

**Society of American Archivists
Council Meeting
January 25 - 27, 2011
Chicago, Illinois**

**2010–2011 Section / Roundtable Annual Reports (Compiled)
(Compiled by René Mueller, SAA Program Coordinator)**

Section Annual Reports

Acquisition and Appraisal Section (Liaison: Meissner)

Officers:

- Brad Bauer (Chair), Hoover Institution Archives, Stanford University, Term: 2010-2011
- Kim Anderson (Vice Chair), University of California, Los Angeles, Term: 2010-2011
- Carl Van Ness (Past chair), University of Florida, Term: 2010-2011
- Adriana Cuervo (At large), University of Illinois, Term: 2010-2012
- Jennifer Graham (At large), Wisconsin Historical Society, Term: 2009-2011
- Virginia Hunt (At large), Harvard University Archives, Term: 2010-2012
- Linda Whitaker (At large), Arizona Historical Foundation, Term: 2009-2011
- Michelle Sweetser (web liaison), Marquette University

Report from annual meeting:

Number of attendees: 32

Election results:

Vice-chair / Chair-elect: Laura Uglean Jackson, University of Wyoming

Steering committee at large: Denise Gallo, Library of Congress

Steering committee at large: Jennifer Graham, Wisconsin Historical Society

Summary of meeting activities:

See Appendix A of this report

Completed projects/activities: During 2010 and 2011, work continued on the migration of content from the Section's old website to the new site via Drupal. Past chair Carl Van Ness took the lead on this project, with help from Michelle Sweetser.

Ongoing projects/activities: Although not formally reporting to the Section, the Deaccessioning and Reappraisal Development and Review Task Force continued to submit drafts of its proposed guidelines to the Section's steering committee and membership for review and comment. During this past year, Linda Whitaker continued work on the Abandoned Property Project, which is hosted on the Section's website, and tracks changes in state laws related to this topic. Linda updated several state laws that had changed during this time.

New projects/activities:

- SAA Standards Committee: Steering committee member Virginia Hunt volunteered to serve as the section's liaison on this committee, and reported on the committee's activities at the section's annual business meeting.
- Survey of Acquisition and Appraisal section membership: The largest project of the year proved to be the online survey of the section's membership. This project grew out of a discussion among the section's steering committee early this year, and the concern that the committee did not know enough about the needs of the section's membership. As an outcome of this discussion, the steering committee worked together to develop an online survey of the membership, which Jennifer Graham posted, and the results of which she reported on at the annual meeting in Chicago. The survey consisted of 42 questions about general characteristics of the section's membership, the repositories that they represent, the use of and response to services offered by the section (the website, conference sessions, etc.), and what activities or services members would like to see the section offer.

Strategic Priority - Technology initiatives: One of the key challenges the Section faces is that of how best to utilize the Section's website to engage its membership and to provide resources for them that would not be readily available elsewhere. The presentation of the results of the online membership survey at the annual meeting generated several suggestions from members who were in attendance, which the steering committee noted and will follow up on.

Strategic Priority - Diversity initiatives: In the search for candidates to run for positions on the steering committee, efforts continue to be made to create a diverse roster of candidates, who are available and willing to run for office.

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

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

Appendix A: Minutes of Annual Meeting, Acquisitions and Appraisal Section

August 26, 2011, 3:30 – 5:30 p.m.

Hyatt Regency Riverwalk Hotel, Chicago

Columbus Room C/D

The meeting convened in Chicago at the 2011 SAA Conference on August 26, 2011 from 3:30 – 5:30. Section Chair Brad Bauer presided.

1. Brad Bauer - Call to Order and Introduction of Current Leadership
2. Mark Shelstad - Remarks from the 2012 Program Committee
 - New options: discussed wider use of "lightning rounds," and stressed that session proposals not have speakers duplicated among various sessions
 - Theme: For next year's conference, will be "Beyond Borders"
3. Dennis Meissner – Remarks from the Council Liaison:
 - New task force to be appointed to look at annual meeting for the following: --social responsibility --virtualization
 - New task force appointed to update and maintain Richard Pearce Moses' glossary of archival terminology
 - SAA has requested observer status at WIPO/copyright meeting
 - Two new awards introduced from SAA: for diversity and for emerging leader

4. Merrilee Proffitt - Update on OCLC Research Initiatives: . Well-intentioned digitization best practices, . Discussed report "taking stock and making hay", . ArchiveGRID: will soon be offered for free, and no longer a subscription-based service

5. Laura Uglean Jackson – Report from the Deaccessioning and Reappraisal Development and Review Team: Deadline for comments extended to Oct. 14. Forum seemed to go well. Goal of submitting final guidelines to SAA council by May 2012.

6. Brad Bauer – Report on section-sponsored and endorsed sessions:

The section endorsed two sections that were accepted by the 2011 committee

- Session 708: “The Giver Who Keeps Giving: Donor-Assisted Appraisal and Description”
- Session 703: “Acquisition for the 21st Century: An Enquiry into the Art of Field Collecting”

7. Virginia Hunt – Report on the activities of the Standards Committee: Discussed the new standards portal, which is open for comments: www2.archivists.org/standards

8. Brad Bauer - Questions/new business: Question from the floor: “Why are sponsored sessions scheduled opposite each other?” The question was in response to sessions 703 and 708 being scheduled in the same time block, along with another related session, #709, “Archivists in the Midst: Collaborating with Records Creators for Early Intervention.” For someone interested in themes related to acquisitions and appraisal, all of the relevant sessions were placed in the same, conflicting time slot. Bauer was not able to explain the decision, but Dennis Meissner suggested that the planning committee faces a challenge in planning a large number of sessions with endorsements from a wide variety of sections.

Ideas for future sessions were solicited and offered from the floor:

- Session on e-records appraisal
- Observation that records management/archives processes are blurred in process of 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. This passivity issue is disturbing: is usually related to workflow, time constraints. Could there be a 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

8. Carl Van Ness – Report on Elections. Past chair Van Ness announced the results of the section election as follows:

- Vice-chair/Chair-Elect: Laura Uglean Jackson
- Steering Committee, at-large: Denise Gallo
- Steering Committee, at-large: Jennifer Graham

9. Linda Whitaker - Abandoned Property Law:

- The project, hosted on the section’s website, was updated in 2011
- Eleven states have not yet adopted abandoned property laws

10. Survey Participant Drawing: Names were drawn from among those who participated in the section's online survey, with winners receiving one new title each from SAA. The winners were:

- John Hulmston (National Archives and Records Administration), who won *Controlling the Past: Documenting Society and Institutions*.
- Anne-Marie Belifante (New York Public Library), who won *Many Happy Returns: Advocacy and the Development of Archives*.

Neither was present at the meeting, and the incoming section chair planned to contact them and mail the books to them.

SECTION MEETING PROGRAM: Following the business meeting, Jennifer Graham reported on the results of the online survey that was conducted among the members of the Acquisitions and Appraisal Section from March through June 2011.

Among the chief findings were: 70% of the respondents joined the section within the last 4 years, and over half of the respondents work at archives and manuscript repositories that are parts of colleges or universities

In addition to Acquisitions and Appraisal, the top 3 other sections and/or roundtables that respondents belonged to were:

- Manuscript Repositories Section (33%)
- College and University Archives Section (16.7%)
- Archives Management Roundtable (13.9%) and Issues and Advocacy Roundtable (13.9%)

Over 62% of the respondents subscribe to the Section's e-mail listserve, but close to half (49.3%) never visit the Section's webpage, and the rest do so infrequently. Those who do visit primarily look for the Section's newsletter (78.9%) or project reports (26.3%).

Respondents were asked to rank items that they would like to see added to the section's website, with top vote-getters including session presentations related to acquisitions and appraisal (82.5%), a list of resources from the web (64.9%), and a question and answer forum (47.4%). Furthermore, 68% of the respondents would like to receive e-mail alerts when new content is added to the Section's website.

Following the presentation of the survey results, a discussion with audience members took place, in which responses to the survey and suggestions as to how the section could be improved were solicited. Among the responses were:

- Including a Wiki aspect to website resources so that members can add to it
- Starting a section Facebook page, or using Facebook as a duplicate to section page. This prompted questions as to how the page would be managed and archived.
- A desire was expressed for future sessions on the appraisal of electronic records, something that was also reflected in the survey results.

Minutes prepared by Kimberly Anderson and Brad Bauer.

Archivists of Religious Collections Section (Liaison: McCrea)

Officers:

Steering Committee

Alan Lefever, Chair to Sept. 1, 2011 now Past Chair and Nominations Committee

Terry Reilly, Vice-Chair/Chair Elect now Chair

Elizabeth Scott, Secretary

Jim Havron, member at large
Colleen McFarland, Vice-Chair from Sept.1, 2011
Anne Thomasson, member at large
Paul Daniel, newsletter editor
Mark Duffy, website editor
Gwynedd Cannon Past chair and Nominations chair to Sept. 1, 2011

Report from annual meeting:

- **Number of attendees:**
- **Election results:** see above
- **Summary of meeting activities:** In addition to conducting the business of the section we presented a panel session at the ARCS Session Meeting at SAA 2011 Chicago, on 4 perspectives on the current and future challenges we face as religious archivists including Colleen McFarland Retrospective and Revival: Envisioning the Future of the Archivists of Religious Collections Section.

Completed projects/activities: [None submitted.]

Ongoing projects/activities: Preparation of annual meeting minutes. The annual meeting minutes for 2010 were reviewed by the steering committee in Fall 2010 and published in the ARCS newsletter. They were accepted by the membership at the the 2011 Annual Business Meeting with no changes. The 2011 minutes were submitted to the steering committee in the fall 2011 and will be published in a future ARCS newsletter.

We posted one issue of the newsletter to the website last year, and the editor, Mark Duffy made 13 routine changes to the directory. Better coordination and leadership in the newsletter and resource sharing areas are needed if we are going to have an effective presence there.

With SAA office support we are holding a series of 3-4 conference calls to move the work of the section forward.

Currently identifying nominees for the Sister M. Claude Lane Award.

New projects/activities: With Anne Thomason, Colleen McFarland has submitted a lightning session proposal for SAA 2012 San Diego, entitled Beyond Borders of Belief: Spirituality and the Archival Enterprise which has been accepted by the SAA 2012 Program Committee.

Diversity initiatives: Colleen has also arranged a service opportunity for 35 ARCS members attending SAA 2012 San Diego at the Jacobs & Cushman San Diego Food Bank: <http://sandiegofoodbank.org/>. This service project will replace the ARCS reception traditionally held at SAA meetings. If fewer than 35 ARCS members register for this project, it will be opened up to the larger SAA membership.

Strategic Priority - Technology initiatives: [None submitted.]

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

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

**ARCS BUSINESS MEETING (DRAFT 12/12/11)
AUGUST 25, 2011
CHICAGO, IL**

WELCOME FROM ALAN LEFEVER

COUNCIL LIAISON Donna McCrea

- There will be a vote at the business meeting on changes in the by laws and amendments—how we vote and who can hold office (primary contact)
- Task force on the annual meeting okayed.
- Council has established a Diversity Award, an Emerging Leader Award, a Glossary Working Group, and a foundation for SAA

PROGRAM COMMITTEE (Kathy Hertel-Baker): Session proposals are due Oct. 3. Speakers can only be a part of one formal session proposal. The theme is “Beyond Borders”—collaborations in all of its forms both inside and outside the profession. Completed proposals will get more weight. Presenters can only be in one proposal.

OLD BUSINESS: The Minutes were posted online. Accepted as published. Nominations Committee voted online. Sister M. Claude Lane Award. Malachy McCarthy is this year’s recipient.

COMMITTEE REPORTS: Paul Daniels will be in his last year as newsletter editor. He would love to have some help. Taffey Hall is doing Models and Resources

NEW BUSINESS

2012 SESSION IDEAS FOR ARCS AND SAA

- Beyond Belief: religious collections archives and culture. This will be a lightning sessional proposal and there are all sorts of different ways we can do this.
- Women’s Collection—bridging gaps dealing with underrepresented collections
- How people are handling rare books
- Aspects of libraries, museums, and archives in our small places
- Mother Theresa journals and diaries spurred questions about how we deal with collections that are threatening/dangerous
- How archives attached to living quarters might be used spiritually. (This might be a good ARCS session)
- How to document the spiritual dimensions of the communities. (this might be a good ARCS session)

Please think about these things through the year. If we get on panels, we raise our visibility within SAA.

OTHER NEW BUSINESS

- The Reception comes into conflict with more and more things at SAA, especially the Roundtables. We might look into replacing it with some sort of service project.
- The Steering Committee is also looking into our terms of office, especially our Chair, who serves two years as vice-chair, two years as chair, and two years as past chair for a total of six years. This length may impede our ability to recruit people interested in leadership in the section.

NANCY MELLY DIRECTOR OF TECHNOLOGY INITIATIVES IN NHPRC: NHPRC expects to exist and give money next year

GENERAL STATEMENT FROM ALAN: During a rough couple of years ARCS has been like group therapy. I am now passing the gavel to Terry. Terry gave thanks to Alan.

PROGRAM: Jim Havron, Mark Duffy, Colleen McFarland; Terry Reilly

The program is moving forward from our program of last year, where we worked in small groups to figure out how we can align our work with SAA. The speakers will talk a bit about their challenges as religious archivists and how that informs ARCS.

Terry Reilly began with some background information. Membership in ARCS has been on decline. The numbers are as follows: July 2008 420; 2009 412; 2010 384; 2011 392. Last year we reviewed ARCS mission statement (some felt that maybe it was too long) and followed up with goals and objectives. Some people thought we should write in active voice. There is a conflict between institutional things and individual needs. Some people thought we should say we document lives of community and not just individuals.

Concerns include the failure of getting sessions accepted and the need to reach out to local and regional archivist organizations. Here is a recap of SAA priorities and ARCS' connection with them

- Priority 1 (Technology)—ARCS wants to find a place where we can talk about these issues around small institutions. This is a big issue. If you have a solution, let us know and maybe do a poster session.
- How can this section make a deliberate link between Lone Arrangers and the section?
- Priority number 2 (Diversity)-- we need to find a way to let the society know how diverse we are as ARCS
- Priority number 3 (Public awareness and advocacy)—encouraging students to join ARCS

Colleen: We must adopt the confidence that all will be well. Open ourselves to the abundance all around us. We must not apologize for serving the religious collections.

Jim: Education and communication are the biggest challenges.

Mark: Always attracted by challenges.

Threats—

- Technology and digital records are the biggest challenge. Can't keep up with it despite great human resources.
- Time resources expertise—don't know how to handle it.
- Secularization (both within our communities and in general) and consumerism are also threats, as the attenuation of faith in our communities.
- There is also the constant pressure of the incongruence of the archives mission with the overall mission of the church or our faith tradition.
- The enormous generational change is going to be huge as well.

We have to take on these challenges and turn them into opportunities. We do have Capacities:

- Capacity for innovation.
- Capacity for collaboration. (This is important—for funders and for our survival) We need other incubator groups.
- Capacity for leadership. We need to exercise this more
- Diminishment of institutional life but the development of the work on the individual level.

Business Archives Section (Liaison: Settles/Kaplan)

Officers:

- Chair: Susan Ginter Watson
- Vice Chair/Chair Elect: Scott Grimwood

- Immediate Past Chair: Jeff Pirtle
- Secretary: Greg McCoy
- Editor: Rochelle McCune
- Vice Editor: Aubrey Carrier
- Member-at-large: Jennifer Johnson

Report from annual meeting:

Number of attendees: Approx. 74

Election results: Vice Chair/Chair Elect: Scott Grimwood
 Secretary: Greg McCoy
 Vice Content Editor: Aubrey Carrier
 Member-at-large: Jennifer Johnson

Summary of meeting activities: (Annual meeting minutes of August 25, 2011 and BAS August 2011 newsletter are both attached.)

[SAA staff note: The BAS August 2011 newsletter is not attached to keep report length manageable. It is available via the BAS website:

http://www.archivists.org/saagroups/bas/newsletters/2011_BAS_News_Aug.pdf

Completed projects/activities: The Business Archives Colloquium was held August 24, 2011 at the American College of Surgeons in Chicago. The theme for this year's meeting was Web 2.0 uses for business archives, as well as international business archives. Six presentations were made on these topics, including one remote session. Approximately 100 people attended with a majority participating in person and several virtually. Major support for the 2011 Business Archives Colloquium was provided by The Winthrop Group.

Ongoing projects/activities: At the Business Archives Section business meeting on August 25, 2011, a presentation was made by three members on their plan to create a webinar on "How to Create an Executive Summary". This project is ongoing. Also, the Business Archives Section provided feedback on SAA's proposed Code of Ethics under consideration.

New projects/activities: The section continues work to update the BAS website to include current information and make the information presented more timely.

Strategic Priority - Technology initiatives: The Business Archives Section offers a forum - both formally at SAA annual meetings and during the section's annual colloquium and through informal discussions among members - to discuss the capture and preservation of records in all formats, especially electronic records. The section fosters the sharing of information about best practices and standards for electronic records, imaging and metadata. The BAS annual colloquium provides an opportunity for participants to share their experiences and challenges with electronic records in capturing, preserving and making them accessible. Technology represents an ongoing challenge to many archivists and will continue to be a topic section members will want to address and discuss.

The section has also embraced the use of communication technology to keep BAS members informed. For several years the section has offered a virtual meeting platform for its annual colloquium to connect with members unable to attend in person.

Strategic Priority - Diversity initiatives: This year the section as a whole 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.

Strategic Priority - Advocacy/Public Awareness initiatives: Plans for a possible SAA webinar on “How to Create an Executive Summary”, which several BAS members are currently working on, is one example of progress on the Advocacy initiative. The initial idea was to provide section members with a useful tool to help them frame and convey to management the necessary role of their particular archives within the business or organization. However, BAS section members felt that others outside the BAS - within SAA - could benefit from this knowledge. With encouragement from a member of the SAA Committee on Education (and who is also a BAS member), the idea grew into a draft for an SAA webinar.

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

Report respectfully submitted: Susan Ginter Watson, BAS Chair

SAA BUSINESS ARCHIVES SECTION (BAS)

Annual Business Meeting Minutes

25 August 2011

The meeting was called to order at 3:30 p.m. by Jeff Pirtle, Section Chair after attendees introduced themselves. Approximately 74 members were in attendance.

SAA Council update. Beth Kaplan, the incoming SAA Council liaison, provided an SAA Council report and updated members on Council activities. This included a reminder that there is a vote at the annual business meeting on the constitutional amendment and by-laws, that a diversity award was established as well as an emerging leader award, and that Council also approved a proposal to have a working group review the annual meeting. Also shared was that round tables/sections are not all provided with WiFi and AV support. A round table or section can fill out a form and request this for the meeting, which will then be reviewed by budget committee at the May meeting. This is being put in place because there is a flurry of requests and therefore need to be planned for as contract is created for the hotel/site. Deadline for submitting the form is April 11th.

Open Items

2012 Program Committee: Kira B. Homo informed the section that the time is now to consider proposals for next year’s conference. Beyond Borders represents much more than geographic borders, and business archives could make key contributions to the conference. A hard stance is being taken on participation and members can only appear on one panel. This should create more diversity in the sessions and participation. Complete proposals are due by October 3rd. Section endorsements are possible for two sessions but will not guarantee acceptance by the Program Committee. Chair Pirtle encouraged members to consider a session for next year’s conference to be held in San Diego the week of August 26th.

SAA Code of Ethics: Elizabeth Adkins provided her perspective and response to SAA’s revised Code of Ethics. The code’s references on ‘access’ have always been a point of contention among business archivists, so Elizabeth took this opportunity to review the proposed changes and respectfully submitted her recommendations. The BAS Steering Committee has endorsed her recommendations, however Elizabeth requested section members speak up and send their comments to SAA. At this point in time, the committee has been very open to hearing concerns are reworking the Code of Ethics. It was also pointed out that Paul Lasewicz (IBM) is also sitting on this committee

The SAA Core Values statement was also introduced this year and one section pertains to access & use. This statement was read at the meeting, and Elizabeth has communicated this statement to Nancy Beaumont as it was much more amenable than the proposed Code of Ethics.

New Business

Introduction to Webinar Presentation: Jennifer Johnson (Cargill Inc.), Sarah Polirer (CIGNA), & Libby Spatz (Walt Disney Co.) have created a program of 90 minute webinars to discuss specific topics that could then be potentially used to create a larger & more complete session later. The purpose of the webinar is to create a comprehensive presentation that any archives could quickly utilize and personalize for their institution. Sarah and Libby presented their deck of 24 slides titled “How to Win the Hearts and Minds of Corporate Executives to Support Archival Collections” and requested feedback from the section. The next draft of this presentation will be available for download on the BAS Chatter site and it’s requested that BAS members review and provide comments. Eventually the resulting product will be sent to the appropriate SAA committees for approval.

Business Archives Survey – University of Alberta: Bill Foster, professor in Strategic Management at University of Alberta asked the section’s help in their research project regarding business archivists. The study is grounded in social memory (history, tradition, heritage, etc.) and how its managed so that organizations can achieve their goals. Mr. Foster stated there’s very little written about how companies manage this and he’d like to interview members of the section. There is no cost for participation as the research is fully funded, and the research has received ethics approval from the University of Alberta Ethics Board. Journals that the researchers are aiming for publications such as Harvard Business Review and other top scholarly journals. The study will be long-term and initially will last two years and after that point will be requested for a 3-5 year extension. The researchers can be contacted by email at: wfoster@ualberta.ca, elden.wiebe@kingsu.ca, rsuddaby@alberta.ca

Election Results: The next agenda item was the election of members to the BAS Steering Committee for 2011-2012. Chair Pirtle announced the election results:

Scott Grimwood (SSM Healthcare)	Vice Chair/Chair-Elect
Greg McCoy (Procter & Gamble)	Secretary
Aubrey Carrier (Wells Fargo)	Vice Editor
Jennifer Johnson (Cargill)	Member-At-Large

Announcements

How to sign up for BAS Chatter site: Send the following information to Rochelle McCune (GAP) Rochelle_mccune@gap.com. Name, Company email, Company name

Greg Hunter is now the incoming editor of the American Archivist: If you have an idea for an article, not even a whole article, please let Greg know.

Introduction to Business Archives training, Phil Mooney (Coca-Cola Corp.): Phil Mooney has a Fall 2012(October) Intro to Business Archives section in Minneapolis. If you have anyone on your staff please have them sign up through SAA’s website.

Address from New Chair, Sue Watson (Kraft Foods): Thanked Immediate Past Chair Pirtle for his work over the past year, and put in a plug for the Chatter site and encouraged users to use and keep it active. Acknowledged there were technical difficulties at the colloquium but encouraged everyone to get the discussions going and maintain the energy and momentum. If you have any thoughts on topics for next year’s colloquium, please let her know by phone or email or enter it into the Chatter site.

Chair Watson also encouraged more involvement from the section members. She stated she’s only been a business archivist for 6 years and if you even have an inkling to run for the Steering Committee to forward your names for the next election as it’s a great way to serve the section and learn more about the

operations of the section, and grow the community of the Business Archives Section. She concluded by stating that she would love to see some contested elections next year.

Chair Pirtle thanked everyone for a successful colloquium and section meeting, all presenters at both meetings, and the steering committee.

Meeting adjourned at 6:20 p.m.

Minutes respectfully submitted: Greg McCoy SAA BAS Secretary

College & University Archives Section (Liaison: Frusciano)

Officers: Schulte, Becky, Chair, 2011-2012, University of Kansas
Stankrauff, Alison, Vice Chair/Chair-Elect, 2011-2012, Indiana University South Bend
Briston, Heather, Steering Committee, 2009-2012, UCLA
Engseth, Ellen, Steering Committee, 2010-2013, Univ. of Wisconsin Milwaukee
Ghering, Cynthia, Steering Committee, 2010-2013, Michigan State University
Glick, Kevin, Steering Committee, 2009-2012, Yale 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
Webber, James, Steering Committee, 2011-2014, Bates College
Sweetser, Michelle, Ex Officio (Newsletter Editor), 2011- Marquette University
Zachary, Claude, Ex Officio (Web Liaison), 2004- Univ. of Southern California
Frusciano, Thomas, Council Liaison, 2009-2012, Rutgers University

Report from annual meeting:

- Number of attendees: 213
- Election results: Alison Stankrauff, Vice Chair/Chair-Elect; Daniel Hartwig, Kate Jarvis, Katie Nash, and James Webber elected to Steering.
- Summary of meeting activities: *Please see attached meeting minutes.*

Completed projects/activities: Steering Committee member Rachel Vaughn reviewed the section by-laws and identified areas that needed to be updated to comply with SAA guidelines. After review by the Steering Committee the updates were made and the revised by-laws were posted on the website.

Ongoing projects/activities: In 2010 a subgroup of the Steering Committee (Maria Estorino, Jay Gaidmore, and Chris Prom) reviewed the C&UA Section website and newsletter. After soliciting feedback from the Steering Committee, website editor, Claude Zachary and newsletter editor Chris Laico a list of recommendations was forwarded to the membership (see the Academic Archivist, Summer 2010). Another subcommittee led by Vice Chair/Chair-Elect Alison Stankrauff, is now reviewing the recommendations and considering what needs to be done to implement them.

New projects/activities: Problems were discovered with the Section online election this year. The Section Chair will follow-up to see what can be done before next year's election. There are still concerns expressed about the 2005 revision of the *Guidelines for College and University Archives* first published in 1999. The 2005 version was not approved by Council. A suggestion has been made to re-frame it in terms of "best practices". This will be considered by the Steering Committee during 2011/2012.

Diversity initiatives: There are no specific diversity initiatives being considered at this time. However during the annual meeting in August of 2011 we did present a program that included a representative from a small institution as well as a large institution.

Strategic Priority - Technology initiatives: [None submitted.]

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

Questions/concerns for Council attention: Not at this time. After Steering Committee has reviewed the problem with the revision of the *Guidelines* we will come back to the Council for advice on how to proceed.

Society of American Archivists College and University Archives Section Meeting Minutes, August 25, 2011, Chicago, IL

Tamar Chute, Section Chair, welcomed everyone to the meeting. The minutes from the 2020 meeting were approved as published in the *Academic Archivist*, Winter 2011.

Chair report – Tamar reported that she had written a letter commenting on recent FERPA revisions and sent it to Helen Tibbo, chair of SAA. The letter asked for clarification of the term “eligible student” found in 34 CFR 99.3. The revision and update of Section by-laws was approved by Council as submitted. She thanked out-going members of the Steering Committee including Chris Prom and Jay Gaidmore. She announced that Michelle Sweetser would be replacing Christopher Laico as newsletter editor and thanked Chris for his service as editor.

Reports and Announcements

- Tom Frusciano, section liaison to SAA Council made several announcements. He reported that it had been an interesting year in Council. A new Task Force on Annual Meetings was being created and that a message requesting volunteers to serve would be sent out to the membership. A glossary working group has been identified to update the SAA glossary that had been published by Richard Pierce-Moses. He commented briefly on the difficulties with organizing this year’s meeting because of the striking hotel workers and thanked people in attendance. He also urged members to attend the awards ceremony.
- Chris Prom reported on behalf of the Nominating Committee. He thanked the other members of the committee Larry Landis and Jay Gaidmore. New Steering Committee members were announced including Daniel Hartwig, Kate Donovan Jarvis, Katie Nash and Pat Webber. It was also announced that Alison Stankrauff was elected Vice-chair/Chair-elect. He raised concern that there was a very low voter turnout, only 133 voted out of nearly 1400 members.
- Chris Laico, newsletter editor was unable to attend this year’s meeting so Tamar read his report as follows:

Dear Colleagues:

Since our last meeting in Washington, D.C., through your unstinting support, the College and University Archives Section (Section) produced two issues of *The Academic Archivist* totaling 24 pages.

Please send you submissions to the attention of our new editor: Michelle Sweetser at: michelle.sweetser@marquette.edu. As a simple guide, please limit your newsletter submissions to such institutional announcements as professional conferences, programs, projects or section related business.

I wish you all a successful meeting and thank you again for your enthusiastic support of *The Academic Archivist*. It has been an honor to serve the Section and its talented membership.

- Gordon Daines reported as chair of the Technical Subcommittee on *Describing Archives: A Content Standard (TS-DACS)*. They are working towards providing access to DACS in an online format providing a companion with standards, etc. One item being discussed is the distinction between records and papers. He urged members to watch the Technical Subcommittee for developments and to contact committee members with comments.
- SAA Standards Committee liaison, Tom Sommer, provided the URL for the new SAA standards portal <http://www2.archivists.org/standards>. The committee has invited SAA members to contribute to the site and to send comments.
- Alex Lorch informed the group that NHPRC has developed a new grant program *Documenting Democracy: Access to Historical Records*. Information is available on their web site. He also invited members to visit the NHPRC booth in the exhibit hall.
- Christie Peterson provided information about an online survey that will be distributed in the next few months investigating the state of US archival practice since the adoption of *More Product Less Process* (MPLP). All types of institutions are invited to respond but there should only be one response per institution.
- The SAA 2012 Program Committee was represented by Mark Shelstad. There is an Oct. 3rd deadline for proposals. The theme for the 2012 conference is *Beyond Borders*. They are planning to continue the lightning round session and want to remind people that they can only submit one proposal per person.
- Jackie Dooley provided handouts from OCLC Research. “Introducing a new ArchiveGrid discover interface” has a free version available and they are requesting input. “Mobilizing Unique Materials” features rapid capture and large scale digitization projects. “The OCLC Research Library Partnership” invites us to become involved.
- David McCartney informed the membership that MAC would be presenting a Fall Symposium as in years past. The title is “Mysteries of Magnetic Tape Revealed” and will be held in Sioux City, Iowa, Oct. 20-21. See the web site for more information.
- Bill Maher announced that the next ICA SUV meeting will be held in July 2013 in Barbados. A request for paper proposals will be sent as the conference approaches.
- Lee Stout requested on behalf of the Archival History Roundtable that they are looking for southern archives to join in a session proposals on the history of land grant universities.
- Kerry Daniels invited the members to the 2011 Best Practices Exchange conference “Distilling Digital Collections” to be held in Lexington, Kentucky, Oct. 20-22.

The remainder of the meeting was spent listening to presentations on records preservation.

OpenCasa: Building Partnerships for an Electronic Records Repository: Jackie Esposito, University Archivist and Michelle Belden, Access Archivist, at Penn State University discussed the development of the Curation Architecture Prototype Services (CAPS) model at Penn State. They reviewed the project timeline, key roles and partnerships involved in developing the architecture, use cases, stakeholders input, agile development methodology, user requirements, dashboard interface, and public interface for curated collections. *OpenCasa* is an architectural model that supports DPubS, ETDs, ContentDM, Olive Digital Newspapers, and the University's Electronic Business records *Lion's Lair*. The architecture is based on integrating a suite of microservices as needed for each use application.

Laying the Tracks for Electronic Records at an Undergraduate Liberal Arts College: Jennifer Gunter King, Head of Archives And Special Collections at Mount Holyoke College spoke on how with NHPRC funding, Mount Holyoke College established basic workflows and procedures for archiving electronic records from four campus offices. The project utilizes tools that include Duke University's Data Accessioner, the Archivists Toolkit, a digital preservation system, and Dspace.

A lively question and answer session followed the presentations.

Minutes respectfully submitted by Becky Schulte, Vice-chair/Chair-elect.

Description Section (Liaison: Hyry/Landis)

Officers:

- Jerry Simmons (Chair) 2010-2011
- Joyce Chapman (Vice Chair) 2010-2011
- Donnelly Lancaster Walton (Secretary) 2010-2012
- Elizabeth Nielsen (Web Liaison) 2011-2014
- Olga Virakhovskaya (Newsletter editor) 2011-2014
- Cristine de Catanzaro (Steering Committee) 2008-2012
- John Nemmers (Steering Committee) 2009-2012
- Bill Landis (Council Liaison) 2011-2014

Report from annual meeting:

Number of attendees: ca. 100 attendees

Election results: Jennifer Meehan, Vice Chair/Chair Elect, 2011-2012

Summary of meeting activities:

Welcome, introductions and general business

- Chair Jerry Simmons introduced Steering Committee members and other section leaders
- *Description Notes* newsletter editor Sarah Keen and webmaster Janet Carleton's terms of office have come to an end; Simmons asked for volunteers to take these positions
- Vice Chair Joyce Chapman reported on this year's Description Expo, which featured projects from 10 participants: <http://www2.archivists.org/groups/description-section/description-expo-2011>

Announcements and Reports from Subcommittees, Liaisons and other groups

Tom Hyry: introduced the new SAA Council Liaison, Bill Landis

- Council activities: SAA adopted EAC-CPF as a standard; the Meeting Task Force will be formed soon; at the business meeting Saturday there will be a discussion about online voting

Rob Spindler: 2012 Program Co-Chair

- The 2012 theme is "Beyond Borders." He encouraged members to submit proposals and reminded us that the new SAA rule is that people can only be on one proposal. SAA has institutionalized the Lightning Sessions. October 3, 2011, is the deadline for submission of proposals.

Alex Lorch: Archives Program Officer, NHPRC: NHPRC archives programs

- Discussed three different programs that might be of interest to members

Jennifer Meehan: Data Driven Decision Making for Processing (formerly the RAO processing group):

- This fall they will open a web-based survey that will gather information about what MPLP really means and what's been happening in the last few years
- People will be invited to participate in the survey; every institution should get an invitation

Jennifer Schaffner: RBMS

- RBMS has been collaborating with SAA on creating companion standards, especially for manuscripts

- Also working on security guidelines and issues relating to loaning and borrowing
- OCLC Research: Gave update on ArchiveGrid (working on the search interface) and Single Search

Diane Ducharme: Descriptive Cataloging of Rare Materials (DCRM-MSS)

- Charged with developing a manual for single-item, post-1600 manuscripts
- Have had 4 meetings since last year at SAA and have incorporated comments into areas 1 and 4
- Still unclear how it will work with RDA
- Welcomes comments on the current draft

Gordon Daines: Technical Subcommittee (TS) Describing Archives: a Content Standard

- DACS is under revision
- Committee met Wednesday at SAA and discussed comments; still accepting comments
- One recommendation is to put it online; an online version probably won't be free
- Will probably remove Part III due to lack of use
- Hope to create companion website

TS Encoded Archival Context /EAD tag usage research

- Now a SAA standard
- EAC-CPF schema being published online
- At their first meeting at SAA on Tuesday the members decided to work on a tag library—will be a dynamic document
- Need to work with TS EAD on a revision since the first standard is really a draft

Annie Ross and Brad Westbrook: ArchivesSpace, Archon and Archives Toolkit

- Archon and Archivists' Toolkit are merging to form ArchivesSpace
- Partners: NYU, UCSD, and University of Illinois at Urbana-Champaign
- Planning phase ended June 2011
- Partners are committed to providing pathways for current users to move forward
- Beta is expected between November 2012-February 2013

Archon:

- Four maintenance releases since August 2010

Archivists' Toolkit:

- 5 maintenance releases since August 2010
- 3 community users have created plug-ins
- AT reference project continues

Mike Rush: TS Encoded Archival Description

- Received over 125 comments on the proposed revisions
- Working meeting planned for March 2012 (funded by 3 sources)
- Hope to release draft revision in late 2012 and ask for comments
- Open to ideas for new name of EAD

New Business: Daniel Pitti spoke about the IMLS grant he and Kathy Wisser received for *Building a National Archival Authorities Infrastructure*, which will promote the use of EAC-CPF. The grant also supports a meeting in the spring of various institutions and persons, hosted by NARA, who will look at a business model for what is necessary to establish a sustainable National Archival Authorities Cooperative (NAAC).

