

**Society of American Archivists  
Council Meeting  
February 2 – 4, 2010  
Washington, DC**

**Action: Web Guidelines for SAA and Component Groups  
(Prepared by Brian Doyle)**

**BACKGROUND**

From as early as 1997, the SAA Council has established guidelines on the management of component group websites and other electronic communications media. These guidelines are represented in no fewer than five distinct documents posted to the SAA website:

1. *Guidelines for SAA Sections*<sup>1</sup>
2. *Guidelines for SAA Roundtables*<sup>2</sup>
3. *Guidelines for the Society of American Archivists Websites*<sup>3</sup>
4. *Guidelines for the Establishment of Listservs by Organizational Units of the Society of American Archivists*<sup>4</sup>
5. *Guidelines for Use of the SAA Logo*<sup>5</sup>

Such guidelines are both necessary and desirable in order to regularize the functions and operations of the Society's component groups, to facilitate records retention, and (as articulated in the Council's strategic planning documents) to make "effective use of current and emerging technology in order to enhance communication with internal and external audiences and stimulate collaboration among its constituents."

The existence of multiple guidelines risks creating inconsistencies and otherwise impedes effective leader orientation. For example, the *Guidelines for Use of the SAA Logo* indicates that component groups are "required to display the approved SAA logo on all materials pertaining to official SAA business," while the *Guidelines for SAA Sections* and the *Guidelines for SAA Roundtables* specify that "use of SAA's name, logo, and auspices for publications, meetings, mailings, websites, electronic communications, and other activity is available only through

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<sup>1</sup> <http://www.archivists.org/governance/handbook/section9.asp>

<sup>2</sup> <http://www.archivists.org/governance/handbook/section10.asp>

<sup>3</sup> [http://www.archivists.org/governance/handbook/app\\_b.asp#website](http://www.archivists.org/governance/handbook/app_b.asp#website)

<sup>4</sup> [http://www.archivists.org/governance/handbook/app\\_b.asp#listservs](http://www.archivists.org/governance/handbook/app_b.asp#listservs)

<sup>5</sup> <http://www.archivists.org/governance/guidelines/saalogo.asp>

specific provision of the Council.” In addition, with the increased use of social media networks by component groups, the guidelines as a whole have become increasingly outdated.

Staff has prepared draft revisions to the *Guidelines for the Society of American Archivists Websites* (see Appendix A), as well as proposed amendments to the other referenced documents (see Appendixes B through E). Our goals are: 1) to create a single, comprehensive, and uniform set of guidelines that address the full range of online communications; and 2) to update the guidelines to better reflect the current state of SAA’s technical resources, as well as electronic communication in general.

As displayed in Appendix F, “Use of SAA Server Resources by Sections and Roundtables,” the majority of component groups are already using solutions hosted by SAA Headquarters, which yields several advantages. New members are automatically subscribed to Section and Roundtable email lists hosted by SAA, thereby engaging them immediately with fellow members, news, and information. Staff is able to provide superior technical assistance and orientation to incoming group leaders, as well as group members. Consolidation of information in SAA’s new content management system (i.e., Drupal) will enable content aggregation and help raise the profile of component groups. For example, we could create a page in Drupal titled “This Week at SAA” that would display the latest articles published on the site, whether they are authored by staff or by group editors. Therefore, the revised *Guidelines* (i.e., referenced in Recommendation 1) promote a more coordinated approach to content management and restrict the creation of independent “auxiliary sites” by component groups in the absence of “clear and compelling functional needs that are not or cannot be effectively provided by the SAA office.”

#### **RECOMMENDATION 1:**

**THAT *Guidelines for the Society of American Archivists Websites* be amended as specified in Appendix A.**

**Support Statement:** The proposed revisions create a single, comprehensive, and uniform set of guidelines that address the full range of online communications and better reflect the current state of SAA’s technical communications.

**Fiscal Impact:** None.

#### **RECOMMENDATION 2:**

**THAT *Guidelines for Use of the SAA Logo* be amended as specified in Appendix B.**

**Support Statement:** The proposed revisions update the guidelines to specify all SAA component groups and to include social networks.

