

**Society of American Archivists  
Council Meeting  
February 7 – 10, 2008  
Washington, DC**

**2006 – 2007 Component Annual Reports  
(Compiled from submissions to SAA Office)**

**Section Reports**

**Acquisition and Appraisal (Liaison: Duffy / Vogt-O'Connor)**

**Officers/Leaders:**

Michelle Sweetser, Chair and Webmaster  
Julie Herrada, Vice-Chair  
Peter Blodgett, Immediate Past Chair  
Steering Committee: Tara Laver, Amy Scott

**Report from Annual Meeting:**

- Number of attendees: 50.
- Election results: Section leaders for the 2007-2008 year are as follows:
  - Julie Herrada, Chair
  - Tara Laver, Vice-Chair
  - Brad Bauer, Steering Committee
  - Deborah Richards, Steering Committee
  - Amy Scott, Steering Committee
  - Michelle Sweetser, Immediate Past Chair and Webmaster
- Summary of meeting activities: The majority of our time at the 2007 section meeting was devoted to a panel presentation, "Acquisition and Appraisal in the Digital Era," featuring Daniel Hartwig, a Record Services Archivist at Yale University, and Tim Pyatt, University Archivist at Duke University.

Section officers reported on the completion of the abandoned property law project and reminded members of the continuing availability of the online appraisers list. Candidates for office were presented and elections were held.

The remainder of our time was devoted to an open forum discussion about projects and program proposals that would be of interest to section membership. A number of high-quality ideas emerged from this discussion that the section leadership subsequently worked to shepherd as proposals for the 2008 Annual Meeting.

**Completed Projects/Activities:** A committee of three – Tara Laver, Brenda McClurkin, and Michelle Sweetser – completed the preparation of an online resource guide summarizing laws relating to abandoned property in cultural institutions for all 50 states. The project was an outgrowth of a presentation at our annual meeting in 2005 and can be viewed online at <http://www.archivists.org/saagroups/acq-app/abandoned.asp>.

**Ongoing Projects/Activities:** 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.

**New Projects/Activities:** None at this time.

**Diversity Initiatives:** Section leaders explored the possibility of developing a program proposal in conjunction with the Native American Archives Roundtable on issues of acquisition and appraisal in Native American and other archives. While we were unable to fully develop a proposal by the 2008 program deadline, section leaders hope to develop it as a proposal for the 2009 annual meeting or as a program during the section meeting this coming year.

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

## **Archivists of Religious Collections (Liaison: Duffy / Sly)**

### **Officers/Leaders:**

Gwynedd Cannan, Chair (2007-2009)  
Alan Lefever, Vice-chair/Chair-elect (2007-2009)  
Elizabeth Scott, Secretary (2007-2009)  
Ellen Pierce, Representative At Large (2006-2008)  
Audrey Newcomer, Representative At Large (2007-2008)  
Loretta Greene, Past Chair/Nominating Committee (2007-2009)

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

- Number of attendees: 73.
- Election results: Elected Alan Lefever as Vice-chair/Chair-elect, Elizabeth Scott as Secretary, and Audrey Newcomer as Representative at Large, all for 2007-2009.
- Summary of meeting activities: *See accompanying minutes.* ARCS added a steering committee meeting before the Annual Meeting to clarify issues and to assure that the Annual Meeting was productive and effective.

**Completed Projects/Activities:** The Models and Resources Committee revised the Resources page for the ARCS website. Annotated links to manuals, guides, training opportunities, disaster planning and other useful links are now available. The resources are up to date, specific to religious archivists, and well organized. They can be found at [www.saa-arcs.org](http://www.saa-arcs.org).

**Ongoing Projects/Activities:** The section is conversing about developing ongoing program development at the 2008 Annual Meeting. There was discussion about allotting a part of next year's section meeting time to program and project development.

**New Projects/Activities:** The Models and Resources Committee is being reconstituted as the membership has changed. The new committee will discuss with the steering committee additions and new pages for the website. Possible topics are policies and grants, forms, and/or sample policy statements.

The Steering Committee went through an almost complete turnover in the last Annual Meeting. We will be meeting telephonically before the next Annual Meeting to plan new initiatives and activities.

The section plans to have a role in the development and publication of a proposed SAA religious reader. The section will actively participate with whoever is chosen to be editor[s] in order to provide guidance and direction for the production of a resource that will be useful to the religious archivist.

**Diversity Initiatives:** The Steering Committee will discuss ideas for diversity initiatives in conference calls and emails before the next Annual Meeting. The nominating committee will consider diversity in choosing candidates for the Steering Committee and the section will seek diversity in program presentations.

**Questions/Concerns for Council Attention:** Several members wondered why the ARCS section reception was listed as a diversity initiative on the SAA activities sheet. We asked our liaison, Margery Sly, to mention this to the Council. We don't understand how the decision was made or how a reception would fall into that category. One member commented that such a listing implies that Religious Archives are thought of as a group of special interests rather than professionals documenting community.

### **SAA Archivists of Religious Collections Section Annual Business Meeting Minutes, August 31, 2007**

**Call to Order:** ARCS Chair Loretta Greene called the meeting to order at 8:00 a.m. and welcomed everyone to Chicago. She encouraged members to sign-in and complete the survey form.

The Chair opened the meeting with a special thank you to Malachy McCarthy and the staff of the Claretian Missionaries Archives for hosting the ARCS reception and offering tours of their repository as well as providing a wonderful introduction to religious archives in the Chicago area. Loretta expressed her gratitude to steering committee members transitioning off this year: Lisa Jacobson, secretary; Diane Wells, nominating committee chair; and Judy Huenneke, representative-at-large. The Chair also thanked Mark Duffy for his work on behalf of the Section as our liaison to the Council. Loretta informed the members that the session titled, "Artifactually Speaking: Getting a Handle on Objects in the Archives" was endorsed by the Section and encouraged everyone to attend.

#### **Old Business**

**Approval of 2006 Minutes:** The Chair called on the Secretary for approval of the 2006 Section minutes. The Secretary reported that the minutes for the 2006 ARCS Section meeting were published in the Winter 2007 issue of *Archival Spirit*. The Secretary called for any correction or changes. Hearing none, she moved that the 2006 annual meeting minutes be approved. The motion was seconded and the 2006 minutes were approved without dissent.

**Approval of Section Reports:** The Chair moved on to the next order of business by informing those present that Section committee reports appeared in the pre-conference edition of *Archival Spirit*. She asked for any changes or corrections to the committee reports. Hearing none, she moved that the reports be approved. The motion was seconded and the committee reports were approved as published.

**SAA Council Liaison:** The Chair called on Mark Duffy, the outgoing Council Liaison, to introduce Margery Sly. Mark informed the Section that this is the first time two members of this Section have served on the Council in succession. Margery opened her report by stating how pleased she is to be serving as the Section's liaison to the Council. If members have any issues or concerns, she asked that they contact her. Margery encouraged members to attend the annual business meeting. The topics for discussion include benefits for institutional members and the proposed dues increase. Margery stated that she is looking forward to working for the Section on Council.

**Call for Proposals – Religious Archives Reader:** The Chair introduced Peter Wosh, the editor for SAA's print and electronic publications. Peter called everyone's attention to the Call for Proposals on publications. He stated that a reader on religious archives has been identified as a priority by SAA. The last such publication was published around 1980 by August Suelflow. Peter stated the proposal could be for one person to write a book or it could be a series of articles on current trends in religious record keeping. It is important to provide a list of potential authors and identify several people to be editors. Handouts in your registration packet explain the process and requirements. He stated that proposals are due by October 30<sup>th</sup> but emphasized that the initial proposal could be very preliminary – merely lay out your realistic time-frame. Please submit several proposals. Loretta mentioned to the Section members that the steering committee has been discussing this and the committee will be sending out more information.

**Elections:** The Chair then called on Diane Wells for the Nominating/Elections Committee. Diane stated that 3 positions are open this year. She thanked those members of the Steering Committee who are transitioning off. Diane then introduced the candidates for election: Audrey Newcomer, Representative-at-Large; Liz Scott, Secretary; and Alan Lefever, Vice-Chair/Chair Elect. Diane asked for additional nominations from the floor. Hearing none, she moved that the proposed slate of candidates be accepted in turn. The motions were seconded and the candidates were elected without dissent. Diane closed the elections by encouraging anyone interested in running for a position to indicate this on their survey form.

**Sister M. Claude Lane Award:** The Chair called on Robert Johnson-Lally to give a report on the Sister M. Claude Lane Award. Robert noted that there were two nominations this year and he thanked those who made them. He announced that the winner this year is Roger Dahl of the Baha'i National Archives. For more information about the Award, go to the SAA website. He encouraged everyone to send nominations to SAA's awards committee. This award recognizes what we do. The deadline is February 28<sup>th</sup>. Loretta mentioned that there is a complete list of past recipients on the Society of Southwest Archivists' website.

### **New Business / Members' Discussion and Comments**

**Models & Resources Committee:** The Chair informed everyone that Models & Resources was initiated many years ago for the members and by the members. Lisa Jacobson, the outgoing chair of the committee, gave a report. Lisa stated that a brief report on Models & Resources appeared in the pre-conference issue of *Archival Spirit*. The past year was active for the committee. New information sources were compiled and posted to the ARCS website on Manuals & Guides, Training Opportunities, General Resources, Other Religious Archives Organizations on the local and regional level, and Preservation and Disaster Planning. Lisa expressed gratitude to the committee for their work this past year. Marcia Stein from the Society of the Divine Word Chicago Province, Sara Harwell of the Disciples of Christ, and Michael Campbell of Loma Linda University. A special note of thanks was also extended to Mark Duffy for posting all of this information on the ARCS website. Possible directions for the coming year are policies and grants. Are there other ideas? Anyone who is interested in taking up the leadership for this committee is encouraged to contact the steering committee.

Loretta then opened this topic for discussion by asking members if they found Models & Resources helpful and if they were aware of it. She stated that e-mails have gone out to announce the posting of new

information. Loretta asked if it is buried too deep on the website and wanted to know if there are other topics members want to see. She emphasized that the web pages for Models & Resources are fluid – they are always growing and changing. Stephanie Morris stated that she found the Models & Resources useful. Carole Priette from the Daughters of Charity said that she found the websites for Sections buried too deep within the SAA website. Margery Sly informed everyone that SAA is working on this. Loretta suggested that members bookmark the website for easy access. Loretta asked if there were other topics members wanted. Edie Jeter suggested forms. Stephanie Morris said that she is often contacted by other religious who are trying to start archives for their community, so having sample policy statements and basic stuff is helpful. Jennifer McGillon said she liked the idea of having information about grants available.

**Content of Section's Annual Meeting:** The Chair then asked members what their thoughts are regarding the annual meeting. Do they like the style? Do they want both a business meeting and a program or one or the other? Carole Priette stated that she would like to see it be a program as this is our forum. Bob Shuster suggested a program as well as time for brainstorming and interaction. It was also suggested to change the format from one year to the next. Marcia Stein stated that a business section needed to be included. Loretta seconded this by stating that yes, it was necessary for routine business such as elections. It was also suggested from the floor that a panel style discussion be part of the meeting so members can learn how different people are approaching the same topic. The steering committee will look into various options for future meetings.

At this point, the Chair asked all new ARCS members and first-time attendees to stand. About 18 people stood up and introduced themselves. Loretta extended a warm welcome and encouraged everyone to become involved in the Section.

Kathleen O'Connor suggested that the Section sponsor tours of religious archives at SAA conferences. Loretta mentioned that this is a possibility and the SAA program planning committee needs to be contacted. If tours are arranged, they need a certain number to register to make it cost effective. Also, anyone attending SAA can go on the tour. Tours of religious archives would not be for ARCS members only.

**2008 Session Ideas:** The Chair introduced Mark Duffy to talk about the 2008 conference theme. Mark informed the Section membership that the theme for next year's conference is Archival R/Evolution and Identities with a focus on diversity, technology, and public awareness. Mark suggested that there be several session proposals from the Section. It is important to state who we are, where we are, and where we are going. There is also an interest in sessions with international themes, particularly Pacific Rim. SAA now has a new Section endorsement policy for sessions. The Program Committee must strongly consider those session proposals that are endorsed by the Sections and Roundtables. Consider proposing panel discussions, workshops, and other types of presentations. October 12 is the deadline for proposals.

Elisabeth Wittman asked why the Archivists of Religious Collections Section was listed on one of the SAA handouts as a diversity initiative. Loretta and Mark said they did not know but they would investigate how that happened.

Session ideas proposed from the floor – Kathleen O'Connor suggested a session about missionaries to the Pacific Rim. Marcia Stein suggested a session about how communities around the world who have been touched by missionaries are being documented or are documenting themselves. Bob Shuster suggested a session about cooperation between U.S. and overseas archives of religious communities. Malachy McCarthy mentioned a session about the role of religious institutions on social history with an international focus. Mark Thiel suggested something around the many languages involved in documenting diverse populations and the challenges this presents for processing and developing multi-lingual finding aids.

**General Announcements:** Loretta encouraged members to sign up for the ARCS listserv. Dale Patterson, who maintains the listserv, told members that directions for joining the listserv are on the ARCS website. The list is through Yahoo Groups and the registration process is easy.

Loretta asked that anyone with suggestions for next year's reception in San Francisco please contact the steering committee.

**Program:** Gwynedd Cannan introduced Edie Jeter, of the International Mission Board Archives for the Southern Baptist Convention, as the program speaker. Edie gave a very interesting and informative talk titled "Email Management Requirements: Optimism and Forbearance."

### **Closing**

Loretta Greene welcomed the new chair, Gwynedd Cannan, and officially passed the gavel. The meeting was adjourned at 10:05 a.m.

*Respectfully submitted, Lisa Jacobson, Secretary*

## **Business Archives (Liaison: Summers)**

### **Officers/Leaders:**

Tony Jahn (Target) – Chair (Steering Committee)  
Dean Weber (Ford Motor) – Vice-Chair (Steering Committee)  
Ted Ryan (Coca Cola) – Past Chair (Steering Committee)  
Mike Bullington (McDonalds) – Member-at-Large (Steering Committee)  
Amy Stevenson (Microsoft) – Secretary (continuing) (Steering Committee)  
Paul Lasewicz (IBM) – Editor (continuing) (Steering Committee)  
Jamie Myler (Ford Motor) – Vice-Editor  
Daniel Sokolow (North Shore-LIJ Health System) – Web Editor (continuing)

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

- Number of attendees: 70. *See accompanying minutes.*
- Election results: *See accompanying minutes.*
- Summary of meeting activities: *See accompanying minutes.*

### **Completed Projects/Activities:**

- 2007 Section Colloquium/Reception hosted by Motorola and McDonald's, including transportation. *See accompanying minutes.*
- Review and endorsement of sessions for 2008 Annual Meeting.
- Review and ratification of updated section by-laws.
- Website restructuring and content planning.

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

- Planning for 2008 Section Colloquium – Probable focus for session will be marketing/branding in business archives.
- Push for additional content to populate the new website shell.
- International Business Archives benchmarking survey in partnership with ICA's SBL section. Questions are in review; survey to be posted to the website for data collection in 2008.

**New Projects/Activities:**

- Improving outreach to new business section members.
- Refining processes to attract and elect BAS leadership starting in 2008.

**Diversity Initiatives:** Updating language of the by-laws to be more inclusive to individuals who may not be corporate archivists but are interested in business archives issues.

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

**SAA Business Archives Section****Annual Business Meeting Minutes, August 31, 2007**

The meeting was called to order at 8:03 am by Ted Ryan (The Coca-Cola Company), Section Chair. Approximately 70 members were in attendance. A sign-up sheet with last year's attendees was passed around the room, allowing for simple check-mark and information update for previous attendees. All attendees around the room then introduced themselves.

Ted thanked Motorola and McDonald's for hosting Wednesday's colloquium, as well as the fantastic tours and reception, and also thanked the six speakers who took part in the colloquium. At 8:10, he introduced Elizabeth Adkins (Ford Motor Company), thanking her for her service in her year as President of SAA. Elizabeth provided updates from SAA and the council, including kudos to Bruce Bruemmer (Cargill) for his creative introduction at the opening Presidential address. Elizabeth discussed changes in section and roundtable procedures and assured the group that no group is expected to be eliminated, as the floors for minimum numbers allow for current enrollments. The changes are primarily aimed at increasing consistency in governance for sections/roundtables and the work done this year by the Business Section is a head start on that process. Another new change is guaranteed meeting space for Roundtables, but given space costs and number of groups this may mean sharing space for some groups.

In other SAA news, the membership software makeover is complete, although the process was slow. Members can now access directory information online, in a secure fashion, and the new system allows for more information, including member achievements and profile data. More e-mail lists for sections will be deployed this fall to ease communication issues for members. The SAA Website is the next project.

Any comments or suggestions to Council can go through Carla Summers, our Council liaison, or through Executive Director Nancy Beaumont.

The next order of business was the approval of 2006 meeting minutes, which was moved, seconded and approved at 8:21am.

Next up was Tony Jahn (Target Corporation), incoming chair. Tony walked the section through a summary update of the changes to the section by-laws, which create new positions for Secretary, Content Editor, Member-At Large, Website Manager, Vice Content Editor and Regional editor positions to enhance the breadth and depth of the section leadership. A new Section Content Committee is established, as well as election rules to help encourage more people to run for leadership positions, and avoid scrambling at the last minute. He then opened up discussion to the group. A question about the membership services language came up, and that section will be amended to include Records Managers and others concerned with business records. Linda Edgerly (The Winthrop Group) was concerned about the content review process and how much control the content editor will have and the ability to thwart self-promotion or solicitation. The section leadership is confident that the Content Committee and Steering Committee will be adequately monitoring this. Janet Linde (NYSE) suggested that more

language about non-profits, institutional archives and Records Managers just be added in general to Sections I and II of the by-laws.

It was then moved and seconded to approve the by-laws changes with revisions as noted, and the vote approved the by-laws at 8:32.

Elections commenced with the following slate of candidates. The by-laws were formally suspended for the duration of the meeting to allow for the lack of advanced notice on the slate of candidates.

Dean Weber (Ford Motor) – Vice-Chair  
Mike Bullington (McDonalds) – Member-at-Large  
Jamie Myler (Ford Motor) – Vice Editor  
Amy Stevenson (Microsoft) – Secretary (continuing)  
Paul Lasewicz (IBM) – Editor (continuing)

Approval for the entire slate was moved, seconded and approved by verbal vote at 8:35.

Tony then introduced Daniel Sokolow (NS-LIS Health System) for an update on the section website, including thanks to the steering committee, Paul Lasewicz, the various content providers and Daniel for the updates so far.

Daniel discussed the changes, primarily to the content organization as look and feel has not yet been the focus. He re-iterated the dependencies that the website has on the section membership for great content, and noted that it would be ideal to have a profile for everyone's institution out there. Ted Ryan also inserted a special call about the news links section.

Next on the agenda was a discussion of the current SAA directory and e-mail system. Members are encouraged to check their profile information online at the SAA site ([www.archivists.org](http://www.archivists.org)) to make sure they will receive the e-mails going forward. Each individual needs to make sure they are not opting out of e-mail from the organization, and also needs to make sure that their section information is correct in their profile, in order to receive e-mail automatically from section leadership. Scot Grimwood (SSM Healthcare) pointed out that some information was rolled back with the system upgrade, so there is even more reason to verify your profile information.

Mary Ann Williams (Disney) commented that as a brand new member she missed the e-mails about the colloquium. This brought on the suggestion that there be some sort of outreach for new members. Tony will check with SAA to see what processes they follow and if the section can get some sort of heads up.

At 8:56, Ted introduced Becky Tousey (Kraft Foods) to talk about the International Business Archives Survey. This is now a 3 year project; committee members include Becky, Ted, Lauri Banducci (Gap Inc) and Debbie Waller (History Factory). The questions have been drafted and have been sent to ICA for review. Once these have been finalized, the survey will be posted to a low-cost web-based survey site like Survey Monkey or Zoomerang, section membership will be notified, and ICA will push it out to country-specific organizations. A data collection period of 3-4 months is anticipated, due to the wide audience desired for the results. Once the results are in, new volunteers are requested to help pull the data into final reports, hopefully as a colloquium or other topic for next year's annual meeting.

In further discussion of the project, Sue Topp (Motorola) wondered if the focus of the questions were on the business archivist or the business archives itself. The focus is on the institution: staffing information, outreach activities, services, collections, collection processes, electronic records, and budget questions.

Greg Hunter (Long Island University) wondered if the questions were at all mapped the the broader A\*Census. Ted responded that they weren't.

Becky also pointed out a new survey for banking/financial institutions in Europe. She will send in a link to be posted to the website under News & Resources. In addition, she mentioned the ICA 2008 World Congress in Kuala Lumpur as well as a possible alternative location in Norway in June. Please consider attending this international forum.

Nichole Thaxton (Caterpillar) wondered if it would be possible to speed up the timeline so she could provide benchmarking information to upper management. Because of the broad distribution desired, it isn't anticipated that this would be possible. Several other attendees volunteered to help do a more informal survey for her if that would be of help to her program, and Ted pointed out that the leadership can be very helpful in putting business archivists in contact with other archivists when assistance of this sort is required. One of the primary goals of the section is to be a resource for each other.

At 9:21, Phil Mooney (The Coca-Cola Company) took the podium and announced that the Business Archives Workshop would be held again this year in San Francisco the first week of December and to sign up soon.

At 9:22, Bruce Bruemmer, as a member of the program committee for SAA 2008, reminded the membership to put in their proposals for sessions for next year by October 12. The theme for the conference will be "Evolution or Revolution?" Bruce is happy to help you write your proposal for greatest success. Also, keep in mind that wireless will still probably not be available in 2008 and to plan for non-connected speaking. Tony asked the question of how "baked" proposals need to be, and Bruce pointed out that how "baked" the proposal seems is often its highest criteria for success. Bruce also put in a plug for submitting articles to the *American Archivist*, and pointed out that they don't need to be scholarly, that the publication is interested in new styles and topics. He also mentioned that digitization of back issues is underway.

At 9:38, Ted returned to the podium and mentioned that Coca-Cola generously funded the digitization of the back issues of the BAS Newsletter and these are available on the updated site. He also put out the call for Regional Editors, volunteers to assist on the Section Content Committee and for volunteers to let Tony know. And also to let Tony and the section leadership know if you need help finding partners/co-presenters for session proposals.

Dean Weber (Ford Motor) then made a brief report on recently attending SAA's Electronic Records Summer Camp. He found it to be a very useful program and highly recommends it to other members.

The meeting was then opened up to session proposal ideas for 2008 and other discussion.

Scot suggested the topic of disaster planning and incorporating this into your institution.

Another attendee suggested it would be very helpful to put more editorial work into quick "get-up-to-speed" resources for new business archivists on the web site.

Andrea Spence Pudas (Target Corp) suggested the idea of providing some thought leadership to the rest of SAA in the way of presentation skills.

A motion was made to close the meeting and the meeting adjourned at 9:56 am.

## College & University Archives (Liaison: Primer)

### Officers/Leaders:

Chair (2006-2008): Betsy Parkin Pittman, Univ of Connecticut  
Vice-Chair (2007-2009): John Bolcer, Univ of Washington  
Gordon Daines, Brigham Young Univ (2005-2008)  
Aaron Purcell, Virginia Tech University (2005-2008)  
Mike Strom, Texas Christian University (2006-2009)  
John Ansley, Marist College (2006-2009)  
Rachel Vagts, Luther College (2007-2010)  
María R. Estorino, Univ of Miami (2007-2010)  
Editor, *Academic Archivist*: Christopher Laico, Columbia Univ  
Webmaster: Claude Zachary, Univ of Southern California

### Report from Annual Meeting:

- Number of attendees: ca. 200.
- Election results: Slate of two candidates was presented: John Bolcer of the University of Washington and Peter Runge of Northern Arizona University. John Bolcer was elected.
- Summary of meeting activities: See summary below.

**Completed Projects/Activities:** Endorsed one pre-conference workshop and two program proposal for the 2008 Annual meeting. Appointment of Rachel Vagts and Maria Estorino to Steering Committee.

**Ongoing Projects/Activities:** Revision of Guidelines for College and University Archives completed and posted on the section website.

**New Projects/Activities:** Expect to appoint taskforce (December 2007) to develop a proposal outlining ways in which SAA might address the suggestion of the Task Force on Diversity that college and university archivists promote archival materials for use in minority studies programs, as a way to encourage interest in research projects as well as introduce students to the profession. In pursuing this goal, are there ways to reach out to Historically Black Colleges and Universities and to the Hispanic Association of Colleges and Universities? Should we consider ways to accomplish this kind of outreach to other programs besides minority studies?

**Diversity Initiatives:** [None submitted.]

**Questions/Concerns for Council Attention:** [None submitted.]

### SAA College & University Archives Section Annual Business Meeting Minutes, August 31, 2007

Chair Betsy Pittman, University of Connecticut, called the meeting to order. She welcomed members and introduced the Section's leadership.

**Chair Report:** Pittman indicated that it was a quiet year. She encouraged members to propose a session for SAA's 2008 program in San Francisco. She also announced that SAA Council has voted to streamline section and roundtable elections in order to provide consistency across all group.

**Vice Chair Report:** Ellen Swain, University of Illinois at Urbana-Champaign, reported that the SAA Publications Committee reviewed the *College and University Archives Reader* manuscript in fall 2006.