Program Presentation: *Digitization and EAD at the JFK: A Marriage of Opportunity* by, Erica Boudreau, Digital Archivist, John F. Kennedy Presidential Library

Chair Jerry Simmons adjourned the meeting.

Completed projects/activities: N/A

Ongoing projects/activities: N/A

New projects/activities: N/A

Strategic Priority - Technology initiatives: N/A

Strategic Priority - Diversity initiatives: N/A

Strategic Priority - Advocacy/Public Awareness initiatives: N/A

Questions/concerns for Council attention: N/A

Electronic Records Section (Liaison: Theimer)

I. ERS Leaders

2011-2012

- Chair (2011-2012)
Riccardo Ferrante
Director, Digital Services & IT Archivist
Smithsonian Institution Archives
Email: ferranter@si.edu
- Vice-Chair/Chair Elect (2011-2012)
Seth Shaw
Electronic Records Archivist
Duke University
Email: seth.shaw@duke.edu
- Past Chair/Steering Committee (2011-2014)
Kelly Eubank
Electronic Records Branch Manager
North Carolina State Archives
Email: kellyeubank@gmail.com
- Steering Committee (2010-2013)
Erin O'Meara
Electronic Records Archivist
University Archives and Records Management
Services
University of North Carolina at Chapel Hill
Email: omeara@email.unc.edu
- Steering Committee (2009-2012)
Mark Myers
Electronic Records Specialist
Public Records Division
Kentucky Department for Library and Archives
Email: mark.myers@ky.gov
- Steering Committee (2009-2012)
Rachel Donahue
Graduate Student
University of Maryland
Email: donahrm@gmail.com
- Steering Committee (2010-2013)
Gabriela Redwine
Archivist and Electronic Records/Metadata
Specialist
Harry Ransom Center
University of Texas at Austin
Email: gredwine@mail.utexas.edu
- Steering Committee (2011-2014)
Cynthia Ghering
Director, University Archives & Historical
Collections
Michigan State University
Email: ghering@ais.msu.edu
- Web Liaison (since 2002)
Jean Deken
Archivist
Stanford Linear Accelerator Center
Email: jmdeken@slac.stanford.edu
- SAA Council Liaison
Kate Theimer
Email: kate.theimer@gmail.com

II. Report from the Annual Meeting

Held: August 2011, Chicago, IL

Old Business

Elections Results: Kelly Eubank reported on the election results for ERS. She reported that the elections were done on line this year. Seth Shaw of Duke University was elected vice chair/chair elect. Cynthia Ghering of Michigan State University was elected as the new Steering Committee member, replacing

Mark Matienzo of Yale University who took over Suzie Long's position as Steering Committee member in 2010.

August 26, 2011

Kelly Eubank, Section Chair, called the meeting to order.

Business meeting—

- Ricc Ferrante from the 2012 Program Committee gave an update. The SAA 2012 Annual Meeting is in San Diego, CA where the theme will be "Beyond Borders." He encouraged people to put together session proposals reflective of the different ways in which archivists have crossed, are crossing or will be crossing traditional "borders" whether professional, cultural, geographical, or in other innovative and entrepreneurial ways. The Program Committee is accepting traditional proposals, proposals for lightning talks and pre-conference workshops as outlined in the call for proposals published on the SAA website. The proposal submission deadline is October 3, 2011. Members were encouraged to submit proposals for Section endorsement. Sections are allowed to endorse up to two proposals. The Sections have until October 17, 2011 to submit up to two endorsements.
- Kate Theimer, the Council Liaison addressed the section.
- Volunteers were solicited to serve as the administrator of the ERECS-L listserv. Rosemary Flynn agreed to stand in temporarily as administrator of the ERECS-L listserv. She had stepped down as administrator during 2010.
- Mark Matienzo, Yale University, and Michael Forstrom, Yale University were thanked for their service on the Steering Committee.

Program: Mark Conrad updated the Section about the work done to define two related international standards: Audit and Certification of Trustworthy Digital Repositories (ISO/DIS 16363 and CCSDS 652x0r1) and Requirements for Bodies Providing Audit and Certification of Candidate Trustworthy Digital Repositories (ISO/DIS 16919 and CCSDS 652x1m1). Conrad described the genesis of these standards and work to test them with audits conducted at several archives. At the time of his presentation, audits had been successfully completed at six archives. The Kentucky Department of Libraries and Archives identified themselves as an audited archives and volunteered to share their experiences preparing for and undergoing the audit with others. Interested archives should contact KDLA directly.

Ongoing projects/activities: A new administrator of the listserv is still needed.

New projects/activities: In response to a request from the SAA Standards Committee for a liaison from the Section, the Chair called for volunteers to serve in this capacity. Of the responding volunteers, Daniel Noonan was selected by the ERS Steering Committee to serve in this capacity for a three year term from 2011 to 2014. As a non-voting member, Noonan serves as a conduit for communicating information about standards initiatives between the Section and the Standards Committee.

Diversity initiatives: No activity.

Strategic Priority - Technology initiatives: [None submitted.]

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

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

Respectfully submitted, Riccardo Ferrante, ERS Chair, 2011-2012

Government Records Section (Liaison: Theimer)

Officers:

- | | |
|--|-----------|
| • Bonita L. Weddle (Chair) | 2010-2012 |
| • Mark Myers (Vice Chair) | 2011-2013 |
| • Charlene Johnson (Newsletter Editor/Webmaster) | 2011-2013 |

Report from annual meeting:

Number of attendees: 76

Election results:

Vice Chair/Chair-Elect: Mark Myers
Federal Representative: Jacquelyn Ferry
Local Government Representative: Donna Guerra

Summary of meeting activities:

- Program Committee member Ricc Ferrante (Smithsonian Institution) discussed the 2012 Annual Meeting's theme and new session format and encouraged Section members to submit Section members to submit proposals.
- Council liaison Kate Theimer provided an overview of the responsibilities of the new Annual Meeting Task Force and encouraged Section members to volunteer to serve on it.
- The Section voted to amend its bylaws to conform to current SAA election procedures and to allow government records archivists from other nations to serve as Section officers and Steering Committee members
- The Section engaged in a long discussion concerning its future direction. Ideas discussed included:
 - Ways of using e-mail to supplement the Section's annual meeting
 - Using online tools to share Annual Meeting content with members who cannot travel to the Annual Meeting
 - Advocating for the importance of government records
 - Advocacy within SAA to ensure that educational offerings, publications, and other services meet the needs of Section members
 - Encouraging Program Committees to consider proposals submitted by government records archivists
 - Work with other sections to identify areas and projects of mutual interest/benefit
 - Reserving the last fifteen minutes of each Section meeting to plan the content of the next Section meeting
 - Reaching out to government records archivists who submitted unsuccessful Annual Meeting proposals and encouraging them to present at Section meetings
- Being more proactive when SAA meets jointly with CoSA (New Orleans, 2013) and/or NAGARA (Washington, DC, 2014)
- Developing a formal recommendation to Council re: avoiding conflicts of interest experienced by Section, Roundtable, and other SAA leaders who are asked to comment or solicit feedback on SAA policies relating to their employers. Cheryl Stadel-Bevans (Housing and Urban Development) and Jennifer Young (Salt River Pima-Maricopa Indian Community) agreed to take the lead in developing a draft for the Section's review.
- After the meeting ended, Jim Cundy (Kentucky Department for Libraries and Archives), John Slate (City of Dallas, Texas), and Eric Willey (University of Madison-Wisconsin) expressed interest in leading another new project: development of a comprehensive directory of local government archives. This project, which will likely be a joint Section-Local Government Records Roundtable project, is currently underway.

Completed projects/activities: None

Ongoing projects/activities: Revision of bylaws. Conform to current SAA election procedures. Explicitly allow government records archivists from other nations to serve as Section officers and Steering Committee members. Enhancement/redesign of Section Web site and development of Web 2.0 resources

New projects/activities: Development of a directory of local government archives. Drafting of a statement re: handling of potential conflicts of interest affecting SAA members who serve in leadership positions.

Strategic Priority - Technology initiatives: None

Strategic Priority - Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: None

Questions/concerns for Council attention: At the Annual Meeting, the Section voted to amend its bylaws to bring its election procedures into alignment with SAA's current procedures. It also voted to amend the bylaws so that they explicitly allow government archivists from other nations to serve as Section officers and Steering Committee members. The Section requests that Council approve these changes.

Manuscript Repositories Section (Liaison: Hyry/Landis)

Officers:

- Elizabeth Russey Roke (Chair) 8/27/2011 - 8/10/2013
- Christopher Burns (Vice Chair) 8/27/2011 - 8/11/2013
- Fernanda Perrone (Immediate Past Chair) 8/27/2011 - 8/11/2012
- Jacqueline Dean (Steering Committee Member) 8/27/2011 - 8/10/2013
- Ellen Doon (Steering Committee Member) 8/11/2010 - 8/12/2012
- Renna Tuten (Steering Committee Member) 8/11/2010 - 8/12/2012
- Anke Voss (Steering Committee Member) 8/11/2010 - 8/12/2012
- Melissa Watterworth Batt (Steering Committee Member) 8/27/2011 - 8/10/2013
- Elizabeth Wilkinson (Steering Committee Member) 8/27/2011 - 8/10/2013

Report from Annual Meeting:

Number of attendees: approx. 100

Election results: Christopher Burns: Vice Chair/Chair Elect
Jacqueline Dean, Melissa Watterworth Batt, Elizabeth Wilkinson: Steering Committee

Summary of meeting activities:

Section Meeting Minutes

August 25, 2011

Chicago, IL

Section Chair Fernanda Perrone convened the meeting at 3:30 p.m. She introduced the section leadership and thanked the outgoing members of the Steering Committee. Nominations Committee Chair and Immediate Past Chair Sammie Morris announced the winners of the Steering Committee elections and thanked the Nominating Committee. Morris noted that participation increased over last year; there were 118 ballots cast out of 974 eligible. Section members are encouraged to submit ideas for increasing participation in elections to the chair or section leadership. The following individuals were elected:

Chris Burns, Vice Chair/Chair-Elect
Jackie Dean
Elizabeth Wilkinson
Melissa Watterworth Batt

Announcements

Tom Hyry and Bill Landis, SAA Council Liaisons, reported on the following developments:

- This is Tom's last year on SAA Council; Bill Landis is taking over as Council Liaison for next year.
- Tom encourage section members to attend the annual business meeting because of the referendum to allow online voting on ballot [note: this referendum was passed]
- An Annual Meeting task force has been created in response to the Chicago hotel labor dispute and to look at the current annual meeting model. [note: SAA sent out a call for participants in September]
- SAA has completed its Core Values document and it is now up on the website [<http://www2.archivists.org/statements/core-values-of-archivists>].

Nancy Melley from the National Historical Publications and Records Commission (NHPRC) provided an update on the Grants Program. She noted that the organization does expect to exist next year, but they are uncertain about the amount of money available. There is a new grant program for next year, called Documenting Democracy; it will fund projects focused on basic and detailed processing, description conversion, etc. It will also fund digitization projects for processed and nationally significant collections that need no metadata and can be made publicly online after digitization for free. Contact NHPRC for help in putting together a project.

Jennifer Schaffner from OCLC Research gave an update on the ALA/ACRL Rare Books and Manuscripts Section Activities. She is serving as a representative to this committee to get communication moving between it and SAA. RBMS is working on security guidelines that are archives friendly. Also, new Guidelines for Borrowing and Lending Special Collections for Research Use and Exhibition [http://www.rbms.info/committees/task_force/borrowing/index.shtml] have been approved by ACRL and ALA and will go to SAA Council for endorsement. There is also a task force that is looking at manuscript and rare book collection programs.

Jennifer also provided an update on OCLC Research Activities. The goal of the new Born Digital Special Collections project is to explore the array of skills and expertise held by special collections librarians and archivists that are crucial to effective management of many types of born-digital materials; describe how those areas of expertise do or don't pertain to various types of born-digital materials; and outline some of the most basic steps that a library can take to begin to exert minimal control over born-digital materials.. The Collection Assessment project will investigate management and assessment of archival collections. Finally, Archives Grid is under study and will be expanded and be made freely available to the public.

Jackie Dean, from the Working Group for Data-Driven Decision-making in Processing and Public Services provided a summary on the survey of More Product, Less Process (MPLP) and the repositories who use it. The goal of the survey is to inform the development of tools, best practices, and guidelines for implementing MPLP. The Chairs of the Working Group are Dan Santamaria and Shannon Bowen Maier.

A representative from the SAA 2012 Program committee announced that the theme for the Annual Meeting is Beyond Borders. They are looking for panels and sessions that address innovative collaborations across borders of the allied professions (Libraries, Museums, etc.). One thing that is new this year is that people may not be on more than one proposal. The deadline for submitting proposals is October 3 [note: this was changed to October 11].

Program: L. Rebecca Johnson Melvin, University of Delaware, introduced Timothy D. Murray, Head of Special Collections, University of Delaware Library who spoke on “Managing Print Materials – Books and Otherwise – in Manuscript and Archival Collections.”

- Printed material that's intrinsic to the collection (maps, pamphlets, etc.). Archivists should ask themselves, "is it important? And how do we provide access?"
- Approaches: extreme librarian or extreme archivist at the ends; many approaches to take, most often depends on institution (resources, etc.); possibilities include removing material for cataloging and adding a note to the record; catalog, but retain material with archives; retain without catalog record; or employ a combination of approaches.
- Murray introduced a case study involving papers of a playwright Barrie Stavis. Stavis wrote plays based on historical events. His collection includes research files and "stuff" he was interested in back to the Spanish Civil War. Stavis' writing process included collecting historical materials on those topics. For instance he wrote a play on Joe Hill and collected genealogical materials and information on Mormonism in connection. He also collected original labor and communist pamphlets, (Russian, union, US) and labor magazines, in connection with his writing. Lots of this material is interesting outside the context of Stavis' work. How do we keep this material connected with the original collection yet make it visible to scholars interested in those topics?
- How do you decide what to catalog? If not catalog, what do you do with it? How do you decide what materials get cataloged ahead of the rare books? Is it even doable to catalog on an individual basis? Do you tell researchers that material has been cataloged or even discarded? Do you provide lists?

Break-out Group Discussions: *The Section then broke out into 3 small groups for further discussion on the problems of print material in archival collections. The following is a summary of topics these groups discussed:*

- Literary manuscripts and the purchase of collections. How do we work with donors so we don't get libraries of books that duplicate general collection?
- Cataloging of ephemera, random newspaper collections
- How do you help people to find material either cataloged or in manuscript collections?
- Item level indexing and cataloging - it seems to depend on the mission of the institution and its patrons. How will they look for the material? Cross-references between the finding aid and catalog record and access points are powerful.
- MPLP considerations. Specificity of finding aid helps in the research experience.
- Making lists of materials cataloged seems like a lot of work. Important step is connecting with donors to be sure we get what we want and not extraneous material.
- Could you create individual MARC catalog records for all the printed material yet physically keep it in the collection? The decision to catalog depends on nature of collection and how it relates to creator, and also repository resources.
- Time, MPLP considerations, and institutional past practice tends to dictate how repositories deal with print material in collections.
- Donor relationship issues--what happens when archives are required to maintain materials? How do we work with donors to keep this from being a requirement?
- Improved search and discovery systems may be a solution to some of the decisions of whether to catalog or not.

Completed projects/activities:

Web site: Thanks to Web Liaison Laura Carroll, the section Web site has been successfully moved to Drupal. Past newsletters, annual reports, and section bylaws have been added to the site. In addition, a new resource on creating section proposals has been added.

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

Annual Meeting: Presented a program on Managing Print Materials – Books and Otherwise – in Manuscript and Archival Collections.” Tim Murray, Head of Special Collections at the University of Delaware was the featured speaker, followed by break-out sessions.

Ongoing projects/activities:

Section History: Former chairs Amy Cooper Cary and Sammie Morris and Immediate Past Chair Fernanda Perrone decided to work together on the section history project. Some material about the section history seems to be missing, and the group is considering how to fill in the gaps. There is also discussion over what form the history should take.

Help for Session Presenters: The Section Steering committee is creating resources to help section members develop SAA session proposals. We continue to develop the Web page and will distribute a listserv message in late spring offering help in putting proposals together/connecting presenters. There was also interest in providing space during the Section meeting to connect possible presenters.

New projects/activities:*Session Endorsements*

We reviewed nine session proposals and voted to endorse two:

1. Removing Borders: Towards Seamless Connections Between Born-Digital and Hard-Copy Records
2. Rules of Engagement: The Politics and Pleasures of "Living Archives"

Section Projects: At the Steering Committee meeting, we agreed to concentrate on the theme of electronic records for the next two years and will focus specifically on acquisition and ingest in 2012. We will reach out to groups who are developing policies related to e-records to present/help lead the section program. The Steering Committee expressed interest in inviting other conference presenters with topics related to e-records to attend the section meeting and give a brief plug/summary of their sessions.

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 were interested in developing a possible task force with members drawn from the general Section membership to try to involve those outside the Steering Committee in the project.

Strategic Priority - Technology initiatives: Our two year initiative on electronic records in manuscript repositories supports this initiative.

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.

Questions/concerns for Council attention: We would like to know if we can receive advance information on the following year's (2013) annual meeting theme to be able to start thinking about session proposals well in advance.

Museum Archives Section (Liaison: Richardson)

Officers: Leanda Gahegan, Chair
Megan Finn Senseney, Recording Secretary
Susan Anderson, Outgoing Co-Chair
Francine Snyder, Outgoing Co-Chair

Report from annual meeting:

- Number of attendees: 78
- Election results: Katy Rawdon, Chair-Elect
Appointed by the co-chairs:
Adrianna Del Collo, Newsletter Editor
Erin Murphy, Web Liaison
- Summary of meeting activities: Please see the attached meeting minutes.

Ongoing projects/activities: In 2010, the *Museum Archivist* newsletter was reinstated as a valuable point of reference for meeting minutes and other section business, as well as repository updates and newsworthy articles produced by members. Since that time it has been published semi-annually. Back issues are available on the Museum Archives website:
<http://www.archivists.org/saagroups/museum/newsletters.htm>

New projects/activities: This year was the second annual meeting for the Museum Archives Section Working Group. The group discussed a project plan and timeline for a resource or resources that expand on the success of the Museum Archives manual and (hopefully) allow for expanding resource-sharing across institutions. The group decided to focus on policies and standards this year and, depending on success, to focus on more interactive features, such as blogrolls, links to finding aids, grant announcements, the following year. See attached Working Group meeting minutes for more details.

Diversity initiatives: We hope that the resources created from the working group will involve for under-served constituents. We also hope it will provide members at smaller institutions with information, ideas, and successful strategies to achieve more on a limited budget.

Strategic Priority - Technology initiatives: [None submitted.]

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

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, Deborra Richardson, as needed.

**Museum Archives Section
Business Meeting Agenda
Thursday, August 26, 2011
3:30-5:30**

Greetings: Leanda Gahegan (National Anthropological Archives) is introduced as Incoming Chair of MAS. Susie Anderson (Philadelphia Museum of Art) and Francine Snyder (Guggenheim Museum) introduce themselves as current Co-Chairs.

Program Committee Announcement: Tiffany Shureman is on 2012 program committee. The next annual meeting will be held August 6-11, 2012 conference in San Diego, CA, and the theme will be “Beyond Borders,” which broadly includes the visible, invisible, theoretical, etc. This year, each person who submits a proposal can only be on one proposal to encourage diversity. October 3, 2011 is the deadline for proposals with endorsements from sections and roundtables due on October 10, 2011.

Council Liaison Report: Deborra Richardson gives Council Liaison report. Richardson is Chair at the Archives Center at the Smithsonian National Museum of American History.

The Council is planning the 2012 annual meeting, and met on Monday (August 22) to talk about shaping that meeting. At the meeting, members unanimously decided to form task force to study the annual meeting, consisting of 9 members, 4 of whom are chairs of subgroups:

- Social Responsibility
- Virtual Access
- Meeting Content
- Meeting Model

Other Activities:

- Established a glossary to update Pierce’s glossary of archival and records terminology.
- Approved a proposal to submit a request that SAA be granted observer status at an International Intellectual Property meeting in 2012
- Endorsed the well intentions practice of putting unpublished materials online. Council wants to put larger collections online. In addition to endorsement, there is a preface explaining copyright rules and regulations. (Richardson mentions Peter Hirtle’s work in copyright)
- Established diversity award. Will be awarded for the first time at 2012.
 - Selection from any individual, group, or institution;
 - Accepting self nominations – criteria has to do with established definition of diversity;
 - Award is for an individual or group who has worked to extend diversity (improving and promoting it).
- Established emerging leaders award. Will also be awarded for the first time in 2012.
 - Honor archives professionals (with formal training or otherwise) who have been in the field between 2 and 10 years and are considered “movers or shakers.”
 - Persons can be self nominated but will need to submit three letters of recommendation/support.
 - Based on the TOTAL experience of the awardee.
- Met with a parliamentarian who helped council review constitution and by-laws, and council will present amendments on Saturday, when members will vote on changing *how* we vote in SAA in the future with an attempt to help SAA members who are not in physical attendance at annual meetings have their voices heard.
- Discussed “documenting history in your own backyard” – overarching way to bring together information on programs that are happening across the country. Small institutions, families, etc. In other countries, there are standards for managing such initiatives, and the Council is interested in implemented similar procedures in the US.
- Discussed a request addressed to Mark Green regarding colleagues in Japan and the state of their records in the wake of the earthquake and tsunami. Archivists have expressed desire for help and further assistance.

- Asked that future reports include strategic priorities that are met or addressed relating to whatever it is sections or roundtables are doing. When thinking about new steering committee, consider appointments for SAA and possible officer slots. Please send 2-3 sentences listing skill sets and addressing reasons for running for office.
- What are people's responses to getting emails from vendors? "Drop 'em!" SAA has traditionally given out snail mail addresses when vendors purchase a booth at SAA. Now vendors would prefer to be given email addresses for *one time use* during the period near the annual conference. Vendors help pay for conference activities, and so email addresses were given out as a trade off for that financial support.

Ballot Results and New Officer Introduction: Katy Rawden is Incoming Chair-Elect. Will help over the next year and become full chair the following year. She is the Head Librarian/Archivist at the Barnes Foundation Museum, and a long-time member of SAA, MARAC, ARLIS, and the Council of Botanical and Horticultural Libraries. Welcome, Katy!

Katy says hello and thanks MAS for its support. She is excited about the opportunity to serve and believes museum archivists have experience and knowledge that is incredibly useful to the archives profession as a whole. MAS has grown considerably since her first interactions with the group, and hopes museum archivists will have a more prominent voice moving forward. She looks forward to speaking with all of us over the next few years.

Introductions

Officers:

- Matt Herbison: Web Liaison, Archivist at Drexel Medical School
- Erin Murphy: incoming Web Liaison, Archivist and Records Manager at Harvard University
- Adrianna Del Collo: Newsletter Editor, Archivist at the Metropolitan Museum of Art
 - Be in touch with Adrianna as news, events, and activity come up and deserve to be shared with the community. Newsletter is a fantastic resource for the group. Contact Andrea with content to add to the newsletter. Readership extends outside of the section. (ADC says thanks and asks for feature articles from 1500-2000 words)
- Megan Senseney: Secretary, Project Coordinator at the Graduate School of Library and Information Science, UIUC
 - Documents goals and objectives to provide Council in the future.

International Representation: David Farneth at the Getty Museum Library and Archives and Susie Anderson will be speaking at an upcoming conference in Sao Paolo, Brazil. Extend the reach of MAS internationally! Get in touch with Susie or David with topics and ideas. Susie will be talking about artists' records. David will be talking about systems and metadata in Museum, Libraries, and Archives. He'd like to hear about federated search, and user-friendly metadata.

Working Group Update: The Working Group is looking at ideas for sharing resources across institutions and including members who are unable to attend annual meetings. This year the work has been primarily behind the scenes, but there is an active call for involvement: regional liaisons and technology coordinator. Also seeking a name for the project! Give us names!

Further discussions will follow directly after Business Meeting (5:30-6:30)

Standards Committee is working on a Standards Portal -- Portal for all of SAA with approved documents for archivists. Site just went live on August 24, 2011. Subjects covered: administrative and management, arrangement and description, reference and access.

Pecha Kucha/Repository Updates:

- *“SaveMLAK and Disaster Relief Activities by Archivists,”* Yayoi Tsutsui, SAA student member
 - Tsutsui is an archivist from Tokyo, and completed her MLIS at UT -Austin in 2008. She first attended SAA in 2009. When the earthquake struck Japan in March 2011, she was in the basement level of her office.
 - Communication tools as part of disaster planning: twitter, skype? Which device do you use? Cell phones were useless except as flashlights.
 - Identify how many archives in disaster area.
 - SaveMLAK website provides information on aftermath and relief efforts after earthquake. MLAK = museums, libraries, archives, and kominkans (community centers).
 - One current project includes archiving web sites that were not renewed after March 11: <http://www.tepco.jp/fukushima1-np/c344-j.htm>
 - Photobooks from recovery efforts are arranged on a back table to share and look at after meeting.
- *“Treasures at the Museum: Suggested Activities for K-4 Students before Attending a Museum,”* Deborra A. Richardson, National Museum of American History, Smithsonian Institution
 - Project started about ten years ago when niece and nephew were curious what Richardson did for work.
 - Goal of project: introduce children to the profession when they’re young and make archives a part of their lives if you want to bring greater diversity into the profession.
 - Deliverable: A story about visiting a museum and visiting the museum archives. Written for children to help them digest and understand their experiences at the museum and in the archives. It introduces key concepts like selection and appraisal and utilizes critical thinking skills.
 - The Smithsonian Archives Center now uses it as a tool for tours and during historical interpretations of exhibitions for children. Next year, Richardson will report back on her project and how successfully the resource was used in her home institution.
 - The resource is inexpensive (\$6, on sale today for \$5). There are fliers throughout the conference center for members who are interested in using the title with their own collections.
- *“Cataloging the Papers of Alfonso Ossorio: A Space Odyssey,”* Erin Murphy, Harvard Art Museums
 - Alfonso Ossorio was an abstract expressionist, b. 1916 in the Philippines.
 - Collection includes artifacts like cans of dripping paint and turpentine.
 - Collection’s importance to Harvard: class notes from when AO was a student at Harvard.
 - About 50 record cartons, oversized materials, and physical objects.
 - Archive/Museum is under renovation and understaffed! The office is stored in temporary housing.
 - Processing was challenging under renovation conditions and with an active set of researchers sharing the space, as well.
 - Original deed of gifted stated that EVERYTHING not used had to be given back to the Alfonso Ossorio foundation – including paperclips, envelopes, EVERYTHING.
 - Renegotiated deed of gift to cut returned materials in half, but still had to store those materials until they were returned!
 - Lessons learned: interns are an excellent resource, but it was a challenge to make room for everyone in the given space; in the future, consider the space needed for storing the supplies used during processing.
 - Overall, successful project and great way to make connections across connections.
 - Finding Aid coming soon online, take a look!
- *“Expanding Access at the Metropolitan Museum of Art Archives,”* Jim Moske, The Metropolitan Museum of Art
 - 3 recent projects at The Met archives.

- Objective: Broaden access to historical resources to communities outside the institution; define access policy for records of past directors and secure approval for that policy from the board of trustees. (There has never been a formal consistent policy governing access, and the collections are not fully processed.) Convince stakeholders to get on board, conduct peer institution review, visit other museum archives with general counsel, worked with counsel to draft a policy that provides access and protects privacy, the full board is expected to sign off on policy this September
- Policy elements: records are closed until processed, and ALL records (processed or otherwise) are closed for 35 years.
- Collection digitization: no digital items prior to 2007. As of today, a digital collection is available online and was released in the spring of this year.
- Next project: fully digitize first complete manuscript collection (papers of Henry G. Marquand). Will collaborate with department of digital media to launch collection on the website
- Collaboration with museum curatorial departments: curators are not required to transfer their materials to the central archives, but the archivists are increasing consultation activities and advising curators on keeping and managing their records (arrangement decisions, etc.) – Costume Department has formally transferred over 100 linear ft. to archives from the 40s to the 90s.
- Adrianna Del Collo has now been promoted to position of Archivist! Congratulations!
- *“Establishing the LACMA Archive,”* Jessica Gambling, Los Angeles Museum of Art
 - Project Archivist at LACMA establishing museum’s institutional archives. Funded by one year planning grant, 3 year implementation grant from the Getty Foundation Working on first year of implementation grant now. Currently concentrating on oral histories and online exhibitions.
 - Original archivist left the museum and a new project archivist came a year later. Meanwhile, building plans were changed. Balch Art Research Library is new home to archives.
 - No concrete goals for processing records or making them accessible was written into original grant, but that is a real objective for the LACMA staff. Records are currently stored all over the place in offsite storage with 1400+ boxes stored in the basement.
 - Started working on RIM policy with general counsel to improve odds of active departmental records eventually becoming usable collections. Interviewed staff regarding records created and maintained in different departments.
 - Respect des fonds: reconsidered terms of original grant to address respect des fonds issues. Originally tasked with addressed two specific exhibitions, but there was not a discrete exhibition collection for either exhibit.
 - Highlights: Exhibition records relating to contemporary LA artists (mostly 1980s); Photo Archives (1965-present).
 - Future processing will be on a project-by-project basis. Use DACS, LCSH for LACMA’s standards. LACMA’s finding aids uploaded at the Online Archive of California (OAC), and Archivist’s Toolkit was used for encoding those finding aids.
- *“Not Just Paper: The Museum of Fine Arts, Houston Archives,”* Kathryn Jones, Museum of Fine Arts Houston
 - New electronic records archive is being implemented! -- 1.5 years into 2 year grant from NHPRC, preserving digital records and ensuring ongoing access.
 - New website at start of the year, one click away from the homepage – worked with IT dept. to create content management system to control online content – features include online slideshows (see website).
 - Finding aids are online and research guides are being actively added.
 - Exhibition slides are currently being scanned from 1960s to present.
 - New manuscript collection: Edward J Wormley Collection and Laszlo Moholy-Nagy Records.
- *“What’s New at The Frick Collection,”* Sally Brazil, The Frick Collection and Frick Art Reference Library

- Archives dept. was founded in 1997 and includes 3,000 linear ft of materials, housed in various locations in two different buildings. Most active internal users are in the curatorial department, followed by museum administration.
- Highlights: added content to Frick Collections web site, and created finding aids via archivist's toolkit (approximately 50 online now); archival materials were consulted for construction and refurbishing activities throughout the museum; New orientation film for Frick visitors now includes dozens of archival materials.
- Digital projects: scanning photographs for preservation; collection of correspondence between Frick and Carnegie – will be up soon!
- Upcoming: The Mellon-funded worldwide Rembrandt documentation project will begin this September.
- The library is also creating a new directory on their website – the directory is now open and the database administrator is always seeking additional content.
- *“Coming Last: Advocating for an Institutional Archive at a 35+ Year Museum,”* Sarah Demb, Museum of London
 - Situation at Museum of London: the museum is over 35 years old and it combines two even older collections. There is a culture of archives at the museum, but to date it has not included institutional records. An archive room exists for predecessor records and holds accession/loans files.
 - Collected archives (ie: special collections) include: PLA, Sainsbury, and LAARC.
 - Before records management: Dembe was the de facto institutional records archivist. Project came into being due to increase capacity for smaller museums in London. Began with survey followed by plan for moving forward and implementation. Plan included hiring full-time professional archivist and Dembe is now filling that role.
 - Benefits of records management: quick wins and guidance regarding what records management is and why it's important and how it can help; training and awareness raising; point of contact now in place for staff resources; restructured shared drive with rules and file plans for creating folders and naming files, etc.; records schedule is now implemented; disposal authority lets people dispose of things when needed
 - Issues: storage space is lacking and there are economic/physical constraints
 - Next steps: identify long term storage for paper and electronic archives; catalogue archives in MIMSEY
- *“Beyond Folklore, Steel, and Shoofly Pie: The Center for Pennsylvania Culture Studies Collection in the Archives and Special Collections at the Penn State Harrisburg Library,”* Heidi Abbey, Penn State Harrisburg Library
 - Overview: about PA Center for Culture Studies at PSU Harrisburg, which is in Middletown, south of Harrisburg. Thus university has 4,200 students, it is 1 of 24 campuses in the PSU system, and it is officially a 4 year program.
 - The Archives and Special Collection were built in 2000, and are located on 3rd floor of the library. Collections include: Alice Marshall Women's History, Center for PA Culture Studies; Holocaust and Jewish Studies; Special Interest and Rare Books; Three Mile Island Ephemera
 - AMWH Collection: 230 cubic ft with 7,000 books/pamphlets; 6,00 postcards, women's suffrage
 - 3-year reprocessing project: the collection was reinventoried in 2008-2009 and relabeled in summer 2010. The finding aids were completed in 2011.
 - Series by format, new box labels – graduate students were responsible for 80% of work.
 - CPCS: 100 cubic ft.; photographs, manuscripts, scrapbooks; etc.
 - John Yetter Collection: Yetter was photographer and author, resident of Steelton PA, collection includes 2,000 photos, 55 cubic ft.
 - Categories: athletics, buildings, businesses, churches, employment, people, schools, etc.

- Re-housing collections: project began spring 2011; moved from flat filing to 55 archival manuscript boxes; easier access/retrieval and less damage/handling; project completed in summer 2011.

2012 Session Discussion and Suggestions:

Open floor for announcements:

- Michelle Elligott of MoMA in NY says: Look out for an announcement on Museum Archives Listserv; nine month archivist conversant in conceptual art of the 1960s and 1970s
- Deborah Wythe says reposting in process for electronic records management position at the Brooklyn Museum
- Susan B. from Harvard Art Museum has left resources on chair with photo and link to an ongoing project
- Federal Funders table is set up in exhibition hall – stop by!

Brainstorming for 2012: Last year's brainstorming resulted in one of the 2011 sessions that will be taking place on SAA 2011 on Friday, August 26, 2011.

