

**Society of American Archivists  
Council Meeting  
January 5-8, 2006**

**2004-2005 Section and Roundtable Annual Reports  
(Received as of December 27, 2005)**

Sections and Roundtables are required to submit an annual report per a template developed by Council and posted on the SAA website. Following is a compilation of the 2004-2005 Section and Roundtable Annual Reports received as of December 27, 2005. As reports were received, they were forwarded to the appropriate Council liaison. Highlighted items are those that may require Council action or response. Not included here are meeting minutes that were submitted by some components. A final compilation of annual reports will be sent to Council members when all reports are received. **Note:** SAA Diversity Committee members made a concerted effort to meet with each Section and Roundtable at the 2005 Annual Meeting in order to assist with ideas for diversity initiatives at the component level. Those conversations may have more impact on the 2005-2006 annual reports.

**SECTIONS**

**Acquisitions and Appraisal**

No report received as of December 27, 2005.

**Archivists of Religious Collections**

**Officers:**

Chair (2003-2005): Diane T. Wells, Episcopal Diocese of Olympia

Vice-Chair/Chair Elect (2003-2005): Loretta Zwolak Greene, CA, Providence Archives, Seattle

Secretary (2004-2006): Suni K. Johnson, Baltimore-Washington Conference, United Methodist Church

Representative At-large (2003-2005): Joan S. Clemens, Pitts Theology Library Emory University

Representative At-large (2004-2006): Nancy J. Taylor, Presbyterian Historical Society

Past Chair/Nominating Committee (2003-2005): L. Dale Patterson, General Commission on Archives and History, United Methodist Church

Newsletter Editor (appointed by Steering Committee): Wesley W. Wilson, CA, DePauw University

Web Coordinator (appointed by Steering Committee): Mark J. Duffy, The Archives of the Episcopal Church USA

**Report from Annual Meeting:** Number of attendees: 65

**Election Results:** Vice Chair/Chair Elect: Gwynedd Cannan, Archivist, Episcopal Parish of Trinity Church, NY, NY; Secretary: Lisa Jacobson, Archivist, Maryknoll Mission Archives, Maryknoll, NY (Note: Lisa Jacobson was elected to replace Suni Johnson who resigned in 2005 before her term expired); Representative-at-Large: Judy Huenneke, Sr. Researcher, Mary Baker Eddy Library, Boston, MA

**Summary of Meeting Activities:** Minutes available on request (were attached to report).

**Completed Projects/Activities:**

- Begun in 2003, our ARCS listserv is thriving. Past Chair/Chair of the Nominating Committee, L. Dale Patterson was instrumental in setting it up and currently oversees its operation. The ARCS listserv now has more than 80 members.
- Our Web site [www.saa-arcs.org](http://www.saa-arcs.org) is well established and is managed by our Web Coordinator, Mark Duffy.

**Ongoing Projects/Activities:**

- The Web site is by nature always a work in progress. We continue to add, update and change information – including directory information – as it becomes available.
- The Section newsletter, The Archival Spirit, is now produced in electronic format and is available on the ARCS Web site. However, in order to accommodate our members, the Section leadership sends out “hard copy” issues to those who do not have Internet access.
- The Section is fortunate in having several members who are involved in the International Council on Archives. These individuals keep the rest of the Section membership informed of their participation and activities.

**New Projects/Activities:**

- Developing the ARCS Directory as a resource for the community at large by including more information on member institutions, etc.
- Compiling information about religious archivist groups; meeting & workshop sites and dates; useful links; contact information; & other resource information for publication on the ARCS Web site

**Diversity Initiatives:** Archivists of religious collections are well positioned to address diversity issues as they deal with such issues every day. Religious archives represent a wide cultural spectrum and the Archivists of Religious Collections Section is discussing ways to make their experience available to SAA as a whole.

**Questions/Concerns for Council attention:** None reported.

## **Business Archives Section**

No report received as of December 27, 2005.

## **College & University Archives Section (NEW as of 1/20/06)**

**Officers:**

Chair (2004-2006): Tim Pyatt, Duke University (tim.pyatt@duke.edu)

Vice-Chair (2005-2007): Ellen Swain, UIUC (eswain@uiuc.edu)

**Steering Committee:**

Heather Briston, University of Oregon (hbriston@uoregon.edu) (2003-2006)

David McCartney, University of Iowa (david-mccartney@uiowa.edu) (2003-2006)

Robert Sherer, Tulane University (robsher@tulane.edu) (2003-2006)

Anke Voss, Illinois Wesleyan University (avoss@iwu.edu) (2004-2007)

Gordon Daines, Brigham Young University (gordon\_daines@byu.edu) (2005-2008)

Aaron Purcell, University of Tennessee (purcell@email.lib.utk.edu) (2005-2008)

Editor, *Academic Archivist*: Christopher Laico, Columbia University Law School  
(claico@law.columbia.edu)

Webmaster: Claude Zachary, University of Southern California (czachary@usc.edu)

***Report from Annual Meeting:***

Number of attendees: ca. 150 (down nearly 100 attendees from the Boston meeting; we felt the change in meeting time from Thursday to Friday hurt attendance).

Election results: Ellen Swain was elected vice-chair, replacing Tom Rosko

***Summary of Meeting Activities:***

Minutes from the New Orleans meeting appear in our Fall/Winter newsletter, please see:

<http://www.archivists.org/saagroups/cnu/aa-fall05winter06.pdf>

***Completed Projects/Activities:*** Update was completed by a task force of section members to the Guidelines for College and University Archives (approved by the section at the New Orleans meeting).

***Ongoing Projects/Activities:*** The new *College & University Archives: Selected Readings*, edited by Ellen Swain and Chris Prom, is close to completion. The *College and University Archives Thesaurus* Project, led by Kate Bowers, is progressing slowly.

***New Projects/Activities:***

The section membership has requested that we consider establishing a C&U section listserv. This will be investigated before the 2006 meeting in DC.

At the annual meeting the section membership requested that we not wait another five years for the next update of the Guidelines for College and University Archives, and should appoint another task force to look at the format and purpose of the guidelines for a possible rewrite/restructure. This has been done, the committee is composed of:

Tom Rosko (MIT), co-chair  
Robin McElheny (Harvard), co-chair  
Carl Van Ness (Florida)  
Bill Maher (Illinois)  
Stephen Cohen (Yale)\*  
Kerrie Cross (Dayton)  
Mary Linn Wernet (Northwestern State University of Louisiana)  
Rob Spindler (Arizona State)\*\*

\* Member of the group who wrote the FERPA appendix.

\*\* Member of the previous task force.

***Diversity Initiatives:*** This will be an area of discussion and planning for the steering committee and section leadership in 2006. Diversity issues such race, gender, time in the profession, geographical location, repository size, and type of repository (public or private) are always taken into consideration when nominating candidates for section leadership and when forming committee and task forces. For example, when creating the new guidelines task force, we worked to solicit a diverse cross section of our membership from those who volunteered to serve.

**Questions/Concerns for Council Attention:** Through our Council liaison Ben Primer we have made the following request for action to SAA Council:

The College & University Archives Section requests that SAA Council approve the 2005 update to the Guidelines for College & University Archives. The revised guidelines, along with the FERPA appendix, are available on the section website together with the approved 1999 guidelines. Please see:

Revised guidelines: <http://www.archivists.org/saagroups/cnu/cuguide2005.pdf>

FERPA Appendix: <http://www.archivists.org/saagroups/cnu/FERPA.pdf>

1999 guidelines: [http://www.archivists.org/governance/guidelines/cu\\_guidelines.asp](http://www.archivists.org/governance/guidelines/cu_guidelines.asp)

## **Description Section**

### ***Officers 2004-2005:***

Kelcy Shepherd, Chair

Katherine Wisser, Vice-Chair

John Rees, Newsletter Editor

Diane Ducharme, Web Liaison

Christopher Burns, Steering Committee Member

Mary Lacy, Steering Committee Member

C. Jerry Simmons, Steering Committee Member

D. Claudia Thompson, Steering Committee Member

### ***Officers 2005-2006:***

Katherine Wisser, Chair

Jane Rosario, Vice-Chair

Michelle Light, Newsletter Editor

Diane Ducharme, Web Liaison

Christopher Burns, Steering Committee Member

Mary Lacy, Steering Committee Member

C. Jerry Simmons, Steering Committee Member

Kelcy Shepherd, Steering Committee Member

### ***Report from Annual Meeting:***

- Number of attendees: 90
- Election results: Jane Rosario elected Vice-Chair/Chair Elect.

