme" to the meeting and the deadline for proposals was Friday October 5th.

11) The meeting closed with a presentation by Jodi Allison-Bunnell, Program Manager, Northwest Digital Archives on an NHPRC-funded grant for emergent archival programs that focuses on effective advocacy.

There being no further business for consideration, the joint meeting was adjourned at 7:30 P.M.
=
Notes from LACCHA meeting – August 8, 2011
Taken by Silvia Mejía, with input from Michelle Gachett and Marisol Ramos

EXHIBIT B
Summary of LACCHA's 2012 SAA Conference Panel Session

Two LACCHA-sponsored panels were presented at this year's conference of the Society of American Archivists. Below is a list of speakers, with paper titles, and brief descriptions of the panels.
Session Title: From Hidden Collection to International Incident: The John Cutler Papers and the Guatemala Syphilis Experiments
Description of panel: The session examined important archival themes through a case study of one collection that had a significant international impact on bioethics. The collection raises important issues of privacy and confidentiality, transparency in documenting abuses in human rights, control of government records, and memory. The John Cutler Papers and the Guatemala syphilis study that they document go beyond borders, international borders, borders between government records and personal papers, and ethical borders. The session brought together archivists and a historian to discuss the issues raised by this case and the lessons learned.

Marianne Kasica
University Archivist
University of Pittsburgh, Archives Service Center
Uncovering the Johns Cutler Papers and the Guatemala Syphilis Experiments

Robert G. Richards
Director of Archival Operations
National Archives at Atlanta
Public Access and Hidden Government Records: The Records of the Public Health Service Syphilis Experiments in Guatemala, 1946-1948

Paul A. Lombardo
Bobby Lee Cook Professor of Law

Georgia State University College of Law
What Did Dr. Cutler Know, and When Did He Know It?

Session Title: A Bilingual History- Promoting Spanish Language Collections To Tell the History of the American West and Mexico

Description of panel: The session focused on providing access to Spanish-language primary source material. Representing varied experiences with describing, providing access to and introducing users to such sources, the speakers discussed their successes and challenges in these ventures. As former Spanish colonies and Mexican territories, California, New Mexico, Arizona and other Southwestern states share a history and identity that has been shaped by numerous cultures and communities. Much of that history was recorded in the Spanish language. Especially important for the study of Southwestern history is the past and current connection to Mexico. The speakers addressed the challenges of describing non-English collections at the same level as their English counterparts, their approaches to bringing these resources to new audiences, and their efforts to make available a more comprehensive history of an extraordinarily diverse region.

The session offered different perspectives for presenting the historical documentation that archivists preserve, whether by more fully describing our non-English holdings, reaching out to new audiences, or encouraging the telling of a more inclusive history. In addition to discussing the shared histories of the United States and Mexico, the panel explored how crossing institutional borders--collaborating with colleagues in public libraries and academia--can strengthen archivists' outreach efforts.

Nicole Cuadra
Archivist II
San Francisco Public Library
How SFPL Uses Primary Resources to Engage the Community

Teresa Mora
The Bancroft Library
University of California
"Sorry you couldn't find that in the catalog"- Trying to accurately describe non-English materials in a U.S. repository

Jean Spencer
Outreach and Publications Coordinator
Center for Latin American Studies
Engaging Educators in the Telling of a Broader History: Working with Primary Resources to Broaden History Curricula

EXHIBIT C
Summary of
2013 SAA Conference Panel Proposals
Session Title: To Protect and Connect: Strategic Stewardship of Cultural Heritage Material in the Archives
Session Abstract: Concepts of heritage and memory are currently en vogue in the humanities field. But, the terms are often used metaphorically and the concrete issues of cultural property are insufficiently considered within the archival profession. In today's global world, is it ethical for institutions from one nation/community to collect another's cultural property? What are the challenges of managing materials belonging to underrepresented/minority or diasporic groups? Who determines the mode of access and who may be impacted these decisions? By bringing into discussion case studies at the Dodd Research Center (University of Connecticut), Binghamton University Libraries (Binghamton University – SUNY) , the National Museum of the American Indian (Smithsonian Institution), and the National Endowment for the Humanities, this session will examine the complexities of acquiring, preserving, and providing access

to tangible and intangible cultural heritage materials.
Panel Format: Discussion Panel
Chair/Moderator: Lisa Nguyen, Curator, Asia Collections, Hoover Institution Library & Archives
Speaker #1: Marisol Ramos, Curator of Latina/o, Latin American and Caribbean Collections, University of Connecticut **Speaker #2:** Jean Green, Head of Special Collections, Binghamton University – SUNY
Speaker #3: Jennifer R. O'Neal, Corrigan Solari University Historian and Archivist, Univ. of Oregon
Speaker #4: Elizabeth Joffrion, Director of Heritage Resources, Western Washington University
Proposer: Lisa Nguyen, Curator, Asia Collections, Hoover Institution Library & Archives
Endorsed by: LACCHA

Session Title: Forgery and Lawsuits in Colonial Latin American Documents: the Concept of Provenance
Session Abstract: The purpose of this session is to discuss the correlation between documents that people in Colonial Latin America produced and the specific location of these documents within modern archives. During the colonial era, people in Latin America, including indigenous communities and individuals, produced extensive documentation in the quest to defend their rights and to reconstruct their own niche in the evolving colonial societies. Some of these documents are now housed in different national archives; others have made it to U.S. repositories. In the first case, records that came from one branch of government now constitute separate record groups. The relationship between the type of record and the record group or collection is such that by knowing the classification of a document within an archive, it is possible to infer the content and the characteristics of the file. On the other hand, documents at U.S. academic libraries suggest the broader significance of documents and their identification, especially when modern documents are claimed to be colonial.
Panel Format: Discussion Panel
Chair/Moderator: Margarita Vargas-Betancourt, Caribbean Basin Librarian, University of Florida
Speaker #1: Margarita Vargas-Betancourt, Caribbean Basin Librarian, University of Florida **Speaker #2:** Ken Ward, Maury A. Bromsen Curator of Latin American Books, John Carter Brown Library
Speaker #3: David Dressing, Latin American and Iberian Studies Librarian, University of Notre Dame
Proposer: Margarita Vargas-Betancourt, Caribbean Basin Librarian, University of Florida **Endorsed by:** LACCHA

Lesbian and Gay Archives Roundtable (Liaison: Baxter)

Date of Report: December 2012
Officers:
   Co-chairs: Florence Turcotte, University of Florida, 2011-2013
   Michael Oliveira, ONE National Gay & Lesbian Archives, University of Southern California, 2012-2014

   Steering Committee:
   Terry Baxter, SAA Council Liaison, Multnomah County Records Program
   Thomas Brown, Member at Large.
   Marjorie Bryer, Member at Large, University of California at Berkeley.
   James Cartwright, Past Co-Chair, University of Hawaii at Manoa.
   Marika Cifor, Liaison to the SAA Standards Committee and Newsletter Committee Coordinator
   Doris Malkmus, Member at Large, Pennsylvania State University.
   Steven Mandeville-Gamble, Web Liaison, George Washington University.
   Franklin Robinson, Jr. Immediate Past Co-Chair, National Museum of American History, Smithsonian Institute
   Johanna Russ, Website Contributor, Wayne State University.

Bonita Weddle, Past Co-Chair, New York State Archives.

Paula Jabloner contacted Franklin Robinson, noting that she would like to step down from the LAGAR Steering Committee. Maggi Gonsalves has also asked to step down. Marika Cifor agreed to serve as liaison to the SAA Standards Committee.

Report from annual meeting:
Number of attendees: 29
Election results: Michael Oliveira, elected co-chair, term 2012-2014
Summary of meeting activities: Meeting minutes follow

The LAGAR annual meeting began at 5:36pm PDT, 8 August 2012, at the Hilton Bayfront Hotel, San Diego, California.
Franklin Robinson, Jr., outgoing male-identified co-chair, introduced himself and Flo Turcotte, present female-identified co-chair, and provided introductions for members of our steering committee and our guest speakers.

The 2011 meeting minutes were approved with two changes:
Steven Mandeville-Gamble's name was misspelled, and amendments were made.
Daniel DiLandro's email address (dilanddm@buffalostate.edu) was incorrect, and amendments made.

Committee Reports:
Debbie Richards, LAGAR representative on the SAA Diversity Committee, described the efforts with the SAA Council to further expand the on-going Mosaic Scholarship to include internship, travel, and leadership awards. There will be a forthcoming template for letters of support. Additionally, deadline dates for the Scholarship may be changed to September, and interested parties are asked to be aware of these amendments and changes.

Further, Richards described the development of a subcommittee regarding "case studies in diversifying the archives." This initiative will work with the SAA staff and membership, calling for case studies and their dissemination, and develop a subcommittee to develop a blog or wiki highlighting diversity within our profession.

Steven Mandeville-Gamble described the redefinition of his duties from "webmaster" to the more accurate "web liaison" or –facilitator. He has created the LAGAR blog and been exploring usable platforms for the "Lavender Legacies" project. He described some of the challenges faced in these duties, including issues such as the Wikipedia editors' purging of "queer history" entries and pages. Mandeville-Gamble plans to attend an October summit for Wikipedia editors and librarians and will report on procedures to ensure that entries/submissions are maintained as permanently and easily-accessible as possible in this and other venues.

Terry Baxter, the LAGAR representative to the SAA Council, reports that the SAA Council will review the Diversity Survey and provide data for strategic planning initiatives in January. This data will be available thereafter. He will also work with the Council in their clarification of guidelines for nomination processes, making steps more transparent and equitable.

Marika Cifor, incoming coordinator of the LAGAR Newsletter Committee, described the progress of the newsletter itself and urged more participation in and entries for the LAGAR blog, from which is culled newsletter material. Doris Malkmus is stepping off as the newsletter committee coordinator and Daniel DiLandro is resigning his post as the blog Features' Editor. Marika Cifor will assume these duties.

Johanna Russ was unable to attend; and her report as coordinator of the "Lavender Legacies" catalog of LGBTQIA-centric collections and repositories was read by Franklin Robinson, Jr.: Russ noted that though the guide had received many more submissions, some institutions are being missed in the catalog, whether through oversight, active non-participation, or other reasons. She noted that a reassessment of the endeavor is necessary. (See discussion associated with Turcotte report below.)

Maggi Gonsalves, LAGAR representative to the SAA Standards Committee, presented the following report via email to the outgoing male-identified chair in August 2012: "'This past Fall SAA launched the Standards Portal at <http://www2.archivists.org/standards>. The portal includes SAA-approved standards, guidelines, and best practice documents. The Society's long-term goal is to establish a comprehensive clearinghouse that includes information to assist archivists in moving standards from theory into practice. To that end[,] the Standards Committee invites you to contribute to the portal.' Instructions were to contribute 1-3 documents of best practices, guidelines, policies, etc.[,] to test the workings and effectiveness of the portal. These were due in by Spring 2012. I haven't heard anything else since this portal experiment." Gonsalves is leaving the Standards Committee.

Robin Chandler, the tri-chair of the SAA Program Committee, forecast data regarding the joint SAA and Council of State Archives (CoSA) meeting, 2013. That annual meeting's theme is "Theme-Free 2013," and Chandler urged LAGAR members to consider presenting at traditional sessions, lightning talks, or other presentations. Note that lightning talks are to have a reduced maximum number of speakers of 15 (down from 16 in 2012). Proposals are due to SAA on or before 5 October 2012.

Election results:

Michael Oliveira, unopposed, was elected the in-coming male-identified co-chair, 2012-2014.

Co-Chairs' reports:

Franklin Robinson, Jr., out-going male-identified co-chair, formally stepped down, having fulfilled his term. Summarizing his tenure, Robinson noted the production of two "Archival InQueeries" newsletters, an update of the "Lavender Legacies" guide, and the upgrading and maintenance of the LAGAR website. He questioned how to further invigorate our membership and how we might continue to be relevant to our constituent population. Robinson highlighted issues with the newsletter itself. (See Turcotte, et al., comments below.) His remarks read:

"REMARKS FOR LAGAR ROUNDTABLE, SOCIETY OF AMERICAN ARCHIVISTS,
"8 August 2012, San Diego, California
Franklin A. Robinson, Jr., outgoing male identified co-chair (2010-2012)
"I was elected in 2010 and I would be hard pressed to account for the quick passing of the intervening two years. I want to thank Flo Turcotte for her work as female identified co-chair over the last year, Michael Oliveira for facilitating our invitation to Dr. Lillian Faderman, to Maureen Steiner and the Lambda Archives of San Diego for answering my call and agreeing to be on our program, and to those volunteers who contribute time and talent to LAGAR even while performing their daily workload-making time when there is no time.
"Accomplishments for the past year have been the successful publication of two issues of the newsletter by the committee headed by Doris Malkmus. An updating of Lavender Legacies has been completed by Johanna Russ building on the work of the committee and former chair, Debbie Richards, and last but not least the continuing good work of Steven Mandeville-Gamble to maintain the LAGAR website.
"A Steering Committee member e-mailed me prior to this meeting asking to step down from the committee and the reason was in her closing line, "it's time for new blood." I feel that may get to the heart of where we are at this time and calls up some questions. How do we infuse our roundtable with

new energy, ideas, and skills – pull in some new members, perhaps revise our by-laws to better reflect a redefined mission? Should Lavender Legacies continue? If so, in what form? Has the newsletter become a burden? Our by-laws require the production of a newsletter twice a year as well as requiring the newsletter committee to take the annual meeting minutes. Doris Malkmus is stepping down and no one is presently stepping up to take her place. With her lament that she was hard pressed to get contributors, one wonders if we are asking too much of an already overburdened people? What do we need to be doing?

"Recently I was asked to come to Rochester, New York to receive the Helping People With AIDS Records that had been donated to the Archives Center, NMAH. I was greeted by enthusiastic members of the Gay Alliance of the Genesee Valley who are actively working to preserve their history by placing collections in major repositories-determined that their legacy will survive. This is just one organization out of many throughout the nation working to ensure that our stories are preserved. The question that I leave with you, as I leave you, is how do we, the members of LAGAR, continue to be relevant to our constituency? Now that we have a seat at the archival table, if you will, what might we offer as a group to those organizations, archivists and would be archivists, that is not found anywhere else? Where should we direct the energies we have?

"I thank you for allowing me to serve you for the past two years and all the best to our two co-chairs as we move forward.

"Thank you."

Florence Turcotte, female-identified co-chair, asked for volunteers for the Steering, Newsletter, and "Lavender Legacies" Guide Committees, and asked to be contacted if members would like to participate. She also addressed the issue of the newsletter, noting that the newsletter is a Roundtable requirement: Would it be beneficial to collapse the newsletter and the "Lavender Legacies"?

Further questioning arose regarding how to collect GLBTQIA repository information. Steven Mandeville-Gamble suggested the possibility of investigating web harvesting tools to aggregate data, though he noted that much of the Guide's data is readily available through web searches. Google Analytics would be a useful tool to gauge the Guide's usage and determine its current relevance. Additionally, it was discussed that certain repositories feel social, political, or donor pressure to abstain from highlighting their GLBTQIA material and that some repositories may simply be unaware of the Guide's work. It was proposed to develop this issue into a workable LAGAR-related session for the overall SAA Conference. Jim Cartwright highlighted the necessity of developing action plans for the future of the newsletter, blog, and "Lavender Legacies."

Turcotte asked that we consider means to craft a more informative, news-related blog that perhaps focuses less on data-driven facts. She will send out queries via email in order to continue this discussion and lead to workable suggestions to streamline the blog, "Lavender Legacies," and, thus, the newsletter.

Turcotte offered heart-felt thanks to Franklin Robinson for his diligence and hard work on behalf of LAGAR as male identified co-chair, and for his guidance and support to her personally.

Guest Speakers:
Lillian Faderman, internationally-known and multiple award-winning author of texts on ethnic, lesbian, and LGBTQIA studies spoke of her previous research and projects and how the archival community aids her in her studies. She specified her studies of Dickinson, Cleveland, and her research regarding Woolley and Marks, underscoring the many issues attendant in the suppression of primary documents and the reasons that repositories maintained these strict "rules." Faderman emphasized the challenges of research in "the bad old days" and many problems with current holdings, dissemination of collections' data, and qualifications on research. She thanked all of us who work to preserve and make accessible GLBTQIA-related archives and collections!

Representatives from the Lambda Archives of San Diego – Maureen Steiner, President, Board of Trustees; Kelly Revak, archivist; and Diane F. Germain, collection development specialist – spoke about their institution's 25th anniversary, collections, promotion, outreach, as well as initiatives that they employ in working in an all-volunteer repository. Focusing on under-documented populations, the Lambda Archives of San Diego has recently obtained a new space and permanent, on-site exhibits, which allows them a greater freedom in promoting their materials and affords increased visibility and avenues of collecting. The Lambda representatives especially highlighted the importance of developing and maintaining ongoing records and recording of community resources.

New Business:
There was no new business discussed.
The Lesbian and Gay Roundtable of the Society of American Archivists adjourned its annual meeting at 7:28pm PDT, 8 August 2012.

Respectfully submitted,
Daniel DiLandro
College Archivist and Special Collections Librarian
E.H. Butler Library 135
1300 Elmwood Ave.
Buffalo, NY 14222

End of meeting minutes

Completed projects/activities: Updating of Lavender Legacies has been accomplished: http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/lavender-legacies-guide . There is a need for an on-going effort to maintain this guide, however, there seems to be little interest in taking on responsibility to do so.

Ongoing projects/activities: The Queer History Social Media Project is an initiative aimed at bringing the skills and insights of professional archivists, librarians, historians, and other social scientists involved in the study of LGBTQ history to bear in the improvement and enrichment of Wikipedia articles on topics, individuals, and organizations related to the LGBTQ experience throughout history.

Efforts continue to expand the Mosaic Scholarship program. Applications are due by the end of February.

New projects/activities: A number of our steering committee members have proposed a joint session for next year's SAA program. This session features conversation among leaders of SAA groups which have sponsored outreach to communities beyond SAA to share the challenges people have faced in providing the service(s), the successes they have had in meeting the challenges and the problems which remain unresolved. Audience will have opportunities for questions and comments which may help resolve some problems. LAGAR has filed an endorsement of this proposal submitted by Jim Cartwright.

Strategic Priority - Technology initiatives: Steven Mandeville-Gamble is updating the LAGAR website.

Strategic Priority - Diversity initiatives: Debbie Richards is serving on an SAA subcommittee regarding "case studies in diversifying the archives." This initiative will work with the SAA staff and membership, calling for case studies and their dissemination, and to designate a group to develop a blog or wiki highlighting diversity within our profession.

Strategic Priority - Advocacy/Public Awareness initiatives: Finding a person or persons to maintain the Lavender Legacies guide.

None at this time.

Local Government Records Roundtable (Liaison: Cline/Huth)

Report submitted late (1/31/13).

Officers:
- John H. Slate,   2011-2012 (Completing unexpired term of Jim
- Vice Chair None   Term None

Report from annual meeting:
Number of attendees: 9
Election results: Donna Guerra elected unopposed via SAA electronic ballot – report attached

Summary of meeting activities:(or attach minutes or newsletter accounts) **attached**

Completed projects/activities: Completed draft of new bylaws; reviewed and approved by Nancy Beaumont (bylaws must receive final approval from membership by election)

Ongoing projects/activities: See minutes

New projects/activities: Adopt new bylaws by election through membership.