Editors Chris Prom and Ellen Swain submitted a revised version in April 2007. They will send copyedits back to SAA after returning home from the Chicago. Look for a publication announcement about the *Reader* in spring 2008.

Swain thanked speaker Steve Hussman, New Mexico State University, for presenting the Section program. She also thanked the Section membership for giving her the opportunity to serve as vice chair for the past two years.

**Newsletter Editor Report:** In Editor Chris Laico's absence, Ellen Swain read his report: "Since our last meeting in Washington D.C., the College and University Archives Section has produced three issues of *The Academic Archivist* totaling 36 pages. Since 2004, your hard work, as represented within the pages of *The Academic Archivist*, has more than doubled the size of the newsletter. Therefore, I thank you for all your unflagging support of the Academic Archivist. Please send your submissions to my attention: Chris Laico at: [CL880@columbia.edu](mailto:CL880@columbia.edu) As a simple guide, please limit your newsletter submissions to such institutional announcements as professional conference, programs, projects or section related business."

**Website Editor Report:** New management system for the website is being introduced by SAA. Implementation will begin after the Chicago meeting. Members will be able to modify their SAA "Profile" with the new system. Information will be distributed via the A&A listserv.

**CU Guidelines Report:** The Guidelines committee, led by Tom Rosko, will provide the C&UA Section steering committee with a draft report by the October 2007 New England Archivists meeting.

**SAA Council Report:** Ben Primer noted that SAA plans to streamline section and roundtable election procedures. These changes will require the C&UA Section to review and amend its bylaws. Primer also explained SAA's rationale for a membership vote on increased dues at the upcoming Business Meeting.

**Thesaurus Project Update:** Kate Bowers, Harvard University, reported that SAA will publish the academic archives thesaurus in digital form. She suggested the possibility of the thesaurus becoming an SAA standard, an idea which generated a lively discussion.

**Program:** Steve Hussman of New Mexico State University reported on his survey and research on donor relations, fund-raising and the academic archives. He is interested in submitting a session proposal for SAA 2008 program on this topic.

**Election:** For Vice Chair, candidates included John Bolcer of the University of Washington and Peter Runge of Northern Arizona University. John Bolcer was elected Vice Chair.

*Minutes submitted by Ellen Swain.*

## Description Section (Liaison: Primer)

### Officers:

Jane Rosario (Chair, 2005-2007), Mark Matienzo (Vice-Chair/Chair-Elect, 2006-2008), Michelle Light (*Descriptive Notes* Editor), Diane Ducharme (Web Liaison)  
*Steering Committee:* Christopher Burns, Mary Lacy, C. Jerry Simmons, D. Claudia Thompson, Katherine Wisser (Past Chair), Christopher Prom (*ex-officio*, as Chair of TSDS)

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

- Number of attendees: 142.
- Election results: James Roth, Vice-Chair/Chair Elect, 2007-2009.
- Summary of meeting activities: See attached meeting minutes, prepared by Michelle Light.

### **Completed Projects/Activities:**

- Last fall, the Section reviewed three proposals and endorsed two to the Program Committee; all proposals made it to the 2007 Program.
- Reports from the Section meeting put up on the Description Section website.
- Elections: Two candidates ran, James Roth and Erin Lawrimore.
- Held meeting of the Section leadership on 9/1/2007 in Chicago, to thank leadership, welcome Mark as Chair, and Michael Rush, who is the new Chair of TSDS, succeeding Chris Prom.
- Evaluation of meeting content and format gathered from attendees.

**Ongoing Projects/Activities:** Mary Lacy has kept the Description Section leadership apprised of the progress of *Resource Description and Access*; Mary is stepping down from being the liaison to CC:DA, and we want to thank her for her excellent work. Lisa Carter is succeeding Mary in this and we hope to keep up a strong relationship with her.

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

- Section Leadership must re-write the bylaws to conform to Council's new policies and procedures.
- Improve elections/voting; explore online voting as an option.
- Explore ways to better use the web site, email, and electronic resources to disseminate information.

**Diversity Initiatives:** The Description Section is open to membership to all. More outreach projects regarding diversity should be undertaken, however.

**Questions/Concerns for Council Attention:** It does not really seem equitable that Sections of a few hundred members and Roundtables of 50 members have the same number of endorsements. Is there any discussion to change this?

As soon-to-be Past Chair, I'd like to once again thank the Section members and leadership for all their support and contributions.

## **SAA Description Section Annual Business Meeting Minutes, August 31, 2007**

### **Welcome and Section Reports**

#### **A. Newsletter Editor: Michelle Light**

Two issues of *Descriptive Notes* were posted to the SAA website in the past year. Please continue to send news items and short articles to michelle.light@gmail.com

#### **B. Description Expo: Mark Matienzo**

Ten institutions contributed 13 submissions to this year's Description Expo. This year's Expo did not have a formal theme, and unlike previous years, the Expo did not have a staffed booth in the Exhibit Area. Instead, the Expo was at a table in the registration/lobby area at the Fairmont Chicago. This year's submissions include finding aids, delivery systems, and other descriptive tools. They are

available on the web at <http://matienzo.org/Saa2007DescriptionExpo/>.

**C. Chair: Jane Rosario**

There will be changes to the Description Section's by-laws in order to be compliant with the "Revised Policies and Procedures for SAA Sections and Roundtables" as passed by Council in May 2007: <http://www.archivists.org/governance/SectRTPolicies.pdf>. Next year, the Section will elect two more members to the Steering Committee.

In order to ensure there is enough time for the program, Jane asked for full reports in advance and for representatives to give brief synopses at the Section meeting. The full reports are available online from the Description Section's web page.

**Reports from SAA Committees, Liaisons, and Related Groups**

**A. SAA Council Representative: Ben Primer**

Council approved changes to the governance, support, and communication of SAA's sections and roundtables. The revised guidelines are available on SAA's website. The changes recognize how Sections contribute to SAA's vitality. The revisions provide broader opportunities for leadership with term limits, and they guarantee Sections the space and time to meet at the annual meetings, among other things. Sections will have a couple of years to come into compliance with the new changes.

A dues increase is under consideration at the Business meeting. The proposal is for a 10% increase for all membership categories, except for a new top category which will be increased by 20%. The increase is due to new demands for services and activities, particularly advocacy and the need for a presence in D.C. Membership has grown 38% since 1999, and 20% of members are students, the lowest paying membership category. The last dues increase was in 1999. Dues pay for less than 25% of SAA's costs; comparable organizations rely on dues for 35% of their costs. SAA is currently too dependent on revenue from workshops and the annual meeting.

**B. DACS Working Group: Bill Landis**

His full report is available online. The DACS group was constituted this year and reports through the Standards Committee. The group reflects diverse interests and specialties. There will be a DACS webpage at <http://www.archivists.org/DACS> that will include information about the group's activities as well as a web-based comment form for submissions. Council put DACS on a 5-year revision cycle, which will happen in 2009. A timeline will be posted within the year. There will be a forum for public discussion at the San Francisco meeting. The group will also be doing outreach to communities specializing in special formats, such as to the rare manuscript community for describing single-item manuscripts, the recorded sound and moving image communities, and visual image community. If you are part of a community with special needs that should be considered in DACS, email Bill at [bill.landis@yale.edu](mailto:bill.landis@yale.edu).

**C. ALA Committee on Cataloging: Description and Access (CC:DA): Mary Lacy**

Mary has been active with the constituency review of RDA. Her full report, with links to comments and drafts, is available online. An RDA element vocabulary is being developed. There has been criticism of that RDA did not clearly reflect the principles upon which it was to be based, so there is an effort to make them more front and center. This year, Chapters 6 & 7 and a revised Chapter 3 were released for constituency review. What work is there left to do for archivists? We should make sure our suggestions remain in the drafts, that rules for family names are satisfactory, and that RDA clearly direct archivists to the appropriate national and international standards (such as DACS) whether or not the list of standards is found within RDA or its website. RDA is meant to be a tool for the generalist; for specialized formats,

one should look elsewhere. Mary is rotating off the committee. Lisa Carter is the new liaison. RDA will come out in 2009.

**D. ICA Section on Professional Standards and Best Practices: Claire Sibille**

Her full report is available online. A working group of the Committee of Best Practices and Standards of the International Council of Archives (ICA/CBPS) is developing a new International Standard for Describing Functions (ICA-ISDF). Functions and activities are used by records managers to analyse and classify records, rather than an administrative and organisational structure. A draft of the standard was circulated to the international archival community for comment in January-March 2007. More than 30 pages of comments were received. The definitive version of ICA-ISDF will be presented at the next ICA meeting in Malaysia in 2008.

Another project concerns the description of institutions with archival holdings (ISIAH – International Standard for Institutions with Archival Holdings). It will provide general information about archival institutions and the services they provide. It may be useful for generating authority lists or directories of archival institutions. Some archival descriptive systems already contain separate but linked descriptions of records, records creators and custodians and exemplify ISIAH, for example, the UK's ARCHON or Spain's Censo Guia. The draft of standard is available on ICA website; comments should be received by October 31, 2007.

**E. Technical Subcommittee on Descriptive Standards (TSDS): Chris Prom**

TSDS develops, maintains, reviews, and promulgates descriptive standards. This year, TSDS reviewed ISDF. The comments are available on the TSDS website. TSDS also put together an EAC working group. There are 12 members with a significant international component. EAC currently is in the BETA version; the group will develop EAC into a formal standard.

**F. Encoded Archival Context (EAC) Working Group: Kathy Wisser**

The EAC working group has not met yet, but they hope to get funding for a meeting. They submitted a grant in January 2007 for funding, and it is still pending. The group will post progress reports on the web. So far, they have established an email list and are trying to work virtually. They will try to meet informally at SAA.

**G. OCLC/Research Libraries Group: Jennifer Schaffner**

ArchiveGrid has been successfully migrated to OCLC.

The RLIN 21 client was retired on August 31. RLIN used to keep history of NACO/SACO changes; OCLC has now decided to track this history. One difference between RLIN and OCLC was that RLIN kept institutional bibliographic records, while OCLC kept master records. OCLC has decided to adopt institutional records, and 100 million institutional records are being loaded into WorldCat. Records for archival holdings are institutional records by default.

The work agenda of RLG is as follows: 1) They are studying research behaviors for requirements at a network level. 2) They are researching relationships among libraries, archives, and museums. 3) They are investigating the curation of collective collections, for example, partnership agreements in mass digitization. The forum on digitization matters was part of this. 4) They are looking into metadata practices, particularly tools for sharing metadata.

**H. OCLC: Susan Westberg**

OCLC is working on a registry.

Connexion now has support for non-Latin scripts. You can now use the RLIN 21 keyboards for Cyrillic, Arabic, and other languages. MARC 21 macros were converted. MARC fields 541 and 583 now have guided entries.

OCLC is offering new terminology services, for example, searching multiple thesauri.

OCLC is partnering with DLF to register digital masters, so you can see if others have digitized an item according to best practices standards. Anyone can view this; it is available on the DLF website.

**I. RBMS Bibliographic Standards Committee Manuscripts Working Group: Diane Ducharme**

RBMS formed a new committee in June to formulate standards for description of single-item manuscripts. Margaret Nichols in the chair; Diane Ducharme is SAA's liaison. The chair has formed a reading list. A timeline should be available by ALA Midwinter.

**J. 2008 Program Committee: Matt Darby**

The theme is Archival R/Evolution & Identities. It will look at who we are, where we are, and where are we going. It will focus on SAA's three action items: technology, diversity, and public awareness. The deadline for proposals in October 12. See the web for selection criteria and the submission form.

Jane Rosario encouraged people to use the Description listserv to talk about potential sessions.

**K. EAD Working Group & ALA Committee on Machine-Readable Bibliographic Information Committee (MARBI): Kris Kiesling**

The EAD scheme went out in May. The third European conference on EAD, EAC, and METS occurred in Berlin; 7 members of the EAD working group gave papers. The conference papers are available online. The working group is also considering a conference in the U.S. for EAD's 10th anniversary.

MARBI is quiet. There is an ongoing project at the University of North Texas on how MARC fields are used in databases. Not even 5% use the 520 field for describing archival materials. There was also a project to bring the German flavor of MARC into MARC 21.

**New Business**

**A. Election**

James Roth and Erin Lawrimore were candidates for chair. James Roth won.

**B. Archivists' Toolkit: Sibyl Roud**

Roud summarized the functionality and advantages of using the Archivist's Toolkit (AT); she also provided a brief history of the project. For more information, see <http://www.archiviststoolkit.org/>. In phase 2, beginning in February 2007, AT staff will work on refining the AT's performance and getting rid of bugs, will develop batch import functionality, will work towards sustainability, and will offer support for MSSQL and Oracle. Version 1.1. will be out soon, and it features an enhanced acquisition module.

**C. Archon: Chris Prom**

Prom explained that Archon is a distant cousin of the AT and financed by the University of Illinois for internal purposes. It differs from the AT in that it runs on a web browser. They started a new version about 2 months ago, and it became available last week. It added a research cart feature so researchers can store finding aids. It provides multi-lingual support, and is moving towards more modular code. Over the next year, they are building an accessions module and will make it more compatible with ISAAR and EAC. Ten institutions are using in a production mode. For more information, see <http://archon.org/>.

#### **D. Canadian Committee on Archival Description: Gerald Stone**

There is a new chair of the committee, Sherry Watson. They have met twice since last year. They completed a new version of RAD, adding statement of principles and a chapter for discrete items, and allowing series as the highest level of description. The Library & Archives of Canada did a compact version of RAD that will be available on the web soon.

#### **E. Comments from the Floor**

Doris Malkmus urged the Description Section to get involved with Content DM as it is developing a finding aid platform.

#### **Program**

“Context-Schmontext: Contextual Information Innovations in Archival Description”

Peter Hymas, State Library of North Carolina

Dennis Meissner, Minnesota Historical Society

Daniel Pitti, University of Virginia

Katherine M. Wisser, University of North Carolina at Chapel Hill (Chair)

This panel examined the role of contextual information in archival description and focused on the theory and implementation of the beta standard Encoded Archival Context (EAC). . Wisser gave a general introduction to the EAC standard, including an overview of the structure and elements in the beta standard. Meissner presented on the importance of context information in assisting description and access activities, including solutions implemented prior to the development of the EAC standard. Hymas discussed the NCBHIO project, which seeks to create a union EAC repository for North Carolina. Pitti explored XML functionality built into the beta standard that can be leveraged by EAC projects.

*Notes recorded by Michelle Light*

### **Electronic Records Section (Liaison: Duffy / Ambacher)**

#### **Officers/Leaders:**

Chair: Suzie Long, Missouri Southern State University

Vice-Chair/Chair Elect: Mark J. Myers, Kentucky Department for Library and Archives

#### *Steering Committee:*

Arian D. Ravanbakhsh (Past Chair, term ends 2010), NARA

Mark Conrad (Past Chair, term ends 2009), NARA

Kevin Glick (Past Chair, term ends 2008), Yale University

Daniel W. Noonan (term ends 2010), The Ohio State University

Richard Marciano (term ends 2009), UCSD, San Diego Supercomputer Center

Shelby Sanett (term ends 2008), NARA

Webmaster: Jean Marie Deken, Stanford Linear Accelerator Center

Communications (Newsletter/email list): Rosemary Pleva Flynn, Energy & Environmental Research Center, University of North Dakota

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

- Held August 31, 2007, Fairmont Hotel, Chicago, Illinois.
- Section Meeting Minutes posted at: <http://www.archivists.org/saagroups/ers/2007mtg.asp>
- Attendees: 100.

- Election results: Mark Myers was elected vice-chair/chair-elect and Daniel Noonan was elected to the Steering Committee. Elliot Wilczek and Past Chair Rosemary Pleva Flynn rotated off of the Steering Committee.
- Speaker: Dr. Peter Bajcsy, Research Scientist, Image Spatial Data Analysis Group, National Center for Supercomputing Applications, University of Illinois at Urbana-Champaign. Dr. Bajcsy discussed the power of archival simulation frameworks for understanding challenges in preserving and reconstructing electronic records derived from computer-assisted decision processes.

**Completed Activities:** The ERS Steering Committee forwarded endorsements of two session proposals to the program committee for SAA2007. Both of the sessions were selected for the Chicago program. They were:

#206 Desperately Seeking Solutions –  
 Mark Conrad, Chair, National Archives and Records Administration  
 Mark Myers, Kentucky Department for Libraries and Archives  
 Marcia Frank Peri, University of Maryland, Baltimore County  
 Lisl Zach, Louisiana State University

#505 Ensuring Authentic Electronic Records: “Essential Characteristics and Archival and Archival Preservation”

Adam Jansen, Chair, Washington State Archives  
 David Miller, National Archives and Records Administration  
 Manfred Thaller, University of Cologne (PLANETS Project)  
 Rick Rogers, Fenestra Technologies Corporation

ERS has also submitted endorsements of two session proposals to the San Francisco 2008 Program Committee.

**Ongoing Projects:** During the past year, the ERS section revamped the section newsletter and published one edition, posted at: <http://www.archivists.org/saagroups/ers/ersnews2007june.pdf> Rosemary Pleva Flynn was appointed communications editor to keep the newsletter alive.

**New Projects:** Following up on the concerns expressed at the annual meeting, SAA President Mark Greene invited ERS participation on the Technology Best Practices Task Force. Rob Spindler and Mark Conrad will represent the ERS on the Task Force.

**Questions/Concerns for SAA Council Consideration:** ERS members remain concerned about the transparency of SAA Council’s work in establishing Task Forces and other projects, especially those that seem to be natural fits for the ERS membership in terms of both technical expertise and interests. We are pleased with President Greene’s invitation to participate in the work of the Technology Best Practices Task Force and look forward to other opportunities where ERS members can bring their expertise to assist Council in its endeavors.

*Submitted by Arian D. Ravanbakhsh, ERS Steering Committee and Immediate Past Chair*

## **Government Records Section (Liaison: Felker / Ambacher)**

### **Officers/Leaders:**

Chair: Lucy Barber (2006-2007), Dir. for Technology Initiatives, NHPRC -- NARA  
 Vice-Chair/Chair-Elect: John Slate, CA, City Archivist, Dallas Municipal Archives, City of Dallas

*Steering Committee:*

Sharmila Bhatia (2006-2008), NARA-Washington, DC

Kelly Eubank (2006-2008), Electronic Records Archivist, North Carolina State Archives

Mark Myers (2006-2007), Archivist, Kentucky Department of Libraries and Archives

*Others:*

Former Chair: Geof Huth, Government Records, New York State Archives

Newsletter Editor: Paul R. Bergeron, City Clerk, Nashua, New Hampshire

Web Liaison: Wayne Everard, retired from New Orleans City Archives

Louisiana Division, New Orleans Public Library

**Report from Annual Meeting:**

- Number of attendees: Approximately 70.
- Election results: Bill Carpenter, NARA, was elected to a two-year term as a federal representative. Jennie Childs, Cook County Archives (Illinois) was elected to a two-year term as a local representative. Scott Sackett, Washington State Archives, was elected to a two-year term as a state representative. Kelly Eubank agreed to serve another year (2008-2009) as Vice-Chair.
- Summary of meeting activities:
  - Aimee Felker announced the end of her service as Council Liaison and introduced Bruce Ambacher.
  - Mark Myers announced that he was serving as program committee member for the next SAA Annual Meeting and encouraged the submission of proposals.
  - Amanda Carvell, the new archivist for the City of San Antonio, presented about the opportunities and pleasures of developing a city archives. She described her outreach activities to encourage inventories, the process of developing policies, and her plans for processing. Her presentation inspired questions and advice about developing new programs.
  - Mark Myers presented on behalf of Kelly Eubank from North Carolina about the Email Preservation Initiative in which Kentucky, Pennsylvania, and North Carolina are taking part. He explained the technical structure of the tool and some of the different email structures in which it might be used. He explained that they were sharing experiences with the Rockefeller Archives and the Smithsonian Institutions's Collaborative Electronic Records Project. The audience asked questions about appraisal of email, preservation of attachments, and other details about the institutional challenges.
  - Unfortunately, Jim Hastings, Director for Access Programs, at NARA was unable to present about digitizing projects because of an emergency. The other two presentations and the election had filled the time.
  - Outgoing chair, Lucy Barber, thanked outgoing newsletter editor Paul Bergeron with some small fasteners as gifts that represented the way in which his work for the section helped hold all of us together.

**Completed Projects/Activities:**

- The Committee's main action this year was preparing for the annual meeting, searching for a replacement for Paul Bergeron as newsletter editor, and recruiting nominees for the Section. We were pleased that Patrick Murphy of Massachusetts Department of Water has volunteered to take on the newsletter. We were also thankful to our unsuccessful candidates for section leadership: Mary Rephlo of NARA and Mark Myers of Kentucky for their willingness to serve the section. It is a sign of the continued vitality of the section that we had competitive elections for two of the three slots.
- Geof Huth transferred to SAA archives at Wayne State the inactive records of the Section.

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

- Lucy Barber transferred electronically the use copies of the records of her tenure as chair to John Slate.
- Our election this year resulted in confusion about the terms of our bylaws in terms of the selection of the Vice-Chair. The bylaws currently state: “The Steering Committee shall choose the vice chair from among the Steering Committee members in office after the annual elections. The vice chair shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year.” Some felt that this meant that only people with two years remaining in their terms could serve as vice-chair. Others felt that anyone who was still in office after the elections could serve, even if that meant they were serving longer than their original term. The steering committee went with the later interpretation in selecting Kelly Eubank. However, the Steering Committee will work to develop language to solve this confusion before the next 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.

*Submitted by Lucy Barber, Past Chair*

### **SAA 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/Leaders:

Karen Spicher, Chair  
Mat Darby, Vice-Chair elect  
Beth Bensman, Past Chair  
Paul Atwood, Web Co-Liaison  
Catherine Stollar Peters, Web Co-Liaison

### *Steering Committee:*

Rebecca Bizonet, 2007-2009  
Kate Colligan, 2006-2008  
Helice Koffler, 2007-2009  
Steve Mielke, 2006-2008  
Tara Laver, 2006-2008  
Katharine Salzmänn, 2007-2009

### Report from Annual Meeting:

- Number of attendees: Approximately 110.
- Election results: Matt Darby was elected Vice Chair/Chair Elect. Rebecca Bizonet, Helice Koffler, and Katherine Salzmänn were elected to the steering committee.
- Summary of meeting activities: *See accompanying minutes.*

### Completed Projects/Activities:

Newsletters: Published three issues on the section website, and publicized them on the archives and section listservs.

Follow up on recommendations from last year's meeting: Part of last year's section meeting was devoted to a feedback and brainstorming session for future activities. This year, we pursued several ideas from members:

- Added an annual meeting webpage, and posted annual reports, minutes, and speakers' presentations.
- Steering Committee member Tara Laver collaborated with members of the Acquisition and Appraisal Section in creating a website of links to existing state laws concerning abandoned property.
- Planned this year's program of speakers addressing electronic records in personal papers.

### Other Activities:

- Reviewed website content to ensure compliance with SAA's requirements for section handbook content.
- The Nominating Committee solicited nominations and held election for section leadership.
- Recruited a new web co-liaison.

**Ongoing Projects/Activities:** Past steering committee members Amy Cooper Cary and Sammie Morris are continuing to work on a section history and additions to the section archives.

### New Projects/Activities:

**Session proposals:** Members of the steering committee developed the following proposals for 2008:

- Less Process-More Pixels: Alternate Approaches to Digitization and Metadata (Tara Laver; endorsed by Description Section, Metadata and Digital Objects Roundtable, and Visual Materials Cataloging & Access Roundtable).
- Trash or Treasure? Experiences with Deaccessioning and the Implications of Digitization (Tara Laver and Beth Bensman; endorsed by Acquisition and Appraisal Section).
- Hanging Together: Collaboration Through the Consortium Lifecycle (Rebecca Bizonet).

**Session endorsements:** We endorsed the following proposals:

- We're Ignoring That: Collection Development and What Not to Collect (Elizabeth Slomba).
- Getting Our Hands Dirty (and Liking It): Case Studies in Archiving Digital Manuscripts (Catherine Stollar Peters).
- Implementing More Product, Less Process (workshop, Dan Santamaria)

**Meeting planning:** We are developing programming for our 2008 meeting, tentatively to include a panel of speakers addressing use of library/archives 2.0 technology by manuscript repositories.

**Other Activities:** Members of the steering committee reviewed and commented on NARA's report on digitization projects, and submitted comments to SAA's president. In response to ongoing interest in issues concerning electronic records in personal papers, members of the steering committee are researching development of guidelines for authors who donate electronic literary manuscripts to repositories.

**Diversity Initiatives:** We are considering ways to incorporate diverse generational and cultural perspectives in next year's meeting presentation on library/archives 2.0 issues.

**Questions/Concerns for Council Attention:** This year there was a delay in adding our new officers to SAA's leader listserv, possibly due to SAA's systems upgrade. Can SAA notify the chair when addition of new leaders to the listserv is complete? Can SAA use Survey Monkey or a similar tool, instead of voting in person at the annual meeting, so that more of the membership can participate in the vote? Can name tags for conferences indicate Section and Roundtable membership, for easy identification at meetings?

## **SAA Manuscript Repositories Section Annual Meeting Minutes, August 31, 2007**

### **Welcome and Introductions**

The meeting was attended by about 110 Section members and other SAA members.

