



# Science, Technology & Health Care

a society of american archivists roundtable

## Leadership Handbook



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Society of American Archivists  
Science, Technology and Health Care (STHC) Roundtable  
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**Abstract:** An informal guide, for the convenience of the Co-chairs and the Roundtable Steering Committee, to how the roundtable is usually organized and operated.

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**1. Leadership**

a. Co-Chairs

i. Term of office: The 2 co-chairs serve staggered two-year terms, so that a new co-chair is elected each year. This provides for continuity in the leadership, and the newer co-chair can benefit from the knowledge and experience of the senior co-chair.

ii. Election: The new co-chair is officially elected at the Annual Meeting. General practice has been for the sitting co-chairs to solicit a member of the Steering Committee to run for co-chair. This individual is officially nominated during the business portion of the Annual Meeting. The chairs then ask for any additional nominations “from the floor.” In actual practice, there have never been additional nominations, and the chosen individual has been elected without opposition. Co-chairs must be members of the Society of American Archivists.

iii. Duties

- Chair Roundtable Annual Meeting --usually senior co-chair runs the meeting and junior co-chair takes notes.
- Make arrangements for the Annual Meeting and build the agenda - decide on the program portion of the meeting (in consultation with the Steering Committee) and make request to SAA for any necessary audio-visual equipment; communicate with SAA Council, Program Committee, and Local Arrangements Committee liaisons to confirm their spots on the agenda; consult with Steering Committee about any hot topics or special guests that should be on the agenda.
- Communicate with SAA leadership on behalf of the roundtable - after Annual meeting, send updated contact information for new co-chair and Steering Committee members, and copy of STHC annual meeting sign-in attendance sheet, to the SAA Executive Director (cc: STHC’s Council Representative). Submit Annual Report to SAA Council via the SAA Executive Director (also post it on the ARCHIVES listserv for other roundtables and sections to read); respond to queries from SAA leadership as issues arise.
- Communicate with STHC Steering Committee - arrange Steering Committee meeting; discuss session proposals and STHC endorsement; discuss issues affecting STHC archives and how to respond.
- Communicate with STHC membership via the STHC-L listserv - in advance of Annual Meeting, send message listing STHC-related sessions/activities and time and agenda for the roundtable meeting; after the Annual Meeting, send a message announcing the new co-chair and Steering Committee with contact information; solicit program proposals; inform the members of events and issues of concern.
- Coordinate STHC endorsement of session proposals - keep track of proposals seeking STHC endorsement; poll the Steering Committee

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about which sessions to endorse; send list of STHC-endorsed proposals to Program Committee.

See “FAQs about Sections and Roundtables” on the SAA website <<http://www.archivists.org/saagroups/sectionfaqs.asp>> for SAA’s guide to policies regarding roundtables, including responsibilities of chairs.

b. Steering Committee

i. Composition: The Steering Committee is composed of the two Co-chairs, the immediate past Co-chair, the Newsletter Editor, the Web Liaison, and several other members representing archives in the various disciplines encompassed in science, technology, and health care. In some years, the Steering Committee has included a Student Representative -- i.e. a library school student who is interested in STHC archives - who has served a one-year (renewable) term. While there is no rule stating the size of the Steering Committee, chairs should recognize that too many members could make it unwieldy to conduct business. (As of 2005 there are 15 members; perhaps this should be the maximum.) Terms of office are not fixed, but steering committee members must remain active, and must attend at least every other Steering Committee meeting. It is not necessary to be a member of SAA in order to serve on the Steering Committee, except in the role of Co-chair.

ii. Selection Process: In the month before the Annual Meeting, the Co-chairs send a message to the membership (via STHC-L) soliciting interest in serving on the Steering Committee. They make a similar announcement/call at the Annual Meeting. Once it has been determined how many sitting Steering Committee members are retiring from the Committee (thus, how many new slots are available), the co-chairs consult with the Steering Committee to select the new members. In selecting members, chairs strive for a balance of representation among archivists working in science, technology, and health care (and, to a lesser degree, a geographic balance). Usually, 2-3 new members are added to the Steering Committee each year.

iii. Duties: Each Steering Committee member brings his or her unique talents and interests to the group. Duties of committee members vary according to the individual. Some usual duties of Steering Committee members include:

- Develop and/or solicit proposals for sessions at the SAA meeting.
- Write and/or solicit articles for the roundtable’s newsletter.
- Respond to email queries from the Co-chairs and contribute to discussions throughout the year about programs, policies, and procedures.
- Take the lead on issues of concern to STHC archives.
- Liaise with other groups with related interests (e.g. ALHHS, CASE).
- Attend the Steering Committee meeting.