**Fiscal Impact:** None.

### **RECOMMENDATION 3:**

**THAT Section and Roundtable annual reporting requirements be amended as indicated in Appendix C and Appendix D (respectively) to specify that: 1) Sections and Roundtables will post their annual reports to their own group websites rather than to SAA’s main website; and 2) Roundtables will file an annual report with the Executive Director.**

*[Note: Pertinent language in Appendix C and Appendix D is highlighted in yellow.]*

**Support Statement:** SAA’s new content management system has been configured with a special “content type” called Group Reports that will facilitate effective document creation, management, and retrieval. Clarification of the Roundtable guidelines helps emphasize that publication of annual reports to the group website is not a substitute for conveyance of annual reports to the Executive Director. The Council Handbook (Governance Manual) already specifies that Sections must submit annual reports to the Executive Director, and thus no amendment is necessary for this type of component group.

**Fiscal Impact:** None.

### **RECOMMENDATION 4:**

**THAT SAA *Section Guidelines* and *SAA Roundtable Guidelines* be amended to strike language regarding group websites and electronic lists and add language indicating that group “websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online Communications*.”**

*[Note: Pertinent language in Appendix C and Appendix D is highlighted in green.]*

**Support Statement:** The existence of multiple guidelines on the same topic risks creating inconsistencies and otherwise impedes effective leader orientation. The amendments ensure consistency.

**Fiscal Impact:** None.

### **RECOMMENDATION 5:**

**THAT other miscellaneous amendments to *SAA Section Guidelines* and *SAA Roundtable Guidelines* (as indicated in Appendix C and Appendix D) be made in order to reflect current practice.**

*[Note: Pertinent language in Appendix C and Appendix D is highlighted in blue.]*

**Support Statement:** The proposed revisions update the guidelines to reflect current practice.

**Fiscal Impact:** None.

### **RECOMMENDATION 6:**

**THAT *Guidelines for Establishment of Listservs by Organizational Units of the Society of American Archivists* be rescinded in its entirety and subsumed by *Uniform Guidelines for SAA Websites and Online Communications*.**

*[Note: See Appendix E for full text of *Guidelines for Establishment of Listservs*.]*

**Support Statement:** The existence of multiple guidelines on the same topic risks creating inconsistencies and otherwise impedes effective leader orientation. *Uniform Guidelines for SAA Websites and Online Communications* will serve as the authoritative source on this set of issues.

**Fiscal Impact:** None.

**APPENDIX A: Proposed Revisions of  
Guidelines for the Society of American Archivists Websites**  
(~~strikethrough~~ = delete, underline = add)

**Guidelines for the Society of American Archivists Websites**  
**Uniform Guidelines for SAA Websites and Online Communications**

**Overview**

The explosive and continuing growth of electronic communications technology ~~publishing on the web~~ presents SAA with the opportunity to better serve its ~~our~~ members and ~~to communicate with and support our organizational units~~ to enhance collaboration between and among internal and external audiences. SAA establishes these guidelines ~~for websites~~ as a means to encourage the ~~their~~ effective development, dissemination, ~~for disseminating,~~ and sharing of resources throughout the Society, to regularize the functions and operations of SAA's component groups, and to otherwise facilitate the efforts of member leaders. These guidelines apply ~~both to the central or main website~~ online information resources sponsored and/or maintained by the SAA office and to all websites, e-mail discussion lists, wikis, blogs, document sharing sites, and social networks sponsored and/or maintained by official SAA component groups. SAA's ~~grooperational units (Sections and Roundtables)~~ operational units (Sections and Roundtables). The guidelines are ~~intended to strengthen the Society's identity on the Internet and to ensure the most effective use of the sites~~.

**Definitions**

**SAA network website:** The entire collection of websites, pages e-mail discussion lists, wikis, blogs, document sharing sites, and social networks sponsored and/or maintained by the Society of American Archivists and its component groups. ~~subsidiary units~~.

**SAA main website:** The ~~central location for the~~ collection of documents maintained by the SAA office and ~~resident~~ residing on its Web server(s) at <http://www.archivists.org> (a.k.a. the "Extranet") and <http://saa.archivists.org> (a.k.a. the "Intranet").

**SAA content management system (CMS):** The Web database application maintained by the SAA office and used to administer content published to <http://www.archivists.org>.

**SAA list server:** The server application maintained by the SAA office, residing at <http://forums.archivists.org>, and hosting officially sponsored e-mail discussion lists.