Beth Bensman, Chair, welcomed everyone and introduced the Section officers and members of the Steering Committee.

### **Announcements**

Sherry Williams, Council Liaison, reviewed the Council's proposal and rationale for a dues increase, to be voted on at the business meeting.

Beth Bensman, 2008 Program Committee Representative, discussed procedures for session proposals for next year's meeting. The meeting theme is Archival Evolution/Revolution, and the deadline for proposals is October 12. Selection criteria are included on the proposal form, and Beth also noted other changes to this year's form. Sections can make up to two endorsements, as well as submit any number of their own proposals.

### **Announcements from the Floor**

Sara S. "Sue" Hodson, Huntington Library, spoke about Senate Bill 548, currently pending in Congress, which would restore full market value tax deductions for donations of self-generated papers. The bill is sponsored by Senators Patrick Leahy (D-VT) and Robert Bennett (R-UT). Sue attended a meeting convened by NEA chairman Dana Gioia, who had been asked by the senators to prepare a report analyzing the situation. The meeting was attended by about a dozen representatives from libraries, historical societies, museums and arts organizations, as well as two staffers from Senator Leahy's office. In response to questions and discussion, Sue clarified that due to changes in House membership the bill has a better chance of passing in the House now than did similar bills in the past. There is currently no deadline for contacting senators. Sue will look into the possibility of an expression of support by SAA as a whole.

### **Elections**

Amy Cooper Cary, Past Chair and Chair of the Nominating Committee, thanked members of the Nominating Committee, reviewed duties of the Steering Committee, and introduced the candidates. Members of the Section voted, and ballots were collected.

### **Updates**

**Section History:** Amy Cooper Cary reported that she and Sammie Morris, outgoing member of the Steering Committee, are working on a Section history which they expect to complete this year. They are using materials in the Sections archives and asked for assistance from any members who have additional materials.

**Abandoned property law and manuscript collections:** Tara Laver, Steering Committee member, reviewed a handout about the Acquisition and Appraisal Section's [Abandoned Property in Cultural Institutions Law Project webpage](#). This document, which resulted from an Acquisition and Appraisal section presentation at the 2005 annual meeting, information gathered by Mark Greene, and subsequent research by section members Brenda McClurkin, Tara Laver, and Michelle Sweetser, lists links to existing state laws. Tara noted that most current laws pertain to museums and are sometimes defined to include archives, and that existing laws could be used as models for states that currently don't have laws. She asked for corrections and ideas for improvement to the site.

**Section website:** Paul Atwood, Web Liaison, reported that an annual meeting page has been added to the website this year. This page includes annual reports, meeting minutes, and links to speaker's papers. Paul asked members interested in being considered for the position of co-web liaison to contact him.

**Section handbook:** Karen Spicher, Vice Chair, reviewed new [guidelines for SAA sections](#), and noted that our website already includes all information required by these guidelines. Karen suggested that our current goals and projects, which can currently be found in our meeting minutes and annual reports, could be made more prominent on the website.

### **Presentation**

Two speakers addressed issues relating to electronic records in collections of personal papers.

- Catherine Stollar Peters, Archives and Records Management Specialist, New York State Archives, spoke on "Digital Archives in Manuscript Repositories". She briefly reviewed several case studies of collections processed at the Ransom Center, and gave urls for documentation on these. She reviewed the Ransom Center's policies for applying archival theory to digital materials, unique aspects of digital materials, and software tools used in managing these materials. Catherine reviewed forthcoming literature on the topic, and concluded by outlining methods for assisting authors in maintaining their digital materials before transferring them to a repository. Visuals from Catherine's presentation are available at [http://archivists.org/saagroups/mss/StollarPeters\\_Chicago2007.pdf](http://archivists.org/saagroups/mss/StollarPeters_Chicago2007.pdf).

- Kevin Glick, Head of University Archives and Electronic Records, Yale University, spoke on “Collection Development Policies for Digital Materials”. He stressed the importance of including digital materials in collection development policies, and reviewed advantages and disadvantages of several approaches for collecting them: traditional, pre-custodial intervention, non- or distributed custodianship, and “snapshot” methods. Kevin discussed skills required for addressing digital materials, including knowledge of archival fundamentals, soft skills, and technical skills, and discussed ways that repositories could build these skills in staff. A link to Kevin’s presentation will be added to the Section website.

Questions and discussion followed the presentations. A suggestion was made that the Section could develop recommendations for authors to assist them in managing their digital documents. In response to a question about discovery tools, the speakers stressed the need for an access portal on top of repository software and development of ways to extract metadata for searching. As out-of-the-box software may not have these capabilities, a functional analysis and development of tools will be needed. Further discussion raised the possibility of soliciting input from the scholarly community for functional analysis and systems design, to ensure that these will be responsive to how scholars do research.

### **Questions, Election Results, Recognition of Committee Members, and Wrap-up**

Beth thanked the speakers for their presentations. She recognized Matt Darby, Morna Gerard, and Sammie Morris, who have completed Steering Committee terms, and thanked them for their contributions. She gave special recognition and thanks to Amy for her three years of service as Vice Chair, Chair, and Past Chair.

Amy announced winners of the election: Vice Chair/Chair Elect: Matt Darby; Steering Committee: Rebecca Bizonet, Helice Koffler, and Katherine Salzmann.

Beth adjourned the meeting at 10:00 am.

*Submitted by Karen Spicher, September 12, 2007*

## **Museum Archives Section (Liaison: Summers)**

### **Officers:**

Marisa Bourgoïn, Chair  
Leilani Dawson, Vice-Chair/Chair-Elect

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

- Number of attendees: 50.
- Election results: Leilani Dawson elected Vice-Chair/Chair-Elect.
- Summary of meeting activities: See accompanying minutes.

**Completed Projects/Activities:** [None submitted.]

**Ongoing Projects/Activities:** Museum archives directory; newsletter/blog development

**New Projects/Activities:** [None submitted.]

**Diversity Initiatives:** [None submitted.]

**Questions/Concerns for Council Attention:** [None submitted.]

**SAA Museum Archives Section  
Annual Business Meeting Minutes, August 31, 2007**

The meeting of the Museum Section included over 50 individuals from museums, historical societies, and libraries. The first item on the agenda invited Council member Carla Summers and Sheryl Vogt from the SAA Program Committee to update the section on Council activities. Carla reminded the section to ensure the reservation of a meeting room at annual meeting by requesting the room 90 days in advance of the meeting. Sheryl, the program committee co-chair, said the committee is interested in group or individual presentations related to the 2008 annual meeting theme “Archival R/Evolution & Identities”; Are archives at a pivotal moment in history or continuing to evolve? What is the true impact of technology on our work as archivists? What is our approach to public awareness? Are we using technology to our best advantage or should we rethink? Sheryl reminded the group that each section may endorse two proposals, and that the form for submissions has been revised, requiring more information to be submitted, including a fully realized description of session content. Tips for strengthening proposals, as well as selection criteria, are available through anyone on the program committee. Pre-conference proposals for workshops are also welcome. Proposals are due October 12<sup>th</sup>.

Each individual from the section, which included both veterans and new faces, was invited by Section Chair Marisa Bourgoïn, to introduce themselves and share interests or current projects. The group described diverse interests, including records management, disaster planning, digitization, cataloging and description, and the intersection between libraries/museums and archives.

Susan Malbin, from the Institute of Museum and Library Services (IMLS), gave details about the Joint Committee on Museum, Libraries and Archives or CALM, which includes representatives from the American Library Association (ALA)/Society of American Archivists (SAA)/ American Association of Museums (AAM). The joint committee acts as an information exchange between the professions. The membership consists of fifteen members, five from each association. Co-chairs are appointed by each association biennially for two-year terms. Susan told the group that there are 5 seats available on that committee. CALM posts information from their meetings to each respective organization’s council, and the council is to disseminate the information to SAA. Marisa volunteered to talk to council to see if the joint committee would report to museum section.

The next order of business concerned the section’s newsletter and blog. Daniel Alonzo, the current webmaster, stated he is no longer able to support the newsletter and blog, due to new professional obligations. Dan will forward the password to a volunteer willing to take over the maintenance of the website and the content of the newsletter. Marisa encouraged volunteers to contact her directly if interested. Bernadette, the outgoing newsletter editor, suggested that SAA Power Point presentations be posted on the website. The group then discussed the value of the section’s listserv and encouraged participation in this format as an effective means of communication. Section members may sign up here: [LISTSERV@SI-LISTSERV.SI.EDU](mailto:LISTSERV@SI-LISTSERV.SI.EDU). For directions see: <http://www.archivists.org/listservs/index.asp>. Deb Wythe mentioned that there was a Section wiki created, as “a supplemental venue for open discussion associated with the 2007 Society of American Archivists Annual Meeting,” which may offer another method of communication. (see [http://www.ibiblio.org/saa2007/index.php/Museum\\_Archives\\_Section\\_Meeting](http://www.ibiblio.org/saa2007/index.php/Museum_Archives_Section_Meeting)).

Deb, from the publications board, explained the board’s interest in texts related to religious diversity, outreach and advocacy, and diversity. Deb pointed out, for example, that the last publication on Native

American archives was published in 1984, so the board is hoping for an updated examination on this or related topics.

Proposals for the 2008 conference were then discussed. Potential topics include social tagging in museums. The group described examples of social tagging of collections allowed by visitors, including San Francisco Museum of Modern Art (see [www.steve.museum](http://www.steve.museum)) and the Franklin Furnace. The conversation deviated into a brief discussion about tagging strategies among institutions.

A representative from Canada ICOM described the International Council of Museums (ICOM) work regarding cataloging standards. He pointed out that users don't care whether institutions use DACS, RAD or CUSTER – the differences between institutions means little to them if they can't get at the information. He explained that ICOM projects could provide useful examples of how museums, archives and libraries are bridging the gaps between the fields internationally. He encouraged the group to take a look at the Conceptual Reference Model for museums [[http://cidoc.ics.forth.gr/who\\_we\\_are.html](http://cidoc.ics.forth.gr/who_we_are.html)].

Ideas generated by the group for possible sessions included:

- Social tagging, Steve project at the Metropolitan Museum of Art. Susan Shun. Case studies of tagging projects. Steve has a dog and pony show, would be a good poster session.
- Collaboration, between departments—curatorial, registration, archives, libraries, IT. Digital rights management. “it's all about relationships”
- In museums, other departments have key archival records and use them. How do you manage materials that aren't really “yours”, but are key to your program-- bills of sale in registration files, etc.
- There are many “How I did it, and what I learned from it, what I would do differently in the future” type sessions. Some expressed interest in things with a more theoretical / intellectual basis.
- Conceptual model ICOM, data content standards (DACS, etc) evolved in to a conceptual model.
- Revival of women museum directors idea from last year. Fits in to both diversity and identity themes.

### **Elections**

Marisa's term as chair will be done at end of next years meeting. Tasks of chair include: manage endorsements for sessions for following year, keeping in touch w/ council reps, watch listserv for issues re: museums, running annual meetings, communicating and keeping after people. Leilani Dawson, archivist at Brooklyn Historical Society, was elected chair elect.

### **New and Old Business**

Kathleen Williams with NHPRC spoke about Archives Leadership Institute. One-week institute, will take 25 applicants, modest fee, for people who want to move in to senior leadership in archives community and their institutions. Leadership, not management.

Full time archivist position for William de Koonig estate, speak to the NY MOMA archivist if interested. Museum of Contemporary Art here in Chicago has a show up using their archives. LC partnership of foundation (?), a funding source for preservation and conservation. There will be a PDF available in December on the Library of Congress website under conservation.

### **Adjournment**

Marisa thanked everyone for attending and the meeting was adjourned.

## Oral History Section (Liaison: Williams)

### Officers/Leaders:

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

### *Steering Committee:*

Eileen Simon, Past Section Chair, U.S. Department of the Treasury Library  
Mark Cave, The Historic New Orleans Collection  
Tom Dillard, University of Arkansas  
Geoffrey Reynolds, Hope College  
Newsletter Editor: Joel Minor, Texas State University – San Marcos  
Web Liaison: Deborah Whalen, Eastern Kentucky University

### Report from Annual Meeting:

- Number of attendees: 60.
- Election results: Al Stein, Vice-Chair/Chair-Elect, Jennifer Eidson (Library of Congress), Bonnie Gurewitsch, Museum of Jewish Heritage.
- Summary of meeting activities: See below.

Welcome

Announcement from SAA Council Liaison.

Announcement from the SAA 2008 Program Committee: Next year's theme is R/Evolution & Identities. Proposals are due October 12.

Report on Section Activities

Introduction of Steering Committee and new Newsletter Editor.

Newsletter: Joel Minor redesigned the newsletter and published two issues this year.

Section Description: The Steering Committee updated the section description in the SAA Council Handbook. It now includes language from the purpose stated in our bylaws: "Persons interested in the administration and use of oral history interviews in the archival setting. Includes those who conduct oral history interviews and those who teach oral history methodology."

Endorsements: Programs endorsed by the Steering Committee and accepted for the 2007 meeting included a pre-conference workshop entitled "Using Oral Histories: Publications, Exhibits, Internet" and Session 101 "Free Speech, Free Spirit: The Studs Terkel Center for Oral History." With over 100 attendees, the Terkel session was filled to capacity.

Report from Lauren Kata on proposal ideas for the 2008 Annual Meeting.

Steering Committee Election

Program: Mark Cave from the Historic New Orleans Collection and Stephen Sloan from the University of Southern Mississippi discussed their efforts to document the aftermath of Hurricane Katrina with oral history interviews. This was followed by a presentation from Nancy Freeman of the National Wildlife

Research Center and Janet Bishop of Colorado State University on the interviewer/interviewee relationship and other context issues associated with doing oral history.

Election Results

Adjournment

**Completed Projects/Activities for 2006-2007:**

- Appointed a new newsletter editor.
- Posted two issues of *Dialogue: The Newsletter of the Oral History Section* online.
- Updated the section description in the Council Handbook.
- Endorsed two session proposals and a new pre-conference workshop (Using Oral Histories: Publications, Exhibits, Internet) for the 2007 annual meeting.
- Developed the section meeting agenda and program for the 2007 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 2008 annual meeting.
- Develop a ballot for the 2008 election.
- Develop and endorse program proposals for the 2008 SAA annual meeting.

**New Projects/Activities:** [None submitted.]

**Diversity Initiatives:** [None submitted.]

**Questions/Concerns for Council Attention:** [None submitted.]

**Preservation Section (Liaison: Lenoil)**

**Officers/Leaders:**

Steve Dalton, Chair  
Brenda Gunn, Vice-Chair/Chair-Elect  
Gregor Trinkaus-Randall, Immediate Past-Chair  
Patricia Morris, Program Committee Chair  
Stephen Van Buren, Member-at-Large  
Rebecca Hatcher, Member-at-Large and Education Committee Co-Chair  
Susan Koutsky, Education Committee Co-Chair  
Laura Finger, Outreach Committee Co-Chair  
Anne Ostendarp, Outreach Committee Co-Chair  
Tonia Sutherland, Newsletter Editor  
Julie Graham, Web Liaison

**Report from Annual Meeting:**

- Number of attendees: (approximately) 115.

- Election results: Vice-Chair/Chair-Elect – Elizabeth Slomba, Nominating Committee – Julie Graham, Member-at-Large – Susan Koutsky
- Summary of Section meeting activities: See below.

**Completed Projects/Activities:** The Chair and Chair-Elect, along with the previous two Past-Chairs, conducted a conference call in the fall of 2006 to discuss strategic planning for the Section. A number of potential strategic initiatives were discussed. The notes from that conference call are included at the end of this report. As a follow-up to the call, plans were made to devote the normal meeting of the Preservation Section’s Steering Committee at Annual Meeting to strategic planning. In order to allow for an in-depth discussion, an expanded time slot was requested and granted. The meeting, held on Wednesday, August 29, from 9:00 a.m. to noon, yielded the ten strategic initiatives detailed in the “Summary of Section meeting activities,” above.

**Ongoing Projects/Activities:** [None submitted.]

**New Projects/Activities:** Strategic planning, as described in various sections throughout this report, was the major new undertaking this year.

**Diversity Initiatives:** The evolving strategic plan will address several diversity issues, as detailed above and below.

**Questions/Concerns for Council Attention:** Can the Preservation Section meeting at SAA’s Annual Meeting be expanded to three hours in length? We would like to devote either the first or the final hour of the three-hour block to an “All-Committees” meeting, which would be held in the same meeting space. When will SAA provide an electronic ballot for the Section’s annual election?

#### **Notes from the Preservation Section’s Conference Call, October 19, 2006**

Participants: Steve Dalton, Chair; Brenda Gunn, Vice-Chair; Gregor Trinkaus-Randall, Immediate Past Chair; Sheila McAlister, Past Chair

#### **General Goals:**

- The Section intends to develop a three-year strategic plan for 2007-2009. The plan will deliberately address the three Strategic Priorities recently defined by SAA Council.
- The Section hopes to conduct a mini-retreat for the purpose of strategic planning on Wednesday, August 29th, from 1:00 to 5:00 p.m., pending provision of meeting space within the Fairmont Hotel by SAA. The mini-retreat will involve as many members of the Section’s Steering Committee as can attend.
- Prior to the mini-retreat, the Section’s Steering Committee intends to establish and maintain on-going electronic communication – via Instant Messaging, conference calls, or some other means – about strategic planning. Brenda Gunn will investigate cost-effective options.
- The Section plans to enlist assistance from at least one additional web editor (possibly Sheila McAlister) to help us accommodate our planned expansion of preservation-related web content.
- The Section intends to expand membership on our Program Committee and to refine our methods for program development. Specifically, we will develop an outcomes-based evaluation form for attendees of preservation-related programs at Annual Meeting. The form will be administered by selected Section members; and, the evaluation data gleaned from the evaluation form will become part of our criteria when considering program development and endorsement. [QUESTION – Should this be crafted as a proposal to Council?]

### **SAA's Strategic Priority #1 – Technology:**

The Section wishes to make the SAA Website a more vibrant vehicle for the exchange of preservation information. Specifically, we'd like to:

- Make more back issues of *Infinity* available in electronic form. It was suggested that archives students at various schools – UT, South Carolina, Simmons, NYU, etc. – might be drafted to assist in marking up back issues.
- Establish and maintain a preservation blog.
- Update and (re-)present an expanded “Selected Readings” database. This may best be done as a collaborative effort in partnership with the Visual Materials Section
- Solicit case studies and create an online “poster session” about innovative MayDay activities. Regional preservation offices (e.g., at CCAHA, NEDCC, SOLINET, Amigos, etc.) could be partners in this effort. Guidelines for submitting a MayDay case study would need to be established. NOTE: This would also serve SAA's Strategic Priority #3 – Public Awareness and Advocacy.
- Expand our Section's web resources to include preservation-related, Spanish-language materials. Perhaps a Spanish-language brochure about the Section and its activities could be created and made available electronically. And/or, we could create a portal to pre-existing Spanish-language preservation publications available electronically. NOTE: This would also serve SAA's Strategic Priority #2 – Diversity.

The Section also plans to emphasize technology within our educational outreach. For example, we intend to:

- Make digital preservation the theme of our Section's Business Meeting in 2007.
- Develop the curriculum for a practical, 1-day workshop on digital preservation in conjunction with SAA Education Director Solveig De Sutter.

### **SAA's Strategic Priority #2 – Diversity:**

The Section wishes to better identify the preservation needs of underserved institutions and populations. Specifically, we intend to:

- Charge our Education Committee to update the existing preservation needs survey originally drafted by Sheila McAlister in 1999. Administer this survey to archivists working in historically Black colleges and in Native American archives. The results of this survey should be assessed by the Education Committee; and, recommendations for action should be forwarded to the Steering Committee
- Expand our Section's web resources to include preservation-related, Spanish-language materials. Perhaps a Spanish-language brochure about the Section and its activities could be created and made available electronically. And/or, we could create a portal to pre-existing Spanish-language preservation publications available electronically. NOTE: This would also serve SAA's Strategic Priority #1 – Technology.

### **SAA's Strategic Priority #3 – Public Awareness and Advocacy:**

The Section wishes to create an inspirational MayDay resource for the SAA website. Specifically, we would like to:

- Create a web-based, virtual poster session heralding creative MayDay activities that could also be adopted by other archives around the country. Regional preservation offices (e.g., at CCAHA, PALINET, NEDCC, SOLINET, Amigos, etc.) could be partners in this effort.
- Guidelines for submitting a MayDay case study would need to be established.
- Recruitment could begin immediately after the guidelines are established, and might include:
  - Paul Bergeron, City Clerk in Nashua, NH
  - Christine Wiseman, Georgia State Archives

NOTE: This would also serve SAA's Strategic Priority #1 – Technology.

## **SAA Preservation Section Annual Business Meeting, August 31, 2007**

### **Report of the Chair**

A business meeting comprised the first hour. Section Chair Steve Dalton outlined key strategic initiatives adopted by the Steering Committee at a strategic planning retreat held on Wednesday, August 29. Those initiatives are as follows.

The Preservation Section intends to update its Handbook detailing the responsibilities and activities of each of our Section's committees:

- Each committee will update its own portion of the Handbook, viewing prescribed practices against what actually happens;
- All suggested changes will be subject to approval by the Steering Committee;
- This initiative will be coordinated by the Vice-Chair/Chair-Elect.

The Steering Committee, along with other invited participants, will conduct a one-hour electronic meeting every month in order to maintain momentum regarding Section initiatives. Member-at-Large Rebecca Hatcher agreed to investigate free Internet options and advise the Steering Committee.

The current committee structure will be reviewed to ensure that it still meets our Section's needs. The committee structures of other SAA Sections will be considered during the review. Incoming Section Chair Brenda Gunn volunteered to coordinate this effort.

The Section will implement a new policy wherein each Section committee will have one graduate school student serving as an intern every year. This is seen as an opportunity to address SAA's diversity strategic priority. The application process will be competitive. Notice of this effort will be sent to all student members of SAA as well as all graduate library schools. This effort will be managed by the Outreach Committee.

Internal committee structures will also be reviewed:

- Every committee will have two co-chairs;
- Terms of service will be better defined;
- Each Co-Chair will serve a two-year term;
- The terms will be staggered so that each committee has one senior co-chair (i.e., one who has already served for one year) and one junior co-chair, who is new to committee oversight;
- An effort will be made to include a greater number of contributors from among Section members.

The Section Chair will investigate the possibility of SAA expanding our Section meeting to three hours, with the last hour devoted to an "All-Committees" meeting.

A new system for evaluating Section-sponsored programs will be investigated. The Visual Materials Section's method of evaluating programs will be reviewed for possible adaptation/adoption. Sheila McAlister will spearhead this effort.

Regarding elections:

- Two elected Steering Committee positions will be added (as directed by the Council).
- The Nominating Committee will be responsible for creating the ballot every year.
- The Nominating Committee will aggressively pursue SAA's provision of an electronic ballot. This latter point will be a step toward meeting SAA's technology strategic priority.

Creation of an ongoing, web-based, virtual May Day poster session will be investigated: Regional preservation centers (eg, CCAHA, NEDCC, etc.) and regional archival organizations (eg, SSA, NEA, etc.) will be approached as potential partners. This effort will be coordinated by the Outreach Committee. If deemed doable, the Section's Web liaison(s) will work with the Outreach Committee to implement the initiative.

In anticipation of increased web-related activity, a co-web Liaison position will be created. Sheila McAlister has volunteered to serve in this capacity.

### **SAA Council Report**

After concluding his report, the Chair then introduced Nancy Zimmelman Lenoil, Council liaison to the Preservation Section. Nancy's report emphasized two main topics:

- The proposed SAA dues increase, which Nancy urged Section members to support;
- Changes for Sections/Roundtables, including these key points:
  - Affirmation that Sections/Roundtables are the foundation of SAA and an efficacious way of meeting the diverse needs of the membership;
  - SAA intends to support Sections/Roundtables with increased services to meet identified needs;
  - Infrastructure to support greater communication and participation has been expanded;
  - All Sections/Roundtables will be guaranteed space at the Annual Meeting;
  - Opportunities to participate in leadership have been strengthened.

Nancy also reminded the Section about the requirements to prepare reports to Council.

### **Committee Reports**

***Program Committee:*** Chair Patricia Morris was unable to attend the Section Meeting, but she delivered a written report. The Program Committee submitted Section endorsements on two program proposals, which were both accepted for this year's Annual Meeting. A third proposal, submitted without Section endorsement, was also accepted. In 2008, the Program Committee hopes to put together a database of preservation topics presented as programs at Annual Meetings over the years. We believe this will be useful in providing a retrospective of the topics and should provide some guidance to the Section for future topics, some of which may need to be repeated. A graduate student has agreed to serve as an intern starting in 2008.

***Education Committee:*** Co-Chair Rebecca Hatcher, delivered the following report.

- The Education Committee includes the following members: Rebecca Hatcher (co-chair); Susan Koutsky (co-chair); Liz McAllister; Kara McClurken; Katie Salzmann; and Sarah Souther.
- The Education Committee met during the 2006 SAA annual meeting in Washington, DC. Members present included Kara McClurken, Liz McAllister, Sarah Souther, and chairs Rebecca Hatcher and Susan Koutsky. The committee discussed preservation education issues, including progress on developing a survey to identify training needs and creating an "ask an expert" booth at SAA;
- Rebecca was in contact with the Section chair and the SAA office about both the survey and the booth. The survey idea is also one envisioned by the Section leaders, so the Education Committee is waiting for further direction from the Steering Committee before proceeding.

