

**Society of American Archivists
Council Meeting
February 5-6, 2005**

2004 Section and Roundtable Annual Reports

The following excerpts from the 2003-2004 Section and Roundtable Annual Reports reflect responses to two key questions on the recently adopted reporting template: diversity initiatives and questions/concerns for Council attention. For full reports, see the links below. As reports were received, they were forwarded to the appropriate Council liaison. Highlighted items are those that may require Council action or response.

SECTIONS

Archivists of Religious Collections [[full report on Section website](#)]

Diversity initiatives: The Section continues to elicit and encourage participation from all members of the Section which by its nature is diverse. This year the Section sponsored a session proposal by the Archives and Archivists of Color Roundtable and Visual Materials sections entitled, "Hidden Treasures: Strategies for Broadening Archival Access via Visual Materials Depicting Women and Minorities."

Questions/concerns for Council attention: Access to educational opportunities is a concern for many of our members and we would encourage and support the production of Web seminars and other online educational offerings.

Acquisitions and Appraisal [[full report on Section website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Business Archives [[full report on Section website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

College & University Archives [[full report on Section website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: During 2004-2005, the section will review the Guidelines for College & University Archives, which were last updated in 1999. Any proposed changes will be reviewed by the section and presented to Council for approval.

Description Section [[full report on Section website](#)]

Diversity initiatives: The Section is not currently working on any diversity initiatives.

Questions/concerns for Council attention: None reported.

Electronic Records Section [[full report on Section website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Government Records Section [[full report on Section website](#)]

Diversity initiatives: The GRS continues to maintain geographic diversity in its steering committee.

Questions/concerns for Council attention: In 2006 in Washington, NAGARA and COSHRC will hold their annual conference jointly with SAA. The Steering Committee thinks it would be a good idea to ensure that the Government Records Section has a representative on the conference program committee so that we government-types have loud input into that conference's program development. There needs to be some really good, relevant sessions on that program to appeal to GRS, NAGARA and COSHRC attendees. The committee is prepared to forward names of candidates if necessary. Given the experience that GRS had with the 2004 Program Committee, we are interested in any ongoing review of the selection process for session proposals.

Manuscript Repositories Section [[full report on Section website](#)]

Diversity initiatives: Develop program proposal on documenting Hispanic communities.

Questions/concerns for Council attention: None reported.

Museum Archives Section [[full report on Section website](#)]

Diversity initiatives: As part of the Museum Archives Database project, we are making an effort to gather information on Museum Archives that document minorities. We have begun working with the Asian American community and hope to branch out from there. Having the data collection online will hopefully help us gather information on diverse museum archives collections.

Questions/concerns for Council attention: The section is concerned about the lack of consistent program committee procedures from year to year. The *demytification* article in *Archival Outlook*, Sep/Oct 2004 was a good attempt to help explain how Boston worked – but we need things to work the same year after year. Recreating the wheel again and again only leads to confusion and frustration on the part of those of us trying to bring our proposals to life.

Oral History [[full report on Section website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Preservation [[full report on Section website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Reference, Access & Outreach [[full report on Section website](#)]

Diversity initiatives: RAO is currently investigating diversity initiatives for the coming year. Potential projects/initiatives include the development of guidelines/best practices on the design of public services initiatives that address diversity.

Questions/concerns for Council attention: None reported.

Visual Materials [[full report on Section website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: Fundraising: What mechanism, if any, is in place to allow Sections to raise funds? What constraints/guidelines exist, if any, for Section fundraising? What mechanism is in place, if any, to manage funds raised? What constraints/guidelines exist, if any, for Section disbursement of funds raised? [Wurl has responded to these questions.]

ROUNDTABLES

Architectural Records [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: The following items are comments for the Council, not action items.

- Program Committee. Our first experience with the program committee was for the 2002 annual conference (Birmingham) and communication was difficult that year. We have had some dealing with each program committee since then and communication is much improved.
- Description of the roundtable. From the activities listed in this report, this roundtable seems to be inactive in its own projects and we, the co-chairs, wanted to take this opportunity to describe the nature of this group for Council. In co-chairing the roundtable for the past 2 years, we have discovered that our members want the roundtable to be a resource place, and not a place that will assign more tasks to them. You can see from the meeting minutes that our members are active in the profession through their collections and in other parts of SAA. Two of our members are in the process of writing a new manual for managing architectural records.
- Members are content with this roundtable acting as a resource for them. ARR members come with a wide range of experience and collections. They range from archivists with many years of experience with architectural records managing large collections to those who manage a few architectural records as part of much larger collection. We maintain a membership directory which is distributed via the e-mail distribution list and members network using that, as well as the e-mail list.
- We have heard via e-mail to each of us and in conversations with individual members at annual conferences that they are happily not inundated with mail from the distribution list, but that each message is useful. The most common two themes that run through the messages are 1) where can I

find the records of the Jane Doe firm? and 2) how would you manage X problem with the architectural records? After that, messages vary in topic from exhibitions (announcements and comments) to new buildings to restorations of old buildings to grants (writing, managing, new funding) to workshop announcements. It is a small and tightly knit group of people that appreciates a central place to have contact with each other.

Archival Educators [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: Possible sustaining sponsors for the Educators Forum.

Archival History [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Archivists & Archives of Color [[full report on Roundtable website](#)]

Diversity initiatives: Extensive. See full report.

Questions/concerns for Council attention: None reported.

Archives Management [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Congressional Papers [[full report on Roundtable website](#)]

Diversity initiatives: The Roundtable addresses the “diversity” initiatives of SAA by continuing to solicit wide geographic and institutional representation in steering committee membership and program participants. The Roundtable has proposed in the past and will continue to sponsor program sessions that promote congressional collection contents as historical evidence documenting the diverse population of America.