***Summary of Meeting Activities:*** Minutes available on request (were attached to report).

### ***Completed Projects/Activities*** (see also minutes):

- Section Steering Committee provided feedback on early work for AACR3 (now RDA) joint steering committee.
- Based on feedback from a section member who attended ALA's RBMS Bibliographic Standards Committee meeting, learned of that group's interest in communication with SAA descriptive standards groups. Forwarded information to TSDS, who discussed establishing a liaison between their subcommittee and the RBMS BSC.
- Finding aids fair theme was "Celebrating Scope and Content: Innovative uses of Narratives in Finding Aids." There were nine submissions from eight different repositories. A number of people

also stopped by the finding aids fair in the Exhibit Hall on Friday, August 19th to look at finding aid samples provided in the Finding Aid booth. A Finding Aids Fair website can be found at: <http://www.archivists.org/saagroups/descr/2005faid.htm>

***Ongoing Projects/Activities:***

- Once again this year, the Section reviewed session proposals for the annual meeting. The Section endorsed five proposals, and shared our thoughts on these proposals with the Program Committee.
- We expect continued involvement in the RDA response process as it goes forward.

***New Projects/Activities:*** Began using section listserv for announcements and some discussion of description-related issues. Discussion potential is limited due to the fact that members can't post, but section leaders would post questions from members, then summarize responses received from other members.

***Diversity Initiatives:*** While we had no concerted diversity initiatives last year, the speaker at the section meeting was from outside the U.S. (Marcel Caya, of Quebec.)

***Questions/Concerns for Council Attention:*** None.

## **Electronic Records Section**

No report received as of December 27, 2005.

## **Government Records Section**

***Officers:***

Nancy Melley, Chair and Federal Representative  
Geof Huth, Vice Chair/Chair Elect and State Representative  
Lucy Barber, State Representative  
Terry Baxter, Local Representative  
Susan Cummings, Federal Representative  
John Slate, Local Representative

***Report from Annual Meeting:***

- Number of attendees: about 40.
- Election results: Barbara Rust – Vice Chair/Chair Elect and Federal Representative; Jan Hart – Local Representative and Local Government Records Roundtable Chair; Amelia Winstead – State Representative

***Summary of Meeting Activities:*** Nancy Melley, Archives Specialist at the National Archives and Records Administration and outgoing chair, opened the business meeting. Aimee Felker, John Slate, Nancy Melley, and Paul Bergeron reported on Council, Local Government Roundtable, Section, and Newsletter activities respectively.

Following the reports, the membership elected new steering committee members. Barbara Rust of the National Archives and Records Administration – Fort Worth was elected as the federal representative and will serve as vice-chair/chair-elect; Amelia Winstead of the Georgia State Archives was elected as the state government representative; and Jan Hart of the Irving City Archives was elected to serve as the local representative and Local Government Records Roundtable Chair. They will replace Terry Baxter of the Multnomah County Records (local), Nancy J. Melley of the National Archives (federal), and John H.

Slate of the Dallas Municipal Archives (local). Geof Huth is the 2005-06 chair and will continue as a state representative, while Lucy Barber continues as a state representative and Susan Cummings continues as a federal representative.

Following the elections, a discussion took place about proposed changes to Section IV of the by-laws, concerning nominations and elections. There was discussion of other possible amendments to Section IV of the by-laws. The Steering Committee agreed to look at other possible amendments and propose additional changes if they deemed it appropriate. The amendment was approved.

Nominations would close upon the announcement of nominees by the Nominating Committee. If the Nominating Committee proposed two or more candidates for one vacancy, voting at the Annual Meeting shall be by secret ballot. If the Nominating Committee did not propose candidate(s) for a vacancy, nominations may be made from the floor at the Meeting for that vacancy. Absentee ballots must be returned to the Nominating Committee Chair at least seven (7) days prior to the Annual Meeting. Finally, under the existing by-laws, three – not two – steering committee members' terms expire each year. The first paragraph of Section IV is amended to clarify that all three steering committee members, "whose terms are not expiring at the conclusion of the next annual meeting," would assist the immediate past chair as members of the Nominating Committee.

The program portion of the meeting was a presentation by Joseph R. Klett, Chief of Archives of the New Jersey Division of Archives and Records Management on the New Jersey PARIS (Public Archives and Records Infrastructure Support) Grants Program.

**Completed Projects/Activities:** The Government Records Section received requests for endorsement from developers of five session proposals for the 2005 SAA annual conference. Members of the steering committee reviewed, commented, and ranked the proposals, ultimately endorsing four sessions. Two of the sessions were incorporated into the final program.

**Ongoing Projects/Activities:** Paul Bergeron assumed the newsletter editor position after the 2004 annual meeting, and has done a great job of producing an interesting, useful, well-balanced newsletter over the last year. The membership greatly appreciates the time and effort he has devoted to producing the newsletter.

Wayne Everard of the New Orleans Public Library has taken over from Janet Waters of Ohio State University, Columbus as section's web liaison. Many thanks to Janet for doing a great job in keeping the web site up to date. The section is interested in adding more content to the web site and encourages members to submit ideas or content to Chair Geof Huth at [geofhuth@gmail.com](mailto:geofhuth@gmail.com).

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

**Questions/concerns for Council Attention:** None reported.

## **Manuscript Repositories Section**

### **Officers 2005-2006:**

Amy Cooper Cary, Chair, University of Wisconsin-Milwaukee  
Beth Bensman, Vice Chair/Chair Elect, Prebysterian Historical Society  
Cynthia Pease Miller, Chair, Nominating Committee, Independent Archivist

### **Steering Committee:**

Maria Estorino, University of Miami

Fernanda Perrone, Rutgers University  
Jill Severn, Richard B. Russell Library, University of Georgia  
Mat Darby, Center for American History, University of Texas at Austin  
Sammie Morris, Purdue University Libraries  
Morna Gerard, Georgia State University

Karen Spicher, Co-Web Liaison, Yale University  
Paul Atwood, Co-Web Liaison, Water Resources Center Archives, University of California, Berkeley

***Projects:***

Session Proposals: The two session proposals submitted by the Manuscript Section for the 2005 annual meeting were accepted: Balancing Competing Interests: Donors, Researchers, and Third Party Rights and Latinos in Archives: Documenting a Community on the Rise.

Annual Meeting 2005: Attendance at the 2005 annual meeting was 52, down from 200 at the 2004 meeting. The sharp decrease is due to the change in section meeting times, with the Manuscript Section meeting at the same time as the Acquisition and Appraisal and Description Sections. Many members reported to the chair and other steering committee members of this schedule conflict.

Richard Pearce-Moses was the speaker for the meeting; he discussed the Arizona Convocation and the attendees broke into small groups to examine the various issues he described.

***Ongoing Projects:***

1. The Manuscript Section Newsletter was transformed into a web-only document and is now distributed to our membership via a linked message to our section mailing list. Karen Spicher oversaw the transition of the new web format, aided by SAA's Brian Doyle.
2. In 2004 the Manuscript Section began to explore ways to translate its three brochures into Spanish and found that the Diversity Committee already had a translator working on such a project, with two brochures translated by the end of August 2005. The Manuscript Section continues to support this effort and will work with the Diversity Committee if necessary to accomplish this task.

**Concerns for Council:** Schedule section annual meeting so that those with similar focus are not meeting at the same time.

