

**Society of American Archivists
Council Meeting
June 4 – 7, 2007
Chicago, Illinois**

**Action: Section / Roundtable Annual Report Items
(Elizabeth Adkins)**

Please review and be prepared to discuss and/or take action on highlighted items in this compilation of Section and Roundtable 2006 Annual Reports.

Sections

Acquisitions and Appraisal (Liaison: Duffy)

Officers:

Chair and Web Liaison - Michelle Sweetser

Vice Chair - Julie Herrada

Immediate Past Chair - Peter J Blodgett

Steering Committee - Tara Zachary Laver, Amy Scott

Report from Annual Meeting:

Number of attendees: 30.

Election results: As indicated in above listing of officers.

Summary of meeting activities:

At our 2006 meeting, members of the section voted to accept a new set of bylaws governing section operations. These can be accessed from our section website at

<http://www.archivists.org/saagroups/acq-app/ProposedBylaws.asp>.

Section officers reported on and asked for volunteers to assist in a number of continuing projects, including an online appraisers list and the abandoned property law project.

The majority of our section meeting time was devoted to a panel presentation, "Perils and Possibilities in Acquiring Papers of Lawyers, Law Firms and Jurists," featuring Heather Briston (University of Oregon), Aprille Cooke McKay (University of Michigan), Bruce Ragsdale (Federal Judicial History Office), and Bill Sleeman (University of Maryland Law School).

Completed Projects/Activities: Completed work on the Bylaws project, with the section membership passing the draft bylaws at our meeting.

Ongoing Projects/Activities: This past year we attempted to revive our section newsletter and did produce one issue online in June of 2006. We continue to work to make this a more regular publication for the section but have struggled in the past to generate content.

We continue to gather nominations from section membership for inclusion in our online Appraisers List. The list includes the names and contact information of appraisers who were suggested by section membership in response to an expressed need for contacts specializing in

appraisal of different types of records and materials. Inclusion on this list by no means is considered an endorsement by the section.

Similarly, another group continues to work to develop a resource guide summarizing abandoned property law in all 50 states, an outgrowth of a presentation at our annual meeting in 2005 which section membership indicated would be of great value.

New Projects/Activities: None.

Diversity Initiatives: None.

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

Archivists of Religious Collections (Liaison: Duffy)

Officers:

Loretta Zwolak Greene, CA, Chair (2005-2007)

Gwynedd Cannan, CA, Vice-Chair/Chair elect (2005-2007)

Lisa Jacobson, Secretary (2005-2007)

Ellen Pierce, CA, Representative At-large (2006-2008)

Judy Huenneke, Representative At-large (2005-2007)

Diane T. Wells, CA, Past Chair/Nominating Committee (2005-2007)

Report from Annual Meeting:

- Number of attendees: 50.
- Election results: Ellen Pierce, Maryknoll Mission Archives, elected Representative-At-Large for 2006-2008.
- Summary of meeting activities: Minutes from current issue of *Archival Spirit*, following.

Completed Projects/Activities: The Section membership directory was updated for the first time in 5 years. The survey was completed electronically. All registered members of the Section received an e-mail with details about completing their update and a link to the update form on the ARCS website. The updated information will be online on the ARCS website. Project commenced, Spring 2006. All responses have been received and compiled.

Ongoing Projects/Activities:

- 1) Member information from the updated directory project must be compared to the SAA list of section members. When completed, the revised directory will be published on the section website.
- 2) Models and Resources Committee, see below.

New Projects/Activities:

- 1) Re-activation of the Models and Resources Committee: Marcia Stein, Michael Campbell, and Sara Harwell will assist Lisa Jacobson, Chair. This resource will be available on the section website.

Committee's Purpose Statement:

The purpose of the Models and Resources Committee is to provide information to section members on all aspects of archival work relating to the administration of religious collections.

Committee's Objectives:

- To recommend standards and guidelines to archivists of religious collections so that they may improve the quality of their collections.
- To provide samples of policies, forms, publications, and finding aids for religious collections to section members.

- To identify and provide information on resources to support all aspects of archival work.
- 2) The section's online newsletter has been changed to an on-going format so members will receive timely information. Newsletter articles are published online as they are received rather than waiting until a publication date. When a publication date passes, that issue is closed and the next on-going issue is opened for new articles.

Diversity Initiatives:

- 1) Each issue of *Archival Spirit* highlights a different member's repository through a virtual tour. This is in response to a concern raised by section members at the 2005 conference that members don't know much about each other because we only meet once a year in large cities and the opportunity to visit or tour the facilities of fellow members is limited. The virtual tour includes questions about collections, activities, tools to share with others, and photographs. The first tour appeared in the Spring 2006 issue. See, for example, <http://www.saa-arcs.org/newsletter/2006/as06-jly.html#art12>
- 2) Members of the Models and Resources Committee are from repositories across the faith spectrum: Maryknoll Mission Archives, Mary Baker Eddy Library, Loma Linda University, Disciples of Christ Historical Library and Archives.
- 3) Margery Sly, Presbyterian Historical Society, Philadelphia, PA, is involved with the workshop at the DuSable Museum of African-American History, Chicago, to encourage African-American parishes to preserve their history. Margery compiled denominational record policies from all faith communities taking part in the workshop for participants.

Questions/Concerns for Council Attention: The Section's Steering Committee wants to have the time to meet and establish good working relationships that will help us do our business better throughout the year. Ideally we want to meet prior to the section meeting to get organized before presenting to the membership and then again after the Section meeting to plan the members' discussion. Is this covered in the SR Task Force final report, and can we expect that rooms and slots will be made able to hold those meetings during the conference space?

***Archivists of Religious Collections Section
Annual Meeting, August 4, 2006, Washington Hilton Hotel***

Call to Order: ARCS chair Loretta Zwolak Greene called the meeting to order at 10:05 a.m. and welcomed everyone, especially new members and those from the Gulf Coast region.

The chair introduced the section officers and encouraged members to become involved in the section. Special thanks were extended to Tim Meagher, Tricia Pyne, and the staff of Catholic University for hosting Wednesday's reception and providing tours of the American Catholic History Research Center and University Archives. She asked that volunteers willing to host a reception during the 2007 annual meeting in Chicago be in touch with her or another member of the steering committee.

American Archivist Editorial Board

The Chair introduced Bill Landis from the editorial board of *American Archivist*. Landis mentioned that Mary Jo Pugh is the new editor for *American Archivist* and there is a strong interest in new authors and publishing a healthy mix of practical as well as research--based articles. If session proposals are rejected by the program committee, Landis recommended turning the proposal into an article. The editor and board are available for consultation. Landis also encouraged members to serve as reviewers for articles.

Program Committee 2007

The chair then called on Elisabeth Wittman for the SAA program committee. Wittman informed the Section that the process for selecting proposals has changed and proposals are now ranked. The committee is revising the structure of the traditional session by eliminating the chair while

retaining the format of three speakers with one speaker selected to be the facilitator. The deadline to submit session proposals this year is October 9, 2006. If similar proposals are received, the committee will most likely ask that those proposals be combined and resubmitted as a single revised proposal. The committee is also suggesting that an individual only be eligible to participate in one session per conference. For information about writing a successful proposal, please refer to SAA's website. There is another form for submitting ideas for pre-conference workshops.

SAA Liaison

The chair introduced Mark Duffy to give a report on the work of the council. Duffy reported that during the last year, of 78 appointments made to various boards, committees, and task forces, only five of those appointments were religious archivists. Please volunteer to serve SAA. The chair stated that she will send out an announcement on the listserv when the call for nominations comes out.

In the wake of Hurricanes Katrina and Rita, the Emergency Fund funded a total of 18 grants. Due to the efforts of our Section, six of those grants were given to religious archives. There is a new SAA workshop scheduled for Chicago. This is a result of the devastating fire at Pilgrim Baptist Church. This is a direct result of having an advocate for religious archives representing the section on the SAA council.

Member Survey Form

The chair requested that all those present complete the member survey questionnaire. During last year's section meeting, there was a request that members be able to make anonymous suggestions. To accommodate this request, a blank comment sheet has been attached to the survey form.

Nominations/Election Committee

The Chair introduced Diane Wells for the nominations/election committee. Wells informed the section that there is one position for a member-at-large and Ellen Pierce of the Maryknoll Mission Archives is the single candidate for this position. She asked Ellen to stand. Wells asked for additional nominations from the floor. Hearing none, she moved that the proposed candidate be accepted. The motion was seconded and the candidate was elected without dissent. Wells informed the section that next year there will be three positions open: secretary, member-at-large, and vice chair/chair elect. If anyone is interested in serving in these capacities, please contact Diane or indicate your interest on the member survey form.

Secretary's Report

The chair called on Lisa Jacobson for the secretary's report. Jacobson said the minutes for the 2005 ARCS section meeting were published in the Fall 2005 Archival Spirit newsletter. She asked for any corrections or changes from the floor. Hearing none, she moved that the 2005 annual meeting minutes be approved. The motion was seconded and the 2005 minutes approved without dissent.

Sister M. Claude Lane Award

The Chair then introduced Robert Johnson-Lally, Chair, Sister M. Claude Lane Award Committee. Johnson-Lally announced that no nominations for the award were received this year. He said the committee cannot make nominations, so please nominate your colleagues for this award. The award is co-sponsored by the Society of Southwest Archivists and SAA. Nomination forms and information about the award are available on the Website. The awards committee is holding office hours in the exhibit hall if anyone has questions.

Communications

Listserv Update

The Chair introduced Dale Patterson. Patterson said it was necessary to move the home for the listserv this past year. Because of the need for a stable and consistent provider, he decided to go with Yahoo Groups. Hand-outs with instructions on how to register were distributed. So far 87 people have rejoined the list. You do not need a Yahoo account to join. Dale mentioned that the list is quiet. If section members have questions and a need to consult their colleagues, please use the list. The Chair stated that if she needs to communicate with the Section, she sends out a broadcast e-mail through SAA announcements which includes all members. She wanted to clarify that the listserv is voluntary and not all Section members are registered on the list.

Archival Spirit Newsletter

Wes Wilson delivered an update on the newsletter. Wilson said the on-line version of the newsletter is much easier to create. There have been a good variety of articles and announcements in recent issues. Wilson encouraged everyone to submit news items. Wilson said that in response to a suggestion from last year, he is considering posting news items when they are sent to him, especially when items are time-sensitive, and after a certain length of time, remove items to an archived newsletter. Questions and concerns were raised about whether or not people will go to the website to look for news items without receiving a formal newsletter via e-mail and how to maintain the properties of a formal newsletter. Wilson stated that he can post information on the website and also send it out via the listserv. He thinks it is worth trying a hybrid system. Wilson also asked members to include a caption for any photos they send.

“Virtual Tour” for the Newsletter

Lisa Jacobson reported that a new initiative for the newsletter is a “Virtual Tour.” This idea was discussed at last year’s steering committee meeting and the first tour appeared in the Spring 2006 issue. During the 2005 section meeting, several members mentioned that they don’t know other members of the section and because we meet only once a year in large cities, the opportunity to visit or tour the facilities of fellow members is limited. A “Virtual Tour” via the newsletter is one way to learn more about one another. So far two tours have been included in the newsletter. If anyone wishes to have their Archives featured, please contact Lisa.

Website

Mark Duffy mentioned that the website continues to develop. Updated information for the on-line membership directory is almost complete. Information about the section’s response to Hurricane Katrina is available on the website along with information about the reception. Duffy emphasized the site is only as good as the information he gets. If anyone has any ideas, please let Mark know. Mark reported that he is very interested in volunteers to help maintain the website. Because of council responsibilities, Mark would like to transition from the webmaster duties in one year. Mark would provide orientation and mentoring to a new webmaster during the upcoming year. The chair encouraged a member to volunteer for this important section duty.

Models & Resources Committee

The chair reported that this committee has been inactive during the past year. The mandate has been revised. The chair asked Nancy Taylor to read the new purpose and objectives statement. Nancy read the statement and asked for comments. It was mentioned that the mandate to create session proposals and workshops has been eliminated as this is a task of the steering committee. It was suggested that at future section meetings time be set aside for members to gather in small groups to discuss ideas for session proposals. Several members did voice an interest in having the work of this committee continue. They think having information on archival resources specific to religious institutions is valuable.

Directory Update

The chair called on Liz Scott to give a report on the progress of updating the membership directory. Scott said she received 187 responses. She is in the final stage of copying new and

updated information into the on-line directory. The work should be completed in another month or so.

Pilgrim Church, Chicago

The chair introduced Margery Sly to report on an upcoming workshop in Chicago. The workshop developed out of the tragic fire that devastated the historically African-American Pilgrim Church. Sly thanked Mark Duffy for his work on the council and getting this workshop on the schedule. Sly said a workshop is planned to take place at the DuSable Museum of African-American History in October to encourage African-American parishes to preserve their history. So far there has been a very positive response and Sly is in the process of compiling denominational record policies from all faith communities taking part in the workshop for participants. If the workshop in Chicago is successful, there is a possibility that it will be repeated in other communities.

Malachy McCarthy mentioned the need for this type of workshop in the Catholic Latino community. He raised the question of how do archives devise a collection strategy for underrepresented groups that have different cultural attitudes toward records.

2007 Session Ideas

Gwynedd Cannan initiated a discussion on ideas for session proposals. Cannan listed several topics including privacy issues, archives and faith formation, how to educate your institution on the importance of archives, exhibits and outreach, and alienation of records, and asked for ideas from the floor. Alan Lefever, Texas Baptist Historical Collection, suggested a session on preservation on a thread. How do you preserve materials when there is no money? Jennifer McGillan, Jewish Historical Society of MetroWest, suggested that interfaith partnerships with universities be considered. Jac Treanor, Archdiocese of Chicago, further suggested that someone from National Historic Publications and Records Commission (NHPRC) be invited to discuss the grant process for a preservation session. Carol Prietto, Daughters of Charity, suggested a title, "promotion ideas on a thread." She said she used e-mail during Archives Week last year and her efforts were very well received. Because we were running out of time, Gwynedd suggested a discussion on session proposals take place on the listserv.

Program

Gwynedd Cannan introduced Lee Leumas of the Diocese of Baton Rouge. Lee gave a very important and powerful presentation on her experiences in the aftermath of Hurricane Katrina assisting the Archdiocese of New Orleans in disaster recovery efforts. The title of her presentation is "Institutions Helping Institutions: Lessons from Hurricane Katrina."

Other Remarks

Jac Treanor encouraged everyone to attend the SAA Awards Ceremony as Lee Leumas was being honored with the first annual Spotlight Award.

The chair thanked everyone for attending. The meeting was adjourned at 12:00 p.m.

Business Archives (Liaison: Summers)

Officers:

Ted Ryan, Chair; Dan Barringer, Past-Chair; Tony Jahn, Chair-Elect; Daniel Sokolow, Web editor

Report from Annual Meeting:

- Number of attendees: See accompanying minutes.
- Election results: See accompanying minutes.
- Summary of meeting activities: See accompanying minutes.

Completed Projects/Activities:

2006 Section Colloquium: See accompanying minutes.

2006 Section post-colloquium social: Held at Childe Harold. Hors d'oeuvres sponsored by employing organizations.

Review and endorsement of sessions for 2006 annual meeting.

Ongoing Projects/Activities:

Review and endorsement of session proposals for 2007 SAA annual meeting.

Planning for 2007 section Colloquium – ideas being explored include benchmarking; between US and International Archives. **Format will likely be an all day off-site meeting at Motorola and McDonalds Corporate headquarters followed by a reception.**

New Projects/Activities:

Networking clearinghouse (see accompanying minutes).

Enhancing the Section's website.

Activation of Steering Committee.

Diversity initiatives: None specified.

Questions/concerns for Council attention: None specified.

Annual Business Meeting Minutes, 4 August 2006

The meeting was called to order at 10:00 by Dan Barringer (State Farm Insurance), Section Chair. Approximately 75 members were in attendance. A sign-up sheet was passed around the room.

Mr. Barringer introduced Brian Doyle of SAA who discussed the fact that an upcoming SAA migration to a new content management and database software would delay the implementation of the update of the Business Archives Section Membership Directory. Debbie Waller (History Factory) continued the conversation by noting that she had not been able to follow up on her proposal in New Orleans for the History Factory to maintain the database, but would like move that forward now. After an open discussion, it was decided to wait until SAA was ready to update the database.

Carla Summers, the SAA Council Liaison to the Business Archives Section, spoke of her commitment and excitement to serve in that role.

Incoming Chair Ted Ryan (Coca-Cola) announced the corporate underwriters of the Section Social, held on 2 August 2006, following the Section Colloquium, for recognition and thanks by the members.

Bruce Bruemmer (Cargill) took the podium to review the status of the section web site (<http://www.archivists.org/saagroups/bas/Welcome.asp>) and newsletter. Mr. Bruemmer indicated that he was passing the torch as Section Web Editor and asked for volunteers to take over.

Paul Lasewicz (IBM) proposed that a committee or task force be developed to spread the work load and increase the amount of content. Rochelle McCune (Gap, Inc.) and Tony Jahn (Target) expanded the discussion saying that we needed to think more broadly and consider blogs and discussion boards. After some discussion on the employee rules and blogs, Daniel Sokolow (NSH-LIS Health System) accepted the role as web editor. Mr. Lasewicz, Ms. McCune, and Maria Lacalle (Rolling Stone Magazine) agreed to serve as the task force. Mr. Lasewicz invited any other volunteers to see him after the meeting.

Mr. Barringer asked for a motion to approve the minutes from the 2005 meeting. The motion was passed.

Mr. Barringer then asked for nominations for Incoming Chair.

Ms. Waller nominated Mr. Jahn.

Mike Bullington (McDonald's) nominated Dean Weber (Ford Motor Company.)

A movement was put forward to have the two nominees give a brief speech outlining their goals as Incoming Chair and that a paper vote be taken to decide the winner. The motion was approved. While the vote was going on, business continued.

Mr. Barranger opened a discussion on the subject and timing of the Colloquium. Most agreed that the topic was good, but that having a single speaker may not be the best way to cover the topics we need to have covered. Many pointed out that moving the time to the morning may have cut down on attendance as many archivists were still arriving.

Shari Jackson (The Coca-Cola Company) who is serving on Program Committee asked/pleaded with the Business Archivist to submit proposals for the 2007 meeting. A general discussion was held on possible topics.

Mr. Ryan then gave a general overview of the on-going efforts to develop a benchmarking questionnaire as asked for volunteers. Deborah Shea (The Winthrop Group) offered to assist.

Mr. Ryan then continued the discussion on the Colloquium time. Elizabeth Adkins (Ford Motor Company) indicated that the traditional time was now being used by SAA for a leadership session. Most members of the Section still requested that the Colloquium be held from 2 – 5 pm on the Wednesday of SAA.

Hans Naess (National Archives of Norway) then spoke urging Section members to join ICA and to attend the upcoming meetings.

Mr. Barringer then announced that the votes for Incoming Chair had been tallied. Before the announcement was made, Mr. Lasewicz requested a discussion on the change in by-laws a few years previous which had disbanded the Section Steering Committee. Most agreed that the Steering Committee needed to be reinstated and that the loser of the election would automatically be the first member.

The election results were announced and Mr. Jahn was named as Incoming Chair and Mr. Webber was named to the Steering Committee. Mr. Lasewicz volunteered to serve on the Steering Committee and a request was made for a third volunteer. Amy Stevenson (Microsoft) then volunteered.

As the meeting was about to be adjourned, Phil Mooney (The Coca-Cola Company) announced that the Business Archives Workshop would be held again this year in Chicago and urged all the members who were interested to consider attending.

A motion was made to close the meeting which was approved.

College & University Archives (Liaison: Primer)

Officers:

Chair (2006-2008) [Betsy Parkin Pittman](mailto:betsy.pittman@uconn.edu), University of Connecticut
(betsy.pittman@uconn.edu)

Vice-Chair (2005-2007) Ellen Swain, University of Illinois at Urbana-Champaign
(eswain@uiuc.edu)

Heather Briston, University of Oregon (hbriston@uoregon.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, U. of Tennessee (purcell@email.lib.utk.edu) (2005-2008)
Mike Strom, Texas Christian University (M.Strom@tcu.edu) (2006-2009)
John Ansley, Marist College (John.Ansley@marist.edu) (2006-2009)
Editor, *Academic Archivist* [Christopher Laico](#), Columbia University
(cl880@columbia.edu)
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(czachary@usc.edu)

Report from Annual Meeting:

Number of attendees: ca. 200

Election results: Slate of two candidates was presented: Jackie Esposito, Pennsylvania State University, and Betsy Pittman, University of Connecticut. Betsy Pittman was elected.

Summary of meeting activities: Appended below.

Completed Projects/Activities: Endorsed one pre-conference workshop and one program proposal for the 2007 Annual meeting. Appointment of Mike Strom and John Ansley to Steering Committee.

Ongoing Projects/Activities: Revision of Guidelines for College and University Archives ongoing. New draft expected Spring 2007.

New Projects/Activities: None specified.

Diversity Initiatives: None specified.

Questions/Concerns for Council Attention: None specified.

***College & University Archives Section Meeting
August 4, 2006, Hilton Washington***

Tim Pyatt, Section chair, welcomed the membership and called the meeting to order.

Announcements:

- Ben Primer, Council liaison, reported that SAA has been defining/discussing the roles and needs of sections and roundtables and will be sharing its findings in the near future.
- Elizabeth Slomba announced upcoming plans for the New England Archives conference
- Tom Rosko provided information on session proposals for the 2007 SAA Program

The section approved minutes from the 2005 meeting in New Orleans, LA.

Reports:

Chair, Tim Pyatt

- Section listserv update- currently sections have news announcements lists. In the near future, SAA will provide sections with listserv capabilities. Members will be able to post and respond to messages.
- New Skills for the Digital Era – was a colloquium, held May 31-June 2 2006, that explored the new skills required of librarians, archivists and records managers need to flourish in the digital age. It was sponsored by SAA, NARA, and the Arizona State Library.

Vice-chair, Ellen Swain

- Swain and Chris Prom submitted the *CU Reader* manuscript to SAA. It is hopeful that the volume will debut at the 2007 SAA meeting in Chicago.
- Program session and CU meeting discussion-- Kate Bowers explained her forthcoming publication, *CU Thesaurus*. Many members indicated that the thesaurus would be a good workshop topic to propose to the SAA Program Committee.

Newsletter Editor, Chris Laico

- Tim Pyatt read Laico's report as he was unable to attend the meeting. Since SAA 2005, Chris has produced 3 issues of the *Academic Archivist*. He welcomes submissions (relating to announcements, not professional articles) and thanks past contributors.

CU Archives Guidelines:

Robin McElheny reported that she and Tom Rosko are co-chairing a task force to review and revise the guidelines, which were approved at the 2005 meeting with much debate. They hope to have a draft ready for steering committee review in Spring 2007.

Election of Chair for 2006-2008:

Heather Briston, chair of the Nominating Committee, introduced chair candidates Jackie Esposito, Pennsylvania State University and Betsy Pittman, University of Connecticut. The membership voted by ballot.