**SAA component group website:** A subdirectory of the main website for use by an official component group.

**SAA auxiliary site:** An independently hosted website, e-mail discussion list, wiki, blog, document sharing utility, or social network containing content sponsored and/or maintained by the SAA office or by an official component group.

~~SAA home page:~~ The entry point to the SAA website. The URL (uniform resource locator) of the SAA home page is [www.archivists.org](http://www.archivists.org).

## **Guidelines**

### **A. General Guidelines**

~~The SAA home page and subsidiary SAA unit websites are an official publication of the Society of American Archivists.~~

Documents published by the SAA Council, by the SAA office, or by any SAA component group are official publications of the Society, whether they are posted to the main website, to a component group website, or to an auxiliary website. As such, these publications are subject to the records retention provisions outlined in Article VII of SAA's Constitution. Individual comments regarding publications posted by members at large (and/or members of the public) to any portion of the SAA network do not necessarily represent the views and opinions of the Society and are not regarded as SAA publications.

The content of all pages on the SAA website shall be related to the functions and mission of the Society of American Archivists, namely to serve the education and information needs of our members and provide leadership to help ensure the identification, preservation, and use of the nation's historical record.

### **B. SAA Main Website Home Page ([www.archivists.org](http://www.archivists.org))**

All documents ~~published to placed on the SAA's main website home page must have prior~~ are subject to the approval from of the Executive Director. All submissions and/or suggestions for additions to the SAA main website shall be forwarded for consideration to the Executive Director or the Executive Director's designated staff representative(s).

The Executive Director or designee is responsible for the overall design, coding, formatting, and maintenance of the contents of the SAA main website home page. The Executive Director or designee should follow an appropriate style manual, such as the Chicago Manual of Style, ~~that developed by the Yale Center for Advanced Instructional Media~~ (<http://info.med.yale.edu/computing/web/publish/>).

Links should be made from the main website SAA home page to component group websites SAA organizational units, and to other professional associations of archivists or allied professions, ~~and to the local hosts of upcoming SAA Annual Meetings~~. Links to external sites comprising directories of archival websites, non-SAA web publications of archival interest, and such also are desirable. Links will not be made to websites describing individual archival repositories or their holdings.

SAA will maintain links to all auxiliary SAA student chapter websites.

### **C. SAA Component Group Organizational Unit Websites**

A complete list of official component groups will be published by the SAA office on the main website. Each component group will also have a homepage on the main website containing key leadership information, including a statement of the group's charge and/or purpose, goals and/or duties, group bylaws (if applicable), links to official rosters of the group's leaders and/or members, a link to the group's official e-mail discussion list, and a link to the component group website, if applicable.

The SAA office will provide all SAA boards, committees, sections, roundtables, and working groups with a component group website that may be administered by authorized group leaders via SAA's content management system. Group leaders are responsible for updating information maintained on component group websites. Subcommittees and task forces may also request a component group website, provision of which will be subject to approval by the Executive Director and dependent on the group's articulation of a clear statement of purpose for the site that is directly germane to the responsibilities and concerns of that group.

Content published to component group websites will follow an appropriate style manual, such as the *Chicago Manual of Style*. Key leadership information published to the main website should not be republished to component group websites. Personal contact information of members and member leaders, including e-mail addresses, may not be published to any site that is accessible to Web crawlers and/or spam harvesters.

Group leaders will have primary creative control over the design and content of their component group websites, provided that no website may conflict with the SAA main website or with SAA policies and practices relating to publication, privacy and confidentiality, and ethical conduct. Groups are strongly encouraged to utilize the main website theme (e.g., header, footer, site search utility, and navigation elements) in order to promote usability and effective document retrieval. Groups that elect to design and display a custom theme must display:

- The uniform SAA logo, in accordance with the policies articulated in the *Guidelines for Use of the SAA Logo*;
- A prominent link to the component group website and/or the main website;
- An appropriate disclaimer stating that SAA does not assume responsibility for the opinions and views published on the auxiliary site; and
- If necessary, an appropriate disclaimer stating that references to commercial interests (such as vendor listings or advertisements) does not imply any endorsement by SAA.

### **D. E-mail Discussion Lists**

The SAA office will provide all SAA boards, committees, sections, roundtables, and working groups with one or more e-mail discussion lists:

- Boards, committees, subcommittees, task forces, and working groups will be provided with a private list for use by active members of the component group, the Council liaison, and staff liaisons.