**Museum Archives Section (NEW Since 1/5/06)**

***Officers at August 2005 Meeting:***

Kristine Kaske-Martin, Chair  
Laura Peimer, Recording Secretary

***Report from Annual Meeting:***

- **Number of attendees:** 50
- **Election results:**  
Kristine Kaske-Martin, Chair (August 2004-August 2006)  
Marisa Bourgoon, Vice Chair (Incoming Chair, term is August 2006-August 2008)  
Kristin Parker, Recording Secretary (took office after August 2005 meeting)
- **Summary of meeting activities:** See Minutes

**Museum Archives Section Annual Meeting Minutes:**

Museum Archives Section, Society of American Archivists Annual Conference, August 19, 2005, 8:00 am, Hilton Riverside, New Orleans, Louisiana.

Officers: Kristine Kaske-Martin, chair; Laura Peimer, recording secretary; Polly Darnell and Molly Wheeler, newsletter co-editors.

#### Introductions

Kristine Kaske-Martin brought the meeting to order. She thanked Daniel Alonzo and Paula Larich for their work as webmasters this past year and Deborah Wythe for her work as editor on the Museum Archives Manual.

Museum Archives Manual: Deborah Wythe, editor of the Museum Archives Manual, 2nd ed., announced that as of June 30, the Manual is in second place in SAA publication sales.

Museum Archives Directory: Kristine announced that she and other members of a committee are continuing to work on the museum archives directory, which will be a resource on the SAA website. They will be sending out a survey to institutions to obtain the following information for the online directory:

- Museum name
- Name of archives
- Title (contact)
- Location
- Phone/e-mail/URL
- Type of collections
- Free text section

SAA Update: SAA has created a Diversity Committee. The committee's goal is to increase diversity within SAA, including diversity of race, ethnicity, age, gender, and sexual orientation. Through their work, the committee hopes to increase membership, attract applicants for minority scholarships, and enhance participation in SAA's educational offerings. Discussion ensued over what the section can do to increase diversity. Maygene Daniels suggested that diversity can include people with disabilities and should pertain to researchers and users, as well.

Kristine opened the floor to discussion about the SAA Strategic Issue Statement (currently in draft form), which includes references to issues of technology, diversity, and public awareness. During discussion, some members noted that the tone of the statement was negative.

Session Proposals: Marissa Bourgoin announced that she will be on the program committee for next year. Next year's SAA conference will be a joint meeting with NAGARA and Council of State Archivists in Washington, DC (7/31-8/6/2005). Marissa noted that the committee is not accepting formal endorsements from sections and that there will be no theme for the conference. Proposals are due by October 7.

Kristine suggested a possible session on connections between federal and state funding organizations and archives. The session could include representatives from archives who have received federal or state funding as a means to support archival projects and programs.

Additionally, there could be discussion regarding WPA projects.

Bernadette Callery suggested a session on acquisitions, focusing on materials collected on federal lands or WPA works housed in museums.

Deborra Richardson spoke briefly about the Committee on Archives, Libraries and Museums and CCO (Cataloging Cultural Objects) and suggested a program concerning digital asset management systems. She also suggested a session on the perceptions or images of archivists, librarians, and museum professionals.

Other session suggestions: Archivist as fundraiser; The early days of institutional archives. Many of these archives were started with NHPRC or NEA grants. How have these programs progressed?

Election of Officers: Marissa Bourgoin was nominated and elected to be the new chair-elect. Kristin Parker was nominated and elected to be the new recording secretary.



**Completed Projects/Activities:** The Museum Archives Section website continued to grow. It was created during the Fall and Winter of 2004.

**Ongoing Projects/Activities:**

**Project:**

We are working on creating a **Museum Archives Directory** which will be a resource (hopefully) on the SAA website. We will be sending out a survey to institutions to obtain the following information for the online directory:

- Museum name
- Name of archives
- Title (contact)
- Location
- Phone/e-mail/URL
- Type of collections
- Free text section

**Activity:**

**The Museum Archives Section's Working Group Meeting, August 17, 2005**

25 members in attendance

Following introductions, the session began with a discussion of "demanding donors." While written acquisition policies can protect the archive from unreasonable demands, the archives does not always the final say in whether or not to accept a gift. Several people mentioned that curators will sometimes press for an acquisition, especially for exhibition purposes. Missing or inadequate documentation on the acquisition, such as the case with "old loans" in the museum, presents problems, particularly if you wish to de-accession the items as being out of scope for your collection. There was a discussion of whether other family members (other than the specific donor) should be notified if the collection - or parts of it - are de-accessioned.

Even if the collection was a bequest, you are not obliged to accept it and you can always use space limitations as a reason for greater selectivity.

If you do acquire the collection, remember to specifically ask the donor about restricted access, as the donor may have mistaken assumptions that they can control access remotely and in perpetuity.

Not all access restrictions are imposed by the donor. Some museums have the practice - and sometimes the policy - of allowing curators to "publish first" thus effectively restricting access to other researchers for some period of time.

Discussion of scholarly access led to a discussion of physical access and some members mentioned difficulties with curators and even former curators with keys who continue to consider the archives as libraries, with borrowing privileges.

Another discussion dealt with the retention of exhibition-related material, such as audio guides, bound copies of press releases and the text of exhibition labels, particularly if there is no exhibition catalog. In the case of the latter, it is important to maintain the spatial relationship between the exhibition labels, associated wall text and the exhibited material. Photographs help in this. Retention of related educational material was also discussed and the cost of storage of that material was considered as opposed to reproducing new copies when needed.

The second major discussion was one dealing with fees, specifically reproduction vs. use charges. Traditional arguments in support of such fees were to control the actual use of images and to maintain quality control over reproductions. Such fees have also been used to support staff or to pay for conservation supplies, particularly in archives that have few other possibilities for revenue generation. Be careful about using copyright statements, unless you are certain that your museum actually does hold those rights. While credit lines are an important publicity tool as they indicate

museum ownership of a particular collection of items, they do not replace a clear statement of copyright.

There was a discussion of how to justify fees for use of photos of objects donated to a public museum. This is a specific example of the general question of how to justify fees charged for items for which your museum does not hold copyright.

There was some discussion about cost-benefit analysis, with the reminder that the American Memory project chose not to charge for the use of material it displays on its website. Another discussion was on fee schedules for local media, with the majority agreeing that such images are usually provided without charge, as fees would undermine the benefit of promotion and publicity of the collection.

If the mission of the archives is to provide access to its collections then use fees shouldn't prevent use by the intended community of users.

With the increased demand for digital images, archives are creating policies for the provision of such images. The majority of those present at the meeting said that they were continuing to provide centralized reproduction services as a means of controlling the quality of the resultant images and restricting on-site photography by users. Several museums mentioned that the first person requesting an image in a new format pays the fee for the conversion, but subsequent users do not.

***New Projects/Activities:*** More actively work on SAA Session proposals.

***Diversity Initiatives:*** We had a long discussion about diversity at our annual business meeting in 2005. This is a very diverse group. When we were talking at the meeting I looked around. In a room of 50 or so people we had men and women, young and older, white, black, Asian, and Latino individuals in attendance. We are making a special point to document a diverse and complete group of Museum Archives in our Museum Archives Directory project. An LC archivist has taken it upon herself to help us get information from museums that house Asian collections.

***Questions/Concerns for Council Attention:*** We would like more instruction at the 2006 meeting about how to prepare session proposals for the 2007 meeting.