Program: Faculty Papers Panel Discussion Synopsis

1. Tara Zachary Laver, Louisiana State University - Survey research concerning practices and policies on faculty papers at ARL libraries/archives. The survey covers criteria used to identify potential donors, how/if archivists pursue faculty papers, formats of materials in fac papers, and level of processing and use. Reported in *American Archivist* 66 (spring/sum 2003)
2. Diane Kaplan, Yale - Yale project to develop rational approach for the selection and appraisal of faculty papers. Project developed a policy for identifying collections to actively pursue and evaluate them. Project served as a case study for adapting the Minnesota Method of appraisal for business records to appraisal of faculty papers. Reported in *American Archivist* 65 (spring/sum 2002)
3. Jane Zhang, Harvard - Harvard Faculty File Plan Project illustrates how archivists and records managers can share expertise and work together to achieve a common goal. By surveying current faculty filing practices and analyzing those preserved in the Harvard Archives, the project has produced a set of recommended filing guidelines for use by Harvard faculty and which fit within a broad based documentation initiative. He/she will discuss present research process and final findings.

After the panelists' presentations, the membership engaged in a lively question-and-answer session.

Naming of the New Chair: Betsy Pittman was elected chair, to serve 2006 through 2008.

The meeting was adjourned at 12 noon.

Description Section (Liaison: Primer)

Officers:

Katherine M. Wisser, Chair

Jane Rosario, Vice-Chair, Chair-Elect

Steering Committee: Chris Burns; Mary Lacy; Kelcy Shepherd; Claudia Thompson; Diane DuCharme, Web Liaison; Michelle Light, Newsletter Editor

Report from Annual Meeting:

Number of attendees: 88

Election results: Mark Matienzo, Vice-Chair, Chair-Elect

Summary of meeting activities: Minutes attached.

Completed Projects/Activities: No proposal endorsements from the section for the 2006 annual meeting, but proposals were reviewed for suggestions.

Ongoing Projects/Activities: The steering committee discussed the change in the Finding Aids Fair, renaming it the Description Expo in order to refresh the goals and objectives of the annual event. The steering committee reviews proposals for endorsement. Ongoing review of RDA proposals as facilitated by Mary Lacy.

New Projects/Activities: None specified.

Diversity Initiatives: The description section is open for membership to any and all individuals interested. The Steering committee has ongoing discussions about potential diversity initiatives.

Questions/Concerns for Council Attention: None specified.

**Description Section Meeting Minutes
Friday, August 4, Washington Hilton**

I. Section Reports

Newsletter Editor: Michelle Light

Send submissions of 300 words or less for inclusion in *Descriptive Notes*. Michelle also seeks to develop longer (500 word) analytic pieces about how archivists engage with descriptive standards. Submissions will be accepted any time.

Description Expo: Jane Rosario

There were 8 submissions this year; and the Expo is in Booth #318. The Expo will be up on the SAA web site shortly after the meeting. Members are encouraged to think of a more original name for the event.

Chair Kathy Wisser acknowledged the steering committee members and encouraged interested parties to email her or Jane if interested in serving on the steering committee. Kathy acknowledged the work of Description Section intern Jesse Brown also.

II. Reports from SAA Committees, Liaisons, and Related Groups

SAA Council Representative - Ben Primer: Extended greetings from Council. There is a proposal to rethink sections and roundtable work being reviewed in Council. Leadership will be asked for feedback.

Program Committee - Adriana Cuervo: Members are encouraged to submit creative proposals on any ideas, workshops and new experiences. The deadline is October 9, 2006 submitted via the web. If you experience problems, contact the Program Committee Co-Chairs. Sections and roundtables may endorse only two proposals.

American Archivist Editorial Board - Susan Hamburger: Any programs ideas proposed but not accepted are of interest to the *American Archivist* Editorial Board. They are interested in practice-based articles, not just theory. Editor Mary Jo Pugh is also interested in people who want to review manuscripts for publication.

EAD Working Group - Kris Keisling: It has been a relatively quiet year. The Working Group is releasing a schema for broader testing. There may be changes to the DTD and another version of EAD (200X) is a possibility. The Working Group is meeting at 9am this Sunday in the Military Room and it is open. The official EAD website and help pages were updated very recently. In April, the third European EAD/EAC conference will be held in Berlin (<http://www.bundesarchiv.de/instada/de/program.html?lang=de>).

ALA Committee on Machine-Readable Bibliographic Information Committee (MARBI) - Kris Keisling: This ALA committee meets twice a year and is responsible for approving all changes to MARC format. This year there has been nothing terribly pressing from the archives community. There is an interesting study conducted by Bill Moen at the University of North Texas that is analyzing MARC content use (<http://www.mcd�.unt.edu/>). The final report is expected to be ready by the end of August. In June, there was a proposal to create language for access restriction to digital materials, which came from the Digital Library Federation. There was a discussion paper to create 16 new subfields in the copyright field for digital materials, but it was not anticipated that the information would be maintained. It was felt that not providing info is better than providing it and not maintaining it. Further discussion will be held at ALA Mid-Winter, including the basic question of whether MARC is even the right place to put this information?

DA:CS - Kris Keisling: *Describing Archives: A Content Standard* was approved March 29, 2005. Since then, twelve DA:CS workshops have been given. Interest in DA:CS is high. The workshop, MARC According to DA:CS, was given six times. Publishing an edition with an index is being discussed, as well as producing an online version. It was suggested from the floor that members let SAA know that these issues are important to the membership. There was a question as to when DA:CS will replace APPM on Cataloger's Desktop? Currently, it is postponed by licensing negotiations between SAA and Library of Congress.

ALA Committee on Cataloging: Description and Access (CC:DA) - Mary Lacy: It was a busy year. The revision of Resource Description and Access (RDA) (formerly AACR3) was released in December 2005 for constituency review. SAA's first preference was to remove basic practices and insert references to archival standards, which was not accepted, but pointers to archival standards were accepted for inclusion (DACS and ISAD(G)). The review process is now more open. A prototype is available at <http://www.rdaonline.org/>.

ICA Section on Professional Standards and Best Practices - Michael Fox: This committee is dissolved. Currently there are two working groups, one focusing on building terms for record creating functions and one for standards for institutions. (See <http://www.ica.org/body.php?pbodycode=CBPS&plangue=eng>) Currently no SAA members are involved; does any one want to be a corresponding member? Claire Sabille, ICA/CBPS Secretary/Secrétaire, spoke about the working group on Record Creators Functions.

Technical Subcommittee on Descriptive Standards (TSDS) - Chris Prom: TSDS submitted comments on RDA revisions. (Comments may be obtained from Chris, prom@uiuc.edu) A draft charge to the EAC working group will be made. SAA Council recommended that TSDS take charge of revisions to DA:CS. Until SAA has web site and makes collaborative tools available, this cannot be undertaken. A process must be in place for commentary and review.

Archivists Toolkit - Brad Westbrook: The project received a no-cost extension from Mellon to extend it to December 31, 2006. Release version 1.0 may be out as early as November 17, 2006 or as late as December 15, 2006. Currently it is 90% built, including an import process for legacy EAD finding aids. A de-accessioning model must be built. The specifications are being revised as needed. An administrative meeting was held at NYU in June. The two Principal Investigators agreed to trademark and release application under GPL open source license. NYU and UCSD

will support the application until 2010. This fall, the beta version will be released and tested thoroughly. (On Tuesday, functional testing of beta version with partners will begin.) In late summer, a proposal for second development phase will be drafted, with the goal of making the Toolkit “multi-threaded,” refining its collection management functionality, supporting non-English languages, designing and building new functional areas (including appraisal, user registration and tracking), and addressing digital repository applicability. Other goals include hiring a business consultant to come up with a more robust business plan to make the Toolkit more self-supporting, developing a robust user community and process, and developing a contributors’ community. Eventually, the Toolkit will accommodate EAC as an output, and will be made available to users outside the US.

Encoded Archival Context (EAC) Working Group - Daniel Pitti: An EAC working group is to be formed to bring EAC from beta to full-blown version. TSDS will be charging such a group, which Kathy Wisser will chair. The Working Group began negotiation with two major repositories in Europe with respect to their co-hosting EAC. The first order of business is to write a grant proposal for support of the working group efforts.

Research Libraries Group - Merrilee Proffitt: On July 1, 2006, RLG became part of OCLC. There are two components to the "coming together". One is the services side. The RLG union catalog and Archive Grid are being migrated to the OCLC environment. OCLC has its own MARC records, so this will make it a much richer resource. It will be a better supported resource and is now available for subscription. The other component is that the RLG programs group of twelve people will join the Office of Research at OCLC, which has 30-35 people and a 25 year history. This is the new division of Programs & Research. OCLC members will be separate from RLG members. RLG members are now RLG Program Partners; things will continue to work as before. OCLC members will continue as in the past. Merrilee will speak on the future of finding aids -- usability studies on Archive Grid this Saturday morning, focusing on what aspects of description users find most valuable. We need to be more strongly behind EAC and bring together large EAC records here in the US. RLG is hoping to work on archive registries in US and link to Archives Grid. RLG has partnered with the Web Archive; most technological issues are fairly resolved, leaving a plethora of other issues to be solved. They will form a work plan to go forward. Next summer the focus will be creating efficiencies in digitizing special collections. In spring, RLG will sponsor a “future of discovery & delivery” symposium. RLG is also exploring issues around digital preservation; there is a huge range of activities having to do with research library & museums. RLG will publish & disseminate results.

II. New Business

Election: Mark A. Matienzo was elected Vice-Chair/Chair-Elect.

Sessions Ideas Discussions: The following ideas were discussed as possibilities for next year’s Section Meeting: EAC, the changing nature of online catalog, given that there are extensive discussions about this in the library world; more product less process -- do some evaluations of user access; resubmission of sessions not accepted for this year’s conference

Announcements: Chris Prom announced Archon Project (<http://www.archon.org/>); it is similar to the Archivists’ Toolkit. He is giving a demo immediately following the Section meeting. Adrian Cunningham spoke regarding Australian descriptive standards. 2006 is the 40th anniversary of Peter J. Scott questioning the record group concept. ASA published *Describing Archives in Context*, which will appear at the ASA web site (<http://www.archivists.org.au/>). Peter Scott is working with ASA in compiling a collection of his writings, which is expected to be out in 2007. Gerald Stone of the Library & Archives Canada gave a brief update on Rules for Archival Description (RAD) II. The Canadian Committee on Archival Description has had a change of membership and a new chair; the report on the Web site (<http://www.cdncouncilarchives.ca/archdes.html>). Stone reported that the comments were mixed,

which makes next steps difficult. Mark Matienzo: The American Institute of Physics compiles a survey of repositories holding history of physics collections every two years. August 15th is deadline to respond this year.

- III. Program: "Usability Testing as a Tool for Evaluation of Online Archival Access Tools,"
Elizabeth Yakel, Associate Professor, School of Information, University of Michigan.

Electronic Records Section (Liaison: Duffy)

Officers:

Chair: [Arian D. Ravanbakhsh](#), Information Technology Specialist, Office of Modern Records Programs, NWM, Room 2100, The National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, Phone: 301-837-2086, Fax: 301-837-3697
arian.ravanbakhsh@nara.gov

Vice-Chair/Chair Elect: [Suzie Long](#), Assistant Professor of Management and Marketing, Missouri Southern State University, 3950 East Newman Road, Joplin, MO 64801-1595, Phone: 417-659-3795, Fax: 417-625-9604
long-s@mssu.edu

Steering Committee/ Past Chair (through 2009): Mark Conrad, Archives Specialist, Electronic Records Archives (ERA), National Archives and Records Administration
mark.conrad@nara.gov

Webmaster: Jean Marie Deken, Archivist, Stanford Linear Accelerator Center, Archives and History Office, jmdeken@slac.stanford.edu

SAA Council Liaison: Mark Duffy, Archives of the Episcopal Church USA,
research@episcopalarchives.org

Steering Committee/ Past Chair (through 2007): Rosemary Pleva Flynn, Librarian and Manager, Library and Information Services, Energy & Environmental Research Center University of North Dakota, rflynn@undeerc.org

Steering Committee / Past Chair (through 2008): Kevin Glick, Electronic Records Archivist, Yale University, kevin.glick@yale.edu

Steering Committee (through 2009): Richard Marciano, Director of the Sustainable Archives & Library Technologies Laboratory and Lead Scientist in the Data & Knowledge Systems Group, University of California, San Diego, San Diego Supercomputer Center, marciano@sdsc.edu

Steering Committee (through 2008): Shelby Sanett, National Archives and Records Administration, shelby.sanett@nara.gov

Steering Committee (through 2007): Eliot Wilczek, Tufts University, eliot.wilczek@tufts.edu

Report from Annual Meeting:

Number of attendees: 85

Election results: Suzanna "Suzie" Long was elected Vice-Chair of the Electronic Records Section. Richard Marciano was elected to the Steering Committee. To my knowledge Dr. Marciano is the first computer scientist/engineer to be elected to the Steering Committee of an SAA Section. SDSC issued a press release about Dr. Marciano's election to the Steering

Committee that was picked up by a number of media outlets. (See:
http://www.sdsc.edu/Press/2006/08/082106_digital_preservation.html)

Summary of Meeting Activities: See the attached minutes.

Completed projects/activities: The Electronic Records Section Steering Committee worked with NAGARA's Committee on Electronic Records and Information Systems (CERIS) to put together session proposals for the 2006 joint SAA/NAGARA/CoSA meeting. The ERS/CERIS team helped put together and/or recommend to the Program Committee three sessions that appeared on the program:

“X” Marks the Spot: Archiving GIS Databases

Peter Bajcsy, Chair

UIUC Automated Learning Group, National Center for Supercomputing Applications

Richard Marciano

San Diego Supercomputer Center

“Research Issues Related to Preservation of Geospatial Electronic Records”

Helen Wong Smith

Kamehameha Schools

“Wahi Kūpuna: Digitized Cultural Resources Database with GIS Access”

James Henderson

Maine State Archives

“Managing GIS in the Digital Archives”

This session highlights issues involved in developing and preserving geospatial data. The largest private land owner in Hawaii, Kamehameha Schools have implemented the Land Legacy Database to collect, index, and disseminate the history and traditions of their lands, which support their schools. The San Diego Supercomputer Center is working on long-term preservation of geospatial data. The Maine State Archives recently concluded a GeoArchives preservation and access project. The speakers discuss the lessons learned at their institutions

A Web Crawl... Is Not a Web Crawl... Is Not a Web Crawl: Building an Archive of Government Websites

Mark Conrad, Chair

National Archives and Records Administration

Mark Myers

Kentucky Department for Libraries and Archives

“Archiving Websites in Kentucky”

Kelly Eubank

North Carolina State Archives

“Yes, We are Crazy: Cooperative Efforts Between the North Carolina State Archives and State”

Patricia Cruse

California Digital Library

“CDL's Web Archiving Service: A Model for Collecting Government and Political Information”

Judith Cobb

Online Computer Library Center (OCLC)

“Managing Web Content with Archival Practices”

Preserving web-based information has become an important topic for archivists and records administrators. This session introduces tools that are under development or already in use. Speakers address both the technical and nontechnical aspects of developing a successful project. Myers and Eubank share their institutions' experiences with different methods to capture information from state government websites. Cruse and Cobb discuss their institutions' efforts to develop tools for web capture and preservation.

We Did It and So Can You: Tackling Electronic Records Issues

Rosemary Pleva Flynn, Chair

Energy and Environmental Research Center, University of North Dakota

“What You Can Do Now to Address Your Electronic Records Issues”

Bonita S. Smith

The Aerospace Corporation

“The Aerospace Corporation Digital Archives Conversion”

Bonita L. Weddle

New York State Archives

“The New York State Experience”

Edith M. Jeter

International Mission Board

“E-mail Capture at the International Mission Board”

Organizations in all sectors and of all sizes face electronic records issues needing attention now—before records are lost. This session details how the Aerospace Corporation, the International Mission Board, and the New York State Archives addressed three issues (preservation and accessibility of existing archival electronic records, standardization of electronic archiving and records management to facilitate sharing, and e-mail management). The speakers emphasize the practical needs and considerations driving planning and implementation.

These sessions were all very well-attended and there was active audience participation.

It is also worth noting that the Electronic Records Session was responsible for five computer scientists/engineers participating in DC2006!

The San Diego Supercomputer Center (SDSC) was well represented at DC2006 by Reagan Moore, Richard Marciano, and Chien-yi Hou. All three of these gentlemen actively engaged in dialogues with archivists and records managers throughout the meeting. The exchanges were lively and enlightening.

Richard Marciano gave a presentation entitled, Research Issues Related to Preservation of Geospatial Electronic Records, in the session entitled, X Marks the Spot: Archiving GIS Databases. In his presentation Dr. Marciano highlighted the many research collaborations between archivists and SDSC personnel in trying to grapple with the long term retention of geospatial electronic records. He introduced the audience to Chien-yi Hou and pointed out that Chien-yi was the first person at SDSC to have the title of Digital Preservation Specialist. The presentation was very well received.

Reagan Moore gave the keynote address at the Electronic Records Section (ERS) annual meeting. Dr. Moore's presentation, based on his recent article in *American Archivist*, was very well received. In his presentation, Dr. Moore identified relevant preservation concepts for preserving authentic electronic records, talked about how those concepts have been tested in the SDSC/NARA/UMD Transcontinental Persistent Archives Prototype and other collaborations with archivists. Finally he discussed the development of the next generation of preservation environments using iRODS. Data grids, SRB, and iRODS were the topics of many conversations during and between subsequent sessions at DC2006!

Dr. Peter Bajesy from the National Center for Supercomputing Applications at the University of Illinois, Urbana-Champaign chaired the session X Marks the Spot: Archiving GIS Databases. Mike Smorul from the University of Maryland Institute for Advanced Computer Studies (UMIACS) gave a brief presentation on the Producer-Archive Workflow Network (PAWN) at the Electronic Records Section Annual Meeting. PAWN is a prototype application for moving electronic records from the records creator's desktop to an archival repository.

Having these world class computer scientists and engineers participate in the annual meeting and having one of their number elected to the ERS Steering Committee certainly helps SAA advance its agenda in the Technology area.

Ongoing Projects/Activities: The Electronic Records Section endorsed two proposals for the 2007 Annual Meeting. Based on informal discussions with members of the Program Committee, it appears that both of these proposals have been accepted for the 2007 program.

New Projects/Activities: In response to the article in the July/August issue of *Archival Outlook* concerning Council's strategic planning, members of the ERS Steering Committee initiated discussions between personnel at the San Diego Supercomputer Center (SDSC) and SAA's Executive Director and President. The purpose of these discussions is to explore the possibility of co-sponsoring an annual "technology summer camp" for the development and sharing of research relating to technology in archives and allied professions. This was one of the top three proposed activities for SAA to undertake under the Technology issue on Council's Radar Screen. Discussions between SDSC and SAA are ongoing. The Director of SDSC, Dr. Fran Berman has expressed her enthusiastic support for such a program.

Diversity Initiatives: At the annual meeting the ERS held informal discussions about the need for diversity in the professions represented in our section. For example, we discussed reaching out to organizational IT staff as partners in addressing electronic records issues.

Questions/Concerns for Council Attention: The Electronic Records Section would like to hear more about Council's thoughts on the report from the Taskforce on Sections and Roundtables.

Minutes of Electronic Records Section Meeting, August 2006

Welcome

The meeting was called to order by Mark Conrad, Chair. Despite the fact that the meeting was scheduled from 12:15 – 2:15 pm EDT we had 85 people in attendance. Because we had two formal presentations planned for this section meeting, we held only a very brief business meeting.

Business Meeting

a. Announcements

1. 2007 Conference Session Proposals, Nancy Melley – Session proposals are due October 9, 2006. See: <http://www.archivists.org/conference/chicago2007/proposals.asp>
2. 2007 Pre-conference Workshop Proposals, Cheryl Stadel-Bevans – Pre-conference Workshop Proposals are due October 7, 2006. See: <http://www.archivists.org/conference/chicago2007/precon.asp>
3. Submission of papers for publication in *American Archivist*, Helen Tibbo – The Editorial Board of the *American Archivist* wants to encourage submissions from members of sections. They especially want to encourage those who submitted program sessions but were not chosen for the program. The Board invites these section members (indeed all section members) to consider sharing their presentations with an even broader and more diverse audience by submitting it for publication in the *American Archivist*. Circulation now exceeds 5,300. As journal of record for the Society of American Archivists, The *American Archivist* provides a forum for discussion of trends and issues in archival theory and practice both in the United States and abroad through essays, case studies, in-depth perspectives, and reviews of recent books.
E-mail: AmericanArchivist@archivists.org or phone: 925-938-1419.
4. Announcements from the floor: iPress 2006, Third International Conference on the Preservation of Digital Objects, October 8-10, Cornell University. See: ipres.library.cornell.edu

b. Election of Officers

Vice-Chair/Chair-Elect (a five-year term) – Introduction of candidates:
Suzanna “Suzie” Long

Steering Committee (a three-year term) – Introduction of candidates:
Richard Marciano
Rebecca Schulte

c. Keynote Address

Dr. Reagan Moore of the San Diego Supercomputer Center gave a presentation entitled “Building Preservation Environments Using Data Grid Technologies.” Dr. Moore is Director of Data Knowledge Systems at the San Diego Supercomputer Center (SDSC). He coordinates research efforts in development of data grids, digital libraries, and persistent archives. Moore is the principal investigator for the development of the Storage Resource Broker data grid technology, which is used to support international shared collections. Collaborations using the technology include the NARA research prototype persistent archive, the NHPRC Persistent Archive Testbed, the NSF National Science Digital Library persistent archive, and the California Digital Library - Digital Preservation Repository. Data grids using the technology include the BaBar high energy physics data grid, the Australian Partnership for Advanced Computing, the UK e-Science Data Grid, and the WorldWide Universities Network. Moore has been at SDSC since its inception, initially being responsible for operating system development. He has a PhD in plasma physics from the University of California, San Diego (1978) and a BSc in physics from the California Institute of Technology (1967). <http://www.archivists.org/saagroups/ers/2006Moore.ppt>

d. Brief Presentation

Mike Smorul from the University of Maryland Institute for Advanced Computer Studies (UMIACS) a brief presentation on the Producer-Archive Workflow Network (PAWN). PAWN is a prototype application for moving electronic records from the records creator’s desktop to an archival repository. Smorul is Project Manager for the ADAPT (A Digital Approach to Preservation Technology) project at UMIACS. Current projects include PAWN, the Transcontinental Persistent Archives Prototype (TPAP) with NARA, SDSC, and the University of Maryland, and building a testbed for evaluating storage area network technology with NASA. <http://www.archivists.org/saagroups/ers/2006PAWN.ppt>

e. Announcement of Election Results

Ballots were tallied during the two formal presentations. After thanking all of the candidates for standing for election, Mark Conrad announced the results. We would like to congratulate Suzie Long, who won the election for Vice-Chair/Chair-Elect, and Richard Marciano, who won the election for Steering Committee.

f. Close

Mark Conrad expressed his appreciation to all of the members of the Steering Committee for their hard work on behalf of the Electronic Records Section during the past year. The meeting ended with Conrad introducing the incoming Chair, Arian Ravanbakhsh.

Government Records Section

Officers:

Chair:

Geoffrey A. Huth (2004-2006), Director, Government Records Services
New York State Archives

Vice-Chair/Chair-Elect
Barbara Rust (2005-2007)
Archivist
National Archives—SW Region

Steering Committee Members:
Lucy G. Barber (2004-2006), NARA
Susan Cummings (2004-2006), NARA
Jan Hart, CA (2005-2007)
Amelia Winstead (2005-2007)

Others:
Newsletter Editor: Paul R. Bergeron
Web Liaison: Wayne Everard

Report from Annual Meeting:

Number of attendees: Approximately 70.