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c. Web Liaison

- Member of the Steering Committee
- Maintains and updates the STHC website.
- After the Annual Meeting, posts updated contact information for new Co-chairs and Steering Committee members to the website.
- Posts the newsletter and any announcements to the website.

d. Newsletter Editor(s)

- Member(s) of the Steering Committee
- Edits the STHC online newsletter, *Archival Elements*.
- Produces one issue per year, in summer (before the Annual Meeting).

## 2. Meetings

a. Annual Steering Committee planning meeting

- Held during SAA Annual Meeting, some time before the roundtable meeting (typically a Dutch-treat lunch or dinner meeting, in order to avoid scheduling conflicts with activities scheduled on the SAA program), to review, discuss, clarify, and modify items on the Business Meeting agenda
- Chairs should plan the date well in advance of the meeting so that Steering Committee members can plan to attend.
- Discuss: agenda for roundtable meeting; brainstorm session proposals; new co-chair; new members; pending issues and projects. (See Appendix B, sample agenda.)

b. Annual roundtable meeting

- Held during SAA Annual Meeting.
- Senior Co-chair runs the meeting; junior Co-chair records.
- Circulate a sign-in attendance sheet; the Co-chairs submit a copy of this and contact information for all Steering Committee members to the SAA Executive Director (cc: STHC's Council Representative) after the annual meeting.
- Elements: (See Appendix C, sample agenda)
  - Welcome from the Co-chairs
  - Brief visits from representatives of SAA Council, Program Committee, Local Arrangements Committee.
  - Program - determined by co-chairs in consultation with the Steering Committee. Often, this is a scaled-down version of an STHC-endorsed session that wasn't accepted for the general meeting, but was deemed important and timely by the Co-chairs.
  - Nominations and election of new Co-chair.
  - Call for new Steering Committee members.

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- Brainstorming session proposals.
- Discussion of issues concerning STHC archives.

### 3. Communications

#### a. Newsletter: *Archival Elements*

Available at <http://www.archivists.org/saagroups/sthc/aelements2005.html> - the URL of each issue is distinguished by its year of publication - *Archival Elements* is the official newsletter of the roundtable. It is produced annually in the summer, preceding each Annual Meeting of the SAA. Articles and announcements are recruited and edited by the Newsletter Editor(s). Content typically includes: Message from the Co-chairs; “Around and About Archives” (announcements from or about STHC members and their repositories); “Conferences, Meetings, and Workshops”; a description of STHC-related programs and activities at the upcoming SAA Annual Meeting; contact information for each Steering Committee member; original articles (often written by speakers at the annual meeting or contributed by Steering Committee members); and information about joining SAA..

b. Listserv: STHC-L (The Science, Technology and Health Care Archives Forum). As stated in the listserv information sheet at <http://www.neurosciencearchives.org/sthc/sthc.htm> it “provides a forum for archivists working at institutions in the natural, physical, and social sciences, technology, and the health sciences. It includes announcements, inquiries, and discussion on access to historical sources and their use and interpretation. Membership is open to archivists and users of archives in the history of science, technology, and health care. The listserv is maintained for the benefit of the Science, Technology and Health Care Roundtable (STHC) of the Society of American Archivists (SAA), but it is open to all (anyone with an e-mail account can subscribe without restriction).” The listserv was launched in 1996.

#### c. Website: The STHC Homepage.

Site (<http://www.archivists.org/saagroups/sthc/index.html>) serves as the public face of and access point for information about the roundtable. It includes a description of the Mission of the roundtable; Announcements from the Co-chairs; contact information for all Steering Committee members; an archive of annual reports (PDF format; since 2002); current and past (since 2000) issues of the roundtable’s newsletter, *Archival Elements*; the joint STHC-ALHHS *HIPAA (Health Insurance Portability and Accountability Act) Resource Page*; and a link to STHC-L. Additional content may be proposed by roundtable members to be vetted by the Co-chairs and mounted by the Web Liaison. The website was developed in 2002 by Rose Roberto and went public in 2003.