Strategic Priority - Technology initiatives: None

Strategic Priority - Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: See minutes

None

Minutes
Local Government Records Roundtable
August 8, 2012
1:00 PM - 3:00 PM

Name of Section/Roundtable: Local Government Records Roundtable

Officers: John H. Slate, CA, Chair

Report from annual meeting:
- Attendees: Donna Guerra, John Slate, Jelain Chubb, Geoff Huth, Sarah Demb, William Branch and Clarence Davis, past president Frank Boles, Council liaison Scott Cline (9)
- Election results: Donna Guerra, chair-elect [unopposed via SAA electronic ballot]

- Summary of meeting activities:

Meeting called to order approximately 1:05pm.

After Welcome and Introductions by John H. Slate, there were reports from allied organizations, including Jelain Chubb, National Association of Government Archives and Records Administrators [NAGARA]. Chair requested SAA Council liaison Scott Cline to ask members to submit proposals for the 2013 meeting and to report on Council activities.

Past President Frank Boles requested a few minutes to ask the Round Table to support and assist SAA's Government Affairs Working Group (GAWG). The Working Group is charged to: "provide timely expertise and advice to the SAA Council. The Working Group responds to requests for assistance from the President (acting on behalf of the Council) or the Executive Director, tracks government affairs issues of concern (or potential concern) to archivists, and drafts for the Council approval responses or position statements as needed." Boles reported:

"In order to better fulfill this charge I am contacting you to ask for the help of the Local Government Records Roundtable. Clearly the community of archivists who are members of your group have a particular concern with public issues and affairs. Thus, we would like to recruit someone from among you to help us monitor issues of particular concern to your community."

The Roundtable agreed to help the Working Group whenever requested.

Ongoing projects/activities Directory of local government archives repositories – preliminary work completed by John Slate and Eric Willey; on hold since Summer 2012

New projects/activities Program for 2013 under development

After announcements and topics of interest meeting adjourned at 2:15 pm.

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Society of American Archivists
Local Government Records Roundtable Bylaws
(Adopted by the SAA Council xxxxxxx)

</div>

I. **NAME.** The name of the roundtable shall be Local Government Records Roundtable.

II. **MISSION.** The mission of the roundtable is to provide a forum for dialogue among archivists concerned with the administration, organization, and care of records of local government.

III. **MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

IV. **GOVERNANCE.**

A. **Officers.** The roundtable shall be led by a Chair who is elected annually and who may not serve for more than three successive years.

B. Duties of Officers. The Chair shall fulfill those responsibilities of officers specified in SectionX. of the SAA Governance Manual.

C. Nominations. The Chair shall issue a call for nominations, including self- nominations, for the position of Chair every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the Chair and announced to roundtable members no later than July 15.

D. Elections. Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Chair to all roundtable members via the roundtable's official email discussion list and website.

E. Appointments. Roundtable members may be appointed to additional leadership roles by the Chair.

V. **MEETINGS.** The roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the Chair. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

VI. **AMENDMENTS.** Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

2012 Local Government Records Roundtable Election

SurveyMonkey

1. For Chair		
	Response Percent	*Response Count*
	100.0%	*69*
	0.0%	*0*
	answered question	*69*
	skipped question	*1*

Lone Arrangers Roundtable (Liaison: Kaplan)

Date: August 8, 2012
Officers:

Michelle Ganz - Chair 2012-2014
Ann Kenne– Vice Chair/Chair Elect 2012-2014

Roundtable Steering Committee:
Alexis Braun-Marks – University Archivist, Eastern Michigan University. Her term began in 2008 and will end in 2013.
Alison Stankrauff (Immediate Past Chair) – Archivist and Associate Librarian, Indiana University South Bend. Her term began in 2010 and will end in 2013.
Amanda Stow – Archivist/Records/Digital Collections Manager, American Humane Association. Her term began in 2009 and will end in 2013.
Caitlin Donnelly – Archivist, Daughters of the Republic of Texas Library. Her term began in 2009 and will end in 2013.
Gregory A. Jackson – Archivist, Academy of the New Church, Glencairn Museum. His term began in 2011 and will end in 2013.
Rachel M. Grove Rohrbaugh – Archivist and Public Services Librarian, Chatham University. Her term began in 2011 and will end in 2013.
Russell Gasero – Archivist, Reformed Church of America. His term began in 2010 and will end in 2013.
Sandy Baird – Volunteer, Keeneland Library. Her term began in 2011 and will end in 2013.
Tiffany O'Sheal – Archivist/Document Control Specialist, Office of Regulated Studies U.S. Army Medical Research Institute of Chemical Defense. Her term began in 2011 and will end in 2013.
Tiffany Schureman – Archivist/Research Librarian, Fort Worth Museum of Science and History. Her term began in 2011 and will end in 2013.

Our Nominating Committee consists of the following individuals:
 Russell Gasero – Archivist, Reformed Church of America.
Amanda Stow – Archivist/Records/Digital Collections Manager, American Humane Association.
Alison Stankrauff – Archivist and Associate Librarian, Indiana University South Bend.

Report from annual meeting: This reports the activity of the roundtable during its annual meeting which was held in San Diego, CA August 8, 2012
- Number of attendees: 45
- Election results: Ann Kenne, vice chair/chair elect
- Summary of meeting activities:
   (Or attach minutes or newsletter accounts)

Lone Arrangers Roundtable Annual Business Meeting Minutes –
San Diego, CA Wednesday, August 8, 2012 5:15 to 7:30 p.m.

We started the meeting with a joint forum with the archives management roundtable. We heard 2 panels; one on collaboration and another on planning for anniversary celebrations. I hope to have copies of all of the presentations available on our official SAA page as well as our unofficial sites soon.

Michelle Ganz officially began her term as roundtable chair and Ann Kenne began her term as vice chair.

The steering committee will remain the same. We have decided that steering committee members will rotate off on non-election years.

We had a report on the diversity survey that Tiffany O'Sheal and Alexis Braun Marks began working on last year. They have collected all the data and are currently processing that data into a full report. We are all looking forward to it.

We also had a report on the Records management for lone arrangers manual. Lisa Sjoberg has been hard at work on the manual. If you have ideas or questions please to do hesitate to contact Lisa.

Our council liaison, Beth Kaplin, gave us a report on the Council activities and plans. She has recommended that we look at council agendas and meeting notes (available on the SAA website) and voice our thoughts. The rules around outside sites have been loosened. We no longer have to get permission to start an outside site. To that end, a Lone Arranger site has been created on LinkedIn. Please let your non-SAA member friends know that there is a new way to connect with the roundtable. Council has also requested that all roundtables have bylaws; the lone arrangers have had them for a while now, so we will just be confirming that our bi-laws conform to the recommended templates. If you are interested in viewing the bylaws, please see our roundtable page.

Robin Chandler, the 2013 program committee representative talked to us about next year's meeting in New Orleans. This year we can submit a panel topic as well as a lightening round topic. All submissions are due by October 5. If you are seeking roundtable endorsement please get your submissions into the steering committee no later than September 24th. Please remember that while roundtable endorsement can help your chances of being selected it is not necessary. Feel free to submit directly to the program committee. This year there is no specified topic so you can discuss anything you would like. Robin did say that a diverse panel will be viewed more favorably that a panel geared specifically towards lone arrangers. So, reach out to your fellow archivists in other roundtables. If you have an idea but don't have the people please post to the listserv, I'm sure you will be able to find volunteers. If you have any questions feel free to contact Robin, the program committee, me or Ann, and we will be happy to help.

After all of the reports we opened the meeting for discussion. This year we focused on 3 inter-related topics:
1. Reviving the newsletter
2. Continuing education
3. getting more involved in SAA.

We started by discussing the newsletter. Russ Gasero will be taking on the editorial duties but would love to have a few volunteers to help out. If you are interested please let me know (michelle.ganz42@gmail.com). Here is a list of what we discussed regarding the newsletter:

What members would like to see in the newsletter (they thought quarterly would be a good publication cycle):

Educational opportunities
Question/answer column or "Best of the Listserv" column that highlights questions from the listserv
Tips and tricks about software programs and IT issues
New projects or collections that members are working on
Product/software/**resources ideas/reviews
Lone arranger profiles
"Ads" to solicit participation in SAA or regional presentations
Regional highlights such as in the MAC Newsletter

Help with electronic records and media
Focus on material types and challenge
New methodologies
Certification tips and tricks

We next turned our attention to the idea of continuing education and what we can do to get more opportunities for roundtable members.

Here are the ideas that we came up with:
Continuing education·
Positive response to getting older conference recordings and making them accessible·
Interest in developing online workshops/videos/tutorials with chat room options·
Interest in purchasing seats to webinars together to reduce costs

And finally we discussed how we can help members get more involved with SAA.

We are very fortunate to have a number of members who have succeeded in getting in on the national level. They were able to offer a lot of in-sites that we hope to turn into a regular feature of the newsletter. But, there were a few themes that everyone agreed on:
Get your name out there
Volunteer for task forces and committees
Network
Get involved with sessions, such as being a diverse voice about lone arranger experiences about the session topic

Nearly all of our topics were touched on by various other roundtables and individuals at the annual meeting. I was able to gather a number of documents that we will be sharing with you as soon as the permissions can be squared away.

After the meeting we adjourned to dinner, which was a lot of fun. I hope that more of you will be able to join us next year in New Orleans!

I am looking forward to a productive and exciting year. And don't forget to get your proposals into the program committee by October 5th (September 24th if you would like to be considered for Roundtable endorsement).

Strategic Priority - Technology initiatives: None.

Strategic Priority - Diversity initiatives: None.

Strategic Priority - Advocacy/Public Awareness initiatives: None.

Questions/concerns for Council attention: None at this time.

Metadata and Digital Object Roundtable (Liaison: Meissner)

Date: **November 15, 2012**
Officers:
- Polina Ilieva (Co-Chair), 2010-2013

- Jody DeRidder (Co-Chair), 2012-2013
- Dennis Meissner (Council Liaison), 2010-2013
- Mikki Macdonald (Web Liaison), 2012-2013

Report from annual meeting: (Please see attached)

Completed projects/activities:
- Appointed a social media coordinator
- Created a social media presence for MDOR to facilitate access to information
- Worked with the SAA standards committee to collect and provide information about metadata and digital standards for the Standards Portal
- Established an internship program to provide an opportunity for current graduate student(s) or archivist(s) with less than one year experience in the profession to be actively involved in roundtable activities
- Updated the Roundtable manual
- Updated the website to incorporate social media
- Solicited volunteers for steering committee membership and selected new members

Ongoing projects/activities:
- Review session proposals and make endorsements
- Organize Roundtable meeting for SAA conference
- Consider alternative formats for annual meeting and solicit ideas from membership
- Update the MDOR website
- Research & solicit metadata samples from member institutions
- Identify and define the scope of MDOR's web content in relation to the Standards Portal
- Continue developing the internship program

New projects/activities:
- Appoint a new social media coordinator
- Create directory of metadata user groups
- Develop a calendar on the MDOR website of upcoming webinars/seminars/workshops of interest to membership
- Compile spreadsheet and solicit involvement of MDOR volunteers
- Develop bylaws
- Create a LinkedIn group
- Perform a survey of membership to assess whether to become a section, and our focus
- Decide whether to convert MDOR RT to a section, and document the decision
- Establish liaisons with other key sections and roundtables, to better coordinate our efforts

Strategic Priority - Technology initiatives: Create directory of metadata user groups**.** Expand usage of social media for outreach and engagement

Strategic Priority - Diversity initiatives: Solicit involvement of MDOR volunteers in current projects

Strategic Priority - Advocacy/Public Awareness initiatives:
Social media postings on at least a weekly basis
Develop and maintain calendar of upcoming events of interest
Establish liaisons with other key sections and roundtables

Questions/concerns for Council attention: As the pressure increases to provide online access to special collections and archive materials, the focus and interests of several round tables and sections begin to overlap and converge. In particular, Electronic Records, Description, Preservation, and the Reference, Access and Outreach sections (as well as the EAD Roundtable) overlap with the concerns of the Metadata and Digital Objects Roundtable. Yet MDOR clearly has wide appeal and a huge membership. Strategic use of resources and personnel suggests establishment of liaisons between these (and other) groups, and recommends the clarification of boundaries between sections or merging of sections as appropriate.

It might benefit leadership to also identify areas not currently being served by existing sections, and consider establishment of sections to cover those areas, or assignment of agenda items to existing or emerging sections to ensure that membership needs are being met.

Metadata and Digital Objects Roundtable
2012 Summary of Annual Meeting Activities

Number of attendees: 170
A. Introduction provided by Polina Ilieva, Co-Chair of MDOR
B. Announcements made by:
- John W. Chapman, OCLC projects
- Kathleen M. Williams, National Historical Publications & Records Commission
- Dennis Meissner, SAA Council Liaison

Included the following:
· SAA has endorsed ISO Trustworthy Digital Repository Audit Standard (TRAC)
· OCLC Research is conducting a "rough and ready" finding aids project to digitize handwritten finding aids
· Linked open data is now available at the end of individual OCLC records as well as VIAF and FAST records
· SAA approved and endorsed standards as well as community recommended and vetted standards are available in the Standards Portal: http://www2.archivists.org/standards
  o New standards should be submitted through a section or roundtable
  o Anybody can contribute related resources under any standard
· @mdor_tweets is the new Twitter address for MDOR

C. Election Results: 343 voters (online election)

Polina Ilieva relected as Co-Chair for third term (250 votes)
Jody DeRidder elected as Co-Chair for first term (308 votes)
Chela Weber (write-in candidate) not elected (1 vote)

D. Presentations:
1) Nancy McGovern, MIT Libraries for **Jefferson Bailey**, Library of Congress
"Trends & Challenges in Digital Object Storage Infrastructure: Notes from the NDSA Infrastructure Working Group"
 Abstract:
   The National Digital Stewardship Alliance (NDSA) is a network of partners dedicated to ensuring enduring access to digital information. The Alliance's mission is to establish, maintain, and advance the capacity to preserve our nation's digital resources for the benefit of present and future generations. The NDSA Infrastructure Survey, conducted between August 2011 and November 2011, solicited information on digital object storage practices within the NDSA community. The survey results, along with continuing research and discussion, reveal a number of insights into current infrastructure practices and emerging challenges. This presentation will summarize and explicate these findings across a variety of infrastructure topics.
   Notes:

- National Digital Stewardship Alliance (NDSA) has five component groups: content, standards, infrastructure, innovation, outreach
- For additional information follow The Signal (LC digital preservation blog): http://blogs.loc.gov/digitalpreservation/

2) **Chatham Ewing**, Assistant Professor and Curator of Special Collections, the University of Illinois at Urbana-Champaign, and
Katherine Wisser, Assistant Professor and Co-Director, Archives/History Dual Degree Program, Simmons College
"Archives & Social Networks"

Abstract:
How might social network analysis and digital tools for network diagramming motivate archivists to begin rethinking how they construe relationships between collections, collecting, and metadata? This session will tease out implications of using network analyses as they apply to practical use and reuse of network data in varied archival contexts. Kathy Wisser will present on the first round of results of her IMLS-funded project which uses network analysis to examine the impact of relationships on archival description. Chatham Ewing will present his recent research on network analysis under the broad rubric of manuscripts and special collections, with particular interest in collection development.

Notes:
Chatham Ewing:
- Mapping connections between correspondents (incoming, outgoing, recommended) involved in founding of a journal
- o Way to demonstrate people most heavily involved in particular activities
- o Used social analysis of cohorts
Kathy Wisser/Simmons:
- IMLS grant-funded project focused on social network analysis of literary collections
- Manually analyzed finding aids of four literary archives to determine identities and biographical sources
- Used NODEXL and Pajek software to perform social network analysis
- Finding: 19th c. relationships were much more local than 20th c.
- Granularity and intensity of relationships not explored
- Also tracking where data came from in order to analyze past archival description practice
- http://gslis.simmons.edu/smallworld

3.**Corey A. Harper**, New York University Libraries
"Context and Prosopography: Putting the 'Archives' Into LOD-LAM"
Abstract:
Rich descriptions of history and context, and of people, places, and events, are scattered throughout the prose of archival descriptive metadata. Initiatives like EAC-CPF and SNAC are first steps at turning those descriptions into reusable, recombinant *data*. Learn about how the Linked Open Data - Libraries Archives and Museums movement, as well as emerging Linked Open Data efforts in other scholarly domains, wish to make use of archival description. This presentation will discuss standards and best practices for Linked Data and the Semantic Web coming from Dublin Core, the World Wide Web Consortium, and the library and museum communities, and how these standards could be applied to archival metadata.
Notes:
- Tim Berners Lee TED talks about raw data
- Most LAMs have closed silos of data

· Prosopography: enables you to discern information about individuals based on relationships when you might not have much biographical information
· For more information, follow @chrpr (Corey Harper's Twitter account)
4. **Laura Williams**, Stanford University
   "In a Flash: Streamlining Digital Image Description Through Batch Metadata Application"
· Needs for digital image collection:
   o add metadata in bulk
   o view images together with metadata
   o add flat and hierarchical metadata
   o customize metadata fields
   o export in widely used format
· Used Photo Mechanic (by Camera Bits) to add bulk metadata
· Metadata resides in image layer
· Exported images and metadata into DAM
· Metadata resides in image header and exported in XML, then transformed into MODS so that the images and metadata could be contributed to shared DAM

E. Small Group Discussions:
- Archives & social networks (facilitators: Chatham Ewing, Katherine Wisser)
- Digital objects description and storage (facilitators: Laura Williams, Nancy McGovern)
- Linked open data (facilitator: Corey A. Harper)

Notes: These discussion groups were so popular, we have determined that perhaps they should precede the presentations at our next annual meeting. Feedback from the membership was very positive.

Military Archives Roundtable (Liaison: Landis)

Date: 15 November 2012
Officers:
- Mike Miller (Chair)   2012-2013
- Jim Ginther (Vice Chair)   2012-2013
- Melissa Wiford (Secretary)   2012-2013
- Amy Mondt (Steering Committee Member)
- Mary Saffell, (Steering Committee Member)

Report from annual meeting:
Number of attendees: # 50
Election results: See officer slate above
Summary of meeting activities:

1) Welcome and introduction of the newly elected officers, Chair – Mike Miller (Marine Corps), Vice-Chair – Jim Ginther (Marine Corps), and Secretary -Melissa Wiford (Army).
2) Chair Mike Miller expressed the desire to involve everyone equally – military and civilian, academics, etc. This was also expressed by individual members during the introductions of participants.
3) Announced the formation of the MART steering committee (Chair - Amy Mondt, Vietnam Archives at Texas Tech,) – looking for suggestions of what MART should be doing/suggestions for sessions for next year's SAA/outreach within SAA and with public regarding our holdings. Also, looking for volunteers to serve on the committee.

4) MART has draft by-laws and now has one year to refine them and get them approved by SAA.
5) Discussion of this year's MART activity - a trip to Marine Corps Graduation on Friday Morning, and an afternoon behind the scenes tour of the Marine Corps Recruit Command archives and museum. Consensus on trying to do a military themed tour in New Orleans (SAA Annual Meeting 2013), but will require prior planning and need to fit in the official schedule of events (offered to larger SAA participation). Possibilities suggested include a "Battle of New Orleans" staff ride-like tour or a MART sponsored behind the scenes tour of the WWII museum.
6) Chair called for volunteers to help with MART social media outreach. Requested members to link to MART Facebook page. Before, MART can fully implement the Facebook, MART must gain SAA's approval.
7) One of the most features during the meeting came with the discussion of the purpose of the MART and the introduction of each member to the group, By learning of each institution and their different missions and purposes, we were able to share information about our repositories, even archivists in the same who had never met each other until the meeting. Through this process, we learned how diverse and dynamic our group is, and the synergy and excitement of this first meeting supported the idea of creating the MART in the first place.

