Society of American Archivists  
Council Meeting  
May 26 – 28, 2010  
Chicago, Illinois

**Action Item:** Form Electronic Records Education Task Force  
(Prepared by: Solveig De Sutter on behalf of the Committee on Education)

**BACKGROUND**

The SAA Committee on Education met February 19-21, 2010, at SAA headquarters. In attendance were Committee Chair Katie Salzmann; members Jennifer Johnson, Amy Cooper Cary, Amber Cushing, Julie Graham, Abigail Griner, Susan Irwin, Jeffrey Suchanek, and Helen Wong Smith; SAA Education Director Solveig De Sutter; and SAA Education Coordinator Veronica Parrish.

Desired Outcome #1 of SAA’s strategic priority for Technology states that: “SAA will provide education and training to its members to ensure that they are aware of relevant standards and adopt appropriate practices for appraising, capturing, preserving, and providing access to electronic records.” The four measurable activities associated with that desired outcome were assigned to the Committee on Education:

a. Survey SAA members to determine their perceived needs for training in appraising, capturing, preserving, and providing access to electronic records. (FY2010)

b. Seek input from SAA committees, sections, and roundtables for leadership and guidance about providing education on appraising, capturing, preserving, and providing access to digital records. (FY 2010)

c. Survey instructors, participants, and organizers of SAA’s 2006 – 2009 Electronic Records Summer Camp offerings to determine whether participation in the program has had an impact on their practices, and analyze survey results to determine areas for improvement. (FY 2010)

d. Modify Electronic Records Summer Camp offering based on feedback from past participants and results of member needs survey (Activity a). (FY 2011)

In late January all SAA members were asked to participate in a Survey Monkey survey to determine their perceived needs for training in appraising, capturing, preserving, and providing access to electronic records (Activity a.). Survey questions were developed in consultation with the Electronic Records Section and were tweaked by the Committee on Education.

Also in late January a survey was conducted of past attendees of the Electronic Records Summer Camps. Survey questions focused on the attendees’ perception of the
effectiveness of the five-day offering and how the knowledge and training they gained has subsequently affected their work.

DISCUSSION

At their February 2010 meeting Committee on Education members reviewed the preliminary results of an all-member survey conducted to determine members’ perceptions of their need for training in appraising, capturing, preserving, and providing access to electronic records (see 0510-V-E3-Educ, Appendix A), the results of a survey of all attendees of the Electronic Records Summer Camp (ERSC) offered from 2006 to 2009, and the results of a recent SAA Congressional Papers Roundtable survey measuring electronic records training needs among its members.

Members spent considerable time discussing the direction that SAA’s education initiatives must take in order to comply with the Council’s mandate to “provide education and training to [SAA’s] members to ensure that they are aware of relevant standards and adopt appropriate practices for appraising, capturing, preserving, and providing access to electronic records.” Although SAA currently addresses electronic records by offering 11 face-to-face workshops and three Web seminars (CDs and online/on-demand access available), with an additional Web seminar under development, the Committee believes that SAA should take a more systematic approach to meeting member needs in this area.

Discussion of findings included feedback from one Committee member who had attended ERSC in 2008. After careful deliberation, the Committee felt that ERSC should no longer be offered as currently marketed, and it directed staff to discuss the survey results with the ERSC developers/instructors. Following this discussion the developers/instructors decided to re-think the offering. They intend to submit a proposal for a revised program for FY 2012.

RECOMMENDATION

THAT the SAA Council appoint an Electronic Records Education Task Force, composed of three to five members, with knowledge and expertise in electronic records, adult education, and archival practice, to develop a detailed electronic records curriculum, with a report to the Committee on Education at its February/March 2011 meeting and implementation by staff in FY 2012.

Support Statement: Armed with knowledge of electronic records management, SAA’s current workshop content, and the results of surveys to determine member needs in this area, the task force would be in a good position to develop a detailed curriculum and plan for advancing SAA’s electronic records offerings.

Fiscal Impact: $3,480 (currently reflected in proposed FY 2011 budget, Program 105, Activity 2.b.) for one meeting of four members at SAA headquarters.