### 4. SAA Annual Meeting Session Proposals

#### a. Proposal solicitation process.

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Proposals for sessions for the annual meeting are solicited via the STHC listserv, and during the proposal brainstorming session at the STHC annual meeting.

b. Proposal endorsement process.

Formal endorsement procedures vary from year to year, and are communicated to the roundtable by our SAA Council liaison.

c. Publicity for STHC-sponsored and STHC-related sessions and activities  
Flyers entitled

- STHC-L and ARCHIVES
- "STHC@SAA" (since 2003)

are distributed on the annual meeting registration-area literature tables, and at the STHC annual meeting. (See Appendix D for samples) <sup>1</sup>

## 5. Reports

a. Annual Roundtable Report to SAA

i. Due to SAA Council (via Executive Director) four weeks before its mid-winter meeting. Submission deadline typically is in early December.

ii. Report (one or two pages in length) should include the following information:

- Date of report
- Name of roundtable
- Officers' names
- Number of attendees at annual meeting
- Election results
- Summary of meeting activities (can attach minutes or newsletter accounts)
- Completed projects/activities
- Ongoing projects/activities
- New projects/activities, including list of endorsed and co-sponsored program proposals
- Diversity initiatives
- Questions/concerns for Council attention

iii. There has, in the past, been a report form for this purpose on the SAA web site.

iv. STHC Web Liaison mounts copy of Annual Report on the roundtable's website. Co-chairs broadcast an email version to the STHC-L and ARCHIVES listservs.

b. Other reports

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<sup>1</sup> Russell Johnson (UCLA) has, for a number of years, provided these flyers for the Annual Meeting.

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i. Co-Chairs message in Newsletter. Invites attendance at the roundtable annual meeting: gives the date, time, location and agenda of the meeting. Includes a description of the program to be offered, with a short biographical statement about each of the main presenters.

ii. Web Liaison's report at Annual Meeting. Roundtable web liaison reports on activities, issues, problems, etc.

iii. Newsletter editor's report at annual meeting. Newsletter editor reports on issue published in the current year, and solicits articles, news items for upcoming issue.

## 6. Budget

The roundtable has not received monetary support from SAA in recent memory; however, there are provisions in the SAA Council handbook online for requesting support, should a need for such support arise in the future. Refer to "VIII. Money for Roundtable Activities" at

<http://www.archivists.org/governance/handbook/section10.asp>. It is important to note that Roundtables may not solicit or spend money without prior Council approval.

## 7. References:

- STHC Roundtable Description: STHC provides a forum for archivists with similar interests or holdings in science, technology and health care, including medicine, and provides opportunities to exchange information, solve problems, and share successes.
- SAA Roundtable Guidelines:  
[http://www.archivists.org/governance/handbook/section10.asp#guidelines\\_roundtables](http://www.archivists.org/governance/handbook/section10.asp#guidelines_roundtables)
- Frequently Asked Questions about Sections and Roundtables:  
<http://www.archivists.org/saagroups/sectionfaqs.asp#4>
- STHC Web site: <http://www.archivists.org/saagroups/sthc/index.html>

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8. Appendices:

Appendix A: STHC Leadership Calendar

MONTH	ACTIVITIES/RESPONSIBILITIES	
	Co-Chairs	Steering Committee
<b>August</b>	<p><b>SAA Annual Meeting occurs (late August/Early September):</b></p> <ul style="list-style-type: none"> <li>• Chair STHC Steering Committee Planning meeting early in the week.</li> <li>• Lead Co-Chair runs STHC roundtable meeting; Jr. Co-Chair takes minutes and circulates sign-in sheet. (Sign-in sheet turned in to SAA Executive Director; Keep copy)</li> <li>• Ask for nominees/candidates to serve on Steering Committee</li> <li>• Conduct brainstorming session on program proposals for next year's meeting</li> </ul> <p>After meeting, Lead Co-Chair becomes Steering Committee member, Jr. Co-Chair becomes Lead Co-Chair, and the newly elected Co-Chair takes office.</p>	<ul style="list-style-type: none"> <li>• Attend STHC Steering Committee Planning meeting</li> <li>• Attend and participate in roundtable meeting:</li> <li>• Newsletter editor reports, asks for articles</li> <li>• Web liaison reports on activities</li> <li>• Suggest topics for sessions proposals</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Follow up on next year's Annual Meeting session proposals: Send message(s) to STHC-L listserv calling for proposals and reminding members of deadlines</li> <li>• Finalize new Steering Committee appointments</li> <li>• Prepare and submit Roundtable Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Take lead in developing proposals for annual meeting</li> <li>• Outgoing Co-Chair: usu. sends message to listserv that is a wrap-up of the annual meeting activities, a thank you to roundtable</li> </ul>