Due to the cost of booths at the annual meeting, Rebecca and Susan brought the idea of an "ask an expert" booth before the Steering Committee to see if it fit with the Section's strategic direction.

Kara McClurken forwarded an idea during the year about having a respirator fit-testing session at SAA. Rebecca and Susan also brought this idea up at the Steering Committee meeting.

**Outreach Committee:** Neither co-chair was able to attend the Section Meeting. There were no significant initiatives to report.

**Newsletter Committee:** Editor Tonia Sutherland was unable to attend the Section Meeting, but she delivered a brief written report. *Infinity*, the newsletter of the Preservation Section, was published once this year as a Winter 2007 issue. The Fall 2007 issue has been on hold since September due to low submissions. We are encouraging members from other sections to contribute to our second issue dedicated to digital preservation. We hope to circulate the Fall 2007 issue before the end of the year.

NOTE: The following note from the Section Chair appeared in the Winter 2007 issue of *Infinity*.

Dear Colleagues:

The Boston College (BC) Libraries, where I serve as Preservation Manager, are actively pursuing digital projects even as a formal, system-wide digital preservation strategy remains in development. Is this wise? I suppose one could charge us with acting prematurely, but I view our circumstances – widely mirrored in cultural institutions across the country – as a practical reality. Archivists, librarians, and curators increasingly work in digital environments and, sooner or later, must engage with bits and bytes. The challenge, of course, is to do so responsibly, i.e., programmatically; and programs take time to develop and fully mature. In the meantime, BC is doing its best to follow sound, established practices regarding application of digital technologies.

Much has been written and taught about traditional preservation planning. Indeed, collegiality and the free-sharing of approaches to that noble task helped shape the core activities comprising today's successful preservation programs. A similar dynamic has evolved now regarding development of digital preservation programs. All over again, as we share our stories – successes and failures – we collectively draw closer to discerning best practices.

In such a spirit of collegial sharing, both this and the next issues of *Infinity* will spotlight digital preservation activities in the field via a series of brief case studies. We are most grateful to: the National Archives and Records Administration (NARA); the National Library of Medicine (NLM); the Smithsonian Institution Archives, Rockefeller Archives Center, and the Collaborative Electronic Records Project (CERP); the Massachusetts Board of Library Commissioners (MBLC); and the Post Street Archives for their valuable contributions in this issue (see below).

Your institution is also invited to participate by contributing a brief case study. Submission guidelines are available from *Infinity* Editor Tonia Sutherland, who will be responsible for ensuring balanced subject coverage. If you are considering making a contribution, please notify Tonia of your intentions at [tsutherland@library.umass.edu](mailto:tsutherland@library.umass.edu). And please be aware that, if the topic you are targeting already appears to be sufficiently addressed, Tonia may suggest an alternative choice.

Please note that "Digital Preservation" will also be the main topic of discussion at this year's meeting of the Preservation Section, which will be held on Friday, August 31st, from 12:00 to 2:00 p.m. A panel of experts will be on hand to make short topical presentations and to respond to your digital preservation questions. It should be fascinating!

I look forward to seeing everyone in Chicago.

Steve Dalton  
Chair, Preservation Section

**Web Liaison:** Julie Graham was unable to attend the Section Meeting, but she delivered a brief written report: The website is constant data with occasional updates. For now all is status quo.

**Nominating Committee:** Chair Gregor Trinkaus-Randall, reported on this year's election process, stressing the following matters:

- Election results (see above);
- The election was once again conducted electronically, as has been the case for the past two years;
- There was a problem with the original ballot. One candidate for the Member-at-Large position was accidentally left off. That situation was remedied by use of a corrected ballot during a follow-up election for Member-at-Large candidates only. Susan Koutsky was the ultimate winner.

**SAA 2008 Program Committee Report:** Following the Section's committee reports, Joel Wurl then addressed the section in two separate capacities – first as co-chair of the SAA Program Committee for the 2008 Annual Meeting and then as a representative of the National Endowment for the Humanities.

Joel announced that the theme for the 2008 Annual Meeting in San Francisco is “Archival R/Evolution & Identities.” He explained that the Program Committee will be looking, especially, for program proposals exploring various dimensions of such questions as: Who are we? Where are we? Where are we going? He then strongly encouraged Section members to contribute program proposals and reminded us that endorsements may be provided for up to two proposals.

In his capacity as a Senior Program Officer in the Division of Preservation and Access at NEH, Joel then reported on various grant opportunities at NEH that are available to archives professionals, including: Advancing Knowledge: The IMLS/NEH Digital Partnership grants. Through this joint program, NEH and IMLS support cross-disciplinary collaborations between archives, libraries, and other cultural heritage institutions seeking to develop new digital access tools. NEH is especially encouraging projects that involve digital sources and methods through its agency-wide Digital Humanities Initiative. Funding forecasts are too uncertain at this point, but both the House and Senate are considering increases in allocation for fiscal year 2008.

**IMLS Report:** Susan Malbin, Senior Program Officer for Discretionary Programs at the Institute of Museum and Library Services (IMLS), was also on-hand to give an IMLS report. Like Joel Wurl, Susan also referenced Advancing Knowledge: The IMLS/NEH Digital Partnership grants program. She also spoke about Connecting to Collections: A Call to Action, a new, multi-faceted initiative launched in response to Heritage Preservation's *A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections*, which revealed that immediate intervention is required to prevent the loss of a significant amount of our country's cultural heritage collections. The Connecting to Collections initiative comprises four components:

- A National Conservation Summit meeting, which was held in June of this year in Washington, DC.
- Four forums to raise public awareness on preservation and conservation needs, which will be held in cities across the country from January 2008 through June 2009.
- Establishment of a Conservation Bookshelf, which will include books, bibliographies, a guide to on-line resources, DVDs, and other high-quality materials, and which will be distributed widely.
- Planning Grants to support collaborative efforts to address the recommendations of the Heritage Health Index. These awards will be made available to each state in 2008 and 2009.

The Connecting to Collections initiative was launched in celebration of IMLS's 10th anniversary.

**New Publication Announcement:** Karen Gracy, Assistant Professor at the University of Pittsburgh's School of Information Studies, was on-hand to introduce her newly published work titled *Film Preservation: Competing Definitions of Value, Use, and Practice*, which was published in 2007 by SAA.

**Regionals Report:** The business meeting portion of the Section meeting concluded with general announcements from regional preservation centers regarding current projects, workshops, etc.

### **Panel Presentation on Digital Preservation**

The second hour of the meeting was devoted to a discussion of key digital preservation issues. A panel of experts – including Elisabeth Long (University of Chicago), Peter Hirtle (Cornell University), Ann Gilliland (UCLA), and Nancy McGovern (University of Michigan) – discussed such matters as digital preservation program development, copyright, metadata, and digital archive audit and certification.

Each panelist delivered a 5- to 7-minute presentation on the essentials of his/her chosen topic. The remainder of the meeting was devoted to a very lively discussion between the panelists and the audience.

One SAA Fellow approached the Section Chair following the panel discussion and exclaimed that it was the best “program” he had attended at the Annual Meeting so far.

*Respectfully submitted by Steve Dalton, Section Chair, 2006-2007*

## **Reference, Access & Outreach Section (Liaison: Lenoil)**

### **Steering Committee:**

The following people served on the RAO steering committee in 2007:

- Todd Kosmerick (NC State Univ): Chair (1/07 – 8/07)
- Lynn Eaton (Duke Univ): Vice Chair (1/07 – 8/07), Chair (8/07 – 12/07)
- Arlene Schmuland (Univ of Alaska): Steering Comm (1/07 – 8/07), Vice Chair (8/07 – 12/07)
- Jan Blodgett (Davidson College): Webmaster (1/07 – 12/07)
- Ginny Kilander (University of Wyo.): Steering Comm (1/07 – 12/07)
- Abigail Adams (University of Ga.): Steering Comm (1/07 – 12/07)
- Amy Schindler (SUNY at Albany): Steering Comm (1/07 – 12/07)
- Shannon Bower (College of William & Mary): Steering Comm (8/07 – 12/07)
- Kathryn Otto (Minnesota Historical Society): Steering Comm (8/07 – 12/07)
- Sharon Pullen (County Clerk’s Office, Suffolk Co, NY): Newsletter editor (1/07 – 12/07)

**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:

- NARA Rule Changes on Fees (March)
- ALA/SAA Joint Statement on Access (May)
- Draft NARA Digitizing Plan (September)

Throughout the year, the Steering Committee discussed with Shannon Bowen the idea of creating a working group to address the implications of More Product, Less Processing on the reference process. At the Business Meeting in August 2007, a working group was created to address this issue over the next year in preparation for the 2008 meeting and to provide information and resources.

In following up of the pledged assistance to SAA’s leadership to support Archives Week/Month activities, a working group was created to pursue ideas and provide information in a timely manner to the section and to the larger archival community on incorporation of History Day and Archives Week/Month in their repositories (see meeting minutes below).

The work on the ALA/SAA Joint Statement on Access was a continuation of work done in 2006 with the SAA Council.

In October, the RAO steering committee endorsed two session proposals for the program of SAA's 2008 meeting. Membership had submitted a total of ten proposals, including a proposal for a workshop. The bulk of the endorsements were on target and substantial in description, making the choice of two rather difficult. Lessons learned from this process, including receiving the majority of proposals after the announced deadline and the unknown ability to endorse workshop proposals, will assist in refining the process for advertising and reviewing proposals for the next SAA meeting.

### **SAA Reference, Access, and Outreach Section Annual Business Meeting Minutes, August 31, 2007**

Chair Todd Kosmerick opened the RAO meeting with attendance of approximately 80. The business session began with a welcome to the membership. This greeting was immediately followed by an introduction of the presenters for the session. The theme of the presentation mirrored the theme of the larger meeting: Media and the Archives. Michael Flug of the Chicago Public Library's Vivian G. Harsh Research Collection (the "largest African-American collection of history and literature in the Midwest"); Lauren Dolan, Public Relations and Sponsorship Manager for the Chicago Historical Museum; and Dawn Turner Trice, a reporter for the *Chicago Tribune*, all spoke about their experiences of the sometimes difficult relationship that exists between the press and archival repositories. The challenges included those individuals who wanted to report on a particular archive as well as those using an archive for related stories, documentaries, or other presentations of collected material. The enlightening discussion drew a large number of questions from the audience. The presenters provided examples and suggestions on how to positively work with the media.

After the discussion, current officers were introduced followed by announcements. Nancy Zimmelman Lenoil (California State Archives), the SAA Council Liaison, discussed the information from Council on their changes to information on Sections and Roundtables. The summary of these changes is listed at the end of this report. Sue Kim Chung, of the 2008 Program Committee, discussed the theme for next year ("Archival R/Evolution and Identities") and tips for strengthening proposals. There was a discussion as well of the desire to increase the diversity of people running for office in RAO, in terms of types of repositories represented, in an attempt to go beyond the pattern of college and university personnel serving as officers. Following announcements, new officers were elected (see Steering Committee above).

There was a discussion of the ALA/SAA Joint Statement on Access to Original Research Materials. SAA Council reviewed the recommendations from the section. The statement was reviewed by the Standards Committee and it was agreed that there was a need for fine tuning of the wording.

Todd provided information on the Report of the Task Force on Sections and Roundtables. The status of the section's current bylaws was up-to-date and thus there was no need to change those bylaws or adjust other governance issues for the section in regard to the report. Due to the size of the section, and as long as the section is in good standing, RAO is guaranteed meeting space at next year's meeting.

Nancy Beaumont spoke on American Archives Week/Month, describing the changes to the kit sent to repositories advertising the event. These changes included the outer eight pages of the 12- page kit including information on media relations while the interior four pages could be removed for presentation to students. Resources included information on how to participate in School Career Days. A poster would be mailed to the membership after the meeting.

The response to the proposed NARA fee changes was postponed due to time.

The issue of History Day was brought up for discussion and to review ideas from the membership. It was decided that a subcommittee/task force would be created to develop ideas and implementation resources for the section and SAA membership at large. The suggestion was raised to contact the judges of the National History Day organization as well as to place a link on the RAO and individual repositories' websites. There was also a suggestion to target local areas as well as to increase the diversity of those groups and individuals participating in History Day. There was a call for volunteers. The subcommittee has been formed and is headed by Susan McElrath.

A review of the session on the relation between reference services and the results of More Product, Less Processing on finding aids was commenced. The suggestion for a subcommittee to further study this issue was raised and accepted. The membership raised the points of the subcommittee documenting policies and providing sample workflows. It was suggested to check with SAA Council before putting any material up on the website. Shannon Bowen offered to provide her presentation from the session so that it could be posted on the RAO website. A subcommittee has been formed and will begin work at the beginning of January 2008.

The membership was reminded that program proposals were due September 30, 2007, to the Steering Committee for review. A brief discussion of program proposal ideas occurred, with one being to provide a follow-up to more experiences with MPLP by reference members.

With the conclusion of this discussion, Todd Kosmerick adjourned the RAO Section Meeting.

## **Section and Roundtable Policies and Procedures**

### **Summary of 2007 Council Changes**

(See <http://www.archivists.org/governance/SectRTPolicies.pdf>)

### **Mission and Support**

- These areas remain largely unchanged: Advocacy, Communication, Activities, Integration, Leadership
- Sections and Roundtables may propose activities and request funding from the Council

### **Membership**

- In order to sustain their ongoing status, Sections will need 300 enrolled SAA members and Roundtables will need 50 enrolled SAA members.
- SAA members may indicate up to two Sections in which they are members. Only SAA members may vote or serve as Section officers.
- SAA members may indicate up to two Roundtables in which they are members. Only SAA members may vote or serve as the convener (i.e. chair) of the Roundtable.
- SAA members may be participants in any number of Section electronic lists (annual subscription with permission of the Section chair).
- SAA members may participants in an unlimited number of Roundtable electronic lists.
- Nonmembers of SAA may participate in Roundtables, including an unlimited number of Roundtable electronic lists. (The convener's permission is not required.)
- Memberships will be subscribed, managed, and reported to chairs/conveners through the Society's AMS system. S/R memberships will show in the online Membership Directory.

### **Governance**

- Each Section will have a chair and vice chair who serve consecutive terms to be determined by the Section.

- Sections should have an elected Steering Committee with a minimum of 4 SAA members, which includes their chair and vice-chair.
- Roundtables should have a chair or convener, who may serve for no more than a 3-year term.

### **Meetings**

- All Sections and Roundtables in good standing will be ensured meeting space at the SAA annual meeting. In unusual situations, some Roundtables may be asked to share a larger room to accommodate all room requests.
- Some criteria have been established to guide allocation of equipment rental for S/R meetings. These include program offering, history of number of attendees, and collaboration with others.

### **Leadership**

- Section chairs and Roundtable conveners will be invited to participate in an annual leadership forum. The results of the forum will be reported to SAA members.
- The Council will consult Section and Roundtable leaders in the appointment of task forces, and will confer with all Section and Roundtable leaders as appropriate in their ongoing deliberations.
- Section and Roundtable leaders agree to orient themselves to their duties and responsibilities and will notify the Council annually of their commitment.

### **Reporting**

- Section chairs and Roundtable conveners will file an up-to-date leadership list with SAA headquarters within 14 days of the close of the annual meeting.
- Sections and Roundtables will continue to file a standard annual report within 90 days of the annual meeting.
- All annual reports will be posted on the SAA website

## **Visual Materials Section (Liaison: Miller)**

### **Officers:**

Chair: Deirdre A. Scaggs, Special Collections & Digital Programs, University of Kentucky, Lexington, KY 40506-0039; 859.257.3653 voice; 859.257.6311 fax; e-mail: [deirdre@uky.edu](mailto:deirdre@uky.edu)  
 Chair-Elect: Beth Bilderback, Visual Materials Archivist, South Carolina Library, University of South Carolina, Columbia, SC 29208; 803.777.7090 voice; 803.777.5747 fax; e-mail: [bilderbk@gwm.sc.edu](mailto:bilderbk@gwm.sc.edu)

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

- Number of attendees: 80.
- Election results: Beth Bilderback was elected as incoming chair.
- Summary of meeting activities:
  - Minutes from the 2007 Midwinter meeting on pages 4-9 of the April 2007 issue of *Views* <http://www.lib.lsu.edu/SAA/april07.pdf>
  - Minutes from the 2007 VM meeting at the annual SAA conference are attached.

**Completed Projects/Activities:** Most projects are ongoing.

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

- Held the 5<sup>th</sup> annual Midwinter business meeting.

- Held the t-shirt sale at the SAA annual meeting - this year the section sold shirts through Café Press.
- Continued to edit and revise the section's bibliography, which can be found on the Section website (<http://www.lib.lsu.edu/SAA/VMhome.html>).
- Revised and updated the section's three-year plan for 2007-2010.
- Section by-laws will be reviewed in 2008.

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

- At the 2007 annual meeting, the section revised the meeting structure to facilitate more member discussion and involvement.
- Solicited, collected, and edited member-authored summaries of VM-related sessions at the Annual Meeting, for posting to the Section website.
- Formed a new working group which will be part of the Education and Special Topics Group - called the Digital Collecting Working Group.

**Diversity Initiatives:** We did not come up with any concrete activities at the 2007 Midwinter meeting but have added this topic to the 2008 Midwinter agenda and we will try again.

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

*Annual report submitted by Deirdre A. Scaggs, VM Section Chair*

#### **SAA Visual Materials Section**

##### **Annual Business Meeting Minutes, August 31, 2007**

The meeting was opened by out-going chair Ardys Kozbial who introduced Deirdre Scaggs, the incoming chair. Ardys outlined the plan for the meeting, explaining that we would devote the 2nd hour to three breakout sessions which would allow us to focus attention on four areas, Communication (led by Martha Mahard and Mark E. Martin), Education (led by Beth Bilderback and Robert Burton), Digital issues (led by Stephen Fletcher), and Bibliography (led by John Slate).

**1. Announcements and Section Business:** T-shirts – In a departure from tradition this year's T-shirts (and several other items of interest) are available through [cafepress.com](http://www.cafepress.com) ([www.cafepress.com/saavm/](http://www.cafepress.com/saavm/)). Ardys expressed our thanks to Miriam Meislik (who couldn't be in Chicago) for her hard work and this year's design.

**2. Liaison Reports:** Section member Jim Cartwright spoke on behalf of the program committee for the 2008 Annual Meeting in San Francisco. He noted that the theme for San Francisco will be Archives 2008 R/Evolution and identities: technology, diversity & public awareness – who are we, where we are and where we are going. Cautions: They want COMPLETED PROPOSALS – on time, deadline: October 12, 2007 sent to Sheryl Vogt, U. of Georgia – see website for further information; urged that we tie in as many aspects of the theme as possible; contact Jim at [jc@hawaii.edu](mailto:jc@hawaii.edu) for further information; see also the WIKI: [http://www.ibiblio.org/saa2007/index.php/SAA\\_2008\\_Ideas](http://www.ibiblio.org/saa2007/index.php/SAA_2008_Ideas)

**3. Books:** Karen Gracy spoke briefly about her new book: *Film Preservation: Competing Definitions of Value, Use, and Practice*, published this year by SAA (go to <http://www.archivists.org/catalog/pubDetail.asp?objectID=2146> for more information or to order a copy). Karen explained that the book is not a manual of practice, really more of a peek into a professional world that hasn't been well understood. It provides an introduction to major players in the community and the internal and external forces that influence film preservation, as

well as a background of the film preservation movement. The book also addresses the constraints of funding, intellectual property issues, and the orphan film movement. Her primary focus is on the relationships among the various players: archives, studio and film preservation labs, and content owners. The book draws material from her field work. Some of the issues she discusses include:

- The great flexibility in how archivists use the term preservation
- How much control archivists really have over film preservation
- Non-profit a very different point of view
- Does archival imperative trump the physical imperative?

**4. Report of Council Liaison Lee Miller:** Next we heard from our Council Representative, Lee Miller. He mentioned that President Elizabeth Adkins's theme has been diversity in various manifestations. The Council has been focusing on strengthening Sections and Roundtables, with more timely and detailed reports; formal consultation on appointments to ad hoc committees; improving communication between sections and roundtables; identified Leadership breakfast as an opportunity to do this; insisting on strong internal communication, including Handbooks for sections. He ended by urging the members to attend the business meeting on Saturday morning and to support the dues increase.

**5. Report of Standards Committee Liaison Marcie Flynn:** Marcie Flynn, Standards committee liaison reported on the DACS working group's two day meeting. Mentioning that it has now been five years since the publication of DACS she expressed the working group's interest in feedback and getting a sense from the community on how DACS is being used. They hope to have a mini-session next year so that they can get info for review process; if you have comments you may email them to Marcie at <[silverim@mindspring.com](mailto:silverim@mindspring.com)>.

**6. Architectural Records Roundtable:** Beth Bilderback announced that Jerry Shad from Dumbarton Oaks will be taking over as liaison

**7. VM Section Election:** Ardys expressed our thanks to James Eason, Mark E. Martin, Sue Kriegsman, and Brian Doyle for their work in conducting the elections this year; she also noted that this may be the last year that we use paper ballots as work on online voting is nearly complete. The two candidates for Vice Chair/Chair Elect were Stephen Cohen (not attending) and Beth Bilderback; results will be announced before the end of the meeting.

**8.** Last year's publication Architectural Records: Managing Design and Construction Records by Waverly B. Lowell and Tawny Ryan Nelb received the Society's Waldo Gifford Leland award (<http://www.archivists.org/recognition/la2003-awards.asp#leland>).

**9.** Ardys announced that the Section has 659 members as of July 2007; she added a plug for the listserv as well as thanks to James Eason for all his work in overseeing the list. Go to the VM Section website to sign up. In addition Ardys mentioned that the VMS announcement list is the SAA official list.

**10.** Thanks to our webweaver, Mark E. Martin – check it out at <http://www.lib.lsu.edu/SAA/VMhome.html>

**11. Communications:** Ardys repeated our thanks to Laurie Baty for her long service as editor of *Views*, the section newsletter. She then introduced the new editor, Martha Mahard.

**12. Visual Materials Cataloging and Access Roundtable:** Ardys thanked out-going chair Martha Mahard and welcomed in-coming chair Miriam Meislik. She then announced that the new Vice Chair/Chair-elect for the Roundtable is Robert Burton. Thank you, Robert!

**13. Mid-winter Meeting:** Ardys announced that this year's mid-winter meeting will take place in January in Lexington, Kentucky, at the home of Deirdre Scaggs. The mid-winter meeting has been a way to conduct a good bit of section business in a short and concentrated period of time. As part of the on-going plan the mid-winter meeting will review the section by-laws every three years. Ardys also expressed thanks to Paula Jeannet Mangiafico who hosted this year's meeting. (See April 2007 issue of Views for minutes).

**14. Reviewing sessions at Annual Meeting:** Ardys thanked James Eason for coordinating this effort, originally conceived of as a way to get a better record of what visual materials sessions there have been, gather summaries and suggestions, and to identify more areas of interest. Note about the WIKI. May be possible to identify items for future issues of VIEWS. Ardys stressed the importance of having the record and the institutional memory for the Section.

**15. SAA announcements:** Major re-vamp of Sections and Roundtable reporting; Lee Miller explained that Council saw this as an approach to let the way groups form be more flexible. Dues increase – please do vote. “You count when you participate” – Studs Terkel

**16. Ardys then introduced incoming Chair Deirdre Scaggs** who encouraged Section members to get in touch with her for Section ideas and suggestions.

**17. Election results:** James Eason and Mark E. Martin announced the results of the election and expressed thanks to both candidates. Beth Bilderback is new Vice-Chair and Chair-Elect

At this point the group broke into four areas to discuss particular topics:

- Communications (Martha Mahard and Mark E. Martin): Newsletter, listserv, website; What goes where? Timeliness issues, sustainability.
- Bibliography (John Slate): Wants to tweak it one more time before he turns it over – what you want to see in the bibliography?
- Education (Beth Bilderback): Workshops what to do, sessions, gaps in introductory workshops; other outreach possibilities.
- Digital Issues (Stephen Fletcher): Born digital photography interest; how can the section address subject; what are archivists thinking and doing; what are photographers doing; and other issues.

*Minutes submitted by Martha Mahard*

## 2006 – 2007 Roundtable Annual Reports

### Architectural Records Roundtable (Liaison: Felker / Vogt-O'Connor)

**Mission/Purpose:** The Architectural Records Roundtable (ARR) provides a forum for members to discuss issues related to access and management of architectural records and related fields. It continues to play an active and vital role in creating opportunities for archivists to meet and discuss special topics of interest and exchange ideas, in addition to providing an avenue for professional networking. It is our pleasure to report on the activities of the ARR during August 2006-July 2007. Through our members' additional professional affiliations, the ARR enjoys informal liaisons with ICAM/NA, ARLIS/NA, AASL, and SAH. ARR hosts an email distribution list through SAA.

#### Officers:

Laura Tatum, Co-chair

Mattie Sink, Co-Chair (this annual report authored by Mattie Sink)

#### Report from Annual Meeting, 2006

- Number of Attendees: 30.
- Election results: Ardys Kozbial stepped down as co-chair; Mattie Sink was nominated and elected and will serve with Laura Tatum as co-chair.
- Summary of meeting activities: See below.

#### Annual Meeting Highlights

(See below for minutes – to come as of 1/14/08.)