   MART's SAA council representative, Bill Landis, was introduced to the group and briefed us on the following issues:

   A) The move to create new roundtables has prompted SAA leaders to review the governance of sections and roundtables and aligned the information. Roundtables will now be required to have bylaws - basic guidance is on SAA website. MART's draft bylaws follow this pattern.
   B) SAA approved an international standard on trustworthy digital assets.
   C) A proposed advocacy brief is on the SAA website for review.
   D) SAA has revised their code of ethics and professional conduct – online.
   E) SAA has written job descriptions for elected positions with an estimate of the time required for the duties, again in response to new roundtables.
   F) Survey data from the member's needs and satisfaction survey is available online.
   G) SAA is beginning work on its next strategic plan (2015-2020); work begins in earnest in January 2013; looking for volunteers.
   H) SAA Task Force is looking at adjustments to the conference set-up. The conference is too big to fit in a single hotel/venue in all but 8 cities. SAA uses a room-block to get free or reduced cost use of the meeting spaces – how to keep cost down when we need more space than one hotel can provide? Looking at providing wireless access to people who cannot attend in person.

Following the business portion of the meeting, Amy Mondt presented a talk on Military Reference to veterans at the Vietnam Center Archives. IDEAS: a basic user's guide online or a 5 minute orientation video

As part of the meeting we had a trip to Marine Corps Graduation on Friday Morning, and an afternoon behind the scenes tour of the Marine Corps Recruit Command archives and museum. Two formal presentations were also made by MART Members by Mary Saffell of the Vietnam Archive at Texas Tech and by members of the JPAC staff regarding the use of military archives in the location and repatriation of American MIAs from all wars.

The powerful response from the members of the MART starting with the founding of the Roundtable and through the first meeting validated the long overdue fulfillment of a desire for this group. At times, the emotional response was overwhelming and gratifying to all who were able to be in that room in San Diego, and all who have joined since. In less than a year, over 170 Archivists joined the MART.

The following comments by MART members indicate the level of success we have had in the past year:

"It was a great opportunity to see how many people outside of government agencies are collecting military history. The tour of the Marine Corps Base was perfect and brought back old memories. I would say the MART session was the best of the whole conference." - Mary E. Hope

"Discovering MART in San Diego was a 'eureka' experience for me, on behalf of the American WW II Orphans Network. Thank you, Mary Ruwell, for remembering us! I was energized meeting all of you. MART is just what I was seeking for AWON's outreach within SAA. This list serve seems to be a perfect tool to get our information to military archivists. Networking and your guidance is critical toward reaching our eventual goal - to seek and accomplish placement of AWON/s records within a notable archives - be it military, university, library or other focus specific institution. And yes, riding in the USMC official coach to MCRD was an honor - as it was to view the graduation from boot camp of our then-newest west coast Marines!" - Norma Nicol Hamilton, MA

"I agree that it was a very successful first meeting. I think that the variety of people interested in military archives was amazing: from people who worked for the military to universities to special projects like the WWII War Orphans. My outstanding memory was the "Marines" bus that came to pick us up for the depot tour. It made me feel special, but it was also a good way to meet people. Thanks for all that planning. - Mary Elizabeth Ruwell, PhD, CA

Completed projects/activities: Successfully wrote and submitted, and had approved a petition for the creation of a Military Archives Roundtable and held our first annual meeting at the SAA Annual Meeting in San Diego.

MART members submitted two session proposals for the 2012 SAA Annual Meeting in San Diego.

MART has also in its first year of existence has begun fostering a community of military archivists that has become more active and cooperative over the past year. This has resulted in cross institutional cooperation on reference requests, finding new homes for collections/donations, and putting together panels for the 2013 annual meeting.

The list serve traffic has steadily increased since the meeting and has become a gather space for our group.

We've also started to educate the other archivists in SAA about our work and missions through promotional materials like our camo MART stickers and the new stickers Melissa is developing.

Formed a committee to help with MART social media outreach.

Formed a Steering committee to begin planning on new initiatives.

MART members provided feedback to SAA leadership on future annual meetings and attended new leaders training as well as attending sessions from a wide spectrum of professional interests.

MART Members held on one meeting for Government Military Archivists which included attendees from Marine Corps Archives (MC), Naval Archives (NAVY), and Archival Branch, USAHEC. Topics discussed included: further meetings, joint training, conservation, contracting, display policies, terminology, electronic systems, types of materials/Records Management/Digital materials, Collection Development Policies, posting materials online and FOIA, general policy discussions, outreach, backlogs,

and career development. Members expressed a need for future, perhaps quarterly meetings as we are all dealing with the same issues and could use one another's expertise. Discussion of the wish to continue the meetings, but must bring in the Air Force and the Coast Guard (scheduling conflict).

Ongoing projects/activities: Drafting Roundtable by-laws for submission prior to 2013 Annual Meeting MART members initiated work for session proposals for the 2013 SAA Annual Meeting in New Orleans

New projects/activities: The reference/research guide in which we gather information about our collections and present it in one central format (such as the web, print, etc.).

A long term goal for the group would be to develop a book for the SAA Fundamentals series on how to handle military-related collections.

Strategic Priority - Technology initiatives: Develop our social media venues such as Facebook, Twitter, and Tumblr

Strategic Priority - Diversity initiatives: Bring in more academic archivists, not just folks who work for NARA, or military branch archives.

Strategic Priority - Advocacy/Public Awareness initiatives: Develop guides for other archivists on how to use military collections for public outreach events commemorating Memorial Day/Veterans' Day (similar to what SAA puts out for Archives Month)

<mark>**Questions/concerns for Council attention:**</mark> None

Native American Archives Roundtable (Liaison: Cline / Zanish-Belcher)

Date: November 15, 2012
Officers:
- Jennifer R. O'Neal, Vice-Chair/Chair-Elect, 2011-2013
- Ann Massmann, Steering Committee, 2010-2012
- Gina Rappaport, Steering Committee, 2011-2013
- Jolene Manus, Steering Committee, 2011-2013
- Ally Krebs, Steering Committee, Immediate Past Chair, 2011-2013

Report from annual meeting:
Number of attendees: 30
Election results:
- Ann Massmann: Vice Chair/Chair Elect, 2012-2014
- Leanda Gehegan: Steering Committee, 2012-2014
- Nick Pavlick: Steering Committee, 2012-2014
- Camille Tyndall: Web Liaison, 2012-2014

Summary of meeting activities: Meeting Minutes Attached

Completed projects/activities:

- Steering Committee members actively served on the Native American Protocols Forum Working Group. Jennifer O'Neal drafted the final report to Council in December 2011. The Working Group received a 2012 SAA Exemplary Service Award.
- Steering Committee members also presented at various conferences throughout the year, including the Association for Tribal Archives, Libraries, and Museums, and the Native American and Indigenous Studies Association.
- Roundtable members also attended the IFLA Presidential Meeting: Indigenous Knowledges: Local Priorities, Global Contexts

Ongoing projects/activities:
- Service on various Working Groups and Committees including the Cultural Property Working Group and the Diversity Committee
- Website enhancements
- Blog development regarding activities and resources

New projects/activities:
- Participation in the newly created website in Australia—The Indigenous Archives Network. The Indigenous Archives Network is a space that has been created for information exchange, collaboration and discussion around Indigenous archives, libraries, galleries, museums and keeping places. The Steering Committee will be participating in the website by posting blog entries and posting news regarding Native American Archives in the United States.
- Assisting Ann Massmann with gathering data and possibly conducting a survey for her book project, Navigating Native American Archives.

Strategic Priority - Technology initiatives:
- Creation and enhancement of NAAR websites, including a resources page.
- Development of a NAAR blog to keep membership up-to-date with activities and issues occurring regarding Native American Archives

Strategic Priority - Diversity initiatives: Members will support the Diversity Committees project to create a platform where SAA members can share online case studies related to diversifying the archival record.

Strategic Priority - Advocacy/Public Awareness initiatives: The Steering Committee will continue to utilize and develop new ways of communicating with the membership, including Facebook, Twitter, Blogs, etc. In addition, we will also investigate ways of collaborating with other groups and organizations working on Native American and Indigenous Archives issues to enhance initiatives and reach more members.

Questions/concerns for Council attention: None at this time.

Society of American Archivists
Native American Archives Roundtable Annual Meeting Minutes
Wednesday, August 8, 2012; 5:30 PM – 7:30 PM
San Diego, California; Hilton Bayside Hotel (Aqua 308)

1. Welcome and Recognition of Local Native American Archive Repositories
   Julie Holder, Rincon Band of Luiseno Indians' Museum
   Katie DuPerry, Barona Cultural Center and Museum
   Charity Bacon, San Manuel Band of Mission Indians

2. Introductions of Current Steering Committee

    Jennifer O'Neal, Vice-Chair/Chair-Elect, 2011-2013
    Ann Massmann, Steering Committee, 2010-2012
    Gina Rappaport, Steering Committee, 2011-2013
        Jolene Manus, Steering Committee, 2011-2013
    Ally Krebs, Steering Committee, Immediate Past Chair, 2011-2013

3. 2013 Program Committee Representative Report
    A. Derek Mosley reported that the 2013 meeting will not have a theme. All proposal ides are
       welcome, especially those highlighting the diversity of the profession. Lightening rounds are
       encouraged. October 5 is the deadline for the proposals and October 15 is the deadline for
       Roundtable endorsements.

4. SAA Council Report
    A. Scott Kline, Council Representative will be leaving. Tanya Zanish-Belcher will be NAAR's new
       Council Representative and liaison.
    B. SAA Council endorsed the International Standard on Digital Repositories. These standards will
       be hosted on SAA's website.
    C. SAA Council is still evaluating the results of the member survey. The survey will help to revisit
       SAA priorities. There will be opportunities for members to get involved in rethinking these
       priorities.
    D. All Roundtables must have bylaws. Roundtables are encouraged to create external websites or
       social networking sites including Twitter accounts. These sites/accounts must link back to the
       official SAA Roundtable microsite [Drupal].
5. Business and Reporting

    A. Outgoing Steering Committee Members:

           Ann Massmann, Steering Committee, 2010-2012
       Karen Underhill, Steering Committee, 2010-2012

    B. Election Announcements—New Steering Committee Members:

       Ann Massmann: Vice Chair/Chair Elect, 2012-2014
       Leanda Gehegan: Steering Committee, 2012-2014
       Nick Pavlick: Steering Committee, 2012-2014
       Camille Tyndall: Web Liaison, 2012-2014

    C. Report on 2011-2012 activities (IFLA, ATALM, NAISA, etc.)
    • Steering Committee Members presented at ATALM and NAISA.
    • IFLA Indigenous Knowledges: Local priorities, Global contexts conference 2012. Sessions
      online: http://iflaindigenousknowledges2012.ok.ubc.ca/index.html

    D. Report from NAAR Cultural Property Working Group (CPWG) Representative: Jennifer O'Neal
    • The Group is creating a bibliography and resource page for SAA. The Group also serves as
      experts when SAA needs official representation on cultural property issues. The Group will
      change its name to the Cultural Heritage Working Group to encompass both tangible and
      intangible cultural property.
    E. Update on *Protocols for Native American Archival Materials*: Jennifer O'Neal

- The work of the Native American Protocols Forum Work has been completed. Jennifer compiled a final report to SAA in December 2011. The Working Group received a 2012 SAA Exemplary Service Award.
- SAA will not endorse the Protocols officially. The Protocols Working Group drafted and sent a report to SAA Council. The Group will reconvene with new members to draft another proposal to present to SAA for approval as an external standard. The Protocols Working Group received an Exemplary Service Award from SAA.
F. Report from NAAR Diversity Committee Representative: Ann Massmann
- The Committee wants to create a platform where SAA members can share online case studies related to diversifying the archival record. This platform may be a blog.
- The MOSAIC Scholarship is hoping to expand with an IMLS Grant. That would allow for a cohort of recipients especially in graduate programs and possibly undergraduate as well.
- The Committee will also evaluate the results of the member survey and try to identify how SAA can broaden its scope among diverse populations. The Committee may also complete its own survey of non-SAA members employed in archival roles.
G. Native Archives Research Ideas (Book): Ann Massman
- Ann is conducting research for her book and she would like to get feedback from the membership on case studies and will possibly be sending out a survey to the listserv.
H. NAAR By-Laws Update
   - We will be updating our by-laws to reflect the new template required by SAA
I. Suggested Session Ideas for 2013
J. Other New Business and Announcements: [Specific Report Activities for SAA Council Report]

Ongoing projects/activities:
- Service on various Working Groups and Committees including the Cultural Property Working Group and the Diversity Committee
- Website enhancements
- Blog development regarding activities and resources

New projects/activities:
- *Participation in the newly created website in Australia—The Indigenous Archives Network. The Indigenous Archives Network is a space that has been created for information exchange, collaboration and discussion around Indigenous archives, libraries, galleries, museums and keeping places. The Steering Committee will be participating in the website by posting blog entries and posting news regarding Native American Archives in the United States.*
- *Assisting Ann Massmann with gathering data and possibly conducting a survey for her book project, Navigating Native American Archives.*

Strategic Priority - Technology initiatives:
- Creation and enhancement of NAAR websites, including a resources page.
- Development of a NAAR blog to keep membership up-to-date with activities and issues occurring regarding Native American Archives

Strategic Priority - Diversity initiatives:
- Members will support the Diversity Committees project to create a platform where SAA members can share online case studies related to diversifying the archival record.

Strategic Priority - Advocacy/Public Awareness initiatives: The Steering Committee will continue to utilize and develop new ways of communicating with the membership, including Facebook, Twitter, Blogs, etc. In addition, we will also investigate ways of collaborating with other groups and organizations

working on Native American and Indigenous Archives issues to enhance initiatives and reach more members.

NAAR Guest Speaker Presentations

Kelvin White, Asst. Professor, University of Oklahoma, School of Library and Information Studies, *Archival Education as a Social Construct*

Kirsten Thorpe, Aboriginal and Torres Strait Islander Data Archive (ATSIDA), International Indigenous Archive Network; Shannon Faulkhead, Monash University, Monash Country Line Archive; *Australian Projects: Working With Communities and Archives (ATSIDA, Monash Country Lines Archive and Indigenous Archives Network)*

Adjournment

NAAR Suggested Sessions to Attend:
A. Thursday, August 9, 10:00 AM, Session 109: Listening In to Conversations Across Borders
B. Thursday, August 9, 1:30 PM, Session 207: Beyond Borders of Belief: Spirituality and the Archival Enterprise
C. Friday, August 10, 8:30 AM, Session 310: Archival Outreach Through the Breath of Life Institute
D. Friday, August 10, 10:00 AM, Session 409: Asian and Pacific Islanders (API) Creating Diverse and Collaborative Community Archival Methods
E. Saturday, August 11, 2:00 PM, Session 704: Whose Justice? Social Justice and Political Correctness in Archival Thought and Practice

Attendance Number: 30

Performing Arts Roundtable (Liaison: Kaplan)

Date: November 1, 2012
Officers:
- Sylvia Kollar (Co-Chair)   2011-2013
- Stasia Karel (Co- Chair) 2012-2014
- Helice Koffler   2010-2014
- Jeni Dahmus   2010-2014
- Amber D'Ambrosio   2012-2014
- Tiffany Nixon   2012-2014
- Katherine Crowe   2012-2014

Report from annual meeting:
Number of attendees: 42
Election results:

Stasia Karel, Co-Chair,	2012-2014	
Helice Koffler, Newsletter Editor		2010-2014
Jeni Dahmus, Newsletter Editor	2010-2014	
Amber D'Ambrosio, Asst. Newsletter Editor		2012-2014
Tiffany Nixon, Steering Comte Member	2012-2014	
Katherine Crowe, Steering Comte Member		2012-2014

Summary of meeting activities: The Performing Arts Roundtable hosted 3 speakers for the 2012 SAA Conference Session: **Dean Jeffrey**, Director of Archives and Preservation at American Dance Festival- Presentation on DHC Fellowship Program. Several fellowship recipients also gave brief overviews of their experiences with the program; **Linda Harris Mehr**, Director at the Margaret Herrick Library, Academy on Motion Picture Arts and Sciences- Presentation on Academy Holdings; and **Jessica Green** lead a lightning panel discussion on transitioning from the performing arts profession to archives with Jack Falk, Christi Weindorf, Irlanda Jacinto, and Genie Guerard

Completed projects/activities: Endorsed two Session Proposals for 2012 SAA conference.

Ongoing projects/activities: Two issues of *Performance!*, the newsletter of the Performing Arts Roundtable, were published in 2011/2012 (Winter, 28 pages; Summer, 22 pages). Articles about the archives of Arthur Miller, the Roundabout Theatre Company, the Atlanta Symphony Orchestra, Fugazi, and Hubbard Street Dance Chicago were included, as well as two interviews: George Germek regarding the Bruce Springsteen Special Collection at Monmouth University; and, Jennifer Homans, author of *Apollo's Angels: A History of Ballet*. Helice Koffler and Jeni Dahmus served as co-editors in 2011/2012.

New projects/activities: Develop and Approve Roundtable by-laws

Strategic Priority - Technology initiatives: Update to Drupal Site; Considering PAR Blog

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: [None submitted.]

<mark>**Questions/concerns for Council attention:**</mark> **[None submitted.]**

Privacy and Confidentiality Roundtable (Liaison: Meissner)

2011-2012 Officers
Phoebe Evans Letocha, Chair
Elena Danielson, Vice-Chair/Chair Elect
Heather Dean, Immediate Past Chair
Laurel Bowen, Steering Committee Member
Amy Fitch, Steering Committee Member
Anne Ostendarp, Steering Committee Member
Linda Long, Representative to the Standards Committee
Brittany Bennett Parris, Web Liaison
Dennis Meissner, Council Liaison

i.   2012 Annual Meeting
Number of attendees: 50. The meeting agenda was publicized through the roundtable's regular communication channels (website, email, and conference program).

Election Results: In July 2012, the roundtable elected three new members: Menzi Behrnd-Klodt, who will serve as Vice-Chair/Chair Elect, and Erin O'Meara and Ryan Speer, who will serve as members of the Steering Committee. The roundtable would like to thank Heather Dean, Laurel Bowen, and Anne Ostendarp for their service. Special thanks to Heather Dean for overseeing the election.