- Sections and roundtables will be provided with a private list for use by the section and roundtable officers/convener, steering committee members, Council liaison, and staff liaisons.
- Sections will be supplied with a dual-function announcement list and electronic discussion list. Section members will automatically be subscribed to the announcement function, which section leaders may use for broadcasting official news. Section members may voluntarily modify their list subscriptions to participate in open discussions with other members of the section. Section members may unsubscribe.
- Roundtables will be supplied with an electronic discussion list to which all roundtable members will automatically be subscribed upon joining the group. Roundtable members may unsubscribe.
- Active members of SAA boards, committees, subcommittees, task forces, working groups, section steering committees, and roundtable steering committees will automatically be subscribed to the SAA Leader List, a moderated announcement list used by the Executive Director to communicate leadership information to the component groups. Submissions are subject to the approval of the Executive Director.
- The SAA office will be responsible for managing list software, troubleshooting member subscriptions, and working with officers to maintain accurate subscription lists and policy compliance. As subscriptions to electronic lists will be one of several criteria for evaluating the effectiveness of sections and roundtables, SAA staff will report annually on the number of electronic list subscribers, including those subscribers to roundtable lists who are not members of SAA.

#### **E. SAA Auxiliary Sites**

SAA boards, committees, subcommittees, sections, roundtables, working groups, and task forces organizational units, including both Sections and Roundtables, may not create auxiliary sites, including websites, e-mail discussion lists, wikis, blogs, document sharing sites, and social networks, without prior approval from the Executive Director. Approval to create an SAA auxiliary site shall be dependent on:

- The group’s demonstration of clear and compelling functional needs that are not or cannot be effectively provided by the SAA office;
- The ongoing identification of an active group leader who will willingly serve as the site coordinator and perform responsibilities appropriate to that role;
- The ongoing provision of complete content access to the chair of the component group;
- Display of an appropriate link and descriptive information on either the component group website or the main website;
- The group’s agreement to include and regularly display on the auxiliary site:
 
  - The uniform SAA logo, in accordance with the policies articulated in *Guidelines for Use of the SAA Logo*;
  - A prominent link to the component group website and/or the main website;
  - An appropriate disclaimer stating that SAA does not assume responsibility for the opinions and views published on the auxiliary site; and

- If necessary, an appropriate disclaimer stating that references to commercial interests (such as vendor listings or advertisements) does not imply any endorsement by SAA.

Component group Section and Roundtable leaders should be aware that official content published on auxiliary sites remains subject to the records retention provisions outlined in Article VII of SAA's Constitution and that the SAA office is unable to provide administrative support for content published on third-party servers. data maintained outside of the SAA servers cannot be easily archived or validated.

their own websites provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website. Organizational units are encouraged, however, to work with the SAA staff to develop websites hosted by SAA servers in order to maintain an official SAA record.

SAA staff will maintain on the Society's main website ([www.archivists.org](http://www.archivists.org)) broad information on the goals, leadership, and activities of SAA's organizational units. Unit leaders are responsible for updating information maintained on the main SAA website ([www.archivists.org](http://www.archivists.org)). SAA will offer to host individual Section and Roundtable websites, the content and design of which shall be the responsibility of these units.

Sections and Roundtables may create websites and additional electronic lists on file servers that are not owned by SAA, provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website.

Section and Roundtable leaders should be aware that data maintained outside of the SAA servers cannot be easily archived or validated.

We also encourage SAA organizational units to establish websites for publications whenever such publications enhance a unit's ability to meet organizational and professional objectives. In order for an SAA unit to mount a website, it must first be registered with the Executive Office.

Such registration will be dependent on:

- The unit's articulation of a clear statement of purpose for the website that is directly germane to the responsibilities and concerns of that unit;
- The unit's obtaining space on an Internet linked computer, or the SAA web server, to host its website;
- The unit's agreement to include and regularly display an appropriate disclaimer provided by SAA regarding the responsibilities of SAA and other sponsoring institutions or organizations for the opinions and views expressed in the documents displayed on the website.
- The unit's naming a member of the unit as a web liaison and that individual's willingness to conduct responsibilities appropriate to that role;
- The unit's agreement to follow an appropriate style manual for design of its site;