Proposals:

- Electronic Records in a Museum Context
 - Lorraine Stuart (MFA, Houston) is interested in electronic records in a museum context specifically; Sarah Dembe (Museum of London) is working on forthcoming book; David Farneth (Getty Museum Library) mentions that Getty has established a working group to address ERM issues; Riccardo Ferrante (Smithsonian Archives) has expressed a desire to follow up on his work with ERM; Susan Miller (CMA) is first Electronic Records Archivist in that role. She wants to know where to start and is seeking advice from anyone who is willing.
 - Many institutions are struggling with best practices and current needs vs. funding.
 - Places of interest/Spearheaders: MFAH, Brooklyn Museum, Cleveland
 - In many ways, museum archives primed for success because institutions are smaller and archivists tend to have a good rapport with our records creators (curators, admins, etc.) – museum archivists can get involved earlier in the records lifecycle than other archivists.
 - The more collaborative the session, the more likely our proposal will be accepted. This may include collaboration outside the archives, with IT, General Counsel, etc.
 - Potential formats: Lightning round with discussion, or a format featuring communication/workshopping as part of session.
- Combining traditional RM with ERM Implementation
 - Discuss practical aspects of implementing ERM and accompanying workflows. Discuss what archivists do for ERM when there is no traditional RIM program in place.
 - Susie Anderson (PMA) suggests doing an implementation walk through
- Getting Started; Surveying; File Plans; Storage space and Servers; Etc.
 - We say the format doesn't matter because the rules are the same, but the process is so different that it's hard to suggest format doesn't matter.
- Museum Archives and Stuff (dealing with physical objects)
 - Susan van Salis (Harvard) suggests a session on 3D collections.
 - Discuss digitization of artifacts; discuss how to manage digital projects related to physical objects and artifacts; discuss collections care and cataloging,
 - Proposed discussion format: 2 people talk for 15 minutes and then invite the audience to engage in a more interactive conversation.
 - Potential overlap with the architectural roundtable: contractor information with blueprints, construction photos, etc.
 - Frame it as a session on 3-D collections? Non-traditional formats?

- There is strength in diversity of objects in MAS archives collections. Maybe do a session on what comes out of the working group?
- British Museum's 100 object project. PSU has followed suite and chosen 100 objects as part of that initiative. A session related to the "100 Objects Project"?
- Cross Border Theme (Museums, Archives, Local Government)
 - Cross Border theme speaks to the museum/archives intersect and includes collaboration with local governments, varied locations, etc.
 - Discuss collaborations between curators, technologists, archivists, etc.
 - Katy Rawden (Barnes Foundation) mentions that there's a lot of talk now about how are libraries/archives/museums are going to start speaking to each other, but we already do that.
 - Deborah Wythe suggests a session on Archives and IT.
- Item-level cataloging vs. group description
 - A session on collection/Object issues, and interacting with curators to talk about the objects that make up a collection.
- Federated Searching/Aggregation
 - Getty and federated searching: OIV and the Smithsonian were one of the first to do that, OCLC just produced related documentation.
 - Federated searching is an interest of so many institutions, and that may be an area of cross-institutional collaboration.

Susie and Francine close the session. Thanks for coming! See you in San Diego!

**Museum Archives Section
Working Group Agenda
Thursday, August 26, 2011
5:30-6:30**

Greeting/Introduction: Francine introduces the working group and facilitates the meeting. The Working Group did a survey two years ago and realized that sharing resources wasn't as useful at present as professionals would prefer, and the Working Group now wants to design a resource for sharing that will be actively useful to the community.

Meeting Goal: To develop a project plan for a resource or resources that expands on the success of the Museum Archives manual and allows for expanding resource-sharing across institutions. The final project will provide 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 Working Group Participants

- Project Manager: Francine Snyder, Guggenheim Museum
- Content Coordinator: Rachel Chatalbash, Guggenheim Museum

Mission Statement Review: Possible changes and avenues for input:

- Develop separate mission and vision statements.
- Talk to the lone arrangers about their mission and projects in developing their own resources developed on their website.

Introduction of Phase I and Phase II: Phase I: Development of research and resource repository for policies, procedures, forms, and best practices, 2011–2012. Phase II: Investigation and possible inclusion of social media, news, updates, and announcements, 2012-2013.

Review and Suggestions for Phase I Project Plan and Timeline

Goals and advantages: This project will help keep the bibliography and resource list from the *Museum Archives* book (2004) up to date for continued use.

Potential Pitfalls: Letting Resource obsolesce

- Registrar's put up a resource years ago but it also hasn't been touched in years. It was once a great resource but without updates, it has languished.
- EAD group had also created a similar resource that later languished, and items now date back to the 90s.

Questions and Considerations:

- Sharing: Determine up-front buy-in for sharing resources.
- Security: Members-only log in access may improve comfort with resource sharing.
- Information Gathering
 - Create guidelines for soliciting resources.
 - Harvesting policies resources that are already online should be precipitated by contacting institution and securing permission.
 - Suggestion: It might generate excitement and enthusiasm to gather resources in a focused way. (ie: Each month gather a specific type of document from everyone? Should there be a calendar for "calls for documents" distributed ahead of time so people who need to get clearance can do so and also so people finishing up those resources at their institutions can have incentive to work toward a deadline.)
 - Question: Will institutions be able to selectively share some resources but not others?
- Collaboration
 - Should we collaborate with the Standards Portal that SAA developed?
 - Will this idea create a time lag because of the nature of SAA's financing/funding/etc.
- Focus
 - Should we narrow our focus to truly museum-specific resources?
 - Do we want policies just from MAS/SAA members? Do we want to open it up to non-members? If so, how do we manage the password-protected log-in policies? We'll need an administrator to manage that.
 - Should forms be divided by category so we can assess how many resources are being shared per category?

Review and Additions to Phase I "Types of Resources" Document: From *Museum Archives: An Introduction*: Mission statements or statements of purpose; Survey forms; Accession forms; Processing guidelines/manuals; Deed of gift forms or gift agreements; Loan agreements; Oral history program and documentation worksheet; Disaster recovery plans; Records schedules/records management policies; Reading room policies; Researcher forms; Photograph/scan order forms; Protocol for handling records; Application to publish; Application to reproduce photographs

Other subject areas for which policies, procedures and forms can be collected: Vital records; Appraisal; Electronic records; Reference and use statistics; Condition/conservation; Exhibition planning; Digitization; Job descriptions; Instruction and outreach; EAD; Content management systems; Deaccessioning; Social media

Call for Involvement

Regional Liaisons: Regional Liaisons will work directly with the Content Coordinator to gather content from their regional area for the online platform. Liaisons will be responsible for contacting institutions and individuals in their area, soliciting content from pre-defined subject guidelines, and transferring content to the Content Coordinator. More than one person can be assigned to a region.

- Regional liaisons will collect documentation and following up over time to make sure documentation remains current

- Regional “areas” are flexible and may be divided by city/state/community as appropriate.
- Volunteering position is a great way to be involved with SAA even if you cannot attend the annual meetings!

Technology Coordinator: The Technology Coordinator will investigate and recommend a platform for the online platform. Once approved by steering committee, Technology Coordinator will be responsible for setting up the platform/site. The position will work in tandem with a content coordinator who will be dedicated to soliciting and gathering the content to populate the site. Additional technology position can be created as determined by Technology Coordinator.

- Technology coordinator must be clear and communicative about desired formats for collections, before the website is fully designed.

Email Francine if you want to be involved! Or email anybody on the steering committee.

Next Steps: Revise mission statement; Call for involvement; Revise project plan and time line

Thanks for coming! We’ll see you in San Diego!

Oral History Section (Liaison: Settles/Kaplan)

Officers:

Doug Boyd (Chair), 2011-2012
 Jennifer Eidson (Vice Chair) 2011-2012
 Margaret Fraser (Newsletter Editor, Web Liaison)
 Carrie Daniels (Steering Committee Member), 2010-2012
 Chana Kotzin, (Steering Committee Member), 2010-2012
 Betram Lyons, (Steering Committee Member), 2011-2013
 Morna Gerrard, (Steering Committee Member), 2011-2013

Report from annual meeting:

Number of attendees: 41

Election results:

Doug Boyd, Vice Chair/Chair Elect
 Morna Gerrard, Steering Committee
 Betram Lyons, Steering Committee

Summary of meeting activities:

- Welcome, Introduction and Election results by Joel Minor
- Report by Council Liaison
- Report by Lauren Kata, Project Leader for the 75th Anniversary Oral History Project (See appendix)
- Introduction of Program
- Program: The Oral History Section meeting features a presentation by students and teachers from Chicago's Catherine Cook School highlighting their 8th grade digital oral history project. David Harris, Justin Sheehan, and former students share video examples of student-conducted interviews with Vietnam War veterans.

Completed projects/activities: The section drafted a statement to the proposed IRB revisions, which helped inform SAA’s preparation of an official statement.

Ongoing projects/activities: Ongoing discussion about the SAA oral history project and of proper storage of the audio and videotaped oral history interviews collected for the SAA anniversary project. It was decided to continue interviewing for the project as long as there are crucial interviews still not conducted.

New projects/activities: [None submitted.]

Strategic Priority - Technology initiatives: Disseminate results from the IMLS funded *Oral History in the Digital Age* Best Practices website. Encourage best practices with regard to the curation and digital preservation of oral history interviews.

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: Disseminate results from the IMLS funded *Oral History in the Digital Age* Best Practices website/publication.

Questions/concerns for Council attention: Continue to monitor the situation with regard to IRB revisions. Encourage a more pronounced role of the digital preservation discussion, specifically with regard to digital video. [Staff note: See also highlighted material in SAA Oral History Project Report Appendix.]

SAA Oral History Project Report - Appendix to 2011 Section Annual Report

1. Interviews Conducted: In 2011, and in conjunction with the 75th Anniversary celebrations, the OH Section conducted 8 two-hour oral history interviews to add to the SAA archives. Interviews were conducted by experienced OH Section members, following the standard outline of questions developed in 2009 (see forms on SAA group page, <http://www2.archivists.org/groups/oral-history-section/saa-oral-history-project>). Interviewees were nominated across SAA by members of Sections and Roundtables, and were scheduled based on response and availability. With the exception of two interviews conducted offsite, all interviewing took place in the conference hotel at the annual meeting. In total, since launching this initiative at the end of 2009, we've recorded video interviews with the following SAA leaders:

Frank Boles	David Gracy	William Maher
Amy Cooper-Cary	Mark Greene	Karen Paul
Daria D'Arienzo	F. Gerald Ham	Cynthia Pease-Miller
Charles Dollar	Fred Honhart	Daniel Pitti
Elsie Freeman (Finch)	Rand Jimerson	Mary Jo Pugh
Edward Galvin	Kris Kiesling	Thomas Wilsted

Participating in the 75th anniversary planning via the SAA Task Force was a great opportunity to leverage our project goals with the larger goals of SAA. In addition, 2009-2011 has seen a great partnership with SAA staff, who have been fantastic supporters of the project from the beginning. These interviews happened because staff worked with Lauren and the Section on planning all the way through, especially on publicity and logistics planning (on-site secure space, equipment transfer, on-site staff availability).

2. Interviews processed: In addition to coordinating and conducting oral history interviews, the Section has also put time into post-processing the interviews, to prepare them for permanent retention with the SAA archives at UW-Milwaukee, as well as for future access and use. This has required quite a bit of time, and outreach to volunteers across the Society, especially graduate student members. The result is that it will not be necessary in the future to have playback equipment to watch or extract the originals. The original tapes will, however, be preserved as part of the project archive.

All video interviews -- conducted with the SAA video camera purchased in 2010 -- have been transferred from miniDV tape to computer files. We have captured uncompressed, AVI files, and from those master files, created compressed mpeg-2 and mpeg-4 copies (depending on the technology available to our volunteers). This was accomplished by the work of volunteers Joel Minor and Ian Frederick-Rothwell. SAA staff (Brian Doyle!) also ensured this work could be completed by securing for the project 4 external, 160 GB hard drives to store the digital interviews. As discussed and agreed upon in a September conference call with Lauren Kata, Michael Doynen, and Brian Doyle, the Section will transfer one set of copies (with the original tapes) to the SAA archives, and a second set of "access copies" to the SAA office, % Brian.

3. Transcriptions: Post-processing work has also included recruiting volunteers across SAA to transcribe the interviews. Transcription is one of the major reasons we decided to immediately transfer interviews from digital tape to computer files, so that volunteers could easily access videos without needing to be resident in close physical proximity to either project coordinate Lauren Kata (Austin) or the SAA archives (Milwaukee).

During the Spring of 2011, graduate students were recruited to assist the project, and over 100 individuals emailed Lauren to respond to that call. Six graduate student volunteers completed transcripts and abstracts for 2010 interviews. It was a tremendous turnaround effort - work was completed in little over a month. Volunteers received coupons to the SAA Bookstore, courtesy of Teresa Brinati.

Phase two of the volunteer transcription project is underway. Several graduate students have made themselves available over the 2011 holiday break, and going into early 2012, to continue transcribing until all interviews are completed. In addition, several students have indicated an interest in video editing, in order to prepare the video interviews for future online publication and access. It has been discussed that video clips may be added to a web-based media asset system (for example, GLIFOS or ResourceSpace or a system like these), Internet streaming channels like Vimeo or YouTube or both, and integration into the online SAA Timeline. These types of future projects are beyond what the Oral History Section is capable of or interested in managing; however, it speaks to the range of future possibilities for these assets, and underscores the value of immediately processing the interviews upon completion.

4. Transitioning the "project" to an ongoing "program": Thrilled and encouraged by the success of this two-year project, the Section would like to continue the program of interviewing SAA leaders, for at least another three years. In the process of coordinating the project, close to 90 recommendations for potential interviewees were submitted from across sections and roundtables. In addition, it is the Section's recommendation that SAA encourage and support the interviewing of every living Past President, as long as s/he is willing to be interviewed. The investment in a professional-grade digital video camera, as well as development of standard procedures and forms, point to other reasons not to lose momentum.

The Section would like to work with the Council in formally extending the interviewing program for another three years (2012-2015), in order to plan for contacting and scheduling on-site interviews with as many of the remaining potential interviewees as possible.

Preservation Section (Liaison: Lawson/Baxter)

Officers: Jennifer Waxman, Chair; Aimée Primeaux, Vice Chair/Chair Elect

Report from annual meeting:

- Number of attendees: >50

- Election results: Amiee Primeaux (Vice Chair/Chair Elect); Greg Schmid (Nominating Committee); Tonia Sutherland (Member-at-Large)
- Summary of meeting activities:
 - Speakers/Presentations given:**
 - David Ferriero, comments on Holdings Security at NARA, “Managing Collections Security from a Business Perspective”
 - Diane Vogt O’Connor, Chief of Conservation, Library of Congress, Washington, D.C. “Fighting Back...Protecting Your Records”
 - Larry Evangelista, Security Specialist; Richard Dine, Trainer Holdings Protection Team, National Archives and Records Administration, College Park, MD, “Equalizing Preservation and Security: Collection Protections at Every Level”
 - Brittany Turner, Project Assistant, New York State Archives, NY

Completed projects/activities: Online survey given to membership regarding future programming and education

Ongoing projects/activities:

- updating website with newest features in Drupal
- working with Nancy Beaumont and Brian Doyle on creating a more interactive and dynamic "microsite"; goal is to harness website features to reach wider audience and have better communication in and out with membership.
- ensuring website is platform for outreach, education and resources in the future
- planning/exploring possibility of joint section meeting with Electronic Records Section at SAA 2012 in San Diego

New projects/activities:

- redo Resources page on website, guided by results gathered from membership survey as well as with input from new Education co-chairs
- Look into ways to improve Preservation presence on Standards committee resources website.
- Organize fundraiser for SAA Disaster Relief fund at SAA 2012 (aprons)

Strategic Priority - Technology initiatives: See Ongoing projects/activities section

Strategic Priority - Diversity initiatives: none at this time

Strategic Priority – Advocacy/Public Awareness initiatives: Using newly designed section “microsite” to develop and reorganize Preservation resources page and create public space for sharing and interacting with membership and community at large.

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

Reference, Access & Outreach Section (Liaison: Lawson/Baxter)

Officers:

- Otto, Kathryn, Chair, 8/27/2011 - 8/10/12, University of Wisconsin--River Falls
- Severn, Jill, Vice-Chair/Chair-Elect, 8/27/2011 - 8/10/12, University of Georgia
- Sjoberg, Lisa, Communications Liaison, 8/27/2011 - 8/10/12, Concordia College
- Gerencser, Jim, Immediate Past Chair, 8/27/2011 - 8/10/12, Dickinson College

- Zaniš-Belcher, Tanya, Steering Committee Member, 8/15/2010 - 8/27/2012, Iowa State University
- Mary Manning, Steering Committee Member, 8/27/2011 - 8/10/12, Texas A&M University
- Greg Kocken, Steering Committee Member, 8/27/2011 - 8/10/13, University of Wisconsin Eau Claire
- Stankrauff, Alison, Steering Committee Member, 8/27/2011 - 8/10/13, Indiana University South Bend
- Blodgett, Jan, Web Liaison, 8/27/2011 - 8/10/12, Davidson College
- Baxter, Terry, Council Liaison 8/27/2011 - 8/10/12, Multnomah County, Oregon

Interns:

- Kuba, Jenifer, RAO Intern with Steering Committee, 10/1/2011 - 8/10/12
- Bagley, Scott, RAO Intern with National History Day Committee, 10/1/2011 - 8/10/12
- Strauss, Amanda, RAO Intern with Reference and Processing Collaboration Group, 10/1/2011 - 8/10/12
- Blake, Julie, RAO Intern with 23 Things Initiative, 10/1/2011 - 8/10/12
- DeBardelaben, LaNesha, RAO Intern with Teaching with Primaries Working Group, 10/1/2011 - 8/10/12
- Kim, Helen, RAO Intern with Communications Initiative, 10/1/2011 - 8/10/12

Report from annual meeting:

- **Number of attendees:** est. 90
- **Election results:** Via electronic voting in advance of the meeting, Alison Stankrauff and Greg Kocken were elected to 2-year terms on the Steering Committee, Mary Manning was elected to a 1-year term to replace Terry Baxter (who was recently elected to SAA Council and is now Council Liaison), and Jill Severn was elected to the Vice Chair/Chair-elect position.
- **Summary of meeting activities:** The Section meeting included reports and updates from the RAO National History Day Committee, Reference & Processing Collaboration Group, 23 Things for Archivists Project, and the Teaching with Primary Documents Working Group. Updates were also provided on the RAO Internships and the Skills Survey. The meeting also included announcements from the SAA Council Liaison, the 2012 Program Committee, the DACS Technical Subcommittee, OCLC Research, and NHPRC. The remainder of the meeting consisted of presentations by Peter Carini (Dartmouth), Anne Gilliland (UCLA), and Doris Malkmus (Penn State) regarding research, teaching techniques, and strategies for engaging different audiences with archival resources.

Completed projects/activities: All 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 among ongoing projects/activities.

Ongoing projects/activities: Following on the positive report regarding the RAO internships from the previous year, a call was put out for applicants interested in such internship opportunities. Eleven applications were received, and given the large amount of interest, RAO Steering decided to award 6 internships (listed above), each intern being assigned to a particular group or task. Since the contributions of these interns continue to prove valuable to the activities of the section, and the program itself is viewed as a valuable means to get newer professionals involved in the profession, the RAO internship program will be continued in the coming year.

Over the past year the members of the National History Day Committee, co-chaired by Doris Malkmus and Shaun Hayes, followed up on their 2010 survey, which indicated a need for information for teachers and students about how to use archives. These findings led to the development of the National History Day and Archives Toolkit wiki [available online here - <http://nhdarchives.pbworks.com>]. This resource was formally launched in late summer 2011 and provides information for archivists and other professionals about how best to facilitate and encourage use of primary source materials by NHD participants, as well as providing information

for teachers and students about how they may best make use of such materials for their research and presentations.

Following the successful pilot of the 23 Things for Archivists [available online here - <http://23thingsforarchivists.wordpress.com>] program in 2010, RAO vice-chair Kathie Otto led the effort to update the online resources from the pilot, to develop new resources covering additional “things,” and to guide another cohort of archivists through the program. A group of 15 archivists began the 23 Things program in June 2011, completing in August. Plans to continue adding new “things” and to update existing “things” are in the works. This online 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.

The Reference & Processing Collaboration Group, during the fall of 2010, adopted a new name – the Working Group for Data-Driven Decisions in Processing & Public Services – reflecting a commitment to using assessment as a tool to drive future practice. A wiki has been launched for sharing information about the activities of the group [available online here - <http://datadrivenarchives.pbworks.com>]; included are conference presentations, examples of processing manuals, articles, and other web-accessible resources. A survey, which is expected to be distributed in fall 2011 and which focuses largely on processing activity and less on reference, has been prepared by working group co-chair Dan Santamaria. The results of this survey will help determine future directions for the working group and its relationship to the RAO Section.

Jill Severn, with the assistance of intern Rachael Dreyer, continued to compile and examine results from the 2010 RAO Skills Survey. Preliminary results were shared through a report at the business meeting in Chicago. Raw data has also been shared with Elizabeth Yakel and Wendy Duff, as the information overlaps with issues they have been examining in their own research, and Yakel presented a few interesting observations regarding the data from her perspective at the business meeting as well.

During the past year, a formal charge for the Teaching with Primary Documents Working Group was drafted and adopted. The co-chairs for the group are Tanya Zanish-Belcher and Mary Manning. Intern Alexis Antracoli assisted with the development of a bibliography of useful resources on this topic. Future activities include gathering additional resources and making them available to interested audiences online, surveying practitioners regarding experiences and techniques of teaching about primary sources, and possibly publishing survey results and other useful information.

Assistance was sought by SAA Council for the judging of submissions for the “I Found It In The Archives” contest. RAO Steering member Terry Baxter and intern Rachael Dreyer agreed to assist in the process.

The development of a mission statement for the section is ongoing. A draft mission will be prepared and distributed for comment later this year. We hope to have a finalized draft available for discussion and, hopefully, approval at next year’s annual meeting.

New projects/activities: George Bain is leading an outreach effort to encourage C-SPAN to include programming that would highlight archives, particularly during archives month. He is working with colleagues to develop lists of potential interviewees from the archives and historical communities, and hopes to submit a proposal to Brian Lamb and C-SPAN producers sometime during fall 2011.

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.*

The efforts of the 23 Things for Archivists, the National History Day Committee, and the Working Group for Data-Driven Decisions in Processing & Public Services as described above all speak to desired outcomes number 3 and 4. The technologies employed by these groups – blogs and wikis – as tools to share information, allow collaboration, and provide easy accessibility to all audiences all demonstrate “effective use of current and emerging technology.”

Strategic Priority – Diversity initiatives: None of the activities of the RAO Section this past year relate directly to the desired outcomes articulated under this strategic priority.

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.*

Although the activities of the RAO Section do not directly relate to desired outcome number 3 of this strategic priority as articulated, the efforts of the National History Day Committee clearly aim to increase awareness and use of archives by certain public audiences, and the efforts of George Bain with regard to encouraging C-SPAN programming highlighting the value of archives also speak to raising public awareness, with a particular interest in showcasing Archives Month.

Questions/concerns for Council attention: RAO Section has no questions or concerns for the Council’s attention at this time.

Visual Materials Section (Liaison: Cline)

Officers:

- Stephen Cohen, Chair Term: Ended 8/26/2011
- David Benjamin, Chair-elect Term: 8/26/2011-8/11/2012
- Stephen Fletcher, Immediate Past Chair Term: Ended 8/26/2011
- Tim Hawkins, Communications Director Term: 8/15/2009 –
- Anne Salsich, Managing Editor of *Views* Term: 8/26/2011 –
- Lisa Snider, Web Liaison Term: 3/15/2010 –
- Nicolette Bromberg, Member-at-Large Term: Ended 8/26/2011
- Anne Salsich, Member-at-Large Term: 8/15/2009-8/15/2012
- Scott Cline, Council Liaison Term: 8/15/2009-9/1/2012

Report from annual meeting:

Number of attendees: 42

Election results: Brett Carnell, Chair-elect, Library of Congress
James Eason, Member-at-Large
Many Mastrovita, Member-at-Large

Summary of meeting activities: See minutes below

Completed projects/activities: Steering Committee reviewed Annual Meeting 2012 session proposals related to visual materials and forwarded their endorsements to the Program Committee.

Portions of the three-year plan were completed including transitioning the Publishing Working Group to the Communications Working Group.

The Steering Committee looked at the bylaws – particularly how technology has impacted how the Section carries out business. The end result was the tweaking of language to be in line with how SAA handles voting.

Much of the work this year focused on the Section’s website (see below under technology initiatives for further information).

Ongoing projects/activities: Steering committee members are currently planning VM Midwinter Meeting to be held February 2012 in Washington, D.C. Several members of the Steering Committee will be looking at Visual Material Section activities at future SAA annual meetings.

Members of the Steering Committee will continue to look at ways the Section can reach out to students and student chapters to include them in activities.

New projects/activities: The Communications Working Group will be looking at the relationship between the existing publication *Views*, the newly revised website, and the list-serve. Members of the Steering Committee will be looking at the three-year plan, revising as needed.

A new feature in the Section’s publication, *Views*, was launched called “LIFE in The Shop” designed as a way to get to know archivists working with visual materials and what they are doing with their collections. The new feature is intended to be very visual in nature.

There is a desire among the membership to make sure the Section is fully representative of all visual materials. The Steering Committee will be taking this up at the Midwinter Meeting in 2012.

Strategic Priority - Technology initiatives: The VM section rolled out a redesigned website. Although still a work in progress, it went live in August 2011. This site is Drupal-based to align with the SAA main website. Over the next year work will be done to “beef up” content and flushing out the relationship between the website other venues for communicating with Section membership. See annual meeting minutes below for more information.

Strategic Priority - Diversity initiatives: None this past year

Strategic Priority - Advocacy/Public Awareness initiative: None this past year

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

**Society of American Archivists Visual Materials Section
Annual Meeting Minutes
August 28, 2011, Chicago, Illinois**

OPENING REMARKS: **Stephen Cohen, Section Chair**

REPORTS: **Scott Cline, Council Liaison**

Council met Monday [August 22, 2011] and had several action items on the agenda. Scott highlighted several of these items.

1. Council has established a task force on the annual meeting. For years SAA members involved in social media have been looking at different models for the annual meeting or different ways for information to go out to the membership, online accessibility of sessions, etc. This has been an undercurrent for a number of years and was brought up again because of the labor dispute at the Hyatt and the annual meeting. Scott feels that the Council did a good job of letting the membership

know what was going on and why the Council made the decision to go ahead and hold the meeting at the hotel. As a result of this the Council is setting up a task to look at service delivery and issues of social responsibility surrounding the annual meeting. "Social responsibility" is a rather charged term. This task force is going to look at what that means and look at ways to avoid situations such as the labor issue at the Hyatt. Council hopes to have a report from this committee in 12-18 months from its formation at the end of September.

2. The Council also established a working group on the SAA glossary. Richard Pierce Moses put the current glossary together and he will again be involved in the project along with four other members. Their job will be to keep it up to date with new terminology and with changes to existing terminology as needed.
3. Council also adopted guidelines from the Intellectual Properties Working Group titled "Well Intentioned Practice for Putting Digital Collections of Unpublished Materials Online." It is essentially designed to convince archivists that we need to be a little more aggressive in digitizing collections and not getting bogged down in item-level searching on intellectual property rights and copyright. It encourages archivists not to be afraid to put more materials online as long as they have done their homework and understand the issues of intellectual property rights and copyright.

During the past year Council (all this can be found on the SAA website):

1. Edited guidelines for a graduate program in archival studies and created a digital archives specialist curriculum.
2. Adopted professional core values for archivists.
3. Appointed Greg Hunter as the new editor of *American Archivist*. Council is sad to see Mary Joe step down after bringing the *American Archivist* into the 21st Century.
4. Established the SAA Foundation and moved all special funds into the foundation. Council hopes members will donate through this foundation and donations are tax deductible.

At the Annual Meeting tomorrow [August 29, 2011] at 11:30 there will be three constitutional amendments and two bylaw amendments discussed. (These are listed in the Annual Meeting program). They mostly relate to moving all forms of voting to an online format so more archivists can be included in the process and not just those who attend the annual meeting.

Merrilee Proffitt, Senior Program Officer, OCLC: Merrilee primarily works with the OCLC Research Library Partnership, a subset of libraries, archives, and museums that choose to pay a separate affiliate fee to work with OCLC. These groups underwrite the work done by OCLC Research and also provide input on their work agenda. This partnership created the "Well Intentioned Practice for Putting Digital Collections of Unpublished Materials Online" that Scott Cline mentioned. The Intellectual Properties Working Group wrote the introduction to this report.

Merrilee provided a handout to summarize work done over the past year by the Partnership and highlighted two reports that came out that could be of interest to members of the Visual Materials Section.

1. "Rapid Capture" looks at ways to scale up particular formats for throughput and digitization. Once you have determined your level of risk in putting works up online the report discusses ways of accelerating your throughput. The report consists of nine case studies done at seven Partnership Institutions and covers a multiple number of formats; looks at outsourcing some work; and examines bottlenecks in some of the processes.
2. "Scan and Deliver," a kind of MPLP for one-off digital reproductions for users (user generated request for digitization). Includes workflows to help with scan and deliver services for users.

Merrilee talked about Archive Grid, which is a discovery interface that gives access to a million of collection records. This has been available for OCLC as a subscription resource but is now being offered free. The web address is experimental.worldcat.org/archivesgrid. This is an experimental development

platform for exposing archival collections and OCLC welcomes the addition of finding aids as well as archivists' input into what a discovery interface should look like in the 21st century.

Marci Flynn, SAA Standards Committee: Marci is the Co-chair of this committee. When Marci became Co-chair there was a grass roots effort to get the sections involved again with the Standards Committee through appointed representatives for the various sections and roundtables. Thirteen of these have committed to providing a representative. Representatives are appointed to a three-year term, are non-voting and must be appointed by the section leadership. Representatives provide input into committee work and keep their section informed on the work of the Standards Committee. Because Marci is on the Standards Committee she would like to find someone to be the new representative for the Visual Materials Section. The Section is not obligated to appoint someone but Marci hopes that the Section leadership will appoint a new representative. Marci does need to hear from the leadership and not from the person putting their name forth for this position.

After many years of discussion, the standards portal is live as of Wednesday [August 26, 2011]. The Committee is hoping that the new VMS representative will help the Committee to distribute news about standards coming out as well as communicate needs of the VM section regarding standards. The website is ww2.archivists.org/standards but you can also Google "standards portal SAA" and find the site. It's a baby portal with only about 14 things showing now but hopefully every section will adopt this and makes it more robust. You can "like" certain standards. There are also ways to link to external standards, guidelines and best practices and the committee hopes this will be a resource for everyone.

Tomaro Taylor, 2012 SAA Program Committee Representative: The 2012 SAA Annual Meeting will be in San Diego, California and the theme is "Beyond Borders." The Committee is looking for session proposals that expand beyond traditional borders such as collaborative projects, discovery tools, and things that relate to digitization. Deadline for proposals is October 3, 2011. Full information is on the back of the SAA 2012 Annual Meeting Program.

Tomaro is also the Chair of the Subcommittee for Student Programs. Contact Tomaro if you know any graduate students interested in participating in poster sessions, paper presentations, etc. Contact tomaro@usf.edu for more information about this.

Questions:

Sections can endorse up to two proposals? Yes, section and roundtables can endorse up to two proposals but just because a section has endorsed your proposal it is not a guarantee that it will be accepted. Also, the Committee is asking that individuals only participate on one proposal.

Do all proposals go through the section or do they go independently? How does the section decide which two they are going to endorse? What you would do is present that to the section leadership. How that decision is made is up to the section's leadership.

There is nothing that prevents an individual from presenting a proposal? No, not at all.

I guess my question is since the Section can only endorse two proposals should people send the proposals to the Section leadership? We would all like to see a visual materials session but how do we decide on which two and does that mean others cannot propose visual materials sessions? The proposals are due to the SAA Program Committee on October 3, 2011 but the section endorsements are not due until after that date. Individuals have to submit their proposals to the Program Committee before they seek the Section's endorsement.

So we should submit it to the Committee but also be responsible for sending it the Section leadership? Exactly. That is what you do if you are interested in seeking an endorsement from the Section or Roundtable.

Stephen Cohen, Report from Midwinter Meeting: This is a highlight, in no particular order, of things we discussed and initiatives that either are underway or have been proposed or need to further discussion.

We worked on a calendar of basic events, obligations, etc. so hopefully you will be able to go to our website and get this information.

We looked at the annual meeting dinner trying to find something more casual and more interactive so there is more social mingling. We want to try different ways to make it more interactive.

Discussed getting the new website launched (more on this from Tim Hawkins and Lisa Snider).

We are also looking at reaching out to student chapters. Students are the new lifeblood of the organization (or any organization) and by reaching out to them we can get to them early. Their participation would make this section much richer and more proactive.

Please remember that it is your section and if you want to help shape it then you need to participate. You can go to the new website, saavms.org, and sign up as a volunteer. Participation by Section members is very low which could be partially due to the economy. Budgets have been cut, travel expenses have been cut, and people have more to do more at work making it very hard to volunteer for VMS. We are very passionate about what we do; we have big thoughts and ideas about what we would like to do; we propose a lot and then feel like we cannot get it done. We may have to scale back our expectations a little bit (I would like to say not) but if we have more participation we might not have to scale back as much. The more people that volunteer, the more we can do and the richer the Section will be.

We looked at the bylaws in response to technological advances and their impact on how we conduct business (such as voting) tweaking the language a little bit to be in line with how the process is now handled. We will be posting the bylaws to the website for people to look at and comment on.

We looked briefly at the three-year plan but this will be examined in more detail in the next 12 months. We will be asking for input on this as well through the website.

Tim Hawkins, Communications Director, Communications Working Group: As part of the three-year plan we changed the name of the Publishing Working Group to the Communications Working Group. Anne Salsich volunteered to come on as Managing Editor of *Views*. Lisa Snider is staying on as Webmaster.

As Communications Director, over the next year Tim is going to work on better integration of all our communication strategies. The listserv will be the first point of “contact” where information will be posted from the VMS Steering Committee and also from members where they can share information with the broader group such as workshops, information gathering, etc. Tim and other members of the Steering Committee will be monitoring the listserv for things in need of a bit more longevity and that should be added to the website.

Views – Anne Salsich will be the Managing Editor of the publication. We are struggling on ways to insure that *Views* has a unique identity from the website and not just duplicate information posted on the website.

We will be exploring the idea of a Facebook page as a jump into social media. We will be looking for volunteers to help with this.

As for the website, Lisa Snider was thanked for her work on the site. The website is live but it is in still a work in progress, it’s not done ... websites are never really done! In the next year the will be beefing up the content. We have done a lot of work on the design-end of the site but now we need to work on more content. Lisa will be working on the back end of the website as well.

We have added a volunteer tab to the website so anyone who wants to volunteer, please go to the site and fill out a form which will give us a better way to manage volunteers. We need to get to a place where we

do not have to rely on volunteers working for 20 plus years to manage parts of the Section. We need to bring people up through the system, helping them so others can step down and take a break before they burn out.