## **Oral History Section**

### ***Officers:***

Eileen Simon, Chair, Veterans History Project, Library of Congress  
Deborah Whalen, Vice Chair, Eastern Kentucky University

### ***Steering Committee:***

Lauren Kata, Georgia State University  
Geoffrey Reynolds, Hope College  
Rebecca Hankins, Texas A&M University  
Pam Hackbart-Dean, Past Chair and Nominating Committee Chair

***Webmaster:*** Deborah Whalen

***Newsletter Editor:*** Rebecca Hankins

Report from Annual Meeting:

- Number of attendees: 70
- Election results: Deborah Whalen and Rebecca Hankins

***Summary of Meeting Activities:***

- SAA Diversity Committee, Lynda DeLoach
- Welcome and Introduction of officers
- Report from Nominating Committee and election
- Report from Council Liaison, Danna Bell Russell
- Program Committee 2006 - Deadline for program proposals October 8, 2005
- Oral History Section newsletter <http://www.archivists.org/saagroups/oralhistory/newsletters.asp>
- Program: "Hear Me Roar: The Georgia Women's Movement Oral History Project," Morna, Gerrard, Georgia State University and "Sound Model: Collaborative Infrastructure for Digital Audio," Mark L. Shelstad, University of Wyoming, American Heritage Center
- Election results announced

***Completed Projects/Activities:***

- Two issues of Oral History Section Newsletter sent to section members
- Developed Section meeting agenda and program for New Orleans
- Solicited nominations and held election for section leadership
- Endorsed 2005 SAA program proposal and pre-conference workshop

***Ongoing Projects/Activities:***

- Develop 2006 SAA program proposals
- Issue newsletters via section website
- Develop section meeting topic and agenda
- Develop ballot for 2006 election

***New Projects/Activities:*** Digitize (PDF) and post past issues of Oral History Section Newsletter for section website, possibly index issues for enhanced online access

***Diversity Initiatives:*** None reported.

***Questions/Concerns for Council Attention:*** None reported.

**Preservation Section**

No report received as of December 27, 2005.

**Reference, Access & Outreach Section**

***Officers:***

Chair: Susan McElrath, University Archivist & Head of Special Collections, American University

Vice Chair/Chair Elect: Todd J. Kosmerick, University Archivist, North Carolina State University

Newsletter Editor: Sharon Pullen, C.A., Office of the County Clerk, Suffolk County, New York

Web Liaison: Carrie Daniels, Archivist for Automated Systems, University of Louisville

Steering Committee Members:

Carrie Daniels (Term: 2004-6), Archivist for Automated Systems, University of Louisville

Lynn Eaton (Term: 2005-6), Reference Archivist, Duke University

Ginny Kilander (Term: 2005-7), University of Wyoming, American Heritage Center

Arlene Schmuland (Term: 2005-7), Reference Archivist, University of Alaska Anchorage Consortium Library

***Report from Annual Meeting:***

- Number of attendees: 60
- Election results: Vice Chair/Chair Elect - Todd J. Kosmerick, Steering Committee: Lynn Eaton (Term: 2005-2006), Ginny Kilander (Term: 2005-2007), Arlene Schmuland (Term: 2005-2007)

**Summary of Meeting Activities:** See minutes (available on request).

**Completed Projects/Activities:**

- Response to Council's Strategic Priorities Statement
- History of RAO by Ellen Swain

**Ongoing Projects/Activities:**

- Newsletter
- Website

**New/Proposed Projects/Activities:**

- Outreach Bibliography
- RAO in the News

**Diversity Initiatives:** New feature in newsletter called "Minority Report" to look at reference, access, and outreach in archives with collections that represent minority populations. Morgan Davis will be coordinating this feature.

**Questions/Concerns for Council Attention:** None reported.

## **Visual Materials Section**

**Officers:**

Mark Martin, 2004-2005 Chair

James Eason, Chair-elect (2005-2006 Chair)

Ardys Kozbial, incoming Vice-Chair / Chair-Elect

**Report from Annual Meeting:**

- Number of attendees: 78 signed in (more suspected)
- Election results: Ardys Kozbial elected Vice Chair / Chair Elect

**Summary of Meeting Activities:** Minutes available on request.

**Completed Projects/Activities:**

- Solicited, reviewed, and endorsed VM-related proposals for 2005 SAA annual meeting.
- Held midwinter planning meeting in Feb. 2005 in Washington D.C., attended by 18 members. See meeting summary: <http://www.lib.lsu.edu/SAA/2005midwinter.html>
- Three-year-plan was revised and posted to Section website: <http://www.lib.lsu.edu/SAA/0508.html>
- Advanced Workshops Committee worked with Martha Mahard and Solveig DeSutter, facilitating development of Mahard's workshop "Describing Photographs in the Online Environment"
- Held Section book fair at New Orleans annual meeting and exhibit hall office hours, exhibiting publications submitted by members that highlight or utilize visual materials holdings at their institutions.
- Designed, produced (and sold out of) the annual VM Section t-shirt for the New Orleans meeting. Worked out deposit of funds with SAA, to facilitate future "up front" costs and lay groundwork for possible future Section fundraising.

- Held informal VM archivists' happy hour at April regional "Western Round-up" conference in Las Vegas.

#### ***Ongoing Projects/Activities:***

- Continued publication of VIEWS newsletter, taking advantage of online format to increase images and text content. An editorial committee is now well established, supporting long-time editor Laurie Baty.
- Initiated discussion with SAA Publications Committee on compilation of a "Visual Materials Reader."
- Advanced Workshops chair Ardys Kozbial is working with her committee and with Solveig DeSutter to facilitate further development of VM workshops. At least one new workshop has been proposed for 2006.
- VM discussion listserv, VisualMat, has been used for Section communications and general discussions related to VM archives. Membership in 2005 increased from about 410 to about 475.
- The VM Bibliography (initially compiled by Richard Pearce-Moses) posted on the Section website, is being revised by John Slate, with member input. A draft revision is complete.
- The Section continues to maintain its own website, with links to and from the SAA site.  
<http://www.lib.lsu.edu/SAA/VMhome.html>

#### ***New Projects/Activities:***

- Exploring possibility of a VM-dedicated issue of *American Archivist*.
- James Eason, as VM Chair, is serving on an advisory committee (as a liaison to the Section) for an IMLS-funded project entitled: "Visual Resources Management: Determining Professional Competencies and Guidelines for Graduate Education." (This grant was received by Prof. Hemalata Iyer, School of Information Science and Policy, SUNY Albany, NY.)
- Plan to summarize VM-related sessions from SAA annual meetings and maintain list on VM website, to aid in future session development & in locating members with specialized expertise.
- Selected site of Mid-Winter meeting in San Francisco, for February 2006.

#### ***Diversity Initiatives:***

- Diversity Committee representative Lynda DeLoach updated the Section on committee goals and at the Annual Meeting.
- Section members chaired and participated in the New Orleans session "Hidden Treasures: Strategies for Broadening Archival Access Via Visual Materials Depicting Women and Minorities."

**Questions/Concerns for Council Attention:** We are interested in on-line voting for the 2006 Section ballot, and wonder if this option will be available to all sections this year.

## **ROUNDTABLES**

### **Architectural Records**

No report received as of December 27, 2005.

### **Archival Educators**

No report received as of December 27, 2005.

## **Archival History**

No report received as of December 27, 2005.

## **Archives Management**

### ***Officers:***

Casey Edward Greene, Chair  
Kerrie Cross, Newsletter Editor

### ***Report from Annual Meeting:***

- Number of attendees: 25
- Election results: No new officers were elected.

***Summary of Meeting Activities:*** Lois Hamill, College of the Holy Cross, and Casey Greene gave a presentation entitled “Short and Simple: Effective Presentation Skills for Archivists” at the Roundtable’s meeting on Thursday, August 18, 2005. They followed a brief, bumbling “presentation” given by an impostor portrayed by James Cassedy, NARA, College Park, MD. Hamill and Greene also led an audience discussion on improving archivist communication skills.

***Completed Projects/Activities:*** Kerrie Cross produced two online newsletters in April and August 2005 for members of the Archives Management Roundtable.

***Ongoing Projects/Activities:*** The Archives Management Roundtable endorsed one proposal entitled “Building for the Future: Archival Facilities for the 21<sup>st</sup> Century” for the 2006 SAA annual meeting. Thomas Wilsted, Thomas J. Dodd Research Center, University of Connecticut, submitted it. Dr. Michael J. Kurtz and Marilyn Bott, both NARA, College Park, MD, will speak at the Roundtable’s meeting in 2006.