Summary of Meeting Activities: Detailed minutes from the 2012 meeting can be found in the Appendix A. The roundtable would like to highlight this year's program which was a lively discussion challenging archivists to share ethical responsibilities for modern personal papers with researchers and donors. The program included four panelists, Laura Clark Brown, Nancy Kaiser, Aprille Cooke McKay, and Kelly Wooten, who presented several cases studies which they opened up for audience comments and discussion.

ii.   Advocacy and Public Awareness

Completed Projects:
SAA 2012: The roundtable received 4 session proposals for endorsement, and endorsed 2 session proposals. The program for our roundtable meeting was adapted from one of our endorsed sessions, which did not make it onto the SAA program. The roundtable initiated one SAA session proposal, which was endorsed by the P&C roundtable as well as by the Science, Technology, and Health Care, and the Latin American and Caribbean Cultural Heritage Archives roundtables, and was accepted to the program. Phoebe Evans Letocha collaborated with Joan Echtenkamp Klein and Janice Goldblum of the Science, Technology and Health Care roundtable to shepherd a session proposal to examine medical privacy issues: Session 107 "From Hidden Collection to International Incident: The John Cutler Papers and the Guatemala Syphilis Experiments." Joan Echtenkamp Klein (University of Virginia) chaired the panel. Papers were presented by Marianne Kasica (University of Pittsburgh), Robert Richards (NARA, Atlanta), and Paul A. Lombardo (Georgia State University). The audience for the session was standing room only. It provoked thoughtful questions and discussion throughout the meeting. A summary of the session is available in the roundtable's newsletter, Appendix B.

SAA Leadership Orientation: Roundtable leadership members provided feedback to our Council liaison regarding the SAA Leadership orientation. Elena Danielson and Amy Fitch attended the leadership orientation session at the 2012 SAA annual meeting and found it to be very helpful.

Choose Privacy Week: Led by Immediate Past Chair Heather Dean, the roundtable submitted the Choose Privacy video it produced to SAA Council, which responded favorably in September 2011. SAA is now listed as a friend and ally to the ALA led Choose Privacy project at www.privacyrevolution.org. The video, which was loaded on Vimeo (http://vimeo.com/30595392), is available through the roundtable's homepage and at ALA's "Choose Privacy Week" video gallery. This short video provides an archival perspective to approaches to protecting one's privacy in the online world.

"Human Subjects Research Protections: Enhancing Protections for Research Subjects and Reducing Burden, Delay, and Ambiguity for Investigators" (HHS-OPHS-2011-0005): Phoebe Evans Letocha submitted comments to SAA Council, which were used as it drafted the SAA comment in October 2011.

International Council on Archives: Heather Dean and Elena Danielson submitted comments to SAA Council on ICA's draft principles and guidelines for access to archives.

Ongoing Projects:
Privacy and Confidentiality Handbook: Linda Long has continued to spearhead work on a proposed Privacy and Confidentiality Handbook. The Handbook is meant to be a guide for archivists on best practices for privacy and confidentiality issues. Linda has developed an outline and solicited feedback from roundtable members. She is working on formalizing a publication proposal to submit for e-publishing of the handbook.

Privacy and Confidentiality Bibliography: A bibliography of writings on privacy and confidentiality issues is accessible as a wiki at http://privacybiblio.pbworks.com/w/page/18593383/FrontPage. Roundtable member Ginny L. Kilander and members of the steering committee have continued to update the bibliography. Ryan Speer will be leading this effort in the future.

iii.   Diversity: The roundtable continues to work on developing a more diverse leadership team. Phoebe Evans Letocha will spearhead this initiative during the 2013 election process. The roundtable was unable to send a representative to the new SNAP roundtable because the time of its meeting conflicted with our own roundtable meeting, but we are interested in reaching out to this group.

iv.   Technology: The roundtable is engaged in SAA's overall technology initiatives, including successfully conducting the roundtable's second online election and transitioning to the Drupal site. Special thanks to Brittany Bennett Parris for continued service as our Web Liaison. The roundtable, spearheaded by Elena Danielson, is adding an e-newsletter. (Appendix B)

Questions/Concerns for Council Attention: None at this time.

Respectfully submitted, Phoebe Evans Letocha, Chair, 2011-2012. November 14, 2012

Privacy and Confidentiality Roundtable Meeting Notes
SAA Annual Meeting 2012, San Diego, CA
Wednesday, August 8, 2012
5:30-7:30 pm

1. Chair Phoebe Evans Letocha opened the meeting and welcomed approximately 50 attendees.

2. Immediate Past Chair Heather Dean announced P&C roundtable election results:
   - Vice Chair/Chair-Elect, Menzi Berhnd-Klodt
   - Steering Committee member, Erin O'Meara
   - Steering Committee member, Ryan Speer
All current members of the roundtable leadership were introduced as well.

3. SAA Council liaison, Dennis Meissner, provided an update of Council's recent activities:
   - Council decided that all roundtables must have bylaws. P&C will focus on that this year.
   - The process by which SAA appoints representatives to external groups is being reviewed to reduce the overall number and to ensure relevance to SAA.
   - The member-needs survey this year produced tremendous feedback. Council will subdivide the review into 7 or 8 groups to address the results. Dennis emphasized that this was a big effort and would be a big focus for Council this year.
   - The advocacy strategic initiative has been reenergized, with Frank Bowles at the helm.
   - Description given of NHPRC report to the Executive Branch/OMB on the state of documentary heritage of the U.S. It addresses the gaps in documentary programs.
   - A question from the floor was asked: With Council's increase in focus on advocacy, would there be additional budget to support lobbying? Answer: No, no additional funds were discussed. Council was trying to cohere something quite nebulous, providing more advocacy supporting NHPRC, NEH, funding levels of NARA, etc.

4. Updates and Projects:
   - As stated, bylaws are now required for all roundtables. Amy Fitch will lead the effort to develop bylaws for the P&C roundtable. They will be presented next year for a vote.

- HIPAA final regulations are expected to be released by HHS, perhaps very soon. It has been 2 years since the comment period closed. An announcement will be distributed to the P&C list as soon as they come out.
- Susan Lawrence, University of Nebraska--Call for Archivists:
Dr. Lawrence is a historian working on a project entitled "Privacy and the Past," which includes a chapter on archives. She is looking to interview archivists for a sense of how decisions are made with regard to privacy and confidentiality in providing access to information on the dead. This can include medical, financial, or sexual identity information. Her IRB-approved project will look at what historians should know about the decision-making process for such access.
- The P&C roundtable endorsed Session 107 on the John Cutler Papers and the Guatemala syphilis experiments. It is Thursday, August 9 at 10:00 a.m.
- Open Floor: Erin O'Meara is on the 2013 program committee for SAA in New Orleans, August 11-17, which is theme free and joint with COSA. Any types of topics are welcomed. Lightening talks are an option. Sections can endorse 2 session proposals, which are due October 5. Presenters can speak at only one session.
- Julie Graham of the SAA Education Committee announced that SAA and IMLS have multiple scholarships available for the upcoming EAD-CPF workshops. The next one is in Princeton, NJ.
- Frank Bowles of the Government Affairs Working Group relayed a request from Council for volunteers to help monitor public policy issues of interest to the various roundtables. If anyone is interested in P&C topics, please contact him.

5. Introductions were made around the room, followed by a call for session ideas for SAA 2013. A session partnering Dr. Lawrence, other historians, and archivists to discuss P&C issues with regard to the deceased was suggested. Any additional ideas should be sent to the P&C leadership for endorsement.

6. Roundtable meeting program: "Reconciling Access and Privacy: Opening Archives of the Recent Past." Panelists Laura Clark Brown, Nancy Kaiser, Aprille Cooke McKay, and Kelly Wooten presented thought-provoking talks using case studies from their repositories (University of North Carolina at Chapel Hill and Duke University) to advocate for greater emphasis on open access to archives, particularly those containing modern personal and private organizational papers.

Minutes submitted by Amy Fitch, September 28, 2012.

THE KEYHOLE
Newsletter of the Privacy & Confidentiality Roundtable, Society of American Archivists, September 2012

A LITTLE HISTORY: In the 1990s SAA meetings included an informal breakfast for people to discuss balancing privacy and access in archival practice. Ruth J. Simmons (Rutgers) convened the early morning discussions, promoted sessions on the topic, and eventually shepherded the group to achieve roundtable status. The discussions, panel sessions, and programs provided context for *Privacy & Confidentiality Perspectives* edited by Roundtable members Menzi L. Behrnd-Klodt and Peter J. Wosh (SAA, 2005). The sessions also provided substantial content for *The Ethical Archivist* by Elena Danielson (SAA, 2010). As of August 2012 there are 507 member/participants in the P&C Roundtable. SAA supports a Roundtable microwebsite and a listserv so that all the members have a forum for participation. The website includes a growing bibliography on privacy in archives; the steering committee welcomes additional citations as well as annotations. Roundtable meetings are well attended, but many members simply participate online. (More information on the P&C Roundtable history would be most welcome.Please contact Elena Danielson at elenad@stanfordalumni.org).

CURRENT LEADERSHIP

Elena Danielson, Chair (2012-2013),Hoover Institution Archives, Stanford University, retired
MenziBehrnd-Klodt, Vice-Chair/Chair Elect (2012-2013), Klodt and Associates
Phoebe Evans Letocha, Immediate Past Chair (2012-2013), Johns Hopkins Medical Institutions
Amy Fitch, Steering Committee Member (2011-2013), Rockefeller Archive Center
Erin O'Meara, Steering Committee Member (2012-2014), Gates Archive
Ryan Speer, Steering Committee Member (2012-2014), Virginia Tech University
Brittany Parris, Web Liaison (2010-), Jimmy Carter Library & Museum
Linda Long, Representative to the Standards Committee (2010-2013), University of Oregon
Dennis Meissner, Council Liaison (2010-2013), Minnesota Historical Society
Previous past chair: Heather Dean, Yale

SAA ANNUAL MEETING IN SAN DIEGO

1) 2012 P&C Roundtable Meeting:The Privacy and Confidentiality Roundtable met Wednesday, August 8, 5:30 pm – 7:30 pm. The new steering committee was introduced followed by a lively program and discussion.

2) After the business meeting, the roundtable hosted "Reconciling Access and Privacy: Opening Archives of the Recent Past," organized by Laura Clark Brown, Nancy Kaiser, Aprille Cooke McKay, and Kelly Wooten. They used case studies to advocate for greater emphasison open access to archives. Phoebe Evans Letocha shepherded this program for the RT.

3) Report on SAA Session 107:Phoebe Evans Letocha also shepherded a 2012 session proposal to examine medical privacyissues "From Hidden Collection to International Incident: The John Cutler Papers and the Guatemala Syphilis Experiments." Joan Echtenkamp Klein (University of Virginia) chaired the panel. Papers werepresented by Marianne Kasica (University of Pittsburgh), Robert Richards (NARA, Atlanta), and Paul A.Lombardo (Georgia State University). Kasica described how the collection was acquired by the University of Pittsburgh and then the steps taken to inventory, process, describe, and create an online findingaid for it by 2002. She also explained the access restrictions imposed by Dr. Cutler when he donatedthe collection. Only after his death in 2003 did staff seek permission to make the collection availableto historian Susan Reverby, who did not examine the papers in detail until 2009. Reverby revealedthe secret experiments to the public in her 2010 article, which caused this to become an internationalincident. Richards described what happened to the collection when it was transferred to the NationalArchives as federal records. He discussed the steps that NARA took to digitize the collection to make itavailable online. Staff had to balance the need to protect the privacy of the subjects of the experimentswhile facing deadlines and pressure to assure transparency and access to content that is graphic innature. Lombardo, who was a member of the Presidential Commission for the Study of Bioethical Issues,discussed its mandate to document what happened in the experiments. He showed how the Commissionwas able to trace through an examination of the records what happened to individual subjects of theexperiments. The audience for the session was standing room only. It provoked thoughtful questions anddiscussion throughout the meeting.

4) Bylaws: SAA Council requires all roundtables to post bylaws. Amy Fitch will be looking at possible templates for creating a simple and flexible governing structure.

PROJECTS

1) Bibliography: P&C has aprivacy bibliography that needs updating. Please contact RyanSpeer with suggestions for useful citations and annotations: rps@vt.edu

2) E-Manual: Linda Long is working on a privacy e-manual: llong@uoregon.edu.

3) Program Proposals: Erin O'Meara is on the 2013 Program Committee. As a committee member, she cannot make proposals herself, but she can help by advising on privacy-related proposals and strongly suggest proposers get in touch with the RT for endorsement: omeara.erin@gmail.com.

4) Website: Recommendations for the website should go to Brittany Parris: Brittany.Parris@nara.gov.

CALL FOR ARCHIVISTS
At the P&C Roundtable Meeting in San Diego, Dr. Susan Lawrence of the University of Nebraska issued a call for archivists' participation in a new project. Dr. Lawrence is a historian working on a book entitled *Privacy and the Past*, which includes a chapter on archives. She is looking to interview archivists for a sense of how decisions are made with regard to privacy and confidentiality in providing access to information on the dead. This can include medical, financial, or sexual identity information, among other things. Her IRD-approved project will look at what historians should know about the decision-making process for such access.

LEGAL UPDATES
Update on Regulations Concerning FERPA (Family Educational Rights and Privacy Act)
A December 1, 2011, U.S. Department of Education (DOE) press release (http://www.ed.gov/news/press-releases/us-education-department-announces-new-measures-safeguard-student-privacy)announced new regulations concerning the Family Educational Rights and Privacy Act (FERPA) to increase the DOE's "ability to hold those who misuse or abuse student data accountable and ensuring our taxpayer funds are invested wisely and effectively." The new regulations would give schools "the flexibility to pursue routine uses of information without getting prior consent while allowing them to prevent those who may misuse or abuse student information from accessing it," avoiding uncertainty "about where state sunshine laws left off and where FERPA picked up." The increased sharing is intended to facilitate the use of data in statewide longitudinal data systems (SLDS) by expanding the redisclosure authorityin FERPA "to make further disclosures of personally identifiable information from education records, without the consent of parents or eligible students, on behalf of the educational agency or institution from which the PII was obtained." For example, "states will be able to determine which early childhood programs prepare kids for kindergarten. High school administrators will now be able to tell how their graduates did in college. And states will be able to enter into research agreements on behalf of their districts to determine how best to use limited education funding during tough economic times." The new regulations also aim to "fix the gap" in protection by extending accountability to institutions and entities without students in attendance, such as student lenders, which have access to student records protected by FERPA. An editorial compilation of CFR material and Federal Register amendments concerning FERPA, prepared by the U.S. Department of Education, may be found at http://www2.ed.gov/policy/gen/reg/ferpa/index.html

Few cases to date discuss the intersection of FERPA's protections with federal or stateFreedom of Information Acts (FOIA). In a 2011 case, a federal judge in the NorthernDistrict of Illinois ruled that FERPA and the Illinois (FOIA) could not be used in concertto allow University of Illinois officials to refuse to release student admissions records inresponse to media requests. Commentators do not believe that this ruling will have a broad reach, however.
Citation: http://www.insidehighered.com/news/2011/03/10/ federal_judge_rejects_u_of_illinois_attempt_to_use_privacy_law_to_shield_admissions_records

Health Insurance Portability and Accountability Act (HIPAA)
The U.S. Department of Health and Human Services on May 31, 2011, announced proposed changes to the HIPAA Privacy Rule pursuant to the Health Information Technology for Economic and Clinical Health (HITECH) Act, which is part of the American Recovery and Reinvestment Act of 2009. Therule would give people the right to get a report on who has electronically accessed their protectedhealth information. (See http://www.hhs.gov/news/press/2011pres/05/20110531c.html and http://www.gpo.gov/fdsys/pkg/FR-2011-09-14/pdf/2011-23525.pdf for more information.)

Menzi L. Behrnd-Klodt, September 3, 2012

THANK YOU: A BIG THANK YOU TO PHOEBE EVANS LETOCHA FOR SERVING AS 2012 CHAIR AND SPONSORING EXCEPTIONAL PROGRAMMING ON THESE KEY P&C ISSUES.

The *Keyhole* newsletter is emailed to all members signed up with the Society of American Archivists Privacy and Confidentiality Roundtable. The newsletter will be issued several times a year, basically whenever there is enough content worth reporting. If you wish to unsubscribe or for comments and questions about the newsletter and roundtable, please contact the chair, Elena S. Danielson, elenad@stanfordalumni.org.

Public Library Archives and Special Collections (PLASC) Roundtable
(Liaison: Richardson/Huth)

Date: 10/23/2012
Officers:
- Adrienne Pruitt and Valerie Wingfield, Co-Chair 2011-2012
- Heather Kramer , Steering Committee-Member-At-Large 2010-2012

Report from annual meeting:
Number of attendees: #20
Election results:
- **Jean Fisher**, jfisher@tacomapubliclibrary.orgSpecial Collections Librarian in the Northwest Room at the Tacoma Public Library, elected Secretary.
- **Christine Sharbrough**, csharbrough@gmail.com Reference Librarian in Derry, New Hampshire, elected Steering Committee Member-at-Large.
- **Jamie Seemiller**, jseemill@denverlibrary.org. Program Administrator of the Western History and Genealogy Department of the Denver Public Library, appointed Chair.
- **Melissa Eastin**, meastin@ebrpl.com, Archivist/Librarian II, East Baton Rouge Parish Library, River Center Branch appointed Steering Committee Member-at-Large

Summary of meeting activities:
 (minutes appended)

Completed projects/activities: In 2012, the roundtable continued to experience the effects of reduced funding for public libraries, as several dedicated steering committee members were forced to resign in the face of overwork and stringent budget considerations. In March, Chair Kerrie Williams resigned, and Steering Committee Member-at-Large Valerie Wingfield and Secretary Adrienne Pruitt stepped in as Co-Chairs. Both Valerie and Adrienne will be stepping down from the steering committee after this meeting. This will also be the last year of service for Steering Committee-Member-At-Large Heather Kramer. Ms. Kramer has previously served as Chair, and her experience and guidance have assured the roundtable's stability and provided a shared, enduring vision of the roundtable's mission. We are immensely grateful to Kerrie and Heather for their service and support during difficult times for public libraries. Also this year, Council Liaison Deborra Richardson will be stepping down. Ms. Richardson's advice, encouragement, and presentation of the roundtable's concerns to Council have been invaluable, and we thank her for all of her help.

This year the roundtable has considered questions of infrastructure and technology, seeking to provide new and innovative ways for members and leadership to interact and share ideas in a world of time constraints and limited travel funds. Steering committee members met virtually for the first time this year, using Google Hangout. This technology allows for up to ten users at no charge, and also allows for the

meeting to be recorded, although we have not yet taken advantage of that option. This was also the first year that the roundtable held electronic elections. Candidates' statements were posted on the roundtable website, and nominations were uncontested. New bylaws were drafted, drawing heavily on the existing operating guidelines, with a few additions and changes. To provide for greater continuity and better institutional memory, the position of Chair was changed to a two-year term, the first year served as Vice-Chair/Chair Elect and the second year as Chair. It is expected that these bylaws will be finalized and approved by the end of December.

The roundtable's newsletter has continued to be published, thanks to co-editors Heather Kramer and Valerie Wingfield. Christine Sharborough will be assuming responsibility for the newsletter in the coming year. If sufficient volunteers can be found to assist her, we hope to increase the publication schedule to two times a year, and to add more online content. Webmaster Sharon Pullen has kept our website updated with all publications, and will continue in her duties in the coming year.

This year the roundtable endorsed two program proposals, and both were accepted by the program committee. Session 203, "To the Community and Beyond : Engaging Users to Interact with Participatory Archives," with Kate Theimer, Carolyn F Runyon, Liza Posas, Noah Lenstra, Natalie M. Milbrodt, and incoming Chair Jamie Seemiller, was presented Thursday, August 9, at 1:30 p.m. Session 306, "Beyond Allied Professions: When You're the Archivist and the Librarian" with Allison Stankrauff, Jenny C. Freed, Amy Jankowski, and Rachel M. Grove Rohrbaugh, was presented Friday, August 10 at 8:30 a.m.