There should be a new issue of *Views* out soon if it is not already out. This has taken a backseat while Tim was focused on working with Lisa Snider to get the website up and running. Anne is stepping in to help Tim but Anne will need help with *Views* as well. You will see that *Views* is now more graphic in nature. The website is going to be used for time-sensitive information and then *Views* can become more of a showcase for what we really do as visual materials archivists.

Views was the first [SAA] publication to go to a PDF format. It was the first electronic published newsletter (about 2004?) and now we want to be the first publication to go back to print. We will be exploring an option where one issue draws on past articles that were visual in nature and will be available for purchase in print from a publishing source such as Blurb, which does publishing on demand. It would still go out as a PDF but you could get a hard copy of the issue as well. Again, this is an idea in its infancy.

Anne Salsich, *Views* Managing Editor and Member at Large: Tim Hawkins asked for help with *Views*. Anne would like to see the publication become much more visual in nature but rather than just asking for more pictures, we would like to see image-driven essays. *American Archivist* does not do this. It is a text-based, peer-reviewed journal. This is something that can make *Views* unique to SAA.

Anne came up with the idea for “LIFE In The Shop,” which is a play on *LIFE* magazine. It will be a way to get to know other archivists and what they are doing in their shop but the essay will be very visual in nature. People can therefore get to know others through a visually driven essay with minimal text as *LIFE* magazine used to do. The first “LIFE In The Shop” is in the current issue of *Views* and is about an exhibit that Karen Glynn, Visual Materials Archivist, Archive of Documentary Arts, Rare Book, Manuscript, and Special Collections Library at Duke University did on Deena Stryker’s photographs of Cuba in 1963-1964. It talks about not only what she did but also the new relationships she had to forge with others to create the exhibit. There is another “LIFE In The Shop” ready for the next issue but Anne and Tim would welcome more than one per issue. If you have an idea, the next deadline is October 10, 2011

Lisa Snider, Web Master: Lisa thanked Stephen Fletcher, Stephen Cohen, Anne Salsich and especially Tim Hawkins for their help in getting the site up and running. She also thanked Mark Martin who kept the site up for years and years as well as thanking the membership for their comments and patience while she worked on the site.

It is a Drupal-based site: www.saaavms.org. Drupal is what SAA uses for their site. It is accessible to people with disabilities as well as on mobile devices. Google is also picking up information from the website so we are getting information out to the general public about what we do.

The slideshow on the main page of the web site is still a work in progress so more information is coming. The idea of this is to show the vast array of materials that visual materials archivists work with in the jobs. We will be soliciting examples of other forms of visual materials to add to the slideshow. We want to represent the entire section.

On every page there is a button to share the site with social media so please “share us around!”

The search function is currently up in the corner but that may change as the site progresses. There is also an advance search as well.

We are working on getting up all the issues of *Views* to the site. Remember the site is still a work in progress. Lisa is still working on the taxonomy of the site and the back-end user interface. We want to make the site more visual but we need more content so please help us out.

Stephen Fletcher, Elections Working Group: Stephen thanked Beth Bilderback for her help with the elections and serving on the nominations committee as well as thanking all those who nominated themselves and provided background information.

Member at Large: This year we had a tie for the Member and Large between James Eason and Mandy Mastrovita so the Board evaluated our options and decided that we would let them both serve. At midwinter we had discussed adding another member at large but we were unsure if the bylaws would allow this. Brian Doyle in the SAA office verified that we are able to adjust the size of the steering committee without changing the sections bylaws. It has yet to be determined who will serve a two-year term and who will serve a three-year term. Anne Salsich has agreed to stay on for one more year so we can get the election cycle on track.

And finally, the Chair Elect is Brett Carnell, Acting Head, Technical Services Section, Library of Congress

Mary Alice Harper, Visual Materials Cataloging and Access Roundtable: VMCAR had a great meeting and a great turnout. Two difference presenters spoke at the Roundtable. The hope is to continue to have speakers at future meetings.

Amanda Brown was elected Incoming Chair and she will be serving with Mary Alice over the next year.

PRESENTATION: David Benjamin, Visual Materials Archivist, Wisconsin Historical Society. David discussed their successful use of volunteers for cataloging visual materials into an online database.

DISCUSSIONS: We need to make sure we are fully representing all visual materials, i.e. moving images. The Recorded Sound group discussed adding moving images to their ranks to become Sound and Moving Images.

Ideas for session proposals for 2012. Stephen Fletcher, who was “volunteered” by a member of the Steering Committee (and he graciously accepted), will be spearheading this.

Roundtable Annual Reports

Architectural Records Roundtable (Liaison: McCrea)

The Architectural Records Roundtable (ARR) of the Society of American Archivists supports the preservation of architectural, engineering, landscaping, and construction records and brings together caregivers to discuss the storage, conservation, arrangement, and description problems inherent in specialized records. Our mission is to provide a forum for members to discuss issues related to access and management of architectural records and related fields. This site serves to fulfill this mission by providing a clearinghouse of information on architectural records in the spirit of the Cooperative Preservation of Architectural Records (COPAR).

Officers: Linda Sellars, Co-Chair (2010-2012)
Sherrie Bowser, Co-Chair (2011-2013)
Kate Rogge, Web Liaison

Report from annual meeting:

- Number of attendees: 34 signed in

- Election results: Sherrie Bowser, Project Archivist, International Archive of Women in Architecture, Virginia Tech elected co-chair, 2011-2013
- Summary of meeting activities: Minutes attached

Completed projects/activities: Reviewed and endorsed one SAA 2012 session proposal. Kate Rogge migrated ARR website to Drupal.

Ongoing projects/activities: Updating Roundtable handbook and calendar.

New projects/activities: Web-based survey of membership to collect information on what they would like the Roundtable to do.

Diversity initiatives: None at this time.

Technology initiatives: None at this time.

Advocacy/Public Awareness initiatives: None at this time.

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

Location: Chicago Hyatt Regency Hotel, Wrigley Room

24 August 2011, 3:15-5:15 p.m.

Minutes

Co-Chairs: Keli Rylance and Linda Sellars

Attendees: 34 signed in

Call to order and welcome. Keli Rylance called the meeting to order and welcomed attendees.

Roundtable membership. Keli reported that the Roundtable has 317 members and 370 on the listserv. The listserv has been promoted to other groups, such as Archives and Archivists list (A&A), Art Libraries Society Discussion list (ARLIS-L), International Council on Archives list (ICAL), American Society of Landscape Architects list, Association of Architectural School Librarians list (AASL-L), and EXLIBRIS-L.

Officer election results. Keli reported that Sherrie Bowser, Project Archivist, International Archive of Women in Architecture at Virginia Tech was elected co-chair.

ARR website migration. Kate Rogge migrated the Roundtable's website to Drupal. Keli asked members to look at the website and provide feedback.

Session proposals. Last year's endorsements: It's Gotta Be Easy! Born-Digital Architectural Records and Moving Forward with CAD and EBM Preservation was not accepted. Design for the Next Larger Context: Exposing Architectural Collections for the Broadest Use was accepted.

Endorsement process for SAA 2010 "Beyond Borders." Keli encouraged members to submit proposals for the 2012 meeting. Proposals submitted for Roundtable endorsement should be sent to Linda Sellars at the same time they are sent to the Program Committee.

SAA Council representative Donna McCrea encouraged members to come to the annual business meeting at 11:30 Saturday morning. Important issues will be discussed and voted on. Among these are a

proposed amendment to SAA by-laws that would change the method of voting. A Task Force on Annual Meetings will also be announced and discussed.

SAA Program Committee member Mark Shelstad announced that the deadline for submitting session proposals for the 2012 annual meeting will be October 3. Proposals for lightning talks will be considered this year.

Discussion. Attendees were asked to introduce themselves by giving their name, institution, what they collect, and at least one achievement or challenge they face.

Todd Kosmerick reported on North Carolina State University's *Beaux Artes to Modernism* project, an LSTA-funded project that digitized more than 8000 architectural drawings and 500 still images relating to buildings in North Carolina.

Emily Walters reported on the *Changing the Landscape* project at North Carolina State University. Funded by the Council on Library and Information Resources, the Changing the Landscape project has applied efficient processing techniques to architectural collections at NC State.

Other issues raised during the discussion included: Born digital material; Outreach Architects as archivists; Selection and appraisal; Need suggestions for training resources; Digitization; Restricted access to plans of buildings in schools; Architectural records in institutional archives; Deaccessioning; Needs of different users—students, facilities staff, architects, historic preservationists; Drawings of federal buildings available for decades now to be found and restricted?; Preservation and transfer of CAD and RIM files; Access to records of student projects, especially those submitted online to institutional repositories; Copyright and releases for student work; Oral history; Digital preservation; Off-site storage; Collection management

Ideas for sessions: Digitization—architectural drawings online, metadata restrictions, ethical and copyright issues; MPLP; MPLP and digitization; CAD—joint session with other roundtables?; Proprietary software; 3-D, graphic; Digital Objects roundtable , Visual Material roundtable

Archival Educators Roundtable (Liaison: Richardson)

Officers:

- Katherine M. Wisser (Chair) 2010-2012
- Susan E. Davis (Steering Committee) 2011-2012
- Donald Force (Steering Committee) 2011-2012
- Cheryl Oestreicher (Steering Committee) 2011-2012
- Deborah Torres (past chair, Steering Committee) 2011-2012

Report from annual meeting:

Number of attendees: 42

Election results: Katherine M. Wisser re-elected Roundtable chair Nominations were sought from the floor, none were provided.

Summary of meeting activities: The meeting consisted of a series of announcements, a motion and a facilitated discussion.

Announcements

- From Council: a task force is being created to look at the annual meeting and the creation of Glossary working group that will maintain and update the glossary. Audio-visual requests for roundtable and section meetings are now due on April 1st of each year so that the Program committee and Council can evaluate the budget for annual meetings.

- Jeannette Bastian reported on AERI 2011, which was held at Simmons College July 10-15, 2011. The purpose of AERI is to promote and mentor archival educators and doctoral students. Over 100 educators and PhD students attended (approximately 60-65 students and 35-40 educators). Anne Gilliland reported further that AERI is an IMLS-funded program designed to strengthen the field of graduate education in archives. The program funds five doctoral students at four institutions and holds annual institutes for educators and PhD students. Previous institutes were held at UCLA (2009) and the University of Michigan (2010). The 2012 institute will be held at UCLA, July 9-13 with a preconference on July 8th. Applications will be distributed in January. The AERI program has received additional funding and is planning institutes at the University of Texas-Austin (2013), University of Pittsburg (2014) and the University of North Carolina at Chapel Hill (2015). Additional support for assistant professors and scholarship funding for students was attained. Kelvin White is also leading a program to conduct outreach to undergraduate environments to recruit for diversity in doctoral students.
- Deb Torres announced that she has joined the Diversity Committee for SAA (3-year appointment) and will report back to the roundtable on activities.
- The 2012 Program Committee reminded members that the annual conference for 2012, *Beyond Borders*, is looking for proposals. The deadline is October 3, 2011. A clarification on procedures for next year's conference included the new rule that a person can only be part of one formal session proposal. This does not include lightening talks, roundtable and section presentations. Roundtables and sections are able to endorse up to two proposals.
- The NHPRC deadline for schools to apply to host the Leadership Institute is October 1, 2011.

Motion: A motion was presented by the Chair to the roundtable to establish a Steering Committee for the roundtable. This motion passed unanimously and nominations were sought from the floor. Four individuals, including Deborah Torres as past chair, self-nominated and they were voted on by the membership. The steering committee consists of:

Deborah Torres, St. Catherine University, past chair
 Cheryl Oestreicher, Emory University
 Susan E. Davis, Drexel University
 Donald Force, University of British Columbia

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.

Facilitate discussion: Richard Pearce-Moses and Lori Lindberg facilitated a discussion on the curriculum alignment to the ACA learning outcomes and individual program outcomes. Each presenter provided a look at their own processes in developing an archival education program at their respective universities. A larger discussion about programs that support objectives took places and the role of assessment in evaluating those objectives both within courses and across the program. It was noted that the ACA objectives provide very broad statements and that a more clear articulation of what an archivist needs to know in the field today would be a better tool for alignment. There was some discussion about the role that consistency plays in archival education. There was consensus on what underlies the logic of what archivists do, despite format or environment; however, a one-size fits all for archival education is a thing of the past. The discipline has many facets and schools should acknowledge both their strengths and their biases.

Completed projects/activities: The Roundtable endorsed two sessions for the 2011 program. Deborah Torres served as the Roundtable representative on the Student Papers/Posters subcommittee of the Student Program Committee for the 2011 Annual Meeting.

Ongoing projects/activities: Susan Davis has agreed to serve as the Roundtable representative for the Student Papers/Posters subcommittee of the Student Program Committee for the 2012 Annual Meeting.

The Roundtable received five session proposals to consider for adoption. The steering committee and chair reviewed the proposals and submitted endorsement for two:

- "The Thin Line Between Supply and Demand: The Pesky Business of Archival Education" submitted by Renna Tuten
- "To PhD or Not to PhD, That is the Question" submitted by Michelle Caswell.

Note: For this endorsement, we added a stipulation that the session include an earned doctorate as the Session Chair and Commentator. The proposal included three doctoral candidates and the AERT Steering Committee felt that adding that dimension to the panel would be an important addition. We communicated that to the session proposer as well.

New projects/activities: The steering committee will be examining the three strategic priorities over 2011-2012 to see how the roundtable can address these priorities. In addition, we will be working on developing a plan for the 2012 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. Planning for the SAA 2012 Roundtable meeting will also include some diversity activities.

As noted above, 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

Report from annual meeting: There were approximately 25 - 35 attendees of the Roundtable. The relatively low attendance was attributed to the time of the meeting and a conflict with a Chicago Cubs baseball game.

The group heard a report from Mr. Stout about the Roundtable's contributions to the 75th Anniversary that included Trading Cards and a History Time Line. Attention was called attention to "Buck Notes" that Charles Dollar distributed to promote the session on Founding Brothers: Leland, Buck, and Cappon and the Formation of the Society of American Archivists."

Mr. Gracy reminded attendees that ICHORA6 will be held at the University of Texas at Austin the week for the SAA Annual Meeting in San Diego. He called attention to December 12 as the deadline for submitting proposed papers.

Mr. Gracy led a discussion of possible session proposals for the 2012 Conference. Several ideas were suggested, including founding sisters (to complement the founding brothers session at this meeting), historical relationships between SAA and AASLH/other historical-society oriented groups, archival development in the West or frontier states and session that focused on the relationship between archives and historical societies in the Western US. A third proposal involved a possible comparison of the history of Land Grant College archives, including records management relationships with state archives. After the conclusion of the Annual Meeting only one of these proposals was finalized. It was endorsed by Charles Dollar (newly elected Chair as discussed below) in behalf of the Roundtable before it was submitted to the 2012 Program Committee.

Mr. Dollar reported on his activity as an Ex-Officio member on the Board of Advisory Editors of *Libraries & the Cultural Record*. Mr. Dollar reported that he attended the annual meeting of the Board of Advisory Editors in Austin, Texas in April 2011 at which time it was announced that Bill Aspray of the School of (University of Texas at Austin) would succeed David Gracy as Editor. Mr. Aspray noted that beginning in January 2012 the journal would be published under the new title of *Information and Culture: A Journal of History*.

Charles Dollar was elected Chair of the Roundtable for 2012 for a two year term. There was no action to designate a Steering Committee, a deficiency that will be corrected early in 2012.

The remainder of the Roundtable meeting focused on a dialog between Mr. Stout and Mr. Gracy regarding the latter's recently published book on *The State Library and Archives of Texas: A History, 1835-1962* (Austin: Univ. Texas Press, 2010). An underlying theme of the book, which both Mr. Stout and Mr. Gracy emphasized, was the importance of history for archives. Mr. Gracy noted, acknowledged that he was "preaching to the choir" on this point but we must find a way to bring history of archives (and information by extension) into the main stream of the Society of American Archivists education and publication program.

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

Completed projects/activities: Elicited a general discussion about possible session proposals for the 2012 Annual Meeting.

Ongoing projects/activities: Establish a Steering Committee to Plan the 2012 Roundtable Meeting in San Diego, including early solicitation of session proposals for the 2013 Annual Meeting. Work with the Steering Committee to identify topics of interest to members of the Roundtable and incorporate them where possible in the meeting agenda.

New projects/activities: None

Diversity initiatives: None

Strategic Priority - Technology Initiatives: [None submitted.]

Strategic Priority Diversity initiatives: [None submitted.]

Questions/concerns for Council attention: Perhaps the two questions are better directed to the Program Committee. Smaller meeting room space, especially with 25 to 50 attendees, is more conducive to a group discussion. In addition, attention should be given to scheduling Roundtable Meetings when there is not a major conflict with other meeting activities. In this context, it would be helpful to know the rationale for assignment of meeting times for Roundtable meetings.

Archives Management Roundtable (Liaison: Lawson/Kaplan)

Officers: Chair, Alexandra S. Gressitt; Vice Chair, Mott Linn

Report from annual meeting:

- Number of attendees: 28
- Election results: Chair: Mott R. Linn, Jr.
Vice Chair: Sheryl K. Williams
Secretary: Claire Galloway
Steering Committee: Daria D'Arienzo; Debra Kimok; Salvador Barragan, and Alexandra S. Gressitt serving as immediate past chair.
- Summary of meeting activities: Minutes Attached

Completed projects/activities: The Roundtable received seven requests for session endorsements. Two endorsements were submitted: Hosting a Virtual and Accessible Session at Your Next Conference and Return on Investment: Metadata, Metrics, and Management. Hosting a Virtual and Accessible Session at Your next Conference was not selected as a meeting session but the proposers of this session were asked to hold a forum at the meeting entitled Accessibility for All: Practical Tips for Creating Access in Archives. Return on Investment: Metadata, Metrics, and Management became session 702. Many of the submissions received were excellent but outside the focus of this group. In letters back to the submitters, they were referred to more appropriate groups for endorsement.

Published one newsletter see: <http://www2.archivists.org/groups/archives-management-roundtable>

Ongoing projects/activities: Kate Rogge has posted AMRT's newsletters (1992-2011) to the website. Minutes and annual reports are also available online. Rogge also updated the roundtable's home page to publicize the AMRT roundtable and ARMT/RMRT meetings.

New projects/activities: Cooperative efforts with other SAA Roundtables and Sections. Plan to conduct elections on line next year.

Strategic Priority: Technology initiatives include moving web pages to Drupal and posting back issues of the newsletter. Plan to conduct elections on line next year.

Strategic Priority: Diversity initiatives: Continued to provide support for the accessibility work group including a letter of support endorsing a name change.

Strategic Priority: Advocacy/Public Awareness initiatives: The program presented by Mott Linn at the annual meeting of AMRT addressed the issues of how archivists can advocate for their archives.

Questions/concerns for Council attention: Request provision of Electronic/AV equipment for roundtable presenters at SAA's annual meetings.

Archives Management Roundtable

August 24, 2011

Annual Meeting

The meeting was called to order at 5:30 pm by the Chair, Alexandra S. Gressitt.

- Following a brief welcome by, attendees were invited to introduce themselves by name and institution.
- Gressitt introduced Brenda Lawson, Council Liaison, who reported on Council activities and highlighted the upcoming annual business meeting scheduled for Saturday. Attendance was

recommended and members were urged to take time prior to the meeting to review constitutional amendments and other proposed changes. Lawson explained an initiative being taken by council to review SAA's annual meeting. A task force has been created to review issues including, but not limited to, social responsibility, site selection, meeting models and accessibility. The committee which will be inviting SAA membership to participate is expected to conclude their review and report within two years. An issue under review has to do with access to electronic equipment, including microphones, by Roundtables. Roundtables work with an April deadline for their programs and limited requests for electronic/AV equipment will be considered. Lawson, who with this meeting completed her term of office, introduced the new Council Liaison, Elizabeth Kaplan.

- Gressitt introduced Larry Landis who represented the 2012 Program Committee. The 2012 theme is Beyond Borders: Annual Meeting of the Society of American Archivists, San Diego, August 6-11, 2012. Landis discussed a new session format, Lightning Talks, being tried for the first time at the 2011 meeting. Proposals are due Oct 3, 2011. For additional information and forms for submission see: conference@archivists.org. Roundtables may endorse only 2 proposals and endorsements are due by Oct 17.
- AMRT members present participated in a discussion of potential sessions: including management in the face of limited assets - doing more with less and communicating archives – marketing.
- Gressitt reported on various activities – support for the Accessibility Working Group and endorsement of two of seven session endorsement requests. There was general discussion concerning the identity of the AMRT as a business management focus group rather than an archival processing management group. Members of the AMRT were encouraged to be advocates for the group and its mission.
- Mott Linn reported that newsletters, including back issues, are now available at the AMRT website and that one issue of the newsletter was published this year.
- Debra Kimok and Daria D'Arienzo reported on activities of the Accessibility Work Group and shared brochures and a bibliography created by the work group. The called attention to the Accessibility Forum scheduled for Thursday, August 25, 2011 at noon.
- AMRT leadership is seeking ways to involve more RT members in leadership roles. To meet this goal, when Mott introduced the slate of officers he invited nominations from the floor for the vice chair position. Following discussion Sheryl Williams of Kansas University permitted her name to be put forward for consideration. D'Arienzo and Gressitt counted ballots and the election results: Mott Linn, Chair; Sheryl Williams, Vice Chair; Claire Galloway, Secretary, Director of the Office of Records Management and Archives for the Roman Catholic Diocese of Fort Worth,; Steering Committee members: Daria D'Arienzo, Debra Kimok, Salvador Barragan, and Alexandra S. Gressitt as immediate past president.
- Keynote presentation was by Mott Linn on **The Budgetary Importance of Building Relationships** Budgets of archives could be improved if directors knew how others have built and used relationships to assist in receiving additional funding. This discussion by Mott Linn reviewed how twenty library directors and other administrators attempted to increase funding. General discussion followed the presentation.
- In closing, Gressitt thanked those members present for the opportunity to serve as chair for 2011 and welcomed the newly elected officers to their leadership roles
- 28 people attended the Roundtable meeting.
- The meeting closed at 7:30pm

Respectfully submitted: Alexandra S. Gressitt, Immediate past chair of AMRT

Archivists & Archives of Color Roundtable (Liaison: Richardson)

No report received as of 1.10.12.

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

Officers: for 2010-2011 Steering Committee:

Chair: Genie Guerard
Member: Kat Stefko
Member: Daniel Hartwig
Member: Marisa Hudspeth
Member: Cory Nimer
Web Liaison: Annie Ross

Report from annual meeting:

- **Number of attendees:** 108 (Sign up sheet attached from Annual Meeting)
- **Election results:** for 2011-2012 Steering Committee:

Chair: Cassie Schmitt
Co-Chair: Genie Guerard
Web Liaison: Kat Stefko
Member: Nancy Enneking
Member: Kyle Rimkus
Member: Rachel Wise
Ex-officio: Scott Schwartz
Ex-officio: Brad Westbrook

- **Summary of meeting activities:**

- Minutes from Annual Meeting attached.
- Meeting minutes and presentations during the meeting posted to the ATART roundtable website

Completed projects/activities

- Profiles of repositories: Four new repository profiles including two for each platform were completed:
 - [Archivists' Toolkit Repository Profile: Hadassah Archives](#)
 - [Archivists' Toolkit Repository Profile: Metropolitan Museum of Art Archives](#)
 - [Archon Repository Profile: Swem Library, The College of William and Mary](#)
 - [Archon Repository Profile: Litchfield Historical Society](#)
- Website updated to include presentations from annual meetings, meeting minutes, and other documents
- Council approved proposal to rename and revise the mission of the Archivists' Toolkit Roundtable to the Archivists' Toolkit/Archon Roundtable
- First year utilizing online elections

Ongoing projects/activities

- Updating webpage/group newsletters
- Continue gathering/creating repository profiles
 - AT Roundtable members who are interested in contributing profiles of their repository's use of the tools are invited to contact any steering committee member.

New projects/activities: [None submitted]

Strategic Priority - Technology initiatives: [None submitted.]

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

Diversity initiatives: [None submitted]

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

Meeting Minutes: AT/ARCHON Roundtable meeting at SAA

Roundtable Meetings II

Aug 24, 2011 3:15 PM - 5:15 PM

BUSINESS

- 1.) Recap of AT/ARCHON RT 2010-2011 activities from past year: AT/ARCHON webpage on SAA site now includes: Annual reports; Presentations; User profiles; Revised mission, goals, and merged name; Bylaws; Online elections
- 2.) Tom Hyry: SAA Council and Liaison announcements:
 - SAA annual meeting taskforce established: Deadline to volunteer is September 26, 2011; <http://www2.archivists.org/news/2011/volunteers-sought-for-annual-meeting-task-force>
 - Two new awards established by SAA: Emerging leader (2-10 years in profession); Diversity (individuals and institutions)
 - Digital Archivist Specialist certificate established: <http://www2.archivists.org/prof-education/das>
 - Core Values Statement updated on SAA site: <http://www2.archivists.org/statements/core-values-of-archivists>
 - EAC-CPF formally accepted as a standard by SAA
- 3.) Nancy J. Melley: Director for Technology Initiatives, NHPRC: Funding available from NHPRC for projects
- 4.) Merrilee Proffitt: Senior Program Officer in OCLC: New and improved ArchiveGrid released; ArchiveGrid to be open (do not need to subscribe)
- 5.) Kira Homo: SAA 2012 Program Committee:
 - 2012 meeting will be in San Diego, CA
 - Theme will be “Beyond Borders”
 - Lightening round format will be endorsed
 - Deadline for proposal submissions is October 3, 2011

MANAGEMENT TOOL UPDATES

- 1.) Scott Schwartz: ARCHON update:
 - Four maintenance releases this past year (see change log at: <http://forums.archon.org/viewtopic.php?f=4&t=756>): 3.13 (September 2010); 3.14 (January 2011); 3.20 (May 2011); 3.21 (July 2011)
 - Training: SAA webinar (May 12, 2011); Implementing DACS in Integrated Content Management Systems: Using ARCHON (University of Miami, August 2010)
 - Other: Python script developed that exports digital objects to a local folder
- 2.) Brad Westbrook and Annie Ross AT update:
 - Five maintenance releases this past year: 2.0 update 7 (September 2010); 2.0 update 8 (October 2010); 2.0 update 9 (October 2010); 2.0 update 10 (December 2010); 2.0 update 11 (August 2011)
 - Community development: Multiple extent plug-in (Harvard University); Batch DO2 plug-in (NYU); Sample LDAP Authentication plug-in (AT development team); ATReference project (Rockefeller Archive Center)
 - Training:
 - AT for SCA at: Southern California (October 2010); Northern California (October 2010); San Diego History Center (April 2011)
 - Black Metropolitan Consortium (Chicago, June 2011)

- SAA webinar (July 2011)
- SAA pre-conference (August 2011)
- 3.) Mark Matienzo: ArchivesSpace report:
 - See power point at for full details: <http://www2.archivists.org/sites/all/files/ArchivesSpace%20SAA2011.pdf>
 - Planning phase (2009-2011):
 - Merger agreement
 - Andrew W. Mellon Foundation planning grant submitted and awarded
 - High level requirements submitted
 - Technical planning and design meeting
 - Interviews with archives staff
 - Business model developed
 - Project dimensions:
 - New, unified software system
 - Logical merge of AT/ARCHON
 - Selection of organizational home
 - How to participate:
 - Join the ArchivesSpace Google Group: <http://groups.google.com/group/archivesspace/>
 - Participate in technical review process
 - Participate in technical planning/integration process
 - Comments on the current technical specs should be sent to Mark Matienzo within the next month (mark.matienzo@yale.edu)

PRESENTATION: DIGITAL OBJECT WORKFLOW IN AT

Jennifer Waxman and Nathan Stevens, “End to End: Automating Digital Object Workflow”

- Jennifer Waxman and Nathan Stevens described the development and implementation of a plug-in used at NYU for digital object workflow management. The plug-in was used with the “Voices from the Food Revolution” digital project, a born digital oral history collection.
- To download the plug –in, go to the Archivists Toolkit website: <http://archiviststoolkit.org/addons>

REPOSITORY USE OF AT/ ARCHON: Project/Plug-in Updates

Marissa Hudspeth: Rockefeller Archive Center AT Reference Module

- Marissa Hudspeth described the development of the ATReference module by the Rockefeller Archives Center for managing reference activities. She outlined the goals of the project, milestones met, and upcoming development.
 - Project update:
 - Patron registration (May 2011)
 - Duplication services (under development, estimated release December 2011)
 - Retrieval, barcoding, use-tracking (July 2012)
 - Reference request and scheduling (TBD)
 - Web interface and personalized user accounts (TBD)
 - Updates and more information can be found on the github site: <https://github.com/RockefellerArchiveCenter>
- The ATReference team would like feedback on types of reports to generate from the reference module.

NEW BUSINESS

Election results announced –2011-2012 steering committee:

- Chair: Cassie Schmitt
- Co-Chair: Genie Guerard

- Web Liaison: Kat Stefko
- Member: Nancy Enneking
- Member: Kyle Rimkus
- Member: Rachel Wise
- Ex-officio: Scott Schwartz
- Ex-officio: Brad Westbrook

Notes: Rachel Wise (rwise@hbs.edu)/ 6 September 2011

Congressional Papers Roundtable (Liaison: Hyry/Landis)

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CPR 2010/2011 Interns

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Debra Davendonis-Todd
Bob Graham Political Papers Archivist (beginning 11/01/2010)
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REPORT FROM PRECONFERENCE PROGRAM

Number of Attendees: 52

Location: Rms. 303-304 Terry Student Center, Baumhart Hall, Water Tower Campus, Loyola University,
26 E. Pearson Street, Chicago, IL

CPR25! Schedule:

9:00-9:15 **Welcome and Brief Remarks**
Jill Severn, Chair CPR

9:15- 10:15 ***Sometimes a Great Notion: The Origins and Founding of Congressional Papers***
Roundtable
Three of the principal figures who laid the critical groundwork for the establishment of
the Congressional Papers Roundtable will share their memories and perspectives on how
and why they and others established the Congressional Papers Roundtable.

Panelists: Connie Gallagher, Cynthia Miller, Lydia Lucas

Moderator: Rebecca Johnson Melvin

10:15-10:30 **Break**

10:30-11:30 **Keeping up with Keeping Congress: 25 Years of Congressional Papers Roundtable**
Reflections and perspectives from three CPR veterans who have been at the center of
CPRs twenty-five year effort to set standards, propose solutions, and imagine new
possibilities for managing congressional papers.

Panelists: Karen Paul, Sheryl Vogt, Herb Hartsook

Moderator: tba

11:30-12:00 **Congressional Archives at Loyola University**

Kathy Young, University Archivist at Loyola University Chicago shares some highlights

from the Congressional Archives of the Loyola University Archives and Special Collections.

12:00-1:00

Lunch

1:00-1:15

Break

1:15-3:00

What's Next? Envisioning Our Future

Echoing the 360° perspective of SAA's 75th anniversary meeting, CPR will reflect on its responsibilities and interests in relation to SAA's strategic priorities of achieving greater diversity, harnessing technology, and developing effective advocacy. CPR's SAA council representative Tom Hyry will start the discussion by sharing an overview of SAA's strategic priorities. Following his presentation the group will break into three groups to consider CPR's goals and interests in relation to advocacy, technology, and advocacy. Volunteer moderators will facilitate the group through the following steps:

- **Brainstorming the top 5 challenges and opportunities** facing CPR members in relation to one of the three priorities (advocacy, technology, diversity)
- **Setting priorities from the brainstormed ideas** : What are the immediate/long term needs? What will be easy/hard to do and why)? What can be or should best solved/approached individually, as a committee, as a roundtable, or as SAA?

Following the breakout session, the three groups will come back together and moderators will report in brief. The work of the three sections will form the basis for setting strategic priorities for CPR as it moves forward into its next 25 years

3:00-3:15

Break

Products: CPR filmed two panel presentations at its preconference program that treated the milieu that spurred establishment of CPR and then the trends and development of the roundtable after its founding until the present. These digital recordings will be made accessible via the CPR Web site in 2011/12.

The afternoon session of CPR focused on beginning a process of strategic planning for the roundtable. Members divided into three topical groups to brainstorm ideas for planning associated with diversity, advocacy, and technology. A moderator and a recorder led each of the three groups and prepared notes to CPR steering committee members for future planning purposes.

REPORT FROM ANNUAL MEETING

Number of attendees: 45

Location: Rms. 303-304 Terry Student Center, Baumhart Hall, Water Tower Campus, Loyola University, 26 E. Pearson Street, Chicago, IL

Meeting Agenda/Minutes

CPR Meeting/Business Meeting Agenda

August 24, 2011

Welcome and report from CPR Chair, Jill Severn: Jill Severn welcomed everyone to the 25th annual meeting of the Congressional Papers Roundtable. She introduced three interns: Cary Osborne, Shannon Loutz and Debbie Davendonis-Todd. Cary worked with the History Taskforce, Shannon worked with the Program committee and Debbie served on the Survey Committee. Jill then thanked Kathy Young for working with the Program Committee to arrange the CPR meeting in Chicago at Loyola University's Water Town Campus.

SAA Council Representative, Tom Hyry: SAA Council Representative, Tom Hyry, spoke earlier before the business meeting. He announced that Bill Landis would be the new liaison. He then entertained questions and concerns from CPR members. CPR members strongly endorsed the idea that the council representative be available for a longer period time (30 minutes) at the business meeting or at the

associated preconference workshop of CPR so that members might have a chance for a more detailed dialogue with SAA leadership.

SAA Program Committee Representative, Rob Spindler: SAA Program committee Representative, Rob Spindler called for proposals related to San Diego theme, “Beyond Borders.” He spoke of bridges between other professional communities, San Diego as a border town, international and political borders. He requested competitive proposals with:

- Clear association with the theme
- Endorsement of roundtables and committees and
- Completeness – cover all the bases; contact speakers and get confirmation

He also introduced “Lightening Talks.” CPR members asked Spindler to define lightening talks and to outline their structure.