The Architectural Records Roundtable began this past year with their meeting at the SAA annual conference in Washington, DC. Co-chairs Laura Tatum and Ardys Kozbial presided. 30 people attended the meeting. Mattie Sink of Manuscripts, Special Collections at Mississippi State University was nominated and elected incoming co-chair of the Roundtable. Beth Bilderback of the South Caroliniana Library at the University of South Carolina will continue to serve as the Visual Materials section liaison, and Annemarie Van Roessel of Avery Library at Columbia University volunteered to serve as our liaison to the Standards Committee.

#### Ongoing projects/activities of the Roundtable

The ARR website was under development by Beth Dodd and students in the Master of Science in Information program at the University of Texas during the entire year and was finished and evaluated by members by July of 2007.

The Roundtable continued to produce a directory of members and operate the SAA ARR listserv. Members cooperated in monitoring the listserv and answering questions from archivists, architects and students. The Roundtable also began a dialogue with member Nancy Hadley of the American Institute of Architects (AIA), who agreed to produce an online directory of architects from AIA's records. During the year, Nancy made considerable progress on the directory.

## Archival Educators Roundtable (Liaison: Hankins)

### Officers:

Deborah A. Torres, College of St. Catherine (chair)  
Susan Irwin, Arizona Historical Foundation (vice-chair)

### Report from Annual Meeting:

- Number of attendees: Approximately 25.
- Election results: Deborah A. Torres, College of St. Catherine, chair
- Summary of meeting activities: See accompanying minutes.

**Completed Projects/Activities:** Susan Irwin worked with Brian Doyle on a website for the roundtable and in making the transition between the old listserv hosted by NYU and the new listserv hosted by SAA. Susan Irwin assisted the committee to select graduate student papers for the 2007 SAA Annual meeting.

**Ongoing Projects/Activities:** The AERT continues to seek ways for archival educators to come together to address mutual concerns. Members of the roundtable will explore the possibility of a 2008 Archival Educator's Forum either in conjunction with the 2008 Annual Meeting held in San Francisco or held at a separate time of the year.

### New Projects/Activities:

- The AERT chair will work with the SAA Education Committee to sort out issues regarding a request from the WISE (Web-based Science Education) asking for SAA advertising of a WISE + course.
- The AERT endorsed the idea of a Dissertation Award suggested by member Ciaran Trace, University of Wisconsin-Madison and will work to move this forward.
- The AERT supports the new Research Forum held the week of the annual meeting. However, many members eventually would like to see a research track become interwoven into the regular conference.

**Diversity Initiatives:** [None submitted.]

**Questions/Concerns for Council Attention:** [None submitted.]

### SAA Archival Educators Roundtable Annual Business Meeting Minutes, August 29, 2007

No. in attendance: Approximately 25 (from list of attendees gathered).

### Special Presentation

**Digital Curation Curriculum Project:** Helen Tibbo and Cal Lee of the University of North Carolina, Chapel Hill made a special presentation on the Digital Curation Curriculum project. They are looking for feedback on their framework for the curriculum. Please go to their website to see a description of this project: <http://www.ils.unc.edu/digccurr/>

For resources about the project go to: <http://www.ils.unc.edu/digccurr/resources.html>

You may send feedback directly to them via email: Cal Lee: [callee@email.unc.edu](mailto:callee@email.unc.edu) or Helen Tibbo: [tibbo@ils.unc.edu](mailto:tibbo@ils.unc.edu). They held DigCCurr2007: An International Symposium on DigitaCuration in Chapel Hill, N.C., on April 18-20, 2007. Info on that symposium is at:

<http://www.ils.unc.edu/digccurr2007/>

### **Discussion of Archival Educator's Forum**

Those in attendance discussed the possibility of an Archival Educator's Forum for 2008 and the issue of how a separate forum for archival educators can or should connect with the new day-long Research Forum that launched on Tuesday this year. Those in attendance discussed whether or not to hold separate Educator's Forum as a pre-session to the 2008 SAA conference in San Francisco or at a separate time of the year. Side note: Lori Lindberg of San Jose State previously had suggested San Jose as a site to hold any forum. Those in attendance were in agreement that the educators should, of course, be interested in and support the Research Forum. There was some discussion of that a juried track of research papers should be woven through the regular conference program. The consensus was that educators have special interests that need to be addressed and probably need to have a separate forum focusing on those need and issues.

Anne Gilliland of UCLA suggested that we work with the ICA about a possible forum in North America as they have made a request for a gathering in North America. Anne will be in contact with ICA about this.

### **Visitor Announcements**

**Program Committee:** The program committee has a revised form for submissions for program presentations. Please be aware that the form asks for more information about the proposed presentation: *"To make a more effective case for acceptance, you should emphasize why you are proposing "the session, the speakers' experience, what the audience will know or be able to do after participating in the session, and how the speakers will engage the audience in learning. Please note that we are asking for the 75-word abstract as part of the proposal."*

Those submitting should look over this new form carefully and address each section in order to make the submission competitive. The committee has a sheet providing some suggestions for proposals. Find online at: <http://www.archivists.org/conference/proposals101/>

Sections and Roundtables can endorse two program proposals. Also, sections and roundtables can submit their own proposals. The deadline for program proposals is October 12, 2007. **Special Note:** Anyone wishing AERT Endorsement should submit a request in September to Deb Torres, chair AERT roundtable, [datorres@stkate.edu](mailto:datorres@stkate.edu).

**Education Committee:** The Education Committee has received a request from the WISE (Web-based Science Education) asking for SAA advertising of a WISE + course. FYI: WISE+ is an initiative which aims to expand the WISE institutional consortium to include professional library organizations. The education committee has some questions about this request and the particular course and asked for assistance from the AERT in sorting out some issues. A representative from education committee will contact the AERT chair, Deb Torres, about this. Look for a possible request for help regarding this during Fall 2007.

**Dissertation Award Proposal:** Cal Lee, on behalf of Ciaran Trace, University of Wisconsin-Madison, announced a proposal for a Dissertation Award. Those in attendance endorsed this idea by Ciaran. To move forward, work will need to be done to put this in motion and go through the proper channels for council approval.

**Council Liaison:** Rebecca Hankins, the SAA council liaison to AERT announced there are two proposed changes to the SAA Constitution and Bylaws that require a member vote. One item for this year's SAA Annual Membership meeting on Saturday is an increase in membership dues. Essentially the organization

needs to more funds to apply towards resources for the membership. A dues increase has not occurred since the late 1990s.

**American Archivist:** Helen Tibbo and Amy Cary reminded folks to submit to American Archivist. Also, the journal is undergoing a digitization project so that digital versions of back issues will be available online (YAY!).

### **AERT Business**

**Roundtable Chair, 2007-2008:** Deb Torres, College of St. Catherine will continue as AERT chair for 2007-2008. Susan Irwin, Arizona Historical Foundation, must step down as vice-chair. Deb is looking for a round table vice-chair. A co-chair who is interested in working with Brian Doyle on the website and listserv would be greatly appreciated. Also, in the past, Susan has assisted the committee who evaluates the graduate student paper submissions.

**AERT Website & Listserv:** The AERT listserv moved to the SAA server this summer. There have been a few technical issues during the move. Also we need to update the membership for that listserv and make sure anyone who wants to join knows how to do that with a minimum of effort. Susan Irwin created a webpage for AERT. There was a link to it on the SAA list of roundtables but somehow the link disappeared on the page that gives the descriptions of the roundtables. The link needs to be re-established.

*Minutes submitted by Deb Torres, AERT Chair; please send any additions or corrections to Deb: [datorres@stkate.edu](mailto:datorres@stkate.edu)*

## **Archival History Roundtable (Liaison: Gottlieb / Ambacher)**

### **Officers:**

Maura Kenny, Chair, Seton Hall University  
Ben Alexander, Vice-Chair, Graduate School of Library and Information Studies, Queens College, The City University of New York (not in attendance at annual roundtable meeting)

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

- Number of attendees: 15.
- Summary of meeting activities:
  - Information from the Leadership meeting was conveyed to the membership regarding communications and task forces, as well as policies and procedures.
  - The Roundtable briefly discussed ongoing efforts to provide Roundtable records to the University of Wisconsin-Milwaukee's SAA collection.
  - The Roundtable briefly discussed the ongoing work on the Roundtable website and inclusion of events and publications that could be documented on the page
  - A few announcements were taken from the floor on upcoming events and publications.
  - Presentation by Carrie Daniels, University of Louisville, "The History of an ALA Camp Library and its Records"
  - A lively discussion followed the presentation
  - Preliminary thoughts on having minority senior members of the profession speak at next years meeting were discussed.
  - David B. Gracy II asked for submissions to the *Libraries & the Cultural Record* journal.

**Completed Projects/Activities:** [None submitted.]

**Ongoing Projects/Activities:** Ongoing work on the roundtable's website.

**New Projects/Activities:** [None submitted.]

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

## **Archives Management Roundtable (Liaison: Miller)**

During October 2006, the Archives Management Roundtable endorsed one session proposal, "Breaking the Glass Ceiling: Women in Leadership," for the 2007 annual meeting.

Kerry Cross, Roundtable Newsletter Editor, prepared an on-line newsletter for August 2007. She mentioned the forthcoming annual meeting in Chicago, as well as the Archival Leadership Program at the University of Wisconsin-Madison.

The Archives Management Roundtable met on Wednesday, August 29, 2007, in Chicago. Thirteen people, including SAA Council Liaison Lee Miller, attended our meeting. Our speaker was Mr. Howard H. Prager, Director, Lake Forest Corporate Education, part of the Lake Forest Graduate School of Management. Mr. Prager spoke on team building and the American Society for Training and Development. He led lively discussion on engaging employees in productive problem solving.

Howard graciously stayed for the second hour. During the middle of the meeting, Casey Greene announced that Newsletter Editor Kerrie Cross and he had completed their terms of office. Casey nominated Daria D'Arienzo, Amherst College, and Lois Hamill, Northern Kentucky University, as future Co-chairs of the Archives Management Roundtable. His nomination received unanimous approval. Casey Greene then led an audience discussion on a management problem related to team building from his personal experience. The two groups discussed their conclusions and reported their findings, which Daria D'Arienzo recorded.

## **Archivists & Archives of Color Roundtable (Liaison: Lenoil)**

### **Officers:**

Lisa Nguyen and Petrina Jackson, Co-Chairs  
Lisa Nguyen, List Moderator and Directory Updater  
Andrea Jackson, Newsletter Editor

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

- Number of attendees: 37
- Election results: Vice Co-Chair, Josué Hurtado, Assistant Archivist at the University of California, San Francisco Archives and Special Collections; Newsletter Editor, Tomaro Taylor, Assistant University Librarian for Special Collections and Latin American/ Caribbean Studies at the University of South Florida Tampa Library; ListServ Moderator & Directory Updater, Janel Quirante, Assistant Archivist for Visual Collections at the Hoover Institution Archives, Stanford University.
- Summary of meeting activities: See accompanying minutes.

**Completed Projects/Activities:**

- Outreach Panel at Annual Meeting. The panelists were: Sal Guerena, Director, California Ethnic and Multicultural Archives, University of California, Santa Barbara; Tamar Dougherty, Consortium Archivist, Black Metropolis Research Consortium, University of Chicago; Dylan Yeats, Graduate Assistant in Archives, Asian/Pacific/American Institute, New York University.
- Roundtable Members collected \$280 for the Harold T. Pinkett Award Fund

**Ongoing Projects/Activities:** The AACR plans to continue its push to provide outreach and outreach ideas to recruit people of color to the archives profession and to educate and meet the needs of under-documented communities of color.

**New Projects/Activities:** The AACR and its leadership plan to be involved in the shaping of the new SAA minority scholarship as unveiled by outgoing President Adkins.

**Diversity Initiatives:** See above activities and projects.

**Questions/Concerns for Council Attention:** What strategies are being employed to fund the new minority scholarship?

**SAA Archivists and Archives of Color Roundtable  
Annual Business Meeting Minutes, August 29, 2007****I. Welcome**

Petrina Jackson, co-chair of the AACR introduced three panelists. First time attendees and veteran members of SAA and the Roundtable were welcomed. An attendance sheet was circulated. 37 individuals attended.

**II. Panel Discussion**

The panel featured three archivists who explored outreach broadly as it applied to their respective repositories. They selected five of the eleven questions below as talking points.

**Panelists**

- Sal Guerena, Director, California Ethnic and Multicultural Archives, University of California, Santa Barbara
- Tamar Dougherty, Consortium Archivist, Black Metropolis Research Consortium, University of Chicago
- Dylan Yeats, Graduate Assistant in Archives, Asian/Pacific/American Institute, New York University

**Questions**

1. What unique issues does your institution face in doing outreach to your particular donor and client base?
2. In what capacity do you work cooperatively or collaboratively with other archival institutions?
3. What types of activities/programs has your repository done to draw young people of color into the profession or towards archives?
4. What types of archival outreach activities do you participate in?
5. What challenges or obstacles have you encountered in getting people/the community to donate or use the materials in your institution?

6. What lessons have you learned/are learning regarding archival outreach to communities of color?
7. Discuss one of your institution's archival outreach or advocacy success stories.
8. If resources were unlimited, what would your dream outreach or advocacy project be?
9. Does your institution tap into the "History" months (i.e., Black History Month, Asian American Pacific Heritage Month, etc.) to promote the Archives?
10. Describe any oral history or digitization projects that your institution used to promote the Archives?
11. How do we become better stewards of collections of people of color that are vulnerable (i.e., records vulnerable to being lost or destroyed because in private hands and improperly housed; records threatened to be split up and sold to private hands via auction, etc.)?

### **III. General Announcements**

- Elizabeth Adkins, SAA President, introduced herself to the membership. She announced highlights from her upcoming plenary session speech. The Minority Student Scholarship. AAC members responded favorably to the announcement and applauded Adkins for this initiative.
- Nancy Zimmelman-Lenoil, AAC Council liaison reported on Council meeting.
- Mary Jo Pugh, editor of *American Archivist*, encouraged submissions on topics related to diversity, recruitment, etc.
- Ms Tammy Stovall, Recruitment and Internship Coordinator of the National Archives (NARA), spoke on the Internships and the Internship program at NARA.

### **IV. Harold T. Pinkett Award**

Jackson announced the 2007 Pinkett award winners: Bergis Jules (Indiana University) and Janel Quirante (University of Hawai'i at Manoa). Though Bergis Jules was not present, Lisa Nguyen introduced Janel Quirante to the Roundtable. Annual collection for Pinkett envelope circulated. Funds totaling \$280 were collected for the award.

### **V. Elections**

Jackson announced the nominations received prior to the meeting. She then opened the floor to nominations, no additional nominations were made. She asked for nominations from the floor. Ballots were circulated. The following nominees ran unopposed:

- Vice Co-Chair, Josué Hurtado, Assistant Archivist at the University of California, San Francisco Archives and Special Collections.
- Newsletter Editor, Tomaro Taylor is an Assistant University Librarian for Special Collections and Latin American/ Caribbean Studies at the University of South Florida Tampa Library.
- Membership Directory/Listserv Moderator, ListServ Moderator & Directory Updater, Janel Quirante is the Assistant Archivist for Visual Collections at the Hoover Institution Archives, Stanford University.

### **VI. Newsletter Announcements**

Newsletter assistant editor, Andrea Jackson thanked the AAC for submitting articles to the newsletter.

### **VII. Open Discussion**

Bernard Forrester, Archivist at Texas Southern University, announced his appointment by Lorraine C. Miller, Clerk of the U.S. House of Representatives, to serve as one of six appointees to the Advisory Committee on the Records of Congress. He also mentioned the Historically Black Colleges and Universities (HBCU) scanning project.

### **VIII. Diversity Committee**

Dr. Thomas Battle spoke about the Committee's work.

## **IX. 20<sup>th</sup> Anniversary of the Roundtable**

To celebrate the 20th anniversary of the AACR, Jackson asked members to contribute memories of the Roundtable. Dr. Thomas Battle offered a brief retrospective of the Roundtable's work. Cake was served. The meeting was adjourned at 6:00 pm.

## **Congressional Papers Roundtable (Liaison: Summers)**

### **Steering Committee, 2006-2007:**

Jeff Thomas (Chair), Ohio State University Archives  
Jean B. Bischoff (Vice Chair/Chair Elect), Robert J. Dole Institute of Politics  
Alan H. Haerberle (Immediate Past Chair), Office of Senator Orrin Hatch  
Kate Cruikshank (2005-2007), The Lilly Library, Indiana University  
Linda A. Whitaker (2005-2007), Arizona Historical Foundation Hayden Library, Arizona State University  
Brian Keough (2006-2008), M.E. Grenander Department of Special Collections & Archives, University at Albany, State University of New York  
Mary McKay (2006-2008), Willamette University

### *Ex Officio Members of the Steering Committee:*

Karen D. Paul, Senate Historical Office  
Robin Reeder, Office of History and Preservation, U.S. House of Representatives  
Matt Fulgham, Center for Legislative Archives, NARA

### *Newsletter Co-editors:*

Christopher Burns, University of Vermont, Bailey Howe Library  
Morgan Davis, Missouri Historical Society

*Web Liaison:* Robin Reeder, Office of History and Preservation, U.S. House of Representatives

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

- Number of attendees: 62.
- Election results: Jean B. Bischoff, the 2006-2007 Vice Chair/Chair Elect, resigned from her position due to new employment that took her out of working with congressional papers. The election results are as follows.

### **2007-2008 Steering Committee:**

Kate Cruikshank (Chair), Indiana University Libraries  
Linda A. Whitaker (Vice Chair/Chair Elect), Arizona Historical Foundation, Hayden Library, Arizona State University  
Jeff Thomas (Immediate Past Chair), Ohio State University Archives  
Brian Keough (2006-2008), M.E. Grenander Department of Special Collections & Archives, University at Albany, State University of New York  
Mary McKay (2006-2008), Willamette University  
John Murphy (2007-2009), Harold B. Lee Library, Brigham Young University  
Walter Ray (2007-2009), Morris Library, Southern Illinois University

- **Summary of Meeting Activities:** See below.

### **Pre-Conference Session**

Twenty-four CPR members gathered from 1-3pm on Wednesday, August 29<sup>th</sup>, at the Video Theater of the Harold Washington Public Library for a panel discussion on the ramifications of the November 2006 elections for congressional archivists. During the first hour Rebecca Johnson Melvin of the University of Delaware, Chris Burns of the University of Vermont, Brian Keough of the University of Albany, and Abigail Dixon from History Associates, Inc. discussed their part in the closing of congressional offices or in the acquisition of new collections for their respective repositories. The second hour opened the discussion to questions and comments from members of the audience, resulting in an interesting and informative conversation between all who attended the session.

### **Business Meeting**

The CPR met from 4-6pm on August 29<sup>th</sup>, with 62 members present. The following is a listing of the agenda.

1. Ben Primer, Princeton University, spoke briefly on the Partnership for the American Historical Record.
2. Reports were presented on the activities of NARA's Center for Legislative Resources by Matt Fulgham; the House Office of History and Preservation by Robin Reeder; and the Senate History Office by Jeff Thomas (reading a report submitted by Senate Archivist, Karen Paul).
3. Kate Cruikshank, Indiana University, presented a brief synopsis of the May 2007 meeting of the Association of Centers for the Study of Congress.
4. Naomi Nelson, Emory University, gave a slide presentation on the history of the correspondence management systems used by the U.S. Senate from the 1970s through the 1990s; Alan Haeberle, Office of Senator Orrin Hatch, followed with a talk on the systems presently in use by the U.S. Senate.
5. Jeff Thomas, Ohio State University, presented an overview and status report on the NHPRC funded *Guidelines for Managing Congressional Papers* project.
6. William Carpenter, of NARA's Information Security Oversight Office, talked about the services offered by his office in dealing with classified documents.

**Completed Projects/Activities:** The [Congressional Papers Project Report](#) (commonly known as the Harper's Ferry Report) from a 1985 conference sponsored by The Dirksen Congressional Center and the National Historical Publications and Records Commission was scanned and mounted on the CPR web site. This influential document is out of print, but is still an important resource for congressional archivists, thus the need for providing an on-line copy.

**Ongoing Projects/Activities:** At the 2006 SAA annual conference the CPR formed a task force to explore the possibility of submitting a small grant request for funding to write and publish a guidelines of best practices for archivists working with congressional collections. The need for this type of publication goes back to the Harper's Ferry Report of 1985. A previous CPR task force worked in 2003-2004 to jointly write such guidelines. This task force produced a number of drafts, but recognized the need for one author to polish their efforts for publication. The 2006 task force submitted a grant proposal in October 2006 to the NHPRC to fund the costs of a single author. In June 2007, the CPR received a one year grant of \$37,600 from the NHPRC for the guidelines project, to be administered through the offices of SAA.

Cynthia Pease Miller was hired as the author for the project starting on July 1, 2007. A six person editorial board consisting of Jeff Thomas, Ohio State University, chair; Rebecca Johnson Melvin, University of Delaware; Herb Hartsook, University of South Carolina; Linda Whitaker, Arizona Historical Foundation; Kate Cruikshank, Indiana University; and Alan Haeberle, Office of Senator Orrin Hatch, will oversee the project and act in an advisory role for the author.

Per the terms of the grant, the author submitted a preliminary draft of the guidelines to the editorial board in the week prior to the 2007 SAA annual meeting. The author and board met in Chicago on Tuesday, August 28<sup>th</sup>, from 9am to 6pm. During this meeting the board went over the draft page by page and presented the author with revisions, additions, and other comments. The board and author also met briefly with Teresa Brinati, SAA publications director, to discuss the publication process and formulate a rough project timeline. Plans call for a final draft to be submitted to SAA by November 1, 2007, for distribution to a minimum of three independent readers for comments. The draft then goes to the SAA Publications Committee for their comments, suggestions, and approval prior to publication.

Since the meeting in August, Cynthia Miller has submitted a second draft to the editorial board. At this writing, Cynthia is completing a final draft using suggestions received from the board to her second draft.

The author and editorial board are optimistic that hard copies of *Guidelines for Managing Congressional Papers* can be made available to members prior to the SAA annual meeting in August 2008.

**New Projects/Activities:** In a presentation at the annual meeting of the Association of Centers for the Study of Congress in May 2007, C. Lawrence Evans, a professor of government at the College of William and Mary, pointed out the need for an on-line site containing digital images of various types of congressional documents for use in the classroom. At their planning session during the 2007 SAA annual meeting the CPR Steering Committee discussed this need and agreed that CPR members ought to devise a way to offer such documents from their respective holdings. The committee decided to explore the possibility of focusing on one typical Congressional bill and digitizing all the documents held by CPR members pertaining to it. The goal is to offer on-line a variety of documents illustrating the legislative process in both houses of Congress from conception through committee work through floor debate through conference to final passage. Preliminary work has begun on the project, but no timeline has yet been established for completion.

**Diversity Initiatives:** None undertaken in 2006-2007.

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

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

### **Officers/Leaders:**

Michael Rush, Chair 2006-2007  
Jennie A. Levine, Vice Chair / Chair Elect 2006-2007  
Stephen Yearl, Webmaster

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

- Number of attendees: 71.
- Election results: Jill Katte 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/eadrminutes2007.html>).

### **Completed Projects/Activities:**

- Michael Rush wrote letter of support for NEH grant application by Florida Center of Library Automation seeking funding for statewide EAD training and information sharing.

- Conducted survey of membership at Annual Meeting to determine interest in several areas, including EAD Roundtable listserv and the possibility of renaming/broadening the scope of the EAD Roundtable. Survey results are below.

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

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

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

- Investigate the possibility of renaming the roundtable or shifting its focus to incorporate other archival encoding standards, such as EAC and how they relate to EAD. Open discussion with the Metadata and Digital Objects Roundtable, as well as the Technical Subcommittee on Descriptive Standards, and the Description Section.
- The new leadership of the EAD Roundtable for 2007/2008 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**

- 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.
- In conjunction with the first new project/activity listed above, there may be a possibility that the EAD Roundtable will desire to modify its mission statement in the coming year to accommodate shifts in technology and encoding standards available to the archival community
- It will remain to be seen how the new SAA-sponsored mailing lists that will be created based on Roundtable membership may be used in conjunction with the existing EAD Listserv that is used by the entire EAD community.

#### **SAA EAD Roundtable**

##### **Annual Business Meeting Minutes, August 29, 2007**

Chair Michael Rush presided over the meeting.