***New Projects/Activities:*** None reported.

***Diversity Initiatives:*** None reported.

***Questions/Concerns for Council Attention:*** None reported.

## **Archivists & Archives of Color**

### ***Officers:***

Co-Chair: Petrina Jackson, Cornell University  
Co-Chair: Teresa Mora, University of California, Berkeley  
Newsletter Editor: Paul Richard Sevilla, Masters Candidate, UCLA  
Asst. Editor: Andrea R. Jackson, Atlanta University Center  
Web Mistress: Rose V. Roberto, Westminster Libraries & Archives  
List-serv Moderator: Lisa Nguyen, Stanford University  
SAA Council Liaison: Kathryn M Neal, University of California, Berkeley

### ***Report from Annual Meeting:***

- Number of attendees: ~40
- Election results: Petrina Jackson was elected to a 2 year term as co-chair.

**Summary of Meeting Activities:** Minutes available on request.

**Completed Projects/Activities:**

- Co-chairs provided input on draft Strategic Issues, via Council Liason Kathi Neal
- Selection of two recipients of the 2005 Pinkett Award
- Establishment of AAC list-serv
- Changes made to Pinkett Award requirements; the Award is now limited to graduate students with a GPA of 3.5 or better

**Ongoing Projects/Activities:** Advise Council and Diversity Committee on concerns of membership as requested.

**New Projects/Activities:** Establishment of an informal committee, chaired by Rebecca Hankins, to examine outreach and recruitment efforts of minorities into archival profession and build links with related professions, for example history educators.

**Diversity Initiatives:** The AAC continues to work to promote diversity within the profession by identifying and addressing the concerns of archivists of color, promoting wider participation of said archivists in the archival profession, promoting the preservation of archival materials that pertain to people of color. In addition, AAC continues to promote the Pinkett Award and has established a committee to examine outreach and recruitment efforts, especially in regard to the recruitment of students of color to the profession.

**Questions/Concerns for Council Attention:** None reported.

## Congressional Papers

**Steering Committee:**

Naomi Nelson (Chair), Emory University  
Alan H. Haeberle (Vice Chair/Chair Elect), Office of Senator Orrin Hatch  
L. Rebecca Johnson Melvin, (Immediate Past Chair), University of Delaware Library  
Liz Scott (2003-2005), St. Michael's College, Vermont  
Jeff Thomas (2003-2005), Ohio State University  
Dorothy Hazelrigg (2004-2006), University of South Carolina  
Jan Zastrow (2004-2006), University of Hawaii at Manoa  
Karen D. Paul (Ex Officio), Senate Historical Office  
Robin Reeder (Ex Officio and Web Liaison), Office of History and Preservation, U.S. House of Representatives  
Kate Snodgrass Mollan (Ex Officio), Center for Legislative Archives, National Archives and Records Administration  
Glenn Gray (Newsletter Co-editor, Ex Officio), California State University, Fresno  
Katie Senft (Newsletter Co-editor, Ex Officio), New York University Archives

**Report from Annual Meeting:**

- Number of attendees: 55
- Election results: Jeff Thomas (Vice Chair/Chair Elect), Ohio State University, Kate Cruikshank (2005-2007), Indiana University, Linda A. Whitaker (2005-2007), Arizona State University

**Summary of Meeting Activities:** Minutes available on request.

***Completed Projects/Activities:***

- Implemented new CPR listserv offered by SAA
- Approved revised bylaws (see website)
- Visited Special Collections at Tulane University before the CPR meeting
- Gathered for dinner after the CPR meeting to provide an opportunity for members to network
- Continued to produce a high-quality newsletter twice a year

***Ongoing Projects/Activities:*** A task force continues to work on Guidelines for Congressional Papers Repositories.

**New Projects/Activities:** A task force is organizing a half- or full-day program to take place before the 2006 meeting in DC.

***Diversity initiatives:*** We continue to seek to have representation on our steering committee from across the United States and to include archivists at various stages of their career.

***Questions/Concerns for Council Attention:*** The CPR is grateful to Council for approving listservs for roundtables and for providing two-hour meeting slots for roundtable meetings. The listserv is a terrific resource for our members, allowing us to share expertise and communicate roundtable news. Despite being early in the meeting, our roundtable meeting was well attended, and many members commented that they were glad we had two hours as we were just able to fit in all that we needed to do. Because our program proposals are rarely accepted, it is very important that we have time during our meetings for a substantive program.

**Encoded Archival Description**

***Officers:***

Amy McCrory, Chair  
Leslie Czechowski, Vice Chair  
Stephen Yearl, Webmaster

***Report from Annual Meeting:***

- Number of attendees: 95
- Election results: Michael Rush was elected Vice-Chair/Chair-Elect.
- Summary of meeting activities: Minutes available on request.

***Completed Projects/Activities:*** The Chair and Vice Chair evaluated the EAD Help Pages, and recommended changes and improvements.

***Ongoing Projects/Activities:*** The Webmaster created an XML file for EAD Implementor data, with the aim of storing this information in a database for easier output to the Help Pages, since the amount of data is increasing rapidly. This activity should be completed during the 2005-2006 year.

The Chair and Vice Chair for 2004-2005 explored possibilities for active content in the Helper Files section. This would allow contributors to update code in scripts and programs they are sharing via the Help Pages. The Chair spoke with Brian Doyle, SAA Webmaster, about how this could be done, and they wrote a proposal, which was presented at the annual meeting. Implementation of the Helper Files proposal will depend on whether SAA decides to support active content.



***New Projects/Activities:*** The Chair, Vice Chair, and Webmaster for 2005-2006 are evaluating the layout and design of the Help Pages, and discussing possibilities for giving the site a more uniform look. The Vice Chair is compiling a bibliography of EAD-related articles.

***Diversity Initiatives:*** The EAD Roundtable encourages content submissions and participation from members in countries other than the U.S., in order to support EAD as an international standard.

***Questions/Concerns for Council Attention:*** None reported.

## **International Archival Affairs**

***Officers:*** Thomas Connors and Valerie Komor, Co-chairs

### ***Report from Annual Meeting:***

- Number of attendees: 45
- Election results: No election but Connors and Komor were retained as Co-chairs

***Summary of Meeting Activities:*** Minutes available on request.

***Completed Projects/Activities:*** Co-sponsored with Business Archives Section and ICA/Section on Business and Labor a reception for international attendees at the 2005 annual meeting.

### ***Ongoing Projects/Activities:***

- The Roundtable's main activity is to meet at the annual meeting and exchange and share information about international archival matters, with some emphasis on ICA activities and issues.
- T. Connors continues to prepare copy for the World View column in Archival Outlook.

### ***New Projects/Activities:***

- This is not a Roundtable activity per se but is related to the Roundtable's mission: Connors joined the Management Commission on the ICA in 2005 and attended meetings in Paris (July) and Abu Dhabi (November).
- Connors proposed two international sessions for SAA 2006, one on the 'new' ICA and one on international perspectives on archival education. Both were accepted.

***Diversity Initiatives:*** No specific initiatives as such.

***Questions/Concerns for Council Attention:*** There will most likely be a large international contingent at the 2006 annual meeting and we would like to sponsor or co-sponsor a welcoming reception at the Churchill Hotel bar (across Connecticut Avenue from the conference hotel). Can we solicit financial support from the outside? For example, the Rockefeller Archive Center donated funds to support the international reception held during the Los Angeles meeting. Can we return to Rockefeller this year?

## **Issues and Advocacy**

No report received as of December 27, 2005.

## **Labor Archives**

### ***Officers, 2004-2005:***

Chair, Jim Quigel, Head of Historical Collections and Labor Archives, Penn State

Vice Chair, Lauren Kata, Archivist, Southern Labor Archives, Georgia State University

***Report from Annual Meeting:***

The Labor Archives Roundtable hosted its annual membership meeting at the Society of American Archivists Annual Conference in New Orleans, Louisiana on August 17, 2005, from 5pm – 7pm, with approximately 30 attendees. Highlights of the meeting included:

- The election of new officers for 2005-2006: Chair, Lauren Kata, Southern Labor Archives, Georgia State University, and Vice Chair/Chair-Elect, Alan Stein, New Orleans Public Library
- Featured Speaker: Sibal Holt, First African American and first woman to head the Louisiana AFL-CIO. Ms. Holt spoke about the history of the labor movement in Louisiana, her views on the recent AFL-CIO split, her personal experiences working for the AFL-CIO, and the future of politics and organizing
- Special Guest: Hans Naess, Chair of the ICA/Section for Business and Labor Archives. Mr. Naess proposed the establishment of a new ICA section for Labor Archives (separate from Business Archives) as part of an envisioned Social Movement Archives Section affiliated with ICA.