Committee and Task force Reports:

- **Survey Taskforce**
 - **Members: Ben Rogers (chair), Lori Schwartz, Debbie Davendonis-Todd, and Jill Severn**
 - Ben Rogers gave a brief summary of the Survey Taskforce and then introduced Lori and Debbie (via phone) who presented a dialogue between Ms. O’School and Ms. iSchool highlighting the major statistical points of the survey. The printed survey report was handed out in the form of a finding aid and is posted online:
<http://www2.archivists.org/groups/congressional-papers-roundtable/cpr-member-survey>
- **E-Records Taskforce**
 - **Members: Leigh McWhite (co-chair), Betsy Pittman (co-chair), Abigail Adams**
 - Leigh McWhite referred to the reports of the taskforce online along with a number of supporting forms for electronic records. The Taskforce suggested that CPR establish an E-Records Standing Committee. This was referred to the Steering Committee. Leigh also reported the nucleus of one SAA session proposal related to the theme, “Beyond Borders.” [Betsy Pittman was unable to attend].
<http://www2.archivists.org/groups/congressional-papers-roundtable/projectspublications-1>
 - [2011 Task Force Report.pdf](#)
 - [Electronic Records Processing Guidelines.pdf](#)
 - [Template Electronic Records Policy.pdf](#)
 - [Analysis of 2009 CPR Electronic Records Survey.pdf](#)
 - [Electronic Records Checklist for Congressional Offices.pdf](#)
 - [List of Resources.pdf](#)
 - [2009 CPR Electronic Records Survey Results.pdf](#)
- **History Taskforce**
 - **Members: Linda Whitaker , Rebecca Johnson Melvin, Cary Osborne**
 - The Taskforce recommended the creations of a CPR Historian as a permanent member of the Steering Committee. The Historian would work with the webmaster to keep the web site up to date and create records retention schedule for CPR.
- **Nomination Committee**
 - **Members: Brian Keough (chair), Chrystal Carpenter , Jacque Sundstrand**
 - Election conducted via electronic voting and results announced in advance of the meeting: Steering Committee two-year term: Walter Ray, Burt Altman; Vice Chair/Chair-elect: Leigh McWhite

Reports from Allied Groups

- **Association of Centers for the Study of Congress (Sheryl Vogt)**
 - Sheryl expressed congratulations from ACSC on CPR 25th anniversary. At their meeting in May 2011, they approved a resolution which Sheryl read that expressed the sense of ACSC that its relationship with CPR is important and the association desires to nurture this relationship and demonstrate support of CPR in its twenty-fifth year.
 - ACSC also instituted a \$500 annual scholarship to enable an archivist to attend CPR. The first recipient was Cary Osborne.
 - ACSC also initiated a National History Day History of Congress award of \$1000. This year's winner was in the category **Junior individual documentary**: A Dream Deferred: The Failure of the Federal Elections Bill of 1890 by Claire Keller of Hardy Middle School, Washington, DC
 - The ACSC is also partnering with the Kettering Foundation to conduct a series of public forums. Twelve ACSC member institutions are participating the first year and will convene and moderate 3 deliberative forums in FY2012, one of which is related to the national debt. For ACSC participation and reporting on research questions of interest to Kettering, its Foundation is providing \$35,000 for the project.
 - The ACSC received an invitation from the Carl Albert Center to participate in a special edition of their journal, Extensions, focusing on the founding of ACSC and the importance of congressional study.
 - This year Congress Week, sponsored by ACSC will be September 12-16. This is coordinated with Constitution Day on September 17. The theme this year is "Of the people..." Posters and cover letters were distributed to all members of Congress.
 - The next ACSC meeting will be in May 2012 in Athens, GA, at the new home of the Russell Center. This will be a coordinated meeting with the History of Congress Conference.
- **Center for Legislative Archives (Matt Fulgham)**
 - NAR Foundation has founded a Research Fellow from Case Western
 - Reorganization by NARA under [LEGISLATIVE ARCHIVES, PRESIDENTIAL LIBRARIES, AND MUSEUM SERVICES](#) with a new Director, Dr. James Gardner.
 - Legislative archives containing 164,000 cu. Ft of House and Senate committee records with a staff of 20 processing 3000-4000 cu. Ft per year. E-records comprise 8.7T and ERA contain 16T+
 - Project to improve online description, converting the first 100 years of Congress from paper to online.
 - Hiring new person in EAD for description
- **Office of History and Preservation, U.S. House of Representatives (Robin Reeder)**
 - Held annual records forum in February with committee clerks
 - In 111th congress, held 56 consultation with members and 19 with committees. 105 members left the House in January 2011. Many of these only served one or two terms.
 - Project on the Next Generation of Finding Aid in partnership with the Center for Legislative Archives and the Senate. We will be using Archivists Toolkit for the project but first attending classes on the software. Alison Trulock is the point person on the project.
 - Completed records schedules for the Office of the Clerk
 - Heather Burk handles cataloging of photographs
 - Alison Trulock oversees committee records
 - Historian's office is working on their next book entitled *Hispanics Americans in Congress*
 - House has created a September 11 web site with oral history interviews.
- **Senate Historical Office (Karen Paul)**
 - New staff added in October 2010, Deputy Archivist **Elisabeth Butler**, formerly archivist for Homeland Security Committee for six years. Her great strength is archiving electronic records. She joins Deputy Archivist **Alison White** who is now part time on our staff. SHO is focusing on archiving digital records and are experimenting with staff exit interviews. SHO is encouraging

committees to add professional archivist to staff to manage digital records. SHO is currently nine archivists on ten committees.

○ **Outreach Activities:**

- SHO hosted quarterly brown bag sessions with Hill archivists to discuss records issues. SHO hosted reception at the Center for Legislative Archives during orientation week in December for new Senators and families. CHARM (Capitol Hill Archivists and Records Managers) group now ten years old and is a vehicle for outreach to new staff members.
- **Congress Week/Constitution Day:** Observing Constitution Day began in 2004 when Senator Byrd inserted an amendment into an omnibus appropriations bill. This past year it also incorporated Congress Week. Sponsored a panel discussion and invited a class of high school students. In 2011, John C. Stennis Center for Public Service Fellows are sharing their experiences as fellows for the event.

○ **Senators departed 2010:**

- 17 of 18 Senators who departed over the last year selected repositories. About 1/3 had archival help in closing, either professional or trained people. Others worked with their designated archives.
- With 2 deputy archivists we were able to devote more time to the offices that were closing. Instead of a one-time comprehensive meeting, we were able to do a *series* of meetings. Not only was this better for the offices, but it was informative for us. Held series of meetings and were able to analyze the findings, the result is a new *Office Archives Tool Kit*, 18 tools an office needs to manage their records and create a good archive.

○ **Declassification of Senate Records:**

- The Public Interest Declassification Board met last July and focused on declassification of the older records of Congress. We followed up with a request to the Center to help us proceed with a systematic review. The CLA worked with the National Declassification Center to conduct an assessment for the approximately 1200 boxes of eligible Senate committee records dating from the 99th Congress and earlier. The evaluation factored in the degree of difficulty based on the ongoing sensitivity of the information. The assessment identified 36 boxes of records over 50 years old that should receive first priority. Included are files of the Committees on Armed Services and Foreign Relations, as well as the Judiciary's Subcommittee on Internal Security. The Center also will conduct an annual review that identifies additional records as they reach 50 years old. Discussions are underway with the Senate Intelligence Committee regarding records of the Church Committee.
- Eight senators are retiring in 2012. 2 have designated repository, five are in negotiations.
- Historical Office Timeline project. Selecting documents and images from all 50 states. Project will be online at Senate.gov when finished.

Adjourn. CPR Celebration of 25 years (cake, punch, frivolity)

CPR PROJECTS/ACTIVITIES: During the 2010/2011 year, CPR steering committee focused on advancing several ongoing projects, proposing several new year-long projects, and several more long term initiatives.

ONGOING PROJECTS:

Managing Electronic Records in Congressional Collections The Electronic Records Taskforce concluded its initial phase of work by developing and gathering several resources for working with e-records in congressional records. These resources are now available on the Congressional Papers Roundtable Web pages at <http://www2.archivists.org/groups/congressional-papers-roundtable/projectspublications-1>. This taskforce also prepared a report to the steering committee where it recommended replacing the taskforce with a permanent standing committee. The CPR steering committee is reviewing the specifics of the nature of this new standing committee and has asked the e-records taskforce to continue for one more year to assist with refining the scope of the standing committee

and to assist with bringing the proposal before the membership for voting. Leigh McWhite, co chair of the e-records taskforce agreed to this recommendation.

Launching the CPR Web site in the Drupal Environment: Robin Reeder, Morgan Davis, Linda Whitaker and Jill Severn met several times during summer and fall of 2010 to plan and troubleshoot the transfer of CPR's Web files over to the new Drupal environment. After the initial launch of the CPR pages, the group made some additional edits and refinements and discussed possible future areas for development. Robin Reeder, Web Manager for CPR continues as the point person for managing the development of the CPR Web presence.

2010/2011 PROJECTS/INITIATIVES

2011 CPR-focused SAA Session Proposals

CPR steering committee worked closely with two groups of members of CPR to develop and propose two strong sessions for the 2011 annual conference. The proposals were:

“Roundtables as Incubators for Leadership: The Legacy of the Congressional Papers Roundtable”

- **Description:** The Congressional Papers Roundtable (CPR) has pursued an active agenda for the past 25 years. It also has produced many SAA leaders. The community, advocacy, and productivity found in roundtables make them ideal breeding grounds for leadership. What roles have roundtables played in archivists' development and within SAA? How will social networking affect those roles? How can we continue to generate new ideas and opportunities? Panelists examine these issues, reflect on the future, and emphasize lessons learned.
- **Speakers:**
 - **Linda A Whitaker, CA , MA , CA (Chair)**
Chief Archivist & Librarian
Arizona Historical Foundation
 - **Dr. Leigh McWhite**
Political Papers Archivist & Assistant Professor
University of Mississippi
 - **Connell B Gallagher**
Library Professor Emeritus
University of Vermont
 - **Naomi Nelson**
Director
Duke University
 - **Mark A. Greene**
Director, American Heritage Center
University of Wyoming

“Evolving Trends and Ongoing Issues in Processing: The Model of Political Papers”

- **Description:** In political papers collections, changes in how we process them are constant. Greene-Meissner methodology has its pros and cons. Methods for handling case files evolve. Technologies are in flux. The content of collections changes with additions of material and changing status of the donor. Older finding aids for existing collections may no longer be useful. A strategy that worked 20 years ago may not work today. Five panelists processing diverse collections discuss these changes from the perspectives of their own experiences.
- **Speakers:**
 - **Cary G Osborne, MLIS (Chair)**
Political Papers Archivist & Asst Prof.
New Mexico State University
[Political Papers Archives: Domenici Collection](#)
 - **Jeremy Brett, CA**
Special Collections Project Archivist
University of Iowa
[John Chester Culver \(D-Iowa\)](#)
 - **Alan Burns**
Political Collections Archivist
Clemson University
[The Strom Thurmond Collection at Clemson University](#)
 - **Katherine L. T. Bost**
Oklahoma State University
[Bellmon to Nickles: Reviewing the Inventory](#)
 - **Burton Altman, MA , MLS , CA**
Archivist / Librarian
Florida State University
[Past and Present Challenges in Processing Political Papers](#)
[At the Claude Pepper Library](#)

Pilot Intern Program: Established pilot intern program for CPR. CPR Steering Committee welcomed three interns Shannon Lausch, Debra Davondonis-Todd, and Cary Osborne. Based on their interests and expertise, CPR placed each of the interns with a specific committee or taskforce. Shannon Lausch served on the program committee, helped to design the icebreaker exercises for the preconference program, and served as the point person for reaching out to new members of CPR to encourage them to attend the preconference program. Debra Davondonis-Todd worked on the Membership Survey Taskforce and Assisted with developing the instrument, interpreting the results, and preparing and performing the report of the committee. Cary Osborne worked with the History and Archives Taskforce and helped to evaluate the current record-keeping scope for CPR files, served as the collection point for legacy files en route to CPR records at SAA's archives. She also participated in the development and moderation of the Oral History panels at the CPR annual preconference. Finally, she participated in the crafting of the final report of the taskforce submitted to the steering committee. The 2011/12 chair and steering committee are reviewing whether to make this program permanent. The 2010/11 chair recommended the program strongly as did the interns and those with whom they served during the year. Recently, Ms. Lausch reported that her intern work was a strong selling point to her new employer.

History Taskforce: The focus of the History Taskforce was to propose guidelines and procedures for effective, comprehensive, and enduring documentation of Congressional Papers Roundtable (CPR) that would include the following elements:

- Preliminary direction for establishing and maintaining an oral history project with CPR members and ensuring its broad access
- A review of the records retention plan for roundtable records
- Recommendations for assigning responsibilities to CPR steering committee, taskforces, committees and general members to ensure CPR records are retained according to guidelines
- Consideration and recommendations as to whether the CPR history taskforce should become a permanent committee and if so what its responsibilities would include

To assist the program committee with development of preconference and regular meeting content related to commemoration of CPR's 25th anniversary, the History Taskforce developed, managed, and recorded two panel sessions on early and long-term CPR members. These panels will be edited and made accessible via the CPR Website in 2011/2012.

The CPR History Taskforce submitted a report by July 15, 2011 to the Steering Committee which included a recommendation that CPR add an archivist position to the roster of the CPR Steering Committee membership to ensure the enduring management and accessibility of CPR assets and records. This report will be available at <http://www2.archivists.org/groups/congressional-papers-roundtable/projectspublications-1>. The CPR Steering Committee recommended at its meeting in August that the History Taskforce continue through August 2012 to assist with refining the scope of the archivist position's duties and responsibilities and to assist with bringing the proposal before the membership for voting. Co-chair of the committee Rebecca Melvin Johnson agreed to this request.

Membership Assessment Taskforce: Ben Rogers, Lori Schwartz, Jill Severn, and Debra Davendonis-Todd comprised this taskforce with Ben Rogers serving as its chair. The impetus of the survey was to obtain a clear picture of membership needs and interests. The taskforce distributed the survey electronically and received 73 responses. The taskforce analyzed the results, prepared a report available at <http://www2.archivists.org/groups/congressional-papers-roundtable/cpr-member-survey>, and presented a lively and creative presentation on the results at the CPR membership meeting in August 2011.

CPR 25 Program Committee: Chair, Jill Severn and members Linda Whitaker, Betsy Pittman, Lori Schwartz, Kathy Young, and Shannon Lausch planned a special commemorative preconference program designed to consider CPR's past, present, and future during the course of a full day of sessions hosted by Loyola University-Chicago. The day was lively and brought many new and old members together for the

first time in many years. The morning session created an enduring record of the history of CPR from its founding through the present in the form of a video recording. The afternoon session contributed the initial foundation for imaging CPR's future within the larger mission and interests of SAA. Three groups were assigned specific topics of discussion—advocacy, technology, and diversity. Each group considered the scope of the work associated with each area and made preliminary recommendations about priorities. Each group prepared notes from these sessions for consideration and further implementation by the current and future CPR steering committees.

CPR FUTURE PROJECTS

- **Review and plan initial implementation of the Strategic Planning Documents**
- **Prepare ballot items for 2012 voting**
 - **Permanent E-records committee**
 - **Archivist position to the steering committee**
 - **Review intern program**

QUESTIONS/CONCERNS FOR COUNCIL ATTENTION: CPR continues to be an active roundtable with strong support from its membership. To honor this, the steering committee is committed to making as much useful content in a variety of formats to its members as possible. This means that the roundtable remains very concerned with the flexibility, support, and future enhancements of the Drupal environment. Although SAA is clearly interested in these matters, CPR would welcome a more responsive relationship with the managers of the overall site in the form of regular online discussion fora, workshops on new Drupal enhancements, and face-to-face workshops and meetings at SAA annual meetings. In the same vein, CPR would like to have more access to the database of its members that would allow sorting of members by characteristics like length of membership, geographical location, and type of institution. This access would enhance the services and strengthen the relationships of CPR to its members greatly. Finally, CPR offers its strongest support for SAA to continue and expand its 75th Anniversary oral history initiative by:

- Conducting more interviews at future meetings,
- Assisting with conducting of oral histories by sections and roundtables,
- Making equipment and training available,
- Providing long term management of these records in the SAA archives,
- Providing effective means for sharing these oral histories online from within the Drupal environment or by some other means.

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

Officers:

- Mark A. Matienzo, Co-Chair (2010-2012)
- Hillel Arnold, Co-Chair (2011-2013)
- Steering Committee: Erica Boudreau (2011-), Krista Ferrante (2011-)
- John Nemmers, Past Co-Chair (2009-2011)

Report from annual meeting:

- Number of attendees: 91
- Election results:
Co-Chair ballot: Hillel Arnold, Erica Boudreau, and Krista Ferrante. Hillel Arnold elected using online voting.
- Summary of meeting activities: (or attach minutes or newsletter accounts)

EAD Roundtable Meeting Minutes, August 24, 2011

1. Welcome and introductions (John Nemmers and Mark Matienzo, Co-chairs)
2. Election results: Hillel Arnold elected as incoming co-chair.
3. Results of survey regarding roundtable website and other website-related updates: The EADRT maintains the EAD Help Pages as a set of static HTML files and is interested in migrating the site to SAA's Drupal platform. Roundtable leadership conducted a survey in October 2011 to evaluate how the website was used. The survey results are attached. The incoming roundtable leadership expects to make significant changes to content, such as potentially decommissioning the EAD Implementors pages as they are the hardest to maintain and the most out of date. Attendees discussed other possibilities such as collaborating with the Standards Committee's new standards portal.
4. Updates and announcements
 - a. SAA Council (Outgoing rep: Tom Hyry; incoming rep: Bill Landis)
 - b. 2011 Program Committee (Mark Shelstad)
 - c. Archivists' Toolkit/Archon/ArchivesSpace (Mark Matienzo and Brad Westbrook)
 - d. Technical Subcommittee on Encoded Archival Context (Kathy Wisser and Anila Angjeli)
 - e. NHPRC (Dan Stokes)
 - f. Standards Committee (Cory Nimer)
5. EAD Revision Forum (Organized by Technical Subcommittee on EAD)

Completed projects/activities: An online survey of Roundtable members was conducted in October 2010. The survey addressed the past and future activities of the Roundtable, the 2010 meeting in D.C., and the EAD Help Pages.

In 2010, the Roundtable leadership endorsed two proposals for the 2011 SAA meeting:

1. The Social Networks and Archival Context Project: An Interim Research Report; Session Chair: Terry Catapano; Session Proposer: Jennifer Schaffner
2. More Access to More Content: The EAD Finding Aid and Other Effective Tools for Large-Scale Digitization; Session Chair/ Proposer: Karen Weiss

In 2011, the Roundtable leadership endorsed two proposals for the 2012 SAA meeting:

1. Solving our Problem with Authority and Sharing: Current Developments and Prospects; Session Chair: Tammy Peters; Session Proposer: Daniel Pitti
2. Archival Description: Regional, Continental, and Global; Session Chair/Proposer: Michael Rush

At the 2011 Annual Meeting, the Roundtable yielded the majority of its timeslot for an EAD Revision Forum co-organized with the Technical Subcommittee for EAD.

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 September 2011, the Roundtable Co-Chairs appointed two steering committee members.

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: The Roundtable expects to undertake a significant revision of the EAD Help Pages and begin critically assessing its contents. Potential plans under discussion include using the

Standards Portal to maintain much the information including links to official documentation, tools, and helper files, collaborating more closely with the Network Development and MARC Standards Office at Library of Congress (the maintainers of the official EAD website), and using the Roundtable's web space exclusively for Roundtable business. The updates to the Roundtable pages were primary reason why the Roundtable's Co-Chairs chose to appoint steering committee members.

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

Questions/concerns for Council attention: Regarding the new guidelines for Roundtable use of audiovisual equipment (Council Handbook X.VII.B:

B. Roundtable requests for a dedicated meeting room and/or equipment at an SAA Annual Meeting will be evaluated and determined by the Executive Director, in consultation with the SAA president as appropriate, from among the following criteria:

- *The convener submits a timely request before deadlines published by the SAA office,*
- *The Roundtable has organized a special presentation or program that advances the Society's strategic priorities,*
- ***The Roundtable is engaged in a collaborative exercise with another Roundtable or Section,***
- *The historical and expected attendance are large enough to warrant dedicated space in order to accommodate members, and/or*
- *All annual reporting requirements for the previous year have been met, including the convener's acknowledgment of leadership responsibilities.*

The EAD Roundtable humbly asks SAA Council to consider modifying this to include bodies within SAA that relate closely to the Roundtable's business. For example, the Roundtable works closely with subcommittees of the SAA Standards Committee, and the 2011 Revision Forum was organized in collaboration with the Technical Subcommittee for EAD. In addition, we would also like the Council to expand this to include special cases where a non-SAA body is collaborating with a Roundtable. This is particularly important from the perspective of the EAD Roundtable given that EAD and EAC are international standards with organizational stakeholders outside of SAA.

Human Rights Archives Roundtable (Liaison: Theimer)

Officers: Valerie Love, Co-Chair
T-Kay Sangwand, Co-Chair
Chris Laico, Newsletter Editor
Web Liaison, Tessa Fallon

Report from annual meeting: In solidarity with the Hyatt hotel workers, the Human Rights Archives Roundtable respected the workers' call for a boycott.

- Number of attendees:
- Election results: T-Kay Sangwand, Co-Chair
Tessa Fallon, Co-Chair
Chris Laico, Newsletter Editor
Béatrice Skokan, Web Liaison
- Summary of meeting activities:
(or attach minutes or newsletter accounts)

Completed projects/activities: Elections, membership nomination of session endorsements for 2012 meeting

Ongoing projects/activities: Developing the Drupal platform, information sharing on relevant projects

New projects/activities: Building a website that fosters member interaction and sharing of information resources

Diversity initiatives: [None submitted.]

Technology initiatives: [None submitted.]

Advocacy/Public Awareness initiatives: [None submitted.]

Questions/concerns for Council attention: Is there a way to follow and/or contribute to the discussion of the Annual Meeting Task Force?

International Archival Affairs Roundtable (Liaison: Theimer)

Officers:

- Valerie Komor (Chair) Term (ongoing)
- Tom Connors (Co- Chair) Term (ongoing)

We have discussed holding elections for new Chair and should aim to hold them in 2012.

Report from annual meeting:

Number of attendees: 24

Election results:

Summary of meeting activities: During the meeting, we made introductions, heard the 2012 Program Committee announcements, received updates from Bryan Corbett on the ICA and CITRA meetings, and received updates from the floor on various international projects.

Completed projects/activities: During 2011, the membership of the IAAR was involved in a variety of collaborative projects. The Bentley Library, which has a long tradition of international partnering, continued its involvement with the State Archives Administration of China. It hosted a China delegation in Ann Arbor for two weeks, and this included a symposium featuring the Shanghai Municipal Archives. Nancy Bartlett was in China in June and was there again in October 2011 giving presentations on visualization and appraisal, the subject of a recent article.

Janet Bishop, Coordinator of Archives and Special Collections at Colorado State University, has organized and hosted exhibits and events this year marking the 70th anniversary of the deportation of the Volga Germans. Many deportees settled in Colorado, and the collections are rich with documents, photographs, and correspondence gathered over the years by the late historian and faculty member Sidney Heitman. Colorado's International Center for German-Russian Studies has partnered since 2010 with Saratov State University, and Dr. Bishop has been instrumental in creating and nourishing that partnership through the use of archival collections.

In February 2011, members of SAA received word through Christopher Adam of Carlton University in Ottawa that the records of the Hungarian State Security Archives were in danger of being destroyed or rendered inaccessible to researchers. Jeremy Brett, of the University of Iowa, drafted a letter to the Hungarian Ambassador of the United States (dated March 8, 2011) to express SAA's concern over

the recent decision of the Hungarian Ministry of Public Information and Justice to allow the de-accessioning of surveillance files from the Hungarian State Security Archives. Three roundtables contributed input: the IAAR, Human Rights, and Issues and Advocacy.

Ongoing projects/activities: I would hope to be able to follow up on the situation in Hungary through Christopher Adam and other contacts.

New projects/activities: [None submitted.]

Strategic Priority - Technology initiatives: We are working with Polina Ilieva and Brian Doyle to develop a microsite for the IAAR, which is long overdue. Our goal is to begin adding content to the site in January 2012.

Strategic Priority - Diversity initiatives: [None submitted.]

Strategic Priority - Advocacy/Public Awareness initiatives: We aim to strengthen our outreach with the microsite: many people are working on international projects but can't attend the roundtable due to schedule conflicts. Increased ability to communicate will expand the pool of interested archivists.

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

Issues and Advocacy Roundtable (Liaison: McCrea)

Officers:

Alison Stankrauff, Chair, 8.11.10-8.10.12, Indiana University South Bend

Laura Starratt, Vice-Chair/Chair-Elect, 8.24.11-8.10.13, Atlanta History Center

Jeremy Brett, Communications Officer and Steering Committee Member, 8.24.11-8.10.12, University of Iowa

Shawn San Roman, Webmaster and Steering Committee Member, 8.24.11-8.10.12, Credit Union National Association Inc.

Megan Albritton, Steering Committee Member, 8.24.11-8.10.12, Archdiocese of New Orleans

Conor Casey, Steering Committee Member, 8.24.11-8.10.12, University of Washington

Matthew Francis, Steering Committee Member, 8.24.11-8.10.12, SUNY at Postdam

Laurie Rizzo, Steering Committee Member, 8.24.11-8.10.12, University of Delaware.

Donna McCrea, Liaison to SAA Council, 8.11.10-8.10.13, University of Montana.

Report from Annual Meeting:

- Number of Attendees: **24**
- Election Results:
 - [Previously elected] Alison Stankrauff will continue a second year as Chair.
 - Vice-Chair/Chair-Elect: Laura Starratt
 - Steering Committee Member (incumbent): Jeremy Brett
 - Steering Committee Member (newly elected): Megan Albritton
 - Steering Committee Member (newly elected): Conor Casey
 - Steering Committee Member (newly elected): Matthew Francis
 - Steering Committee Member (newly elected): Laurie Rizzo
 - Webmaster and Steering Committee Member (newly elected): Shawn San Roman
- Summary of Meeting Activities: * Meeting Minutes of August 30, 2011 are attached.

Completed Projects/Activities: The I&AR website was updated on Drupal, and during the year new content was added including past meeting minutes and annual reports, advocacy action items, and other resources. The website was used to help push advocacy on a local level.

The I&AR Steering Committee worked through the year to include a Directory of Archival Organizations, which is now posted on the website. This is designed to list archival organizations at the international, national, regional, state, and local level, and will further serve as another resource for advocacy for archives and archivists.

In 2010, I&AR nominated the NBC television show “Who Do You Think You Are?” for the SAA Jameson Award. It was then announced that the show had received the award.

I&AR participated in three letter writing campaigns, involving:

- * The labor dispute at the Chicago Hyatt Regency Hotel.
- * The deaccessioning of files from the Hungarian government archives.
- * The integration of New York City’s Department of Records and Information Services (DORIS) into the city’s Department of Citywide Administrative Services (DCAS).

I&AR endorsed two sessions for the annual 2011 SAA meeting:

- * 105 “Pay it Forward: Interns, Volunteers, and the Development of New Archivists and the Archives Profession” – With Roundtable leaders participating – Erin Lawrimore chairing, Laura Starratt presenting.
- * 510 “Archival Outreach 360: Archivists as Advocates” – With Roundtable leaders participating - Dana Miller and Conor Casey presenting.

I&AR endorsed two sessions for the annual 2012 SAA meeting:

- * Rules of Engagement: The Politics and Pleasures of “Living Archives”.
- * You, Me, We: Meeting Modern Challenges to Archives Through Collaboration”.

Ongoing Projects/Activities: 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. I&AR will continue to act as particular promoter for SAA’s “I Found it in the Archives” Program, as advocacy for archives is a large part of this program.

New Projects/Activities: Steering Committee member Jeremy Brett was nominated as the Roundtable’s new Communications Officer – with the idea being that the general membership of the Roundtable, and anyone on the Roundtable’s listserv, should be more connected to – and informed – on the actions of the Roundtable in general, and its leadership in particular. Accordingly, Jeremy sends out bi-weekly updates to the general membership via the Roundtable listserv that include all actions taken by the Roundtable in two weeks’ time.

I&AR was approached by SAA Council Member Terry Baxter to enquire if the Roundtable might form a body to track issues related to Occupy Wall Street movements’ (nation-wide; different community’s respective movements) archives and libraries and their materials and alert SAA Council if we believe that actions require SAA to take a position. We accordingly created such a working group, headed up by Roundtable member Deborah Richards. The working group is planning to create a wiki that will help to track this, act as a resource, and as a communication device in general, and to SAA Council in particular.

Chair Alison Stankrauff has been asked to be a participant in discussions via conference call and email regarding the integration of New York City’s Department of Records and Information Services (DORIS) into the city’s Department of Citywide Administrative Services (DCAS).

SAA Executive Director Nancy Beaumont asked the Roundtable in October 2011 to join in providing our comments on the July 26, 2011, advance notice of proposed rulemaking regarding “Human Subjects Research Protections: Enhancing Protections for Research Subjects and Reducing Burden, Delay, and Ambiguity for Investigators” (HHS-OPHS-2011-0005) – which we did by polling the Roundtable membership for comments.

I&AR was asked to support an effort of the Indiana State Archives to obtain a new building in October 2011. The Indiana State Archives has been in ‘temporary’ quarters for ten years, and arguably currently lacks adequate support from the state legislators.

Strategic Priority - Technology Initiatives: There are no specific diversity initiatives being considered at this time.

Diversity Initiatives: There are no specific diversity initiatives being considered at this time.

Strategic Priority - Advocacy/Public Awareness Initiatives: Given that the particular nature of this Roundtable is advocacy (perhaps a bit different than most other of SAA’s sections and roundtables), the above points – in all the categories of ‘Completed Projects/Activities’, Ongoing Projects/Activities’, ‘New Projects/Activities’, fulfill this.

Questions/Concerns for Council Attention: There’s been some discussion in the I&AR about records that are, in effect, ‘war booty’ – and their fate... Chair Alison Stankrauff put it forward to the Roundtable after a pertinent article was posted in the A&A listserv:

<http://www.latimes.com/news/opinion/commentary/la-oe-cox-noriega-20111005,0,2721572.story>

Basically, our membership tossed around the idea of creating a comprehensive list of such record collections held as booty in a multitude of repositories in foreign countries all around the globe. And- as this is such a large task, we were thinking about the possibility of partnering with pertinent roundtables and sections to make this happen – we thought of:

- Human Rights Archives Roundtable
- International Archival Affairs Roundtable
- Latin American and Caribbean Cultural Heritage Archives Roundtable
- Government Records Section
- Maybe even the Congressional Papers Roundtable
- Manuscript Repositories Section

Basically, we’re wondering if this might be a possibility – a message went out to Nancy Beaumont to this effect on October 26, 2011, which we have yet to hear on.

Meeting Minutes, Issues & Advocacy Roundtable Annual Meeting Chicago, Illinois, August 24, 2011

*Outgoing chair Dana Miller welcomed everyone to the meeting and introduced herself. Afterwards, everyone in the room introduced themselves.

*Election Results:

[Previously elected] Alison Stankrauff will continue a second year as Chair.

Vice-Chair/Chair-Elect: Laura Starratt

Steering Committee Member (incumbent): Jeremy Brett

Steering Committee Member (newly elected): Megan Albritton

Steering Committee Member (newly elected): Conor Casey

Steering Committee Member (newly elected): Matthew Francis

Steering Committee Member (newly elected): Laurie Rizzo

Webmaster and Steering Committee Member (newly elected): Shawn San Roman

All outgoing I&AR leadership were thanked for their service over the previous year.

SAA Council Liaison Donna McCrea reported to the council on current SAA business. Donna began by encouraging attendees to attend the 8/27/2011 SAA business meeting, and explained the importance of having quorum for the meeting. This was followed by a longer discussion on the creation

of a SAA task force on meetings. Donna explained that the task force was created in part due to the labor situation for this year's conference, and she encourage everyone with an interest to volunteer to be a part of this new group.

Dana Miller and Courtney Chartier reviewed I&AR activities during the past year. The I&AR website was updated on Drupal, and during the year new content was added including historical material and templates, and the website was used to help push advocacy on a local level. Also, the roundtable had worked with SAA Executive Director Nancy Beaumont to update an archival organizations database, which should be going live in the near future.

I&AR also participated in three letter writing campaigns, involving:

- 1) The labor dispute at the Chicago Hyatt Regency Hotel.
- 2) The deaccessioning of files from the Hungarian government archives.
- 3) The integration of New York City's Department of Records and Information Services (DORIS) into the city's Department of Citywide Administrative Services (DCAS).

I&AR nominated the NBC television show "Who Do You Think You Are?" for the SAA Jameson Award. It was then announced that the show had received the award.

We then discussed the lack of creation of an "Advocacy All-Star" List. Due to the resource intensive nature of creating and keeping up to date such a list, along with overlap with the archival organizations database, it was decided that the creation of such a list was not the best use of roundtable resources, and the project was abandoned.

Laura Starratt led a discussion on different types of archival outreach that involved I&AR leadership and general members. Different audiences mentioned during the conversation included (but were not limited to): genealogists, public school classes, tourists, alumni, and librarians. Different advocacy approaches mentioned included (but were not limited to): participating in National History Day, public tours, hosting campus and community events, and advocacy through press communications.

Sarah Buchanan from the SAA Program Committee briefed the committee about the upcoming 2012 SAA Conference in San Diego. The conference theme is "Beyond Borders," and proposals for conference sessions are due by October 3rd. New for this year individuals are only allowed to appear on one proposal, and the Program Committee is encouraging the submission of more "lightning talk" sessions.

I&AR members presenting at the conference informed the roundtable about their sessions. Sessions mentioned included:

- 105 "Pay it Forward: Interns, Volunteers, and the Development of New Archivists and the Archives Profession" – Erin Lawrimore chairing, Laura Starratt presenting.
- 108 "Consider the Possibilities: Creating and Low-Cost Preservation Strategies in Practice" – Michelle Ganz presenting.
- 208 "Which Hat Are You Wearing: 'You Need What? When?'" – Alison Stankrauff presenting.
- 510 "Archival Outreach 360: Archivists as Advocates" – Dana Miller and Conor Casey presenting.
- 601 "Rappin' with a Fiddle: A 360 Perspective on Music Archives" – Courtney Chartier presenting.

Courtney Chartier reported on the "I Found it in the Archives" Program, and her institutions experience with it. Mentioned this will be the second year of the program, and as a result expected increased participation. The program runs in conjunction with American Archives month. Archives solicit entries from their patrons, and templates are available online.

Alison Stankrauff reviewed the labor issues surrounding the 2011 conference, and what could be done to help prevent the situation from occurring again in the future. This included a quick overview of the labor dispute and I&AR's decision to still meet on site (as opposed to Human Rights and Labor roundtables). Alison emphasized the importance of the new SAA meeting task force as a way to minimize the chances of such problems occurring in the future, and encouraged individuals who care about the subject to volunteer for the new task force or its subcommittees.

Members of the roundtable discussed ideas and projects for the upcoming year. Mentioned items included:

- Supporting the “I Found it in the Archives” Program.
- The importance of internal advocacy, and the possibility of the development of an online resource to assist members with their internal advocacy work.
- Ways to increase participation for the general membership of the roundtable, including having the steering committee communicate more regularly with the rest of the roundtable.

Co-chairs thanked everyone for their work, and the meeting was adjourned.

Attendance: 24

Minutes submitted by Matt Francis, 8/30/2011

Labor Archives Roundtable (Liaison: Theimer)

Officers: Tom Connors and Traci Drummond, 2010-2011

Traci Drummond and Conor Casey, 2011-2012

Report from annual meeting:

- Number of attendees: 7
- Election results: N/A
- Summary of meeting activities:

Minutes/Overview, Labor Archives Roundtable meeting, August 24, 2011, Chicago, Illinois

The crowd was small, but the meeting went ahead as planned on the campus of Roosevelt University.