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MONTH	ACTIVITIES/RESPONSIBILITIES	
	Co-Chairs	Steering Committee
	<p>to Council, with input from Listserv manager, Newsletter Editor and Web liaison.</p> <ul style="list-style-type: none"> <li>• Leadership List (unit chair, vice-chair, newsletter editor and standards liaison): Must be completed and to the SAA Executive Director one month after the annual meeting, customarily September 30.</li> </ul>	<p>volunteers and an introduction of the new Lead Chair &amp; Co-Chair.</p> <ul style="list-style-type: none"> <li>• Web liaisons: update steering committee list on website, post annual report to web</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Remind STHC roundtable members to submit proposals by deadline (Customarily October 1)</li> <li>• Poll steering committee for endorsements of sessions;</li> </ul>	<ul style="list-style-type: none"> <li>• Submit session proposals by deadline (Customarily October 1)</li> <li>• Weigh in with endorsements of sessions</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Draft Annual Report to SAA Council; consult with Steering Committee. (Submission deadline is typically in early December.)</li> </ul>	<ul style="list-style-type: none"> <li>• Review and comment on draft of Annual Report</li> </ul>
<b>December</b>	<p><i>[typically hear from Program Committee in late December, early January regarding status of proposed sessions]</i></p>	
<b>January</b>	<ul style="list-style-type: none"> <li>• Solicit local STHC members for pre-meeting tours of repositories</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer to host pre-meeting tour of repositories</li> <li>• Volunteer to organize/host student poster session</li> <li>• Newsletter editor: begin soliciting articles for newsletter</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• SAA announces Annual</li> </ul>	<ul style="list-style-type: none"> <li>• Write and solicit</li> </ul>

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MONTH	ACTIVITIES/RESPONSIBILITIES	
	Co-Chairs	Steering Committee
	<p>Meeting Program on its website</p> <ul style="list-style-type: none"> <li>• Decide on program portion of the roundtable meeting (in consultation with the Steering Committee)</li> <li>• Submit audio-visual request to SAA</li> </ul>	<p>articles for newsletter</p>
<b>March</b>	<ul style="list-style-type: none"> <li>▪ Budget Requests: Must be to the SAA Executive Director by March 1.</li> <li>▪ Meeting Room Reservations for the Annual Meeting: Due to the meeting director by March 1.</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>• Announce, via STHC-L, STHC-sponsored and -related SAA annual meeting programs and activities; urge members to attend annual meeting; include date, time, and location of the roundtable meeting</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>• Consult with Steering Committee (SC) about continued participation, solicit nominations for any upcoming vacancies on Committee, seek nominee to run for Co-Chair</li> </ul>	<ul style="list-style-type: none"> <li>• Nominate new SC members, volunteer to serve as Co-Chair</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Write lead article for STHC newsletter, "Message from the Co-Chairs" about plans for Annual Meeting (including agenda for STHC meeting)</li> <li>• Schedule time and arrange a place for SC planning meeting, usu. a dinner meeting on Wed. or Thurs. of SAA meeting week.</li> </ul>	<ul style="list-style-type: none"> <li>• Newsletter editor: prepare issue late June/early July</li> <li>• Steering Committee reviews newsletter</li> </ul>

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MONTH	ACTIVITIES/RESPONSIBILITIES	
	Co-Chairs	Steering Committee
<i>July</i>	<ul style="list-style-type: none"> <li>• Send a message to STHC-L reminding members of STHC-related sessions and activities.</li> <li>• Send a message to STHC-L inviting members to the roundtable meeting, giving the date, time, and agenda. Include a reminder about the election of the new Co-chair, and a call for nominees/candidates to serve on the Steering Committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Web liaison: post newsletter to web</li> <li>• Prepare flyers for distribution at next month's meeting that list STHC sessions on SAA program</li> </ul>

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**Appendix B: Sample Agenda for Steering Committee Meeting**