Election results: Prior to the meeting, Geof Huth appointed Lucy Barber as Vice-Chair/Chair-Elect to fill in for Barbara Rust, who had resigned from that position. Sharmila Bhatia was elected to a two-year term as a federal representative. Kelly Eubank was elected to a two-year term as a state representative. Mark Myers was elected to a one-year term as a state representative (filling out the term of a steering committee member who has resigned). John Slate was elected as the local government representative, and he agreed to serve as vice-chair/chair-elect for the coming year.

Summary of Meeting Activities: See attached minutes.

Completed projects/activities:

This year, the steering committee spent much time reviewing and improving the section's bylaws, which were inflexible in certain ways, did not conform to some current practices, and which did not provide answers on what to do in cases of resignations of steering committee members or tie votes in elections. The committee suggested the following bylaws revisions to members, allowing for absentee voting for members who could not attend the annual meeting:

- Clarified the chair's responsibility and term
- Formalized the existing process for choosing the chair
- Clarified the makeup of the steering committee and the procedures to follow in the case of changes to the makeup over the course of the year
- Inserted procedures for finalizing a vote in the event of a tie vote
- Revised the deadline for absentee ballots
- Removed unnecessary language from the bylaws

The members passed the bylaws at the annual meeting. (A copy of the current bylaws is attached.)

An interesting problem this year was the need to replace two members of the steering committee during the course of their terms. In the absence of clear direction from the bylaws, the steering committee had to use its best judgment in these cases. The revision of the bylaws clarified this process for future steering committees.

Ongoing Projects/Activities:

Paul Bergeron has continued as the newsletter editor, producing three large issues in the course of this year. He has announced plans to step down from this position in 2007.

Wayne Everard of the New Orleans Public Library accepted the role of the section's web liaison only days before Hurricane Katrina devastated New Orleans in August of 2006. However, he kept to his commitment to be the web liaison and has maintained the website perfectly up to date. Although Wayne retired from his job during his term, he has maintained his membership in SAA and continues to serve the section as web liaison.

Geof Huth transferred electronically the use copies of the records of his tenure as chair to Lucy Barber. This allowed Lucy the ability to use previous documents as templates for documents produced in her term. It also allows the section the opportunity to transfer its records to the SAA archives more quickly. Geof Huth plans to transfer the records of the section to the archives before the 2007 annual meeting.

Diversity initiatives: The Government Records Section continues to maintain diversity in its steering committee, in terms of geographical spread, level of government represented, and gender.

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

Society of American Archivists Government Records Section Annual Meeting Minutes, Washington, DC, 4 August 2006, 10 am – 12 noon

Welcome: Geof Huth, chair of the Government Records Section, opened the meeting, welcomed attendees, and noted that this year the section would include a large number of small sessions within its meeting, instead of one or two longer sessions. Geof also introduced the steering committee in attendance, explained that two steering committee members had resigned during their terms, and noted that he had appointed Lucy Barber to the position of vice-chair (and chair-elect) to fill one of those openings.

Election of Steering Committee for Next Year: The first order of business was a discussion of the election of members to the steering committee. Candidates who were in attendance introduced themselves. Biographies of all candidates were available for members in the last issue of the section newsletter, copies of which were available for members.

Review of and Voting on Bylaws Revisions: Geof introduced and explained the revisions to the bylaws for the members present at the meeting:

- Clarified the chair's responsibility and term
- Formalized the existing process for choosing the chair
- Clarified the makeup of the steering committee and the procedures to follow in the case of changes to the makeup over the course of the year
- Inserted procedures for finalizing a vote in the event of a tie vote
- Revised the deadline for absentee ballots
- Removed unnecessary language from the bylaws

CoSA's "Closest to Home" Project: Bruce Dearstyne, now an independent consultant and formerly a professor at College Park, gave a brief presentation about the Council of State Archivists' new "Closest to Home" project. The focus of the project is on improving the management of archives in local governments across the country. The project has hired consultants that will look at four specific areas: sustainable funding for local government archives, raising awareness and strengthening advocacy, training in managing local government archival records, and the impact of new technologies. He invited the audience to attend the CoSA

incubator session later in the conference and to follow the results of the project on CoSA's website.

CoSA's Emergency Preparedness Initiative: Maria Holden, of the New York State Archives, made a presentation about CoSA's Emergency Preparedness Initiative. She opened by noting that what archivists have learned from the response to Hurricane Katrina (and, to a lesser extent, to the widespread flooding in New York State in June) is that we are not prepared for large-scale disasters. The CoSA project is designed to help states know how to respond and what their roles are in a response.

Maria reviewed some of the problems already discovered via this project: Communication is a problem. Relationships are lacking, particularly between archivists and state and federal emergency management units. People need more education to know how to respond to a records disaster.

The project has assessed the disaster situation and completed benchmarks, and now all state archives have disaster plans in place. Later this year, CoSA will analyze the assessment document and develop a nationwide status report that will be delivered to the President. The project personnel have also developed a little "PREP-ed" kit, which is a small Tyvek envelope and a compact tabular form that people can fill in and carry around—so that they always have the most important response information at hand, no matter where they are. The team is also developing a toolkit of best practices.

NHPRC's New Initiatives: Lucy Barber introduced two new NHPRC initiatives to the audience: the Archives Leadership Institute, which will be an NHPRC-funded training institute for existing and rising leaders, and a new digitizing grants program. She asked the audience to consider applying to be the institution to host this institute.

NARA's Strategic Plan

Howard Lowell reported that NARA's strategic plan is currently out for comment, and he handed out a one-page document on this plan. He invited the audience to review the plan and relate the plan to how they work in their archives, because this plan makes connections between different levels of government archives. The plan includes six broad goals, including one that discusses the concept of NARA as an "archives without walls."

State Government Responses to Local Government Disasters: Ann Marie Przybyla, of the New York State Archives, introduced her talk as "Random Observations on the State of Disaster Management in New York State." She described the New York State Archives' program of services for disaster management (which includes training, publications, grants, and onsite response), and she explained that the Archives has had difficulty convincing people of the value of good disaster planning. She began a discussion with the audience on how to convince people to plan for disasters. Some ideas included the following:

- Awarding points on archives grants to applicants who had disaster plans
- Emphasizing the cost savings of good disaster planning
- Including disaster management training in any standard records management training
- Targeting information technology professionals
- Developing disaster management advocates
- Making it as easy as possible for people to do

Howard Lowell suggested that people emulate the New Jersey model, where the Division of Archives and Records Management brought together records officers, emergency management personnel, information technology staff, and central office staff (from the same organizations) to discuss and plan for disaster management. New Jersey also discovered that people don't learn

well from models that include all the details; they will learn if they must work to fill out their own disaster plans.

NARA's Electronic Records Management Guidance: Arian Ravanbakhsh reported on some NARA guidance products that will be out near the end of the federal fiscal year. These included guidance on managing web records (including wikis and blogs). Arian also discussed the growing importance of instant messaging (IM'ing) as a source of records. He reported that the new generation of workers regards email as a symbol of authority but IMs as a symbol of freedom. This has led to the switch of much communication over to IM. In fact, much of Operation Iraqi Freedom was fought with support from IM communications. Arian also noted that interest in wikis has come significantly from intelligence agencies that often use wikis in their work. He ended with the point that archivists must become comfortable with these new technologies.

Election and Bylaws Revision Results: The last business of the meeting was the announcement of the results of the voting that took place at the beginning of the meeting. The revisions to the bylaws passed unanimously. Sharmila Bhatia was elected the new federal representative. Kelly Eubank was elected as a state representative to a two-year term, and Mark Myers was elected as a state representative to a one-year term (filling out the term of a steering committee member who resigned), and John Slate was elected as the local government representative. During discussions after the balloting and outside the meeting, John Slate agreed to be the vice-chair/chair-elect for the coming year.

Adjournment: After all business was concluded, Geof Huth adjourned the meeting, but not quite before Nancy Melley rushed the podium to present him with gifts memorializing his love of dance.

Society of American Archivists Government Records Section

Mission & Bylaws

(as amended August 2006)

The membership of the Government Records Section is made up of individual Society of American Archivists (SAA) members who are concerned with the administration, organization, and care of the records of government.

I. Membership

Membership in the Government Records Section of the Society of American Archivists is open to any member of SAA who has an interest in government records issues.

II. Officers

The officers of the Government Records Section shall be the chair, vice chair, and newsletter editor. Only members of SAA and the Government Records Section may serve as officers of the Section. A new vice chair shall be elected at each annual meeting of the Section and shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. If for any reason the vice chair is unable to succeed to the office of chair, a new chair shall be elected following the same procedures as for election of the vice chair. The newsletter editor shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. Both a chair and a vice chair shall be elected in the first election following the approval of these bylaws. The chair shall preside at all meetings of the Section and the Steering Committee; represent the Section in its relations with SAA in general and with the Council and other groups within SAA; serve on SAA committees, tasks forces, etc. as an ex-officio member when required or appoint a representative to do so; appoint Section committees as needed; and submit an annual report of Section activities to the SAA executive office. The vice chair shall serve as acting chair in the absence of the chair. The newsletter editor is responsible for issuing three newsletters annually to the Section membership.

III. Steering Committee

The Steering Committee shall consist of the officers and four members. The members shall serve two-year terms, two members being elected at each annual meeting with additional members elected if for any reason unexpired terms need to be filled. The profile of the Steering Committee shall consist of two representatives of local government, two representatives of state government and two representatives of federal government. The Steering Committee shall serve in an advisory capacity to the chair and its members may be assigned specific responsibilities by the chair. The Steering Committee shall plan each annual meeting of the Section.

IV. Election of Officers and Steering Committee

There shall be a Nominating and Elections committee consisting of the immediate past chair of the Section (serving as chair of the Committee) and the three Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting.

The Committee shall solicit from the Section members the names of volunteers or persons recommended for the positions to be filled in the next election. All persons whose names are submitted to the Committee or proposed by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section. The Committee shall be responsible for ensuring that there is at least one nominee for the position of vice chair and that the number of nominees for membership on the Steering Committee is not less than the number of positions-to-be-filled. The Nominating and Elections Committee shall announce the nominees to the membership of the Section in the last newsletter issued before the Annual Meeting. No additional nominations shall be proposed or accepted thereafter. If, however, the Committee did not recommend a nominee for a position-to-be-filled, nominations for that position-to-be-filled may be made from the floor at the Meeting.

Any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot from the chair of the Nominating and Elections Committee; such ballots must be received by the chair of the Committee at least five days prior to the Annual Meeting. Voting at the Annual Meeting shall be by secret ballot if there are more nominees than can be elected; only members of the Section may vote. The Nominating and Elections Committee shall be responsible for tabulating and announcing the results of the election. A simple majority of the votes cast shall be required for election to vice chair. Members of the Section may vote for as many nominees for member of the Steering Committee as there are positions to be filled and the nominees receiving the highest number of votes shall be elected. Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

V. Meetings

The Government Records Section shall meet once a year at the annual SAA meeting at the time and place scheduled by the SAA program committee and executive office. Additional meetings of the entire membership of the Steering Committee may be scheduled by the chair if needed to carry out the business of the Section.

VI. Amendments

Any member of the Government Records Section may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the chair. The chair shall distribute proposed amendments to the membership through the last Section newsletter prior to the Annual Meeting and voting on the proposed amendments shall be by secret ballot at the Annual Meeting. A two-thirds majority of votes cast shall be required to amend these bylaws. Any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot from the chair, such ballots must be returned to the chair prior to the Annual Meeting.

VII. Enactment

These bylaws shall be distributed to the membership of the section with a mail ballot for their approval or rejection. They shall become effective immediately if approved by a majority of the votes cast by the deadline set for the return of the ballots.

Manuscript Repositories Section (Liaison: Williams)

Officers: Amy Cooper Cary, Chair (outgoing); Beth Bensman, Vice-Chair (incoming chair)
Karen Spicher, Vice-Chair elect (incoming); Cynthia Pease-Miller, Past Chair (outgoing);
Paul Atwood, Web Liaison

Steering Committee: Mat Darby; Sammie Morris; Morna Gerard; Steve Mielke (incoming);
Tara Laver (incoming); Kate Colligan (incoming) **Outgoing Steering Committee:** Jill Severn;
Fernanda Perrone; Maria Estorino

Report from Annual Meeting:

- Number of attendees: Approximately 106 people attended the Section meeting on August 4, 10 am – noon.
- Election results: Karen Spicher was elected Vice-Chair and Chair elect; Steve Mielke, Tara Laver and Kate Colligan were elected to the Steering Committee.
- The membership approved a change to the bylaws, adding a description of the positions of Web Liaison and Co-Web Liaison. Paul Atwood is now serving as Web Liaison.

Summary of Meeting Activities:

The meeting of the Manuscript Repositories section followed a structured agenda:

- Welcome and Introduction of Committee members
- Balloting instructions and collection of ballots
- Presentations: “When Bad Things Happen to Good People.”
- Voting Results and recognition of Steering Committee
- Closing Discussion: What can the Section do for you? What should this Section do for SAA?
- Other business
- Adjourn

The ballots included election of Vice Chair and Steering Committee members, as well as a ballot for a change to the bylaws, including the position of Web Liaison. The bylaws change was communicated to the membership via the newsletter and via the Manuscript Repositories Listserv prior to the meeting, and comments or suggestions were requested. None were received.

Brenda Gunn and Jim Cartwright discussed response to disaster in terms of the Society of Southwest Archivist’s response to Katrina and in terms of the University of Hawaii’s response to a severe flood. The presenters discussed communication opportunities and networking strategies to respond to disaster. The presentations were followed by a Q&A session to discuss best practices.

The closing discussion was designed in order to encourage communication and activity within the section. Amy Cooper Cary led the discussion and Beth Bensman took minutes. Members of the Steering Committee wrote responses and suggestions on a flip chart.

The Chair began by noting that, as of June 2006, there were 856 members of the Manuscript Repositories Section, and only 106 people were present at the meeting. This small percentage is represented by an even smaller percentage of members actually involved in the governance and the activities of the Section. It’s critical to involve more Section members in the business of the Section.

The closing discussion asked two questions: First, what the Section can do for its membership. Next, what should the section do for SAA?

These two simple questions generated a good discussion. Notes from that discussion reflected the following responses and ideas:

What Can the Section Do for You?

Electronic records vs electronic manuscripts

- What guidelines are out there? (Check with College/ University Archives Section for information about faculty personal papers and Business Archives Section)
- Need to develop standards
- Section could pressure SAA to address the issue of electronic ms when discussing electronic records

[Action: our Section meeting program will focus on this topic]

Property Laws

- Acquisition and Appraisal Section is working on abandoned property laws. Can the Manuscripts Section collaborate and focus on manuscripts?

[Action: Tara is working on this for the Acquisition section and will keep us posted on progress and how we might participate. She will also check to see if we can link to what they put up on their site.]

Images

- Manuscripts partner with RAO or other section about other types of materials (more visual) related to display.
- Information about use fees for film, graphic images, etc. and how to defend these charges.
- Guidelines for other departments in an institution that handle manuscript items (when reproducing).

[Jill Severn mentioned as a good person to follow up on this area.]

What Can Members Do for the Section?

- Fill gaps in the Section archives – who has what?
- Need guidelines on what to keep and how
- Section history

[Action: Amy is checking if any retention guidelines exist. Amy and Sammie will work on a history.]

Communication

Website and Newsletter

- People **do** read the newsletter (Next deadline, October 1)
- Members urged other members to contribute articles
- No one realized the website had an activities section
- Best practices section suggested for the website
- Have a section on the website to list educational opportunities/workshops

Website

The membership and Steering Committee suggested the following changes to the website:

- Delete Section Activities
- Move information currently under the Section Activities to Resources section
- Add a Best Practices section
- Add an Annual Meeting section
- Add Brenda and Jim's presentations to the Annual Meeting section

[Action: Beth will check with Brenda and Jim about adding their PowerPoint presentations to the Section website.]

Electronic Voting

Mat received two suggestions about using Survey Monkey instead of voting in person at the annual meeting. SAA is not ready yet, although Brian Doyle is working on the process.

In addition, members suggested

- That we indicate Section and Roundtable membership on name tags for easy identification at meetings.
- That the Standards Committee or the Education Committee should consider creation of a portal for best practices gathered from within the organization.
- The Education Committee should create a portal for education opportunities.

Completed Projects/Activities:

- Three electronic issues of *Manuscript Repositories Newsletter* were compiled and publicity to encourage readership was sent to section members.
- A program proposal, “When Bad Things Happen to Good People,” was submitted by Section leadership for consideration by the 2006 Program committee. Rejected.
- “When Bad Things Happen to Good People” was created in similar form to comprise the programming part of the Section Meeting.
- The largest activity this year was organizing the Section program and working to change the bylaws to reflect our reliance on a Web Liaison. The Web Liaison position had been filled in the past, but was not formerly recognized as a full member of the Steering Committee.
- The Nominating Committee solicited nominations and held election for section leadership.
- Leadership responded to the SAA Section Questionnaire.

Ongoing Projects/Activities:

As indicated by the description of our Section Discussion above, follow up on several issues will create the agenda for both ongoing projects and new projects.

- We will actively pursue the continued development of our website. Membership does read the newsletter, but does not use the website. Our goal is to make that useful to the membership.
- Members of the Section will work on writing a Section History.
- Electronic Records will be the focus of our next Section meeting.
- We are seeking ways to collaborate with the Appraisal Section on Abandoned Property Laws.
- We are seeking ways to collaborate with the RAO on visual materials related to display.
- We are seeking ways to make best practices more fully available to members.
- We will recommend that SAA find a way to create a portal for best practices gathered from within the organization.

Diversity Initiatives: The Manuscript Repositories Section was looking into the translations of two brochures into Spanish, but found that the Diversity Committee had already completed this project. This brought up the issue of communication within SAA to avoid duplication of effort and energy.

Questions/Concerns for Council Attention: The membership responded very positively to the closing discussion about how to better communicate with membership and how to involve membership within the section. It’s incumbent upon the Manuscript Repositories Section Steering Committee to follow up on those issues of discussion, and to show membership exactly HOW they are doing that. However, it’s also critical to note that one of the big issues that leadership of this section brought up on the Questionnaire was communication with Council. Section leaders need directed guidance from Council if they are to suit the activities of the Section to the goals of the organization. Communication with Section Leaders should be a regular priority of Council, and should seek to facilitate the work of the leaders and direct the work of the section.

Museum Archives Section (Liaison: Summers)

Officers:

Chair: Marisa Bourgoïn, Archivist , The Corcoran Gallery of Art; mbourgoin@corcoran
Recording Secretary: Kristin Parker, Isabella Stewart Gardner Museum; kparker@isgm.org
Newsletter Editors: Bernadette G. Callery, Museum Librarian, Carnegie Museum of Natural History; calleryb@carnegiemnh.org
Collette N. Hill, Student, Wright State University, Intern: National Afro-American Museum and Cultural Center; coolhill@hotmail.com
Museum Archives and Museum Archivist Website: Daniel Alonzo, The Old Jail Art Center; archivist@theoldjailartcenter.org
Lisa Grimm; lisa@lisagrimm.com

Report from Annual Meeting:

- **Number of attendees:** 60.
- **Election results:** No elections were held as this is an off year.
- **Summary of meeting activities:** Included at the end of this report.

Completed Projects/Activities:

The section held a working group meeting on August 2, 2006, at the National Gallery of Art. The primary topic to be discussed concerned intellectual property rights as well as use and reproduction policies, fees, and practices. The questions that we handed out at the beginning of the meeting were:

- What do you charge for reproductions of collection material?
- Do you charge for permission to publish: If so, how much do you charge?
- Do you allow outside entities use of your materials for profit making enterprises? Why or why not?
- Does your institution use your materials for fund raising?
- Who makes the rules we are to follow when it comes to matters that are both ethical and financial?

An abstract of the discussion is available on the section's website.

Ongoing Projects/Activities:

- The Museum Archives Section website now includes a newsletter/blog with entries contributed by members as well as announcements and other information.
- The Museum Archives Database will be underway this year, with the goal of gathering basic information on museum archives (not archivists). The database will be added to the section website when completed.

New Projects/Activities: We plan to have a working group in Chicago in addition to our regular section meeting.

Diversity Initiatives: The Museum Archives Database project will place a special emphasis on gathering information on museum archives that document diverse communities.

Questions/Concerns for Council Attention: None to report.

Minutes of Business Meeting, 4 August 2006

Following a call to order by Section Chair Kristine Kaske-Martin, each of the 60 members of the section present introduced themselves.

On-going section activities: Kristine provided a brief updates on one on-going section project, the proposed Directory of Museum Archives. The intent of this project is to provide an online

searchable directory of museum archives, not specifically of museum archivists in North America. Those who had volunteered in the past to work on this project included Kristine Kaske-Martin, Marisa Bourgoin and Bernadette Callery. For this project, museums will be defined as having collections of 3-D objects. The directory project plans to use the terminology used by the American Association of Museums to distinguish between various types of museums. Respondents will be asked to provide name, contact information and a basic statement of their collection policy.

Introduction of section officers: Other officers of the section were then introduced. Kristine is the outgoing chair, having served a total of three years. She will be succeeded, following this meeting, by incoming chair Marisa Bourgoin. Kristin Parker (not able to be present at this meeting) serves as Secretary. Polly Darnell and Molly Wheeler are outgoing Newsletter editors. Daniel Alonzo and Ambika Sankaran are current section webmasters, with Lisa Grimm volunteering to replace Ambika. All members of the section are encouraged to contribute to the workings of the section and are encouraged to contact any of the officers identified above directly with an offer of help.

Section newsletter: Polly and Molly characterized their editorial responsibilities as that of soliciting articles on topics of interest to the group, reports on projects from the section membership and personnel news. They saw their primary task as one of reminding people of their offers to contribute, and limited editing of the articles received. They have produced 3 newsletters per year (Fall, Winter and Spring), with at least one 750-1000 word article in each issue as well as news items, and reports on projects, particularly those supported by grant funds. Bernadette Callery and Collette Hill volunteered to serve as the next co-editors of the section newsletter.

Several attendees volunteered articles and reports, including Courtney Yevich on NEH funding, Susan Roper on the process of beginning a new archive (Clark Art Institute), The Getty's posted finding aids (Nancy Enneking) and the Rockefeller project with the Smithsonian (Lynda Schmitz Fuhrig). Authors were also solicited to summarize the sessions of particular interest to the Section held during this conference, including "What Makes A Great Leader? For Libraries? For Archives? For Museums?" (Kathleen Crossman) and "Ties That Bind or a Different Worldview? The Intersection of Archives, Museums and Libraries," organized by the section's own Anthony Reed.

SAA update: Steve Wright of the Winthrop Group, representing the Program Committee for the 2007 SAA meeting in Chicago encouraged the group to submit proposals, encouraging proposers to move away from the traditional 3 personal panel and moderator to more interactive formats. This year, each section may only endorse 2 proposals, and the program committee promises to look very carefully at those sessions. In order to allow the program committee to make their decisions by December, all proposals must be submitted electronically by 9 October. Please see <http://www.archivists.org/conference/chicago2007/proposals.asp> for more information on submitting proposals. Presenters were also urged to avoid the use of PowerPoint as equipment rentals and Internet connections are rapaciously expensive at conference hotels.