- ~~A statement on the page that references to commercial interests (such as vendor listings or advertisements) does not imply any endorsement by SAA; and~~
- ~~A statement on the page that SAA does not assume liability or responsibility for the conduct, content, or currency of any site linked or pointed to from the SAA website.~~

~~Once a unit's website has been registered with the Executive Office, its purpose and address will be published in *Archival Outlook*, and a link to the site will be made from the SAA home page. Subsidiary governing units of the Society will have primary creative control over the design and content of their websites regardless of where they are hosted, provided that no unit website may conflict with the SAA main website or with SAA policies and practices relating to publication, privacy and confidentiality, and ethical conduct.~~

~~We strongly encourage units without the capacity to mount their own websites to submit items for inclusion on the SAA home page, subject to editorial policy.~~

~~*Adopted by the SAA Council: June 8, 1997; Revised: March 2007, February 2010.*~~

**APPENDIX B: Proposed Revisions of  
*Guidelines for Use of the SAA Logo*  
(strikethrough = delete, underline = add)**

**Guidelines for Use of the SAA Logo**

SAA component groups ~~constituent units, such as~~ (i.e., boards, committees, subcommittees, task forces, working groups, sections, roundtables, and student chapters), are required to display the approved SAA logo on all materials pertaining to official SAA business, including newsletters, ~~W~~websites, social networks, posters, and other promotional materials. This should be accompanied by an appropriate disclaimer provided by SAA regarding the responsibilities of SAA and other sponsoring institutions or organizations for the opinions and views expressed in the documents and/or events in question.

Vendors, consultants, and for-profit commercial entities, including institutional members, may not use the SAA logo without obtaining prior written permission from SAA's Executive Director.

The Executive Office is responsible for the design and provision of the SAA logo.

**APPENDIX C: Proposed Revisions of  
*Guidelines for SAA Sections*  
(~~strikethrough~~ = delete, underline = add)**

**Guidelines for SAA Sections**

**VII. ANNUAL REPORTING REQUIREMENTS**

A. Leadership Report: The chair of each Section will convey to the Executive Director or designee an electronic list of the names of Section officers and steering committee members within 14 days of the close of the Annual Meeting. The chair will include in that list all individuals who should be subscribed to the SAA leader announcement list (“saaleaderlist”).

B. Section Annual Report: Each Section, like all SAA groups, is required to present an annual report for review by the Council. Section annual reports must be filed with the SAA Executive Director within 90 days of the close of the Annual Meeting. (Download the report form.) The annual report should be a brief summary that includes the following:

- An accurate list of Section leaders and contact information,
- A verified count of Annual Meeting attendees,
- A summary of work accomplished,
- Goals and plans for the coming year, and
- Other pertinent information on Section activities.

C. Section annual reports will be posted on the SAA’s main section’s website.

**X. COMMUNICATIONS**

**A. Electronic Lists**

~~1. All official electronic lists of SAA Sections will be centrally hosted and managed by the SAA office.~~

~~2. All Sections will be supported with separate electronic discussion and e-mail lists for members and for Section leaders. An annual report on the number of subscribers will be provided by the SAA office.~~

~~3. SAA members who are not members of a particular Section may subscribe annually to that Section’s electronic list(s).~~

~~4. All Section chairs and designee(s) will have access to a Section announcement list for their members. These will be hosted and maintained by the SAA office staff.~~

5. All Section officers and steering committee members will be subscribed automatically to the SAA leader announcement list (“saaleaderlist”). The chair will forward appropriate leader list announcements to Section members.

6. Electronic lists maintained by Sections remotely will not be considered a replacement for official SAA communication services.

## **B. Section Websites and the SAA Website**

1. Sections may create their own websites provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website. Section leaders are encouraged, however, to work with SAA staff to develop websites hosted by SAA servers for purposes of continuity and retention of official SAA records.

2. Upon request, the SAA office will host a Section’s website, the content and design of which will be the responsibility of the Section’s steering committee and website coordinator. SAA staff will assist Sections in developing standard websites and templates hosted by SAA servers.

3. A. Sections will make available on the main SAA website, as well as the Section website, provide to the SAA staff key leadership information for display on the main SAA website. identified as the “Section Handbook.” The Section Handbook, which will be posted by the SAA office, is This information will be reviewed annually by the Section steering committee and used to orient officers and steering committee members. The Section Handbook The information should contain include, at a minimum, up-to-date versions of the following:

- A statement of purpose and current goals,
- The Section bylaws,
- Specific duties of the officers, including their reporting requirements, and
- Information on officers and activities from the Section’s annual reports.