STHC Steering Committee 2003  
Agenda

1. Newsletter
2. Website
3. New Steering Committee members
4. New Co-Chair
5. HIPAA letter
6. IUHPS Project endorsement
7. Liaisons with other groups w/ similar interest (ALHHS, CASE, etc.)
8. SAA 2004  
Session proposals
9. New Business
10. Adjournment

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**Appendix C: Sample Agenda for roundtable meeting**

**Science, Technology, Health Care Roundtable**  
**[Date]**  
**Agenda**

1. Welcome and introductions (includes intro of Steering Committee members)
2. Council Representative -- [name of representative]
3. Program Committee Representative -- [name of representative]
4. Invitation to SAA [next year] -- [name of representative], Local Arrangements Committee
  
5. Program  
[Description of the program and presenters]
  
6. Business
  - Review agenda
  - Report on previous year's activities
  - STHC Website [web liaison]
  - Archival Elements* Newsletter [editor]
  - Election of officers--new co-chair
  - Brainstorming program ideas for next year
  - Roundtable Round Robin: "Hot Topics" from Membership
  - Other new business
  
7. Adjournment

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Appendix D: STHC @ SAA Flyer Samples

SCI-TECH-HEALTH CARE	STHC@SAA2003
<p><b>THURSDAY</b> 1:30-3:00 pm</p>	<p><b>02</b> <b>Approaches to Processing: Finding Time and Funding</b></p> <p>Most archival repositories struggle to find processing and to find time to cope with processing backlog. Archivists' proposals for processing assistance often do not receive priority within their own organizations. Those that are internally successful then must face a highly competitive external funding environment. Presenters in this session will discuss coping strategies adopted by repositories and incentives provided by external organizations to effect the prompt initiation and successful completion of processing projects.</p> <p>co-sponsored by STHC and Archives Management Roundtable</p>
<p><b>FRIDAY</b> 10:30 am-noon</p>	<p><b>22</b> <b>Documenting Disease</b></p> <p>Three significant medical collections document disease, illness, scars, and public health issues. Collections at the National Academy of Sciences, State University of New York, Buffalo, and the University of Virginia shed light on biological warfare during World War II, Love Canal and the contemporary toxic waste crisis, and the conquest of yellow fever in the early 1900s. These collections present consensus in records creation, format, acquisition, and management; they raise significant questions concerning access and use by historians, scientists, and public health professionals.</p>
<p><b>FRIDAY</b> 1:00-2:30 pm</p>	<p><b>37</b> <b>A Life of Their Own: Theory, Methodology, and the Study of Documents in Context</b></p> <p>Theoretical and methodological studies play an increasingly important role in the study of documents. This session will address the function of records, data, and documents in disciplinary environments. The session is designed for those interested in contemporary records research, as well as those wishing to learn more about how research methods and theory can be used to understand recording and its context.</p>
<p><b>FRIDAY</b> 3:00-4:30 pm</p>	<p><b>43</b> <b>Mission to Mars: The Documentary Journey of Observation and Exploration of the Red Planet</b></p> <p>Documenting human understanding of the planet Mars presents numerous challenges as demonstrated by the experience of two archivists who are responsible for Mars collections that span from the seventeenth century, when the distance between Earth and Mars was comically calculated to the year when (per JPL/NASA mission) will launch two Mars rovers. These two collections contain a variety of formats, from early paper and vellum to born-digital, which pose a myriad of technical issues affecting their identification, usability, preservation, and access.</p>
<p><b>SATURDAY</b> 1:00-2:30 pm</p>	<p><b>53</b> <b>Cultural Sensitivity and Intellectual Property in Anthropological Papers: Ethics and Access</b></p> <p>This panel discussion invites the participants and web site audience to focus on issues of cultural sensitivity and intellectual property in anthropological and folklore collections. How do such ethical and legal concerns affect access? How are intellectual property, Native American sovereignty, and privacy issues different? How are they alike? What are the conflicts and considerations for archivists and users? Of particular relevance to this discussion are field notes, photographs, moving images, and sound recordings.</p> <p>co-sponsored by STHC Roundtable and Museum Archives Section</p>

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## Perspectives on Archival Compliance to HIPAA

**SATURDAY  
8:00-9:30 am**

**STHC Roundtable Meeting – Open to everyone!**

**Lisa A. Mink, Moderator**  
Manager, Archives and Special Collections  
Kalmanson Library and Center for Knowledge Management  
University of California, San Francisco