1. Welcome and Chair's Report (Michael Rush)
  - a. Introduction of chair (Michael Rush) and vice-chair/chair-elect (Jennie Levine)
  - b. SAA has promised to provide meeting rooms for roundtables at future meetings
  - c. EAD Help Pages, Updates in 2006, highlights
    - i. EAD 2002 Schemas added
    - ii. Recently added stylesheet for print-friendly HTML
    - iii. Bibliography updated (contact Michael Rush for future updates)
    - iv. Check your EAD implementer entry on the website and update if necessary
  - d. SAA Council Liaison (Ben Primer)
    - i. Discussed SAA dues increase proposal/overview
    - ii. Discussed SAA Section and Roundtable guideline revisions
  - e. 2008 Program Committee (Beth Bensman)

- i. Theme: Archives 2008: Archival R/Evolution, and Identities.
      - 1. What kind of changes are facing our profession?
    - ii. Changes in the proposal form.
    - iii. Sections and Roundtables can endorse two proposals. Can also submit as a group as many proposals as they wish
    - iv. Deadline: October 12
    - v. 2007 EAD sessions:
      - 1. Posters: Various highlight EAD
      - 2. Session: 804 Preserving Context and Original Order in a Digital World
  - f. Technical Subcommittee for Descriptive Standards Report (Michael Rush)
    - i. TSDS did charge the EAD Working Group
    - ii. Two new ICA standards
      - 1. ISDF: International Standard Describing Functions Corporate Bodies
      - 2. ISIAH: International Standard for Institutions with Archival Holdings
  - g. Standards Committee Liaison (Kate Bowers)
    - i. Incoming Liaison – Dan Santamaria
    - ii. There is a DACS Working Group. Reviewing DACS and thinking about need for revision
  - h. EAD Working Group Report (Kris Kiesling)
    - i. Will meet at the end of the SAA meeting
    - ii. Updates on the schema, relationships with other standards
    - iii. Third European Conference on EAD, EAC, and METS
      - 1. 7 working group members gave papers
    - iv. 2008, 10<sup>th</sup> Anniversary of Release of Version 1. There may be a conference.
  - i. EAC Working Group Report (Kathy Wisser)
    - i. Applied for funding in January 2007
    - ii. Intention to have two international meetings. But have not heard about funding and so postponed meetings
    - iii. 12 members on working group. International
    - iv. E-mail list formed
  - j. RLG Program
    - i. Written reports circulated
      - 1. RLG Work Agenda
      - 2. RLG/OCLC Transition
2. Presentation: "EAD and the Archivists' Toolkit"
- Jason Varghese, New York University, Programmer
  - Arwen Hutt, University of California San Diego, Metadata Specialist
  - Dan Santamaria, Princeton University, AT User
  - A panel including members of the Archivists' Toolkit project team and an early implementer of the Toolkit will talk about the import of legacy EAD documents, the export of AT generated EADs, and the overall suitability of the application for archival description. Panelists will discuss how the AT import process supports diverse EAD encoding practices; how well the AT's record structure supports the description of archival materials; and the export of EAD documents, as well as several other standard metadata formats.
  - Design Specifications

- AT is an archival management system, not an EAD-based XML backend database
- Data model based on standards such as ISAD-G, DACS, etc.
- Need for mapping documents (EAD to AT)
- Importing examples
  - Showed several examples of mapping, for example, <unittitle>TITLE</unittitle>
  - "Mixed Content" examples  
<unittitle><persname>TITLE</persname></unittitle>
  - <chronlist> example. Fields with lists and so on, AT provides some structures to encode these types of complex data sets without having to tag
- Import Customization
  - Currently requires modification of code
  - Open source
  - Share comments, feedback

QUESTION: How do you handle inline tags? Inline tags are imported as an entire field.

QUESTION: Datatyping – right now, data types are fixed

- Standards
  - Design informed by Describing Archives: A Content Standard (DACS)
- Data Entry Highlights
  - Data Customization (lookup list values, shortcuts, etc.)
  - Supports rich structural representations (structured lists, many levels of components, etc.)
  - Improve consistency
- Exports
  - Exports the richest record possible – there is a place for everything
  - Multiple Formats
    - Resources: EAD and MARC
    - Digital Objects: MARC, METs, MODS, DC
    - Display formats: HTML, PDF
  - Export directly to target format
    - (instead of AT-EAD-MARC, it would be AT-EAD and AT-MARC)
    - Schema-valid EAD
    - Multi-purposing of data
  - Customization of Exports
    - Open Source
    - Community Sharing of Stylesheets
- Archival Description and the Archivists' Toolkit at Princeton University (Dan Santamaria)
  - Background of Princeton's history with EAD (implemented in 2004)
  - Archivists' Toolkit Beta Testing, Fall 2006
  - Informal testing of 1.1 in Spring/Summer 2007
  - Installation/implementation for Engineering Library in Spring 2007
  - Plan to implement Accessioning module in Fall 2007

- Like:
  - Multiple outputs from the same tool
  - Interface forces staff to think in terms of data (less in terms of free-form narrative descriptions)
  - Promise of all divisions and repositories using the same tools for description
- Usability
  - Data Entry
    - Staff at various levels said they found the original interface to be clunky and time-consuming. (Could be related to a shift in thought process)
    - New rapid data entry screen helps
    - No good way to scan an inventory or list of components at present
  - Review processes
    - Because of the inability to scan an inventory, this is difficult
    - No real way for multiple people to be working on a single finding aid at the same time
  - Import/Export issues
    - Version 1.1 working very well
    - A few minor issues relating to Princeton-specific encoding practices
- AT and MARC
  - Loss of granularity, particularly in name and subject records
  - Some cleanup necessary for a MARC – creation tool
- Big Issues
  - Workflow
    - Figuring out relation to current process and redesigning workflow. Established decisions and best practices were not designed with Toolkit in mind
    - Creation of EAD in AT – relatively straightforward
    - Importing current EADs – a little more complicated
    - Relationship with integrated library system – even more complicated
    - Accessioning. Toolkit makes it a little complicated – imputing same data twice
  - Scalability questions (can be slow)
- Case Study: Archivists' Toolkit for non-archivists
  - Engineering Library used Archivists' Toolkit to catalog a series of technical reports using EAD finding aid
  - Basic training and demonstration
  - Results: Two months – ten finding aids, item level description for hundreds of reports
  - Plan to use for important and underdescribed Latin American Ephemera Collection in fall

QUESTIONS:

- Is there a way to migrate from a homegrown database into Archivists' Toolkit?
  - Recommend against that
  - Import process does some validation, so it is recommended to import from EAD

- For Princeton: How are users locating technical reports?
  - What are plans for EAC and description of repositories?
    - No specific notions at this time
3. Vice Chair/Chair-Elect Candidate Statements
- a. Jill Katte, Duke University
    - i. Display and functionality
    - ii. Encourage innovation in stylesheets
    - iii. Encourage partnerships with other roundtables and sections to focus on users
  - b. Mary Elings, Bancroft Library at UC Berkeley (not here)
    - i. Statement read by Michael Rush
    - ii. Update of EAD Help Pages
    - iii. Display and functionality
  - c. Amelia Abreu, University of Washington Information School (not here)
4. Presentation: "Opening Archives in Florida: Overview of Florida's Statewide EAD training and Support Program," John Nemmers
- In 2005, the Florida Center for Library Automation initiated a statewide "Opening Archives" training program for libraries, museums, archives and other repositories in the state to learn and use EAD. This presentation will summarize the program's goals, accomplishments, partnership model, and issues that have surfaced with a growing network of organizations creating EAD finding aids throughout the state.
  - 4 workshops, 80 people, representing 41 repositories
  - Workshop content:
    - Basics of archival description
    - Standard components of finding aids
    - Intro to the EAD Standard
  - Archives Florida, LSTA Grant project
    - Statewide network
    - Open to any archive
    - Maximize participation
    - Minimize barriers
    - Promotes similar holdings descriptions
    - Provide ongoing support and consultation
      - Three support areas: create valid EAD, contribute to statewide database, brand finding aids as their own
  - Using NoteTab homegrown template now
  - Created their own validator: <http://good-ead.fcla.edu>
  - Using DigiTool to serve finding aids online
  - Worth noting
    - Best Practices are not *required* practices
    - Tension re: stylesheets and flexibility. Hard to support everyone
    - Emergence of Archon and Archivists' Toolkit may make this job easier
  - ArchivesFlorida <http://palmm.fcla.edu/af1>
  - Opening Archives Project <http://fcla.edu/dlini/OpeningArchives>
5. Michael Rush concluded term as chair, Jennie Levine began term as chair.
6. Election Results: Jill Katte was congratulated as vice-chair/chair-elect.

**SAA EAD Roundtable  
Meeting Survey Results, August 29, 2007**

1. Does your institution use EAD?  
Yes: **27**  
No: **5**
2. Do you subscribe to the EAD Listserv?  
Yes: **27**  
No: **5**
3. For years the EAD Listserv has been the primary way for EAD Roundtable leadership to communicate with roundtable members. Would you subscribe to a separate listserv solely for the use of EAD Roundtable members?  
Yes: **21**  
No: **10**
4. Have you heard of Encoded Archival Context (EAC)?  
Yes: **28**  
No: **4**
5. If yes, have you or others at your institution considered if or how you might use it in the future?  
Yes: **12**  
No: **14**

**Comments:**

We are part of NCEAC.

To think about authority control and structured, normalized data.

Involved in a regional consortium which might find it valuable.

We'd like to add it to our workflow.

Will consider it if it plays well with LCNAF.

We have experimented with EAC and would like to use it as part of a statewide effort related to life/death records.

We are currently working on implementing EAC as part of the INDI system. The implementation is based on authority linking and appears to comply with the EAC beta. We are also currently in the planning phase for building a new EAD/EAC repository for researcher access.

Not as much communication by processing archivists, EAD encoders, and MARC cataloguers as could be.

6. Should the EAD Roundtable expand its focus to cover EAC and any other emerging archival encoding standards?  
Yes: **29**  
No: **2**

**Comments:**

Consider how it would relate to the metadata and digital object roundtable

I was glad to see EAC on this year's roundtable agenda and would like to see continued discussion of the standard

However, it needs to stay focused on EAD and how these standards relate to it

Leading a forum for EAC specific stuff, and since EAD will, in fact, take on ???

#### "Archival Encoding" Roundtable

Yes because it relates very closely in terms of cataloguing

Will likely require a name change for the roundtable eventually

The roundtable should be the Encoding Archives Data Roundtable

Yes, as it relates to EAD

If the roundtable does not expand to cover these emerging technologies, who will?

This might be a good way to start. If lots of posting for EAC, may consider own listserv then.

Updates from EAD roundtable in emerging archival encoding standards would be instrumental in creating buy-in from diverse departments in our repository and would encourage data sharing. It would also encourage rapid adoption of improved and more widely-accepted standards, all ideally resulting in improved discovery and efficiency in workflow

#### 7. Please share any suggestions you have for the EAD Help Pages or future EAD Roundtable Meetings.

While the Archivists' Toolkit is a great idea, it is not alone and I fear this roundtable over-supports it.

Maybe this is there already: examples of stylesheets others could use/change for their own use.

Do not use EAD Help Pages. Like to see EAD RT announcements on general Archives Listserv

As stated above I would like to see additional discussion of EAC and other standards (EAG, FRAD, etc.).

For me, at least, implementation without IT is an important issue. What about EAD for non-programmers? I don't want to self select out of EAD because of lack of programming skills.

### **International Archival Affairs Roundtable (Liaison: Duffy / Vogt-O'Connor)**

#### **Officers:**

Thomas Connors

Valerie Komor

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

- Number of attendees: 32.
- Election results: N/A
- Summary of meeting activities: *See below.*

**Completed Projects/Activities:** [None submitted.]

**Ongoing Projects/Activities:** Connors continued to prepare World View column for *Archival Outlook*.

**New Projects/Activities:** [None submitted.]

**Diversity Initiatives:** [None submitted.]

**Questions/Concerns for Council Attention:** [None submitted.]

#### **SAA International Archival Affairs Roundtable Annual Meeting, August 29, 2007**

1. Co-chairs welcomed attendees.

2. Attendees introduced themselves

3. David Leitch, ICA representative, presented news from that organization. He spoke about ICA's professional program, financial status, communications and publications, partnerships and the 2008 International Congress on Archives to be held in Kuala Lumpur in July 2008.

4. Nancy Marelli spoke about Archival Solidarity, an initiative of ICA's Section on Professional Organizations (SPA). Archival Solidarity seeks to assist archivists in developing countries and countries in transition by providing information and facilitating projects.

5. Valerie Komor spoke about SAA's 2008 annual meeting in San Francisco and encouraged proposals on international topics.

6. Round Robin: Trudy Peterson reported that a US Committee of the Blue Shield had been established. It was noted that a meeting of representatives of archival associations would be held in Madrid in October 2007 sponsored by ICA SPA. David Leitch returned to the subject of the Blue Shield and the Hague Conventions that have not been ratified by the US and UK. Diana Macaskill noted that the annual meeting of the Australian Society of Archivists would be held in Perth following the ICA congress in Kuala Lumpur.

7. Meeting adjourned.

*Prepared by Thomas Connors*

## **Issues and Advocacy Roundtable (Liaison: Gottlieb / Vogt-O'Connor)**

### **Officers:**

Peter Gunther: [raggmopp\\_2000@yahoo.com](mailto:raggmopp_2000@yahoo.com)

Kate Theimer: [kate.theimer@gmail.com](mailto:kate.theimer@gmail.com)

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

- Number of attendees: 10.
- Election results: Peter Gunther and Kate Theimer were elected co-chairs of the roundtable, Kate as convener.
- Summary of meeting activities: See accompanying minutes.

**Completed Projects/Activities:** Proposal for Advocacy Session at SAA 2008 San Francisco successfully submitted to Conference Program committee. Awaiting word whether or not it has been accepted.

**Ongoing Projects/Activities:** [None submitted.]

**New Projects/Activities:** "Identify ways to gauge interest of general SAA membership in advocacy issues (such as a poll via all-member email list), and find ways to use this information to increase membership and interest in roundtable activities."

**Diversity Initiatives:** [None submitted.]

**Questions/Concerns for Council Attention:** The original purpose of the I&A Roundtable was to provide a resource to support Council's need for information on issues and to bring issues to Council's attention. Does Council still feel that there is a need for this resource, and if so, does Council have suggestions for how the group could meet this need more effectively?

### **SAA Issues and Advocacy Roundtable Annual Business Meeting Minutes, August 29, 2007**

Present: Diane Vogt-Conner (incoming Council Liaison), Peter Gunther (Co-Chair and Convener), Terry Baxter (Co-Chair), Matt Darby, Kate Theimer, Maggie Nelson. Angie Manella, Scott Goodine, Joel Minor, and Peter Gottlieb (outgoing Council Liaison).

Peter Gunther convened the meeting and then provided background for the roundtable. It was originally set up to serve as "eyes and ears" for SAA Council by allowing individual members to respond to issues that should be of interest to Council. It also planned to form a speaker bureau and establish ties with other professions. None of these things happened.

The group discussed the role of the roundtable in relation to SAA Council and relevant issues. Immediate issues are probably seen by Council before the roundtable could notify them. Diane mentioned that individuals or the roundtable should feel free to contact her or Nancy Beaumont of SAA with any issues that Council should consider. Two questions were raised related to this discussion: What should the long-range advocacy plan for this group be? And what is Council's desire for its relationship with this roundtable?

In addition to working with Council, the group identified other ways that the roundtable could support archival advocacy:

- Single issue advocacy.
- Public relations about archives (articles, in *Archival Outlook* as well other outlets, was discussed as a good way to advocate).
- Encourage American Archives Month and its local variants.
- Propose program sessions on archival advocacy.
- Create an advocacy network to share information and support related issues.

It was suggested that a call for membership in the roundtable be issued through the usual outlets. It was also suggested that the roundtable choose 5-10 issues to work on in the coming year. Kate volunteered to present the roundtable's discussions to the Council meeting. Peter G. volunteered to work on a session about advocacy for the 2008 annual SAA meeting.

In elections for 2007-2008, Peter Gunther and Kate Theimer were elected co-chairs of the roundtable, Kate as convener.

### **Labor Archives Roundtable (Liaison: Gottlieb / Sly)**

**Mission:** The Labor Archives Roundtable promotes communication among archivists and institutions concerned with records in the field of labor and develops cooperative strategies and guidelines to ensure comprehensive documentation of the labor movement.

#### **Officers, 2006-2007:**

Alan Stein (chair)  
Jordan Patty (vice chair)

### **Report from Annual Meeting**

The Labor Archives Roundtable hosted its annual meeting at the Society of American Archivists Meeting in Chicago, Illinois, on August 30, 2007, with approximately 20 attendees. Highlights of the meeting included:

- The election of John Hyslop as Vice Chair/Chair-Elect.
- Presentation by Larry Duncan on Labor Beat. Mr. Duncan discussed the history of Labor Beat and showed a clip from the Labor Beat video. Mr. Duncan also passed out copies of the video to those in attendance.
- Presentation by Leon Fink and Jeffrey Hegleson on The Labor Trial Project. The Labor Trail is an online, interactive map of significant Labor History sites in Chicago. Dr. Fink and Mr. Hegleson discussed the development of the project and outreach activities associated with it.

### **Meeting Summary and Outline of Projects and Activities:**

Welcome by Alan Stein, LAR 2006-2007 Chair, and agenda discussion.

Introductions by meeting participants.

#### **SAA Council Liaison Announcements:**

Peter Gottlieb, LAR SAA Council Liaison, discussed Roundtable changes introduced by the SAA Council:

- The changes include mandatory Roundtable membership numbers and standardization of election issues that will begin following the 2007 SAA meeting.
- The SAA Business meeting agenda included a constitutional issue on membership and a change in the by-laws concerning dues increases.
- Roundtables will need to make available a Handbook/Directory that includes by-laws and history.

Peter introduced the new LAR SAA Council Liaison, Margery Sly.

Jim Cartwright from the SAA Planning Committee discussed proposals for programs to tie in with ideas of technology, diversity, and public awareness. The proposal deadline is October 12.

#### **Labor Archives Roundtable Reports:**

Michael Nash: Discussed progress on "How to Keep Union Records" Project. The project is coming to an end with all the essays being completed. The AFL-CIO is interested in publishing in an electronic format and perhaps with SAA in electronic and/or a print format. The final manuscript still requires copyediting and photograph selection.

Jim Quiggle: Working with International Archives to establish an independent labor group to work on human rights issues and more inclusive alignment. Explored how business archives receive funding for travel to international meetings. A possible alignment for the LAR might exist with an international social action group but probably not with a business group. Jim will continue to follow-up with Hans Naess about this. Barb proposed that Hans get international labor and business archives agendas forwarded to the LAR listserv.

**Barb Morley:** A memory book is available in honor of Richard Strassberg's retirement from the Kheel Center for anyone who would like to make comments. LAR listserv does not have much traffic. Send

announcements or other documents to Patrizia for LAR website updates. A discussion followed about increasing visibility of website

### **Labor Archives Roundtable Sessions for SAA 2008:**

Jordan Patty, LAR 2006-2007 Vice-Chair/Chair Elect: Discussed possible session on Higgins/Social Action, UFW, and Mexican-American archival collections

Other possibilities:

- Poster or graphic arts collection about workers' rights
- Digital labor collections
- Al proposed a meeting during the week to discuss other proposals for sessions

Jordan mentioned LAR meeting program for SAA 2008 and invited suggestions for possible speakers and programs.

### **New Business**

Election of LAR Vice-Chair/Chair Elect for 2007-2008: John Hyslop nominated and elected unanimously.

Barb proposed a three-year plan for the LAR. A smaller meeting proposed to further discuss that issue.

### **Program**

Presentation on Labor Beat by Larry Duncan; presentation on The Labor Trail by Leon Fink and Jeffrey Helgeson.

Meeting Adjourned

Following the annual meeting, a smaller group met for a planning discussion on August 31. For the most part, the group discussed plans for the 2008 SAA meeting in San Francisco. Other topics discussed included the formation of a steering committee and the redesign of the website.

*Respectfully submitted by Alan Stein, Chair, 2006-2007, and Jordan Patty, Chair, 2007-2008*

## **Lesbian & Gay Archives Roundtable (Liaison: Primer)**

### **Officers/Leaders:**

Stephen E. Novak, Co-Chair, Columbia University Medical Center  
Bonita Weddle, Co-Chair, New York State Archives

### *Steering Committee:*

Maggi Gonsalves, Newsletter Editor, New York State Archives  
Steven Mandeville-Gamble, Webmaster, George Washington University  
Mary Caldera, Past Co-Chair, Yale University

### *Members-at-Large:*

James Cartwright, University of Hawaii  
Paula Jabloner, Computer Museum  
Michael Kelly, University of New Mexico

**Report from Annual Meeting:**

- Number of attendees: 21.
- Election results: Bonita Weddle elected as female co-chair.
- Summary of meeting activities: See accompanying minutes.

**Completed Projects/Activities:** Three newsletters issued. Much of Community Archives Manual completed and added to website.

**Ongoing Projects/Activities:** Community Archives Manual still needs chapters on certain topics; we will pursue this over the coming year.

**New Projects/Activities:** None at this time.

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

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

**SAA Lesbian & Gay Archives Roundtable (LAGAR)  
Annual Business Meeting Minutes, August 29, 2007**

After a reception and a tour of the Gerber/Hart Library, the meeting was convened by co-chairs Mary Caldera and Stephen Novak at 6:45.

**General Announcements**

The Co-Chairs thanked Gerber/Hart for its generosity in allowing us to meet there and especially for the delicious food and drink they provided for the pre-meeting reception.

Greg Williams of the ONE National Gay and Lesbian Archives reported on the progress of their two-year NHPRC processing grant. Several collections have been processed and finding aids for them can be found on the On-Line Archives of California (OLAC).

Jim Cartwright spoke as a member of the 2008 Program Committee asking for program proposals.

Bill Landis, *American Archivist* editorial board member, appealed for article submissions.

Ben Primer, LAGAR's Council liaison, updated us on current Council business.

**Election of Female Co-Chair**

Bonita "Bonnie" L. Weddle of the New York State Archives was nominated for election as female co-chair to replace Mary Caldera whose term was expiring. Her nomination was seconded and she was elected by acclamation.

**Steering Committee Reports**

Maggi Gonsalves, Newsletter Editor, reported that she is putting out three newsletters a year via email. The latest issue came out in July. The contest to name the newsletter resulted in many submissions. The winner is *Archival InQueeries* submitted by Steven Mandeville-Gamble.

Steven Mandeville-Gamble, Web coordinator, reported that he has added the preliminary draft of the Community Archives Manual to the web site.

Paula Jabloner reported on the Community Archives Manual. The Manual is meant for all those working in community-based archives where trained archivists may not be available. She reported that many, but not all, of the chapters have been received by now. She's done preliminary editing and hopes to have it completed by the end of the year.

### **New Business**

The Chairs thanked the members of the steering committee for their efforts over the past year.

Novak reported that SAA has changed the rules for Roundtable leadership, specifying that no member can serve for more than three years as convener. Since LAGAR co-chairs have always been elected to two year terms, this means that someone couldn't serve three years, even if they wanted to. We will change the term of office, as laid out in the by-laws, in time for next year's meeting.

An appeal was made for program proposals with LGBT content for the 2008 SAA meeting in San Francisco.

### **Program**

We heard presentations from three Chicago archives of interest to LGBT archivists.

Chuck Renslow, founder of Leather Archives, spoke of the history of the Archives. It collects widely throughout the fetish community both gay and straight. The Archives holds papers of organizations, clubs, and individuals; artwork; and artifacts. Finding aids for textual collections can be found on-line. It owns its building, which was purchased with donations from the fetish community.

Mark Bowman reported on the work of the LGBT Religious Archives Network. The Network does not have an archive of its own. Instead, it functions as a resource center and information clearinghouse for the history of lesbian, gay, bi-sexual, and transgendered religious movements. Through its web site it maintains a catalogue of collections relating to the history of this movement that are held by repositories across the US and Canada. It also creates original content in its "Profiles Gallery" of biographies of prominent leaders; oral histories; and on-line exhibits. It is currently working with Congregation Beth Simchat Torah in New York City on a digital exhibit of its early history.

Karen Sendziak, President, Board of Directors, Gerber/Hart Library. Gerber/Hart Library was founded in 1981 as joint project of the Gay Academic Union-Chicago Chapter, Gay Horizons, and the Chicago Gay and Lesbian History Project. The founders believed that knowledge was the key to dispelling homophobia. While it is called a library and maintains a lending library of over 14,000 volumes, collecting archival materials was a goal from the start. It now has about 100 collections of individuals, organizations, and businesses from throughout the Midwest, though it is particularly strong in Chicago LGBT political collections. Gerber/Hart also has an extensive "Special Collections" including rare books and periodicals; buttons, banners, t-shirts, and other artifacts; as well as erotica collections. Non-circulating collections are open to the public by appointment.

Gerber/Hart is also a cultural center for the Chicago area LGBT community: it sponsors book groups, mounts exhibits, and presents speakers. It is a largely volunteer organization with an annual budget of about \$100,000.

### **Adjournment**

After many questions from the audience for all three speakers, the meeting was adjourned at 8pm.

## Local Government Records Roundtable (Liaison: Gottlieb / Ambacher)

### Officers:

John H. Slate, CA, Chair

### Report from Annual Meeting:

- Number of attendees: 23.
- Election results: John H. Slate, chair-elect [by acclamation], unopposed. Slate will step down if replacement can be found. NOTE: Jim Cundy, Kentucky Department for Libraries and Archives, replaces John Slate as chair for 2007-2008.
- Summary of meeting activities: See below.

Meeting called to order at approximately 4:05pm.

After Welcome and Introductions by John H. Slate, there were reports from allied organizations, including Victoria Walch, Council of State Archivists [COSA], and Jelain Chubb, National Association of Government Archives and Records Administrators [NAGARA]. Chair Slate, in absence of an SAA representative, appealed to members to submit proposals for the 2008 meeting.

Selection of Chair for 2007-2008 term ensued and John Slate, City of Dallas, was selected as chair. In the event John is elected chair of the Government Records Section later during SAA 2007 Meeting, he made it clear he would step down and find a replacement chair.