**B. Section websites, e-mail discussion lists, document workspaces, and online social networks will conform to the *Uniform Guidelines for SAA Websites and Online Communications*.**

4. C. Announcements of employment opportunities shall appear only in SAA’s *Archival Outlook* and the *Online Career Center Employment Bulletin*, and not in any other SAA Section website publication or other electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.

5. D. Any mailings or electronic communications from Section leaders to their members will also be distributed to the Council and the Executive Office.

6. E. The SAA office will contact Section chairs, in time for publication in the Annual Meeting program book, to request information on plans for the Section meeting at the Annual Meeting.

### **XIII. USE OF SAA NAME, LOGO, AND AUSPICES**

The use of SAA's name, logo, and auspices for publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the Council and shall conform to the *Uniform Guidelines for Use of the SAA Logo*.

Although Sections are within the SAA structure, they are not empowered to take action in the name of SAA, or request money in the name of SAA or the Section itself, without specific prior authorization from the Council. This firm rule is required to protect SAA and its members from potential legal complications.

*Approved by the SAA Council: September 1989*

*Revised: January 1991, February 1992, January 1993, March 2007, July 2008, February 2010*

**APPENDIX D: Proposed Revision of  
Guidelines for SAA Roundtables**  
(~~strikethrough = delete~~, underline = add)

**Guidelines for SAA Roundtables**

**VI. ANNUAL REPORTING REQUIREMENTS**

A. Roundtable conveners are required to report the name(s) of their convener(s) for the coming year to the SAA office within 14 days of the close of the Annual Meeting. Conveners are required to complete and file with the Executive Director SAA's standard ~~an annual report form~~ within 90 days of the close of the Annual Meeting, regardless of whether the Roundtable convenes in conjunction with the Annual Meeting. (Download the report form.)

C. Roundtable annual reports, including the update of purpose and activity statements, will be published by the SAA office on the main SAA Roundtable's website.

**IX. COMMUNICATIONS**

**A. Electronic Lists**

~~The Society will support Roundtables with multiple electronic lists, websites, and other communication vehicles as they become available.~~

~~1. The SAA office will host and manage electronic discussion and announcement lists for all Roundtables.~~

~~2. Roundtable conveners will coordinate communication with the SAA office and the Council and will forward appropriate messages from the SAA leader announcement list ("saaleaderlist") to members.~~

~~3. Members may subscribe to an unlimited number of Roundtable electronic discussion lists. The SAA staff and Council liaisons will monitor lists to identify issues of wider importance and to assess the unit's effectiveness. The number of subscribers will be maintained and reported by SAA staff.~~

~~4. Participation in an unlimited number of Roundtable electronic discussion groups will be open to nonmembers of the Society.~~

**B. Roundtable Websites**

~~SAA staff will maintain on the Society's main website (<http://www.archivists.org/>) broad information on the goals, leadership, and activities of SAA Roundtables.~~

~~1. Conveners are responsible for updating information maintained on the main SAA website (<http://www.archivists.org/>).~~

~~2. Although SAA staff will host Roundtable websites and create templates for posting data, the content and design of the websites will be the responsibility of the Roundtable and its convener.~~

3. Roundtables may create websites and additional electronic lists on file servers that are not located within SAA, provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website. Roundtable leaders should be aware that data maintained outside of the SAA servers cannot be easily archived or validated.

### **C. Other Communications**

A. Roundtable conveners will provide to the SAA staff, and update as necessary, broad information on the goals, leadership, and activities of the Roundtable for display on the main SAA website. This information should be reviewed annually and used to orient incoming Roundtable leaders.

B. Roundtable websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online Communications*.

1. C. Any mailings or electronic communications from Roundtable leaders to their members should also be distributed to the Council and the SAA Executive Office.

2. D. Announcements of employment opportunities shall appear only in SAA's *Archival Outlook* and the *Online Career Center*, not in any other Roundtable publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.

3. E. The SAA office will contact conveners, in time for publication in the Annual Meeting program book, to request information on plans for the Roundtable meeting at the Annual Meeting.