Questions/concerns for Council attention: To the leadership of SAA, the Congressional Papers Roundtable strongly advises a *RETURN* to two-hour meeting schedules for roundtables at the annual conference. Roundtables offer significant programs and opportunities for peer networking, as do sections. Roundtables foster meaningful mentoring relationships—a significant benefit for the organizational health of the Society of American Archivists. The Roundtable urges SAA leadership to consider feedback from the Boston conference on selection of session proposals for future meetings. Sixty members who attend a roundtable meeting should not be considered a “too narrowly focused” audience and multiple co-sponsorships of session proposals should not be dismissed by a program committee.

Encoded Archival Description [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

International Archival Affairs [[full report on Roundtable website](#)]

Diversity initiatives: The co-chairs of the International Archival Affairs Roundtable welcome discussion of diversity issues as they play out in the international archival arena.

Questions/concerns for Council attention: The co-chairs would like permission to solicit funds to support an international reception in New Orleans. Of course it's always difficult to know how many foreign archivists will attend any given meeting, and therefore how much funding to solicit. The Boston reception attracted about 25 people and cost about \$300 for drinks and snacks. The reception held at the Los Angeles meeting in 2003, co-sponsored by the IAAR, the Business Archives Section, NARA and the Rockefeller Archive Center, was a more elaborate affair. Does the Roundtable have Council's approval to explore a reception for New Orleans? Is this something Council needs to discuss with more input from the International Archival Affairs Roundtable? [Note: Beaumont has suggested that Adkins talk with Connors about the Business Archives Section's plans for New Orleans, which involve an International Business Archives Colloquium and reception.]

Labor Archives [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Lesbian & Gay Archives [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: Most of the annual meeting in Boston was spent discussing how to use the \$1,000 from our contribution to the Encyclopedia of Lesbian, Gay, Bisexual, and Transgendered History in America. The group agreed to explore the prospect of establishing a Lesbian and Gay Archivists Roundtable Outreach Fund which would pay on an annual basis the current SAA registration fee on behalf of either an archival student or archivist. The steering committee worked on a draft proposal which will be brought to Council. [Note: The proposal is included in the Council action items for February 2005.]

Local Government Records [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Lone Arrangers [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Performing Arts [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: We would like to request that the Recorded Sound Roundtable and the Performing Arts Roundtable not meet at the same time, as there is considerable overlap between the two groups.

Privacy and Confidentiality [[full report on Roundtable website](#)]

Report not received as of January 15, 2005.

Recorded Sound [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Records Management [[full report on Roundtable website](#)]

Diversity initiatives: None reported.

Questions/concerns for Council attention: None reported.

Research Libraries Group [[full report on Roundtable website](#)]

Diversity initiatives: None undertaken.

Questions/concerns for Council attention: As has been noted in the past, the RLG Roundtable is unique in that it is not centered on a particular professional issue affecting archivists. As stated above, it serves primarily as a forum for RLG members and other interested archivists to interact with RLG staff members. Ideally, it should not be part of the SAA roundtable structure at all but, instead, should simply be some sort of vendor forum that would occupy a non-competing time slot. This is an issue that Council should keep in mind as it considers the structure of annual meetings.

Science, Technology, and Health Care [[full report on Roundtable website](#)]

Diversity initiatives: The STHC Roundtable Steering Committee is deliberately structured so that it at all times includes representatives of all types of stakeholder archives—government, scientific, medical, and college and university. In 2002, the Steering Committee added a position for a Student Representative, and appointed Kalpana Shankar (UCLA) to the position.

Questions/concerns for Council attention: None reported.

Security [[full report on Roundtable website](#)]

Diversity initiatives: Hollis is a member of the Archivists and Archives of Color Roundtable but is unable to attend as the scheduled meeting time conflicts with the Security Roundtable meeting.

Questions/concerns for Council attention: Security Roundtable officers appreciate the challenge of scheduling the roundtable meetings but many colleagues who express interest in the group are unable to attend the late Saturday session which is a reason member turnout is low.

Visual Materials Cataloging and Access [[full report on Roundtable website](#)]

Diversity initiatives: None undertaken.

Questions/concerns for Council attention: Fundraising: What mechanism, if any, is in place to allow Sections to raise funds? What constraints/guidelines exist, if any, for Section fundraising? What mechanism is in place, if any, to manage funds raised? What constraints/guidelines exist, if any, for Section disbursement of funds raised? [Wurl has responded to these questions.]

Women's Collections [[full report on Roundtable website](#)]

Diversity initiatives: We make a concerted effort to provide informative programs at our annual meeting that pertain to a wide range of experiences and cultures.

Questions/concerns for Council attention: We feel that roundtables need some type of listserv to foster communication and information sharing. The WCRT co-chairs have had difficulty managing a listserv (setting it up, adding, deleting, or updating names, etc.) because of time issues and technological problems. WCRT would like to ask that SAA consider providing an announcement list (similar to the Section lists) to RTs.

Women Archivists [[full report on Roundtable website](#)]

Diversity initiatives: We will be thinking about getting a speaker for the WAR Roundtable in New Orleans who deals with women's issues and diversity in the workplace and someone with an archival background. Andrea is looking into this right now.

Questions/concerns for Council attention: WAR cannot meet at the same time as Women's Collections Roundtable. Andrea and Karen will be sure to communicate with the WCR co-chairs to make sure this does not happen. Neither Andrea nor Holly (the former co-chair) could attend the SAA conference in Boston due to lack of funds (personally and professionally). We may want to consider this dilemma for other folks who cannot afford to attend SAA and find a solution....such as a scholarship of some kind. Luckily, Andrea and Karen CAN attend the SAA conference in New Orleans next year.