***Meeting Summary and Outline of Projects and Activities—Completed, Ongoing, and New:***

1. Quick introductions by attendees. The membership list was circulated for corrections and additions.
2. Presentation by Tom Hyry, representing the Program Committee. Tom discussed new process for submitting session proposals.
3. Message from SAA Diversity Committee representative Marnie Atkins.
4. Presentation/quick Introduction from Peter Gottlieb, SAA Council Liaison to the LAR.
5. Featured Speaker: Sibal Holt, President of Louisiana AFL-CIO, “The History of the Labor Movement in Louisiana.”
6. Presentation and proposal by Hans Naess, ICA Business and Labor Archives Section, re: establishment of Social Movement Archives affiliated with ICA. Updated report:
  - a. As a follow-up to the proposal from Hans Eyvind Naess, Chair, ICA/ Section for Business and Labor Archives, to obtain SAA-LAR agreement and participation in establishing a new ICA/Social Movements Section and possibly sending an appointed LAR representative to attend ICA meetings and joint SAA-ICA symposia, I forwarded the proposal to SAA administrator Nancy Beaumont and requested some clarification on a number of points before the LAR can take action. These points included: 1) Authorization from the SAA or the LAR to align with the new Social Movements Archives Section while cutting ties with the Business Archives Section at ICA conferences and symposia; 2) Exploring how SAA-LAR representatives may be appointed and funded to attend ICA Conferences; 3) Contacting the SAA Business Archives Section to see how it appoints and funds its designated representatives to ICA conferences; 4) What additional funds may be required to maintain a membership within ICA? Jim Quigel will contact Nancy Beaumont to follow-up these points and report back to the LAR Chair, Lauren Kata and the LAR membership. The proposed ICA/Social Movements Archives Section fits more naturally within the scope of the collection development and documentation strategy objectives of the SAA-LAR and will enable the LAR to participate more fully in the work of the ICA and this proposed new section.
7. Election of new officers. Lauren Kata assumed role as Chair, Alan Stein unanimously elected Vice Chair/Chair-Elect. Congratulations to both.

8. Update on ongoing and new activities:
- a. Michael Nash, Chair of LAR Sub-Committee to update *How to Keep Union Records*, gave the following report:
    - i. permission has been granted by the George Meany Center to publish this update in electronic format
    - ii. progress made so far: chapter outline has been drafted and assignments given
    - iii. authors of each chapter will submit their drafts by the end of December; proposed deadline for draft of the entire publication is August 2007 (next SAA LAR meeting)
    - iv. those involved in this project were to be meeting after the LAR meeting that evening
  - b. Pam Hackbart-Dean, Coordinator of IAM-sponsored Labor Archives Retreat: Pam reported on an upcoming "Labor Archives Retreat," hosted by the International Association of Machinists and Aerospace Workers, at their Education Center in Placid Harbor, Maryland. The Retreat will take place February 22-24, 2006, and the program will include a project showcase and roundtable discussions on processing labor collections, what unions want from us, mergers and other ethical concerns, community outreach, and sustaining communications among labor archives. More information will be available in the coming months on the LAR website: <http://www.archivists.org/saagroups/labor/Index.asp>
  - c. LAR listserv: those interested in keeping in communication with each other on issues pertinent to Labor Archives should subscribe to the LAR listserv, hosted by Cornell University. An email with instructions will be sent out after the SAA Conference.

### **Lesbian & Gay Archives**

No report received as of December 27, 2005.

### **Local Government Records**

Minutes submitted.

Annual Business Meeting and Program, August 18, 2005, Agenda:

Number of Attendees: 17

Welcome and Opening Remarks: John Slate, CA, Chair

Reports from SAA Committees and Liaisons

- Council Liaison – Peter Gottlieb: Gottlieb reviewed deadlines for session proposals and mentioned the need for feedback on the Strategic Priority Issues Statements.
- Diversity Committee – Marnie Atkins: Ms. Atkins spoke on Diversity Committee goals and expressed interest in a program about [Indian] tribal local governments.

LGRRT Reports

- Roundtable Activities – John Slate: Slate reviewed Roundtable activities for the previous year, including getting the speaker and arranging the program for the 2005 meeting, working to strengthen and promote session proposals for the annual meeting, and contacting members who do not attend the meetings to learn why they are not attending.

- 2006 SAA Program – Terry Baxter: Baxter, substituting for Program Committee Co-chair Bob Horton, spoke about plans for the 2006 program.
- NHPRC Update – Richard Cameron: Cameron addressed the pending cuts for NHPRC and noted where to direct inquiries and comments.

Nomination and Election of Roundtable Chair: Jan Hart, CA, CRM, of the City of Irving, Texas, was nominated and elected chair.

Program: Thomas F. R. Claeson, manager of the Digital Collection and Preservation Service's Education and Planning Service at OCLC, spoke on "Local Funding Strategies for Local Government Archives"

## **Lone Arrangers**

No report received as of December 27, 2005.

## **Metadata and Digital Object**

### ***Officers:***

Chair - Lisa Miller, Hoover Institution Archives, [lisa.miller@hoover.stanford.edu](mailto:lisa.miller@hoover.stanford.edu)

Co-Chair - Sammie Morris, Purdue University, [morris18@purdue.edu](mailto:morris18@purdue.edu)

### ***Steering Committee:***

Mike Breedlove, Alabama Department of Archives and History

Stephen Fletcher, University of North Carolina, Chapel Hill

Mary Taylor, University of Nevada, Reno

Katherine Wisser, Duke University

### ***Report from Annual Meeting:***

- Number of attendees: 81 people signed in
- Election results: Lisa Miller elected chair and Sammie Morris elected co-chair.
- Summary of meeting activities: Meeting minutes attached.

***Completed Projects/Activities:*** We had a very well received program featuring two speakers at the roundtable's annual meeting. A small team of roundtable members reviewed and provided comments to Lisa Weber, NISO Liaison, and Nancy McGovern, Standards Committee, on NISO draft Z39.87, Data Dictionary for Technical Metadata for Digital Still Images. Another roundtable member prepared a SAA 2006 annual meeting session proposal focused on open source software and submitted it to the Program Committee under the aegis of the roundtable. We were recently informed that it was not accepted. We established an electronic mailing list for the roundtable, thanks to SAA Webmaster Brian Doyle. Traffic has been very light so far.

***Ongoing projects/activities:*** Because we are a new roundtable this year, the steering committee is developing some basic guidance for the roundtable leadership to help guide our future work.

***New Projects/Activities:*** Early in 2006 we will begin planning a program for the roundtable meeting at the 2006 annual meeting, and do some brainstorming on activities the roundtable might perform.

***Diversity Initiatives:*** None at this time.

*Activities or Outcomes with Regard to Electronic Records:* None at this time.

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

## **Native American Archives**

No report received as of December 27, 2005. Organizational meeting to be held in August 2006.

## **Performing Arts**

### *Officers:*

Karen Spicher, co-chair, 2005-2006; Helice Koffler, co-chair, 2006-2007; George Bain, newsletter editor; Ashley Yandle, webmaster

### *Report from Annual Meeting:*

- Number of attendees: about 30
- Election results: Helice Koffler volunteered to serve as co-chair

### *Summary of Meeting Activities:* Minutes submitted by George Bain.

Outgoing Co-chair Bridget Carr called the annual business meeting of the SAA Performing Arts Roundtable to order shortly after 4:00 pm on Thursday, August 18, 2005. She invited the 28 attendees at the New Orleans conference to introduce themselves then turned over to SAA liaisons for their announcements.