Ongoing projects/activities: Although the roundtable has succeeded this year in strengthening its infrastructure and in using technology to better connect its members, it is hoped that in the coming year new committees and projects will involve roundtable members to an even greater degree. An Outreach and Communications committee has been proposed to lead discussions on the roundtable listserv and to spearhead an online open house project. They may also explore the possibility of providing educational webinars to our members. A Liaison Committee would keep the roundtable up-to-date on the activities of several roundtables and sections with whom PLASC has a shared interest, including the Lone Arrangers, the Security roundtable, and SNAP, the Students and New Archives Professionals roundtable. PLASC members with shared membership in these roundtables could act as ambassadors to other roundtables, letting them know of projects that might be of mutual interest, and letting us know of other roundtables' initiatives. Several projects, including a survey project and a roundtable information kit to be distributed at SAA 2013, have also been proposed.

New projects/activities: In 2012-2013, the roundtable will continue to accomplish the ongoing projects from the previous Steering Committee and increase outreach to its membership.

Strategic Priority - Technology initiatives: [None submitted.]

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: [None submitted.]

Questions/concerns for Council attention: **[None submitted.]**

Public Library Archives and Special Collection Roundtable Business Meeting
Wednesday, August 8, 2012 5:30-7:30 pm
Room Aqua 306A

A meeting of the PLASC Roundtable was held at the Hilton Bayfront, San Diego, CA, on August 8, 2012. The meeting convened at 5:30 p.m., Melissa Eastin presiding. Incoming chair Jamie Seemiller was also present.

MEETING CONVENED
1. Introductions
a. Melissa Eastin
b. Jamie Seemiller

2. Election Results, Melissa Eastin
● **Jean Fisher**, Special Collections Librarian in the Northwest Room at the Tacoma Public Library, elected Secretary.
● **Christine Sharbrough**, Reference Librarian in Derry, New Hampshire, elected Steering Committee Member-at-Large.
● **Jamie Seemiller**, Program Administrator of the Western History and Genealogy Department of the Denver Public Library, appointed Chair.
● Still need one steering committee member-at-large; if interested, please talk to Jamie at the end of this meeting.

3. Chair Report, read by Melissa Eastin
● Currently 882 members
● Kerrie Williams stepped down as chair in March, Adrienne Pruitt and Valerie Wingfield have been serving as co-chairs.
● Several other members of the steering committee will cycle off this year: Member-at-large Heather Kramer, Co-Chairs Valerie Wingfield and Adrienne Pruitt, and Council Liaison Deborra Richardson. We thank them for their service and welcome Geof
Huth, who will be our new Council liaison.
● Program proposals endorsed by the roundtable: go see them!
    ○ Session 203, "To the Community and Beyond : Engaging Users to Interact with Participatory Archives, Thursday, August 9, at 1:30 p.m.
    ○ Session 306, "Beyond Allied Professions: When You're the Archivist and the Librarian," Friday, August 10 at 8:30 a.m.
● New bylaws (requirement of SAA this year) have been drafted. Similar to previous "operating guidelines" but have changed the Chair position to be a two-year
Vice Chair/Chair Elect position: serves 1st yr as Vice Chair, second as Chair. Common format.
● First year that the business meeting for the steering committee held virtually instead of in person. Worked pretty well, so look for more opportunities to engage virtually with the roundtable in the year to come. Jamie can tell you more about that under new business.
● No AV for the Pecha Kucha, Leslie Waggener will still present.

4. New Business, Jamie Seemiller
Interested in doing quality things, not quantity. Aims to put out two newsletters this year. We can encourage more interaction through the listserv as well.

● **Call for volunteers:** Member-at-large, Vice Chair, committee members for the Communications and Outreach committee. We could try social media, though we might want to do more infrastructure.
    ○ Also wants to form a liaison committee - with SNAP or the Lone Arrangers roundtable.
● **Reminder:** Set your SAA email to receive the listserv emails, seems like we're not communicating

● **Survey project:** Want to see what people's titles are and what their concerns are. Adrienne Pruitt is leading it, may need help probing the group and setting up the survey. We vary more, probably, than other roundtables.
● **Want to focus more on virtual interactions**
● **Newsletter:** we have a lot to share and it doesn't have to be an essay - it can just be insight into a new project
● **Online open houses:** ustream can provide a forum but it's not like hangout - just one-sided, not double-sided interactions. Both are easy technologies. We need to discuss whether newsletter or video would provide a better forum for exchange, which would be desired by the members.

5. General Announcements, Jamie Seemiller and Deborra Richardson
● **Jamie:** Introduced herself with work background. The Denver Public Library has used Facebook model for online donation and as a story/collection capturer. The public adds the content to their page. Using Drupal with a ContentCM module allows them to save selected virtual "donations" to their digital collections.
● **Deborra:** Outgoing Council liaison. Librarian by training, but mutated into an archivist. Geof will be the new Council liaison. A new Council blog will allow SAA members to talk one-on-one with Council, VP, and President (elect?) online. Make your voices known. Work on your projects and get your voices heard in a virtual way. Recently published a small book about introducing museums to children, can be used as advocacy tool.

6. Pecha Kucha Presentations and Discussion, Leslie Waggener, Associate Archivist, American Heritage Center, University of Wyoming.

Leslie is working on a reference book with Kathy Marquis, Public Services Librarian at Albany County, Wyoming, Public Library: "Starting a Local History Collection in Your Public Library," after publishing a related article *in Public Libraries* on establishing archival collection in a public library. ALA asked them to publish a reference book. No literature on whether or not "complete archival" is the answer for library archives - what about "local history" angle? Things come in and no one is sure how to handle the situation. The publish date is tentatively Fall 2013. Seeking feedback from people who have or want local history collections.

Leslie's announcement was followed by discussion from those present about the questions and chapters that would be useful, as well as the tactics that they are currently employing in their libraries.

7. Grant Announcements, Lucy Barber, NHPRC

NHPRC funds libraries and special collections and it is interested in public library applications. Recognize that it can be difficult to write a grant. One idea: digitizing historical records. What are your star collections with national significance? Local records need to be tied to national trends. Funded Seattle Library recently, for example. Records document history of the area, but also tied to national trends. Do not fund people that charge for research. Do it all at once. Just because a public library hasn't done some of these projects doesn't mean it can't be done. Generally, NHPRC wants people to start providing online descriptions - if you've done that, in one part or the other, then can do more in-depth projects. EAD or MARC records, generally. Also fund start-up electronic records projects - if you would be a good lead-off in your local community, they look for opportunities to coordinate conversations on e-records and come out with a plan. In some cities and towns, the public library might be that starting point.

NHPRC also needs people to help them review grants, are looking for volunteers. Need an expert. Anyone who has worked for a while as an archivist and has experience with local records and digitization

projects can do this job. Also useful experience for your grant-writing as well as professional service. Grants can be long, but it's good experience even if it's not great.

8. Council Announcements, Geof Huth
SAA gives EAC training. Interested parties can apply for a grant to get training for free. SAA got funds from IMLS and will be administering the grants.

9. Introductions of attendees, all present
Went around discussing individual projects and roles.

Leslie Waggener is also proposing a workshop on middle and high school and potentially undergraduate users regarding building resources into curricula. Interested in related resources or methods.

10. Close, Jamie Seemiller
Please contact her to provide your ideas and feedback on the roundtable's work. Need to promote virtual interaction because it can be tough to get to the annual meeting in person. There being no other new business or discussion, the meeting was adjourned at 6:51pm.

In attendance: Approximately 20 individuals, including the following:

Name Title, Institution, E-mail
Jamie Seemiller, Program Administrator, Denver PL, jseemill@denverlibrary.org
Alix Bentrud, Preservation Librarian, Lyrasis alix.bentrud@lyrasis.org
Sally McDonald, Denver PL
Shaun Boyd, Douglas County Libraries, shaun.boyd@gmail.com
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Stephanie Bennett Archives Assistant, Boston College, se.bennett@gmail.com
Leslie Waggener Associate Archivist, Simpson Institute, UWyoming American Heritage Center, lwaggen2@uwyo.edu
Pam Mayer, Carolina Friends School, phmayer@alumni.unc.edu
Geof Huth ,New York State Archives, geofhuth@gmail.com
Susan Malsbury, New York PL, 1. susanmalsbury@nypl.org
Jeanie Fisher
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Skyla Hearn, History Makers/UIUC, sshearn2@illinois.edu
Eliza Urbanowicz, LSU student, eurban2@lus.edu
Kirsten Langberg, LSU student, klangbl@lsu.edu
Melissa Eastin, EBRPL, meastin@ebrpl.com
Alyssa Pacy, Archivist, Cambridge PL, apacy@cambridgema.gov
Jeanette Berard, Librarian-Archivist, TOPL, jberard@tolibrary.org
Klaudia Engluud, Archivist, kengluud@tolibrary.org

Recorded Sound Roundtable (Liaison: Frusciano/Light)

Date: 2012-09-01
Officers:
- Susan Hooyenga (Chair)   2012-2013
- Jolene Beiser (Rising Chair, SC Member)   2012-2013
- Jesse Johnston (SC Member)   2012-2013

- Lisa Lobdell (SC Member)   2012-2013
- Laurie Lee Moses (Previous Chair, SC Member)   2012-2013

Report from annual meeting:
Number of attendees: 18
Election results:
Susan Hooyenga, Chair, Start:9/1/2012, End: 9/1/2013
Jolene Beiser, Steering Committee Member (Rising Chair), Start: 9/1/2012, End 9/1/2013
Jesse Johnston, Steering Committee Member, Website Manager, Start: 9/1/2012, End 9/1/2013
Lisa Lobdell, Steering Committee Member, Start: 9/1/2012, End 9/1/2013
Laurie Lee Moses, Steering Committee Member (Previous Chair), Start: 9/1/2012, End 9/1/2013
Cyns Nelson, Newsletter Editor, Start: 9/1/2012, End 9/1/2013

Summary of meeting activities:
Thomas Frusciano, Council Liaison, presented a report from the SAA Council and introduced Michelle Light, who will be taking over as Liaison. The 2013 Program Committee representative, Colleen McFarland, gave the deadline for session proposals and explained that the 2013 meeting will not have a theme. Susan Hooyenga, the RSRT chair, made announcements about the lack of online elections in 2012, the completion of the updated webpage in Drupal, the revival of the newsletter, and the need to adopt bylaws by the end of August, 2013. Elections were held.

Following the business portion of the meeting, members introduced themselves and described their recorded sound projects. Members had been asked to submit photographs of unusual or unidentified objects in their collections; a single example was submitted, images of a gold lacquer disc from Jeanette Berard. This was followed by general discussion of audio archival issues. Partnership among institutions was discussed, an important example being the Colorado Digitization Project (later absorbed by Lyrasis); much of its success was attributed to Liz Bishoff, who was called "the quintessential connector." Given the impossibility of fully knowing what sort of content might be found on sound recordings before playback, there was some disagreement about whether it is better to spend time surveying and describing sound collections up front, before deciding which items to digitize, or faster to simply get the digitization done and then figure out what you've got. There was general agreement that it would be useful to perform a survey to establish metrics for recorded sound digitization and processing, similar to the studies that have been done on time and cost for processing linear feet of paper documents. Since many sound collections include spoken word recordings, there were questions about the current state of voice recognition technology, which might eventually eliminate the need for transcription. The complex issue of copyright for sound recordings was discussed, including the difference between law and practice, and the possibility that larger institutions might be more willing to push the boundaries in this area. This led into the difficulty of getting grants to preserve items for which the repository does not own the rights. Is the material important enough to balance the rights issues? Some agencies are more strict than others. This is less of a problem with private or in-house funding, and sometimes funding and permissions might come from the people who created the material (e.g., Alistair Cooke's family wanted to have his recordings reformatted). Finally, there was a discussion of ways to provide online access to audio files, setting up systems to restrict access, or putting short clips online and providing onsite access to full recordings.

Completed projects/activities: Over the course of the year, the Roundtable leadership responded to several inquiries concerning the management of recorded sound collections, including questions from SAA members, researchers, and the general public.

After an eight-year hiatus, the Recorded Sound Roundtable newsletter was revived, thanks to the work of the editor, Cyns Nelson, and the provision of content by several members.

The Roundtable voted to endorse two session proposals for the 2012 SAA annual meeting.

Ongoing projects/activities: The Recorded Sound Roundtable newsletter will be continued, in order to provide an opportunity for members to write about archival audio issues.

New projects/activities: The Roundtable expects to move to online elections in 2013. In the past this effort has been unsuccessful, since it has been difficult to find nominees. However, the Roundtable will try again, since it would leave more time for discussion at the meeting, and would enable new leaders to attend the Leadership Forum before starting their terms.

The Roundtable will adopt bylaws by the end of August.

The Roundtable is currently planning the program for the roundtable meeting at the 2013 Annual Meeting in New Orleans.

Strategic Priority - Technology initiatives: None

Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: None

<mark>**Questions/concerns for Council attention:**</mark> None

Records Management Roundtable (Liaison: McCrea)

Officers:
- Brad Houston (Chair)   2011-2012
- Prisca Giordani (Vice Chair)   2011
- Don Post (Vice Chair)   Jan-Apr 2012
- Beth Cron (SC)   2011-2012
- Lorette Weldon (SC-Newsletter)   2011-2012
- Michael Courtney (SC) 2011-2012
- Katie Nash (SC)   2011-2012
- Nadia Dixson (SC-Interim)   2012
- Alexis Antracoli (SC-Interim)   2012
- Kris Lathrop (SC-Interim)   2012
- Meg Tuomala (SC-Interim)   2012

Report from annual meeting:
Number of attendees: #42
Election results:
> Brad Houston (Chair)
> Beth Cron (Vice Chair)
> Lorette Weldon (SC-Newsletter)
> Katie Nash (SC)
> Alexis Antracoli (SC)
> Kris Lathrop (SC)
> Meg Tuomala (SC

Summary of meeting activities: Our meeting schedule was somewhat derailed by the resignation of our Vice Chair in January 2012, and the death of the replacement Vice Chair in April 2012. Our main areas of discussion were focused around revitalizing the roundtable after its moribund period in late 2011/early 2012. To this end, we assigned Steering Committee members specific roles and responsibilities to ensure that everyone had an active role to play, and brainstormed ways to make the Roundtable more relevant to its members as a whole.

Completed projects/activities:
- Completed a revision of the RMRT resume guide. The guide, which was put together originally in 2008, was in need of some revision, and now includes specific advice for tailoring resumes to NARA and other Federal Government Jobs.
- Hosted Lisa Schmidt, Michigan State University, at annual meeting to discuss Spartan Archive electronic records management system.
- With the Government Records Section, co-hosted Paul Wester and Arian Ravanbakhsh presentation at annual meeting to discuss Presidential Electronic Records memorandum/directive.
- Completed and disseminated two issues of The Records Manager, the Roundtable's newsletter.
- Administered a membership survey to determine partial demographic makeup of Roundtable membership and better respond to desires of membership. Analysis is ongoing.

Ongoing projects/activities:
- Functional Thesaurus Working Group: Review of the Functional Thesaurus is ongoing; hoping to submit version with corrections to the Publications Committee during this fiscal year.
- Mentoring and Resume Review databases—formally restarted these programs intended to allow experienced members to help new archivists/records managers on their way up. New for this year, we are maintaining the database in the cloud for better continuity of operations in the event the primary administrator is inaccessible.
- Education Committee: The RMRT continues to explore ways in which we can bring educational opportunities to its membership, whether through collaboration with outside groups or through creation of original material.

New projects/activities:
- Student Liaison and speaker database: we assigned a Steering Committee member as Student Chapter Liaison to keep up to date with student concerns and to promote Records Management as a professional option for ARM students. In conjunction with this, we started a Speaker Database to better connect student chapters and local records management professionals.
- External Organization contact: We assigned a Steering Committee member to reach out to other Records Management and related professional organizations to explore collaboration and educational opportunities. This is not an official liaison position, since we do not speak for SAA as a whole, but more of an informal understanding/line of communication with these groups.
- Collaborated with LART on a handbook for Records Managers in small or one-person shops.

Strategic Priority - Technology initiatives: The RMRT has begun storing key working documents in Google Docs to improve access, collaboration, and sharing between Steering Committee members and RT members as a whole. Additionally, we have begun using online tools such as Survey Monkey and Doodle to plan and disseminate surveys and meetings. One of the outreach opportunities we are exploring is the possibility of a Google Hangout to allow membership to share their concerns directly with the Steering Committee.

Strategic Priority - Diversity initiatives: None directly, although the RMRT/AMRT Joint Committee on Diversity and Accessibility did complete its report, which is available on the RMRT homepage.

Strategic Priority - Advocacy/Public Awareness initiatives: We are working on ways to extend awareness of the Roundtable to Students and New Professionals in particular—the chair attended the SNAP Roundtable Annual Meeting session and discussed records management with a number of students, and our Student Chapter Liaison is working on addressing the concerns of the various SAA student groups. More generally, we are looking for ways to expand our reach into the Records Management community as a whole—there is still a disconnect between that community and the Archives world, and we are hoping to be able to help bridge that gap from inside SAA.

<mark>Questions/concerns for Council attention:</mark> A clear statement on what is and is not appropriate for educational programming would be very helpful for our goals for 2012-2013. We are cognizant of the need to avoid direct overlap with SAA's own educational programming (especially the paid programming) but we would also like to solicit members to provide training and practical demonstrations, especially on Records Management basics. Is this a case where it may be more useful for the RMRT to work with SAA's education committee directly and help to develop "official" educational materials? If so, how do we go about doing so?

Research Libraries Roundtable (Formerly RLG Roundtable) (Liaison: Frusciano/Light)

Date: November 19, 2012
Officers:
- Erik Moore (Chair)   Term 2012-2013
- Christie Peterson (Vice-Chair/Chair-Elect)   Term 2012-2013
- Lisa Carter (Steering Committee)   Term 2012-2013
- Paul Constantine (Steering Committee)   Term 2012-2013
- Ben Goldman (Steering Committee)   Term 2012-2013
- Susan Hamson (Steering Committee)   Term 2012-2013
- Merrilee Proffitt (Steering Committee)   Term 2012-2013
- Megan Sniffin-Marinoff (Steering Committee)   Term 2012-2013
- Thomas Frusciano (Past Council Liaison)
- Michelle Light (Council Liaison)

Report from annual meeting:
Research Libraries Roundtable, SAA 2012, Wednesday, August 8 from 1:00-3:00pm

Election results:
- Erik Moore, Head, University Archives & Co-Director, University Digital Conservancy, University of Minnesota, continuing as Chair, 2012-2013
- Christie Peterson, Records Management Archivist, The Johns Hopkins University, elected as Vice-Chair/Chair-Elect, 2012-2013

Summary of meeting activities: Announcements delivered regarding NEH's recent initiative for Humanities Collections and Reference Resources "Foundations" grants, update from RBMS Liaisons to SAA (Jennifer Schaffner), and recent activities from OCLC Research (Jennifer Schaffner).