**Stephen E. Bork**  
Head, Archives and Special Collections  
Augustus C. Long Health Sciences Library  
Columbia University

**Tina L. Zennaro**  
University Archivist and Assistant Director for Historical Collections  
University of Alabama at Birmingham

**Fancy McColl**  
Archivist  
The Johns Hopkins Medical Institutions

Archivists from three major academic health centers will discuss how their respective repositories are complying with the **Health Insurance Privacy and Accountability Act (HIPAA)** which went into effect in April 2003. They will focus on measures their repositories are taking to assure ongoing research of holdings while complying with the stringent new privacy regulations of HIPAA. A main issue is how to identify and protect information pertaining to patients and human subjects that may appear in records that generally have not been restricted such as correspondence files in personal papers. Each speaker will present an overview of the policies their repositories have implemented and assess how these policies in practice meet the challenges of the HIPAA legislation.

Audience questions and discussion will be encouraged

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## STHC Roundtable Meeting

**Open to everyone!**

**THURSDAY**  
**5:30-7:00 pm**

1. Welcome and Introductions (Jean Dekker, Joe Anderson)
2. Council Representative (Meggie Salts-Markoff)
3. Program Committee Representative
4. Program  
  

**Charles J. Weiner**  
Professor Emeritus of Science, Technology, and Society  
Massachusetts Institute of Technology

Dr. Charles Weiner will talk about the need to document community grass roots organizations that develop in response to environmental, health or other issues, and how archivists can proactively ensure that such efforts are documented by oral history projects and programs that actively seek such records.

Dr. Weiner was educated at Case Institute of Technology. He was Director of the Center for History of Physics at the American Institute of Physics from 1963 until 1974, when he joined the MIT faculty. His research and writing focus on the political, social and ethical dimensions of contemporary science and the response of scientists to public controversies arising from their work. He is currently completing a book on the history of social responsibility in science from the atomic bomb to contemporary genetic engineering.
5. Business
6. Adjournment and walk to SAA Opening Reception

Audience questions and discussion will be encouraged

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## STHC-themed Student Posters: Brief Presentations and Discussions

**THURSDAY**  
**12:00 noon in the poster area**

*Cataloging and Re-housing Negatives from the Research Laboratory of Electronics at the MIT Museum Archives*  
Karan Davidson-Heller  
Serrano College

*Documenting Internet2, an NHERF-funded Collaborative Research Project of the University of Michigan School of Information, the Charles Babbage Institute, and the University of Minnesota Libraries*  
Dharma Foster  
University of Michigan

*Applications of Systems Engineering to Archives Management*  
Suzie Long  
University of Missouri-Rolla

*The Authenticity, Accuracy, and Reliability of Archaeological Records in a Geographical Information System (GIS): Research in the American Southwest*  
Erin O'Meara and Randy Treason  
University of British Columbia

Students with STHC-themed posters each will give brief oral presentations (5 minutes max) and field questions (5 minutes max) from assembled meeting attendees. We will start at one poster, have a presentation and discussion, then move to the next poster. The Science, Technology and Health Care Roundtable is hosting and organizing this informal program in order to promote discussion of work by archival graduate students and encourage contact between students and professionals.

Open to everyone – meet at Poster #1 at noon, sharp

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Appendix D cont'd

**SCI-TECH-HEALTH CARE**      **STHC@SAA2004**

session 13

## Facilitating Description: Developing Standard Series

**THURSDAY**  
**3:45-5:15 pm**

**Lisa Mix**, Chair and Commentator  
Library and Center for Knowledge Management, University of California, San Francisco

*Paradigm Found: Working with Standard Series Descriptions*  
**Waverly Lowell**  
Environmental Design Archives, University of California, Berkeley

*The Strength is in the Structure: Standard Series for Engineering and Science Faculty Collections*  
**Julia Demeter**  
The Bancroft Library, University of California, Berkeley

*Tag 'em and Bag 'em: Standard Series for Biomedical Research Collections*  
**John F. Rees**  
National Library of Medicine

Developing standard series description helps solve a variety of challenges faced by the modern archivist. Effective resource allocation, streamlining processing, assisting appraisal, and translating technical language to various researcher audiences are but a few. One archivist will discuss the successful application of the standard series paradigm and how it can be applied across the archival enterprise. Two archivists will then explore their experiences developing common series description for engineering, science faculty, and biomedical scientist papers.