Outgoing Council liaison Joel Wurl talked of Council's new Strategies Priorities initiative and also introduced the new liaison, Sheryl Williams. Danna Bell-Russell invited members to submit session proposals for the joint meeting in Washington, DC in 2006 and noted the new procedures for session proposal endorsements that will take effect for 2007. Diversity Committee member Marnie Atkins reported on this new committee's work and on a new section for annual reports that will ask for units' efforts on diversity.

Carr and Co-chair Karen Spicher then conducted the business portion of the meeting. They asked newsletter editor George Bain for a report. He noted the possible addition of a section to report changes of positions. He volunteered to serve as editor for another year, which offer was accepted by the group. He also added that webmaster Ashley Yandle is interested in receiving new photographs for the web site. Carr and Spicher turned to the appointment of a new co-chair for the 2005-2007 term. Spicher outlined the basic duties of the position: to organize the annual business meeting, to submit a report to SAA, to review session proposals related to the roundtable, and to write a column for the newsletter. There were no nominations from the floor. The co-chairs indicated member Helice Koffler, who was unable to attend the conference, had volunteered to serve. The members elected Koffler to the post. Carr thanked those who had worked with her during her tenure; the group gave her a round of applause as she prepared to step down.

The next item of business was a presentation on the New Orleans Jazz and Heritage Festival and its archives by NOJHF archivist Rachel Lyons, entitled "Where Y'at?: Collections Development in the Big Easy." Lyons recognized a member of the group's board and a volunteer staff member who had come to the meeting. She stated that her office is in a building in the French Quarter that was built in 1811, and then reported on the history of the festival using photographs and other items to illustrate it while showcasing materials in her care. While the festival dates from the 1970s she explained she has held her position for nearly a half dozen years. Her materials are both paper-based as well as electronic (e.g., reel-

to-reel tapes). Asked who is making use of the archives, she noted that cultural anthropologists have been the most significant researchers.

Following Lyons' talk, the roundtable group discussed possible session proposals for the 2006 meeting. Discussion ranged from an exploration of digital issues to the perspectives of a lone arranger to the strategy of including a governmental repository for the DC joint meeting. Leslie Hansen Kopp, Debra Elfenbein, and Susan Brady volunteered to coordinate follow up leading to the October 7th submission date.

During new business George Bain proposed a new project, that the roundtable develop a directory of performing arts archives and repositories with performing arts organizational collections, one similar to the directory the Business Section has produced. Others suggested using the web today for such a directory. There was broad interest in the idea but insufficient time to develop the approach and structure but volunteers may step forward in the months ahead.

With time exhausted, Carr and Spicher adjourned the meeting at approximately 5:30 pm.

***Completed Projects/Activities:***

2005 annual meeting, with presentation by Rachel Lyons, New Orleans Jazz and Heritage Festival archivist (see minutes, above), followed by dinner.

***Ongoing Projects/Activities:***

- Two issues of Performance!, newsletter of the Roundtable, winter/spring 2005, and summer 2005, circulated by email to ca. 100 members.
- List of 123 members updated and circulated by email, August 2005.

***New Projects/Activities:***

- Two session proposals developed for the SAA 2005 annual meeting: "Magnetic Tape Preservation: A New International Standard for Basic Assessment of Endangered Materials" and "More Than a Backlog Project: Bridging the Gap Between Project and Infrastructure for the New York Public Library for the Performing Arts." Neither proposal was accepted, so we will consider incorporating them in our 2006 Roundtable meeting.
- First Roundtable listserv started, September 2005.

***Diversity Initiatives:*** Report by Diversity Committee member Marnie Atkins at our 2005 meeting.

***Questions/Concerns for Council Attention:*** Continue to schedule Recorded Sound and the Performing Arts Roundtables at different time, to accommodate overlap between the two groups.

**Privacy and Confidentiality (NEW SINCE 1/5/06)**

Three sessions were developed for the 2005 annual meeting by the Steering Committee. One proposal was accepted by the Program Committee: "Ethics for Archivists: Case Studies in Privacy and Confidentiality." Another proposal on the Family Rights and Privacy Act (FERPA) was reworked for presentation at the College & University Archives Section's meeting in New Orleans. The third session "Privacy, Access, and the Records of the American Eugenics Movement" became the featured program for the Privacy & Confidentiality Roundtable meeting in New Orleans. In addition the Roundtable gave its endorsement to two sessions, which were accepted for the program: "Balancing Competing Interests: Donors, Researchers, and Third Party Rights" and "Controlling Human Reproduction: the Challenges of Documenting the Post-World War II Revolution."

Several issues were brought to the Roundtable this year. We were asked by our SAA Council liaison for input on a case involving a violation of the SAA website's privacy and confidentiality policy. We recommended that the individual be issued a warning first, before having website access revoked. We were asked by SAA's president to speak with an NPR reporter on the issues raised by the CIA's removal of documents from the Henry Jackson Congressional Papers at the University of Washington last winter—Tim Pyatt represented us nicely here. And finally we were asked to recommend potential SAA attendees at a Department of Homeland Security conference on privacy and data warehousing.

Perhaps the most exciting development of the year was the publication by SAA of the *Privacy & Confidentiality Reader*, co-edited by Menzi Behrnd-Klodt and Peter Wosh. The editors did a superb job of selecting writings that broadly lay out the myriad issues facing archivists in the realm of privacy and confidentiality. A few of the sixteen essays have appeared elsewhere, but most were newly commissioned for this volume. Helpful editorial comments introduce each of the book's four sections on legal, ethical, administrative, and institutional perspectives. The editors have also provided an introductory overview and Behrnd-Klodt has contributed an elucidating essay on the tort right of privacy, as well as a piece on lawyers' papers and appendices on the Family Educational Rights and Privacy Act (FERPA) and medical records privacy. It is a volume that will be of great value to the profession. A book signing with Peter Wosh was held at the conclusion of the annual Roundtable meeting.

Special thanks are due to the members of the Roundtable's steering committee:

- Outgoing Members: Susan McElrath and Jackie Dean
- Continuing Members: Connell Gallagher and Arlene Schmuland
- Web Liaison: Jill Katte
- Past-Chair: Tim Pyatt
- Vice-Chair/Chair Elect: Julie Herrada
- Chair: Diane Windham Shaw
- SAA Council Liaison: Aimee Felker

At the annual meeting in New Orleans, the Roundtable elected:

- Chair: Julie Herrada
- Vice-Chair/Chair Elect: Jackie Dean
- Steering Committee: Deborah Richards and Michelle Sweetser

## **Recorded Sound**

No report received as of December 27, 2005.

## **Records Management**

### ***Officers:***

Margaret Merrick, Chair (Presbyterian Church U.S.A.)  
Chad Owen, Vice Chair (University of Louisville)  
Elizabeth Fairfax ex-officio (Island Power Company)

### ***Steering Committee:***

Ed Galvin, Website Coordinator (Syracuse University)  
Russell Loiselle (NARA)

Sonia Black (University of the West Indies, Mona Campus)  
Sharon Alexander-Gooding (University of the West Indies, Cave Hill Campus)

***Report from Annual Meeting:***

Number of attendees: August 7, 2004 = 28

Number of Attendees: August 18, 2005 = 26

The RMRT did not elect new officers or new members to the Steering Committee this year. The program for 2005 involved a Powerpoint presentation on the implementation in Jamaica of the ISO 15489 standard for recordkeeping. Next year we plan a more informal program in order to include the roundtable members in a discussion of mutual interests as well as to work on topics for possible session proposals for 2007. Mark Duffy and I had an informal discussion on this subject and other ways to increase participation in the roundtable.

***Completed Projects/Activities:***

This year in response to the request by SAA Council for feedback of the Consultant report on the archival profession, the RMRT submitted a 500-word essay on the impact of information technology on the profession. Several roundtable members offered suggestions and I put them together for the submission. The report was forwarded to Richard Pearce-Moses.