The program speaker was Max Evans, Executive Director, National Historical Publications and Records Commission. Evans spoke about rearrangements in the NHPRC application process, and changes in the funding categories.

After announcements and Topics of Interest from Leonora Gidlund (NYC Department of Records) and Lawrence McCrank (Chicago State University), the meeting adjourned at 5:00 pm.

**Completed Projects/Activities:** Speaker/Program for 2007 meeting: Update on grant funding opportunities for local governments by Max Evans, Executive Director, NHPRC/NARA

**Ongoing Projects/Activities:** Cooperate with CoSA on Closest to Home study.

**New Projects/Activities:** Program for 2008 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:

Russell Gasero (Co-Chair)  
Nancy Freeman (Co-Chair)

### Report from Annual Meeting:

- Number of attendees: 25.
- Election results: At 2006 meeting, Nancy Freeman re-elected as Co-Chair, and Russell Gasero re-elected at 2007 meeting.
- Summary of meeting activities: See accompanying minutes.

**Completed Projects/Activities:** The Lone Arrangers Roundtable website went live in mid-August 2007, several weeks before the conference. In addition, two 2008 session proposals have been endorsed by the Roundtable Steering Committee.

**Ongoing Projects/Activities:** Roundtable web master Courtney Yevich will continue to manage the website. The Lone Arrangers Roundtable listserv, a very successful communication tool, will also continue.

**New Projects/Activities:** The Steering Committee, newly formed with seven members, will be used as needed. At the annual meeting, the idea of forming lone arrangers groups at the regional level came up. Several members seemed quite committed to this idea and will hopefully follow up. Due to the success of dining together after the Roundtable's annual meeting, this new tradition will continue at SAA 2008. 15 members dined together and feedback indicated a very positive experience.

**Diversity Initiatives:** The Lone Arrangers Roundtable is committed to diversity, however, has no specific initiatives.

**Questions/Concerns for Council Attention:** The Roundtable has no questions or concerns for Council and appreciates their support.

### **SAA Lone Arrangers Roundtable Annual Business Meeting Minutes, August 29, 2007**

The meeting began at 6:00 as Roundtable Co-Chair Russell Gasero welcomed all lone arrangers and laid out the agenda for the meeting.

Courtney Yevich, Lone Arrangers Roundtable web master, gave a report on the newly "live" website that went up just last week. Courtney went over a handout she prepared on the web site. Discussion ensued about what content would be helpful. Someone suggested a membership directory as not everyone who is a member of the Lone Arrangers Roundtable is a member of SAA. Also, a question and answer section may be beneficial. In addition, Susan Pevar has a blog and all are encouraged to post.

A discussion was held regarding lone arranger regional meetings. Are they needed and are they feasible? Christina, from the D.C. area, would like to get a group of lone arrangers going. Russ commented about the past when there were regional groups of lone arrangers.

Nancy Freeman, co-chair of the roundtable, reported on SAA news, specifically the leadership meeting and changes that affect the Roundtable.

Nancy and Russ brought up the need for a steering committee. It would be helpful to have one to assist with the web site and approve program proposals. Nancy talked about the minimal amount of work and asked that anyone interested see her or Russ.

Russ' term as co-chair expires in 2007. By acclamation, he won the election and is once again co-chair of the Roundtable.

Next small groups were formed, each with a moderator to assist in the discussion around five subjects. The topics included administration, digitization, making a video, outreach/inreach and website.

The formal meeting ended at 8:00; however, 15 members of the Roundtable went to dinner as a group.

## **Metadata and Digital Object Roundtable (Liaison: Duffy / Sly)**

The Metadata and Digital Object Roundtable promotes discussion, education, and collaboration among archivists interested in digital archival objects and the metadata that enables their access, management, and preservation.

### **Officers:**

Lisa Miller (Co-Chair), Hoover Institution Archives, [lisa.miller@hoover.stanford.edu](mailto:lisa.miller@hoover.stanford.edu)  
Janet V. Addison (Co-Chair), Purdue University Libraries TSCM, [jaddison@purdue.edu](mailto:jaddison@purdue.edu)

### *Steering Committee*

Stephen Fletcher, University of North Carolina, Chapel Hill  
Mark Matienzo, Center for History of Physics  
Sammie Morris, Purdue University  
Katherine Wissler, University of North Carolina, Chapel Hill

*Web Liaison:* Mark Matienzo, Center for History of Physics

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

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

### **Completed Projects/Activities:**

- Presented a formal program, with three speakers, on metadata for born-digital archival materials at the roundtable's annual meeting.
- Created a roundtable website that is hosted by SAA.
- Received three SAA 2007 session proposals for endorsement, and endorsed two, both of which were accepted. In addition, a session proposal on open source software that was developed out of the 2005 metadata roundtable meeting, and not accepted for SAA 2006, was accepted for SAA 2007.
- Roundtable leadership submitted monthly queries to the metadata listserv in hopes of generating listserv activity; however, this did not achieve the desired goal.
- Created and publicized a metadata survey, very loosely modeled on the *AMIA Compendium of Moving Image Cataloging Practice*, in hopes of establishing a compendium of administrative-side metadata samples on the roundtable website. Student intern Russell Rader from San Jose State University School of Library and Information Science created the online survey form and hosted it on a website he maintains at [www.illuminatedlibrarians.org](http://www.illuminatedlibrarians.org); the site complied with SAA requirements. Responses were limited, but the sample metadata records, with submitter's general comments if they were provided, have been sent to the roundtable web liaison for posting on the official roundtable website.

**Ongoing Projects/Activities:** [None submitted.]

**New Projects/Activities:** We may be forming a group to follow-up on the born-digital materials program presented at the 2007 meeting. Group members would choose a small collection of born-digital materials in their holdings, go through the description process for them, and share their experiences and problems with other group members via a shared discussion mechanism yet to be determined. This idea was suggested by Jean Deken.

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

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

### **SAA Metadata and Digital Object Roundtable Annual Business Meeting Minutes, August 29, 2007**

Co-chair Lisa Miller ran the meeting. She introduced herself and announced that co-chair Mary Taylor resigned in May as a result of changing jobs.

#### **1. Announcements**

Mark Duffy, from the Program Committee for 2008, discussed the session and workshop proposal process.

Sue Hamburger, of the *American Archivist* Editorial Board, encouraged people to submit publications, including articles discussing case studies.

Patricia Galloway, University of Texas at Austin, announced that research positions available at her institution with funding from IMLS.

Mark Duffy, outgoing Council liaison, introduced incoming Council liaison Margery Sly.

Lisa Miller described some of the new rules for roundtables, listed in the Council Handbook on the SAA website, and encouraged everyone to support SAA roundtables that interest them. Mark Duffy provided additional information and clarification about the new rules.

#### **2. Business**

Activities from the past year were summarized by Lisa Miller, including the creation of an official roundtable website. Roundtable web liaison Mark Matienzo encouraged people to submit ideas for website content. In other activities, less than 20 submissions have been received via the metadata survey, which is loosely modeled on the *AMIA Compendium of Moving Image Cataloging Practice*; we hope to have the metadata samples on our website soon.

Janet Addison, Metadata and Electronic Resources Specialist, Purdue University, was nominated and unanimously elected to serve as co-chair, replacing Mary Taylor.

The audience had no suggestions of topics for program proposals for the SAA conference in 2008.

#### **3. Program**

A panel of three speakers was introduced by Lisa Miller; they discussed theoretical and practical aspects of describing born-digital archival materials. The speakers were:

Lori Lindberg, San Jose State University  
Catherine Stollar Peters, New York State Archives  
Jean Marie Deken, Stanford Linear Accelerator Center

Lisa Miller also mentioned that the roundtable may be forming a group to follow-up on this program. Group members would choose a small collection of born-digital materials in their holdings, go through the description process for them, and share their experiences and problems with other group members via a shared discussion mechanism yet to be determined. Those interested should watch the metadata listserv for future announcements.

After the program and questions from the audience, the meeting was adjourned.

*Submitted by Lisa Miller, Hoover Institution Archives, Stanford University*

## **Native American Archives Roundtable (Liaison: Summers)**

### **Officers:**

#### **2006-2007**

*Chair:* David L. George-Shongo, Jr.

*Vice Chair:* Jennifer R. O'Neal

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

*Newsletter Editor:* Marnie Atkins

*Website Editor:* Melissa Adams

#### **2007-2008**

*Chair:* Jennifer R. O'Neal

*Vice Chair:* Ruth Bayhille

*Immediate Past Chair:* David George-Shongo, Jr.

*Steering Committee Members:* Sheree Bonaparte, Shirley Jackson, Mark Thiel, Nathan Berder

*Newsletter Editor:* Marnie Atkins

*Website Editor:* Melissa Adams

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

- Number of attendees: 25.
- Election results: Chair – Jennifer R. O'Neal; Vice-Chair – Ruth Bayhille; Steering Committee Members – Mark Thiel, Nathan Berder, Sheree Bonaparte, Shirley Jackson

### **Summary of 2007 Meeting Activities:**

Welcome (Chair, David George-Shongo, Jr.)

Introduction of Steering Committee

Introduction of SAA Council Liaison

Distribution of Roundtable membership roll sheet

Reporting of Activities

Chair Report—Yearly Activities

Newsletter report

Elections

Steering Committee

- Mark Thiel
- Nathan Bender

- Vice-Chair: Ruth Bayhille
- Webmaster: Melissa Adams

Announcement of continuing appointment of Marnie Atkins as Newsletter Editor

Unfinished Business

Discussion of Protocols for Native American Archival Materials; status and endorsement by SAA.

New Business

- Introduction of Frank Boles, Vice-Chair of SAA; discussion of possible formation of SAA Taskforce regarding Protocols to receive feedback from SAA membership and seek endorsement from SAA council
- Conference of Tribal Archives, Libraries, and Museum, October 2007, Oklahoma City. Please see conference website for additional information and to register. David, Sheree, and Jennifer will be participating in sessions regarding establishing tribal archives and a presentation on the Protocols.
- Discussion of Erica Olsen's Poster Presentation on Rock Art

Adjourn

**Completed Projects/Activities:** None.

**Ongoing Projects/Activities:** Seeking endorsement of the *Protocols for Native American Archival Materials* from SAA.

**New Projects/Activities:** SAA Taskforce on Protocols: David George-Shongo, Jr is serving on the Taskforce.

**Diversity Initiatives:** None.

**Questions/Concerns for Council Attention:** Ensuring that a Taskforce is formed to receive feedback regarding the Protocols and determine endorsement.

## Performing Arts Roundtable (Liaison: Williams)

### Officers:

Adriana Cuervo, Co-Chair  
Susan Brady, Co-Chair

### *Steering Committee:*

Andrew Wentink  
Scott Schwartz

*Web Liaison:* Helice Koffler  
*Newsletter Editor:* George Bain

### Report from Annual Meeting:

- Number of attendees: 25.
- Election results: Susan Brady, Co-Chair, Andrew Wentink (Steering Committee), Scott Schwartz (Steering Committee), Helice Koffler (Web Liaison), George Bain (Newsletter Editor)
- Summary of meeting activities: See below.

The Society of American Archivists' Performing Arts Roundtable conducted its annual meeting on Wednesday, August 29, 2007. The roundtable met in the Special Collections area of the Harold

Washington Library Center of the Chicago Public Library in downtown Chicago. More than 25 people were in attendance.

Co-chair Adriana Cuervo (2008) called the meeting to order at 4:00 p.m. She made a few remarks about the agenda for the meeting then introduced the other co-chair, Helice Koffler (2007). They asked for the others to introduce themselves. Newsletter editor George Bain, who had volunteered to write the report of the meeting, asked those attending to sign a sheet being passed around. Su Kim Chung, who is on the program committee for the 2008 meeting in San Francisco, briefly reviewed the theme and formats and encouraged members to submit session proposals.

The co-chairs noted that Susan Brady had volunteered to step into the co-chair term for 2007-2009 and proposed her for the position. With no nominations from the floor, the members approved Brady as the new co-chair. Koffler next proposed changes in the structure of governance for the roundtable. She and Cuervo stated goals for the coming year include submitting a workshop or session proposal for the 2008 meeting; revising the roundtable's mission statement, pointing toward a role of more advocacy; and expanding the steering committee to help the roundtable become more active. The proposal met with approval, and Andy Wentink (two year term) and Scott Schwartz (one year term) volunteered to serve on the expanded steering committee. Koffler has volunteered to become the webmaster; she hopes to expand this platform with Web 2.0 features, such as a blog or a Wiki, and have this complement the newsletter as instruments for communication. Cuervo called for collaboration with allied organizations, pointing to the Music Library Association as a model for the roundtable.

Before moving into the program part of the meeting, the co-chairs asked for announcements and general comments. Peter Brothers invited members to attend his session on the following afternoon. Cuervo noted that she would be distributing a survey soon. Scott Schwartz suggested that SAA be encouraged to feature performing artists more directly into the conference program, and this led to a brief discussion with which the members expressed general agreement.

With the business meeting done at approximately 4:50 p.m., Cuervo introduced Bob Sloane, Head of the Art Information Center of the Chicago Public Library, who gave a presentation "Chicago Plays a Part in Dance History." He illustrated the breadth of collections and the collecting efforts of CPL in this realm with images and clips. Following his presentation, his colleagues gave a brief tour to interested members of the Chicago Dance Archives, the Chicago Artists' Archives, the Chicago Blues Archives, and the Chicago Theater Archive, all located on the 8th and 9th floors of the Harold Washington Center.

**Completed Projects/Activities:** The Performing Arts Roundtable endorsed two program proposals for the 2008 annual meeting titled "The Future of the Present: Preserving Avant-Garde Art" and "Getting to the Heart of Performance: Archivists as Creative Collaborators." Three issues of *Performance!*, newsletter of the Roundtable, fall 2006, winter/spring 2007 and summer 2007, circulated by email to ca. 130 members.

**Ongoing Projects/Activities:** During the course of the year we will be revising and updating the roundtable's mission statement to reflect the changing nature of performing arts collections and their impact on archival practice.

**New Projects/Activities:** Helice Koffler, in her new role of web liaison, will update the roundtable's website and also manage a blog for the roundtable to keep a more active roundtable presence on the web.

**Diversity Initiatives:** The roundtable has extended its leadership to include a two member advisory committee that will help redefine the roundtable's mission and also increase its membership.

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

## **Privacy & Confidentiality Roundtable (Liaison: Sly)**

### **Officers:**

Chair (2007-2008): Susan McElrath, University Archives and Special Collections

Vice Chair/Chair Elect (2007-2008): Deborah Richards, Smith College Archives

### *Steering Committee:*

Peter Blodgett (2006-2008), The Huntington Library

Connell Gallagher (2006-2008), University of Vermont

Mary Caldera (2007-2009), Yale University Library

Linda Long (2007-2009), University of Oregon

Immediate Past Chair (2007-2008): Jackie Dean, UNC Chapel Hill

Web Liaison: Heather Dean, Beinecke Rare Book and Manuscript Library

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

- Number of attendees: 35.
- Election results: Vice Chair/Chair Elect (2007-2008) - Deborah Richards was elected vice chair/chair elect (2007-2008), and Mary Caldera and Linda Long were elected to the Steering Committee (2007-2009).
- Summary of meeting activities: The agenda included Privacy & Confidentiality issues in the news, brainstorming potential session topics for 2008, and a program entitled "Privacy Issues and Oral History in the Digital Age."

### **Completed Projects/Activities:** P&C endorsed two session proposals that were accepted:

#308 – International Perspectives on Privacy Protection and #602 – More Product, Less Privacy? Applying Minimal Processing with an Awareness of Sensitive, Confidential, or Restricted Collection Materials.

**Ongoing Projects/Activities:** P&C in the News; updating our online bibliography about privacy and confidentiality.

**New Projects/Activities:** P&C is establishing a listserv and is considering developing a blog. *Both of these initiatives will enhance our communications with our members and with interested members of the profession.*

**Diversity Initiatives:** Working with other Roundtables on proposals for 2008 Annual Meeting.

**Questions/concerns for Council attention:** None.

## **Recorded Sound Roundtable (Liaison: Miller)**

### **Officers:**

Nathan Georgitis, Chair, 2007-2008

Katie McCormack, Vice Chair and Chair Elect, 2007-2008

Julie Graham, Vice Chair, 2007-2008

George Blood, Newsletter Editor, 2007-2008

**Report from Annual Meeting:**

- Number of attendees: 11.
- Election results: Katie McCormack elected Vice Chair and Chair Elect.
- Summary of meeting activities: See accompanying meeting minutes.

**Completed Projects/Activities:** Over the course of the year, the Roundtable leadership responded to several inquiries concerning the management of recorded sound collections, including questions from SAA members, researchers, and the general public.

**Ongoing Projects/Activities:** At the 2006 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.

**New Projects/Activities:** The Roundtable will consider the position statement regarding the copyright of sound recordings issued by the Association for Recorded Sound Collections, as requested by David Seubert, ARSC President. The Roundtable will consider recommending that SAA Council endorse the position statement.

Katie McCormack volunteered to coordinate a session for the 2008 Annual Meeting.

**Diversity Initiatives:** None.

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

**SAA Recorded Sound Roundtable  
Annual Business Meeting Minutes, August 2007**

1. The meeting began with a brief introduction to the leadership (apologies from Nathan Georgitis, Chair, Univ. of Oregon, home enjoying a very recent fatherhood; Julie Graham, UCLA, Vice Chair; George Blood, Safe Sound Archive, Newsletter Editor – who led the meeting in Nathan’s absence).
2. Our representative for the 2008 SAA Program Committee was first in the queue so he could make his presentation at other roundtables. After some discussion, the Roundtable devised a program proposal concerning the migration of early digital media formats. Katie McCormick, UNC Charlotte, will write proposal. George Blood, Safe Sound Archive, will address audio formats. Bay Area Video Coalition will be asked to present on video formats. Someone from Stanford will be approached to discuss their now long-term experience with digital media preservation. The Roundtable anticipates endorsing this proposal and seeking the support of the Performing Arts Roundtable.
- 3a. Peter Hirtle, Cornell Univ. was our featured speaker. He informed us of the work of the Section 108 Committee (of which he is a member) and how their work would *not* be addressing sound recordings. While there was general disappointment in this news (though we appreciated his candor), we understand that in light of the Naxos v. Capital Records case, the issue is even more challenging than Section 108 in general.

3b. On behalf of David Seubert, Univ. of California at Santa Barbara (a board member of ARSC), the Roundtable was asked to endorse the position statement regarding the copyright of sound recordings issued by the Association for Recorded Sound Collections. It is hoped that more professional associations, such as SAA (MLA, ALA), will join ARSC to encourage Congress to clarify copyright of sound recordings. We all felt the topic way too important to address during this meeting. A copy of the position paper was given to Peter Hirtle, and will be considered by the Roundtable informally through the newsletter. Brenda Nelson-Strauss, Indiana University, former ARSC President, will be liaison with Sam Brylawski, formerly of LC, current ARSC President.

4. Personal introductions by everyone present once again demonstrated the range and scale of institutions who find the Recorded Sound Roundtable a meaningful stop on their SAA rounds. Attendance (eleven people) was unusually low this year. Many in attendance expressed the frustration of concurrent roundtable meetings, especially those of similar interest. For instance, Performing Arts, with whom we share many members, had their meeting opposite ours, but too far away (Harold Washington Public Library) for anyone to stop in at both. We all hope scheduling in the future will take the issue of co-memberships into consideration.

5. New leadership blood was found in Katie McCormick. Nathan Georgitis asked to step down as Chair in 2008. Katie McCormick will be Vice Chair and Chair-elect. George Blood will continue at Newsletter Editor.

6. Various audio-related events were touched on, such as the 7 city CCAHA/PALINET IMLS-funding "road show", a 2-day workshop on audio and visual archives; report on the ALA "Saving Sound" series (3 parts, soon to be extended to a 4<sup>th</sup> part); ARSC conference at the end of March (earlier than usual); North Carolina Preservation Consortium audio preservation conference November 2.

The meeting adjourned after attendees were given a list of the three SAA sessions for this year of particular interest to the Roundtable.

## **Records Management Roundtable (Liaison: Duffy / Ambacher)**

### **Officers:**

#### *2006-2007 Steering Committee*

Margaret Merrick – Presbyterian Church (USA) – chair

Russell D. James – vice-chair, newsletter editor

Edward Galvin – webmaster, listserv coordinator

Sharon Alexander-Gooding

Matthew Eidson

Bradley Wiles

#### *2007-2008 Steering Committee*

Russell D. James – chair

Alison Stankrauff – vice-chair

Margaret Merrick – immediate past chair

Ed Galvin, CA – ex-officio

Elizabeth Fairfax, CA

Elaine Stuart, CA

Jackie Esposito, CA

Debra Kimok – newsletter editor

Greg Johnson – listserv liaison  
Jennifer Young – website liaison  
Matthew Eidson, CA  
Bradley Wiles

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

- Number of attendees: 30.
- Election results: Chair – Russell D. James; Vice-chair – Alison Stankrauff; Steering Committee: Greg Johnson, Jennifer Young, Debra Kimok, Bradley Wiles, Jennifer Young, Elaine Stuart, Jackie Esposito, Matthew Eidson, Elizabeth Fairfax; Ex-officio – Edward Galvin, Margaret Merrick
- Summary of meeting activities: See below.

### **Agenda**

#### I. Open (6:00 pm)

#### II. Welcome from the chair

- Introduction of steering committee.
- Introduction of outgoing and incoming SAA council liaison.
- Distribution of roundtable membership roll sheet.

#### III. Reports

- Distribution of 2006 roundtable report to SAA.
- Chair report
  - SAA leadership meeting.
  - ARMA/SAA joint committee – The joint committee has been dissolved, as its function has been completed. Further efforts at collaboration will continue.
- Vice chair and newsletter editor report (letter from Russell James).
- Webmaster report (Ed Galvin).

#### IV. Elections

- Steering committee: Debra Kimok, Brad Johnson, Bradley Wiles, Matthew Eidson, Lorraine Stuart, Jennifer Young, Elizabeth Fairfax, Jackie Esposito, Alison Stankrauff, Greg Johnson
- Vice-chair: Candidates – Alison Stankrauff.
- Announcement of appointment of Edward Galvin as ex-officio member of the steering committee and executive committee. Executive committee comprises chair, vice-chair, past chair, ex-officio members.
- Announcement of appointment of Jennifer Young as web liaison and Debra Kimok as newsletter editor. Website will now be on SAA server.
- Bruce Ambacher, new SAA Council liaison to roundtable, spoke about his role as liaison.
- Aimee Felker of the 2008 Program Committee gave a presentation and update.

#### V. Unfinished business (none).

VI. New Business: Functions thesaurus project working group: We need volunteers for this group to create a functions thesaurus. See handout.

VII. Roundtable Presentation: Jackie Esposito of Penn State University on “Challenges and Advantage of a Function-based Classification System for Records Management.”

VIII. Adjourn (8:00 pm)

**Completed Projects/Activities:** None.

**Ongoing Projects/Activities:** None.

**New Projects/Activities:** Functions Thesaurus Working Group.

**Charge to Working Group:** The Functions Thesaurus Working Group of the Society of American Archivists Records Management Roundtable will develop a working thesaurus of terminology related to the functions and activities of corporate bodies creating records management and archival material, including; academic, business, religious, and government institutions and make the thesaurus available to archivists and records managers to assist in the classification and description processes for records. The terms in the thesaurus will be able to be utilized to fill the appropriate function requirements in MARC21 657 fields and XML elements in Encoded Archival Description (EAD), Encoded Archival Context (EAC), and Encoded Archival Guide (EAG).

**Purpose/Justification for Thesaurus Creation:** Increasingly, the roles of records manager and archivist are coming together to better the records environment in institutions across the board, from religious archives to university special collections departments to corporate archives/records centers. More and more of the literature is letting us know that the best archives program is one that is "created" at the point of creation of a record. ISO-15489 calls for an increased awareness between records managers and archivists of the similarities of their roles and the importance of having a smooth transition from the semi-active records storage a records manager undertakes to the inactive storage an archivist undertakes. Given that, the functions a records manager assigns to a record series either at its creation (especially with electronic records) or at its arrival in the records center will greatly impact the functions assigned to the series as it is transferred to an archives, thus necessitating the goal of our working group to prepare this smooth transition by giving the records manager the tools to help the archivist. A good records management series database and retention schedule that includes the functions of the record creator will easily transfer into a MARC21 657 field OPAC entry in a library catalog and a well-formed and valid XML element in EAD, EAC, and EAG. As a records management roundtable in an organization of archivists, we need to promote the working relationships between records managers and archivists and thus any project we undertake needs to keep in mind that shared role and provide for this smooth transition from records center to archives whenever possible.

**Diversity Initiatives:** None.

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

## **Research Libraries Group Roundtable (Liaison: Lenoil)**

### **Officers:**

Dennis Meissner, outgoing chair

Jackie Dooley and Thomas Knoles, incoming co-chairs

### **Report from annual meeting:**

- Number of attendees: Approximately 25
- Election results: Jackie Dooley, UC-Irvine, and Thomas Knoles, American Antiquarian Society, will be co-chairs in 2008.