Thanks again to Laura Mills for coordinating the off-site meeting space. In attendance for all or part of the meeting were Traci Drummond, co-chair, Labor Archives Roundtable, Kate Theimer, Petrina Jackson, Lucinda Manning, Curtis Lyons, Martin Tuohy, and Liesl Orenic.

1. SAA Council Liaison Kate Theimer updated the group on her proposal to Council that they designate an Annual Meeting Task Force to investigate current annual meeting planning practices.
2. Petrina Jackson, from the 2012 Annual Meeting Program Committee, stopped by to urge attendees to submit proposals for next year’s conference.
3. Liesl Orenic’s presentation on the Chicago Teamsters included outreach, donor relations, research, and processing. We hope to provide a link to her research in the near future.

In addition, a few announcements:

1. Conor Casey, of the Labor Archives of Washington State, will be coming on as co-chair for 2011-2013 (Traci Drummond will continue as co-chair through 2012). Welcome Conor!
2. With Conor Casey’s help, the Labor Archives directory has been updated as a .pdf document is currently available from both the Labor Archives of Washington State website and the LAR website. Please send any updates to the co-chairs of the LAR.

Completed projects/activities: *Labor Archives in the United States and Canada: A Directory* was updated with new and corrected entries and was transferred from a website to a more user-friendly .pdf document. It is now available from the LAR website and the Labor Archives of Washington State website.

Ongoing projects/activities: In 2012, we hope to coordinate another labor archivists retreat, a two-day getaway for labor archivists to brainstorm and discuss problems in the field.

New projects/activities: N/A

Diversity initiatives: N/A

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

Latin American and Caribbean Cultural Heritage Roundtable (Liaison: Richardson)

Officers:	(Elected)	Senior Co-Chair:	Mario H. Ramírez
	(Appointed)	Junior Co-Chair:	Silvia Mejia
		Newsletter Co-Editor:	Bert Lyons
		Newsletter Co-Editor:	Luisa Yanez
		Webmaster:	Laura Buchholz
		Liaison – CARBICA	John Aarons
		Liaison – ICA	Bert Lyons
		Liaison – SALALM	Silvia Mejia
		Liaison – SAA AAC R/T	Aaisha Haykal
		Liaison – IFLA-LAC	Susan Laura Lugo, CA
		Liaison – ACURIL	Lorraine Nero
		Liaison – Cultural Property Working Group	Marisol Ramos

Report from annual meeting:

- **Total membership on December 1, 2011:** 195
- **Election results:**
 - Last year's meeting minutes were amended and approved.
 - Silvia Mejia was elected Junior Co-Chair via online ballot.
- **Summary of meeting activities:** Copy of proposed minutes of LACCHA Roundtable online meeting held August 24-26, 2011 will be circulated to the membership for review via listserv and via linking off LACCHA's website. The membership will vote to approve and accept the minutes at the next annual roundtable meeting in 2012.
A copy is also attached hereto as **Exhibit A**.

Completed projects/activities

- Established a collaborative partnership with the *American Archivist*, and its editor Mary Jo Pugh. At the end of June, we submitted four essays on Latin American/Caribbean/Latino themes for inclusion in an upcoming issue(s). These essays were culled from the membership of the roundtable and included: Joel Blanco Rivera, "Truth-seeing and Accountability for Past Human Rights Abuses: The Impact of Archives on Latin America's Transition from Authoritarianism and Civil Wars"; Noah Lenstra, "Power and Shaping of the Archives Profession: Foreign Missions to the Brazilian National Archives in the late 1950s"; Elizabeth Knight, "Establishing an Archive at the Charles Darwin Foundation in the Galapagos"; and Janet Ceja Alcalá, "Imperfect Film Archives for an Imperfect Cinema."
- Sponsored a panel for the 2011 SALALM Conference, Preserving Memory: Documenting and Archiving Latin American Human Rights held in Philadelphia, PA. Titled Exhuming the Archive: Countering Impunity and Restoring Cultural Heritage in Neocolonial and Post-Conflict States, this panel included presentations by roundtable members Marisol Ramos ("Sharing Archives: The P.R.

Civil Court Cases Collection Digital Project”), Tiffany-Kay Sangwand (“Tejiendo la Memoria: Strengthening Collective Memory of El Salvador’s Civil War through Transnational Digitization Partnerships”) and Joel Blanco Rivera (“Declassification and Accountability for Past Abuses: Transitional Justice in Latin America and the Impact of Declassified U.S. Government Documents”). Senior Co-Chair Patrick A. Stawski also participated on a panel titled Four Case Studies on Human Rights Archiving: Methods, Process, Content and Connections to Users, where he presented a paper titled “History in Action: Connecting Students, Scholars and Community to Human Rights Histories & Practice.”

- Redesigned roundtable newsletter, “Memoria.” Newsletter Co-Editor Bert Lyons, in collaboration with Co-Chairs Patrick A. Stawski and Mario H. Ramírez, revamped the look of the newsletter, adding more graphics, changing the formatting and soliciting articles that more reflect the international nature of the roundtable.
- Migrated existing LACCHA website to Drupal in accordance with SAA rules and regulations. This was spearheaded by the LACCHA’s webmistress, Laura Buchholz.
- Conducted inaugural online annual business meeting for the 2011 SAA conference.

Ongoing projects/activities

- LACCHA webmistress Laura Buchholz will continue to update and make more dynamic the roundtable website.
- Newsletter publication: Next issue expected in early 2012. Status: Published twice annually.
- LACCHA’s liaisons will continue to post information and items of interest to the LACCHA Listserv. Status: ongoing.
- Membership: We continue to promote LACCHA membership through the listserv, website and blog in an effort to increase participation, membership and diversity.

New projects/activities: Two panels were submitted for consideration to the SAA Program Committee for the National Conference in San Diego in 2012. The first, titled “From Hidden Collection to International Incident: The John Cutler Papers and the Guatemala Syphilis Experiments,” features panelists Marianne Kasica, University Archivist, University of Pittsburgh, Archives Service Center; Robert Richards, Director, National Archives at Atlanta; and Paul Lombardo, Bobby Lee Cook Professor of Law, Georgia State University College of Law. The second is titled “A Bilingual History – Promoting Spanish Language Collections To Tell the History of the American West and Mexico” and includes Nicole Cuadra, Librarian II, San Francisco Public Library; Teresa Mora, Supervisory Archivist, The Bancroft Library, University of California, Berkeley; and Jean Spencer, Outreach and Publications Coordinator, Center for Latin American Studies. Status: Awaiting notification from the Program Committee.

Strategic Priority - Technology initiatives: [None submitted.]

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

Diversity initiatives: Michelle Gachette will remain in her role as LACCHA’s representative on SAA’s Diversity Committee. We will continue to support and advocate for SAA’s diversity initiatives, and for greater diversity throughout the profession.

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

Respectfully submitted, Mario H. Ramírez, Senior Co-Chair

Attachments: Exhibit A – Proposed Minutes for LACCHA’s Annual Membership Meeting held

EXHIBIT A: SAA Roundtable Meetings I

August 24-26, 2010

Annual Meeting: **DRAFT**

- 1) The fourth LACCHA business meeting was held online and it ran from August 24-August 26, 2011.
- 2) Senior Co-Chair Patrick A. Stawski called the meeting to order at 10:50am. He welcomed LACCHA members and noted that this meeting marked the end of his tenure as Senior Co-Chair. He then welcomed Silvia Mejia as the new Junior Co-Chair with Mario H. Ramírez assuming the post of Senior Co-Chair.
- 3) Reports:
 - a. Lorraine Nero, West Indiana and Special Collections Librarian, University of the West Indies, St. Augustine. Liaison: ACURIL.
Nero reported on a number of items, including:
 - The ACURIL Conference 2011 was held in Tampa, Florida with the theme "The Role of Libraries and Archives in Disaster Preparedness, Response and Research." The two cases focused on throughout the discussion were Hurricane Katrina and the earthquake in Haiti.
 - Members of ACURIL were instrumental in making the IFLA 2011 conference successful in Puerto Rico and Dr. Luisa Vego-Cepeda, Executive Secretary of ACURIL, was the conference coordinator for IFLA 2011.
 - The ACURIL community was saddened by the passing of past Executive Secretary, Mrs. Oneida Rivera de Ortiz, on Friday, November 12, 2010. The LACCHA community joins its colleagues in acknowledging the contributions she made to the development of ACURIL in the region.
 - The 2012 conference will be held in Haiti June 2012.
 - b. Marisol Ramos, Library Liaison to Latin American and Caribbean Studies, Puerto Rican and Latino Studies, Spanish and Anthropology, and Curator of Latin American and Caribbean Collections, University of Connecticut, Storrs
 - Reported on LACCHA and AAC Roundtable sponsored events.
 - Specifically discussed the panel entitled "Faces of Diversity: Diasporic Archives and Archivists in the New Millennium," which was featured at SAA 2011 in Chicago. She summarized the proceedings of the panel and stated that it was quite a success. Over 70 people attended and Ramos believes that it was one of the more highly attended LACCHA and AAC roundtable sponsored events in recent history.
 - c. Bert Lyons, Folklife Specialist/Digital Assets Manager, American Folklife Center, Library of Congress: Newsletter Co-Editor and Liaison to ICA.
 - Stated that this year LACCHA reformatted its newsletter and moved from a Microsoft Word-based design to an InDesign template for production of the digital document.
 - A call was put out for submissions in mid-January. After an initial delay, a broad selection of articles and vignettes were submitted by the membership.
 - The newsletter was sent out to the LACCHA list, other lists of interest, and published on the LACCHA website.
 - d. Aaisha Haykal, Processing and Outreach Archivist, Avery Research Center for African American Research and Culture. Liaison: Archivists and Archives of Color Roundtable.
 - Deborra Richardson from SAA Council addressed the changes and initiatives that SAA has undertaken to increase diversity in the archival profession, such as increasing the number of Mosaic Scholarships given and having the *American Archivist* include more articles about diversifying archival education.

- The Harold T. Pinkett Minority Student Award winners, Kelly E. Lau and Melvin J. Collier, were congratulated.
 - Other topics of discussion included the 2012 Archives Leadership Institute (that aims to cultivate leaders within the archival profession) and the fact that there should be more archivists of color at this institute so that their issues and voices are heard. There are \$600 scholarships that one can apply for to cover the cost of the institute. Look out for announcements about it.
 - Two representatives from national library associations presented on what their organizations are doing to diversify the profession. Mark Puente, from the Association of Research Libraries (ARL) spoke about two of the association's programs: the Initiative to Recruit a Diverse Workforce (IRDW) and the Career Enhancement Program (CEP) (which is no longer funded). ARL has also received funds for a Music Librarianship Program (<http://www.arl.org/news/pr/ARL-MLA-DII22june11~print.shtml>). Kathryn Plumb Brooks, from the Rare Book and Manuscript Section (RBMS) of the American Library Association, came and distributed copies of the ALA diversity policies and the RBMS diversity toolkit (<http://www.rbms.info/committees/diversity/index.shtml>).
- e. Silvia Mejia, Special Collections Librarian, Massachusetts State Library, Liaison: SALALM.
- Reported on the LACCHA sponsored panel, "Exhuming the Archive: Countering Impunity and Restoring Cultural Heritage in Neocolonial and Post-Conflict States," held at the annual conference of SALALM Philadelphia, PA this year.
 - The panel was a success and the roundtable was encouraged to submit future panels and individual paper proposals.
- 4) This year's set of LACCHA volunteers and liaisons were confirmed:
- a. Silvia Mejia will serve as our liaison to SALALM
 - b. Susan Laura Lugo will serve as liaison for IFLA-LAC
 - c. Bert Lyons will serve as liaison to ICA and Newsletter Co-Editor
 - d. Michelle Gachette will serve as LACCHA's standing representative on SAA's Diversity Committee
 - e. Laura Buchholz will serve as Webmistress
 - f. Aaisha Haykal will serve as AAC liaison
 - g. John Aarons will serve as CARBICA liaison
 - h. Marisol Ramos will serve as liaison to the Cultural Property Working Group
 - i. Lorraine Nero will serve as liaison to ACURIL

There being no further business for consideration, the meeting was adjourned at the end of the day, August 26, 2011.

Notes from LACCHA blog and email communications with liaisons– August 24-26, 2010

EXHIBIT B: Summary of LACCHA's 2011 SAA Conference Panel Session: One LACCHA-sponsored panel was presented at this year's conference of the Society of American Archivists. Below is list of speakers, with paper titles, brief descriptions of the panels and final comments provided by Session Moderator, Marisol Ramos.

Session Title: Diasporic Archives and Archivists in the New Millennium

Description of panel: Diasporic groups are leaving their mark in the United States through community centers and archives, and by joining the ranks of the archival community. In the process, they are changing archival practice itself. The speakers addressed the impact of minority archivists and diasporic collections on our profession and challenged the concept of what Diasporas are in the archival context.

Amalia Skarlatou Levi
Ph.D. Student

University of Maryland

The “Wandering Jew” in the Age of Web 2.0: Crowdsourcing the Sephardic Diaspora

Amalia Levi’s presentation focused on Sephardic Jews—a sub-group of the Jewish Diaspora. She started her discussion by pointing out that records are as dispersed as people and that there is a need to understand why in order to improve the understanding of the group itself. She called for a questioning of labels such as diaspora, ethnic or minority because in most cases they focus on one group within a diaspora to the detriment of other less vocal or powerful groups. For example, she described Sephardic Jews as a minority within a “bigger” minority, a small voice that may get lost in the larger discussion of the Jewish diaspora.

Like many other groups inside the greater Jewish Diaspora, Sephardic Jews lost their memory and records through war and forced expulsion. Sephardic Jews (mostly of Iberian, North African and Middle Eastern descent) were expelled from Spain at the beginning of the colonization of the New World. Many Sephardic Jews migrated to Latin America, but in the early 20th century they traveled to the United States, where they were rejected or ignored by the predominantly Ashkenazi (Northern and Eastern European) community. This rejection had an impact on the way memory was preserved and defined, and how group membership was claimed. The case of the Sephardic Jews challenges established definitions and ideas of what it means to be Jewish and the type of records preserved.

Levi then introduced the idea of expanding the role of the individual in these communities, transforming them into active participants as defined by online crowdsourcing. She emphasized that there needed to be more than one voice heard in the process of preserving memories of any given group and that providing tools by archives that already have a presence online is the right way to go. She mentioned that there is still a level of mistrust toward users and their memories, but she proposed that a crowdsourcing environment that invites both archivists and users to share their stories and builds trust among all participants could be useful model; finding ways to vet stories that are acceptable to all members and which enhance the relationship between archivists and members of less known, less mainstream minority groups.

Levi did not give any specific examples of such crowdsourcing environment—although she is attempting to do so in her dissertation—but as a Sephardic Jew herself, she conveyed her feelings about the needs to open up our understanding and questions of labels such as Jewish Diaspora and to allow other voices to be heard.

Dr. Carolina A. Villarroel

Brown Foundation Director of Research

University of Houston

Recovering the U.S. Hispanic Literary Heritage

Dr. Villarroel’s presentation focused on explaining the rationale for creating the *Recovering the U.S. Hispanic Literary Heritage* Project and its importance in recovering, preserving and giving access to the documentary heritage of Hispanics in the United States. She explained that the presence of Hispanics in the United States goes back to the colonial period when three-quarters of the North American continent was part of the Spanish crown. In addition, during the 19th century, many Latin Americans and Caribbeans moved to the United States (primarily as political refugees) and were very active in writing about and sharing their ideas. These voices were rich and varied. For example, José Martí was an exile in New York City and continued his struggle to free Cuba from Spanish colonialism.

Unfortunately, for many decades there was a denial of such voices or contributions to the literary cannon in academic circles in the United States. Dr. Nicolás Kanellos, founder and director of Arte Público Press, started this project several years ago and published a book in the 1990s titled *Recovering the U.S. Hispanic Literary Heritage*, authored by Ramón A Gutiérrez, Genaro M Padilla and María Herrera-Sobek. This book documented the literary heritage of Hispanic American in the United States from the Spanish colonial period to the 1960s. Most recently, Readex digitized Hispanic American newspapers identified in the book that dated from 1808-1980. [We do have access to this database]

This project is not yet done and there are still many materials that need to be discovered, recovered and preserved for future generations. Dr. Villarroel felt that this project has helped expand our knowledge and added new perspectives to U.S. history; in which Hispanic American contributions are rarely acknowledged.

Ann M Massmann

Head, Public Services

University of New Mexico

Indigenous Peoples and the Great Documentary Diaspora

Ann Massmann’s presentation focused on a discussion of the challenges confronted by Native Americans in finding any documentation regarding their history and heritage. The challenges are many. Among these are the fact that materials are scattered throughout the United States and Europe, and that materials come in multiple forms and include artifacts, paper, photographs, ethnographic notes and audio-recordings. Although laws are in place to recover some of these materials, and return it to their creators, there are still many challenges in locating and identifying these materials.

Ms. Massmann advocates the idea of harnessing the power of the web to help identify where collections may be, and even to create a portal or place in the web to centralize this knowledge for the benefit of Native American groups and scholars. Some of the issues and ideas she provided were similar to those presented by Amalia Levi.

Final Comments: These three presentations have the following things in common:

- They pointed out the important role of archives as a form of outreach. Getting institutions to share their holdings with the original creators or their descendants, which until recently did not know about and/or have access to these materials.
- They asked us to challenge our ideas about labels and acknowledge that there is not one history but multiple histories, all demanding their own voice.
- They asked us to work collaboratively with other institutions, but also with the communities that they served and/or documented. Also to be mindful that a “community” can be populated with multiple voices/groups, and you need to capture all of them to have a richer picture.
- Finally, they asked us to take advantage of today’s social media tools and technologies to bridge the distance between archives and communities.

EXHIBIT C: Summary of 2012 SAA Conference Panel Proposals

Session Title: From Hidden Collection to International Incident: The John Cutler Papers and the Guatemala Syphilis Experiments

Session Abstract: Historian Susan Reverby's discovery of the 1946-1948 Guatemala syphilis experiments through her archival research in the John C. Cutler Papers, then held at the University of Pittsburgh, resulted in an international incident and a Presidential apology from the United States to Guatemala. The incident was the subject of an investigation by the Presidential Commission for the Study of Bioethical Issues which will result in changes to ethical practices in biomedical research. John Cutler kept the experiments which he led secret, yet later decided to donate the collection to the University of Pittsburgh, enabling their future discovery. This session will explore the myth of the Cutler Papers as a hidden collection by examining the management of the collection through the stages of accessioning, processing, online finding aid, to access and use. The collection also brings up issues related to control and transparency in relation to government records. After Reverby raised awareness of the collection, it was closed and later transferred to the National Archives. The National Archives then digitized the collection and made it available online. That the collection documents abuses of human subjects in US sponsored syphilis experiments in Guatemala raises ethical and privacy concerns regarding the protection of those subjects. This session will allow archivists and a historian directly involved with documenting the experiments to discuss this case.

Panel Format: Discussion Panel

Chair/Moderator: Joan Echtenkamp Klein, Baird Curator for Historical Collections, University of Virginia Health Sciences Library

Speaker #1: Marianne Kasica, University Archivist, University of Pittsburgh. Archives Service Center

Speaker #2: Robert Richards, Director, National Archives at Atlanta

Speaker #3: Paul Lombardo, Bobby Lee Cook Professor of Law, Georgia State University College of Law

Proposer: Phoebe Evans Letocha, Collections Management Archivist, Alan Mason Chesney Medical Archives, Johns Hopkins University

Endorsed by: LACCHA

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

Session Abstract: This session focuses 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 will discuss 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 will address 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.

Panel Format: Discussion Panel

Chair/Moderator: Theresa Salazar, Curator of Western Americana, The Bancroft Library, University of California, Berkeley

Speaker #1: Nicole Cuadra, Librarian II, San Francisco Public Library

Speaker #2: Teresa Mora, Supervisory Archivist, The Bancroft Library, University of California, Berkeley

Speaker #3: Jean Spencer, Outreach and Publications Coordinator, Center for Latin American Studies

Proposer: Theresa Salazar, Curator of Western Americana, The Bancroft Library, University of California, Berkeley

Endorsed by: LACCHA

Lesbian & Gay Archives Roundtable (Liaison: Hyry/Baxter)

Officers

Co-chairs: Florence Turcotte, University of Florida, 2011-2013; Franklin Robinson, Jr., National Museum of American History, Smithsonian Institute, 2010-2012

Steering Committee:

Thomas Brown, Member at Large, Retired

Marjorie Bryer, Member at Large, GLBT Historical Society, San Francisco

James Cartwright, Past Co-Chair, University of Hawaii

Maggi Gonsalves, Rep to SAA Standards Committee through 2013, New York State Archives

Paula Jabloner, Member at Large, Computer Museum

Doris J. Malkmus, Member at Large, Newsletter Committee Coordinator, Pennsylvania State University

Steven Mandeville-Gamble, Webmaster, George Washington University

Heidi Marshall, Past Co-Chair, Columbia College, Chicago

Bonnie Weddle, Member at Large, New York State Archives

Terry Baxter, SAA Council Liaison

Steven Novak has resigned from Steering Committee

Report from annual meeting:

Number of attendees: 26

Election results: Florence Turcotte, University of Florida, elected co-chair, term 2011-2013

Summary of meeting activities: Meeting minutes follow

LAGAR Meeting 8/24/2011, Hyatt Regency, Chicago, Illinois

Start: 5:32 p.m.

Welcome & introductions: Heidi opened; both co-chairs, Heidi Marshall and Franklin Robinson, introduced themselves; steering committee members: Steven Mandible-Gamble, Bonnie Weddle, and Maggi Gonsalves were present and introduced themselves.

- Introduction of attendees – several students and recent graduates.
- Not on agenda but needed to address: last year's meeting minutes
- We will be having a new SAA Council Liaison covering us next year, Terry Baxter.

Debbie Richards, LAGAR representative on Diversity Committee. The Diversity Committee worked this last year on creating a Diversity Award. It was approved by Council in Chicago. "The purpose of the Diversity Award is to honor an individual, group, or institution for outstanding contribution in advancing diversity within the archives profession, SAA, or the archival record. Nominees will have demonstrated significant achievement in the form of activism, education, outreach, publication, service, or other initiatives in the archives field. The award is given based on the long-term impact on improving and promoting diversity as defined in the SAA Statement on Diversity." See the SAA awards website (<http://www2.archivists.org/recognition>) for details about nominations. The award has not been posted yet, but will be.

We have also proposed to Council expanding our current Mosaic scholarship. "The Mosaic Program would be the umbrella for all financial support provided to minority students and would broaden the base of prospective recipients beyond master's-level students to include undergraduate and doctoral students." It would provide undergraduate internships, graduate (Master's-level) scholarships and travel awards, and Doctoral student travel awards." Mentoring and a Mosaic Symposium have also been suggested. This program will need grant funding to be implemented. I'll keep you posted on what happens with that.

Also, the updating of Lavender Legacies <http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/lavender-legacies-guide> is coming along smoothly. Mary Caldera, Jim Cartwright, Marika Cifor, Lisa Dibbern, Stephen Novak, Johanna Russ, and I are the committee working on it. We are contacting every repository currently listed and searching out new ones to include. We are winding down in collecting responses and will be sending them to our webmaster, Steven Mandeville-Gamble, soon for the LAGAR website.

Tom Hyry – introduced Terry Baxter, our next representative/liaison to SAA. Tom has reported to SAA:

- Our bylaws were changed and we needed to get Council's approval, which we did
- Monday last, we approved the Annual Meeting Task Force –
 - Contract we had signed with Hyatt, many years ago, message conveyed by membership – we need to be certain that there are social responsibilities addressed in contracts of the future
 - Membership in SAA has grown roughly 50%. They will look into virtual conferencing as well as other possibilities to cover considerations of large city conferencing
 - Two new awards: Diversity Award: Emerging Leaders/Early Career Award
 - Core Values Statement addressed and approved of within last year
 - Annual Business Meeting; Since last year's raise of dues, they have realized that a virtual method to voting needs to be added, which requires by law2s changed which will be addressed this year's meeting
 - Great experience working with LAGAR – always his favorite
 - Questions: Concluding/fixing Drupal use
 - Drupal implementation is taking longer and it's based on [mainly] 1 person to handle; the ability to hire out the work on Drupal has become really difficult to do [including financially]
 - Possible distributed responsibility of administration rights can be given?
 - Communications Technology Working Group may be ready for this

Steve Mandeville-Gamble, LAGAR webmaster report: Queer History Social Media Project

This will be in a generally approved by LAGAR folks to so far have 478 people / organizations. These are being put in a wiki article. The link to this project will be added to the web meeting minutes – asking for additional folks to help.

Q – Can this be coordinated with Lavender Legacies.

A – Yes, he and Debbie are working on this; need to carve more time in their schedules to allow for this to grow. Wiki may be used to assist with Lavender Legacies, may work better. Google docs is very flat so wiki may be better.

Q – Why were people stripping out the links from this?

A – Nothing sensed were homophobic. Purists raised issue that all wiki articles are based on 2ndary articles. No original research is allowed.

Q – SAA site is only using 10% of what Drupal can do. LAGAR is encouraged to get onto SAA to get this taken care of.

Q – Is it just based on SAA not opening up the program to work with it?

A- Steve suspects it's more of a bandwidth issue, but isn't sure.

Action items: Maggi Gonsalves, 2 Items for Action: Newsletter editor – Maggi is “retiring” as newsletter editor, she’s held this post for the past 5 years and feels it’s time new members took over our newsletter.

Q – Can more than one person address this?

A – Yes, it can be done, according to our by-laws, it can be done by a newsletter committee. It would be best if we didn't have to change our by-laws again.

Q – Could we do a blog instead of a newsletter?

A - Reinventing the term Newsletter would be a good idea.

Q/A – LAGAR does have a Facebook presence; so this may be used as a source of synergy.

The 7 person committee can get together to discuss and determine what and how to hold this from now on.

- | | | |
|-------------------------|-----------------------|--|
| 1. Michael Dello Iacono | Suffolk University | mdelloiacono@suffok.edu |
| 2. Doris J. Malkmus | Penn State | djm51@psu.edu |
| 3. Marika Cifor | Simmons College | marika.cifor@simmons.edu |
| 4. Nancy Jacobson | Casey Family Programs | njacobson@casey.org |
| 5. Amy Lazarus | student | A.Lynn.Lazarus@gmail.com |
| 6. Steven Fullwood | NY Public Library | Stevenfullwood@nypl.org |
| 7. Daniel DiLandro | Buffalo State College | dilandrodm@buffaolstate.edu |

Heidi Marshall's good-bye address as leaving female identified co-chair.

Nominations for female-identified co-chair: Flo Tucotte -- nominated, seconded and wins with a unanimous vote!

Riccardo Ferrante: Beyond Borders – next year's theme for SAA. Proposal deadline is October 3rd or 23rd [check date]. New type of session: lightening talk format – take a 60 or 90 min. chunk and create 5 min. segments for presentation. All type of past formats are acceptable. Standard sessions – speakers only put their name on 1 proposal; but does not preclude their participation in lightening round As a roundtable endorsing a session proposal this conveys a voice that is important to the group. This year's as been the Studs Terkel session that we endorsed.

Last year's meeting minutes – approval vote: Seconded and approved

Chicago History Museum – Bus tour on Saturday is available. Off the red line, and bus tines 22 and 23.

Featured speaker: David Purdy, World AIDS Organization. He shared his story and the creation of the World AIDS Organization and its goals. He would like suggestions from archivists on collection focus, storage, ideas of approaching the preservation of HIV and AIDS related materials.

Ending suggestions for Mr. Purdy: Collaborating w/other sections (Women's Archivists).

Franklin Robinson offered thank you to Heidi Marshall for the diligent and dedicated work she spent as LAGAR female identified co-chair, and as his mentor, which he very much appreciated.
Adjournment time: 7:33 p.m.

End of meeting minutes

Completed projects/activities: By-laws changes from 2010 have been completed and approved.

Ongoing projects/activities: Updating of Lavender Legacies <http://www2.archivists.org/groups/lesbian-and-gay-archives-roundtable-lagar/lavender-legacies-guide>. Also our Queer History Social Media Project, generally approved by LAGAR we currently have 478 people/organizations. These are being put in a wiki article. The link to this project is in the meeting minutes.

New projects/activities: See above, the Queer History Social Media Project.

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

Strategic Priority - Diversity initiatives: Debbie Richards, LAGAR representative on Diversity Committee. The Diversity Committee created a Diversity Award. It was approved by Council in Chicago. Proposal to Council to expand current Mosaic scholarship. It would provide undergraduate internships, graduate (Master's-level) scholarships and travel awards, and Doctoral student travel awards. This program needs grant funding for implementation.

Strategic Priority - Advocacy/Public Awareness initiatives: Complete the updating of Lavender Legacies guide.

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

Local Government Records Roundtable (Liaison: Cline)

Officers: Jim Cundy, Chair

Report from annual meeting:

- **Number of attendees:** 14
- **Election results:** Jim Cundy as Chair, unopposed
- **Summary of meeting activities:** Please see attached meeting minutes.

Completed projects/activities: The 2011 session, including individuals representing SAA, NHPRC, and CoSA.

Ongoing projects/activities: Cooperate, as needed, on projects.

New projects/activities: Chair will compile a Directory of Local Government Archives in cooperation with other members of the Government Records Section. Program for 2012 under development.

Technology initiatives: [None submitted.]

Advocacy/Public Awareness initiatives: [None submitted.]

Diversity initiatives: Continue to invite representatives from related organizations.

Questions/concerns for Council attention: None.

**Society of American Archivists (SAA)
Local Government Records Roundtable
24 August 2011, Chicago, IL**

Meeting called to order at approximately 1:00 p.m. by Jim Cundy, Chair, who welcomed attendees and held introductions.

Announcements:

- Mark Myers, from the Kentucky Department for Libraries and Archives, discussed the Digital Best Practices Exchange, which will be held in Lexington, KY, October 20 – 22.
- Dan Stokes, from the National Historical Publications and Records Commission (NHPRC), gave an NHPRC update.
- Petrina Jackson, from the SAA 2012 Program Committee, discussed next year's meeting and encouraged proposals.
- Scott Cline, the Roundtable's SAA Council Liaison, gave a program status report.
- Barbara Teague, Immediate Past President of the Council of State Archivists, gave a CoSA programs status report.

A general discussion was held. Topics included a digitization project being planned by the Cook County Treasurer's Office and the nature of various archival and records management professional organizations.

The election of a chair followed, with Jim Cundy re-elected, running unopposed.

There being no other business the meeting adjourned at approximately 2:10 p.m.

Lone Arrangers Roundtable (Liaison: Settles/Kaplan)

Officers:

Christina Zamon - Chair, 2010-2012

Michelle Ganz – Vice Chair/Chair Elect, 2010-2012

Roundtable Steering Committee:

Alexis Braun-Marks – University Archivist, Eastern Michigan University, 2008-2012.

Alison Stankrauff (Immediate Past Chair) – Archivist and Associate Librarian, Indiana University South Bend, 2010-2012

Amanda Stow – Archivist/Records/Digital Collections Manager, American Humane Association, 2009-2012

Ann M. Kenne – Head of Special Collections, University of St. Thomas, 2011-2012

Caitlin Donnelly – Archivist, Daughters of the Republic of Texas Library, 2009-2012
Gregory A. Jackson – Archivist, Academy of the New Church, Glencairn Museum, 2011-2012
Rachel M. Grove Rohrbaugh – Archivist/Public Services Librarian, Chatham University, 2011-2012
Russell Gasero – Archivist, Reformed Church of America, 2010-2012
Sandy Baird – Volunteer, Keeneland Library, 2011-2012
Tiffany O’Sheal – Archivist/Document Control Specialist, Office of Regulated Studies U.S. Army Medical Research Institute of Chemical Defense, 2011-2012
Tiffany Schureman – Archivist/Research Librarian, Fort Worth Museum of Science and History, 2011-2012

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 Chicago, IL on August 24, 2011.

- Number of attendees: 55
- Election results: no elections held this year
- Summary of meeting activities:

**Lone Arrangers Roundtable Annual Business Meeting Minutes – Chicago, IL
Wednesday, August 24, 2011
5:30 to 7:30 p.m.**

Attendance: 55

Welcome, General Business, and Announcements: Our Steering Committee for 2011-12 includes: Alexis Braun Marks; Alison Stankrauff (Immediate Past-Chair); Ann M. Kenne; Amanda Stow; Caitlin Donnelly; Gregory A. Jackson; Rachel M. Grove Rohrbaugh; Russell Gasero; Sandy Baird; Tiffany O’Sheal; Tiffany Schureman. **Our Nominating Committee includes:** Alison Stankrauff; Russ Gasero; Amanda Stow.

Roundtable updates: There will be an election for roundtable leadership positions in 2012. The nominating committee for the RT will be recruiting members to stand for election in the spring, so please consider serving! The Lone Arrangers book is now in the production phase at SAA. It is hoped that it will be in print in January 2012. The new Drupal website for the roundtable is now activated. We would like to improve the resources section and update the contacts/local groups list. A call will be made to the listserv to identify more content for the site.

Report by SAA Council Liaison, Rosalye Settles and introduction of new Council Liaison Beth Kaplan. Presentation by SAA 2012 Program Committee Representative.

Group Discussions - What Can the Roundtable Do for You? (Break into 3 groups)

Lone Arranger Mentor/Mentee Program through SAA: Ideally, this new program would accept non-SAA affiliated people as members. The problem may well be that participants in this program must be SAA members. If there is a Mentoring Program for Lone Arrangers that is *not* affiliated with SAA, it would be great if another archival organization ran the group. An example of this is the Northwest Archivists’ Mentoring Program: <http://northwestarchivistsinc.wildapricot.org/mentoring>. The SAA Membership Committee (of which Alison Stankrauff is now a part – she was invited to be a part of the

Mentoring Subcommittee within the last few weeks) will check and see if participants can be an 'authenticated' member (i.e., NOT a SAA member) – and let Alison know accordingly. The group discussed the importance of the idea that an archivist can be a mentee at any point in his/her career. What number of people on the Lone Arrangers listserv are SAA members and how many are not was discussed. There is interest in knowing the number break-down on this.