Mary Jo Pugh, new editor of *American Archivist* also spoke, encouraging the group to submit articles to that publication, particularly those that support the [goals] of the society, i.e. Technology, Diversity and Advocacy. She is particularly interested in receiving articles discussing practice-based research with wide applicability to the profession and essay reviews which would deal with a number of related publications. She would also like to see more on the experience of the grant-funded pilot project – particularly what happened along the way – and how or if the project was continued after the grant funding was expended. In addition to book reviews, she would also like to see reviews of websites and exhibitions. She would also like to initiate reviews of websites and see more on grant-funded projects, particularly those that progressed beyond the initial or pilot stage. Other article possibilities were those programs which

were proposed, but didn't make it into the annual SAA conference. As she will be serving on the program committee, she is anxious that we also re-purpose the oral presentations that were made. For those just venturing into print, she recommended that they consider volunteering to write book reviews and contacting Book Review editor Jeannette Bastian. If you have ideas or further questions, please contact Mary Jo Pugh at americanarchivist @archivist.org

David Gracy also reminded us that he was soliciting articles for *Libraries and Culture*, and was particularly interested in articles that deal with the preservation of the cultural record and the relationship between the creators of those records and the museum collection they document.

Deborra Richardson of the Archives Center, National Museum of American History, Smithsonian Institution, our representative with the joint committee of the American Association of Museums, American Library Association and SAA, the Committee on Archives, Libraries and Museums, CALM. CALM is responsible for the touring Collecting Cultural Object workshop.

Ideas for proposed sessions for 2007 SAA conference: Ideas for the session proposals for the 2007 SAA conference were generally discussed, including museums of the gilded age, collaborating with for-profit organizations, the ethics of fees for service, particularly the use of images in museum archive collections, determining the right of access to collections and the ethics of use generally. Other approaches suggested were to use a case study approach to a session, and the topics for that included women instrumental in starting museums, various models of cooperative project management, particularly across different types of museums and the use of photo houses as a means of making your images accessible to a wider buying public.

Oral History Section (Liaison: Williams)

Officers:

Eileen Simon, Chair, U.S. Department of the Treasury Library

Deborah Whalen, Vice-Chair/Chair-Elect, Eastern Kentucky University

Steering Committee:

Pam Hackbart-Dean, Past Section Chair, Southern Illinois University Carbondale

Rebecca Hankins, Texas A&M University

Lauren Kata, Georgia State University

Geoffrey Reynolds, Hope College

Newsletter Editor: Rebecca Hankins, Texas A&M University

Web Liaison: Deborah Whalen, Eastern Kentucky University

Report from 2006 Annual Meeting:

Number of Attendees: 60

Election Results:

Lauren Kata, Vice-Chair/Chair-Elect, Georgia State University

Mark Cave, Historic New Orleans Collection

Tom Dillard, University of Arkansas

Summary of Meeting Activities:

- Welcome and election
- Announcement from the SAA Program Committee
- Announcement from the editorial board of the *American Archivist*
- Review of recent oral history news
- Report about the American Folklife Center's involvement with an oral history project that documents Hurricanes Rita and Katrina (Michael Taft, Head of the Archive of Folk Culture, Library of Congress)

- Report on proposal ideas for the 2007 annual meeting:
 - Grassroots oral history project focused on Labor Beat in Chicago.
 - Documentation of the effects of Hurricane Katrina by various organizations.
 - Pre-conference workshop proposal on oral history “beyond the basics.”
- Program: Three speakers on providing access to oral histories
 - Ann Hoog, Folklife Specialist, American Folklife Center, Library of Congress: AFC collections in general and the September 11, 2001 oral history collection in specific.
 - Marcia Segal, Processing Archivist, American Folklife Center, Library of Congress: Effects of digitization and quality review on intellectual access to oral history recordings.
 - Rachel Mears, Processing Archivist, Veterans History Project, Library of Congress: Providing online access to oral history and the challenges of a grassroots oral history program.

Completed Projects/Activities for 2005-2006:

- Posted one issue of the *Oral History Section Newsletter* online.
- Developed the section meeting agenda and program for the 2006 annual meeting.
- Solicited nominations and held an election for section leadership.
- Met with steering committee members to discuss future programs and pre-conference workshop ideas.

Ongoing Projects/Activities:

- Issue newsletters via the section website and digitize past newsletter issues.
- Develop the section meeting agenda and program for the 2007 annual meeting.
- Develop a ballot for the 2007 election.
- Develop program proposals for the 2007 SAA annual meeting.

New Projects/Activities: Appoint a new newsletter editor.

Diversity Initiatives: N/A.

Questions/Concerns for Council Attention: N/A.

Preservation Section (Liaison: Zimmelman)

Officers: Gregor Trinkaus-Randall, Chair
 Sheila McAlister, Past-Chair
 Steve Dalton, Vice-Chair/Chair-Elect
 Clark Center, Member-at-Large
 Stephen Van Buren, Member-at-Large
 Patricia Morris, Program Committee Chair
 Rebecca Hatcher, Education Committee Co-Chair
 Susan Koutsky, Education Committee Co-Chair
 Laura Finger, Outreach Committee Co-Chair
 Anne Ostendarp, Outreach Committee Co-Chair
 Anne Rothfeld, *Infinity* Co-Editor
 Tonia Sutherland, *Infinity* Co-Editor
 Julie Graham, Web mistress

Report from Annual Meeting:

- **Number of attendees:** 75
- **Election results:** Brenda Gunn, Vice-Chair/Chair-Elect; Rebecca Hatcher, Member-at-Large
- **Summary of meeting activities (or attach minutes or newsletter accounts):**
The 2006 Business Meeting began with a welcome by Chair Gregor Trinkaus-Randall. He noted that he had asked the reporting committee chairs to produce hardcopies of their reports for distribution so that they could give an abbreviated oral report at the meeting because of the length of the planned program. He then gave his report of the year's activities.

Report of the Preservation Section Chair, Gregor Trinkaus-Randall, August 4, 2006, Washington, DC

I have to begin my brief remarks by stating that this year would not have been possible without the assistance and support of the members of the leadership. In some cases people may not have felt that they were as active as they could have been, but let me assure people that their comments and questions were well worth it for me. Sheila McAlister not only provided a smooth transition from her year as Chair, but she also acted as a sounding board for me on numerous occasions. Moreover, for the second year in a row, she ably administered our electronic voting, thus setting a standard for the rest of SAA, which is considering moving in this direction in the near future. Ann Rothfeld took on the first issue of *Infinity* essentially by herself and did an excellent job. Tonia Sutherland joined her as a co-editor for the second issue with added enthusiasm and skill. It has been a pleasure working with both of them actually to publish two issues of *Infinity* this year. Julie Graham brought the Website up-to-date and posted both issues of *Infinity* as well as migrating the whole website to SAA. Other things are planned for the Website in the future. Keep posted. Rebecca Hatcher and Susan Koutsky had to deal with my multiple ideas for education projects and ways to bring preservation and disaster preparedness to the eyes of more at SAA. Pat Morris responded quickly and with success when I suggested that we should propose sessions for this year's program that dealt with the hurricanes and how they affected archives and other repositories in the southeast. Steve Dalton, who takes over from me in a couple of hours, has long been a close friend and colleague. He also acted as a sounding board for a number of ideas that I have raised. The rest of the officers had to put up with my phone calls, emails, etc. throughout the year as I sent out things for reactions and badgered them to learn what was happening. Thank you for putting up with me. Finally, I have to thank all of you, Richard Pearce-Moses, and Nancy Beaumont for giving me this opportunity to serve SAA and the Preservation Section in these trying times for many people and archivists in the hurricane-ravaged states.

We got off the mark last August with a bang named "Katrina." For better or worse, the impact of Hurricanes Katrina, Rita, and Wilma dictated much of what occurred this past year. As Chair of the Preservation Section, I was designated by Richard Pearce-Moses to be SAA's representative on the weekly conference calls sponsored by Heritage Preservation. These calls brought together representatives from SAA, FEMA, LC, NARA, NEH, IMLS, AASLH, NEDCC, CCAHA, HP, SOLINET, AIC, SI, NPS, NCPTT, the various State Archives and State Libraries in the affected states (when available), SHPO's, and others whom I know that I have forgotten. They served as an excellent means for each group to coordinate activities with other groups as well as a chance for each group to learn what the others were doing. On almost every call we were given updates from FEMA (often Alan Aiches) and from appropriate people in the affected states. This also gave the rest of us a chance to ask questions that served to refine further their reports. I know that all join me in thanking Larry Reger, Jane Long, and the rest of the Heritage Preservation staff for hosting these conference calls and for moving things along as much as they did.

As a follow-up to the conference calls and other activities, the Archivist of the United States, Dr. Weinstein, promised President Bush that the all fifty states would have statewide disaster plans in place by September 2006 and that those in the southeast would be in place by June 2006. To respond to this challenge, CoSA undertook to develop a framework by which the fifty state archives could conduct an assessment of their state archives and their states and develop the major components of a statewide disaster plan for records. On April 18-20, 2006 CoSA held a *Hurricane Conference* at the Georgia State Archives in Morrow, GA. I was asked by Richard Pearce-Moses and Nancy Beaumont to represent SAA at this conference. After a reception on Tuesday evening, on Wednesday morning the attendees were addressed by representatives of the southeastern states archives who had completed the draft assessment portion of the framework and then by representatives from NARA and FEMA. That afternoon the group was divided into groups to discuss the draft framework (two groups for each component: assessment, model for a basic preparedness document, and a toolkit with guidance and a resource directory). Finally, on Thursday morning, following a demonstration of *dPlan*, the facilitator divided the participants into groups to discuss the salient points raised during Wednesday's discussions. All these remarks and comments were then presented to Maria Holden (New York State Archives) and Christine Wiseman (Georgia State Archives) to rework the framework into a more finished document. The results of their work were distributed to participants in June 2006 so that each state could begin work on its disaster plan.

Another issue that has been raised is the impact of the information included in the Heritage Health Index on archives, libraries, and other cultural institutions. I was contacted by James Eason, Chair of the Visual Materials Section, following that Section's mid-winter leadership meeting, concerning the possibility of developing a preservation self-assessment tool that might lead archives to the designation as a "trusted preservation repository." I contacted the Preservation Section leadership for their reaction to this concept. The response was overwhelmingly positive. As a follow-up to this discussion James and I drafted a letter to Richard Pearce-Moses proposing the concept for discussion by Council. In the middle of June, Pearce-Moses contacted us for a more detailed reading of our proposal. We both feel that this work was outside the scope of a joint project of the Preservation and Visual Materials Sections. We noted that many Sections, Roundtables, and Committees had key roles to play and should have a voice in developing the self-assessment tool. We suggested that SAA form a task force to develop the tool. Pearce-Moses noted that as with any volunteer task force within SAA, success will depend on a clear task from Council, strong leadership from the chair, willing workers, and likely some resources. We will learn soon was the outcome of this proposal has been in Council.

In June of this year *dPlan: The Online Disaster Planning Tool* was officially launched for use by institutions across the country. While it will probably always be a "work-in-progress" because of the evolution of disaster planning, it is fully functional and usable. At the moment the resource list is essentially only for Massachusetts, but with CoSA's work and some extra time and funding from the Institute for Museum and Library Services expanding the resource section to become national will proceed apace. We are also looking at creating a "button" for our Websites that can also be put on other Websites (e.g. State Libraries and Archives, regional conservation centers) to link directly to www.dplan.org.

This was the first year that the Preservation Section really put to use the Section's Announcement List. I found that it was a great way to keep members up-to-date on events that affected all of us as well as many others. I hope that you found it useful receiving the information as well. I trust that future leaders will also make good use of the List. It worked well for me.

Finally, just a few announcements. Volunteers are always needed to make the Section function well. If anyone is interested in becoming involved, they should contact Steve Dalton, the incoming Chair. I know that he will be able to put you to work. CoSA and SAA have set up the *Great Ideas! InfoExpo* in the hallway near the exhibit area. One of the topics is Disaster Planning and Recovery. If you haven't been there already you should check it out. One of the booths deals specifically with *dPlan*, and Rebecca Hatcher could use some assistance manning the booth if people are available. Also, FirePASS has a booth in the exhibit area. This is a fire protection and detection system that uses hypoxic technology to deal with fires. The Library of Congress will be testing it so it might well be worth while checking them out. Finally, I would like to note that I asked the Committee Chairs to shorten their verbal remarks and provide hardcopy of their reports for all who were interested. Thank you.

Following the Chair's report there was a welcome from the Council Liaison, Nancy Zimmelman, an announcement of a new publication by Tawny Nelb, and the announcement of a journal publication and a call for papers by David Gracey. Maria Holden of the New York State Archives then discussed the CoSA disaster preparedness initiative and described CoSA's Disaster Preparedness Framework that focuses on disaster preparedness for the State Archives' records and records throughout their respective states. Tom Claerson then gave his brief annual report on Funding Available for Preservation Projects.

Chair Trinkaus-Randall then introduced the speakers for the program. Kristen Laise from Heritage Preservation discussed some of the highlights (or lowlights) of the Heritage Health Index. In the process, she discussed the methodology of the creation of the survey and how the survey was actually carried out. Jane Long, also of Heritage Preservation, then discussed the role of the Heritage Emergency National Task Force in general and especially in regards to its role during the hurricane crises in 2005-2006. One of the key roles that the Task Force played was to host and coordinate national conference calls on a weekly basis that included many cultural institutions and those responsible for these institutions to help ascertain the conditions on the ground in the affected states and to coordinate response and recovery efforts. At the end of her presentation, Ms. Long introduced the *Field Guide to Emergency Response*, which had just been published by Heritage Preservation with funding from the National Endowment for the Humanities and was now available for purchase. Finally, the last speaker was Alan Aiches from the Federal Emergency Management Agency (FEMA). Mr. Aiches was on the ground in Louisiana for most of the previous year coordinating efforts to respond to the damage to cultural institutions. He spoke clearly about the problems that institutions' staffs faced both in the initial logistical nightmare of returning to their institutions and in being able to recover materials. His presentation was clearly illustrated with slides.

Completed Projects/Activities: Actually, few projects were completed due to the total immersion of the section leadership in the response to the hurricanes. The leadership did update the website and migrated it from the UCLA to SAA server. One thing that was accomplished again was the electronic voting that occurred thanks to Sheila McAlister's initiative the previous year. Serving as a potential model for SAA elections, this voting procedure again produced a much higher response than did the paper ballots of two years previously.

Ongoing Projects/Activities: None carried out.

New Projects/Activities: Activities that were explored including the scanning of old issues of *Infinity* to mount them on the website. This was begun but no results were forthcoming at this time. The Education Committee also investigated the possibility of surveying the SAA membership as to their preservation needs and ideas for preservation sessions. The initial steps

were undertaken. In addition the Outreach Committee began the process of investigating the possibility of having a poster session as part of the Section Meeting. That did not proceed very far. Finally, as noted above, in conjunction with the Visual Materials Section, the Preservation Section proposed to Council the idea of creating a means by which repositories could survey their own preservation readiness and progress towards becoming a "trusted" preservation repository. Council acted upon this at their August meeting and decided to set up a Task Force to look into the matter. One additional activity was undertaken this year. Thanks to SAA and the establishment of the Section listservs, Chair Trinkaus-Randall was able to keep the membership up-to-date with the content of the Heritage Preservation conference calls and other activities dealing with the hurricanes and Section activities. One such event was the establishment by SSA and SAA of the fund to assist affected archives. By using the listserv, Trinkaus-Randall was able to publicize its existence and to urge members to contribute. It was a great means of communication and numerous members commented on it at the annual meeting.

Diversity Initiatives: Nothing to report.

Questions/Concerns for Council Attention: None.

Previous Chair's reports published in *Infinity* in 2006:

From the Chair:

As everyone knows, this has been an active period of time in dealing with disasters - what with Hurricanes Katrina, Rita, and Wilma as well as floods in the northeast. I have been fortunate to have represented the Society of American Archivists on the weekly conference calls hosted by Heritage Emergency National Task Force, as many of you know. Initially these calls were focused on trying to find out the extent of the damage in the affected areas and locating colleagues dispersed by the hurricanes. As time progressed and colleagues have been found, as people have been able to gain access to the affected areas to assess the damage, and as reliable information has been disseminated; discussions have focused more and more on status reports and efforts to begin remediation activities, which will take months if not years to accomplish. One side benefit of these conference calls is that we, the representatives of many organizations such as the Society of American Archivists, the American Institute for Conservation, the National Park Service, the American Association for State and Local History, the representatives of the various State Historic Preservation Offices and State Archives, the Federal Emergency Management Agency, the Library of Congress, the Smithsonian Institution, the National Center for Preservation Technology and Training, the various Regional Alliance for Preservation members, and many others have been able to discuss and coordinate recovery and assistance efforts. Hopefully this will continue in the future and will lead to some more cooperation as events occur in the future.

It has been heart warming to see and hear of the activities undertaken by archivists to assist colleagues in distress. Some institutions have provided temporary employment for those out of work. Some have offered storage space for collections while buildings are rehabilitated. Many have volunteered to help in any way possible, and many have contributed to the SAA/SSA fund to assist archivists in the affected areas. We would be remiss in not mentioning the role that the Society of Southwest Archivists has played in serving as a conduit for information about these events. I would also like to thank Richard Pearce-Moses, current SAA President, for the activist role that he has played in responding to this crisis.

So where does this leave us, the members of SAA's Preservation Section? If nothing else, it should make all of us either think seriously about developing our own disaster plan or updating the one that exists, no matter how old it is. What are some of the lessons

learned at this early date? In the first place it is crucial to know your environs. The collections that appear to have survived the best in New Orleans and Mississippi (where the buildings are still standing) were located on the second floor. There was at least some recognition that Mother Nature will flood areas when there is that possibility. Are you in a flood plain, and, if so, what steps have you taken to protect your collections? How many of us have really prioritized our collections? In at least one instance in New Orleans, the collections were prioritized and the boxes were marked with fluorescent tape so that they could be found easily in the dark with a flashlight. This served them well as they were able to locate and move these collections quickly and easily once the staff was allowed back in to assess the damage. How many of us have a staff list that is current with home phone numbers, cell phone numbers, and email addresses so that everyone can be contacted in the event of a disaster? Have we backed up our IT data and housed it at a different location that would not be directly affected if our institution were to be hit by a disaster?

I could go on for a long time, but I think that you get the message. How many times have we expressed the need for an institutional disaster plan and not gotten anywhere? Now it is the time to push either to get one developed or to update the one that has sat on the shelf for “lo these many years.” Disaster planning is crucial to the survival of our institutions, their mission, and to our collections. Let us not let this opportunity get away, and let us build on the momentum to create our plan. For a number of years, the name of my disaster workshop was “After the Deluge, What Next?” Do you know? Now that we have all heard or read about the impact that Mother Nature has had on the institutions and collections in the southern states, it is important for us to come to the realization that we could be next. Disaster planning so often gets put off as it is not something that needs to be done yesterday or something that the Dean needs now. It is something that is always lurking in the shadows waiting to be done. Let us dust off what was once started and move ahead. Let this be a challenge to each and everyone of you!

Gregor Trinkaus-Randall
Chair
Preservation Section

From the Chair:

As many of you have gathered from the various emails, this has been a busy and exciting year in the preservation field – especially in the realm of disaster preparedness, response, and recovery. While the Heritage Preservation-sponsored conference calls dealing with the response to the hurricanes began to wind down after the middle of February, it is obvious that response and recovery of cultural resources as well as people’s homes, businesses, and lives will continue into the foreseeable future. The issue that we need to address from all this activity and response is clearly one of examination of where we are regarding our own preparedness – both personal and professional. How would we survive were we to be hit by a Category 3, 4, or 5 hurricane or an equivalent tornado, earthquake, etc.? Would our collections survive? Have we undertaken the basic steps to protect lives and property as well as the collections under our care? We need to take a good hard look at our situations and be honest about our preparedness. If we are not prepared, then we need to do something about it.

Richard Pearce-Moses, current President of SAA, and Council moved to bring these lessons home to the archival (and library) community by inaugurating *MayDay* – a day on which we can take one small step to make ourselves better prepared to protect ourselves and our collections. I sincerely hope that many of you took advantage of this opportunity to take that initial step and will continue to do so in future years. One way

that this can be facilitated is through the use of *dPlan: The Online Disaster Planning Tool*. After a couple of years of announcing that its release was imminent, *dPlan* was released officially in early June for the use of cultural institutions throughout the United States. For those of you who might not have seen the announcement, it is included elsewhere in this issue of *Infinity*. The URL is www.dplan.org. It is hoped that the availability of *dPlan* will encourage institutions to develop their own institutional disaster preparedness plan.

On another disaster-related front, I was fortunate to represent SAA at the Council of State Archivists (CoSA) meeting (“Hurricane Conference”) in April at the Georgia State Archives, Morrow, Georgia where the goal of the day and a half meeting was to jump start the development of statewide disaster plans for records and records repositories for all fifty states. The emphasis in this meeting was to discuss and suggest revisions for the “Framework” that had been developed to assist in assessing the risks to records holdings in individual states and planning responses so that a comprehensive plan could be developed not only for the State Archives itself but for repositories throughout the state. Since the southeastern states (9) tend to be the most frequent target of hurricanes, these states had been asked to complete the assessment tool prior to this meeting so that everyone present could learn how well it worked for them. Subsequent discussions allowed the creators an opportunity to gather input from a variety of sources to make the tool more effective and more comprehensive. Since these states are the initial guinea pigs for developing a disaster plan, their experiences will serve the rest of the states as they develop their own plans by the end of September 2006.

As you have probably noticed, there are a number of preservation-related sessions on the program this year. Thank you to the program committee, especially Pat Morris, who pulled a number of these sessions together particularly after the hurricanes last fall. Speaking of this year’s SAA meeting, we are going to try to keep the business meeting portion of our Section meeting to a minimum so that we can hear about three important topics. The meeting is from 12:15 to 2:15 on Friday, August 4, 2006. If you need to, bring your lunch. Alan Aiches from FEMA will speak about the impact the hurricanes had on cultural resources in Louisiana in 2005. Mr. Aiches was on the ground in New Orleans and other parts of Louisiana and participated in many of the Heritage Preservation conference calls updating the rest of the participants on the status of events regarding cultural resources on the ground. Kristen Laise from Heritage Preservation will discuss the Heritage Health Index and its implications for future activities in the preservation of our cultural heritage. Finally, either Jane Long or Larry Reger, also from Heritage Preservation, will take a broader look at the disasters of the past year, glean lessons learned, and discuss the Heritage National Emergency Task Force. This promises to be an exciting program so I hope that as many of you who can attend will do so.

Gregor Trinkaus-Randall
Chair
Preservation Section

Reference, Access & Outreach Section (Liaison: Zimmelman)

Steering Committee: The following people served on the RAO steering committee in 2006:

- Susan McElrath (American University): Chair, Jan. – Aug.
- Todd Kosmerick (N.C. State University): Vice Chair, Jan. – Aug.; Chair, Aug. – Dec.
- Lynn Eaton (Duke University): Vice Chair, Aug. – Dec.
- Carrie Daniels (University of Louisville): Web Master, Jan. - July
- Jan Blodgett (Davidson College): Web Master, July – Dec.
- Ginny Kilander (University of Wyo.): Steering Committee Member, Jan. – Dec.