- Summary of meeting activities:
- Jennifer Schaffner, newly hired RLG Program Officer, reported on the service transition that is still underway as the RLG member programs and resources—ArchiveGrid, LC/NACO and LC/SACO authority files, RLG Union Catalog, and RLIN cataloging client—are absorbed into OCLC Programs and Research. Jennifer also summarized the ambitious RLG Programs Work Agenda for the coming year(s), which incorporates at least 13 large-scale projects under six broad themes: Supporting New Modes of Research, Teaching and Learning; Managing the Collective Collection; Renovating Descriptive and Organizing Practices; Modelibng New Service Infrastructures; Measurements and Behaviors; and Architecture and Standards.
- Ricky Erway, RLG Program Officer, reported on that day’s RLG Forum, “Digitization Matters,” hosted by the Newberry Library. The all-day forum focused on scaling up the digitization of special collection materials (While libraries have been successful, with help from the likes of Google, in creating mass digitization approaches for books, archival and material culture communities are still largely locked into item-focused digitization of very high quality.)
- Jodi Allison-Bunnell, NWDA Program Manager, Tony Kurtz, NWDA Usability Testing Working Group Chair (and University Archivist, Western Washington University), and Tiah Edmunson-Morton, NWDA Usability Testing Working Group Member (and Archivist, Oregon State University Archives) gave a formal presentation on the utility of user studies to develop better descriptive tools. The presentations summarize formal testing undertaken as part of the Northwest Digital Archives project.
- Jennifer Schaffner reported on the Archival Registries project being developed at OCLC.

**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 that I am aware of.

## **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. It provides STHC archivists opportunities to network, virtually and electronically and provides SAA a medium to respond to national and international archival issues on behalf of the STHC community.

The Roundtable's regular programs and activities (the annual newsletter, *Archival Elements*; Web site; listserv; Roundtable annual meeting program; and the proposal, review -- and endorsement, when relevant -- of STHC-themed sessions for the SAA annual meeting) continued during the 2006 – 2007 reporting year. 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. It guided the Co-chairs through the 2007 selection processes for a new Roundtable co-chair and steering committee members and provided timetables for STHC leadership communications with members, including timely posting of the Annual Meeting notice and agendas to members.

STHC members Ewa Basinska and Elizabeth Phillips, *Archival Elements* editors; Rose Roberto, Webmaster; and Russell Johnson, listserv owner and administrator deserve special recognition for their efforts on behalf of STHC. Their ongoing work insures that the Science, Technology, and Health Care Roundtable provides services and resources to its members throughout the year, not just at the time of the annual meeting.

**Archival Elements:** The 2007 annual STHC newsletter, *Archival Elements* contained articles by R. Joseph Anderson and Orville Butler (Center for History of Physics, American Institute of Physics), "Initial Findings of the Project to Document the History of Physicists in Industry"; Suzanna Long (Department of Management and Marketing, Southern Missouri State University), "Managing Technology-Driven Change From a Non-Technical Tradition: An Exploration of Some of the Challenges Facing Modern Archives"; and Erik Moore (Academic Health Center, University of Minnesota), "Interpreting Privacy: A Survey of the HIPAA Privacy Rule's Application in Archives and Precedents for Future Directions." Shorter submissions from science, technology, and health care archivists and repositories included announcements on collections development, repository openings, publications and exhibitions projects, and conferences. *Archival Elements* posted notices and schedules of the 2007 Roundtable annual meeting programs, STHC-themed SAA sessions at SAA2007 Chicago Annual Meeting, and a message from the STHC Co-Chairs. *Archival Elements* has been distributed online since ca.1997. Issues from 2000 through 2007 are available at <http://www.archivists.org/saagroups/sthc/publications.html#newsletters>

**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@lists.ucla.edu](mailto:sthc-l@lists.ucla.edu)) celebrated its eleventh anniversary in August 2007. It currently has 210 subscribers. The listserv continues to be especially valuable for directing announcements and discussion to our subject-oriented audience. Owner/administrator Russell Johnson periodically reposts announcements and other information that appeared originally in other sources.

**SAA Annual Meeting Sessions:** STHC endorsed two session proposals for the 2007 Annual Meeting. This was the maximum number of endorsements allowed. Alison Oswald's proposal "It's More than Just the Patent: Documenting Invention Records and the Makers and the Players" was accepted for the 2007 Program. John Zwicky's proposal on artifacts in archival collections was not accepted for the SAA program, but, recast as a five-person panel discussion, it was the formal program at the STHC Roundtable Meeting. Sessions developed for, but not selected by SAA, are a frequent source for substantive STHC Roundtable programming. A listing of sessions at the SAA Annual Meetings of interest to STHC members is posted on the Web site and available as a handout at the STHC Roundtable Annual Meeting.

**Annual Steering Committee and Roundtable Meetings:** The STHC Steering Committee Meeting and the Roundtable's Annual Meeting were held on August 29, 2007 at the Fairmont Chicago. Thirty-five members attended the Roundtable meeting. A formal program, "Caring for Artifacts in Archival Collections," was presented by John Zwicky, Chair (American Academy of Pediatrics), Carolyn Texley (Consultant, Ann Arbor, Michigan), Mott R. Linn, Jr. (Clark University, Worcester, Massachusetts), Jennifer Searcy (Loyola University and Abbott Labs, Chicago, Illinois), and Judy Robins (American Society of Anesthesiologists, Park Ridge, Illinois). The panelists discussed the diverse ways by which artifacts join collections, how they are used as documentation, how they fit into the broader picture of archives, and best institutional policies and practices for effective and safe care and treatment. STHC thanks the speakers for their participation in the program and for tailoring the SAA proposal for the STHC audience.

**STHC Governance, Operations, and New Initiative:** At the Roundtable's 2007 Annual Meeting in Chicago, Tim L. Pennycuff was elected STHC Co-Chair, 2007-2009. Paul Theerman continues as Senior STHC Chair through 2008.

During the reporting year, STHC Leadership actively reviewed and responded to the SAA Council Taskforce on Section and Roundtables report. STHC Co-Chairs and two other Steering Committee members attended the SAA Leadership Orientation and Forum in Chicago to discuss the revised SAA Council Bylaws. At the Roundtable meeting, STHC attendees were briefed on key changes, how they will be rolled out, and on SAA's new AMS system and its ongoing implementation.

At the Roundtable Meeting, Jean Deken proposed that STHC recommend an SAA award to honor the late Joan Warnow Blewett. This award will recognize distinguished achievement in the field of science, technology, or healthcare archives. The Roundtable approved the concept as presented and authorized the STHC Steering Committee to draft award language and criteria. Following approval of the award language by STHC via the listserv, the proposal will go to SAA Council.

*Respectfully submitted,*

*Janice Goldblum (National Academy of Sciences) and Paul Theerman (National Library of Medicine), Co-Chairs*

## **Security Roundtable (Liaison: Williams)**

### **SAA Security Roundtable**

#### **Annual Business Meeting Minutes, August 29, 2007**

The meeting was attended by approximately twelve participants, including Council and Program Committee representatives, and several individuals who arrived late or departed early.

The meeting began with the customary call for session proposals for the next year's program, which in this case will be in San Francisco in late August, 2008. Beth Bensman, representing the Program Committee, reported that the theme is R/evolution; proposals are particularly welcome if they relate to the theme. A Roundtable can endorse two proposals but can submit more than two. Due date for proposals is October 12, 2007.

Sherry Williams, Council Representative, reported on upcoming changes affecting Roundtables. Upon renewing or joining SAA, members will be asked to pick two Roundtables. Roundtables with fewer than 50 enrolled members may be disbanded by SAA.

Richard Strassberg reported on the pilot survey on archival theft. With input from Gregor Trinkaus-Randall and Mimi Bowling, Rich designed a survey which solicited information on archival thefts within the past five years. Earlier this year, working with the SAA office and a SurveyMonkey instrument, this survey was distributed to institutional members of SAA in the United States. Because of ongoing implementation of a new membership database at SAA headquarters, the exact number of institutions receiving this survey is not yet known. Responses were received from 67 institutions. Of those, nine (13.6%) indicated that they were aware of one or more incidents of theft in their repositories in the past five years.

The Roundtable agreed that an expanded version of the survey would be desirable. It is unclear at this point how best to attain the desired result of one response per repository, when many individual SAA members may represent a single repository. It was suggested that the Roundtable contact CoSA and the regional archival organizations to explore ways to expand the survey base.

The Roundtable then discussed whether the Security Roundtable should be discontinued, given the chronically slim attendance at its annual meetings – even when exciting programs are presented, as was the case in 2006. Asking to be adopted as a committee or subgroup by a Section (such as Preservation) is a possibility. However, in light of the particularly engaged participation of this year's attendees, and interest in expanding the theft survey, it was agreed to continue the Roundtable for the time being. Council's imposition of a 50-member minimum may affect the Roundtable's continued existence.

One participant raised a question for the group to discuss, concerning the safety of archival materials in transit (e.g. for an exhibition). Her government agency has a predilection for speeding motorcades, flashing lights, sirens and the occasional helicopter. The consensus of the group was that using skilled art handlers and safe but inconspicuous modes of transport (such as locked, couriered and innocuously-painted air-ride trucks) is a vastly safer means of transporting rare and fragile materials.

Following a lively and informal discussion of other matters of mutual interest – in particular, the incidence and means of preventing insider theft, and the pros and cons of using students to page valuable materials – the meeting adjourned.

*Submitted by Mimi Bowling*

## **Draft Report on the August 2007 Test Theft Survey of SAA Institutional Members**

**Acknowledgement:** Let me begin by acknowledging the considerable assistance of the SAA's Education Director, Solveig DeSutter, in arranging for us to use the SAA's Institutional Membership List for the Survey I am about to describe, and that of Carlos Salgado, SAA Program Coordinator in arranging the implementation of the survey through the Survey Monkey Web Survey Service. Without their assistance, our project would have been impossible.

### **Rationale for the Survey**

At the 2006 meeting of the SAA Security Roundtable, it was decided to undertake a survey of SAA member institutions to determine if theft from their holdings continues to constitute an important issue for the archival community. There is concern about the continued low attendance at Roundtable meetings in the last few years despite our provision of interesting speakers. There is also lack of evidence that issues of archival security are offered much attention in most programs offering graduate archival training. Registration for the periodically scheduled and highly participant-rated SAA security workshops has been less than we have hoped for and this has, in fact, resulted in more than one cancellation of such programs in the past.

Indeed the perceived ambivalence of the archival community to grappling with the threat of cultural crime persuaded those conducting the survey to do an initial brief and easily-responded to- sample survey of incidents rather than full-blown security survey of the archival community as a whole.

### **Survey Methodology**

At the outset, there were four goals for this project:

- To test the response of a sample audience to a brief survey as a way to evaluate the interest of the archival community to this problem.
- To maintain the anonymity of survey participants to encourage the fullest participation
- To gauge if there was sufficient on-going theft activity documented by the sample coterie to broaden data gathering to the wider archival community.
- To, in the simplest terms, provide a template for an appropriate response to archival theft (see especially questions 4-7 in the attached survey outcome) in institutions experiencing this problem.

The coterie selected for this sample survey are repositories which are institutional members of the Society of American Archivists. It is acknowledged at the outset that this will bias the results toward the larger archival institutions which can afford such membership. The survey creators, however, were optimistic that such institutions would also be committed enough to SAA to substantially participate in the survey. Their response would help us to test the survey format and gather some preliminary data on the prevalence of recent incidents of theft in archives. Addressing the survey to institutional members of SAA rather than individual members, moreover, minimized the possibility of more than one response from a single institution.

Finally, it was decided to limit the date span of this survey to the last five years with the assumption that data on thefts during this period would be easily acquired, reducing the research needed to complete the survey and encourage cooperation with the survey effort.. Since a major purpose of this survey is to gather data to evaluate the continued need for educational efforts respecting archival security, we decided to focus our efforts focus on the present situation regarding theft in archives.

### **Survey Challenges**

In considering the results of this effort, the following limitations of the present effort need to be considered:

- Unfortunately at the very same time this project was implemented, SAA was undergoing a major automation project regarding its membership data. While this effort will greatly improve the analysis of the SAA's membership profile when it is completed, this work is ongoing. Thus, although the Society was able to expedite a mailing to its institutional members, it has not yet been feasible to provide us with a total number of such members as of the date of this report. Our study also resulted in numerous returned email inquiries indicating that the contacts for these institutions need to be update.
- Finally, one simple error needs to be acknowledged. Section two of the survey, geographic region, should have allowed for the identification of the origin of survey data from institutions outside of the United States. Our colleagues around the world are now and have always generously supported the SAA as institutional members. There are some indications, however, that this omission did not deter a member from outside the US from responding to the survey.

### **Survey Results**

Sixty-eight institutional members of SAA responded to the present survey. The validity of using the institutional members of SAA as a sample seems justified in the broad variety of institutional types that

responded to this survey and the equally as satisfying geographical spread of the respondents (see the responses to questions one and two below)

Of the total numbers responding, 9, or 13.6 percent, have had a theft since 2002.

Of those institutions that have experienced a theft, 37.5 % or three had written security policy prior to the theft, only one (12.5%) had a trained security coordinator, two (25.0%) did staff background checks. Three quarters of those robbed had staff trained in security procedures. These included training in opening and closing procedures (87%); all have instituted security procedures for their reading rooms (100%). Five of these institutions claim protection of their accessions during processing, three during moving and 62.% or five during exhibits. Our final question on security procedures prior to theft might be viewed by some as an anomaly in an archival theft questionnaire but is really very pertinent. We asked our respondents who had a theft if they had a disaster response plan and five of the 9 did. Planning on protecting your collections from theft during the aftermath of a fire, flood, or other natural catastrophe, however, is an essential part of disaster preparation.

The physical security of those institutions which had a theft was surprisingly good as you will see when your review the statistics gathered. One glaring problem did appear and that is the absence of closed circuit television and recorders in the reading rooms of all but two of the institutions hit by theft. 71% of the institutions (5) say that their losses likely occurred in this area. In view of that fact that “professional” archival thieves have frequently commented how they will avoid reading rooms equipped with recorded CCTV,” suggests that such equipment would be a good investment for these insitutions.

Unfortunately, only two of the 9 respondents who had a theft chose to answer question 6 regarding the differences in their practices and procedures after they had experienced a theft. One can speculate as to why the other seven chose not to respond to this question—what unfortunately comes to mind is that nothing has really changed in their theft preparedness after an actual incident of theft but this is, of course, pure conjecture.

The spread of security incidents reported in the last five years is as follows : two last year; two in '05, and one in two in '02 .

The responses to question twelve having to do with who to immediately contact after a theft are evocative as you see: Those archivists reporting losses in this survey are still not communicating such incidents widely enough to optimize their chances of recovery of stolen items . It may be that they were told to keep their losses quiet by their institutional administrators or even the police. We need to do more to educate our colleagues or archival institutions in general about the value of widely advertising such losses . A note does mention that the police involved did post the lost to various lists in one case.

Sadly, none of the items stolen have yet been recovered as indicated in the responses to question 13. The curators involved have some suspicions as to who was involved and where the incident took place but obviously are not sure (see answers to questions 16-18).

## **Conclusion**

Where do we go from here?

1. Shall we broaden our theft survey to look at security practices in archival institutions similarly to what was done for special collections in 2004 for the ACRL by Clark Center Jr. and Donnelly Lancaster? ( and summarized in ACRL Spec Kit 284—see the executive summary attached)? If so, would it make sense to ask permission to adopt their question list as much as is appropriate and apply it to archival institutions?

2. If this seems a good strategy do we want to limit our questions to incidents of theft or adopt the more wide-ranging ACRL approach?
3. Whether we decide to limit our study to thefts or broaden it, should we undertake to do a subsequent fairly wide-range survey of institutions which have staff who are SAA members as a follow-up or use the US archival repositories in Terry Abraham Special Collections List ( asking his permission of course) (<http://www.uidaho.edu/special-collections/Other.Repositories.html>) as a random-sample group.

## Visual Materials Cataloging & Access Roundtable (Liaison: Summers)

### SAA Visual Materials Cataloging and Access Roundtable Annual Business Meeting Minutes, August 29, 2007

**Chair and facilitator:** Martha Mahard

**Recorder:** Ardys Kozbial

**Headcount:** 34 people

**Leadership:** Miriam Meislik is the roundtable chair for 2007-2008. The group elected Robert Burton as the incoming chair. He will chair the roundtable for 2008-2009.

#### Announcements

The annual t-shirt sale is happening on Café Press this year – <http://www.cafepress.com/saavm>

The section has expanded its line of merchandise to include, in addition to t-shirts, bags, mugs, notecards and stickers.

New SAA publications of interest to this group include *Photographs: Archival Care and Management* (2006), *Architectural Records: Managing Design and Construction Records* (2006), *Film Preservation: Competing Definitions of Value, Use, and Practice* (2007).

There was some discussion about *Views*, the Visual Materials Section newsletter which Martha Mahard, current editor, is gradually changing. Martha is looking for suggestions from the section and this roundtable about ways to make it more interesting and relevant. Martha is considering adding a column about cataloging issues.

#### Round Robin

Most of the time allotted for the roundtable meeting was spent with group members talking to each other about issues they are facing in their institutions, projects on which they are working and some general comments about SAA. A summary of the roundtable follows.

- Beinecke Rare Book Library, Yale University. The Beinecke purchased the Peter Palmquist collection and is now processing it. Palmquist was the school photographer for Humboldt State University in California and was a collector. There are an estimated 1-2 million items in the collection.
- The Harvard College Library is in the process of digitizing 10,000 photographs from the Teddy Roosevelt collection.
- The Bancroft Library, UC Berkeley, has a 2-year grant from NEH for a preservation housing project of 4.5 million photographs and negatives (mostly negatives) in the San Francisco Examiner collection. The Bancroft is doing minimal level cataloging and processing. Most catalog information has been lost because the collection was moved so many times.

- DC Public Library. Addison Scurlock collection cataloging and preservation project. They are creating item level catalog records, scanning the photographs, freezing the negatives. The images will appear in the online catalog and on the library's web site. Scurlock was an African-American photographer in Washington DC. His studio was the official photographer of Howard University. He established first color lab in DC and ran a school. The project is being funded by Save Americas Treasures, which will allow the library to hire a project manager. Interns will scan the images.
- Prints + Photographs Division, Library of Congress. 1) As an experiment, 2 P+P photo collections will be loaded into Flickr to see how the public will respond. Flickr is set up for individuals to mount their own collections and issues of ownership have come up. 2) LC is joining the Thesaurus of Graphic Materials (TGM) with Descriptive Cataloging of Rare Materials and LC is looking for feedback. This visual materials cataloging manual would stay in item level cataloging. Opinions and advice wanted. What kinds of tip sheets would people like to see on the P+P web site?
- Marcy Flynn reported in from the Standards Committee meeting. DACS is getting ready for its 5-year review process. The review committee is aiming at a transparent process, starting with an open session about it (the review process) at the 2008 SAA meeting in San Francisco and initiating a web-based presence in the next year.
- One of the students commented that she finds SAA to be a student-friendly organization.
- Another student is working on a cataloging project at a new museum, the Minnie Clayton Museum.
- University of North Carolina – Chapel Hill. With private funding and a state allocation, UNC Chapel is beginning to process the Hugh Morton collection. Morton was the most important photographer in North Carolina in the second half of the 20<sup>th</sup> century. The collection consists of approximately 200,000 slides and the same number negatives and is in organizational disarray. A blog on the topic of processing the Morton collection will be opened.
- A question came up from a large institutional collection about photographs that were separated from the print portion of the collections, but kept in the same order. Researchers are having trouble finding materials and the archivist wanted to create a separate finding aid for the photographs. One person suggestion looking at the Allen Chesney Medical Archive (Johns Hopkins Medical Institution) as a good example of this.

## Women Archivists Roundtable (Liaison: Williams)

### Officers:

- Co-chair: Kathleen Feeney, Special Collections Research Center, University of Chicago, 2005-2007
- Co-chair: Ginny Kilander, University of Wyoming, American Heritage Center, 2006-2008
- Co-chair: Christine Schmid Engels, Jacob Rader Marcus Center of American Jewish Archives, 2007-2009

### *Steering Committee:*

- Kathleen Feeney, Special Collections Research Center, University of Chicago (Co-Chair 2005-2007)
- Eileen Ielmini, Special Collections Research Center, University of Chicago Library
- Kathie Johnson, University Archives & Records Center, Ekstrom Library, University of Louisville
- Ginny Kilander, University of Wyoming, American Heritage Center (Co-Chair 2006-2008)
- Christine Schmid Engels, Jacob Rader Marcus Center of American Jewish Archives (Co-Chair 2007-2009)
- Robin Secco, Special Collections Research Center, University of Chicago Library
- Andrea F. Sheehan, QVC, Inc.
- Jennie Thomas, Marilyn Crandell Schleg Archivist, Special Collections, Albion College
- Karen Walton Morse, Special Collections, University Archives, SUNY at Buffalo

**Report from Annual Meeting:**

- Number of attendees at joint meetings/reception: Approximately 40 total.
- Election results: Christine Schmid Engels was named co-chair, Robin Secco was named to the steering committee.
- Summary of meeting activities: See below.

The WAR and Women's Collections Roundtable (WCRT) held meetings and a joint reception at Loyola University's Gannon Center for Women and Leadership, Wednesday, August 29, 2007 (meeting and program 4-6 p.m., reception 6-8 p.m.). The business meeting began with an assessment of the previous year's activities and discussion of the opening for a new co-chair and steering committee position. We were unable to complete the election of a co-chair at the meeting, but Christine Schmid Engels accepted the position shortly after the SAA annual meeting. Robin Secco was confirmed as a new steering committee member shortly after the annual meeting as well.

We discussed other business such as the Navigator program, daycare at the annual meeting, A\*CENSUS results, SAA Fellow nominations, updates to the web-resources on the WAR website, recent changes to roundtable guidelines, ideas for our next meeting, and the need to review and possibly update the WAR bylaws, adopted in 1998. We also heard from our liaison to the Publications Board. Our meeting closed in order to join the WCRT attendees for the shared program featuring feminist leaders in the profession, Andrea Hinding and Ann Campbell, and the reception and tours hosted by the Center for Women and Leadership.

**Completed Projects/Activities:** WAR sent a call for submissions for section endorsement for the 2008 Annual Meeting, but no proposals were received by the deadline.

**Ongoing Projects/Activities:**

- Continue to support the Navigator program at the SAA Annual Meeting.
- Encourage active involvement of individual roundtable members and plan to assess the effectiveness/satisfaction with the roundtable initiatives.
- Review and update WAR web-resources as needed (Women Archivists literature review, Women's archives, Workplace Issues, Relevant websites).
- Continue to participate in the nomination process of SAA fellows.

**New Projects/Activities:** Conduct a review of section by-laws (adopted in 1998).

**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/Comments for Council Attention:** [None submitted.]

**Women's Collections Roundtable (Liaison: Felker / Vogt-O'Connor)****Officers:**

Doris Malkmus, Co-chair  
Anke Voss, Co-chair

**Report from Annual Meeting:**

- **Number of attendees:** 17
- **Election results:** Anke Voss, Co-chair; Doris Malkmus, Co-chair
- **Summary of Meeting Activities:** See below.

The Women's Collections Roundtable meeting was held on August 29, 2007, in Chicago, Illinois, at Loyola University's Gannon Center for Women and Leadership, followed by a joint program and reception with the Women Archivists' Roundtable. The Roundtable owes special thanks to Elizabeth Myers and her staff, at the Gannon Center, for hosting our meeting, offering tours of the facility, and providing a reception for attendees.

The meeting was called to order by Roundtable co-chairs, Doris Malkmus (Pennsylvania State University) and Anke Voss (Champaign County Historical Archives, The Urbana Free Library). After a roll call, attendees voted that Malkmus and Voss continue as co-chairs and Amy Rudersdorf (North Carolina State University) as the web liaison. Next, co-chair, Doris Malkmus, introduced special guests at the meeting and program, members of the board of the Chicago Area Women's History Council, a group which is embarking on a project to document the Second Wave of the Women's Movement in Chicago from the early 1960s to the present; the Council also provided attendees information about their publication, *Women Building Chicago, 1790-1990, A Biographical Dictionary*, published by Indiana University Press in 2001. Doris Malkmus reported from the SAA Leadership forum, on Council recommendations for membership rules and meeting space allocation for SAA Roundtables and Sections. Members were encouraged to submit program proposal for the 2008 annual meeting of SAA, to be held in San Francisco, CA.

After the Roundtable business meeting, WCRT members joined Women Archivists' Roundtable members for a joint program, featuring a presentation and discussion with feminist leaders in the profession, Andrea Hinding and Ann Campbell. After an engaging discussion, the program concluded with a joint reception.

**Completed Projects/Activities:** The recommendation to terminate allocation of space for Roundtables at the Annual Meeting continued to draw resistance from Roundtable members and discussion on its listserv.

The WCRT sponsored a panel discussion, at SAA's annual meeting entitled, "Fundamental Change: Three Early Feminist Leaders Reflect on the Profession's Past and Present Challenges." The panel presented three highly accomplished feminist leaders in the profession, Ann Morgan Campbell, first executive director of SAA, Elsie Freeman Finch, author of *Advocating Archives*, and Andrea Hinding, project leader of the 1979 *Women's History Sources: A Guide*. The session had 61 attendees.

**Ongoing Projects/Activities:** Enhancing the use of the WCRT Web site to increase communication about issues related to curating and publicizing women's collections.

**New Projects/Activities:** [None submitted.]

**Diversity Initiatives:** [None submitted.]

**Questions/Concerns for Council Attention:** [None submitted.]