Social Networking: Social networking is an important tool for lone arrangers and something that we have let languish since we moved from Ning to Big Tent. We all agreed that Big Tent is a bust so we decided to explore some other options. We discussed Google groups, but rejected this as an option since its longevity is suspect. We also discussed Google+, but since it's not configured for groups or technically out of beta we decided to table that option for now. We also discussed and rejected Yahoo groups because they are clunky and require an approval process. We had a lengthier discussion about meetup.com. Many of us were unfamiliar with it, but it has the following interesting options: private group settings, minimal cost of roughly \$60/year, a sponsor option to cover the costs, and no spam emails. We need to find out the following if we choose to pursue this option: will the sponsor send spam? Would SAA be ok with us doing this? Would we need a disclaimer? We briefly discussed the PBwiki option. There was not a lot of support for this option because there are limits to what we can do for free. At this point we decided to figure out what we want the site to be able to do. It needs to be customizable and free and provide a simple way to upload links, documents, and multi-media. It also can't be blocked from work (like Facebook). We discussed, but did not decide on: Will we need an administrator? Call for volunteers? Should it have permissions/new member vetting? Can/should we link to it from the list/our SAA page? Once we figured out what we are looking for we decided to research a few options before taking this to the group at large. We will be asking the list for suggestions and comments. We will also set up a survey using survey monkey for everyone to vote on the decision.

Michelle Ganz will research LinkedIn and PBwiki.

Tiffany Schureman will research meetup.com.

Amy Roberson will research Google groups.

We set a deadline for the getting the research to me by September 15 so that I can compile it and send it to the list.

Webinars and Online Educational Opportunities: The discussion began with a desire to develop educational opportunities for lone arrangers that are portable (available on- and off-line), inexpensive, and needs-based.

Only opportunities that met these criteria would be useful to the majority of lone arrangers, who generally lack extra available time and a professional development budget. The education could be long-term on a continuing basis, e.g. initial access with follow-up sessions over a four week to several month timetable.

The group was evenly divided about the idea of the sessions having recertification credits attached. While desirable, it was not necessary; quality and timeliness of content were the most important factors. The group felt that any programs created could be submitted to the ACA for approval; if the value was there, the credits would follow.

Many lone arrangers have limited travel budgets and cannot attend national and regional conferences. Lectures from other meetings and venues would be a valuable asset for lone arrangers as well.

The style of online meeting would require additional assistance beyond the presenter in order to assure everyone is still connected and to determine the questions to be answered as they come in. There are also technical problems that arise that are different from the traditional classroom style. Some thought a discussion board or FAQs section could be developed for the website in conjunction with the training offered.

The needs that were expressed for sessions spanned the range of archival work from offerings for those new to the profession to techniques and theoretical issues for the seasoned archivist. Some particular sessions mentioned included: time management and handling of backlogs; internal advocacy for the archives, i.e. convincing of the need for resources and in-reach; and how-tos by experts in virtually every area of archival work (some could be as short as a video on how to do encapsulation). In addition, it would be valuable to have special segments/sessions on specific aspects related to the SAA's Fundamentals Series.

Additional discussion centered on the need to know experts who are able to give assistance/advice. This would be a type of "senior" mentoring. A list of training opportunities offered by other groups (e.g. AASLH) would be helpful.

There were a significant number of members who did not know about the LA website nor used it—that will change. There is a desire to establish a Lone Arranger U.

Completed projects/activities: The Lone Arrangers Roundtable endorsed two sessions for the 2011 annual meeting in Chicago, IL. One session was accepted and appeared on the program as Session 208: "Which Hat Are You Wearing: You Need What? When?" The other session "Hosting a Virtual and Accessible Session at Your Next Conference" was not accepted.

Ongoing projects/activities:

- The Lone Arranger book *The Lone Arranger: Succeeding in a Small Repository* is in the final stages of production and is set for publication in January 2012.
- Participation in on the Lone Arrangers social networking site Big Tent is stagnant. Very few people have joined over the last year and there is little discussion. We are exploring other venues to serve as a new platform that will work better for our needs.
- The Lone Arrangers continue to maintain a Facebook page and its website through SAA. Moving forward with a new web liaison and a new look and functionality for the SAA site we are working on updating the content and revising the resources pages to provide more content and be more useful to our members.
- We were able to resume our usual post-annual meeting dinner at Houlihan's in Chicago. We had about 25 attendees and lots of good conversation and networking. Lone Arrangers continue to hold Lone Arranger lunches and dinners at various regional conferences including MAC and NEA.
- We are still exploring the possibility of creating webinars and other educational opportunities for lone arrangers.

New projects/activities:

- The Lone Arrangers have endorsed two sessions for the San Diego 2012 meeting. We received a total of nine proposals this year for endorsement. The two sessions we chose to endorse were "Gulliver's Travels: Discovering the Different Worlds in Your Institution" and "Beyond Inherited Order: Lone Arrangers, Legacy Arrangements, and Electronic Records."
- We plan to update and overhaul our "resources" page on the Lone Arrangers website to reflect the many resources available to lone arrangers and to mirror the resource section of *The Lone Arranger: Succeeding in a Small Repository* book.
- We are looking at ways in which we can work with SAA to create a lone arranger mentor/mentee program where experienced lone arrangers can be matched through the SAA program to other lone arrangers who need a mentor. Steering Committee member Alison Stankrauff was invited by the SAA Membership Committee's Mentoring Subcommittee to serve a two-year term and act

in particular as a liaison between this wider SAA committee and the Roundtable to address these issues.

- Finally, we intend to hold a joint roundtable meeting at the San Diego 2012 meeting with the Archives Management Roundtable. The details of the meeting are to be determined but we are hoping to have two back to back time slots and share a room with at least one presentation, discussion, and breakout sessions to conduct individual roundtable business.

Diversity initiatives: At this juncture the roundtable has not engaged in any diversity initiatives but will begin working on at least one diversity initiative over the next year.

Technology initiatives: [None submitted.]

Advocacy/Public Awareness initiatives: [None submitted.]

Questions/concerns for Council attention: We do not have any at this time.

Metadata and Digital Object Roundtable (Liaison: Meissner)

Officers:

Co-chairs: Jenel Farrell, Minnesota Public Radio | American Public Media; Polina Ilieva, University of California, San Francisco

Web Liaison: Elizabeth Seramur

Steering Committee:

Janet Carleton (past co-chair), Ohio University
Jody DeRidder, University of Alabama
Lisa Miller (past chair), Hoover Institution, Stanford University
Jordon Steele, Johns Hopkins University
Cristela Garcia-Spitz, University of California, San Diego
Greg Colati, University of Connecticut

Council Liaison: Dennis Meissner

Report from annual meeting:

Number of attendees: 108 people signed in

Presentations: 5 presenters and 3 small group discussions afterwards

Election results: Jenel Farrell was elected co-chair; Polina Ilieva was re-elected co-chair

Summary of meeting activities: Meeting minutes attached below

Completed projects/activities:

- Updated MDOR mission statement (added digitization to the topics covered by the roundtable).
- Conducted a survey of the roundtable members, analyzed results, and posted them on MDOR website.
- Reviewed seven SAA 2012 session proposals and endorsed two.
- Posted annual meeting presentations on MDOR website.
- Added two new steering committee members: Cristela Garcia-Spitz and Greg Colati.
- Delegated Cristela Garcia-Spitz to serve as MDOR Representatives to Standards Committee.
- Designated Elizabeth Seramur as the new Web Liaison.

Ongoing projects/activities: Working on finalizing strategic (5 year) and tactical plans for MDOR that will include:

- Research and solicit metadata samples from member institutions.
- Create directory of metadata user groups.
- Update the roundtable manual in accordance with the newly released leadership and Drupal manuals.
- Add a graduate student intern/student representative to the steering committee.

New projects/activities: Discuss the possibility of converting MDO Roundtable to a section.

Strategic Priority - Technology initiatives:

- Update the website to incorporate social media component and add new features.
- Create twitter account for MDOR.
- Appoint a Steering Committee member to serve as a social media coordinator.

Strategic Priority - Advocacy/Public Awareness initiatives: Social media tools will be used to promote and advocate for standards and the profession.

Strategic Priority - Diversity initiatives: None at this time.

Questions/concerns for Council attention: Due to the nature of topics covered by MDOR as described in its mission statement ("The Metadata and Digital Object Roundtable promotes discussion, education, and collaboration among archivists interested in digitization, digital archival objects, and the metadata that enables access, management, and preservation of digital objects.") it is vital for the annual meeting presenters to have access to audiovisual tools provided by the conference venue. As one can see from the list of topics discussed in the past several years, they require a Power Point application and projector. The growing importance of addressed topics and growing attendance necessitates microphones and speakers to effectively conduct MDOR annual meetings. The MDOR Steering Committee would like to ask the Council to consider providing permanent audiovisual support for its annual meeting.

**Minutes of the Metadata and Digital Object Roundtable Meeting
Society of American Archivists Annual Meeting
Wednesday, August 24
1-3 PM**

Business Meeting: Co-chair Polina Ilieva welcomed attendees. Nancy Melley, a representative from NHPRC, announced funding opportunities of relevance to the Roundtable. Merilee Proffitt of OCLC Research announced the publication of new OCLC reports, available on their website. Dennis Meissner, Roundtable Council Liaison, made some announcements regarding general Council Initiatives, more information about which can be found in the Council report. Kira Homo, a representative from the 2012 Program Committee, called for program proposals, which are due October 3. The attendees recognized outgoing Co-Chair Janet Carleton for her serving to the Roundtable. Polina Ilieva and Jenel Farrell were both elected unanimously to serve as Co-Chairs for the coming year.

Polina presented the new mission statement of the MDOR Roundtable, which includes reference to digitization. She also presented the results of the MDOR Survey. Polina then discussed the strategic plan. Jordon Steele will serve as Social Media Manager for the coming year. Polina solicited examples of metadata to post to the MDOR website. Slides for Polina's presentation are located here:

http://www2.archivists.org/sites/all/files/mdor_meeting_2011.pdf.

Polina then concluded the Business part of the meeting.

Presentations: Speakers: Peter Chan, Jodi DeRidder, Jenel Farrell, Erik Moore, Dan Santamaria.

Slides for presentations are available at: <http://www2.archivists.org/groups/metadata-and-digital-object-roundtable/2011-annual-meeting-presentations>. Following the presentations, attendees broke up into small discussion groups formed by three categories based on the presentations: digitization, linked data, and forensic software. (Digitization: 19; Linked Open Data: 19; Forensic: 12)

Meeting adjourned at 3 PM.

Minutes by Jordon Steele, Johns Hopkins University

Native American Archives Roundtable (Liaison: Cline)

Officers:

- (Chair) David George Shongo 2011-2012
- (Vice Chair) Open 2011-2012
- (Past Chair) Allison B. Krebs 2010-2011

Steering Committee:

- Jennifer O'Neal
 - Allison Krebs
 - Karen Underhill
 - Ann Massmann
 - David George Shongo
 - Gina Rappaport *
 - Jolene Manus *
- *newly elected

Report from annual meeting:

Number of attendees: 34

Election results: David George Shongo, Chair; Steering Committee members elected: Gina Rappaport & Jolene Manus

Summary of meeting activities: (Minutes follow)

Completed projects/activities: Refer to minutes

Ongoing projects/activities: Given that this is the third and final year of the Native American Protocols Working Group (NAPWG) authorized by SAA Council, one goal of NAAR is to continue to keep the application of the Protocols in the forefront of archival praxis and theory. Various strategies will be employed including supporting the efforts of NAPWG to develop case studies and educational materials as well as to provide venues for individuals and institutions to discuss how they are implementing the Protocols.

Strategic Priority - Technology initiatives: NAAR would like to offer more electronic webinars and other educational opportunities, knowing that many tribal archivists cannot afford SAA membership. Social media sites promise potential for communities of color. One member suggested that the new “endorsed” standards portal might serve as a place for the *Protocols for Native American Archival Materials*.

Strategic Priority - Diversity initiatives: Recognizing the diverse approaches to ethics, intellectual property, and protocols within tribal and other indigenous communities whose materials are held by non-

indigenous institutions, one strategic diversity initiative of NAAR is to keep the discussion of the Protocols at the forefront of policy making discussions within SAA.

A second diversity initiative is to work to encourage and facilitate greater participation of tribal and other indigenous archivists within SAA.

Strategic Priority - Advocacy/Public Awareness initiatives: Bundled within the advocacy and public awareness initiative envisioned by SAA, NAAR envisions and grants strategic priority to recognizing the multiverse of archival protocols and consideration of a co-creator model of respectful and ethical practices surrounding Traditional Cultural Expressions (TCE's).

Advocating for increased public awareness and recognition of the relevant articles of the United Nations Declaration on the Rights of Indigenous Peoples passed in 2007 and their implications for archival practice is a strategic NAAR priority.

Questions/concerns for Council attention: Create on-going space for Protocols discussion and implementation.

**Native American Archives Roundtable
Society of American Archivists
August 24, 2011
Chicago, Illinois**

Respectfully submitted by Karen J. Underhill

Allison Krebs began the meeting with a blessing. Society of American Archivists (SAA) representative Scott Cline joined the group to share the following news:

- SAA is exploring new ways of conducting meetings, recognizing that not everyone can attend annual meetings.
- The SAA Council gave careful consideration to the Hyatt labor dispute.
- NAAR members were encouraged to review the new 11 core professional values vis-à-vis archives curricula proposals.
- Greg Hunter will be the editor of the *American Archivist*.
- The all member business meeting took place on Saturday, August 27. Online voting is on the horizon.

A representative of the 2012 Program Committee shared information about next year's annual meeting in San Diego, August 6-11, 2012. There will be more lightning sessions. Presenters are limited to one proposed session to broaden the number of speakers. NAAR can endorse up to two sessions—submission deadline of October 11, 2011.

Those present elected Jolene Manus and Gina Rappaport as new members of the NAAR steering committee—congratulations to both!

NAAR enjoys representation on the Cultural Property Working Group. The group hopes to capture case studies involving ownership, stewardship, and access, with a distributed final product to the SAA membership.

Ann Massmann provided a report as a representative to the Diversity Committee. Topics of interest include the Diversity Award for leadership and community building, development of a survey for SAA

regarding interests and demographics, and crafting user-friendly publications on archives work and research in archives.

Several NAAR members offered updates on panels, workshops, and forums devoted to Native American archives issues held around the country during 2010 and 2011. Examples included the LSTA-funded Native American Archives training in Oregon for nine tribes (Larry Landis, Jennifer O'Neal), the joint meeting of the Tribal Archives Libraries and Museums organization and the Western Museum Association in Hawaii, and a workshop on culturally-responsive care for Native American collections in Santa Fe (Society of Southwest Archivists).

NAAR would like to offer more electronic webinars and other educational opportunities, knowing that many tribal archivists cannot afford SAA membership. Social media sites promise potential for communities of color. One member suggested that the new “endorsed” standards portal might serve as a place for the *Protocols for Native American Archival Materials*.

Kirsten Thorpe of the University of Technology (UTS) Sydney gave a moving presentation about ATSIDA (the Aboriginal and Torres Strait Islander Data Archive) and the significant work going on in Australia concerning archives and Aboriginal communities, including the status of the *Aboriginal and Torres Strait Islander Library and Information Resources Network Protocols*. She spoke with passion about Indigenous information issues which cross borders and the need for digital repatriation—connecting records with communities (please see attached abstract). Kirsten and her colleague Dr. Shannon Faulkhead of the Monash Indigenous Centre are forming an International Indigenous Knowledge network. For more information contact: Kirsten.thorpe@uts.edu.au or Shannon.faulkhead@monash.edu.

The collective NAAR work is a human rights agenda.

Aboriginal and Torres Strait Islander Data Archive (ATSIDA) SAA NAAR 2011 presentation

Indigenous people in Australia have been a highly researched community and extensive collections of Indigenous community knowledge are held in archives, libraries, museums and researchers' private collections. Research into Indigenous communities continues to be an area of national priority, however the knowledge contained within the data collected is often not retained nor returned to the communities to which it relates. This presentation will demonstrate how the Aboriginal and Torres Strait Islander Data Archive (ATSIDA) is establishing a trusted, digital data archive for Indigenous research material. It will discuss the ATSIDA projects commitment to repatriating research material to the relevant community and the opportunities that are being created for meaningful community engagement with the archive.

It will explore how trust is being established with communities through the formulation of effective protocols to manage the archive; the application of suitable information technology systems to ensure their continuing preservation and availability within the terms of those protocols; and the development of strong, mutually beneficial relationships with Indigenous communities and collecting institutions. The protocols developed for managing research data in ATSIDA have developed from the 15-year experience with the Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services (ATSILIRN Protocols) first published in 1995. The paper will note how these protocols have been implemented and the issues that have arisen.

The presentation will also reflect on the implications of the work of ATSIDA for traditional archival practice and education. How do you train archivists to be responsive to community needs and protocols that may differ from traditional archival practice? How can an archive operate through principles of trust, engagement and respect to ensure the rights of Indigenous communities to their knowledge are afforded?

Bio: Kirsten is employed as the Aboriginal and Torres Strait Islander Data Archive (ATSIDA) Project Officer at the University of Technology, Sydney (UTS). The ATSIDA Project Officer is responsible for developing ways to locate and ensure research data on Aboriginal and Torres Strait Islander people is deposited into the ATSIDA data archive. Previously Kirsten was employed by State Records New South Wales (NSW) as the Archivist-Aboriginal Liaison (1999 - 2009). Kirsten's work involved assisting Indigenous people to gain access to historical records held as NSW State archives. Kirsten is an Indigenous Australian, descendant of the Worimi people of Port Stephens NSW.

Kirsten is a Professional member of the Australian Society of Archivists and an Executive Member of the Indigenous Issues Special Interest Group (IISIG). Kirsten is a recipient of the Monash Indigenous Archives Scholarship studying a Masters of Information Management and Systems (MIMS) through the Faculty of Information Technology. Kirsten is currently undertaking a minor thesis as part of her Masters titled, "Creating an Aboriginal community archive in New South Wales." Kirsten was awarded the Australian Society of Archivists Mander Jones Award in 2002 for her article, "Indigenous Records: How Far Have We Come in Bringing the History Back Home?" *Archives and Manuscripts*, vol. 29, no. 2, November 2001

Performing Arts Roundtable (Liaison: Settles/Kaplan)

Officers:

- Co-chair: Claudia Thompson 2010-2012
- Co-chair: Sylvia Kollar 2011-2013
- Steering Committee: Anastasia Karel 2010-2012
- Steering Committee: Cynthia Tobar 2010-2012
- Newsletter Editor: Helice Koffler 2007-2012
- Assistant Newsletter Editor: Jeni Dahmus 2010-2012
- Council Liaison: Elisabeth Kaplan 2011-2014

Report from annual meeting:

Number of attendees: 38

Election results:

Sylvia Kollar, co-chair

Cynthia Tobar, steering committee

Summary of meeting activities: The session was opened by Claudia Thompson, co-chair, at about 3:15 PM. Election results were repeated, and the roundtable leaders introduced themselves. Roundtable leaders present were Helice Koffler, newsletter editor; Jeni Dahmus, assistant editor; Anastasia Karel, steering committee; Cynthia Tobar, steering committee; and Rosalye Settles, council liaison.

There was then an opportunity for announcements and updates. Helice Koffler described the tour of the Joffrey Ballet that PAR members had been invited to, and which had taken place at noon. Jeni Dahmus talked about the PAR newsletter and plans for the next edition, which are underway. Council liaison Rosalye Settles discussed the SAA Council's actions, including setting up a permanent committee on standards. She also introduced the new council liaison, Beth Kaplan. Susan Brady explained the progress of the American Theater Archives Project. Sarah Buchanan, from the SAA program committee, talked about plans for next year's SAA meeting in San Diego.

Anastasia Karel spoke about the Rock and Roll Hall of Fame Archives.

Each attendee was then asked to rise and give a brief account of who they were. Each also stated why they had a special interest in performing arts. About a fourth of the attendees were students or recent graduates. Several were archivists for performing arts organizations or museums. There were also some government archivists and many archivists with college and university programs.

After the round robin, Claudia Thompson introduced the topic of copyright, which is often of special concern when dealing with performing arts records, and asked for audience comment. This engendered a lively discussion about what copyright is and how it affects archivists trying to do their jobs. Concerns were expressed about creators' reluctance to relinquish performing arts material and about getting permissions to use the material for educational purposes. It was pointed out that creators were often more cooperative if they understood the assistance archivists can give with making their work known. Libby Smigel discussed a project by the Dance Heritage Coalition to produce a "Statement of Best Practices in Fair Use of Dance-related Materials." Fair Use and the various timelines of copyright protection were mentioned. The differences between U.S. copyright law and international copyright law were also alluded to.

The meeting was closed at about 5 PM.

Completed projects/activities: The Performing Arts Roundtable endorsed two proposals for conference panels at the 2012 annual meeting.

Ongoing projects/activities: The SAA Performing Arts Roundtable publishes its newsletter, *Performance!* for its members through electronic distribution. In order to help create networks among performing arts archivists, the steering committee has offered to take an advisory role in bringing interested presenters together to form potential conference panels. Member of PAR are encouraged to use the roundtable listserv to float ideas for conference sessions. The SAA Performing Arts Roundtable has its own "unofficial" blog, [Ephemeral Archives](#).

Diversity initiatives: [None submitted.]

Technology initiatives: [None submitted.]

Advocacy/Public Awareness initiatives: [None submitted.]

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

Respectfully submitted by D. Claudia Thompson, co-chair, November 30, 2011

Privacy & Confidentiality Roundtable (Liaison: Meissner)

2010-2011 Officers

Heather Dean, Chair
Phoebe Evans Letocha, Vice-Chair/Chair Elect
Linda Long, Immediate Past Chair
Laurel Bowen, Steering Committee Member
Meredith Lowe, Steering Committee Member
Anne Ostendarp, Steering Committee Member
Brittany Bennett Parris, Web Liaison
Dennis Meissner, Council Liaison

I. 2011 Annual Meeting

- **Number of attendees:** 25. The roundtable had a lower number of attendees than in previous years, despite the meeting agenda having been publicized through the roundtable's regular communication channels (website, email, and conference program). Ideas about how to better publicize future meetings are welcome. The change of the roundtable's traditional meeting time may have also affected membership attendance.
- **Election Results:** The roundtable elected two new members: Elena Danielson, who will serve as Vice-Chair/Chair Elect, and Amy Fitch, who will serve as a member of the Steering Committee. The roundtable would like to thank Meredith Lowe and Linda Long for their service. Linda Long will continue to work with the roundtable in her capacity as liaison with the Standards Committee.
- **Summary of Meeting Activities:** Detailed minutes from the 2011 meeting can be found in the Appendix. The roundtable would like to highlight this year's program on privacy and confidentiality in the context of human rights. The program included the following three speakers:
 - Trudy Huskamp Peterson, "The Access Initiative"
 - David Wallace, "'Burdened with the Truth': Leaking and the Unbalancing of Ritualized Access"
 - Bruce Montgomery, "The Imperative of Balancing Access and Confidentiality in Administering Human Rights Archives"

These talks provided the roundtable with an opportunity to discuss important current issues, namely the ICA's "Principles of Access to Archives," the leaking of confidential records, and human rights archives. The program also provided a forum in which to address topics that would have come up too late to have been included in the formal conference program as well as a venue in which to introduce works in progress and to solicit feedback from roundtable members.

II. Advocacy and Public Awareness

Completed Projects:

- **Health Insurance Portability and Accountability Act (HIPAA):** Phoebe Evans-Letocha drafted comments on proposed changes to the Health Insurance Portability and Accountability Act (HIPAA) on behalf of SAA.
- **Networking and Information Technology Research and Development (NITRD) Program:** The roundtable submitted comments on NITRD to SAA Council.
- **SAA 2011:** Tim Pyatt developed a successful session, "Skeletons in the Closet: Addressing Privacy and Confidentiality Issues for Born-Digital Materials," on behalf of the roundtable.
- **Choose Privacy Week:** Through the roundtable's efforts, and with the permission of Council, SAA is now an ally of the American Library Association's "Choose Privacy Week" initiative. As part of this project the roundtable developed a short video suggesting approaches to protecting one's privacy in the online world. The video, which was loaded on Vimeo (<http://vimeo.com/30595392>), is available through the roundtable's homepage and will be added to ALA's "Choose Privacy Week" video gallery.

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 has also consulted with Peter Wosh regarding 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?pwd=97xhqmUkcp>. Roundtable member Ginny L. Kilander and members of the steering committee have continued to update the bibliography.

III. Diversity: The roundtable continues to work on developing a more diverse leadership team. Heather Dean will spearhead this initiative during the 2012 election process.

IV. Technology: The roundtable has engaged in SAA's overall technology initiatives, including migration of roundtables' websites to Drupal and implementing online elections. Linda Long successfully conducted the roundtable's first online elections this year. The roundtable has also sought to take advantage of Web 2.0 technologies by making its bibliography available as a wiki and launching a video on Vimeo.

Questions/Concerns for Council Attention: None at this time.

Respectfully submitted, Heather Dean, Chair, 2010-2011 (December 1, 2011)

Privacy and Confidentiality Roundtable Meeting Notes
SAA Annual Meeting 2011, Chicago, IL
Wednesday, August 24, 2011
5:15-7:15pm

1. The SAA Council liaison, Dennis Meissner, updated the P&C Roundtable about Council's activities:
 - Council approved the creation of a two-year, nine-member task force regarding issues surrounding the SAA Annual Meetings. The task force will evaluate four areas: the SAA meeting model; meeting content; social responsibility issues; and the feasibility of an extended social media/web meeting components
 - Council created a permanent working group dedicated to updating and maintaining the Glossary of Archival and Records Terminology. This working group will possibly be part of the Standards Committee.
 - Council is considering a request for SAA to become part of the Intellectual Property Working Group (IPWG), as an authority on copyright issues.
 - Council endorsed the new OCLC standards publication.
 - Council has created two new awards:
 - Diversity Award
 - Emerging Leaders Award
 - Dennis reminded the P&C Roundtable that roundtables are not eligible for audio/visual funding from SAA for their meetings. However, roundtables may choose to make a case for A/V funding for the 2012 annual meeting before April 1, 2012.
2. Linda Long updated the roundtable on the Privacy and Confidentiality Handbook and other online P&C projects:
 - The Handbook is intended to be an online and easily updated resource/glossary/legal reference. Contact Linda with any ideas about the project.
 - If the ethics tool online project gets off the ground, perhaps the Roundtable can help contribute to the privacy and confidentiality sections.

- Privacy and Confidentiality Roundtable could perhaps partner with the Native American Archives Roundtable to discuss the Native American Protocols within this tool.
- 3. Heather Dean discussed the Choose Privacy Week project, a project that ALA initiated.
 - We currently have a video, which will be submitted to Council for approval in September.
 - Please contact Heather with ideas for future projects.
- 4. Phoebe Evans Letocha updated the Roundtable on HIPPA rule changes and other health-record-related privacy and confidentiality news, as well as FERPA:
 - The main change suggested by archivists is that health information (including psychiatric records) becomes available 50 years after the individual's date of death.
 - SAA has endorsed this modification.
 - Another change was debated within SAA: A privacy sunset date based on the record creation date, ranging from 75-125 years. A 125 year privacy sunset date was endorsed.
 - One other proposed change is to allow access to medical records to a wider group of relatives.
 - Health and Human Services has not yet finalized the new HIPPA regulations. They hope to have them completed by December 31, 2011.
 - A new report from the Presidential Committee on Bioethics and Human Subject Research came out in late August, 2011 (after the time of this roundtable meeting).
 - SAA is currently requesting more explicit clarification on FERPA regulations.
- 5. Tamaro Taylor: SAA Annual Meeting 2012, "Beyond Borders" theme
 - Session & pre-conference workshop proposals are due Oct. 3.
 - Section/Roundtable endorsement of sessions is due October 17.
 - Privacy & Confidentiality RT can endorse up to two session proposals.
 - One proposal idea: a Wikileaks session
 - Student proposals are due later than October (date unknown).
- 6. Roundtable meeting program: Privacy in the context of human rights
 - Trudy Huskamp-Peterson
 - Seeks comments on ICA's Committee on Best Practices and Standards Working Group on Access, in their work *Principles of Access to Archives*. (Points 4 and 6 have particular relevancy to privacy and confidentiality.) Comments are being accepted through January, 2012.
 - Handout: Draft of International Council on Archives' *Principles of Access to Archives*
 - David Wallace: Discussion of Wikileaks
 - Bruce Montgomery: Discussion of University of CO-Boulder's Human Rights Initiative

Minutes submitted by Meredith Lowe, September 21, 2011.

Public Library Archives and Special Collections (PLASC) Roundtable (Liaison: Richardson)

Officers:

- Kerrie Williams, Chair 2011-2012
- Adrienne Pruitt, Secretary 2011-2012
- Sharon Pullen, Web Liaison 2011-2012
- Valerie Wingfield, At Large 2011-2012

- Heather Kramer, At Large 2011-2012

Report from annual meeting:

Number of attendees: 35

Election results: Kerrie Williams, Chair
Adrienne Pruitt, Secretary
Sharon Pullen, Web Liaison

Summary of meeting activities: See minutes below.

Completed projects/activities: Much of the focus and energy of the roundtable members has been on organization, contacts, and communication. We were well aware of the need to organize the roundtable for future performance, raise awareness of the roundtable through SAA and volunteers, and meet the deadlines of SAA committees for inclusion.

In keeping with the business discussion points of last year's business meeting in Washington, DC, the steering committee prepared for electronic elections. Nominations were uncontested and vacant steering committee positions filled. The use of the PLASC listserv has increased with fellow professionals asking questions and advice of their peers. As a communication medium, it is hoped that we will continue to see such an increase. Also, a newsletter of the roundtable has been published under the diligence of Valerie Wingfield and Renee DesRoberts and received a great amount of positive feedback. Continuing communication of ideas, many references and resources were added to the roundtable's webpage by our previous webmaster, Greg Grunow.

To provide continuity to the roundtable, Operating Guidelines were established to assist future steering committee members in filling positions, creating committees, working on projects, and meeting deadlines. Since these are guidelines and not bylaws, they will allow the freedom and flexibility to maneuver different situations and circumstances as they arise and to add to them what they believe is necessary. It is believed that future officers and members of the steering committee will be well served by the new guidelines.

Ongoing projects/activities: Development and updating the website of the roundtable will be an ongoing effort for the next few years as the committee and members work on projects.

New projects/activities: "Documenting History in Your Own Backyard" and a Toolkit wiki, which was on the agenda for discussion at the business meeting, would go a long way in serving members of our community. The resources of texts, people, and places for professionals to use in documenting peoples, places, groups, and objects would help solidify relationships between roundtable members and participating organizations. These projects would also help promote the guiding principles of SAA and allow the roundtable to participate in advocacy for archives.

Strategic Priority - Technology initiatives: Perhaps one of the greatest needs of the roundtable membership is a virtual forum of communication through mediums such as Skype or Go-To-Meeting for connecting with peers and professionals through open houses or panel discussion. This could meet the need of those wearing all those different hats of responsibility and alleviate the frustration of budget reductions that result in little or no travel funds.

Strategic Priority - Diversity initiatives: All ongoing and completed projects have focused on providing diverse focus through representation on the steering committee and points of view. Addressing our technology initiative will also allow for greater participation with the roundtable through a virtual medium.

Strategic Priority - Advocacy/Public Awareness initiatives: “Documenting History in Your Own Backyard” or a Toolkit wiki has been an agenda item for points of discussion. A committee of the roundtable will be needed to work on development, layout, and presentation for inclusion on the website. This will allow for sharing and collaboration of ideas and advocating for the preservation and use of records.

Questions/concerns for Council attention: Public libraries often rely on limited funding and cannot afford to send staff members to national conferences such as those with the Society of American Archivists. The Public Library Archives and Special Collections Roundtable would like to address this issue by offering a virtual component of annual roundtable meeting and a virtual open house for roundtables to participate at a distance. Although internet access may be available at the hotels, the roundtable would like clarification on using social media to conduct roundtable business.

Respectfully submitted, Heather Kramer, Steering Committee Member 2011-2012, PLASC

**SAA PUBLIC LIBRARY ARCHIVES/SPECIAL COLLECTIONS ROUNDTABLE
ANNUAL MEETING – CHICAGO, ILL.
AUGUST 24, 2011**

A meeting of the PLASC Roundtable was held at the Park Hyatt, Chicago, on August 24, 2011. The meeting convened at 1:05 p.m., Adrienne Pruitt, Secretary, presiding. No other members of the steering committee were able to be present.

MEETING CONVENED

INITIAL REPORTS/BUSINESS

Introductions:

- Adrienne Pruitt, Free Library of Philadelphia, Secretary
- Deborra Richardson, National Museum of American History, Council Liaison
- All attendees introduce themselves

Call for session proposals: Sarah Buchanan of the Program Committee, called for session proposals for next year’s annual meeting to be held in San Diego, Aug. 6-11, 2012. There will be new lightning rounds in which talks are 5 min. each. Proposals are due October 3, 2011.

Election results:

- **Kerrie Cotton Williams, Chair**, Archivist and Manager of the Archives division for the Auburn Avenue Research Library on African American Culture and History
- **Adrienne Pruitt, Secretary**, Special Collections Archivist, Free Library of Philadelphia
- **Sharon Pullen, Webmaster**, Archivist, Office of Suffolk County Clerk
- **Valerie Wingfield** and **Heather Kramer** continuing as steering committee members
- **Deborra Richardson**, continuing council liaison

Chair report:

- Lost two members of the steering committee, Gregg Grunow and Theresa Yoder, due to budget/overwork ; we want to thank them for their service during roundtable’s formative first year. Renee DesRoberts, who founded the roundtable, taking time off to welcome her own little archivist
- Prepared for electronic elections, but the nominations were uncontested, and vacant positions filled
- Use of list-serv increased as people asked advice; hope this will continue

- Roundtable endorsed two program proposals. One of them was accepted: “Exposing Hidden Collections through Consortia and Collaboration” - on Sat. at 8 a.m.
- Operating Guidelines established to help with the creation of committees, deadlines, filling positions on the committee– more flexible than bylaws
- Future needs: virtual communication, Skype or Go-to-Meeting to connect with peers through open houses or panel discussions. Could help those wearing a lot of different and hats and with no \$.
- As of Monday, 834 members on our participant list

Committee reports:

- Newsletter: Published this March thanks to Valerie Wingfield and Renee DesRoberts, response positive. Watch for a call for news items in the fall.
- Webpage: Gregg Grunow, our previous webmaster, added many references and resources to the roundtable’s web page, especially for genealogy. Also categories for Local History, Museum Artifact Collections, and Photograph Image Collections, so if there are very useful resources you would like added, please let us know.