- Arlene Schmuland (University of Alaska): Steering Committee Member, Jan. – Dec.
- Abigail Adams (University of Ga.): Steering Committee Member, Aug. – Dec.
- Amy Schindler (SUNY at Albany): Steering Committee Member, Aug. – Dec.
- Sharon Pullen (County Clerk's Office, Suffolk Co., N.Y.): Newsletter editor, Jan. – Dec.

Section Activities Outside the Annual Meeting

Throughout the year, the RAO steering committee reviewed and provided feedback on a number of documents distributed from SAA Council:

- Strategic Issues (March)
- Technology and Archives (March)
- Diversity (March)
- Report of Task Force on Sections and Roundtable (May and September)

During the Spring and Summer, the section gave support to George Bain (Ohio University) for his survey of Archives Week/Month programs, encouraging membership to participate. Bain presented the results of the survey at the RAO meeting in August (see below).

Throughout the summer the RAO steering committee worked with Nancy Beaumont of SAA on development of Archives Month as a national program. The section has been encouraged by SAA's leadership on this front and has pledged to provide assistance in this endeavor.

In preparation for the joint meeting of SAA/CoSA/NAGARA during Aug. in Washington, D.C., RAO partnered with CoSA for the Archives Week display, which was part of the "Great Ideas! InfoExpo." Twenty repositories submitted materials, and this was an excellent opportunity to share information about Archives Weeks activities through posters and planning documents. Susan McElrath from RAO handled the paperwork, and Vicki Walch from CoSA handled the mounting and display of posters.

As a follow up to business conducted at the section meeting in Aug., RAO conducted a review of the Joint ALA/SAA/AAM Statement on Access to Original Research Materials (see meeting minutes below). In Sept. the RAO steering committee looked at the 1994 statement and solicited comments from the RAO membership through the section listserv. During this email discussion, RAO member William Joyce (Pennsylvania State University) revealed that he was also a member of a subcommittee of the ALA/SAA/AAM Joint Committee looking at the statement and that he would be happy to refer RAO's comments to this group. The steering committee compiled the responses and submitted them to Joyce on Oct. 27.

In October, the RAO steering committee endorsed two session proposals for the program of SAA's 2007 meeting. Membership had submitted a total of eight proposals for consideration. While many were good, SAA limited the sections to just two endorsements this year.

Meeting Minutes, Washington, DC, 4 Aug. 2006

Chair Susan McElrath opened the RAO meeting with attendance of approximately sixty. The business session began with the membership expressing unhappiness with the 12:15 meeting time and the back-to-back section meetings SAA had scheduled. This was followed by announcements from Mary Jo Pugh about the *American Archivist* and Arlene Schmuland about the 2007 Program Committee. It was also announced that Nancy Zimmelman (Cal. State Archives) will be RAO's new Council liaison. Following these announcements, new officers were elected (see *Steering Committee* above).

There was a discussion on the newsletter and listserv. McElrath reminded the members that they are automatically subscribed to the RAO listserv (rao@lists.archivists.org). Concerning the

newsletter, paper copies will no longer be issued. Also, there is generally not enough content submitted to justify two issues per year, so the membership was encouraged to submit articles.

There was then a discussion of session possibilities for the program of SAA's 2007 meeting in Chicago. Florence Turcotte (University of Florida) suggested a executive summary of public services in Special Collection repositories, perhaps looking at different ways of reporting statistics and different types of "triage" activities in the reference interview. Susan Malbin suggested a session on diversity of settings (non-academic, different repository size) or on user studies (to compliment Turcotte's proposal on statistics). Lynn Eaton suggested a session on the challenges of IM, and George Bain proposed one on remote access. Jim Cross and Jill Severn indicated that the Manuscript Repositories Section is proposing a session on exhibits and material culture. Malbin thought this could include the handling of artifacts or reference with artifacts. She wondered if a proposal should be submitted to SAA Council for a new roundtable or a workshop given by museum professionals. She said the museum profession is currently focused on giving more access to materials, and she wondered about transposing this to archives. Jan Blodgett suggested a session on interpreting objects. Arlene Schmuland proposed a session on the gaps between archivists and journalists, on the experience of archivists working with media people, or on the interaction between archivists and journalists. Diane Kaplan (Yale University) suggested getting the archivist from WGBH. She also had ideas for separate sessions on the use of cameras in reading rooms and on the revenue stream in archives.

Other business: It was announced that SAA Council has passed a resolution supporting National Archives Week. Susan Malbin (IMLS) requested that RAO review the 1994 Joint Statement on Access to Original Research Materials and make recommendations for updating (see above for progress on this front). She indicated ALA was looking at the document now for possible updates.

At the conclusion of business, the program portion of the RAO meeting began, which consisted of presentations by George Bain on the results of his survey of Archives Week/Month programs and Nancy Beaumont and Peter Gottlieb on SAA's efforts to launch American Archives Month.

Bain discussed his survey conducted among the SHRABS and regional professional groups during the Spring 2006 (see above). Fifty-eight responded, with seventy-five percent having Archives Week programs and twenty-five percent Archives Month. Most of these are held during October, but some groups hold their events in other months. Activities include exhibits, open house/tours, proclamations, and lectures. Promotional materials that are distributed include news releases, posters, guidelines, bookmarks, pencils, T-shirts, and pins. More than sixty-six percent of programs reported having themes. Funding sources include sponsoring organizations, corporate sponsors, SHRABS, and state/regional groups, and forty-five percent reported operating on budgets of less than \$500. Assessment tends to be informal and done mainly through attendance figures, number of participants, and press clippings. Sixty percent of programs indicated that they support a move to a national movement. In conclusion, Bain encouraged discussion between SAA, regional groups, and CoSA; indicated bigger budget requirements are needed; stated that the name for the national movement needs to be settled (National Archives Month, American Archives Month, etc.), stated that simple activities can be just as effective as complex ones; and advocated for creativity in budgets and activities.

Following the presentation on current Archives Week/Month programs, Nancy Beaumont and Peter Gottlieb presented SAA's efforts to launch American Archives Month. The organization is starting out modestly by sponsoring Archives Month in 2006 as a public awareness initiation. SAA Council has formed a working group on advocacy that will oversee the American Archives Month program, and there will be a planning group to develop, implement, and monitor it. It may take five years to develop a long-term plan. Beaumont has prior experience from her involvement in Physical Therapy Month. The national program initiated by SAA won't have a theme that replaces state and local themes, but there will be a message or a general theme that is

broad enough that state/local groups can do what they want. SAA will develop a public relations kit that will be pulled from materials on the CoSA web site, and it will include press releases and camera-ready artwork. This will be available for downloading from the SAA web site.

Following the Beaumont and Gottlieb presentation, there was an audience discussion. Some in the membership thought there could be a future program session on the success of the press kit. Some members thought that state and local groups could partner with SAA, and SAA could serve as a clearinghouse on Archives Week/Month activities. Perhaps there could even be an Archives Week/Month speakers bureau. There appeared to be more support for “Archives Month” than “Week” to allow flexibility of timing for events.

With the conclusion of the discussion on the presentations, Chair Susan McElrath adjourned the RAO section meeting.

Visual Materials Section (Liaison: Miller)

Officers:

Ardys Kozbial, Chair

Deirdre Scaggs, Incoming Chair

Report from Annual Meeting:

- **Number of attendees:** 89.
- **Election results:** Deirdre Scaggs is the Incoming Chair of the section.
- **Summary of meeting activities:**

(or attach minutes or newsletter accounts)

See <http://www.lib.lsu.edu/SAA/VMhome.html>

1. The Dec 2006 issue of *Views*, the section newsletter that contains the minutes of the annual meeting, beginning on page 8.
2. The April 2006 issues of *Views*, the section newsletter that contains the minutes of the section’s Midwinter meeting, beginning on page 1.

Completed Projects/Activities: The section’s activities for 2006 do not fall into this category.

Ongoing Projects/Activities:

- Held the 4th annual Midwinter business meeting.
- Annual t-shirt sale at the SAA annual meeting.
- 2nd annual Book Fair (which has proven quite successful) at the SAA annual meeting.
- Major editing and revising of the section’s bibliography, which can be found on the Section website (<http://www.lib.lsu.edu/SAA/VMhome.html>). The bibliography is always in flux. The amount of work done is cause for highlighting.

New Projects/Activities:

- Established an account with SAA in order to more efficiently handle funds for the section’s annual t-shirt sale.
- Sparked by the Heritage Health Index, the idea for a trusted repository checklist for preservation was initiated at the section’s Midwinter meeting, gained momentum and James Eason (past section chair) has been invited to join an SAA Task Force on the topic. (I do not see the task force listed on the SAA website.)
- A new editor for the section newsletter was named in December 2006 (Martha Mahard) and I expect changes in the newsletter and our other communication avenues (website and listserv) to follow.
- The section added another liaison to its current pool. Robert Burton is our liaison to the American Institute for Conservation and keeps the section apprised of visual materials-related news from that organization.

Diversity Initiatives: We discussed diversity initiatives at the 2006 Midwinter meeting and have yet to come up with any concrete activities. This topic will be an item on the 2007 Midwinter agenda and we will try again.

Questions/Concerns for Council Attention: Nothing specific at this time. **The section did respond in fall 2006 to changes proposed to sections and roundtables.**

Roundtables

Architectural Records Roundtable (Liaison: Felker)

The Architectural Records Roundtable provides a forum for members to discuss issues related to access and management of architectural records and related fields.

Roundtable Business:

Liaison reports and discussion

- Aimee Felker, SAA council liaison: send any questions we might have to her at: afelker@oa.eop.gov.
 - Co-chairs asked where we should be sending our ARR archives- they are to be sent to Michael Doylen, University of Wisconsin. Action items: 1) get formal contact information from Aimee, 2) find out how to submit electronic records, 3) update ARR Co-Chair Guidelines to include this information.
- Mark Martin, 2007 Program committee representative: no theme for next year's conference in Chicago, open to new approaches to sessions [see Chicago 2007 section below].
- Annemarie van Roessel, Standards Committee liaison:
 - SHRAB, NHPRC: expects more support for states in the next 3-5 years.
 - AMIA: ANSI standards for digital images Z39.87 to be completed by end of 2006.
 - RLG: ArchiveGrid will continue under OCLC -- they really like this product.
 - Archivists Toolkit: this open source software is in test mode with an expected launch in late November. See <http://archiviststoolkit.org/>
 - Web portal project continues: looking at a web content management system
 - Technical committee on descriptive standards (both national and international): working on 3 clusters- description, records management and another to be determined later
- Beth Bilderback, Visual Materials Section liaison:
 - Reminded everyone of the Visual Materials section meeting on Friday at noon
 - Reminder that the VM Section is holding a silent auction fundraiser
 - Please submit any news to her for the ARR column in *Views: The Newsletter of the Visual Materials Section of the Society of American Archivists*.
- Tawny Ryan Nelb, Education Group: [nothing to report]

Nomination / election of Chair and Vice Chair for 2006-2007. The slate of Laura Tatum at Yale University (second term) and Mattie Sink at Mississippi State University (first term) was approved unanimously. Outgoing co-chair Beth Dodd thanked all for their support over the years—full circle DC 2001 through DC 2006.

Listserv report: the old distribution list is now closed; new members should sign up via new link on SAA website: <http://www.archivists.org/listservs/index.asp#roundtables>

Membership: as of July 2006, 117 members

Group conference events were reviewed and announced:

- Wednesday, August 2nd, at 9:00 a.m., tour by the Architect of the Capitol (AOC): hosts were thanked and remarks were made about their use of compact shelving/map cases, oversized storage, and their user base.
- Wednesday, August 2nd, at 11:00 a.m., tour of the National Building Museum: hosts were thanked and comparisons were made with the AOC- their mission, audience, collecting practices. Although it was the hottest day (yet) in DC, those who attended both tours found it to be well worth the effort to see two such diverse repositories that share the common link of architectural records.
- Friday, August 4th, from 10:00-11:00 a.m., Helena Zinkham has offered to host us in the Prints and Photographs division of the Library of Congress. There is already an "official" SAA tour going to P&P, but Helena has offered to tailor this tour to those of us interested in their architectural holdings.

CHICAGO 2007: The 71st Annual Meeting of the Society of American Archivists will be in Chicago, Illinois, August 27 – September 2, 2007. We invite you to participate in development of the meeting by 1) proposing sessions that will be of interest to the profession or 2) volunteering to share your own knowledge and expertise as a presenter. *Call for session proposals for SAA 2007 due October 9, 2005.*

- Use online form to submit pre-conference and program proposals
<http://www.archivists.org/conference/index.asp>
- ARR can endorse up to 2 programs
- *Session suggestions*
 - *Focus on local flavor/collections: Art Institute of Chicago*
 - *Focus on current issues: understanding digitally born architectural records;*
- *Tour suggestions:*
 - Firms: SOM
 - Chicago Art Institute
 - Farnsworth
 - Please send any other ideas to Laura (laura.tatum@yale.edu) and Mattie (MSink@library.msstate.edu)

Old Business:

- ARR web report: *developing in concept; Dodd will continue the project this year*
- "Architectural Records: Managing Design and Construction Records" by Tawny Ryan Nelb & Waverly Lowell is published! *A book sale/signing occurred at the end of the meeting. Congratulations to the authors and thanks to everyone who contributed photographs and data.*

New Business:

- *ICAM was promoted by Waverly Lowell. 2007 meeting of North American chapter will possibly take place in the Bay Area.*

Round Robin: Grants, Projects, Significant Changes

- Nancy Hadley discussed the AIA's American Architects Authority Database Project. Nancy was inspired by EAC tagging. She received permission to use the Bowker-published directories for this project. Others will be able to contribute, with active links and contact information. She envisions this to serve as a clearinghouse for information on people, **not** buildings. There is hope to digitize member records. She is working on issues related to living members. This will be open to the public.
- Bruce Lavery discussed the status of the Philadelphia Architects and Buildings Project (<http://www.philadelphiabuildings.org/pab/>). 40,000 hits a day! Discussed how we all have data sets- many are built and then "go away". This is an excellent example of application of a data set.

- Nancy Bartlett, University of Michigan discussed the processing of the Albert Kahn Archive.
- Bret Carnell, Library of Congress Prints and Photographs, discussed current publication efforts. P&P is moving efforts to focus processing on architectural records. Greg Marcangelo is processing the Paul Rudolph collection. Digitization projects include Carol Highsmith photographs, Anthony Dumas theatre material, and Lamb Studio Archives (with hand held digi snapshots). They are looking for feedback regarding this approach.
- Annemarie van Roessel, Avery Drawings and Archives at Columbia, discussed the upcoming launch of a revamped website which will include links to EAD finding aids. The voluminous Woodlawn Cemetery archive was recently acquired.
- Lorna Condon, curator of the library and archives at Historic New England (formerly Society for the Preservation of New England Antiquities) is looking for venues for exhibit of 110 works “Domestic Architecture in New England”, available in 2008.
- Mari Nakahara of The Octagon discussed her recent Getty grant efforts related to an exhibit on Antonino and Noemi Raymond, currently at University of Pennsylvania. The Raymonds went to Japan with Frank Lloyd Wright and ended up staying 30 years.
- Waverly Lowell of the Environmental Design Archives at UC Berkeley discussed the Berkeley Design Book series being published by William Stout in San Francisco. Forthcoming title on landscape architect Robert Royston’s public parks.
- Dayna Holtz, also of the EDA at UC Berkeley, discussed her project on processing the work of Arthur Brown, Jr., a Bay area classicist architect that worked post 1906 earthquake. Information about the architects on the intermediary pages on the EDA website is proving very helpful to scholars, linking names to the finding aids.
- Karen Stevens just finished processing construction records for Independence National Historic Park. EAD work was done by History Associates, Inc.
- Gail McMillan of the International Archive of Women in Architecture stated that they have employed several graduate students in architecture to help with processing collections in the IAWA.
- Laura Tatum, Yale University, just finished processing the Saarinen collection. Exhibition will open in Helsinki the first week of October.

Archival Educators Roundtable (Liaison: Hankins)

Officers:

Deborah A. Torres, Chair, Assistant Professor, MLIS program, College of St. Catherine, St. Paul, Minnesota

Email: datorres@stkate.edu; dtorres54@aol.com

Susan Irwin, Vice Chair, Arizona Historical Foundation, Tempe, Arizona

Email: susan.irwin@ahfweb.org

Report from Annual Meeting:

Number of attendees: approximately 30 (one of the best attended in recent history)

Election results: Deborah A. Torres, re-elected chair; Susan Irwin, re-elected vice chair

Summary of meeting activities:

The AERT was held on Thursday, August 3, 2006, 4:30-6 p.m. Discussion focused on two main topics:

- Coordinating some type of gathering or pre-conference session at the 2007 Annual Meeting in Chicago, IL. Discussion centered the type of gathering that might be useful, for example, an evening reception or a day session focusing on some type of topic or speaker. Volunteers offered to work with Lawrence McCrank of Chicago State University to look into a possible 2007 gathering.

- Anne Gilliland, chair of the UCLA Department of Information Studies and director of the MLIS Specialization in Archival Studies presented a proposal to write an IMLS grant for US archival doctoral education to encourage a research culture and to recruit more archival educators. The idea she proposed is similar to the MLIS Spectrum Scholarships, which provides a mechanism to recruit, mentor, and provide leadership opportunities for students. For example, one idea is to provide a research institute or boot camp for doctoral students. The grant also could assist with program and curriculum development. Volunteers offered to work with Anne on developing the specifics of the grant and/or becoming partners on the grant.

Completed Projects/Activities:

The AERT held the Fourth Archival Educators Forum: Current Issues for Graduate Archival Education on Tuesday, August 1, 2006, held at Hannan Hall, Catholic University, Washington, D.C. Approximately 30 full and part-time educators attended the forum. The forum featured three presentations:

- Report on the A*Census, from Jeannette Bastian, Simmons College & Elizabeth Yakel, University of Michigan
- What Lies Ahead: Ensuring the Future of Recordkeeping Education, Karen Anderson, Edith Cowan University, Western Australia
- GATEWAI to Learning: A Model Partnership for Training Archivists and Educators for the New Millennium, Marilyn Pettit, Brooklyn Historical Society/Pratt Institute.

After the presentations, attendees held a lively discussion of the current issues facing archival education including the need to foster a research culture in archival studies and in profession; the need for more collaboration among archival educators & program; diversity issues; issues for recruitment of new archival educators; and the need to promote the message that the health of archival education is vital to the archival profession.

Ongoing Projects/Activities:

The AERT chairs agree that in 2007 our main goal is to find ways to encourage more communication and sharing of activities among archival educators.

Susan Irwin continues to work, with the assistance of Brian Doyle (SAA Director of Member & Technical Services), on developing a website for the Archival Educators Roundtable. The goal is to have a working website in 2007 that will serve as the main site of communication for ongoing activities.

Also, this past year, AERT listserv has made a transition from the old listserv run by Peter Wosh of NYU to the new listserv created for us by SAA.

The AERT appoints a representative to the Annual Meeting Student Program Subcommittee. In 2006, Susan Irwin served as representative to the subcommittee. She will continue to serve in 2007. Deb Torres also offered to help read submitted student papers.

The AERT, of course, has a great interest in the activities of the Subcommittee on Graduate Archival Education. The AERT chairs plan to have better communication members of this subcommittee in 2007.

New Projects/Activities: See report on annual meeting.

Diversity Initiatives: No specific initiatives at this time.

Questions/Concerns for Council Attention: We will contact our new council representative, Rebecca Hankins, if any concerns or questions arise in 2007.

Archival History Roundtable (Liaison: Gottlieb)

Officers:

Maura Kenny (Chair), Seton Hall University

Ben Alexander (Vice-Chair), UCLA

Report from Annual Meeting

- Number of attendees: 15
- Election results: The roundtable members who attended the annual Roundtable meeting on August 2, 2006 accepted Maura Kenny, former Vice-Chair, as Chair. Ben Alexander was the sole volunteer for Vice-Chair, and was duly appointed.
- Summary of meeting activities:
 - The Roundtable briefly discussed ongoing efforts to provide Roundtable records to the University of Wisconsin-Milwaukee's SAA collection.
 - David B. Gracy II asked for the Roundtable to appoint a member as a liaison to the Board of Advisory Editors of the *Libraries & the Cultural Record* journal.
 - The Roundtable held officer elections—see the Election Results above for more details.
 - The Roundtable briefly discussed the ongoing work on the Roundtable website.
 - A few announcements were taken from the floor on upcoming events and publications.
 - Susanne Belovari, Tufts University, gave a presentation entitled “Adapting Archival Practices to the Human Rights Mission of Records: Challenges in Re-Constructing the Historical Archives of the Jewish Community of Vienna (IKG), Austria”
 - Roland Baumann, Oberlin College, gave a presentation entitled First Steps Towards Social Integration: Oberlin College, A Case Study, 1937”
 - A lively discussion followed the two presentations

Completed Projects/Activities: Appointed Ellen Garrison as liaison to the Board of Advisory Editors of the journal *Libraries & the Cultural Record*.

Ongoing Projects/Activities:

- Ongoing work on the roundtable's website.
- Work with the Archives at the University of Wisconsin-Milwaukee to complete their archival holdings of the Roundtable and ensure that the Roundtable's active and semi-active records are in order.

Diversity Initiatives: The presentations given at the Roundtable meeting spoke to issues of diversity and archives.

Questions/Concerns for Council Attention: None.

Archives Management Roundtable (Liaison: Miller)

Kerry Cross, University of Dayton, continued her service as Newsletter Editor. She produced two newsletters in May and July. She maintains a current subscription list of 108 members. Kerry will step down from her post right after the 2007 annual meeting in Chicago.

The Archives Management Roundtable conducted its meeting in Washington DC on Thursday, August 3, 2006. Max Evans, executive director of the National Historical Publications and Records Commission, Elisabeth Wittman, SAA Program Committee, and Lee Miller, SAA Council Liaison, all spoke briefly. Casey Greene then recognized Kerry Cross for her service over the past 5 years and introduced speakers Dr. Michael J. Kurtz and Marilyn Bott, both affiliated with the National Archives and Records Administration, Washington, DC, Office. They presented "Change Management at NARA: A Brief Case Study." The second half of the meeting was devoted to developing presentation proposals for the Roundtable's meeting in 2007. Thirty-two people attended the Archives Management Roundtable's meeting.

The Roundtable endorsed two session proposals on archival leadership for SAA's 2007 annual meeting

Archivists & Archives of Color Roundtable (Liaison: Zimmelman)

Officers:

Chair: Petrina Jackson, Cornell University

Co-Chair: Lisa Nguyen, Stanford University, Hoover Institution Archives

Newsletter Editor: Andrea R. Jackson, Atlanta University Center

Newsletter Co-Editor: Alan King

Web Master: Rose V. Roberto, Oxford University, Bodleian Library

List-serv Moderator: Lisa Nguyen, Stanford University, Hoover Institution Archives

SAA Council Liaison: Nancy Zimmelman, California State Archives

Report from Annual Meeting:

- Number of attendees: 52.
- Election results: Lisa Nguyen was elected to a two-year term as co-chair.
- Summary of meeting activities: see attached minutes.