## **XI. USE OF SAA NAME, LOGO, AND AUSPICES**

The use of SAA's name, logo, and auspices for publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the Council and shall conform to *Uniform Guidelines for Use of the SAA Logo*. Roundtables, although they are within the SAA structure, are not empowered to take action in the name of SAA, or request money in the name of SAA or the Roundtable itself, without specific prior authorization of the Council. This firm rule is required to protect SAA and its members from potential legal complications.

*Revised: March 2007, February 2009, June 2009, August 2009, February 2010.*

## **APPENDIX E: *Guidelines for Establishment of Listservs by Organizational Units of the Society of American Archivists***

### **Guidelines for Establishment of Listservs by Organizational Units of the Society of American Archivists**

The establishment of Internet-accessible open discussion lists can be an effective means for facilitating discussion on specific topics or among professionals working in related areas and facing common issues. These listservs can also be an effective device for fostering dialogue among different professionals regarding mutual concerns.

The SAA office will utilize features of its association management software to support multiple lists and discussion forums for SAA Sections and Roundtables.

- The SAA Leader List (“saaleaderlist”) will be open to all current Section officers and steering committee members and Roundtable conveners.
- Each Section and Roundtable will be supplied with an announcement (or broadcast) list. Section chairs and Roundtable conveners will be eligible to post to the list, and members will be subscribed automatically.
- To reduce administrative tracking by the SAA office, authorized posters to the Section announcement lists will be a subset of those authorized as part of the SAA Leader List (“saaleaderlist”).
- Each Section and Roundtable will be supplied with an electronic discussion list. SAA members will be allowed to subscribe voluntarily to two Section discussion lists and an unlimited number of Roundtable lists as a member benefit.
- Each Section will be supplied with a leaders’ discussion list upon request.
- SAA headquarters staff will be responsible for managing list software, troubleshooting member subscriptions, and working with officers to maintain accurate subscription lists and policy compliance. As subscriptions to electronic lists will be one of several criteria for evaluating the effectiveness of Sections and Roundtables, headquarters staff will report annually on the number of electronic list subscribers, including those subscribers to Roundtable lists who are not members of SAA.

*Approved by the SAA Council: June 1995*

*Revised: March 2007; Rescinded: February 2010*

## APPENDIX F: Use of SAA Server Resources by Sections and Roundtables

Section/Roundtable Name	Group Website	Email List
Acquisitions & Appraisal Section	SAA	SAA
Archivists of Religious Collections Section	Auxiliary	Auxiliary
Business Archives Section	SAA	SAA
College & University Archives Section	SAA	SAA
Description Section	SAA	SAA
Electronic Records Section	SAA	Auxiliary
Government Records Section	SAA	SAA
Manuscript Repositories Section	SAA	SAA
Museum Archives Section	SAA	Auxiliary
Oral History Section	SAA	SAA
Preservation Section	SAA	SAA
Reference, Access and Outreach Section	SAA	SAA
Visual Materials Section	Auxiliary	Auxiliary
<hr style="border-top: 1px dashed black;"/>		
Architectural Records Roundtable	SAA	SAA
Archival Educators Roundtable	None	SAA
Archival History Roundtable	None	SAA
Archives Management Roundtable	SAA	SAA
Archivists & Archives of Color Roundtable	SAA	Auxiliary
Archivists' Toolkit Roundtable	SAA	SAA
Congressional Papers Roundtable	SAA	SAA
Encoded Archival Description (EAD) Roundtable	SAA	SAA
International Archival Affairs Roundtable	None	SAA
Issues & Advocacy Roundtable	SAA	SAA
Labor Archives Roundtable	SAA	Auxiliary
Local Government Records Roundtable	None	SAA
Lone Arrangers Roundtable	SAA	SAA
Metadata and Digital Object Roundtable	SAA	SAA
Native American Archives Roundtable	SAA	SAA
Performing Arts Roundtable	SAA	SAA
Privacy & Confidentiality Roundtable	SAA	SAA
Recorded Sound Roundtable	SAA	SAA
Records Management Roundtable	SAA	SAA
RLG Programs Roundtable	None	SAA
Science, Technology & Healthcare Roundtable	SAA	SAA
Security Roundtable	None	SAA
Visual Materials Cataloging & Access Roundtable	Auxiliary	Auxiliary
Women Archivists Roundtable	SAA	SAA
Women's Collections Roundtable	SAA	SAA