NEW BUSINESS

- “Documenting History in Your Own Backyard” initiative discussed by Council Liaison Deborra Richardson. This is a “connecting and collecting project” designed to reach local and possibly underserved communities and help them to document and care for their own archives. How do communities self-select their history? How can they prepare their records for donation to an institution? How can this be scaled nationally? In an interview with 5 self-documenting communities, Deborra found that their needs were 1) a place to talk; 2) step -by-step “how-tos” in the vernacular, not in archivist jargon; 3) a place to see successful models of other community archives; 4) a list of larger organizations that are willing to help communities interested in self-documentation. While Canada and the UK have good national archives portals, the U.S. does not. SHRABs and regional organizations offer some localized archival support, but a self-sustaining, consistent, national toolkit needs to be built to help under-documented communities work with their own records. It is not clear yet what this toolkit would look like – a wiki? Web portal? Participatory social media? If 20% of the population still doesn’t have internet access, this might not be so useful. Outreach to communities is important, but it’s also important not to be patronizing or dictatorial, but to build trust. The Smithsonian “Will to Adorn” program <http://www.smithsonianconference.org/expert/exhibit-hall/cfch/> was mentioned as an example of a self-documentation project done in collaboration with a larger organization. Deborra urged the roundtable to help come up with programs, resource lists, etc., in support of this program, especially as we often work with these communities at public libraries. A call for suggestions should be sent out on the PLASC list-serv.
- *Treasures at the Museum* is a new book by Deborra Richardson that introduces the concept of archives to children in kindergarten through 4th grade. Two children go with their aunt on a tour of the Archives Center (based on the one at the Smithsonian’s National Museum of American History) and learn what archives are, why they’re important, and how archivists do their work. Deborra kindly passed around a copy of the book. It will be published on Sept. 7.

EXECUTIVE COUNCIL REPORT

We were fortunate to have incoming SAA president Gregor Trinkaus-Randall with us for the meeting, and he shared with us the following:

- Council created an Annual Meeting task force to look at issues like site selection, social responsibility, accessibility, costs, and content sharing. Volunteers are being sought. The deadline to volunteer is Sept. 26. The task force is expected to make its final report in Oct. 2013.
- A working group on the *Glossary of Archival and Records Terminology* was created.

- The World Intellectual Property Organization is meeting in Nov. 2011 and SAA (specifically, Peter Hirtle) is requesting observer status. There is only one other archivist, a representative from the International Council on Archives, attending. WIPO treaty actions are binding to US archivists, so we need representation!
- SAA endorsed OCLC's "Well-Intentioned Practice for Putting Digitized Collections of Unpublished Materials Online."
- Two new awards were created: the Diversity Award and the Emerging Leader Award.
- A certified parliamentarian has been engaged to review the SAA constitution, bylaw, and amendments. Some inconsistencies were found that will be dealt with at the business meeting. Voting procedures will also be dealt with at the business meeting.
- Mark Greene shared with council a plea for assistance from a Japanese colleague in dealing with their badly damaged records. Council is exploring ways to help, including lifting copyright from the new Ritzenthaler volume on preservation for easier distribution to Japanese archivists.
- Reminded us of the distinction between sections (established by council, specific structure) and roundtables (bottom-up, no limits on membership). Sections are eligible for a/v assistance at meetings, and roundtables weren't. New decision is that if a roundtable can make a compelling case for a/v assistance and present it to council by April 1st, the proposal will be forwarded for evaluation to the finance committee and may be funded.
- Vendor emails, a contentious subject, were discussed. Vendors were given a one-time use of the membership database. You can opt out of this when you renew your membership, but that also drops you from all SAA email announcements. Council is looking at the possibility of creating an attendees-only email list at the time of registration next year.
- **Deadlines:** Updated leadership info is due to Renee Mueller by Sept. 12. Program proposals are due Oct. 3rd, and roundtable endorsements are due Oct. 17. Roundtable annual reports should include activities and questions for council related to SAA's strategic priorities. Annual reports are due Dec. 1. Any recommendations for Council action are due to liaison on Dec. 28. If we want a short description of next year's roundtable meeting in the program, it is due on Feb. 13, 2012. The deadline to let Brian know if we want electronic voting is June 1, 2013 ; basic ballot info is due June 15, supplementary info July 1.
- In November or December, a call for volunteers will go out from SAA. Last year, some volunteers not chosen for positions didn't receive official notification letters until the chosen had already been announced. Council will work to rectify this.

PUBLICATION ANNOUNCEMENT

- Kathy Marquis, Public Services Librarian at the Albany Country Public Library, and Leslie Waggener, Archivist at the American Heritage Center, spoke about a book proposal they have been asked to submit to ALA on the subject of historical collections in public libraries. The book will in some ways be an extension of an article they published earlier this year, "Historical Collections - Is Adding One Right For Your Public Library?" in *Public Librarian*, Vol. 50, No. 2, March/April 2011. They will also be presenting a session along with Mary Mannix at the annual meeting of the Public Library Association in 2012. There are two usable options in public history rooms: fully developed archival collections, and historical collections of primarily printed materials. The book's focus will be on the latter. They asked the roundtable to please contact them with comments, suggestions, and possible chapters. They will also send the Table of Contents to the roundtable list-serv for comments and discussion. The last book on this topic was done by Faith Phillips in 1994.

OPEN DISCUSSION

- Metrics: How many public libraries employ archivists? Suggestions included looking at how federal funders track grants by institution type - this might help with a census on funding and census of institutions

- Representatives of NEH, NHRPC, and IMLS encouraged us to visit their booths in the exhibition hall to learn more about funding opportunities.

There being no other new business, the meeting was adjourned at 3 p.m. Special thanks to Caitlin Goodman and Eric Fair for their assistance in the compilation of the minutes.

Recorded Sound Roundtable (Liaison: Frusciano)

Officers:

- | | |
|---|-----------|
| • Laurie Lee Moses (Chair) | 2011-2012 |
| • Susan Hooyenga (Rising Chair, SC Member) | 2011-2012 |
| • Sarah Cunningham (SC Member) | 2011-2012 |
| • Katie McCormick (SC Member) | 2011-2012 |
| • Dana Chandler (SC Member) | 2011-2012 |
| • Bertram Lyons (Previous Chair, SC Member) | 2011-2012 |

Report from annual meeting:

Number of attendees: 40

Election results:

Laurie Lee Moses, Chair, Start:9/1/2011, End: 9/1/2012

Susan Hooyenga, Steering Committee Member (Rising Chair), Start: 9/1/2011, End 9/1/2012

Sara Cunningham, Steering Committee Member, Start: 9/1/2011, End 9/1/2012

Dana Chandler, Steering Committee Member, Start: 9/1/2011, End 9/1/2012

Katie McCormick, Steering Committee Member, Start: 9/1/2011, End 9/1/2012

Bertram Lyons, Steering Committee Member (Previous Chair), Start: 9/1/2011, End 9/1/2012

Robin Pike, Website Manager, Start: 9/1/2011, End 9/1/2012

Cyns Nelson, Newsletter Editor, Start: 9/1/2011, End 9/1/2012

Summary of meeting activities: See attached meeting minutes.

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. The Roundtable successfully completed efforts to move from the old SAA web platform to the current Drupal architecture. The Roundtable voted to endorse one session proposal for the 2011 SAA annual meeting.

Ongoing projects/activities: The Roundtable is developing session proposals for the 2012 SAA annual meeting. The Roundtable is examining its scope in terms of SAA, archival materials, and other external groups to ensure that it is growing in an effective manner. Throughout the course of the upcoming year, the Roundtable hopes to engage its membership, reach out to new members, and to enter into conversation with other groups in the field of recorded sound (and potentially audiovisual) collections management and preservation. The roundtable also discussed members bringing in odd audio materials or photos of those materials for identification at the meeting next year.

New projects/activities: The Roundtable is considering new methods for outreach and public programming in the upcoming year. It has been proposed that the Roundtable offer audiovisual workshops or sessions at the 2012 Recorded Sound Roundtable meeting at the annual SAA meeting. The Roundtable is considering getting involved with other support audio groups such as HRCAP, the Historic Recording Coalition for Access and Preservation (www.recordingcopyright.org), or getting SAA involved with this initiative, which supports limited copyright terms for pre-1972 sound recordings to promote access and preservation.

Diversity initiatives: n/a

Strategic Priority - Technology initiatives: [None submitted.]

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

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

Recorded Sound Roundtable Meeting Minutes August 24, 2011

1) *Welcome*

2) *Thomas Frusciano-Council Liaison*

- The annual report on council activities is now online
- Their meeting was “full and spirited.” One topic of discussion was the hotel problems, especially with that of the union. The council agreed on that a taskforce will be formed for future annual meeting to deal with these types of issues, including social responsibilities for future meetings and contract negotiations (changes in terms of content, cost, etc.). Tom solicited volunteers for the taskforce.
- He also said that surveys will go out in the future to give members a chance to comment on the annual meeting and the hotel.
- The council is also updating the glossary by Pearce-Moses, which will include an online version.
- Two new awards were established and will be awarded at the 2012 meeting in San Diego.
- The council is also working on a strategic plan.
- The council also had several request for a/v at roundtable meetings. In the past, roundtables did not receive a/v, due to budgetary costs for the annual meeting. However, in the future, if roundtables will need a/v, they will have to submit their request by April, to be available for the May budget meeting. The group for finance needs to analyze the cost to the conference.
- Tom concluded by encouraging members to attend the awards ceremony and business meeting.

3) *Petrina Jackson-2012 Program Committee*

- The next meeting will be in San Diego, CA. The title is Beyond Borders. The committee is soliciting programs and panels. They are particularly looking for panels that include collaborating across borders, whether they be international, digital, or small and large

institutions, and will focus on how we can come together and collaborate to achieve goals. The deadline is October 3.

- The sessions will include “lightning talk” or “pecha kucha” sessions, which are short presentations in certain amount of time. They are asking that individuals apply for only one session to provide more opportunities for new speakers. Petrina also said to make sure speakers know they are part of session proposals, as this was a problem this year.

4) Old news

a. *Although I will not be present, as this year's chair I'll note that we did not have online elections this year because there was absolutely no response to this year's call for nominations for RSRT leaders. Therefore, with no nominations, we were unable to participate in online elections.*

b. *News about final touches on the updated RSRT webpage*

Because of the hard work of Robin Pike, the updated RSRT webpages are ready to go. We are currently waiting on SAA to flick the switch to point the URL from our old pages to the new pages on SAA's new Drupal architecture.

- Robin Pike updated the website into Drupal. She will announce via listserv when the site goes live. She encouraged interested members to come to her computer and view the site via her account after the meeting. She also mentioned that if anyone had ideas to add to the site, to contact her.
- c. *I would like to put forward the suggestion that the RSRT consider expanding its name and vision to include all types of audiovisual materials. In SAA there are currently no other sections or roundtables that discuss issues related to film, video, or other real-time media. Perhaps this roundtable could move in such a direction in the coming years to include not just recorded sound, but also moving images. I'm sure there is more to be said about this, but I'm hoping this will begin the conversation*
- An attendee from the Visual Materials Section suggested that we should appoint a liaison to their group, or the Recorded Sound Roundtable should participate in their group. The Visual Materials Section also has an association with AMIA. He encouraged RSRT members to attend the section meeting on Friday.
 - There was some disagreement with this decision as other attendees feel the Visual Materials Section does too much with still visual materials and not enough with moving image materials for this to benefit our members. Most attendees seemed to agree that most archivists are exposed to both materials in their collections, and they need training in both audio and moving image media. A possible title change suggested was “Audiovisual Roundtable.” Another suggestion was “Time-based Media Roundtable.”
 - As this discussion was getting heated, the general consensus was that we need to expand our focus, and any changes would most likely have to be approved by the SAA Council, so we could not decide anything immediate. Pike mentioned that the discussion can continue over the listserv.
 - An additional disagreement mentioned to Pike after the meeting, was that an attendee felt that there are fewer resources and support systems for audio materials than moving image materials, and we should focus more efforts on recorded sound. Others felt that the Visual Materials Section did a fair job of dealing with film and video already, and that the RSRT should not encroach upon them.

5) *Elections for RSRT leadership*

- a. *Chair:* Laurie Lee Moses
- b. *Steering Committee Member-rising Chair:* Susan Hooyenga
- c. *Steering Committee Member:* Sara Cunningham
- d. *Steering Committee Member:* Dana Chandler
- e. *Steering Committee Member:* Katie McCormick volunteered via listserv after the meeting, since she was not able to attend the meeting. She was not approved by the membership as the other members were.

6) *Volunteers for RSRT positions*

- a. *Website*
Robin Pike. She will work with Sister Kathleen Connelly, Ayla Stein, and Steve Cherry, who are also interested in learning Drupal and websites.
- b. *Newsletter:* Cyns Nelson
- c. *Editor*
- d. *Others?* None mentioned at this time.

7) *Ideas for projects for the coming year*

a) Ideas for a panel to be proposed (and likely endorsed by the RT) were submitted and discussed via a Google document. Summary as follows:
Possible topic: "Audiovisual Preservation: How to get from Projects to Program." It would be good to find folks from different situations, maybe someone from an institutional or corporate archives. Sound recording studio and government archivists suggested as good way to round out the panel. Vendor also interested.

Address small scale efforts to preserve A/V materials and the variety of permanent and temporary staff solutions, as well as out-sourcing, that various organizations have used to do the work and planning, including selection and collection development policies.

Funding sources such as pay for digitizing on demand, grant-supported projects, patrons paying for outsourced services, as well as planning and implementing a more comprehensive mass-digitization program. How to determine whether in-house or vendor is best?

Another related topic: how to find and evaluate a vendor when outsourcing is determined as the best course.

Best practices for preservation: evaluating materials at most risk, archival media that is preferred, how to deal with foreign or unusual formats. Workflow for large-scale projects.

8) *General discussion, New Business*

New Business: Announcement by Susan Hooyenga: Her boss co-wrote Sound Directions, now working on media preservation initiative, new report from IU this fall. Designing media preservation and access center. Will soon be implemented. Building new facility for audio, video, and film. Film, may not be doing for preservation since no major Report due in September. Will post to listserv! [NOTE: this report is out and downloadable.]

General Discussion RE: RSRT: Talking about what we're doing, and who needs what. Production for researchers and charging. Who charges-collections care fee, pass on vendor fee, etc.

Suggested that RSRT should sign onto HRCAP—we should appeal to SAA to join. NPR session plug-tomorrow at 1:30—202. Weird audio formats: many people had cases of indeterminate materials that needed help and suggestions in identifying and handling them.

Discussion about how to help members with information about sound preservation and other issues via listserv, website, and developing new ways the RSRT can be useful to its members.

1. Send out recording copyright.gov and copyright office site
 2. Getting advice from each other
 3. Post minutes and agenda on website.
 4. Annual meeting activity: bring your "weird media" and get help identifying it.
- Submitted by Robin C. Pike, with editing and additions by Laurie Lee Moses, 12/5/11.

Records Management Roundtable (Liaison: McCrea)

Officers:

- Michael Courtney, Chair, Archdiocese of New Orleans, 2010-2011
- Brad Houston, Vice-Chair, University of Wisconsin-Milwaukee, 2010-2011
- Lorette Weldon, Newsletter Editor/Web Master: Special Libraries Association, 2010- 2011
- Debra Kimok, State University of New York, Plattsburgh, 2010-2011
- Steven Thompson, Rock Valley College, 2010-2011

Report from annual meeting:

Number of attendees: 50

Election results: Held On-Line

- Brad Houston, Chair, University of Wisconsin-Milwaukee, 2011-2012
- Prisca Giordania, Vice-Chair, International Monetary Fund, 2011-2012
- Lorette Weldon, Newsletter Editor, Special Libraries Association, 2011-2012
- Bethany Cron, Steering Committee, NARA, 2011-2012
- Katie Nash, Steering Committee, Elon College, 2011-2012
- Donald Post, Steering Committee, Cohasset Associates and IMERGE Consulting, 2011-2012

Summary of meeting activities: During the business meeting, Donna McDonna, Council Liaison, reported on SAA council activities. Debra Kimok, Joint Working Group on Accessibility in Archives and Records Management, discussed and invited RMRT members to the Accessibility for All Practical Tips for Creating Access in Archives form. Brad Houston updated the roundtable on the Functions Thesaurus Working Group. I informed the roundtable that discussion with the Government Records Section involving electronic communication tools is stalled. I inquired about interest in forming an informal CRM study group at SAA. Mark J. Myers, Kentucky Department of Libraries and Archives, presented on the issues Kentucky State Government faced in its efforts to revise its general correspondence series to include e-mails and to train state employees on using and managing e-mail.

Completed projects/activities: The AMRT/RMRT Joint Working Group on Accessibility in Archives and Records Management held on open forum: Accessibility for All: Practical Tips for Creating Access in Archives.

Ongoing projects/activities: Joint Working Group on Accessibility in Archives and Records Management will continue its work. *The Records Manager Newsletter* – Editor Lorette Weldon published two excellent newsletter issues. Plans are to publish two-three issues next year. RMRT Mentoring Project – there were no mentors or mentees this year.

Strategic Priority - Technology initiatives: None

Strategic Priority - Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: SAA AMRT/RMRT Joint Working Group on Accessibility in Archives and Records Management. The mission of this joint working group is to contact and network with persons with physical impairment in the archives and records management profession, identify and study the challenges for them in same, and develop tools to assist them in overcoming these challenges.

Questions/concerns for Council attention: None.

RLG Roundtable (Liaison: Frusciano)

Officers:

- Erik Moore (Chair) Term 2011-2012
- Susan Hamson (Past Chair/Steering Committee) Term 2011-2012
- Lisa Carter (Steering Committee) Term 2011-2012
- Paul Constantine (Steering Committee) Term 2011-2012
- Ben Goldman (Steering Committee) Term 2011-2012
- Christie Peterson (Steering Committee) Term 2011-2012
- Merrilee Proffitt (Steering Committee) Term 2011-2012
- Megan Sniffin-Marinoff (Steering Committee) Term 2011-2012
- Thomas Frusciano (Council Liaison)

Report from annual meeting:

Number of attendees: 42

Election results: Erik Moore, Assistant University Archivist & Lead Archivist for Health Sciences, University of Minnesota, elected as Chair, 2011-2012

Summary of meeting activities: **RLG Roundtable, SAA 2011, Wednesday, August 24 from 1:00-3:00pm**

Election results: Congratulations to Erik Moore, Assistant University Archivist & Lead Archivist for Health Sciences, University of Minnesota! Erik will lead the Roundtable during the next year.

Shifting roundtable mission and focus to the Research Libraries Roundtable: Roundtable chair Susan Hamson lead a discussion about the proposed shift in mission and focus from the RLG Roundtable to the Research Libraries Roundtable. Since OCLC Research presents its work at many other SAA group meetings, it makes sense for this to become a venue for discussion of issues that are of special interest to archives that function in a research library setting. There was some discussion around how the evolved roundtable would differentiate itself from the Manuscript Repositories Section and the College and University Archives Section, and on the definition of a “research library” (answer: it’s in the eye of the beholder).

Incoming Chair Erik Moore will work with a group of volunteers to work through issues and propose the shift to Council. Several people put their hands up at the meeting, and a call will also go out to the listserv. The group will act as an ad hoc steering committee to help the chair through the next year of

transition.

Assessment in special collections: Susan Hamson spoke informally about the need for conducting assessment in archives – a lack of formal assessment methodologies have hindered institutions from evaluating what is being done well, and what we could be doing better. In a research library setting, tools like LibQual don't work well for the archives and special collections. Susan talked about early work at Columbia and other audience members talked about other early stage and small scale projects.

Born Digital projects in OCLC Research: Jackie Dooley Jackie presented informally on work going forward in OCLC Research focusing on Born Digital Materials. The work is two pronged. The first prong looks at skills needed to manage born digital collections, and the skills archivists already have to apply to these materials. The second prong is defining a set of “born digital baby steps” that will define some basic, “do no harm” steps that will help institutions stabilize and begin to manage materials. The work is described here: <http://www.oclc.org/research/activities/borndigital/default.htm>

Completed projects/activities: SAA 2012 Session Proposal Endorsements: On September 22, 2011 an announcement was sent to the RLG listserv soliciting members to consider sending the RT 2012 session proposals for endorsement by the Steering Committee. The committee received 5 session proposals for review. The committee chose the following two proposals for endorsement: **Title:** Taking Stock and Making Hay: Archival Collections Assessment in Action. Submitter: Merrilee Proffitt. **Title:** Interlibrary Loan and Archives: The Final Frontier. Submitter: Jennifer Schaffner. Endorsements were forwarded to the 2012 Program Committee.

Ongoing projects/activities: None

New projects/activities: Strategic Planning for Roundtable: In September 2011 a Steering Committee consisting of Erik Moore (Chair), Susan Hamson (Past Chair), Lisa Carter, Paul Constantine, Ben Goldman, Christie Peterson, Merrilee Proffitt, Megan Sniffin-Marinoff, and Thomas Frusciano (Council Liaison) formed to begin the strategic planning process for revamping the RLG Roundtable. The planning process will take place over the course of the year with an early report to Council with initial recommendations by December 28, 2011.

Strategic Priority - Technology initiatives: None

Strategic Priority - Diversity initiatives: None

Strategic Priority - Advocacy/Public Awareness initiatives: None

Questions/concerns for Council attention: No immediate questions/concerns. Council will receive a proposal for changes to the Roundtable (including a name change) for their review at their next meeting.

Science, Technology & Health Care Roundtable (Liaison: Frusciano)

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, 2010-2011

Co-Chairs: Judith A. Wiener, Senior Co-Chair (Ohio State University Medical Heritage Center)

John P. Rees, Junior Co-Chair (National Library of Medicine)

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)

Danielle Castronovo (California Academy of Sciences)

Janice F. Goldblum (The National Academies)

Joan Echtenkamp Klein (University of Virginia Health System)

Jodi Koste (Virginia Commonwealth University)

Nancy McCall (Johns Hopkins University Medical Institutions)

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)

2011 SAA Annual Meeting Report: The Roundtable's annual meeting was held at the Hyatt Regency Hotel on Aug. 24th from 3:15 to 5:15. 31 people attended. Danielle Castronovo (California Academy of Sciences), was unanimously elected STHC Roundtable Co-Chair for the 2011-2013 term. She will be joined by Co-Chair John Rees who serves through August 2012

Business portion of the meeting:

- Round robin of introductions of all meeting attendees
- Council Representative report: Tom Frusciano
- 2012 Program Representative report: Ric Ferrante
- Approval of 2010 meeting minutes with one correction—Tom Frusciano gave Council report, not Ken Thibodeau
- Leadership activities update: Judith Wiener
 - Thanked SAA for the last minute A/V support
 - STHC mission statement resolution—we had several slightly inconsistent statements on our various websites
- Newsletter report: Liz Phillips
 - We had a great year with lots of good submissions
 - Lots of new contributors and thus lots of new voices being heard within our Roundtable community
- Website update: Polina Ilieva
 - Drupal transition at SAA completed
 - new STHC graphics coming soon
 - call for presentations to be delivered post-meeting for inclusion on the web site for benefit of those who could attend
- Listserve: subscriber numbers not available from SAA yet; will be reported post-meeting
- Steering Committee: Wiener -- now at its full complement

- STHC Co-Chair Candidate Report: Judy Weiner -- Danielle Castronovo nominated for incoming co-chair
- SAA 2011 Annual Meeting Sessions Proposal Report: Judy Wiener
 - STHC endorsed two proposals and both were accepted onto the 2011 program: Session 508. Is There an Archivist in the House? How Health Information Technologies are Changing Archival Practice. Session 602. Exploring the Evolution of Access: Classified, Privacy, and Proprietary Restrictions
 - Open Floor--HIPAA rule making change update: Phoebe Evans Letocha
 - SAA submitted its official comments on proposed changes to HIPAA legislation with input from several STHC members. Area of particular interest is access to decedent information
 - Hearsay is DHHS will make its final report at the end of 2011

Program portion of the meeting: Kenneth Thibodeau reported on his involvement with the exchange and preservation of electronic health records. Joan Klein of the University of Virginia Health Sciences Library presented “A History of Cancer Care at the University of Virginia, 1901-2011.” Melanie Mueller of the American Institute of Physics presented “From Boxes to Bytes: Digitizing the Papers of Samuel A. Goudsmit.”

Election of new junior co-chair: Danielle Castronovo (California Academy of Sciences), was unanimously elected STHC Roundtable Co-Chair for the 2011-2013 term. She will be joined by Co-Chair John Rees who serves through August 2012

Call for New Business: n/a

2012 Session Proposal Brainstorming

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 2011 SAA meeting in Chicago.

The 2010 *Archival Elements* contained the following major articles:

- 1) “Graduate Students and the Archives: Research Instruction in Science, Technology, and Health Care Collections” by Stephanie Crowe
- 2) “Meeting User Expectations in the Digital Age: Improving Access at the National Center for Atmospheric Research Archives” by Kate Legg
- 3) “The Patricia Stocking Brown Papers: A Case Study in the Use of Digital Exhibits for Representing Women Scientists” by Eugenia Kim
- 4) Book review: Bill Bryson’s *Seeing Further: The Story of Science and the Royal Society* by Rose Roberto

Shorter submissions from members included announcement of new plant anatomy digital collection at UC Santa Barbara, acquisition of a major flight safety library at Embry-Riddle Aeronautical University, California Academy of Sciences Library’s IMLS National Leadership Grant “Connecting Content,” Columbia University’s Health Sciences Library purchase of the George Huntington Papers, grant announcements, and notices of forthcoming conferences.

II. Website: Under new webmaster Polina E. Ilieva’s leadership, the STHC website completed its transition to Drupal and will be incorporating new social media features as rolled out by SAA. We also reconciled our slightly different mission statements on our two websites.

As with the former site, the new STHC website contains: description of STHC; general announcements of interest to members; list of Steering Committee members with contact information; annual meeting minutes, 2005-2010; *Archival Elements* newsletter, 2000-2011; STHC Report to Council, 2002-2003, 2005-2010; STHC Leadership Handbook; HIPAA resource page; information on subscribing to the SAA hosted STHC listserv

Agendas for the Roundtable and the Steering Committee meetings were posted online prior to the Washington meeting, as was the 2011 issue of *Archival Elements* (see above).

III. Listserv: As of August 31, 2011, 334 persons were subscribed to the STHC listserv. This represents an increase from the 237 subscribers in 2010. 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: As noted above both STHC-endorsed sessions were selected for the 2011 Chicago program.

V. Joan Warnow-Blewett Honor: an internal committee of volunteers is working to develop an appropriate annual honorarium to recognize the career of SAA Fellow and long-time STHC member Joan Warnow-Blewett, to be implemented sometime 2012-2013.

Respectfully submitted, Judith A. Wiener, Co-chair (The Ohio State University Medical Heritage Center) and John P. Rees, Junior Co-Chair (National Library of Medicine)

Security Roundtable (Liaison: Lawson/Baxter)

Officers: Kara M. McClurken, Chair
Brittany Turner, Secretary

Report from annual meeting:

- **Number of attendees:** 25
- **Election results:** Kara M. McClurken was elected Chair and Brittany Turner was elected Secretary
- **Summary of meeting activities:** Most of the meeting focused on two areas of discussion: the recent Barry Landau case and the RBMS Security Guidelines/request for endorsement. What follows is the discussion related to the RBMS Security Guidelines
- **Discussion Summary:** Mimi summarized the past discussion of the RBMS guidelines and endorsement. The Sec Roundtable would make a recommendation to the Standards Committee, which would then pass the proposal up to the Exec Council. Gregor pointed out that it was previously discussed at Council prematurely and was sent back down, as it wasn't their role to initiate the process. The Sec Roundtable must act formally first, then the Standards Committee, then the Executive Council. Areas of concern included: focus on rare books, suggestions regarding marking. Previous concerns, such as those related to investigation and questioning, no longer a major concern. Wording could be made clearer; can be interpreted differently than the actual intent.

Decision: Recommend SAA adoption/endorsement with commentary. The Security Roundtable will develop a preface (similar to the approach taken with Approved Published Materials Online Standard by OCLC) indicating that the RBMS document is being recommended for approval, but users should recognize that certain issues are more relevant to rare books than archives. It should also address the marking issue, acknowledging that this is an optimum practice, but may not always be advisable or feasible (particularly as it pertains possible legal implications of inconsistent application of Appendix 1,

Numbers 3 and 4). The preface should emphasize the fact that the RBMS document outlines guidelines rather than rules. The preface should be roughly a page and a half addressing a number of issues that would be maintained on the standards portal to address specific concerns. The information can be taken under advisement.

Completed projects/activities: Endorsements for the 2012 sessions

Ongoing projects/activities: See above re: the RBMS Guidelines.

New projects/activities: n/a

Strategic Priority - Technology initiatives: n/a

Strategic Priority - Diversity initiatives: n/a

Strategic Priority - Advocacy/Public Awareness initiatives: See above re: RBMS Security Guidelines

Questions/concerns for Council attention: Not at this time. We will have something to bring to the Council when we finish our response to the RBMS Security Guidelines.

Visual Materials Cataloging & Access Roundtable (Liaison: Cline)

Officers:

- Jessica Wagner (Chair) 8/15/2010-8/26/2011
- Mary Alice Harper (Chair-Elect) 8/15/2010-8/26/2011
- Scott Cline (Council Liaison) 8/15/2009-9/1/2012

Report from annual meeting:

Number of attendees: 54

Election results: Amanda H. Brown is Chair-Elect

Summary of meeting activities: The meeting was called to order. The first half hour of the meeting was dedicated to announcements and general SAA business. There were as follows:

- Scott Cline made several on behalf of the SAA Council regarding the task force for the annual meeting, the working group on the SAA vocabulary, and the need for archivists to be more aggressive in putting collection materials online.
- Merrilee Proffitt made an announcement about ArchiveGrid, and encouraged Roundtable members to try this new interface and submit feedback.
- Marcy Flynn spoke about the SAA Standards Committee and made an appeal for a representative from the VMCAR Roundtable. (Jessica Wagner expressed interest and was appointed to the position in early October.)
- Gordon Daines spoke about the revision of DACS. He mentioned a potential move to offer it online as a subscription, and he strongly encouraged Roundtable members to participate in the revision process.
- Brittany Turner from the Program Committee announced the theme, Beyond Borders, for next year's annual meeting. She proposed several ways in which that theme might be interpreted when considering session proposals and paper topics.

Following the announcements, the election was held for the incoming Chair. Nominations were solicited, and Amanda H. Brown ran unopposed and was elected as the incoming Chair. Amanda will join the staff of the Special Collections Library at the University of Colorado at Boulder.

With general business out of the way, the meeting was turned over to our two presenters. The first was Kim Schroeder of Wayne State University. She gave an excellent presentation (though greatly hindered by the lack of audiovisual support) on visual literacy from the time the term began in the 1960s up through the present and how it relates to good access and sustainability. She promoted taking advantage of user-tagging, folksonomies, and crowdsourcing as means to help describe collection materials. She stressed their importance given the massive flow of information faced by archivists, and she called for a compromise between using these methods and totally structured vocabularies. She pointed out that such collaboration encourages relationships between users and archivists, and she gave successful examples of such projects including the New York Public Library's Menu Project and the University of Michigan's Polar Bear Project.

The second presentation was given by James Eason of the Bancroft Library. His presentation focused on DCRM, specifically how it can be put to use. He also gave a progress report on the latest draft and how DCRM might supplement DACS. James had hoped to generate discussion with the audience through the use of visual aids, but the lack of AV capabilities in the meeting room made this next to impossible.

Following the presentations, the floor was opened up for discussion for the last 30 minutes of the meeting. As in years past, a few members expressed displeasure that the VMCAR was not more active. One member suggested the Roundtable might offer workshops during SAA's Annual Meeting, such as one on photo identification, as a way to become more active. Other topics raised included potential speakers for next year's meeting, such as a working photographer who could provide insight on how he or she manages their own archiving.

Completed projects/activities: The outgoing leadership discussed setting up a new area on the Visual Materials Section website with plans to create a message board for the Roundtable. Based on discussions on the VisMat listserv and given the shared interests between the Section and the Roundtable, it seemed more practical not to set up a separate area for such discussion.

Ongoing projects/activities: Work will continue on the Roundtable's space on the Visual Materials Section website. Current Chair, Mary Alice Harper, hopes to solicit ideas for website content.

New projects/activities: Current Chair, Mary Alice Harper, intends to generate ideas for potential speakers at next year's roundtable meeting.

Strategic Priority - Technology initiatives: None discussed.

Strategic Priority - Diversity initiatives: None discussed.

Strategic Priority - Advocacy/Public Awareness initiatives: None discussed.

Questions/concerns for Council attention: The primary concern raised was the lack of audiovisual support for speakers at the Roundtable meeting. Two of the speakers prepared presentations on the assumption that there would be AV access in the meeting room. While engaging, both presentations were seriously hampered by the lack of illustration.

Women Archivists Roundtable (Liaison: Settles/Baxter)

Officers: Christina Johanningmeier, co-chair; Mona Vance, co-chair

Steering Committee:
Eileen Ielmini

Katherine Johnson
Elizabeth Newsom
Deborah Rice
Lisa Schell
Andrea Sheehan
Sandy Swan
Terry Baxter, Council Liaison

2011 Annual Meeting:

- **Number of attendees:** Approximately 18.
- **Election results:** Mona Vance elected co-chair
- **Summary of meeting activities:** Rosalye Settles, SAA Council Liaison, discussed her role as Liaison and gave us an overview of the Council Meeting. Riccardo Ferrante, program committee member, addressed us about next year's annual conference and call for session proposals. Terry Baxter was introduced as the new SAA Council Liaison.

Kim Schroeder, corporate archivist and adjunct faculty at Wayne State University, and LaNesha DeBardelaben, archivist at the Charles H. Wright Museum of African American History, gave presentations on issues of identity and mentoring in the workplace.

Kim's presentation, "Women Archivists and Image in a Corporate Archives -- How to Outreach," and LaNesha's "Pay Discrimination and the Importance of Mentoring and Networking," will be posted on WAR's web page.

Good discussion followed from attendees and panel members, focusing particularly on mentorship and internship programs at LIS/archives education programs and possible future presentations.

New projects/activities: Bylaw revision. Web page update/migration. Membership involvement/recruitment.

Diversity initiatives: WAR supports diversity in all forms.

Strategic Priority - Technology initiatives: [None submitted.]

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

Questions/concerns for Council attention: Roundtable meeting scheduling and room suitability. The Wednesday time can be difficult for those traveling that day (this year's meeting also conflicted with the baseball outing). Member participation in roundtables and roundtable-sponsored activities. Monitoring day care at SAA is a stated part of WAR's mission. Has Council received any requests for day care at the annual meeting?

Women's Collections Roundtable (Liaison: McCrea)

Officers:

Kathy Hertel-Baker, Chair
Virginia Corvid, Chair
Alex Krensky, Vice-Chair
Elizabeth Novara, Vice-Chair

Report from annual meeting:

Number of attendees: 50?

Election results: Alex Krensky, Vice-Chair; Elizabeth Novara, Vice-Chair
Summary of meeting activities: See attached minutes

Completed projects/activities: [None submitted.]

Ongoing projects/activities: We have continued to update the Women's Collections Roundtable blog with events and news stories passed on to us from our members. We have also found a way to send email updates to members when new posts are added to the blog.

New projects/activities: Chairs and co-chairs have voted to endorse “Removing Barriers and Creating Bridges: Archives, Advancement, and Advocacy” as a panel for the 2012 SAA meeting.

Diversity initiatives: At the SAA meeting in Chicago, we discussed the possibility of creating more programming in collaboration with other roundtables who focus on under-documented populations.

Strategic Priority - Technology initiatives: [None submitted.]

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

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