Completed Projects/Activities:

- Selection of two recipients of the 2005 Pinkett Award: Lanell E. James (University of Michigan), Shawn San Ramon (University of Wisconsin-Madison).
- Co-chairs provided input on Strategic Issues, via Council Liaison Kathi Neal and participation in the Strategic Issues Leadership Forum at the 2006 Annual Meeting of SAA.
- Preparation of materials promoting the Pinkett Award for the Great Ideas! Info Expo at the 2006 Annual Meeting of SAA.
- Endorsement of two sessions for 2007 Annual Meeting of SAA: "A Special Brew: New Perspectives from the National Archives on Civil Rights, Race Riots and Brown v. Board of Education" and "Outreach to Those Less Served."

Ongoing Projects/Activities:

- Advise Council and Diversity Committee on concerns of membership as requested.
- Maintain the Archivists of Color Directory and AAC website.

New Projects/Activities: None specified.

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; and promoting the preservation of archival materials

that pertain to people of color. In addition, AAC continues to promote the Pinkett Award in an effort to recognize exceptional students of color entering the profession.

Questions/Concerns for Council Attention: None specified.

Archivists and Archives of Color Roundtable Minutes, August 3, 2006

- I. Teresa Mora called the meeting to order and introduced herself and co-chair Petrina Jackson. Elizabeth Adkins, SAA President Elect, introduced herself to the membership. First time attendees of SAA and the Roundtable were welcomed. Lisa Nguyen, listserv moderator, asked members to update the directory as needed.
- II. Committee and Project Reports
 - A. Pinkett Award Winners: Jackson introduced the Pinkett Award winners, Lanell James and Shawn Phillip San Roman. James had recently completed her first year of graduate study at the University of Michigan, School of Information. San Roman has just completed the Library and Information Studies Program at the University of Wisconsin, Madison and will shortly be starting work as an archivist for the Credit Union National Association. Members were encouraged to attend the award ceremony to support the Pinkett recipients.
 - B. Annual Collection for Pinkett: Funds totaling \$300 were collected for the award.
- III. SAA Fellowship Announcement: Danna Bell-Russel announced that Wilda Willis would be named a fellow of SAA at the Awards Ceremony. She noted that she was looking for others to be nominated and asked that members contact her with suggested nominees.
- IV. Election of Co-Chair: Mora announced that the only nomination received prior to the meeting was that of Lisa Nguyen. She then opened the floor to nominations, no additional nominations were made. Nguyen was named co-chair as she ran unopposed. Nguyen, currently serves as listserv moderator and works for the Hoover Institution at Stanford University.
- V. AAC Newsletter: Newsletter assistant editor, Andrea Jackson announced that current editor, Paul Sevilla was resigning his posted and asked that anyone interested in serving as co-editor or assistant editor contact her (ajackson@auctr.edu). She also asked that members contact her with articles and announcements for inclusion in the newsletter.
- VI. Council Liason Report: Kathi Neal announced that Dr. Thomas Battle had been appointed chair of the Diversity Committee and noted that the formal charge of the Diversity Committee was to be added to the Council Handbook. She noted that a resolution had been passed by Council to endorse National History Day.
- VII. Old Business:
 - A. Outreach Efforts: Mora announced that Rebecca Hankins will no longer be able to chair this committee, due to her commitment to serve on Council. She asked that anyone interested in taking the lead on this issue contact her. Mora then opened up the floor for discussion of the issue, specifically what steps the Roundtable could take to aid in SAA's outreach efforts. Ideas included, links with National History Day, looking towards RBMS for examples of successful outreach efforts, contacting schools to bring students into repositories or to targeted sessions at SAA, participation of archivists at local career days, asking students to present work with primary resources at SAA (eg. Chicago Metropolitan History Fair or National

History Day projects), creative ways to get students to think about what history means to them (eg. poetry slams, rap contests).

- VIII. New Business: Danna Bell-Russel asked members to submit program proposals, noting that the roundtable will be able to endorse two proposals for the 2007 meeting in Chicago. The submission deadline is October 9, 2006. She also noted that Solveig DeSutter was looking for proposals for pre-conference workshops. David Shongo, Chair of the Native American Archives Roundtable, noted he was interested in proposing a session about how one's culture influences his/ her understanding of his/ her collections. He asked that anyone interested in such a session contact him (dshongo@sni.org). Jim Cartwright, noted he was interested in proposing a session on outreach to particular communities, please contact him if interested (jimc@hawaii.edu).
- IX. General Announcements: Wilda Willis thanked Danna Bell-Russel for nominating her as a fellow. Karen Jefferson announced that the papers of Rev. Martin Luther King, Jr. would be given to the Robert W. Woodruff Library at the Atlanta University Center.

The meeting was adjourned.

Congressional Papers Roundtable (Liaison: Summers)

Officers/Steering Committee:

Alan H. Haeberle (Chair), US Senate, Office of Senator Orrin Hatch
Jeff Thomas (Vice Chair/Chair Elect), Ohio State University
Naomi Nelson, (Immediate Past Chair), Emory University
Dorothy Hazelrigg (2004-2006), University of South Carolina
Jan Zastrow (2004-2006), University of Hawaii at Manoa
Kate Cruikshank (2005-2007), Indiana University
Linda A. Whitaker (2005-2007), Arizona State University
Karen D. Paul (Ex Officio), Senate Historical Office
Robin Reeder (Ex Officio and Web Liaison), Office of History and Preservation, US House of Representatives
Matt Fulgham (Ex Officio), Center for Legislative Archives, NARA
Chris Burns (Newsletter Co-editor, Ex Officio), University of Vermont
Morgan Davis (Newsletter Co-editor, Ex Officio), Missouri Historical Society

Report from Annual Meeting:

- *Number of attendees:* 50 – 55
- *Election results:*
Jean Bischoff (Vice Chair/Chair Elect), Robert Dole Institute, University of Kansas
Brian Keough (Steering Committee, 2006-2008), University at Albany, State University of New York
- *Summary of meeting activities:* (See minutes, Attachment 1, below.)

Completed Projects/Activities:

- Organized a full day pre-conference program of presentations to inform members about initiatives and on-going activities at Library of Congress, National Archives, and in Congress, relating to congressional records. (See schedule, Attachment 2 below.)
- Gathered for dinner after the CPR meeting to provide an opportunity for members to meet and network in informal setting.
- With the support and cooperation of the SAA Publications Committee, successfully completed and submitted a grant proposal to the NHPRC for funding to

complete the *Guidelines for Managing Congressional Papers* project. (See letter, Jeff Thomas to CPR Members, Attachment 3, below. Includes link to grant application documents.)

Ongoing Projects/Activities:

- Pending approval of funding from NHPRC, Task Force to monitor and review progress of *Guidelines* project.
- Continue to produce a high-quality newsletter twice a year [link to pdfs at: <http://www.archivists.org/saagroups/cpr/newsletters.asp>]

New Projects/Activities:

- Track new initiatives for outreach used by repositories for congressional collections, and publicize through the newsletter.
- Planning for pre-conference activities before 2007 meeting in Chicago.

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: Again, we were pleased to have the opportunity to have a two-hour meeting slot at the annual conference, which allowed us to cover a range of issues and business items with our membership, and to present a well-appreciated program. However, we are concerned with some of the conclusions and recommendations included in the final report to council of the Task Force on Sections and Roundtables. Jeff Thomas, CPR chair, 2006-2007, has addressed these concerns in a letter to the Task Force, attached. (See letter, Jeff Thomas to Mark Duffy, Attachment 4, below.)

Encoded Archival Description (EAD) Roundtable (Liaison: Primer)

Officers:

Leslie Czechowski, Chair 2005-2006
Michael Rush, Vice Chair / Chair Elect 2005-2006
Stephen Yearl, Webmaster

Report from Annual Meeting:

- Number of attendees: 70
- Election results: Jennie A. Levine was elected Vice Chair / Chair Elect
- Summary of meeting activities: Minutes are included below and also available at the EAD Help Pages (<http://www.archivists.org/saagroups/ead/eadrtminutes2006.html>)

Completed Projects/Activities:

- Redesigned EAD Help Pages (<http://www.archivists.org/saagroups/ead/>) were launched on July 28, 2006.
- The redesigned EAD Help Pages included the new EAD Bibliography (<http://www.archivists.org/saagroups/ead/bibliography.html>), which was compiled by Michael Rush with input from roundtable members.

Ongoing Projects/Activities:

- EAD Help Pages are continually updated with new tools and tips submitted by EAD Roundtable members.
- EAD Roundtable leadership provides feedback and assistance to members of the EAD community as necessary.

New Projects/Activities:

- The new leadership of the EAD Roundtable for 2006-2007, Michael Rush and Jennie Levine, plan on developing an EAD Tutorial for the EAD Help Pages that will fill a need for an introduction to EAD that is longer than what is currently available on the Help Pages and shorter than the full description of EAD available in the technical documentation.

Questions/Concerns for Council Attention:

- The EAD Roundtable focuses on the Annual Meeting and the Help Pages. Regarding the annual meeting, we hope that we will continue to have access to rooms that can accommodate our traditionally well-attended meetings.
- Regarding the Help Pages, we hope that SAA continues to support the ongoing development of new functionality for the websites hosted by SAA. We hope the EAD Help Pages will grow into a collaborative web space for the EAD community, and that will depend on the capabilities of the SAA web platform.

Minutes, SAA EAD Roundtable Annual meeting

Thursday, August 3, 2006, 4:30-6:00pm

Incoming chair Michael Rush presided over the meeting as the current chair, Leslie Czechowski, was unable to attend.

The Program Committee solicited proposals from the roundtable for the 2007 SAA annual meeting in Chicago; proposals are due October 9 and may be submitted via email or Web form. Sections and roundtables can endorse up to 2 proposals. Members should contact Michael Rush with ideas for programs.

1. Updates

EAD Working Group: Kris Kiesling reported that the group had a quiet year. Schemas are being tested by the Schema Working Group subcommittee and others. French and Dutch archivists have proposed some changes to the EAD 2002 DTD; the working group is looking at the possibility of a new version, EAD 200x (no major changes are contemplated). The topic will be addressed at Sunday's Working Group meeting. Kiesling congratulated Rush, Czechowski, and Stephen Yearl for the recent redesign of the EAD Help Pages, and announced updates and changes as well to the official EAD website at the Library of Congress. She also announced that the Bundesarchiv in Berlin will be hosting a conference on EAD and EAC in April 2007.

NHPRC: Lucy Barber, the director for technology initiatives, announced that there would be a new grant opportunity in June for digitizing historical records; this is a new area for NHPRC. They will be funding up to three pilot projects, and are looking at cost-effective ways of digitizing entire series or collections; good ideas for access will be needed. The emphasis will be on the national significance of the objects. Proposals will be considered at the November meeting, and projects can start as early as January 2007.

TSDS: Chris Prom reported a slow year, after their initial comments on the inclusion of archival practices into *Resource Description and Access* (RDA), which will be replacing AACR2. In the upcoming year, TSDS is on the cusp of appointing an Encoded Archival Context (EAC) working group, which will be moving the beta version of EAC into a new standard. Funding for EAC for the next several years is being sought. The group is also working on a mechanism for the maintenance of DACS.

Archon: Prom also announced the release of this new tool developed by the University of Illinois. The software can be downloaded and should be installed on a PHP server. The product will be demonstrated at an afternoon session on Aug. 4.

SAA Council: Ben Primer offered help to the section as the SAA Council liaison.

RLG: Daniel Pitti reported for Anne Van Camp and Merrilee Proffit. OCLC and RLG have combined, effective June 1. RLG Programs remain intact and are very optimistic about the opportunities presented. Although RLG services are being integrated into OCLC's services, RLG Programs remain intact as a membership organization, and will be part of Research Programs at OCLC. RLG has an established reputation among archives, museums, and cultural institutions which is valued by OCLC, and more resources will be available for RLG initiatives, specifically EAC since OCLC has been looking at integrating authority databases around the world. They are keen on Archives Grid and will support it. They are also interested in archival gateways and archival access programs, promoting interoperability among descriptive standards, and best practices for special collection digitization.

2. SAA EAD Help Pages

The SAA EAD Help pages have been updated and are now more visually appealing and

standards-compliant, taking advantage of SAA's web services upgrade. Institutions should update their repository descriptions by completing the questionnaire that has just come out on email. New content to the site includes an EAD bibliography which is not yet comprehensive. Still needed is an introduction to EAD (the "cocktail party" version), and a quick overview of issues.

3. Elections

Introductions were read for the candidates for Vice-Chair/Chair-Elect, who then made statements of their interests and possible plans for the section. These were Jennie A. Levine, curator of historical manuscripts at the University of Maryland Libraries; and Dan Santamaria, assistant university archivist for technical services at the Seeley G. Mudd Manuscript Library, Princeton University. After the ballots were counted, Levine was congratulated as winner.

4. Transfer of EAD 1.0 to EAD 2002

Transfer of EAD 1.0 to EAD 2002_ was the topic of a roundtable discussion by Christine D. de Catanzaro (Georgia Tech), William W. Hardesty (Georgia State University in Atlanta), and Kate Colligan (Historic Pittsburgh). Each presenter addressed three topics: their goals for conversion, workflow during the process, and outcomes.

Goals: Each institution wanted to do this necessary step quickly, but also achieve other goals concurrently. At Georgia Tech, it was a chance to establish descriptive practices and workflow issues: to avoid the necessity for separately exporting from their database HTML, XML, and print versions, each of which had to be tweaked separately. They needed to adopt standards, content and structure; they also wished to change stylesheets to update the appearance of the finding aids and of their website. At Georgia State, a complete revamping of the web site was desired; they also needed to comply with DACS and the RLG Best Practice guidelines. Not all descriptive work done for catalog records had made it into the finding aids. Pittsburgh was facing a DLXS upgrade which affected all databases. They also needed to move away from Emacs, and explore XML editors; oXygen was chosen, and they updated their stylesheets for side-by-side display. Control of the stylesheets now rests in their own hands. More finding aids are available directly, and they did a total overhaul of the local encoding guidelines.

Workflow: Georgia State created XML files using XMetal and put them directly on the web site. They looked at recent guidelines, and created template and content. Their systems office downloaded tools and customized Saxon, which was loaded on department workstations. The finding aids will be updated with new stylesheets. At Pittsburgh, conversion was done by the digital research library; the archives service center developed a template. First efforts were geared towards re-engineering, mapping tags from SGML to XML templates, using a Perl script in a few instances. They tested instructions on their student assistants, and revised their stylesheet. Georgia Tech received help from the systems department; they set up a conversion tool from help pages, adapted to suit their needs. They created a manual, and used tech-savvy students. They developed a new look for the website, adopting EAD cookbook style sheets. Conversion was completed over 5 months at a rate of 5 to 10 finding aids a week.

Outcomes: Pittsburgh's transformation is nearly complete. Encoding workflow has been improved. Steps ahead in encoding include a draft version of guidelines and templates on the web, including a Perl script for Container List encoding. At Georgia Tech, the conversion is done; there is one master XML file for each finding aid; the appearance of the web site is updated, and finding aids are pretty much DACS compliant. At Georgia State, the finding aids are better and standards-compliant; the staff is more familiar with EAD. The same workflow is used for processing and finding aid creation. They strengthened their internal guidelines, and use templates.

5. EAD Schema

Daniel Pitti gave a progress report on the development of an official EAD Schema. The

EAD Working Group received an NHPRC grant, partially to develop a schema based on the EAD 2002 DTD. The schema working group consisted of Pitti, Terry Catapano, Stephen Yearl, Chris Prom, Lee Mandel, Jerry MacDonough, and Francoise Bourdon (BNF). Objectives: the DTD is the authoritative version for determining interoperability. Nothing in the schema negates the DTD, with the exception that XLink compatible elements are made compliant in schema namespace. Any that document that validates against the DTD will validate against the schema, but the inverse is not true. Schema allow stronger data typing than the DTD; some attribute values can be validated against the ISO standard normal attributes; these include country code, repository code, language code, script code, and dates. The XML namespace enables mixing components from other XML instances conforming to different schema. EAD can be expressed in METS, OAI, and TEI (P5 version). But for now, no components from other namespaces are permitted in EAD. Methods: the EAD 2002 DTD was transformed into RelaxNG schema using Trang. XLink and data typing are added, then the RelaxNG is transformed to W3C schema language. Both schemas will be made available. The group met once in spring 2005. The alpha schema was released for testing December 2005, and the beta schema is nearing completion. Element/attribute name translation were prototyped by Yearl and Catapano, as well as a combination of the Tag Library with the schema. The beta release date is end of August 2006, after adding a few more tests and documentation. Release of the schema will be announced on the EAD Listserv. This beta version should be used for testing only. Feedback is needed and welcome. Platforms which should be tested include oXygen, XML Spy, and standalone validators. What to expect: character entity references will produce errors (need to convert to character references); XLink tags will produce errors; and attribute values may fail. Will the next version of EAD move away from using a DTD? Time will tell.

International Archival Affairs Roundtable (Liaison: Duffy)

Officers: Tom Connors and Valerie Komor, co-chairs

Report from Annual Meeting:

- Number of attendees: 66
- Election results: no election
- Summary of meeting activities (see below).

Completed Projects/Activities:

Successfully proposed two international sessions at SAA 2006:

- #803 “The Next generation of Archivists: What Should They Know?”
- “The New ICA: An Update and Progress Report”

Hosted a Happy Hour for international attendees and internationally minded SAA-ers.

Ongoing Projects/Activities: Continue to produce World View column for *Archival Outlook*.

New Projects/Activities: No new projects other than to keep in touch with colleagues internationally and report on interesting and important developments.

Diversity Initiatives: No specific initiatives apart from welcoming foreign attendees to the annual meeting to our annual RT gathering.

Questions/Concerns for Council Attention: Nothing specific at this point.

Issues and Advocacy Roundtable (Liaison: Gottlieb)

Officers: Peter Gunther and Terry Baxter, Co-chairs

Report from Annual Meeting:

- Number of attendees: 4
- Election results: Co-chairs re-elected for 2006-2007

Summary of Meeting Activities: Officer elections, decision by consensus to submit program proposal for SAA 2007 Chicago.

Completed Projects/Activities:

Proposal submitted, though its Issues and Advocacy component was somewhat modified. Proposal endorsed by Issues and Advocacy and Women's Archivists Roundtable. Proposal NOT accepted by Program Committee.

Ongoing Projects/Activities: None specified.

New Projects/Activities: Commitment to submit new proposal for program more focused on Issues and Advocacy for SAA 2008 in hopes of generating more interest. Remain open to plans from membership to revitalize or otherwise reconfigure roundtable.

Diversity Initiatives: We see ourselves as containing an under-represented group within SAA (progressives).

Questions/Concerns for Council Attention: None.

Labor Archives Roundtable (Liaison: Gottlieb)

Officers:

2007 Chair: Alan Harris Stein, 28 E Jackson Blvd #10 S31, Chicago, IL 60604; 312/329-6175; asteinca@earthlink.net

Vice Chair / Chair Elect: William Jordan Patty, Catholic University of America, American Catholic History Research Center and University Archives, 101 Lifecycle Institute, Washington, DC 20064; 202/319-5065; fax 202/319-6554; pattyw [at] cua.edu

Report from Annual Meeting:

Number of attendees: 25-30.

Election results: Chair: Alan H. Stein, Vice Chair: William Jordan Patty.

Summary of meeting activities: See below.

- Membership list was circulated for corrections and additions.
- Jim Quigel held elections. Al Stein, Chair-elect, assumed the role of Chair and Jordan Patty was unanimously elected Vice-Chair/Chair-elect.
- Stein spoke briefly about laborradio.org and Labor Beat's video archives, but due to time the A-V demo was skipped.
- Catholic University Reading Room Tour/ W. Jordan Patty, Catholic University of America
 - 1) Processing the Msgr. George G. Higgins papers,
 - 2) Held a lecture (named in honor of Higgins) on Labor issues,
 - 3) Provided a grant for a researcher to use the CIO records
- Meeting ended with screening of "Labor's Troubadour" documentary labor biog about the life and career of the late Joe Glazer (The Great Labor Arts Exchange).

Completed Projects/Activities: Labor Archives Retreat - Pam Hackbart-Dean, Southern Illinois University Special Collections, reported on the success of the retreat.

Ongoing Projects/Activities:

- "How to Keep Union Records" re-publishing project - Michael Nash, New York University Tamiment Library
- Labor mergers and archives: Barb Morley reported that a small subcommittee group met prior to the LAR meeting and that the subcommittee will need to continue plugging away at this issue outside of the SAA meetings. It was suggested that the subcommittee include more LAR members: Lauren Kata, Mike Smith, Al Stein, Suzan Alteri and Jordan Patty agreed to be the subcommittee and work ongoing on this issue.

New Projects/Activities:

- Update Labor Archives Directory.
- Walter P. Reuther Library will launch "Walter Reuther Online" to celebrate 100th anniversary/birthday of UAW, also, Cesar Chavez Online.
- Stein proposed panel on "Labor Beat: Chicago film archives and labor media" for 2007 SAA Program with LAR endorsement.
- A future subcommittee of the LAR may be formed to address the issue of how can labor archives be more or better represented, especially at ICA meetings? The next ICA meeting is in Edinburgh, and then the following meeting will be in Australia.

Diversity Initiatives: No formal report. Note: Labor history appeals to diverse audiences, one of the keys to diversity initiative is to highlight the multicultural collections in labor archives, e.g. Cesar Chavez Online at the Walter P. Reuther Library.

Questions/Concerns for Council Attention: In making Labor archives more visible during this conference we suggest doing an SAA newsletter article (or journal article) about Labor Archives/research in Chicago in light of the annual conference and high concentration of labor history organizations and archives in the Midwest and Chicago (e.g. Center for Working Class Studies, Illinois Labor History Society, Chicago History Museum). Would like to ask for assistance of Peter Gottlieb, liaison to LAR, in this undertaking.

SAA Labor Archives Roundtable Meeting, Wednesday, August 2, 2006, 5-7pm

Welcome, Lauren Kata, Georgia State University, Chair

SAA Announcements, various

Introductions - Al Stein, California State University – Fresno, Vice Chair/Chair-Elect

Introductions commenced for the first part of the meeting. Some items that folks mentioned:

- IALHI (International Association of Labor History Institutions)
- University of Connecticut labor history projects
- NYU/Tamiment Library is now venturing into archiving union websites and digitizing NY labor oral history interviews
- Southern Illinois University will be collecting union records (mostly LIUNA, which represents SIU staff) and will digitize mine workers materials
- Catholic University of America—Reading Room Tour; processing Msgr. George G. Higgins papers; Higgins lecture on Labor issues; provided grant for researcher to use the CIO record
- ICA (International Council of Archives): efforts on how to make labor archives more visible
- Walter P. Reuther Library will launch "Walter Reuther Online" to celebrate 100th anniversary/birthday of UAW, also, Cesar Chavez Online

Report of LAR Projects/Update on ongoing initiatives, 2005-2006 - Lauren & others

*Labor Archives Retreat - Pam Hackbart-Dean, Southern Illinois University Special Collections
Pam Hackbart-Dean reported on the success of the retreat.