Erik Moore provided a brief chair's message that reviewed the activities of the year including our new mission statement and approval by Council to institute a name change for the Roundtable. Moore also highlighted new areas of attention including Council's change in policy requiring by-laws from Roundtables, the need to focus on the RLRT's microsite as a method of documenting and communicating the Roundtable's activities, and for the Roundtable to consider other ways to generate interest, foster dialogue, and provide resources for members including developing a role for the listserv to fulfill these functions. Moore concluded with a call for session proposals for the 2013 meeting to be sent for Roundtable endorsement and a farewell to Tom Frusciano, the Roundtable's out-going Council Liaison.

The programming for this year's meeting featured lightning talks on the subject of change in archives from noted leaders in the profession. Topic: Are Archives and Special Collections really becoming central to the mission of research libraries?

- Lisa Carter, Associate Director for Special Collections and Area Studies, The Ohio State University
- Tom Hyry, Director, Library Special Collections, UCLA
- Kris Kiesling former Director of Archives Special Collections, University of Minnesota
- Bill Landis, Head Public Services, Manuscripts & Archives, Yale University
- Dennis Meissner, Head of Collections Management, Minnesota Historical Society
- Naomi Nelson, Director, Rubenstein Library, Duke University
- Megan Sniffin-Marinoff, University Archivist, Harvard University
- Tim Pyatt, Dorothy Foehr Huck Chair and Head Special Collections, Penn State University
- Tom Rosko, Institute Archivist / Head, Institute Archives and Special Collections, MIT

Completed projects/activities:
Name and Mission Change:
At the January 2012 meeting, SAA council approved a change of name and mission from the RLG Programs Roundtable to the Research Libraries Roundtable.

SAA 2013 Session Proposal Endorsements:
The steering committee received 8 session proposals for review. The committee chose the following two proposals for endorsement:

    Title: Brave New World: The Intersection of Institutional Repositories and University Archives
    Submitter: Tanya Zanish-Belcher
    Title: One Stop Shop: Combining Special Collections Units
    Submitter: Morgan Davis

Endorsements were forwarded to the 2013 Program Committee.

Ongoing projects/activities:
Strategic Planning for Roundtable:
The Steering Committee will be drafting bylaws for approval by the 2013 meeting. SAA Council has provided guidelines for creating by laws that we as a round table will use as the template. The steering committee will share its progress and a vote on approving the bylaws will be held at the 2013 meeting. Anyone interested in participating in the process should contact Erik Moore or Christie Peterson.

New projects/activities:
Membership:
The RLRT Steering Committee looks forward to developing actionable goals for increasing both the level of member involvement in the Roundtable and value of the Roundtable for its members. This includes making the Roundtable more accessible to new members. This is a new activity and will be more fully developed this year and next. A discussion of the new activity will be raised at the 2013 annual meeting.

Strategic Priority - Technology initiatives:
Microsite and Communications:
The steering committee will focus on planning and building the Roundtable's web presence on the SAA site and investigate if the RLRT listserv or other communications method might be used to help further discussions and conversations based on topics coming from the annual program and other venues that are relevant to the Roundtable's membership. Currently the listserv is only used for announcements.

Strategic Priority - Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: None

Questions/concerns for Council attention: No immediate questions/concerns.

Science, Technology, and Health Care Roundtable (Liaison: Frusciano/Zanish-Belcher)

The Society of American Archivists' Science, Technology and Healthcare (STHC) Roundtable is a forum for archivists with interest and/or holdings in the natural and social sciences, technology, and health care. STHC provides a means for its members to exchange information, solve problems, and share successes. Within SAA, the Roundtable serves as an advocate for its members' interests, provides avenues of communication, and engages in special projects. It provides STHC archivists opportunities to network, virtually and electronically, and provides SAA a medium through which to respond to national and international archival issues on behalf of the STHC community.

Roundtable Officers, 2011-2012
Co-Chairs
      John P. Rees, Senior Co-Chair (National Library of Medicine)
      Danielle Castronovo, Junior Co-Chair (California Academy of Sciences) (August-May)
      Melanie Mueller, Junior Co-Chair (American Institute of Physics) (May-August)
Newsletter
      Elizabeth Phillips, Editor (University of California – Davis)
Webmaster
      Polina E. Ilieva (University of California, San Francisco)
Steering Committee
      R. Joseph Anderson (American Institute of Physics)
      Janice F. Goldblum (The National Academies)
      Joan Echtenkamp Klein (University of Virginia Health System)
      Jodi Koste (Virginia Commonwealth University)
      Charlene Nichols (Jet Propulsion Laboratory)
      Stephen E. Novak (Columbia University Medical Center)
      Tim L. Pennycuff (University of Alabama at Birmingham)
      Elizabeth Phillips (University of California – Davis)
      Tom Rosko (Massachusetts Institute of Technology)
      Paige L. Smith (Southern Research Institute)
      Paul Theerman (National Library of Medicine)
      Judith A. Wiener (Ohio State University)

2012 SAA Annual Meeting Report

The Roundtable's annual meeting was held at the San Diego Hilton Bayfront hotel on Aug. 8th from 3:15 to 5:15. 38 people attended.

Due to Danielle Castronovo's early departure from service as co-chair, Melanie Mueller had little opportunity to learn much about her role as co-chair. The Steering Committee proposed that STHC retain the sitting co-chair configuration to facilitate leadership transition and smooth running of the Roundtable. The membership unanimously approved the candidate slate whereby John Rees will continue as Senior Co-Chair and Melanie Mueller as Junior Co-Chair. This is Rees's third year in a leadership role. According to SAA policy it must be his last.

Business portion of the meeting:
- Round robin of introductions of all meeting attendees
- Council Representative report: Tom Frusciano. Frusciano's Council tenure expired this year. He introduced Tanya Zanich-Belcher as STHC's new Council Representative
- Government Affairs Working Group: Frank Boles introduced this new WG and asked for volunteer representation
- Approval of 2011 meeting minutes
- Annual Meeting Task Force: Jody Koste
- HIPAA/HITECH or Common Rule: Pheobe Evans-Letocha
- Newsletter report: Liz Phillips
  - Revamped layout and design received lots of praise from the membership
  - Lots of new contributors and thus lots of new voices being heard within our Roundtable community
- Website update: John Rees on behalf of Polina Ilieva
- Listserve: Subscriptions are down – currently 312 subscribers, down from 334 last year
- Leadership activities: John Rees
  - Council is asking for our help in advocacy
  - Danielle Castronovo stepped down as junior co-chair in May. Melanie Mueller voted in by Steering Committee as replacement.
  - Responded to SAA President's request for comment on Dept. of Health and Human Services proposed rulemaking: Human Subjects Research Protections. SAA drafted letter of response and submitted to DHHS.
  - Paige Smith, Roundtable liaison to Standards Committee, polled the listserv, looking for input on metadata standards as requested by that Committee. Smith hopes to do more in the standards arena for 2013.
  - Need to plan for filling future leadership positions
- Steering Committee, co-chair report, 2012 sessions report, nominations/elections: Rees
  - Received two proposed sessions for this annual meeting, approved one and it made it on the program
  - Three people are signing off the committee: Paul Theerman, Charlie Nichols and Tom Rosko.
  - John Rees voted in to stay as co-chair; Melanie approved to stay on another year as junior co-chair

Program portion of the meeting:
- Chip Calhoun (AIP) – update on digitization projects
- Tammy Peters (SIA) – field book digitization project
- Paula Jabloner (Computer History Museum) – digital repository developments

2013 Program Representative report: Erin O'Meara

Session ideas for 2013
- National Academy of Sciences 150th anniversary – collections of NAS fellows represented in various repositories; showcase collection development and data management plans, and highlight overlooked collections
- Women in Sciences (Joan Warnow-Blewett Commemorative Session) – partner with Women Archivists roundtable for sponsorship

Announcements/new business from the floor
- Medical Heritage Library – organized two years ago by a Sloan Foundation grant to digitize medical texts; new NEH grant to digitize pre-1914 medical journals; currently 40,000 volumes from the 16th century to 1900 (Europe) and 1922 (US)
- Rockefeller Archives – received the archives of the Ford Foundation, including 10 reels of microfilm and few thousand feet of records covering the development of agriculture, medical, and science programs funded by Ford

STHC Projects
I. *Archival Elements:* The STHC newsletter, *Archival Elements*, was posted online to the STHC website in PDF format in early August prior to the 2012 SAA meeting in San Diego.

The 2010 *Archival Elements* contained the following major articles:
1) "Balancing Volume and Value: Appraising the Records of Big Science" by Laura O'Hara
2) "The iPhone and the Tule Shoe" by Leigh Johnsen
3) "The ABCC Collection in the Texas Medical Center Library as a Nuclear Age Memory" by Philip Montgomery
4) "Motion Picture Digitization at the National Library of Medicine" by John Rees

Shorter submissions from members included announcement of a new exhibit exploring 19th century physician's fee bills at UVa., a new history wall at Children's Hospital Boston, the launch of a new manuscripts catalog at the Royal College of Physicians of Edinburgh, the opening of the Massachusetts General Hospital's new museum, grant announcements, and notices of forthcoming conferences.

II. Website: Activity on the STHC website was minimal during the calendar year. We'd like to make it more personable in 2013 by adding co-chair photos and other images.

Agendas for the Roundtable and the Steering Committee meetings were posted online prior to the meeting, as was the 2012 issue of *Archival Elements* (see above).

III. Listserv: As of July 24, 2012, 312 persons were subscribed to the STHC listserv. This represents a decrease from the 334 subscribers in 2011. It remains the primary tool for communicating with archivists with an interest in the archives of science, technology, and the health sciences.

IV. SAA Program: STHC endorsed one session that was subsequently accepted for the 2012 San Diego program--"From Hidden Collection to International Incident: The John Cutler Papers and the Guatemala Syphilis Experiments"

Respectfully submitted,
John P. Rees, Co-Chair (National Library of Medicine)
Melanie Mueller, Co-Chair (American Institute of Physics)

Strategic Priority - Technology initiatives: [None submitted.]

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: [None submitted.]

<mark>**Questions/concerns for Council attention:**</mark> [None submitted.].

Security Roundtable (Liaison: Baxter)

Date: November 14, 2012
Officers:
- Name (Chair)   Kara McClurken (August 2011-August 2012)
- Brittany Turner (Secretary)   (August 2011-August 2012)

Report from annual meeting:
Number of attendees: 27+ (Note this is a 60 % increase over last year)
Election results:
        Kara McClurken and Brittany Turner re-elected to positions by vote of acclamation

Summary of meeting activities: see attached minutes

Completed projects/activities: Successfully petitioned Standards Committee/SAA Council to endorse RBMS Security Guidelines (with introduction drafted by Security Roundtable)

Ongoing projects/activities: Increase awareness/activities of the roundtable. Establish/continue relationships/liaisons with other groups (e.g. RBMS)

New projects/activities:
        Create Roundtable Bylaws, including revision of mission statement
        Add resources to roundtable website
        Move to online voting for 2013
        Examine record-keeping practices of the roundtable
        Working group to recommend revisions to the security section on the Code of Ethics
        Unofficial List of security vendors/consultants/contractors

Strategic Priority - Technology initiatives: We hope to get our website up and running this year

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: Develop roundtable website to gather resources in one place. Increase/continue relationships with other cultural organizations devoted to security issues. Assign liaison to work with Governmental Affairs Working Group on issues of security

<mark>**Questions/concerns for Council attention:**</mark> [None submitted.]

Society of American Archivists
Security Roundtable
August 8, 2012
5:30pm – 7:30pm

Bayfront Hilton ☙ San Diego, CA

Present: (Kara has attendance; format "First Name Last Name, Affiliation, Time arrived/departed if during meeting)

1. Welcome from the Chair and Introductions
The 2012 SAA Security Roundtable was called to order by Kara McClurken at 5:35pm. Participants introduced themselves with their name and organizational affiliation.

2. Announcements
Kara McClurken announced that the Preservation Section is holding a fundraiser for their Disaster Relief Fund through the sale of aprons. Aprons are $20 each and available adjacent to the conference registration desk.

Ms. McClurken also indicated that there are many volunteer opportunities available within the Security Roundtable, which will be discussed later in the meeting. Interested participants should contact Ms. McClurken or Brittany Turner. The meeting will also welcome Frank Boyles, a representative of the Government Affairs Working Group, which is seeking a Liaison from the Security Roundtable.

Ms. McClurken outlined some of the upcoming projects, including additional website development, reconstruction of the Security Roundtable Mission Statement, and proposed revisions to the SAA Code of Ethics to strengthen the existing statement on security.

Ms. McClurken also explored the possibility of hosting a SAA Security Workshop as offered previously. The workshop is traditionally taught by Mimi Bowling, and the most recent workshop in North Dakota was well attended. She suggested that Roundtable members remind others that the workshop is available and to consider the possibility of hosting the workshop at a Security Roundtable member's own institution.

Finally, Ms. McClurken noted that the SAA Security Roundtable website has very little information. She proposed that Security Roundtable members work together in order to create resources for users interested in improving guidelines. The website should point to RBMS guidelines, templates, tips for hands-on and practical security solutions, etc., which would be especially useful for those who cannot come to meetings regularly. She asked that members contact her if they are interested in helping with the technical aspects of the website expansion or if they had suggestions for resource development/inclusion.

3. Update on ACRL/RBMS Security Guidelines Endorsement
Brittany Turner summarized the previous efforts to explore endorsement of the ACRL/RBMS Security Guidelines, which have been ongoing for at least two years. She introduced Alvan Bregman, Chair of the RBMS Security Committee, who has been integral in the growing collaboration between the SAA Security Roundtable and ACRL/RBMS Security Committee.

Mr. Bregman noted that this is his first time attending and SAA meeting despite the fact that our interests overlap greatly. One of the initiatives of the ACRL/RBMS Security Committee is to develop a closer working relationship between the two groups, which has included the appointment of Ms. Turner as a member of his committee.

Mr. Bregman explains that many of the concerns raised in the SAA statement regarding the endorsement of the Guidelines were well received by his group. This will now provide an opportunity to work together when expanding and reformulating some of the advice and best practices highlighted in the Guidelines. For example, marking may be one of these areas and the appendix may be reconsidered in the context of

identifying unmarked archival material in support of future repatriation. He expressed his hope that the conversation continues in a more formalized way.

Kara McClurken emphasized Ms. Turner's work on behalf of the endorsement, and thanked her for her efforts.

4. Election of Roundtable Officers

Kara McClurken explained that the Security Roundtable is a relatively informal group. She had distributed a call for nominations via the listserv, but received none. Renna Tutten expressed her desire to assist with the work of the Security Roundtable in a less formalized manner.

Ms. McClurken expressed a desire to explore online voting for 2012, since there are nearly 250 members of the Security Roundtable, but many are unable to attend the meeting. She also noted that the Security Roundtable Bylaw revision may lead to a shift in the organization of its leadership.

In a vote of acclimation, Kara McClurken was nominated as Chair of the Security Roundtable. Kara McClurken was unanimously elected as Chair of the Security Roundtable.

In a vote of acclimation, Brittany Turner was nominated as Secretary of the Security Roundtable. Brittany Turner was unanimously elected as Secretary of the Security Roundtable.

5. Presentation and Discussion: "Having Our Cake and Eating It Too: Access and Security in the Reading Room"

The 2012 presentation focuses on balancing access and security in the reading room. The panel includes Lori Burrell, Alvan Bregman, Richard Dine, and Michael Knight.

Lori Burrell serves as the Manuscript Librarian at the University of Rochester Rare Books and Special Collections and Preservation Department since May 2011. During last year's discussion, the Security Roundtable explored the balance between access and security, spawning the idea for this presentation. Ms. Burrell's department has been in the process of reviewing and revising their access and security policies and she would like to share information about what this process has meant for her institution.

Ms. Burrell explained that the work at her institution has expanded beyond the reading room, considering everything from the structure of stacks to the procedures at the reception desk to materials access and everything in between. This could be described as general department security.

Ms. Burrell's library is comprised of four full-time staff members, three part-time staff members, and four to five students who work on special projects and staff the reception desk. Their hours are 9:00am until 5:00pm Monday through Friday and 11:00am until 3:00pm during the academic year. The reading room is closed 15 minutes before the department closes. The collection includes items regarding Frederick Douglass, Kodak history, YWCA local chapters, and the University Archives collections. In July of 2012, there were over 70 visits. Each staff member teaches an average of 5 classes per year. There are 10 exhibits per year, and many of the exhibits have an online component.

Prior to September 2011, the access policies in Ms. Burrell's library included a greeting by a student or paraprofessional assigned to the reception desk. Researchers would fill out a registration form and their photograph identification would be photocopied and kept with the completed form. The form included a request for local and home addresses, telephone number, email address, and institutional affiliation. There was a second form designated for manuscript materials specifically, which included contact information and institutional affiliation. For rare books, there was a book slip. All forms were kept in a work room extending back to the 1990s. Researchers were required to complete a new form for each academic year.

During the pre-2011 period, researchers were permitted to use one box or cart at a time. The materials were moved from the stacks directly into the reading room, and reception desk staff was not involved in the transfer. Researchers usually corresponded with staff prior to their visit, but there were also many walk-in users. On Saturdays, the department was staffed by a paraprofessional who paged and reshelved materials.

As far as general department security, there was a video monitor under the reception desk and two camera in the reading room during working hours. There were no cameras in the work room where staff and stacks coexist. With the exception of one part-time staff member, all staff had keys at all times as well as the ability to turn the alarm system off and on. The general security was monitored by University Security, but there was still total internal control.

Since July 2011, Ms. Burrell has looked at the procedures at other institutions and performed local site visits. Each professional staff member now staffs the reception desk at least two hours per week, with the remaining time covered by trained student staff members. The process of registration has been streamlined and there is now a manual of appropriate reception desk activities. The request for ample contact information on forms resulted in many researchers leaving these areas blank. The registration forms have since been restructured and integrated into a combined form that requests contact information and collection access needs into one form, although the book slip still exists. Researchers have also been restricted to using one folder at a time while the cart remains near the reception desk, and the contents of the folders are counted before and after use. This proved to be extremely time consuming and has subsequently been applied only to high value 19$^{\text{th}}$ century collections like Susan B. Anthony and Frederick Douglass. Reception staff have been instructed to avoid traveling through the work room, which helps the archivists identify use, preservation concerns, and digitization needs. Appointments are now required with at least 48 hours advance notice, and this policy is highlighted on the website and all researcher communications. This policy ensures that the appropriate staff member is on site. Professional staff are now responsible for paging collections that are their curatorial responsibility, which eliminates the paraprofessional third party.

In the future, the great risk to collections due to staff/stacks coexistence will be addressed. This may be accomplished through moving, the construction of barriers, or limiting the number of people who have stack access. A buddy system may also be employed. Public spaces will also continue to be evaluated. The video monitor may be moved to a more prominent position to help ensure that researchers know they are being monitored. They may also assign a staff member to the reading room any time collections are being used. Traditional physical keys may be exchanged for key cards, which will assist in creating access logs. There is also an interest in adopting a system like AEON to track access points and use history of the material. Although the paper system is good, there are only so many access points available. The book slip may also be eliminated to make tracking easier.

Alvan Bregman thanked the Security Roundtable for inviting him to participate. He currently works at the University of British Columbia in Vancouver, and previously worked at the University of Illinois. He is the Chair of the RBMS Security Committee and while at their pre-conference he participated in a session on security and public service, so both groups are thinking along the same lines. Preservation and access are two poles around which our work revolved, and our responsibility is to balance our attention between the two despite the essential natures being different. He refers to this as security under the rubric of preservation, with security being restrictive, protective, controlling, and quantitative in contrast to access which is open, permissive, giving, and qualitative. Both goals need to be balanced, with both remaining a priority through consistent framing and improved policies.