Sarah Polirer and I made several drafts on core archival collecting for a possible brochure that would be issued under the SAA/ARMA Joint Committee. We submitted our ideas to the Steering Committee for review and at last contact, it appears that the mission of the brochure will undergo some changes. In keeping with the format of the joint SAA/CoSA/NAGARA meeting for 2006, the Roundtable was not asked to endorse session proposals.

***Ongoing Projects/Activities:*** As the liaison to the SAA/ARMA Joint Committee, I participated in a conference call on November 15, 2005.

***New Projects/Activities:*** The Roundtable does not officially have new projects at this time. One of my major initiatives in 2006 is to increase the awareness of the RMRT as well as attendance at the meeting. Mark Duffy provided me with several good ideas on this subject. During the Roundtable meeting, several people were interested in becoming more active and I am following up with them. The 2006 Roundtable meeting will elect several new members to the Steering Committee and the intent is to plug the interested persons into the Steering Committee.

***Diversity Initiatives:*** Marnie Atkins from the SAA Diversity Committee made a report to the Roundtable during the meeting. This stimulated a number of comments on the desirability of a more diverse profession.

***Questions/Concerns/Feedback for Council Attention:*** I found the Leadership Orientation for Section, Roundtable, and Committee officers at the annual meeting to be extremely helpful for understanding my duties as a Chair. The discussions and the information proved very useful as I conducted the meeting later that week, especially with providing clear information to the Roundtable on the issues of session proposals and the request for feedback on information technology.

**Research Libraries Group**

No report received as of December 27, 2005.

**Science, Technology, and Health Care**



No report received as of December 27, 2005.

### **Security (NEW as of 1/26/05)**

**Officers:** Michelle Visser, *Chair*, University of Colorado, Boulder; Patricia Ann Morris, Vice Chair, University of Colorado; Richard Strassberg, Newsletter Editor; Melinda McMartin, Web Liaison.

#### **Report from Annual Meeting:**

- Number of attendees: 25
- Election results: Michelle Visser, University of Colorado at Boulder, is the incoming chair and Pat Morris, University of Colorado at Boulder, is the vice chair.
- Summary of meeting activities: Melinda McMartin explained the current project involving the collection of security policies and procedures from archives and libraries. Examples were distributed and a call for submissions will be posted on the Security Roundtable web page. Documentation is being sought from institutions large and small. The idea is to develop a template that archivists and librarians can use in future development or revision of these types of manuals.

**Completed Projects/Activities:** McMartin reported on the status of the roundtable's web page. The migration to the SAA server should take place shortly. Currently Ferris University hosts the site at: <http://www.ferris.edu/library/SpecCollections/SAA/SecurityRoundtable.html#Leadership>

**Ongoing Projects/Activities:** The Security Roundtable is currently seeking examples of policies and procedures used in archives to safeguard records. These policies and procedures may be in one of the following categories: General building security, reading room security, electronic records security. Any policies should be sent to the roundtable's chairs. A compilation of results will be presented at the roundtable meeting next year. The Security Roundtable is also seeking suggestions on other projects which would be most useful to the membership. If you have any ideas, please share them at our roundtable meeting, or contact the roundtable leadership.

**New Projects/Activities:** McMartin reported that a MOU between NARA and the National Coalition for History (NCH) to monitor auction websites for stolen artifacts was recently finalized. Perhaps a speaker could be invited to speak at the Security Roundtable meeting at the 2006 SAA conference in D.C.

**Diversity Initiatives:** None at the moment other than inviting minority archivists to join the roundtable but this is difficult as the Archivists of Color Roundtable always meets at the same time.

**Questions/Concerns for Council Attention:** The only concern is the continued roundtable scheduling conflicts.

### **Visual Materials Cataloging and Access**

No report received as of December 27, 2005.

### **Women's Collections**

No report received as of December 27, 2005.

## **Women Archivists (NEW as of 1/23/05)**

### ***Officers:***

Co-Chairs: Andrea Sheehan, Educational Testing Service Archives (2003-2005); Karen Walton Morse, SUNY at Buffalo Special Collections (2004-2006); Kathleen Feeney, University of Chicago Special Collections Research Center (2005-2007)

### **Steering Committee Members:**

Kathleen Feeney, University of Chicago (Co-Chair)  
Kathie Johnson, University of Louisville  
Ginny L. Kilander, University of Wyoming  
Karen Walton Morse, SUNY at Buffalo (Co-Chair)  
Christine Schmid, The Jacob Rader Marcus Center of American Jewish Archives  
Andrea Sheehan, Educational Testing Service  
Jennie Thomas, Albion College (Web Liaison)

### ***Report from Annual Meeting:***

Number of attendees: Approximately 25.

Election results: Kathleen Feeney (University of Chicago) was elected Co-chair for the 2005-2007 term.

### ***Summary of Meeting Activities:***

Business Meeting, New Orleans, Louisiana, Wednesday, August 17, 2005, 5-7 pm

Roundtable leadership in attendance: Andrea Sheehan, Co-chair (2003-2005), Karen Walton Morse, Co-chair (2004-2006), Kathleen Feeney, Steering Committee Member, Christine Schmid, Steering Committee Member

#### **I. Introductions**

Led by Andrea Sheehan

#### **II. Remarks from Brenda Lawson, representative from the Program Committee**

The deadline for session proposals for the 2006 Annual Meeting is October 7th. Tips for writing session proposals are available on the SAA website.

Program Proposal form: <http://www.archivists.org/conference/dc2006/proposals2006.rtf>

Because next year's Annual Meeting is a joint meeting with NAGARA and COSHRC / COSA Sessions and Roundtables will not be able to endorse session proposals.

Due to a change in SAA policy, starting in 2007 Sections and Roundtables will only be able to endorse two session proposals for each Annual Meeting.

#### **III. Remarks from our Council Liaison**

Elaine Engst, our current Council Liaison, is ending her term on Council. Our new Liaison is Sheryl Williams ([swilliam@ku.edu](mailto:swilliam@ku.edu)).

Explanation of the role of Council Liaisons.

#### **IV. WAR background**

Led by Karen Morse

Explanation of WAR's mission and leadership.

**V. Keynote Speaker: Emilie Leumas, Diocese of Baton Rouge**

Ms. Leumas discussed how she came to be archivist for the Diocese of Baton Rouge.

She disagreed with the perception that women working in male-dominated arenas (like the Catholic Church) are disenfranchised because of their gender. She pointed out that in her experience being a woman was less important than being intelligent and educated in terms of earning the respect of her male colleagues/patrons/donors (although the advice of an outside consultant didn't hurt).

She also discussed her experiences researched abroad (primarily in France) and how they have changed her views on her job particularly with regard to access and researchers' rights.

*General discussion about access in our archives.*

**VI. Remarks from Marnie Atkins, representative from the Diversity Committee**

Ms. Atkins spoke about the Diversity Committee and their mission and goals and how we (as a Roundtable) can help.

We noted that WAR, in its charge, is essentially concerned with diversity in the profession (at least in terms of gender diversity)

Specific discussion of the "Diversity Initiative" section in annual reports.

*General discussion about diversity.*

**VII. Election**

Kathleen Feeney (University of Chicago) was elected Co-chair for the 2005-2007 term

**Completed Projects/Activities:** Relocation of our website to SAA webspace. Successful nomination of Helen Tibbo for SAA Distinguished Fellow.

**Ongoing Projects/Activities:**

As a roundtable we are continuing to work on our fellow nomination project. We hope to nominate one or two worthy candidates for the 2006 selection.

We continue to support the Navigator Program initiated by our roundtable. We will encourage the active involvement of our individual roundtable members.

We are also working to encourage the participation of women in all phases of SAA business and other activities as well as in the archival profession as a whole.

We will continue to advocate the availability of daycare at the SAA Annual Meeting.

**New Projects/Activities:** None reported.

**Diversity Initiatives:** Gender diversity and equity is the main concern of our roundtable and is at the heart of most everything that we do. However, after meeting with Marnie Atkins, a representative from the Diversity Committee, we would like to become more involved in helping that committee reach its goals.

***Questions/Concerns for Council Attention:*** Has there been any recent discussion of the need for daycare at the Annual Meeting?