*"How to Keep Union Records" re-publishing project - Michael Nash, New York University Tamiment Library: Michael Nash reported that the group will be meeting during SAA meeting and will be submitting drafts by the North American Labor History Conference in October. Hopefully a first draft will be ready by the end of the year.

* Merger Resolution for Labor Archivists - Barb Morley, Cornell University: Barb Morley reported that a small subcommittee group met prior to the LAR meeting and that the subcommittee will need to continue plugging away at this issue outside of the SAA meetings. It was suggested that the subcommittee include more LAR members: Lauren Kata, Mike Smith, Al Stein, Suzan Alteri and Jordan Patty agreed to be the subcommittee and work ongoing on this issue. During this discussion, it was also suggested that a session be proposed for SAA 2007 about the merger issue. Lauren, Al and Jordan will follow up. A future subcommittee of the LAR may be formed to address the issue of how can labor archives be more or better represented, especially at ICA meetings? The next ICA meeting is in Edinburgh, and then the following meeting will be in Australia.

* SAA Website – Patrizia Sione, Cornell University: Patrizia Sione, who has been serving as Webmaster since 2002, asked if anyone else would be willing to volunteer to take over this responsibility. No one volunteered, so she will continue in this role.

New Business:

*Elections (nominations/volunteers from the floor) — facilitated by past chair: Jim Quigel held elections. Al Stein, Chair-elect, assumed the role of Chair and Jordan Patty was unanimously elected Vice-Chair/Chair-elect.

*Ideas for sessions for 2007 SAA Meeting - Al/Lauren takes notes for follow up proposals
Labor and film/labor media; mergers

*preview of next year's LAR program in Chicago - "Labor Beat" (a-v demo): Al spoke briefly about laborradio.org and Labor Beat, but due to time the A-V demo was skipped.

*Distribution of DC Labor History tour and Illinois Labor History Trail Map

Handouts of local labor spots in DC were distributed.

*Catholic University Reading Room Tour — Jordan Patty, Catholic University of America: Anyone interested in visiting the CUA reading room and learning more about labor collections at CUA is welcome to visit Saturday morning.

Special Screening: "Labor's Troubadour" (37 minutes — press release attached). Meeting ended with screening of "Labor's Troubadour." Documentary biog about the life and career of the late Joe Glazer.

Lesbian & Gay Archives Roundtable (Liaison: Primer)

Officers: Mary Caldera, Co-Chair, Yale University; Stephen E. Novak, Co-Chair, Columbia University Medical Center

Steering Committee: Maggi Gonsalves, Newsletter Editor, Center for Black Music Research, Columbia College, Chicago; Steven Mandeville-Gamble, Webmaster, George Washington University; Deborah Richards, Past Co-Chair, Smith College **Members-at-Large:** James Cartwright, University of Hawaii; Paula Jabloner, Computer Museum; Michael Kelly, University of New Mexico; Bonnie Weddle, New York State Archives

Report from Annual Meeting:

- Number of attendees: 37

- Election results: Stephen Novak elected as male co-chair for 2006-08 term
- Summary of meeting activities: see attached minutes

Completed Projects/Activities:

- Awarded Travel Scholarship awards to allow two promising lgbt archival students to attend the SAA Annual Meeting.
- Updated website.

Ongoing Projects/Activities:

- Community Archives Manual – a basic primer for use in lgbt community archives that may not have a professional archivist on staff.

New Projects/Activities:

- Consider name change
- Compile procedure manual
- Revise mission/by-laws

Diversity Initiatives:

- Investigate possibility of an “archives diversity reader”

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

Minutes of August 3, 2006, Meeting in Washington, DC

Co-chairs: Steve Novak and Mary Caldera conducted the meeting.

Announcements:

SAA 2007 liaison, Mark Martin, made the announcement for next year’s SAA conference to be held in Chicago. The program suggestions and proposals deadline is October 9, 2006. In an attempt to get away from the 3-speaker format, a call for new formats ideas are requested and all are welcome. Sections and Roundtables can endorse up to two sessions. To have your session endorsed by a section or roundtable the proposal must be submitted to the chairpersons of the section or roundtable – contact information on who to submit the proposal to for endorsement is available on the SAA website. All endorsed sessions, workshops, training sessions, etc. will be reviewed, but endorsement and review does not guarantee acceptance of the suggested session, workshop, training session, etc.

Richard Pearce-Moses, outgoing SAA president, and first spouse, Frank Loulan, were in attendance. Pearce-Moses initiated a round of applause for his 1st spouse for keeping all things on the home front running smoothly, including laundry.

Doris Malkmus gave a brief account of the 1st Annual GLBTQ Archives-Library-Museum conference held in May at the University of Minnesota in Minneapolis’ Tretter Center. From the inspiration of the ALMS meeting, Malkmus suggested for consideration a LAGAR international community gathering or grouping, asking that this be a topic for a meeting sometime in the future.

New Business:

Election of Male Co-Chair

The nomination of Steve Novak was submitted and seconded for him to continue as Male Co-Chair. Novak accepted the nomination; Mary Caldera, the female Co-chair, called for votes and a unanimous vote was given for Novak to continue as Male co-Chair.

LAGAR Scholarship Winners:

The two LAGAR student scholarship winners were in attendance and introduced by the Co-Chairs. May Hadoung, graduated in 2006 from the UCLA with her degree in Moving Image Archives. She is currently working with Outfest, a lesbian and gay film festival, on its Legacy project. Marguerite Moran, a 2006 graduate from the University of Wisconsin – Madison is currently working at International Harvester.

Old Business:

Steve Mandeville-Gamble, LAGAR Webmaster

Mandeville-Gamble was introduced and announced to the group that the LAGAR webpages have been revamped. He has created a template and made it easier to find with rich metadata to support additional coding. Mandeville-Gamble also requested more images from the LAGAR members to be put up on the LAGAR site; include proper citation of photographer or at least the institution name, place, and approximate date with each photo.

Ben Primer, SAA Council representative to LAGAR announced that there may be resources available to LAGAR. Also, the Council is currently working on the revamping roundtable and section descriptions and definitions. Primer assured the LAGAR members that he would make sure members knew how these changes would affect LAGAR. For example, he noted for consideration that sections are more formal and that the number or required members are greater for a section than a roundtable. Also Primer said that the 21-page document discussing these and other proposed changes will be made available for members to review, possibly on the SAA website. The next Council meet is scheduled for sometime in November and that any suggestions, comments, or opinions on any changes suggested in the 21-page document would need to be submitted to the LAGAR steering committee well in advance of the November meeting.

Paula Jabloner, regarding the Community Archives Manual.

The Manual is meant for all those working in community-based archives where trained archivists may not be available. More written submissions are needed in order for the Manual to be completed. At present articles are completed for Appraisal, Arrangement, Acquisitions, Privacy and Confidentiality, Audio, Description, Moving Images, and Electronic Records. Volunteers are still needed for Reference, User Services, Security, and Sample Form topics. Also a volunteer is possibly needed to write an article on Exhibits. Submissions can be short or long, the shortest being roughly 2 pages. For more information or to volunteer writing on the above topics, contact Paula Jabloner at jabloner@computerhistory.org. Also volunteers are needed as Editors and more links to information pages of archival interest are always welcome as are photos related to the subject matter or illustrating working in archives.

New Business:

A call for Program suggestions for the 2007 SAA conference was voiced.

Jim Cartwright, jimc@hawaii.edu, along with Helen Wong Smith are working on outreach in Hawaii. Cartwright suggested a session involving this topic and welcomes any ideas, in-place programs examples or descriptions, etc. Please send a description to him for consideration and possible inclusion to this session.

Announcements from Members:

One or two new members for the Steering Committee are needed. These members are to be regular LAGAR members, not part of the Leadership group

A call to begin dialogue on the LAGAR listserv for a possible name change for the roundtable has been requested. Male Co-Chair Steve Novak stated that the current name is not as inclusive or self-explanatory as it was in the 1980s. Our roundtable is not only for archivists working within LGBTQ archives or LGBTQ materials but also for LGBTQ archivists. Novak asked that consideration be given to what would be considered a more descriptive name that would help clarify any confusion what our roundtable is about and who it is for.

Program:

John Olinger, Chairman of the Board for the Rainbow History Project in Washington D.C. The Rainbow History Project is a local organization of amateur historians who are dedicated to the collection, promotion, and preservation of the LGBT community of the D.C. area. Mark Meinke began the organization by wanting to do a history of drag in D.C.; this grew into the collection it is today. The first project focus consisted of oral histories of the gay and lesbian community in D.C. The second project, "Spaces and Places", illustrates the places of historical interest to the LGBT community. This project has been a walking tour and is currently the focus of a walking tour brochure available through Rainbow History.

Billy S. Jones, co-founder of several gay and lesbian organizations in the D.C. area, was the guest speaker for this Roundtable meeting. He was instrumental in establishing Black & White Men Together, the D.C.-Baltimore Coalition [aka DCB Coalition], and other LGBT groups. Jones provided an excellent and far too brief historical background on how the gay and lesbian community in the Washington, D.C. area gathered and has evolved since the McCarthy era. At the conclusion of Jones' allotted time, Novak presented Jones and Olinger with "Archivist 100%" t-shirts and caps in appreciation for their talks and taking time to visit the LAGAR Roundtable as well as their continued support and efforts for the LGBT community.

Local Government Records Roundtable (Liaison: Gottlieb)

Officers: Jan Hart, Chair

Report from Annual Meeting:

- Number of attendees: 41 (includes members of SAA, NAGARA, and joint members)
- Election results: John H. Slate, chair-elect [by acclamation], unopposed.
- Summary of meeting activities:

Meeting called to order approximately 5:05pm.

Business Meeting: Welcome to NAGARA/LGRRT joint meeting; meeting led by John H. Slate, CA City Archivist, City of Dallas, TX, and Paul Bergeron, Nashua, NH, in absence of chair.

SAA Representatives: Council Liaison, Program Committee Liaison invited to speak about Council matters and 2007 program.

Presentation on the Council of State Archivists' *Closest to Home Project* by Bruce Dearstyne, Kaye Lanning Minchew, and Vicki Walch, CoSA Executive Director.

PROGRAM: panel discussion, "Building Strong Local Government Archives/Records Programs," included John Slate, CA, City Archivist, Dallas, TX; William Dow, CRM, Deputy City Clerk in Keene, NH; and Dr. Judith G. Cetina, Cuyahoga County Archives, Cleveland, OH.

Announcements; Adjournment at approximately 6:10 pm.

Completed Projects/Activities: Speaker/Program for 2006 meeting: "Building Strong Local Government Archives/Records Programs" (see above).

Ongoing Projects/Activities:

- Compiling mailing/email list of local government records archivists, both SAA members and potential members.
- Cooperate with COSA on Closest to Home study.

New Projects/Activities: Program for 2007 under development.

Diversity Initiatives: Continue to invite members from other organizations (like NAGARA).

Questions/Concerns for Council Attention: None.

Lone Arrangers Roundtable (Liaison: Summers)

Officers: Co-Chairs Nancy Freeman and Russ Gasero.

Report from Annual Meeting:

- Number of attendees: 45.
- Election results: Nancy Freeman was nominated and confirmed for another term as co-chair.
- Summary of meeting activities: See minutes below.

Completed Projects/Activities: Lone Arrangers listserv. Worked to get a session proposed and accepted at the annual SAA meeting.

Ongoing Projects/Activities: To get a website going.

New Projects/Activities: To get a website going. To organize an informal dinner gathering for roundtable members, before the formal roundtable meeting.

Diversity Initiatives: None specified.

Questions/Concerns for Council Attention: Given the make up and topics most always brought up at the roundtable meetings, it would be really helpful for SAA to offer an “Archives 101” day- or two-long session at the annual meeting. Perhaps Council would be amazed at the number of people who come to the roundtable with no archival experience just given responsibility for an archives. It happens every year. The roundtable helps and gives advice, however, after watching this occur for several years, I’m convinced SAA could easily offer a beginning archivists training at the annual meeting, like a day or two before. Last fall, I discussed this with the SAA Education Coordinator. [STAFF NOTE: “ARCHIVES 101” IS SCHEDULED AS A PRE-CONFERENCE COURSE IN AUGUST 2007.]

Minutes of Annual Meeting, August 3, 2006

The meeting began at 4:30 with Russ Gassero introducing himself and Nancy Freeman as co-chairs. The only real item of formal business was to nominate and approve Nancy Freeman as co-chair. The co-chair positions come up for renewal every other year and this is Nancy’s year. She agreed to be co-chair again and she was nominated and approved.

Russ proposed a conference session for next year in Chicago titled “Archivist, Anarchist, Activist, and the Anti-Christ.” The focus of the session would be on promoting ourselves inside and outside the organization. If anyone else has program proposal items, they are to see Russ. Someone suggested a session on free lancing/consulting.

Steve from the 2007 Program Committee spoke to the Roundtable for a few minutes on proposals for next year. Each roundtable will be able to endorse two sessions. A new policy for the 2007 program is that if a proposal is endorsed by a roundtable, the proposal

will go to the whole program committee (12 people) for consideration. Oct. 9 is the deadline for submitting and proposals should be submitted electronically. Steve suggested getting away from the three speaker/moderator format. After Steve left, Russ and I stress getting a proposal in to us by around the first of Oct. so we have time to review and endorse.

As part of the meeting, Courtney Yevich, archivist at the Virginia Museum of Fine Arts (VMFA), presented on the challenges she faces as a long arranger. The archives was established two years ago. Courtney is a librarian who previously had no experience as an archivist. After becoming the archivist at the VMFA, she attended NARA's week-long Modern Archives Institute. Courtney discussed the challenges and successes she has faced in her job. After Courtney's presentation there were quite a few questions and comments from roundtable members about their own work experiences.

Courtney has agreed to do a web site for the Roundtable. She handed out and presented her proposal of what should be on the website. Russ suggested a small committee be formed to provide content to Courtney. Several people volunteered. The newsletter has fizzled a bit over the last couple years. The issue is finding the content.

Much general discussion followed and some topics addressed included the advantages of becoming a certified archivist and how to get training in archives if that is not your educational background. There was also a discussion of web resources and a presentation on Friday entitled "Developing an Open-Source and Standards-Compliant Descriptive Tool for Lone Arrangers." In addition, several people talked about getting together "tool kits" on how to do certain things. Perhaps they could go on the web site.

There is interest in getting lone arrangers together for a mixer or informal lunch at the next SAA meeting. This would have to be done outside of SAA sanction and could be advertised on the listserv and even in the SAA program. There seemed to be support to have a mixer/dinner gathering the night before the conference starts.

Meeting adjourned at 6:00 pm.

Metadata and Digital Object Roundtable (Liaison: Duffy)

Officers:

Co-Chair - Lisa Miller, Hoover Institution Archives, lisa.miller@hoover.stanford.edu

Co-Chair - Mary Taylor, University of Nevada, Reno, taylormk@unr.edu

Steering Committee - Mike Breedlove, Alabama Department of Archives and History; Stephen Fletcher, University of North Carolina, Chapel Hill; Mark Matienzo, American Institute of Physics; Sammie Morris, Purdue University; Katherine Wisser, Duke University

Report from Annual Meeting:

- **Number of attendees:** 60 people signed in.
- **Election results:** Mary Taylor elected co-chair.
- **Summary of meeting activities:** Meeting minutes attached.

Completed Projects/Activities:

- Presented a formal program with multiple speakers at the roundtable's annual meeting.
- Received three SAA 2007 session proposals for endorsement, and endorsed two. We have not yet heard whether the programs we endorsed were accepted.

- Developed a basic guidance document for roundtable leadership, based on a similar document developed by the Science, Technology, and Health Care Roundtable.
- Provided comments to SAA on the Final Report of the Task Force on Sections and Roundtables.
- Recruited a webmaster, Mark Matienzo, who will be establishing a web site for the roundtable by late 2006 or early 2007.

Ongoing Projects/Activities: In an effort to increase metadata listserv traffic, steering committee members are each assigned a month in which to post a question for discussion. This will continue through January 2007. So far it has not been very successful in generating listserv discussions.

New Projects/Activities: Early in 2007 we will begin planning a program for the roundtable meeting at the 2007 annual meeting. We will also be considering options for development of the roundtable website.

DiversityInitiatives: None at this time.

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

Minutes of the Metadata and Digital Object Roundtable Annual Meeting Washington, DC, August 2, 2006 (5pm-7pm)

Co-Chair: Lisa Miller

Co-Chair (outgoing): Sammie Morris

Steering Committee: Mike Breedlove (absent), Stephen Fletcher, Mary Taylor, Kathy Wisser

1. Introductions

2. Announcements

Shari Jackson, SAA 2007 Program Committee representative, stated that there will be no theme for next year's SAA conference. Sections and roundtables can provide up to two endorsed sections. All proposals will be reviewed by the Program Committee. Proposal forms are due October 9. Guidelines and tips are available on the SAA website. Next year's program will focus more on interactive sessions. Technology continues to be a major focus for next year.

Lucy Barber, NHPRC, announced that there is a new NHPRC grant funding area that focuses on digitizing historic records. The deadline for proposals is October 2. There is more information available on the NHPRC website.

Sue Hamberger of the American Archivist Editorial Board encouraged people to submit publications from program ideas to Mary Jo Pugh, the editor. The Board is seeking practice based articles, in addition to theoretical articles.

3. Business Meeting (Lisa Miller, Chair)

Activities from the past year were summarized, including planning for the program. The Steering Committee met and discussed ideas such as building a web page for the Roundtable. There was a call for volunteers to assist with this. Members were reminded that there is a listserv for the Roundtable, and that they should submit ideas for the Roundtable to any of the officers or Steering Committee members, or to the listserv.

Mary Taylor was elected as the new Co-Chair for the Roundtable. She will take over for Sammie Morris, who will rotate off as Co-Chair and join the Steering Committee.

4. Program

Panel Discussions (Mary Taylor, Panel Chair)

Seven panelists discussed issues they are currently facing that relate to metadata and digital objects. Following the brief comments of each panelist, members broke into smaller groups to discuss issues with each panelist and ask questions. Members of the panel included Mary Taylor (panel chair), Jan Addison, Paula Jabloner, Sheila McAlister, Paul Oelkrug, Erin O'Meara, Gregory Pike, and Jennifer O'Brien Roper.

Some of the issues discussed included LSTA digitization projects, GIS data, born digital items, preservation metadata, statewide collaborative digitization projects and portals, digital assets management software, planning and staff training, metadata for datasets, institutional repositories, evaluating metadata schemas, mapping metadata from one schema to another, standard terminology and authority control.

Native American Archives Roundtable (Liaison: Summers)

Officers:

Chair: David L. George-Shongo, Jr.

Vice-Chair: Jennifer O'Neal-Walele

Steering Committee: Shirley Jackson, Sheree Bonaparte, Anita Heard, Gayle Yiotis.

Report from Annual Meeting:

- Number of attendees: 25.
- Election results: See above.
- Summary of meeting activities: This was the roundtable's first meeting. A lot of discussion was on how the roundtable was going to function. There was an election.

Completed Projects/Activities: The compiling of potential tribal archivists was done and an email was sent to them encouraging them to join SAA and/or the roundtable.

Ongoing Projects/Activities: Working on updating the website and by the middle of February 2007 to have the roundtable's first newsletter.

New Projects/Activities: The roundtable is working with the Conference of Tribal Archives, Libraries, and Museums with programming.

Diversity Initiatives: None specified.

Questions/Concerns for Council Attention: The roundtable would like to encourage the SAA Council to officially endorse the "Protocols for Native American Archival Materials."

Performing Arts Roundtable (Liaison: Williams)

Officers:

Helice Koffler, continuing co-chair, 2006-2007; Adriana Cuervo incoming co-chair, 2006-2008; George Bain, newsletter editor; Ashley Yandle, web liaison

Report from Annual Meeting:

- Number of attendees: 20 (business meeting); about 50 after joining with Recorded Sound roundtable for presentations portion of meeting (PAR arranged for both speakers)
- Election results: Adriana Cuervo appointed as co-chair
- Summary of meeting activities:

Co-chair Karen Spicher called to order the annual meeting of the SAA Performing Arts Roundtable in the Washington, DC, Hilton Hotel at 5:05 p.m. on Wednesday, August 2, 2006.

There were 20 people attending. Spicher introduced herself and co-chair Helice Koffler and then asked the attendees to introduce themselves.

With Spicher's term wrapping up, she introduced Adriana Cuervo who had agreed to serve a two-year term as roundtable co-chair. The membership approved Cuervo as co-chair.

Sheryl Williams, the SAA Council liaison to the roundtable, made several announcements. Spicher followed with an announcement about a gathering on Friday evening in memory of roundtable founding member, Leslie Hansen Kopp. She reported that George Bain would serve as roundtable newsletter editor for another year. Announcements from the floor included, Susan Brady, representing the Theatre Library Association noted the TLA plenary to be held at the upcoming Chicago meeting of the American Society for Theatre Research in November, as well as the TLA symposia on Performance Reclamation to take place in New York in February 2007. Matt Snyder mentioned the official formation of the Music Library Association Working Group on Archival Music Materials at that organization's meeting in Nashville. Koffler thanked Spicher for her service with the roundtable, then Cuervo, representing the SAA Program Committee, spoke briefly about the process for submitting session proposals for SAA 2006, which have to be submitted by October 9th.

The group then migrated to another room to meet jointly with the Recorded Sound Roundtable for presentations by Peter Brothers of SPECS Brothers and Ryan Semmes, Archivist of the DC Community Archives in the Washingtoniana Division of the District of Columbia Public Library. Brothers laid out a seven-step examination for evaluating the physical condition of magnetic tapes. If any of the seven steps is a problem, Brothers contended, a tape is endangered so do not play it, seek help. Semmes described the Washington Area Performing Arts Video Archive started by James (Jim) Taylor, now shared with the University of Maryland.

With time exhausted, Spicher declared the meeting adjourned at 6:50 p.m.

Completed Projects/Activities: Collaborated with Archivists Round Table of Metropolitan New York to plan and develop members program on Performing Arts Archives (June 12, 2006).
2006 annual meeting:

- Presentation by Peter Brothers, SPECS Brothers
- Presentation by Ryan Semmes, District of Columbia Public Library
- Tour of Michelle Smith Performing Arts Library, University of Maryland (August 2, 2006)

Ongoing Projects/Activities: Three issues of *Performance!*, newsletter of the Roundtable, fall 2005, winter/spring 2006 and summer 2006, circulated by email to ca. 125 members.

New Projects/Activities: One session proposal endorsed for the SAA 2007 annual meeting: "Preserving Your Audio and Video Assets; A Simple, Physical Examination to Evaluate the Condition of Tape Materials in a Collection" (expanded version of the presentation given by Peter Brothers at 2006 roundtable meeting). Initiated pilot project to collaborate with local professional organizations in creation of members programs focusing on some aspect of performing arts archives. First attempt, with NY ART, featuring music archivists from Kurt Weill Foundation and Louis Armstrong House was a highly successful event, attracting a large audience. We hope to continue this project and expand our efforts with a different organization (or organizations) in 2007.

Diversity Initiatives: Spicher and Koffler attended Leadership meeting at 2006 annual meeting that addressed diversity as one of SAA's strategic priorities.

Questions/Concerns for Council Attention: Redefining the role of the Performing Arts Roundtable and roundtables in general in light of recommendations contained in Task Force report.