Mr. Bregman noted that the charge we have been given, to "ensure unimpeded access," may not be desirable. An access to impediment is not necessarily desirable, especially when that barrier is based on reasonable, tested rules and policies which have been set in place to regulate archival space and collections. These are not impediments to users, and when we think of rules and procedures as barriers, we begin to eliminate or circumvent them. Similarly, not all requests are time sensitive nor are all demands orders. We have an option to deal with the request that we have in an orderly way, and Mr. Bregman suggests employing a 48 hour rule. These policies are appropriate when they are consistent and transparently presented. The general principle is the same regardless of the specific practice, and we should always take the time we need to ensure our material is mediated in a way that allows it to be used effectively while also allowing it to be secured.

Mr. Bregman asserted that it is our responsibility to guard against accidental damage, vandalism, and theft, which will require that we use our judgment. Guidelines and resources like Everett Wilkie's book set out best practices for keeping collections safe and facilitate theft discovery. Many of these recommendations are the same regardless of whether the collection is in a library or archives. The fundamental principle of providing the most access while keeping collections secure is intertwined with the concept of providing the most security while keeping collections accessible. When we frame security policies positively, we see the most success. For example, lockers enhance security but they also maintain privacy, as the level of exit screening may be reduced. Registration forms require the disclosure of contact information, but they also provide necessary information on the use of collections which improves our ability to better serve users.

Mr. Bregman also advocated for the redesign of monitoring to ensure that it is concentrated on watching materials without fixating on people. Reference interviews also allow us to develop a connection to users so that they may be approached in the reading room more easily. It becomes less of an imposition if you're familiar and collegial. He noted, however, that this is an ideal and is difficult to attain. Many institutions cannot implement all guidelines due to space, finances, policies, etc. and that sight lines, resources, and additional staff are something to strive toward. The problem is not implementing or enforcing procedures when you are empowered to do so, even if it is in a limited way. We frequently choose to avoid the implementation of these protections because we are reluctant to make users uneasy or do not wish to appear as if we are creating "impediments" to access. When this concern arises, we should think about how we can reframe the practice in a positive way, combining security with public service.

The RBMS Security Committee employs a proactive approach to encourage outreach and these approaches are built upon consistency. Rules apply to everyone, including staff. If no bags are permitted, no bags are permitted and lockers are used by everyone. When we make it convenient to follow rules, help others to understand the relevance, and apply them equitably, the rules are successful. It is also useful to review the items being distributed to researchers, and advance notice helps with this challenge. The concept of instant delivery is contrary to security, and as such, the preferred approach is a measured delivery time that ensures ample opportunity to review. This is the challenge of the "golden minimum." Unprocessed collections may be made available upon request, with an opportunity to review what is being used before it reaches the hands of the user. We can also ensure the integrity of material coming in and out through counting and weighing with precise scales. Ultimately, good public service equals good security. The two go together and it is our responsibility to implement the guidelines we are able to while setting goals for those that are more challenging. We have no choice but to strive to do the best we can in support of prevention, which will always be better than attempting to respond to a theft. If it seems like preventative measures are too time consuming, one need only consult with an institution that experienced a theft to see how time consuming the alternative can truly be.

Richard Dine, a Training Specialist with the National Archives and Records Administration (NARA), develops his security training along ADDIE guidelines. His challenges are multi-faceted, as he must

address policies, culture, trust, and communication. The goal at NARA has been to recalibrate culture to balance access with protection. Security at NARA must also be scalable. Institutions need to explore their individual needs, as well as the extent that staff and researchers are currently balancing security. Once that information is available, training programs may be designed. However, this is a multi-year process.

At NARA, the first year focused on revising existing content, making it available online, and practicing the training live in person and via webinar. By making the training available to NARA and others, the team was able to focus on content as well as culture. Staff got to know the Holdings Protection Team and understand their purpose. It alleviated the fear that the team was present to run stings or get people into trouble. Despite the "bad apples," many staff and researchers care deeply about preservation and security, even if they don't know it initially. Mr. Dine brainstorms with the staff and users, incorporating their knowledge and suggestions.

The second year provided training on confronting researchers. It was necessary to overcome an unwillingness to confront users and staff, avoid legal issues, protect staff safety, and address internal theft, which comprises over 75% of thefts. The training stressed the fact that there are no exceptions to policies and if a staff member encounters a problem, they should feel comfortable communicating with the Holdings Protection Team rather than changing the policy themselves. The process needs to ensure that people are comfortable communicating any concern to the Holdings Protection Team, since safe conversations about policy issues pave the way for safe conversations about possible theft risks, policy violations, and red flags without feeling like a "snitch." The second year training also looked at movements, couriers, and exhibits. Exit inspections were introduced and Security Officers were trained on recognizing archival materials when conducting these searches.

Year three will be 2012/2013 and will begin with a refresher on the trainings delivered during the previous two years. This will help identify opportunities for internal awareness training topics such as trust. Management is also interested in incorporating self-assessment. In the first year, staff were empowered to communicate and brainstorm. Year three provides a good opportunity to see how staff feels about that previous communication and the subsequent development of the program. Holes in the training can also be plugged, ensuring that the right tool is used for each module and demonstrates a sense of humor (i.e. PowerPoint, Jeopardy, Video, etc.). Videos have been very successful, modeling appropriate behavior with existing equipment and resources while using staff as the "actors." Internal awareness has been more challenging, so using familiar faces and places has been particularly useful. Using in-house resources to create these resources has been valuable since the low-cost implementation of the training program helps ensure its sustainability.

Mr. Dine noted that evaluation is always challenging, since loss prevention cannot be measured the same way as an inventory. Since we frequently don't know about a theft until after it has occurred, it is difficult to pinpoint the success of training in that respect. One strategy is to ask employees for feedback, recording "saves," and implementing the "secret shopper" concept as a way to help identify gaps and assess effectiveness rather than a catalyst for punitive action. Anecdotally, the training has been helpful. As of the meeting, the trainings have been delivered at over 12 institutions, with over 500 participants, as well as an upcoming webinar for SAA. The training videos are not available on YouTube, since there is discussion of NARA vulnerabilities, but the team is available to meet with various institutions. However, there is currently no travel budget unlike the first year of the program. There are ways to schedule these visits with institutional assistance.

In conclusion, Mr. Dine asked how many participants have formal policies at their institutions and a majority raised their hands. When asked how many provide training, only two raised their hands. When asked about researcher training, only one hand was raised.

Michael Knight, the final speaker, is an archivist serving on the NARA Holdings Protection Team. He acknowledged the tradition of weighted access services, with stack reference interviews for certain researchers being employed as recently as 2000. The focus has since shifted to a more balanced approach between access and security after several high profile incidents, including the Clinton hard drive. The negative reinforcement of these incidents underscored a need for security policies, which was again echoed through the discovery of the Les Waffen thefts. Waffen, a 40 year NARA veteran, stole thousands of items, including several from the Babe Ruth collections, making them available for purchase on eBay. Waffen was discovered when a donor saw some of his gift listed for sale on the site, and Waffen received 18 months. Victims of Barry Landau have faced similar trauma, as Landau stole thousands of items from dozens of archival institutions primarily east of the Mississippi River. Landau's thefts included important documents from the Franklin Delano Roosevelt Presidential Library, assisted by an accomplice as well as a customized overcoat. Policies regarding overcoats had not been consistently enforced at the FDR Library and Archives. Landau was recently sentenced to a seven year sentence after he was caught by staff of the Maryland Historical Society, who had previously participated in one of the Holdings Protection workshops.

NARA identified similar oversights occurring at its 44 institutions across the country. NARA was forced internally and by stakeholders to review security measures, and the agency quickly realized that policies lacked cohesion and hadn't been updated in decades. There had not been a systematic evaluation of best practices agency wide, there was ample inconsistency from facility to facility (i.e. minimum researcher age), and there were major discussions about the lack of uniform policies. Many situations had not been considered from a security standpoint. The Archivist of the United States created the Holdings Protection Team in December of 2009. The team was comprised of eight members: a team leader, trainer, and three archivist/security specialist pairs assigned to the Presidential Libraries, regional facilities, and the Washington, DC area. It was particularly important to have the security/archivist teams, since the two sectors "don't always speak the same language." The team-based approach made it easier to communicate and develop trust.

The mission of the Holdings Protection Team is to review directives and guidance, collect standard operating procedures, and initiate outreach programs to NARA facilities and other institutions. Some of the earliest external institutions included the New Mexico and New York State Archives, which had suffered losses and offered additional perspectives to the team. Another focus is the communication within NARA, as it was traditionally difficult to communicate across units and branches. At the management level, buy-in was cemented in the Washington, DC area.

One of the biggest challenges was unraveling those lines of communication. For example, if an incident happened at a NARA facility in Alaska, how would the incident be reported up the change of command? There were no statistics of how often this happens, no hard numbers on how much has been lost, no numbers highlighting "saves," no numbers on potential theft or damage, and no tracking of what records are missing from stacks beyond the individual units. There is no physical or intellectual control of records to the necessary levels. After the management buy-in and creation of a nationwide program, they began the site visits to all facilities in an effort to underscore the fact that this is not merely another decree from DC without any resources for implementation. There is a real desire to partner with the sites to enforce security across the agency in a uniform way. Many facilities began to see the benefit of this collaboration immediately, as the uniformity across the agency reduced instances of researchers engaging in behaviors they had been permitted to do at other sites. The standardization of policies relieved the burden on staff, as there was now a ready-made scapegoat – the Holdings Protection Team. This allowed staff to have increased confidence when addressing the public and enforcing rules. It also bridged the communication gap between policymakers in College Park, MD and people on the ground across the country who are actually responsible for implementing policies.

The scalability of the program for institutions big and small has also been key. While it is true that NARA has more resources than many institutions to a certain extent, the speed with which the program has been developed allowed for the creation of short and long range goals. The short range goals are applicable for anyone, since they can be done on the fly without many resources. This includes the review of existing policies, interacting with researchers, implementing guidelines in a uniform way, etc. For example, many institutions didn't know what to do if a theft was suspected. Answering these questions doesn't require a lot of money; one only needs to improve communication and inspire cultural change. This area is one where many archivists are uncomfortable, as this type of researcher interaction isn't done regularly. It takes practice, not resources. Access policies are another area for rapid improvement. Systems are ok, but policies also need to be strengthened and tested to ensure that they are being enforced. Access restrictions and controls are notoriously circumvented, leading to situations like Les Waffen. Almost all staff interviewed identified red flag behaviors, such as working at night and on weekends, bring boxes out to his car on break, etc., yet no one ever raised these concerns in a documented, organized way. Not only did it expand weaknesses in the existing system, but staff also exposed themselves to moral, ethical, and legal issues.

Long range goals do require resources, such as the exit inspections, which are costly due to the Security Officers, increased monitoring equipment, and training on appropriate use. Without training, these tools are essentially very expensive paperweights. Another long-term goal is the National Research Card system. Currently, all facilities issue paper researcher cards, but there is no way for Philadelphia to notify DC, even though the researcher could access both sites in the same day. A national system would pull up researcher records on a nationwide computer system, which would include information on researchers who are subject to a universal ban, have been involved in multiple saves, or those on the "BOLO" (be on the lookout) list who require additional monitoring from staff. There have already been six saves from two researchers at the downtown Washington, DC facility since August 1. Ultimately, even if an institution doesn't have ample resources, they can't give up. There is much that can be done without any additional support.

A participant asked whether a National Researcher Registration Card was really feasible? Mr. Knight indicated that they did not know yet. It had been discussed since 2006, and the implementation of any system across 44 institutions is challenging. He believes NARA is culturally ready, but the financial support is not yet available. This will be a priority in coming years. The cards would be for researchers only and would not include staff.

A participant asked if this was counter to the principle of equitable enforcement, and Mr. Knight clarified that the card would be required for anyone engaging in researcher, regardless of whether they are NARA employees. Anyone doing research is subject to the same rules. This was not always the case in the past.

A participant asked whether this program would be extended to non-NARA researchers? Mr. Knight explained that there is a desire to share lists of banned/suspected researchers, although this has not been implemented yet. NARA is starting to partner with some institutions, like the Smithsonian and Library of Congress. The banned list is also finally on the intranet, which is important since the hard copy was frequently out of date. If someone from an outside institution maintains an internal ban list, they should contact the Holdings Protection Team to negotiate an agreement for sharing.

A participant asked if that type of sharing could lead to lawsuits? Mr. Knight indicated that this was not an issue yet, because it hasn't been instituted. Ultimately, it is probable that shared lists would only include information on known thieves which would be public record and not subject to claims of libel, slander, or discrimination.

A participant asked whether documentation on NARA's decision making process for bans might be available to other archives? Mr. Knight indicated that this is not available and the process is currently being updated. Most recently, they completed an update on a 7-day ban for research room staff, which would allow time to review related records, conduct an investigation, and follow up with the researcher. At NARA, rules for banning tend to be published in the interest of transparency, so other institutions may be able to access them that way. Institution-specific policies would be something to discuss with general counsel. In addition, many policies are word-of-mouth and are not necessarily written, as was the case with the New York State Archives. If staff knows they can alert partner institutions informally, they may feel free to do so. Mr. Dine added that this issue should be addressed in trainings. Shelby Sannett added that they cannot give out directives, but it could be based on federal regulation codes. Ms. Burrell added that it also depends on whether an institution is public or private. Mr. Bregman noted that something like banning should never be arbitrary. Whatever the policy is, it should be enforced exactly in every instance. It should be written, formalized, and staff should be encouraged to use it when necessary. For example, registration may include a signed rule to abide by the rules or be subject banning. If the rules are broken, then the chain for banning would go into effect. Ms. Sannett noted that while NARA can't share their internal information, they can facilitate or guide general discussion of guidelines and procedures to see what might be useful and customizable. In May, she and Mr. Dine offered a webinar through SAA entitled "Protect Your Holdings and Provide Access," which is still available online. It includes more detail of points covered by all panelists, as well as visuals, suggestions, and contact information.

A participant asked how patron use should be recorded? If there is a paper slip, should there also be electronic or database monitoring? Ms. Burrell indicated that this is not currently available at her institution. At present, researchers sign in upon each visit in addition to the annual registration form. The 70 visitors per month estimate is slightly high, but is a rough estimate of their typical volume. There are eight to ten desks in their reading room, and one third of the reading room is obscured from view when seated at the reception desk. This is why there is heavy reliance on the monitor and reception staff. The only limit on users is the number of available seats, and they have never needed to turn anyone away due to space. The monitoring system does record, and there is a need for additional training on using the system. There is a staff member dedicated to changing and storing the CD on a daily basis. There are occasional glitches associated with updates, and the view is sometimes blocked. Mr. Bregman offered the suggestion of assigning seats, keeping the obscured seats vacant to be used in cases of overflow only. Ms. Burrell added that the one set of outlets in the first row helps with that issue. Mr. Dine indicated that they observed blind spots when making the training video, and Mr. Knight added that sight lines are an area worth working on, especially when staff is not present in the reading room. It is challenging to focus solely on security, since short staffing often necessitates multitasking for research monitors. If they're working on other things, it's the same as not being present. Due to the high volume at College Park (150 to 300 per day), there is an entire staff dedicated to monitoring. Other sites with 12 researchers per month may have only one staffer.

A participant asked if staff is trained on how to monitor the reading room? People tend to focus on the front quarter of the room. Mr. Knight explained that that isn't addressed specifically, but it is recommended that staff occasionally look up and avoid becoming immersed in other work. There is also attention given on approaching and addressing researchers, giving direction, and incident response. Mr. Bregman reiterated that it is good to focus on the materials. If you know you got back what you distributed, it avoids making this personal. No monitoring is 100% effective, but keeping it unpredictable is valuable. Determined people are quite watchful, so vary the order that the room is checked. Tell people you're recording them if you have a CCTV system. Make a point of checking when they leave the reading room. Be active to prevent "casual" or "invited" theft. Gregor Trinkaus-Randall added to avoid having a regular monitoring schedule, such as checking every 15 minutes on the dot. This would enable a thief to inherently know when to watch out. Mr. Knight noted that it is important to have staff on hand at all times. He recognized that this is challenging for many facilities, but it is rarely impossible. If it becomes

extremely challenging, all research should be conducted by appointment only to ensure that there is always monitoring. Requiring signs indicating surveillance, and even large monitors to see the reading room on camera, are useful deterrents.

A participant asked if criminal background checks are conducted on staff? Mr. Knight indicated that all NARA employees are subject to a criminal background check. A participant asked if this was also true of universities with high turnover in paraprofessionals or students? Ms. Burrell expressed her belief that with students there are rules regarding background checks and that it may be illegal. This is a huge risk, and sometimes only one staff member is alone in the back with student workers. At present, these checks are not being conducted. A participant shared that this is an issue he is grappling with, since there is high turnover and the checks can be costly. Some are quoted near $1,000. Mr. Knight questioned the effectiveness in these instances. The participant explained that all workers are students, but there have been a number of serious breaches at one facility. Yet the checks can be expensive and time consuming. Mr. Knight added that they contract with an agency for the checks. Kara McClurken added that it depends on the level of the check and where it is being conducted. For example, it could be done on every student, but not staff since faculty status is based on the law when they were hired. She has not been permitted to sign a voluntary waiver permitting the check on herself; the process cannot be applied to faculty retroactively. It also depends whether the student is from Virginia or elsewhere, since a broader geographic area changes the cost. Mr. Bregman emphasized that an atmosphere of trust is important and team building is often necessary. For example, there should not be jokes about theft since it is very serious. If the seriousness is reinforced, people will have trust and understand the importance of security, especially in problem situations. A participant added that even if criminal background checks are prohibited, students and volunteers could be provided to offer references and that these references should actually be contacted. If there is a problem and references are a condition of employment, many would-be thieves won't come back.

A participant asked if appointments requirements are waived for students of the college or university? Ms. Burrell said no. These are high value collections and it requires significant time to provide the requested materials. She added that avoiding the word "appointment" may be useful, as this sounds like office hours. Instead, explain that the archivist would like to work with the student, find a time that works with the student schedule, and address the research needs collaboratively. It is less wasteful of everyone's time. Mr. Knight agreed, suggesting a positive spin. Although appointments aren't required, letting staff know in advance ensures the collections are on site and an expert is available to assist. Mr. Bregman agreed, indicating that this provides a higher level of service rather than restricting access. It also allows multiple students to access the same box.

Ms. Sannett pointed out that many interesting questions have arisen from the discussion. Proposals for SAA New Orleans 2013 are due October 5. She serves on the SAA Education Committee this year and would like to help with security proposals. She also suggested that participants consider submitting a proposal for a pre-conference workshop or program session.

