

Society of American Archivists Records Management Roundtable

Date: 3 September 2008

Name of Section/Roundtable: Records Management Roundtable

Officers:

Russell D. James, CA – chair

Alison Stankrauff – vice chair

Report from annual meeting:

- Number of attendees: 56 (54 chairs)
- Election results:

Chair – Russell D. James, CA

Vice chair and newsletter editor – Debra Kimok – SUNY Plattsburgh

Vice chair – Mahnaz Ghaznavi – The Getty

Steering committee:

Alison Stankrauff – Indiana University South Bend

Jennifer Young - Salt River Pima-Maricopa Indian Community

Greg Johnson – Morgan Street Document Systems

Elizabeth Fairfax, CA – Island County (Washington) Government

Brad Houston – University of Wisconsin at Milwaukee

Melissa Gottwald – Embry Riddle University

Emily Hughes Dominick, CA – Providence Archives

Farris Wahbeh – The History Factory

Michael Courtney – Archdiocese of Chicago

James Cassedy – NARA

Kathryn Scanlan, JD – student at University of Wisconsin at Milwaukee

Laura Edgar – University of Notre Dame

Holly Geist, CA – Denver Water

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

1. Opening and Welcome

- A. Introduction of officers and steering committee
- B. Introduction and thanking of student members for attendance
- C. State of the RMRT – Russell D. James
 - 192 members, 70 members involved in the past year with roundtable activities.
- D. Introduction of Bruce Ambacher, SAA Council liaison
 - Bruce reported on Council activities, including the probation of roundtables with less than 50 members and the denial of the RMRT request to establish an endowment for an annual meeting attendance scholarship. Bruce added that there may be other ways to establish the scholarship and we will be exploring this in the coming year.

2. Reports

A. Steering Committee

- 1. Newsletter - Debra Kimok
 - a. Debra promoted the newsletter and discussed last year's newsletters.
 - b. Newsletter guidelines – the development and approval of them.
 - c. Future newsletters
- 2. Website – Russell D. James
 - Russell asked members to visit the website, promoted what is there, and made a call for others with web design experience to come forward and help.

B. Working Groups

- 1. Functions Thesaurus Working Group
 - Russell James talked about the development of the thesaurus, the changing makeup of the group, the need for more members with thesaurus experience, and the relationship with the SAA Standards Committee.
- 2. SAA Section/Roundtable Records Retention Compliance Working Group
 - Coordinator Alison Stankrauff reported on the many sections and roundtables who have donated their records to the SAA Archives because of the working group's efforts:
 - SAA Nominating Committee records
 - Manuscript Repositories Section records
 - Oral History Section records
 - Archivists of Religious Collections Section
 - Archives Management Roundtable records
 - Labor Archives Roundtable records
 - Science Technology and Healthcare Roundtable records
 - Lone Arrangers Roundtable records
 - Metadata and Digital Objects Roundtable records
 - Records Management Roundtable files
 - She also reported on the future activities of this working group, including working to get additional records from more sections and roundtables donated and the development of a form or brochure to help future roundtable and section leaders know what to keep and when and how to donate the records.

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3. Records and Information Management Bibliography Working Group
 - Russell reported for working group coordinator Brad Wiles on the development of the bibliography, its posting on the roundtable website, and its being used as a basis for a new ARMA document.

4. AMRT/RMRT Joint Working Group on Diversity in the Archives and Records Management
 - Co-coordinator Debra Kimok reported on the joint working group's efforts to develop a survey, the success of the survey, and future activities of the joint working group.

C. Ad Hoc Committees

1. Ad Hoc Committee on Distinguished Fellows Nominations
 - Russell reported that this committee had worked on two nominations that were denied and would work on one of them again this coming year.
2. Ad Hoc Education Committee
 - Russell reported on the group working with Michael Miller to develop a two-day workshop called "Records Management for Archivists" and the development of a course by Phil Bantin of Indiana University on recordkeeping.
3. Ad Hoc Committee on Green Archives Book Proposal
 - Debra Kimok reported on the development of a book about green archives to be edited by Terry Baxter.
4. Ad Hoc Committee on RMRT Annual Meeting Scholarships
 - No report was really necessary here because of Bruce Ambacher's report from the Council on this matter.

D. Other Projects

1. SAA and ARMA presentation/session proposals
 - Alison Stankrauff reported on the endorsement and acceptance of an SAA session led by RMRT member Alison Langmead and one for the ARMA 2008 conference led by Mark Conrad of NARA on archiving websites, the first-ever SAA submitted ARMA proposal.

3. Old Business

A. None

4. New Business

A. Elections

The following were elected to roundtable office and steering committee:

Chair – Russell D. James, CA

Vice chair – Debra Kimok – SUNY Plattsburgh

Vice chair – Mahnaz Ghaznavi – The Getty

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Emily Hughes Dominick, CA – Providence Archives
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B. Future of the RMRT

1. Membership subcommittee

- Russell reported on the goal of this next year's steering committee to work on making the RMRT more relevant for the membership. One idea the steering committee had was to work with the SAA Membership Committee to pair records management students with records managers in the mentoring program. Many present indicated their interest in becoming either mentors or mentees and one pairing was made spontaneously after the meeting.

2. Education subcommittee

- Russell reported that the education committee is continuing to work with Michael Miller and Phil Bantin to develop their courses and was looking for other opportunities to develop records management workshops to present for approval to the SAA Education Committee.

3. Website subcommittee

- Russell reported on the future development of the website, including a blog to highlight RMRT activities that will either appear on or will be linked from the RMRT website. A call was made again for members to help on the website committee and many indicated their interest in helping.

5. Program - George David-Shongo, Seneca Nation of Indians Archivist, addressed how he has created records management practices that are responsive to and reflective of Seneca traditions and culture.

6. Other

7. Adjournment

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Completed projects/activities

Records and Information Management Bibliography Working Group

Led by University of Wisconsin-Milwaukee student and steering committee member Bradley Wiles, the group compiled a bibliography of records and information management publications over the past ten years which is now available on the RMRT website.

Ongoing projects/activities

Functions Thesaurus Working Group

This group is developing a thesaurus of function terms to be used by archivists and records managers for use in classification, appraisal, arrangement, and description of records by function, to be compatible with the new ISDF standard and which can be used in MARC21 and EAD. The group is beginning the editing of definitions of the terms they have gathered and is adding them to a working wiki.

Section/Roundtable Records Retention Compliance Working Group

This group is charged with contacting current and former chairs of sections and roundtables to request donation of their groups' records to the SAA Archives. During the second phase of this project, the working group will continue to make these contacts. The third phase will be to develop guidelines for use by future chairs in the collecting and donating of their records. Melissa Gottwald will be coordinating this year.

AMRT/RMRT Joint Working Group on Diversity in Archives and Records Management

This group is a joint effort by both roundtables that is looking into diversity in our profession. They developed a survey which was completed by SAA members this past summer and are now analyzing the results of the survey. Once the group has completed their analysis, they will begin to develop guidelines/recommendations based on their findings and on published research.

Educational Opportunities

The steering committee is working with Michael Miller to develop a workshop on records management for archivists and with Phil Bantin to develop one on recordkeeping.

New projects/activities

No new ones to report as a result of the annual meeting.

Diversity initiatives

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