Privacy & Confidentiality Roundtable (Liaison: Felker)

In response to a request by SAA President Richard Pearce-Moses, a statement entitled “Addressing Technology as a Strategic Issue” was submitted on behalf of the Privacy & Confidentiality Roundtable in September. We received positive feedback. In March, we were asked to respond to the second draft of the statement, and we did so again.

Two program proposals were developed for the 2006 Annual Meeting by the Steering Committee: “Citizens in the Dark? Government Information in the Digital Age” and “Googling Grandma, or How Did My Family Secrets Get Posted on the Web?” Although neither of these proposals was accepted for the program, the second session (with slight variations in presenters) became the featured program for the Privacy & Confidentiality Roundtable meeting in Washington, DC.

Special thanks to the members of the Roundtable’s Steering Committee:

Outgoing members: Connell Gallagher
Arlene Schmuland
Diane Windham Shaw
Julie Herrada
Continuing members: Debbie Richards
Jackie Dean (Chair)
Michelle Sweetster
Jill Katte (Web liaison)
Past-Chair: Julie Herrada
SAA Council Liaison: Aimee Felker

At the Annual Meeting in Washington, DC, the Roundtable elected:
Vice-Chair/Chair Elect: Susan McElrath
Steering Committee: Peter Blodgett, Connell Gallagher

Recorded Sound Roundtable (Liaison: Miller)

Officers:

Nathan Georgitis (Chair)
Julie Graham (Vice Chair)
George Blood (Newsletter Editor)

Report from Annual Meeting:

Number of attendees: 21.
Election results: Nathan Georgitis (Chair), Julie Graham (Vice Chair and Web Liaison), George Blood (Newsletter Editor)

Summary of Meeting Activities:

Julie Graham, Vice Chair, introduced herself and the roundtable leadership and discussed the purpose and activities of the roundtable. After reviewing the meeting agenda, Graham facilitated personal introductions and general discussion, which included comments by the Intellectual Property Working Group liaison, Peter Hirtle. Hirtle elicited discussion of the ruling in the case of Capitol Records Inc. v. Naxos of America and how it might impact sound recording collections in archives. Following this discussion,

George Blood reported on pre-conference workshop, Introduction to Audio Archives Management. Blood reported that 25 participants attended the workshop to discuss preservation surveys, conservation concerns, disaster planning and recovery, storage and handling. Chris Paton, SAA Council Liaison introduced incoming liaison, Lee Miller and reviewed the current endorsement policy for conference session proposals. The Roundtable leadership then announced 2006 Annual Meeting sessions concerning recorded sound and solicited ideas for sessions for the 2007 Annual Meeting. One idea was to address the topic of disaster recovery of sound recordings after Hurricane Katrina. Of note was a general concern expressed by the Roundtable membership to coinciding scheduling of sessions related to recorded sound, particularly given the small number of recorded sound-related offerings.

Following the business portion of the meeting, the Recorded Sound Roundtable was joined by the Performing Arts Roundtable for a presentation by members of the respective roundtables. Peter Brothers, President of Specs Brothers and expert on magnetic tape preservation, restoration, and disaster recovery, discussed a seven-step physical inspection to identify magnetic tape that is endangered and requires conservation to prevent loss. The inspection is part of standards AES49-2005 and ISO 18933, developed in 2005 by the International Standards Organization and the Audio Engineering Society. Ryan Semmes, Archivist of the D.C. Community Archives in the Washingtoniana Division of the District of Columbia Public Library, presented on the Washington Area Performing Arts Video Archives (WAPAVA). Established to document local area stage performances, WAPAVA is one of the most heavily used collections in the Washingtoniana Division. In late 2004, WAPAVA signed a co-location agreement with the District of Columbia Public Library and the University of Maryland Libraries that brought its collection of nearly 400 recorded live theatre productions to the Michelle Smith Performing Arts Library at the University of Maryland

Completed Projects/Activities: During the 2005 Annual Meeting, the Roundtable resolved to present a pre-conference workshop on the management of recorded sound collections. As noted above, this project was brought to fruition at the 2006 Annual Meeting by George Blood. The workshop, attended by 25 participants, was well received.

Ongoing Projects/Activities: At the 2005 Annual Meeting, the Roundtable resolved to develop a basic web site on which to host current and past Roundtable newsletters, provide contact information for Roundtable leadership, announcement space for Roundtable participants, and events and news items related to recorded sound collection management. Julie Graham, Vice Chair, resolved to take the lead on this project, which is ongoing.

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. In related discussions, the Roundtable leadership resolved to compile these inquiries for possible inclusion in a FAQ section on the Roundtable web site. This work is ongoing.

New Projects/Activities: The Roundtable is currently planning the program for the roundtable meeting at the 2007 Annual Meeting in Chicago.

Diversity Initiatives: None.

Questions/Concerns for Council Attention: None

Records Management Roundtable (Liaison: Duffy)

Officers:

Margaret Merrick, Chair, Presbyterian Church (U.S.A.)
Russell James, Vice Chair, LSU, MLS
Matthew Eidson, NARA
Sonia Black, University of the West Indies, Jamaica
Sharon Alexander-Gooding, University of the West Indies, Barbados
Ed Galvin, Web Master, Syracuse University

Report from Annual Meeting:

- Number of attendees: 30
- Election results: Russell James elected to Steering Committee and
- Russell later became Vice Chair upon resignation of Chad Owen
- Summary of meeting activities: see attached newsletter: page 2.

Completed Projects/Activities: This year, Russell reinstated the Records Management Newsletter with great success. Russell put it on his own website to launch the newsletter. He had 988 hits in the first hour. Ed Galvin has mounted the newsletter and will clean up the site and update new members of the Steering Committee.

Ongoing Projects/Activities: The newsletter will be ongoing as well as new programming for the meeting in Chicago.

New Projects/Activities: In 2007 a project to encourage members to share web resources on records management topics of interest.

Diversity Initiatives: In 2007, we will make a new initiative on this aspect. We have a diverse Steering Committee but need to reach out and encourage a more diverse roundtable membership.

Questions/Concerns for Council Attention: This year we did not have a liaison from Council visit the meeting. I think these visits can be helpful in keeping a roundtable connected to Council. This year, Section and Roundtables leaders were invited to an informal meeting with SAA President, Elizabeth Adkins and Council members to discuss concerns/questions. The session was very helpful and informative and a good way for members such as I to meet other section and roundtable leaders. The conversations were helpful and I appreciated the welcoming atmosphere.

Summary of Meeting Activities: See newsletter available as PDF.

Research Libraries Group Roundtable (Liaison: Zimmerman)

Officers: Dennis Meissner, chair

Report from Annual Meeting:

- Number of attendees: 100+.
- Election results: Dennis Meissner will repeat as chair for 2007, though actively seeking a successor.
- Summary of meeting activities:

The 2006 meeting focused on two activities: the transitioning of RLG into the “OCLC Programs and Research” unit, and the emerging phenomenon of Web archiving and its importance to archivists.

Ann Van Camp (RLG Program Officer) reported on the transition into OCLC and what that means for RLG members, the RLG union catalog, and current RLG programs. Anne emphasized that RLG’s programs will continue undiminished as a new research unit within OCLC geared toward archives, special collections, and cultural materials communities.

Merrilee Proffitt (RLG Program Officer) discussed the significance of Web archiving and related RLG’s current efforts in that area.

Kristine Hanna and Molly Bragg of the Internet Archive reported on their new Web archiving subscription service—Archive-It—which allows institutions to build, manage, and search their own Web archive through an easy-to-use Web-based tool.

Judy Cobb and Erik Mayer of OCLC reported on the Web Archiving Workbench, an OCLC initiative, currently under development, that provides a curatorial approach to Web archiving.

Philip Bantin, Director of the Indiana University Archives, gave a presentation stressing the importance of Web archiving for archivists.

A Q&A period followed the last presentation, which was in turn followed by a small RLG-hosted reception.

Completed Projects/Activities: The annual roundtable meeting is the only activity of the RLG Roundtable.

Ongoing Projects/Activities: The annual roundtable meeting is the only activity of the RLG Roundtable.

New Projects/Activities: The annual roundtable meeting is the only activity of the RLG Roundtable.

Diversity Initiatives: None.

Questions/Concerns for Council Attention: There are no issues requiring Council’s attention at this time.

Science, Technology & Health Care Roundtable (Liaison: Hankins)

The Science, Technology, and Healthcare (STHC) Roundtable is a forum for archivists with interests 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. STHC is a roundtable within the Society of American Archivists (SAA) and, as such, serves as an advocate for its members interests, provides avenues of communication, and engages in special projects.

The Roundtable’s regular programs and activities (the annual newsletter, *Archival Elements*; Web site; listserv; Roundtable annual meeting program; and review -- and endorsement, when relevant -- of STHC-themed sessions for the SAA annual meeting) remained strong during 2005-2006. The STHC Leadership Handbook, created in 2005 and available on the STHC Web site, proved its usefulness in insuring consistency and continuity in Roundtable practices and procedures.

We would like to extend special thanks to STHC members Ewa Basinska, *Archival Elements* editor; Rose Roberto, Webmaster; and Russell Johnson, listserv owner/ administrator. Their ongoing work insures that the Science, Technology, and Health Care Roundtable represents a vital resource to its members throughout the year, not just at the time of the annual meeting.

Archival Elements: The 2006 annual STHC newsletter, *Archival Elements*, edited by Ewa Basinska, contained articles by Ze'ev Rosenkranz ("The Einstein Papers Project: The Documentary Edition of Albert Einstein's Writings and Correspondence"); Jean Marie Deken ("Documenting the Physical Universe: Preserving the Record of SLAC from 1962 to 2005"); Ellen More ("Changing the Face of Medicine: One Historian's Experience as a Curator"); Lesley W. Brunet ("Documenting Cancer Medicine and Science at The University of Texas M.D. Anderson Cancer Center"); "Joan Warnow, a Memoriam" by Joe Anderson; as well as announcements and notices from science, technology, and health care archivists and repositories, news about the 2006 Roundtable annual meeting program and STHC-themed SAA sessions, and a message from the STHC Co-Chairs. *Archival Elements* has been distributed online since ca.1997, and the past seven issues are available at <http://www.archivists.org/saagroups/sthc/aelements2005.html>.

Web Site: STHC Webmaster Rose Roberto updates the Website (<http://www.archivists.org/saagroups/sthc/index.html>) regularly as new information becomes available. The agendas for the STHC Annual Meetings and information about the programs are posted on the Web site prior to the meetings. The site currently includes a description of the STHC, a list of steering committee members, publications (including the Leadership Handbook, a HIPAA resource page, annual meeting minutes, and current and past newsletters), and a link to the Roundtable listserv.

Listserv: Our listserv, STHC-L (the Science, Technology and Health Care Archives Forum; sthc-l@lists.ucla.edu), celebrated its tenth anniversary in August 2006. It currently has 206 subscribers, which is four times the number of participants who usually attend the STHC annual meeting. The listserv has been particularly useful for spreading the word about new appointments, job openings, exhibitions, collections and services; and serving as a forum in which to identify and discuss issues and develop programs for the SAA annual meeting. List administrator Russell Johnson periodically reposts announcements and other information that appeared originally in other sources.

SAA Annual Meeting Sessions: One session was submitted on behalf of STHC, "Science and Society: In Their Own Words." Several STHC members informed the STHC Co-Chairs that they had submitted proposals on their own. The Steering Committee did not vote on these proposals or rank them, as endorsements and rankings were not required nor encouraged for the 2006 Annual Meeting. We were disappointed that the STHC-submitted session was not selected by the Program Committee, who said it was an excellent proposal, but that there was no room. It became the program for the STHC Annual Meeting, instead. We have found non-selected sessions to be a wonderful source for providing educational, substantive programming at the STHC Roundtable Meeting. For each SAA Annual Meeting a listing of sessions of interest to STHC members is posted on the Web site and available as a handout at the STHC Roundtable Annual Meetings.

Annual Steering Committee and Roundtable Meetings: The STHC Steering Committee Meeting was held on August 2, 2006, and the Roundtable's Annual Meeting was held the next day. The Annual Meeting attracted 52 participants. The program was "Science and Society: In Their Own Words." Joan Echtenkamp Klein (Historical Collections, University of Virginia Health Sciences Library) discussed a unique collection of letters to an antebellum Southern physician that voices patients' perceptions of illness and the Web site that makes the original letters available and provides context for them. Marc Rothenberg (The Joseph Henry Papers Project, Smithsonian Institution) discussed how researchers utilize the ten published letterpress

volumes, the website, and over 130,000 documents in the Henry Papers database for research ranging from education reform in Japan to technological innovation in the lighting industry. Walter Hickel (History of Medicine Division, History Associates Incorporated and National Library of Medicine) highlighted the Joshua Lederberg papers and online archive, with particular attention to Lederberg's extensive role in science, space exploration, and national security policy. Alison Oswald (National Museum of American History, Smithsonian Institution) chaired the session. Programs for STHC Roundtable annual meetings tend to be cohesive, thought-provoking offerings of interest to our members, mainly because they have been submitted to the SAA Program Committees as fully fleshed-out session proposals. Rejection by SAA Program Committees means that we use them for our programs whenever feasible.

STHC Governance: At the Roundtable's 2006 Annual Meeting in Washington, DC, we elected a new Co-Chair, Paul Theerman. At the STHC Steering Committee Meeting we appointed Russell Johnson as a new member of the Steering Committee. In the late 1990s the Roundtable instituted a new leadership structure with two Co-Chairs replacing the former single Chair. Each Co-Chair serves one two-year term to insure rotation in leadership, and the Co-Chairs' terms overlap to provide continuity. The structure has worked well, insuring regular turnover in leadership and the introduction of fresh ideas. The Leadership Handbook (http://www.archivists.org/saagroups/sthc/STHC_Leaders_Handbook.pdf) is designed as a reference source on standard policies and practices for the Co-Chairs and Steering Committee.

Security Roundtable (Liaison: Williams)

Officers: Richard Strassberg, Chair as of August 2nd

Report from Annual Meeting:

- Number of attendees:10
- Election results: Richard Strassberg, Chair
- Summary of meeting activities: Minutes attached.

Completed Projects/Activities: None specified.

Ongoing Projects/Activities: Website. Bibliography (will be updated this year).

New Projects/Activities: Web survey of archival and manuscript theft in the last decade.

Diversity Initiatives: Officers of this roundtable have been diverse as to gender and race.

Questions/Concerns for Council Attention: Perennial problem is too many roundtables meeting at the same time.

Minutes of Annual Meeting in Washington, DC, on Wednesday, August 2, 5:00 – 7:00 pm

Speaker: Michelle Visser introduced Special Agent Maltagliati from NARA's Office of the Inspector General who spoke on the joint project of her office and the National Coalition for History(NCH) relative to the monitoring of Websites and manuscript sales catalogs for Federal records that may have been stolen.

Ms. Maltagliati reported that the NCH reviewed fifty such Websites and catalogs (excluding E-Bay which has a special arrangement with NARA). Initially 2400 items from these sources were discovered to be of potential interest. A preliminary review winnowed this list down to 300. A review team comprised of a member of the Inspector General's Office and a representative from the NCH worked as a team to identify stray NARA documents reviewed the 300 then turned the matter over to NARA subject specialists. The one significant group of items recovered as of the Round Table Meeting was passport records including photographs of eleven famous individuals.

Agent Maltagliati next explained the criteria by which a decision is made whether to attempt to replevin stray federal governmental records. If a document is known to have been stolen, her office investigates and attempts to identify the thief. It may be that a federal record was never in NARA but is of great intrinsic or historic value. Such documents are strongly considered for replevin. If a federal record is discovered in private hands after it is scheduled for destruction, the Inspector General does not usually act to recover such documents.

Several on-going cases including one relative to theft in the Truman Library and an Archives manuscript processor throwing out documents to lighten his work load were mentioned. The theft of 100 Civil War Documents was among the most serious but the thief was arrested, tried, and convicted and many of the documents were recovered.

New Business: Richard Strassberg has explored the possibility of doing an archival theft survey with administrators at SAA through Solveig DeSutter. He was given permission to explore this idea further with the Round Table. He is proposing to design a brief questionnaire with the assistance of Round Table members, hire a web survey service, and invite individual archival institutions to submit an anonymous response through archival and mss. web lists. The results of the survey would be initially announced at a subsequent SAA Round Table meeting and, thereafter, reported through cooperating web lists. This plan was approved at the Round Table Meeting. Mimi Bowling and Gregor Trinkaus-Randall will assist Richard in the design of the Survey.

Richard Strassberg subsequently agreed to chair the 2007 Round Table.

Visual Materials Cataloging & Access Roundtable (Liaison: Summers)

Officers:

Martha Mahard, Chair 2006/2007

Miriam Meislik, Incoming Chair 2007/2008

Helena Zinkham, Immediate Past Chair 2005/2006

Report from Annual Meeting (Washington DC, Thursday August 3, 2005, 4:00 - 5:30 pm)

- Number of attendees: about 75.
- Election results: Miriam Meislik was elected chair for 2007/2008.
- Summary of meeting activities:

Liaison reports (10 min.): The brevity of announcements from the SAA council and program committee liaisons was a welcome improvement that allowed VMCAR to focus on its core mission as a forum to exchange information and field questions.

New books (20 min.): VMCAR and VM section members contributed to two substantial books published by SAA in 2006. All five authors were on hand to describe book highlights and autograph copies. Many attendees purchased these new manuals:

Architectural Records: Managing Design and Construction Records by Waverly B. Lowell and Tawny Ryan Nelb.

Photographs: Archival Care and Management by Mary Lynn Ritzenthaler and Diane Vogt-O'Connor, with Helena Zinkham, Brett Carnell, and Kit Peterson.

Round Robin News and Introductions (60 min.): All attendees participated in a lively information swap that confirmed the diversity of archives concerned with visual materials, especially photographs. Creating metadata for online projects remains the most common theme that bridges the commercial newspaper, university special collection, federal agency, free-lance, and corporate worlds. Another common concern was the use of minimal description. Introducing our interests

early in the SAA sessions helped us follow-up with hallway conversations.

Completed Projects/Activities: Nothing to report at this time.

Ongoing Projects/Activities: Roundtable members exchanged news and questions through e-mail messages on the VM listserv. For example, a February note from Helena Zinkham summarized a year's worth of changes in library cataloging standards that opened new access options for visual materials in name authority records, subject headings for symbols, relator terms for depicted and symbolic subjects; and street addresses in geographic subject headings.

New Projects/Activities: Nothing to report at this time.

Diversity Initiatives: Nothing to report at this time.

Questions/Concerns for Council Attention: Nothing to report at this time.

Women Archivists Roundtable (Liaison: Williams)

Officers:

Co-Chairs: Karen Walton Morse, SUNY at Buffalo Special Collections (2004-2006); Kathleen Feeney, University of Chicago Special Collections Research Center (2005-2007); Ginny L. Kilander, University of Wyoming, American Heritage Center (2006-2008)

Steering Committee Members:

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

Report from Annual Meeting:

- Number of attendees: Approximately 12
- Co-chair/ Steering Committee: Ginny Kilander was named co-chair, 2006-2008; Eileen Ielmini was named to the Steering Committee.
- Summary of meeting activities:

The WAR business meeting began with an assessment of the previous year's activities and discussion of the openings for a co-chair and one-two new steering committee members. We were unable to complete the election of a co-chair at the meeting, but Ginny Kilander accepted the position shortly after her return from the SAA annual meeting.

The meeting's featured keynote speaker Maarja Krusten, Historian for the Government Accountability Office, discussed her experiences as a government archivist and historian, including some of the changes she's seen for women in the profession. A follow-up discussion demonstrated strong support for continuing to devote a portion of WAR's annual business meeting to similar presentations by active and experienced women archivists.

The low attendance at this year's business meeting was disappointing. We believe that attendance was affected both by the fact that the meeting fell on Wednesday afternoon, before many members had arrived or begun to attend sessions and by our failure to finalize the meeting agenda in time for details to be widely distributed to members.

Projects/Activities: We continue to support the Navigator Program initiated by our roundtable. We will encourage the active involvement of our individual roundtable members and plan to assess the effectiveness/ satisfaction with the program. WAR endorsed two sessions for SAA's 2007 annual meeting: "Ethical Fellow Travelers: Activist Organizations and the Society of American Archivists" and "Power Figures: The Roles of Women in the Development of American Museums." We responded to the report issued by the SAA Task Force on Sessions and Roundtables. We continue to work 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.

Diversity Initiatives: Gender diversity and equity is the main concern of our roundtable and is at the heart of most everything that we do. We hope to increase our participation in SAA's broader diversity initiatives.

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

Women's Collections Roundtable (Liaison: Felker)

Officers: Kate Colligan, Co-Chair; Ellen Swain, Co-Chair

Report from Annual Meeting:

- Number of attendees: 37
- Election results: Anke Voss, Co-Chair; Doris Malkmus Co-Chair
- Summary of meeting activities:

After a short presentation by the Program Committee liaison, Kate Colligan introduced the meeting program speaker, A'Lelia Bundles, who spoke on *Research Adventures from the Civil War to the Harlem Renaissance*. A'Lelia Bundles, author of *On Her Own Ground: The Life and Times of Madam C. J. Walker*, currently is immersed in the 1920s and wakes up each morning to an office full of letters, newspaper clippings, audiotapes, books, photographs and memorabilia as she reconstructs the life of her great-grandmother for her new biography, *JoyGoddess: The Fabulous A'Lelia Walker and the Harlem Renaissance*. For A'Lelia Bundles, there is nothing quite like the rush of opening a Hollinger box and discovering a juicy historical tidbit or inhaling the faint smell of mildew in the pages of an old journal as she learns about four generations of the women in her family. She looks forward to sharing research adventures that have taken her from Howard's Moorland-Spingarn Collection and Yale's Beinecke Collection to the Library of Congress and the living rooms of several octogenarians and nonagenarians.

After the fascinating presentation, Colligan announced that Anke Voss and Doris Malkmus are the new WCRT co-chairs and Amy Rudersdorf is the web liaison. Colligan and Swain thanked them for their willingness to take over the leadership of the group. The meeting was adjourned at 6pm.

Completed Projects/Activities: The recommendation to terminate allocation of space for Roundtables at the Annual Meetings has drawn considerable resistance from members of the Women's Collections Roundtable. Soliciting and communicating member feedback to the Council was a central activity of the roundtable during the fall.

Ongoing Projects/Activities: None specified.

New Projects/Activities: The Women's Collection Roundtable will sponsor a panel discussion at SAA's 2007 Annual Meeting entitled "Fundamental Change: Three Early SAA Feminist Leaders Reflect on the Profession's Past and Present Challenges" that will feature a moderated question and answer panel with panelists Elsie Freeman Finch, Ann Campbell, and Andrea Hinding.

Coordinate, plan, and hold an event (tour, talk, or reception) with the Gannon Center for Women's Leadership at Loyola University during the SAA 2007 Annual Meeting. This event will feature historical Chicago women, such as Jane Addams, and women's collections at the Gannon Center and perhaps additional speakers.

Diversity Initiatives: The program at the 2006 annual meeting of the Roundtable featured the creative use of the archives by researcher and writer A'Lelia Bundles, author of *On Her Own Ground: The Life and Times of Madam C. J. Walker*. The speaker's use of black feminist and black womanist theory in describing her project offered important insight into collection development and description for women's collections.

Questions/Concerns for Council Attention: None specified.