Mr. Trinkaus-Randall asked if it would be beneficial to expand the scope to include disaster preparedness and environmental monitoring, since those are also destructive? Ms. Burrell explained that within the past year additional funds were identified and a fireproof safe was purchased. Some high value items were selected for storage in the safe. Mr. Knight again referenced the inter-unit barriers at NARA, nothing that the offices that deal with those issues rarely communicated before the creation of the Holdings Protection Team. Now they are coordinating more. The 2011 earthquake resulted in a shelving collapse at an affiliated archive; instead of notifying Preservation, they contacted the Holdings Protection Team, which contacted the relevant offices and teams to examine the problem as a group and worked with the institution to rectify the situation. This led to the development of close relationships with various offices, including Emergency Preparedness, Research Services, Agency Services, and Preservation. Mr. Dine

added that there are also continuity of operation training models being developed. Mr. Knight pointed out that the Holdings Protection Team also interacts with dissatisfied researchers, since they are more understanding as a group than individuals. They interact with whoever they need to.

Ms. McClurken urged participants to send session proposals, such as banning, to the listserv. Mr. Dine added that we are all in this together, especially after Landau.

6.   Executive Council Updates

Terry Baxter introduced himself as the Executive Council liaison. He explained that the minutes of their meeting will be available online within a few weeks.

35% of membership completed a member survey which will be reviewed by Executive Council. Information from the survey will be available through Jackie Dooley's blog, offtherecord.archivists.org. The Executive Council will divide up information from the survey and begin preparing reports which are due by mid-October in preparation for the strategic planning meeting in January 2013. Concerns and ideas should be sent to Mr. Baxter and he will pass them on.

The nominations process structured information around the elected offices in order to make the nominations process more transparent. He urged participants to look at the descriptions of offices, and if it appears to be a good match, contact the Nominating Committee or self-nominate. Quality people frequently fail to come onto the Nominating Committee radar.

Mr. Baxter is trying to engage with groups as a member rather than just a liaison, as he find it to be more rewarding. He looks forward to learning more about what the group does, since it helps him serve better. Participants should contact him with questions and ideas for the Executive Council, or even just to keep up with what they are doing. He will also pass information back to us. Gregor Trinkaus-Randall added that there is a push for more involvement of Executive Council members as liaisons to all groups rather than just being an anonymous contact. They need to be engaged.

A participant asked about the hierarchy of SAA, and how the Executive Council fits in with everything else? Mr. Baxter explained that it is the decision making body for SAA, and action on the legislative level is done by the Executive Council. For example, Mr. Trinkaus-Randall may make executive decisions on his own as President. Constituent groups do much of the work as well. There are nine elected counselors, as well as a President, Treasurer, and Vice President making up the 13 member body. Mr. Trinkaus-Randall added that the work of the Executive Council outlined much of the work to be done by staff, whereas membership driven work comes from other groups, like task forces, working groups, and committees. He clarified that the Executive Committee is comprised of the Treasurer, Vice President, President, and one third-year Executive Council member that may make occasional decisions based on the nature of the decision or need for expediency.

7.   Government Affairs Working Group Announcement

Frank Boyles explained that a revised Advocacy Agenda is due in June and the Government Affairs Working Group has been established to advise on the legislative priorities. The group exists to help implement the agenda and is looking for volunteers for the Security Roundtable. It is a constituency group that has interest in public policy, since legal issues effect security all the time. He is seeking volunteers to assist with monitoring legal and policy issues regarding security and to also offer expertise to help identify what the SAA position should be on relevant legislation. Policies may be proposed to the Executive Council and they may also be disposed of, so there is no guarantee, but it helps to inform those recommendations and they usually listen. Anyone interested should contact Mr. Boyles using the SAA directory. Gregor Trinkaus-Randall added that the new Advocacy Agenda will be a series of issue briefs

written on particular topics, but there may be additional topics that haven't yet been identified and that may include security.

8. Adjourn

Kara McClurken summarized the meeting, highlighting the Code of Ethics revisions, development of resources, expansion of the website, proposal of sessions, and sharing of information with the RBMS Security Committee. If interested in volunteering, please contact Ms. McClurken or Brittany Turner. Brittany Turner will send the draft minutes in mid-to-late October, and Ms. McClurken will send a reminder email calling for volunteers. There seems to be some momentum and an opportunity to move things forward. Ms. McClurken and Ms. Turner hope to provide more opportunities to volunteer and share the workflow.

Gregor Trinkaus-Randall added that the advance work spent on the RBMS Security Guidelines, particularly the generation of contacts and anticipation of questions, helped move the endorsement along and made it much easier for the Executive Council to make a decision. Preparing the necessary information beforehand expedites recommendations tremendously and pays off when a proposal is in front of the Executive Council.

The 2012 SAA Security Roundtable Meeting was adjourned at 7:25pm.

Respectfully prepared and submitted by Brittany Turner, Secretary, Security Roundtable

Students and New Archives Professionals (SNAP) Roundtable (Liaison: Theimer)

Date: November 15, 2012
Officers:

Rebecca Goldman	(Chair)	January 25, 2012- August 17, 2013
Andrea Boltz	(Vice Chair)	August 11, 2012- August 17, 2013
Max Johnson	(Secretary)	August 11, 2012- August 17, 2013
Meagan Doyle	(Steering Committee member)	August 11, 2012- August 17, 2013
Jeremy Floyd	(Steering Committee member)	August 11, 2012- August 17, 2013
Melissa Gonzales	(Steering Committee member)	August 11, 2012- August 17, 2013
Amanda Strauss	(Liaison Coordinator)	September 20, 2012-
James Northway	(Website Coordinator)	September 20, 2012-
Helen Schubert	(Social Media Coordinator)	September 20, 2012-
Lisa Huntsha	(Blog Coordinator)	September 20, 2012-
Gloria Gonzalez	(Newsletter Coordinator)	September 20, 2012-
Kate Donovan Jarvis	(Vice Chair)	February 17, 2012- August 11, 2012
Lora Davis (Secretary)		February 17, 2012- August 11, 2012
Rebecca Weintraub (Web/Social Media Coordinator)		February 6, 2012-

	August 11, 2012
Helen Schubert (Student/Student Chapter Coordinator)	February 17, 2012-August 11, 2012
Sasha Griffin (Liaison Coordinator)	February 17, 2012-August 11, 2012
Sarah Powell (Newsletter Coordinator)	February 17, 2012-August 11, 2012

Report from annual meeting:
Number of attendees: over 100
Election results: Rebecca Goldman (Chair)
Andrea Boltz (Vice Chair)
Max Johnson (Secretary)
Meagan Doyle (Steering Committee member)
Jeremy Floyd (Steering Committee member)
Melissa Gonzales (Steering Committee member)

Summary of meeting activities:
5:30   Opening remarks/Statement of business: Rebecca Goldman, Chair
5:40   Council Report: Kate Theimer, Council Liaison
5:45   Welcome and invitation to the reception: Rachel Vagts, Membership Committee
5:50   Academy of Certified Archivists presentation
Courtney E Chartier, CA, Atlanta University Center Woodruff Library
Tomaro Taylor, CA, Louis de la Parte Florida Mental Health Institute Research Library
6:25   Jobs presentation
Roland Baumann, Oberlin College
Arlene Schmuland, University of Alaska Anchorage
Arian Ravanbakhsh, National Archives at College Park
7:00   SAA Group Breakouts
Small group sessions with representatives from other SAA roundtables and sections, and with SAA Executive Director Nancy Beaumont

Completed projects/activities:
Founding: SNAP is one of SAA's newest roundtables and was founded in January 2012. In its short history, the group has grown to nearly 1,000 members and boasts an active listserv and social media presence.

Bylaws: In March 2012, a subcommittee was formed to create the SNAP bylaws, and its members were: Kate Donovan, Melissa Gonzales, Bryce Henry, and Michael Shallcross. The final draft of the bylaws was completed in April and submitted to the membership for feedback, but the final draft has yet to be approved by the SNAP Steering Committee. The current Steering Committee plans to review and approve the bylaws in the near future.

SAA12 networking and cost sharing: SNAP member Eira Tansey proposed a "lunch buddy" program to help SAA attendees, and especially new attendees and new archivists, connect with their colleagues for meals and drinks. Using a Google Spreadsheet, SAA attendees proposed meeting places and times and signed up for meetups proposed by others. Ten Lunch Buddy meetups were arranged, and we plan to repeat the program next year. SNAP also hosted a Google spreadsheet to help members find attendees to share hotel rooms and rides to the conference.

Recommendations to SAA on dues policies: At the August 6, 2012 Council Meeting, Kate Theimer presented a discussion item on the current SAA dues structure. SNAP members made suggestions for ways to make SAA membersip for affordable for entry-level, temporary, and unemployed archivists. The Finance Committee will be investigating the feasibility of SNAP's suggestions.

Spontaneous Scholarship drive: An anonymous donor offered a donation match if SNAP members donated $2,000 to Kate Theimer's Spontaneous Scholarship fund, which assists archivists who cannot afford the registration fee for SAA. SNAP members contributed $2,175, which was matched by the anonymous donor.

Ongoing projects/activities:
Newsletter: SNAP publishes a semiannual newsletter to which any member can contribute. Authors write about a variety of topics of interest to the SNAP membership, including education, internships, professional development, and SAA's Annual Meeting.

Social media: SNAP maintains Facebook (https://www.facebook.com/SNAPRoundtable) and Twitter (https://twitter.com/SNAP_Roundtable) accounts that are followed by hundreds of SNAP members. Through social media, SNAP alerts members to interesting listserv discussions, shares relevant news articles, and answers questions about the group.

New projects/activities:
Blog: The SNAP blog (snaproundtable.wordpress.com) was started on 10/30/12 and will feature regular posts from SNAP members, and others, on session reviews, new projects, issues that are of interest to SNAP members, and the transition from student to professional archivist. Blogging allows us to provide a forum for students and new archivists to share and learn from each other, to "facilitate and encourage remote participation in the group through social media and other online resources" (one of SNAP's goals) and to provide resources and connections between SNAP members and other blog readers. Lisa Huntsha is the current blog coordinator who schedules posts, solicits content, and introduces each post.

Project proposal process: Because SNAP aims to be a group that encourages active participation by members and responds to member feedback, we are implementing a project proposal process. Any SNAP member will be able to propose and lead a project that furthers SNAP's goals. Members with ideas for projects will be encouraged to write blog posts to discuss and get feedback on their ideas and then submit formal proposals to the Steering Committee. Our project proposal form is in progress.

Strategic Priority - Technology initiatives: SNAP has successfully used technology to accomplish the work of the Steering Committee and to engage with its members. Steering Committee agendas are posted as Google Docs that members can comment on, ensuring that all members have a voice in the group's decision-making. The Steering Committee uses Google Hangouts to meet synchronously on a regular basis. Hundreds of SNAPpers engage with the group through social media.

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: [None submitted.]

Questions/concerns for Council attention: None.

Visual Materials Cataloging and Access Roundtable (Liaison: Cline/Huth)

Date: 11/15/12
Officers:
- Mary Alice Harper (Chair)   8/26//2011-8/7/2012
- Amanda Brown (Chair-Elect)   8/26//2011-8/7/2012
- Scott Cline (Council Liaison)   8/15/2009-9/1/2012

Report from annual meeting:
Number of attendees: 24
Election results: Wendy Pflug is Chair-Elect

Summary of meeting activities:
The meeting was called to order.

The first portion of the meeting was dedicated to announcements and general SAA business. These were as follows:
- Amanda Brown explained that she is running the meeting in Mary Alice Harper's stead, as Mary Alice has taken ill. Former Chair Jessica Wagner will be assisting and taking notes.
- James Eason shared updates on the DCRMG standard. He believes it will be out by this time next year, and he is looking for people to try it out pre-publication.
- Scott Cline spoke on behalf of the SAA Council. He reported on the adoption of ISO16363; the maintenance of the glossary; the needs and satisfaction membership survey; policy on external websites, and the need for roundtables to adopt by-laws.
- John Chapman from OCLC spoke about Archives Grid.

Amanda Brown proposed that the group conduct online elections before the next annual meeting rather than holding elections at the roundtable meeting. One benefit would be that it would open up running to those that aren't able to attend the meeting. A show of hands indicated that the group was in favor of this.

The election was then held for the incoming Chair. Nominations were solicited, and Wendy Pflug ran unopposed and was elected as the incoming Chair. Wendy Pflug is Associate Curator of Collections at the Billy Ireland Cartoon Library and Museum at the Ohio State University.

The meeting was then turned over to time for group discussion, further announcements from members, and brainstorming for topics that members would like to see covered a the next annual meeting. Helena Zinkham brought up the Thesaurus for Graphic Materials and other controlled vocabulary tools from the Library of Congress; James Eason continued a discussion on the DCRM; and Dana Casey announced that the Shoah Foundation has put videos and oral histories online.

A discussion of new potential projects for the roundtable was opened. A means of disseminating case studies and articles covering changes relevant to visual materials cataloging/processing was proposed. Emerging standards, tools, and resources relevant to the group were discussed, such as RDA, DCRMG, Shared Shelf by ARTstor, Archivists' Toolkit for item-level photography description, and Getty Vocabularies. The group discussed interest in seeing a panel, lightening round talk, or curate camp model to address emerging standards and resources. Other topics of interest are the appraisal of large-scale audio visual collections and the management of born-digital images. Members also expressed interest in working with and learning from professional organizations with shared interests such as the Visual Resources Association.

The meeting ended with a few general SAA announcements. Laura Tatum from the Program Committee announced the theme-free 2013 conference in New Orleans and the call for papers. Geoffrey Houth introduced himself as the new council liaison.

Completed projects/activities: None.

Ongoing projects/activities: Leadership is continuing to plan programming surrounding digital photography and attendant metadata, specifically the image management practices of professional photographers.

New projects/activities: The chair and vice-chair will be drafting bylaws.

Strategic Priority - Technology initiatives: We will switch to online elections in 2013.

Strategic Priority - Diversity initiatives: None discussed.

Strategic Priority - Advocacy/Public Awareness initiatives: None discussed.

Questions/concerns for Council attention: Is it possible to provide a small honorarium for a non-SAA member to speak at a meeting? Sometimes the experts we need to hear from are not members.

Women Archivists Roundtable (Liaison: Baxter)

Date: 2012
Officers:
- Christina Johanningmeier, outgoing chair, 2012-2013
- Maija Anderson, incoming co-chair, 2012-
- Rachael Dreyer, incoming co-chair, 2012-
- Elizabeth Newsom, Steering Committee, 2010-
- Alexandra Orchard, Steering Committee, 2012-
- Lisa Schell, Steering Committee, 2010-2013
- Andrea Sheehan, Steering Committee, 2003-
- Mona Vance, Steering Committee, 2011-
- Terry Baxter, Council Liaison, 2011-2014

Report from annual meeting:
Number of attendees: 21
Election results: Maija Anderson and Rachael Dreyer were elected to the Steering Committee on July 2012, prior to the annual meeting. There were no candidates to replace outgoing chair Christina Johanningmeier. After the meeting, Maija and Rachael volunteered to co-chair the roundtable.

Summary of meeting activities: See attached minutes *[Staff Note: None provided.]*

Completed projects/activities:
- By-laws were revised to improve leadership continuity and comply with SAA Governance guidelines
- Legacy Web page was migrated to new Web page
- Participated in SNAP outreach event

Ongoing projects/activities:
- WAR is working with the SAA Membership Committee, and the facilitator of the Navigator program, Karen Walton Morse, to rework the existing Navigator program into an opportunity for greater participation and meaningful professional connections. Possible avenues include working more closely with SNAP to revitalize this program.
- Another topic that is under discussion is the possibility of a joint meeting with STHC at next year's SAA Annual Meeting in New Orleans. Thus far, the leadership of both WAR and STHC are in favor of combining their annual business meeting to establish a more structured and dynamic experience for members.

New projects/activities: WAR leadership plans to poll existing WAR members to see how WAR could better serve its members' needs. Over 800 SAA members belong to WAR, but only a small percentage are actually active in the roundtable. WAR chairs would like to see more engagement from its membership and we feel that this could best be accomplished if WAR collaborates with members to establish projects and initiatives that appeal to the particular interests of the membership.

Strategic Priority - Technology initiatives: We also hope to enliven WAR's social media presence, through Facebook and blog channels; one suggestion that emerged in the annual meeting was to feature women archivists on the blog regularly. An activity like this might be extremely helpful in drawing members into new and increasingly active roles within WAR.

Strategic Priority - Diversity initiatives: Attendees at the annual meeting discussed how WAR could better represent and advance diversity within the profession. Some attendees expressed an interest in working to recruit male WAR members and male archivists in general. It was also suggested that WAR should deal more explicitly with diversity in terms of ethnicity, sexual orientation, and disability. Our survey of WAR members will assess how the broad membership views WAR's diversity initiatives and better inform our action plan.

Strategic Priority - Advocacy/Public Awareness initiatives:
- The Roundtable recently endorsed the only SAA Session proposal that we received; we hope to advertise WAR as an avenue for endorsement more widely next year. Next year, we will be proactive in soliciting session proposals for possible endorsement.
- We expect that re-launch of the Navigator program will increase awareness of and participation in WAR.

==Questions/concerns for Council attention:== [None submitted.]

Women's Collections Roundtable (Liaison: McCrea)

Date: November 15, 2012
Officers:
- Alexandra Krensky, Co-Chair, 2011-2013
- Elizabeth Novara, Co-Chair, 2011-2013
- Tali Beesley, Co-Vice Chair, 2012-2014
- Helice Koffler, Co-Vice Chair, 2012-2014

Report from annual meeting:
Number of attendees: 16
Election results:

Tali Beesley, Co-Vice Chair
Helice Koffler, Co-Vice Chair

Summary of meeting activities: See attached meeting minutes. *[Staff Note: None provided.]* Minutes are also posted online at:
http://www2.archivists.org/groups/womens-collections-roundtable/meeting-minutes-august-8-2012-san-diego-ca

Completed projects/activities:
o   Election of Vice Chairs 2012.
o   Planning program and soliciting a speaker for 2012 annual meeting; collaborating with the Human Rights Roundtable on the program/speaker.

Ongoing projects/activities:
o   Continuing to update the WCRT website and blog with new information about women's collections.
o   Continuing to solicit blog stories and news from the WCRT membership.
o   Continuing to keep members up-to-date with WCRT news through the WCRT listserv.

New projects/activities:
o   Endorsed two sessions to the Program Committee for the 2013 SAA annual meeting:
   "The Personal is Political: Documenting Social Movements in the Papers of Elected Officials," chaired by L. Rebecca Johnson Melvin
   "Artifacts, Ephemera, Relics & Remains: Archiving Material Culture in Collections," chaired by Lucinda Manning
o   Began planning for the 2012 annual business meeting in New Orleans.
o   Collaborating with WCRT members (Susan Tucker, Tanya Zanish-Belcher, Anke Voss, Karen Mason) to plan an SAA pre-conference workshop/seminar on women's collections and the new *Women's Archives Reader* at the 2013 SAA annual meeting.
o   Formed a By-Laws Committee of 6 members (leadership + two members: Bethany Anderson and Kate Colligan) to draft WCRT by-laws as required by the SAA Council by the 2013 annual meeting.
o   Began creating a bibliography of scholarly articles on women's collections to be published on the WCRT website.

Strategic Priority - Technology initiatives: Investigating other social media outlets (Facebook, Twitter) to create more active discussions among the membership.

Strategic Priority - Diversity initiatives:
o   Investigating possibility of an activity/web campaign on the blog or other social media for Women's History Month (March 2013).
o   Investigating possibility of collaborating with another roundtable at the 2013 meeting.

Strategic Priority - Advocacy/Public Awareness initiatives: WCRT blog and other social media.

<mark>Questions/concerns for Council attention:</mark> N/A