

**Society of American Archivists  
Council Meeting, February 26 – 28, 2009  
Marriott Wardman Park  
Washington, DC**

**2007 – 2008 Component Annual Reports  
(Compiled from submissions to SAA Office)**

**Section Annual Reports**

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

**Officers for 2007-2008:**

Julie Herrada, Chair  
Tara Laver, Vice-Chair/Chair Elect  
Michelle Sweetser, Immediate Past Chair and Web Liaison  
Debbie Richards, Steering Committee  
Amy Scott, Steering Committee  
Brad Bauer, Steering Committee

**Report from Annual Meeting:**

- Number of attendees: 40
- Election results: Vice-Chair/Chair Elect is Carl Van Ness, Head of Archives and Manuscripts, University of Florida; Steering Committee (replaced Amy Scott) is Karen Adler Abramson, Associate Director for University Archives & Special Collections, Robert D. Farber University Archives & Special Collections Department, Brandeis University.
- Presentation: *Citizens in the Dark? Government Information in the Digital Age*, James R. Jacobs, International Documents Librarian, Green Library, Stanford University. Jim Jacobs gave an interesting and well-received presentation on the challenges of preservation of electronic government information.

**Completed Projects/Activities:**

- In October we submitted three session proposals. Two of them (“Digital Donors: Agreements, Rights and Donor Relations in the Electronic Environment” and “Ethnic Archives: Collecting in Cultural Contexts”) were selected by the Program Committee. In addition, we endorsed two sessions which were also selected by the Program Committee.
- In November we were asked by Council to comment on the "Protocols for Native American Archival Materials" a draft document developed by a group of Native American and non-Native American archivists, librarians, museum curators, historians, and anthropologists who gathered for a conference at Northern Arizona University in April 2006. We submitted our comments to Council on December 17.

- In March our Section volunteered to draft a letter to Congress regarding the reintroduction of Senator Patrick Leahy's bill, the Artist-Museum Partnership Act, which we did, and sent it to President Greene, Nancy Beaumont, and our Council Liaison, Diane Vogt-O'Connor.
- In July we were asked by SAA's Education Committee to review their procedural changes for seminar/workshop development.
- We implemented online voting for our Section elections this year. We were greatly disappointed to learn that only 35 people voted online, of 339 eligible members, since our main purpose for employing online voting was to increase participation. At our meeting, we were informed by several people that they did not receive notification of the election in time, or at all, despite the fact that we sent out notification at least two weeks before the deadline. Our intention for next year is to begin the process earlier and make sure that all those who are official members of the Section receive notification of the election in time to cast their votes.
- The section published two newsletters this year, Winter/Spring 2008 and Summer 2008.

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

- In the coming year, the steering committee will review our bylaws and suggest revisions to improve the operation and administration of the section.
- During the 2008 annual meeting session "Trash or Treasure? Experiences with Deaccessioning and the Implications of Digitization," there were repeated comments about the need for there to be established, profession-wide accepted guidelines for deaccessioning. The two presenters who had undertaken deaccessioning projects had looked to the American Museum Association's guidelines but ultimately had to make up their own policies. Working through the Standards Committee, the Acquisition and Appraisal Section will work on drafting a standard for deaccessioning.

**Diversity Initiatives:** Our Section submitted a proposal for a session for the 2008 Annual Meeting entitled, Ethnic Archives: Collecting in Cultural Contexts. The proposal was accepted and the session was held on Friday, August 29, 2008, from 2:30 to 4:00 pm.

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

#### **Officers 2008-2009:**

Tara Laver, Chair  
 Carl Van Ness, Vice-Chair/Chair Elect  
 Debbie Richards, Steering Committee  
 Karen Abramson, Steering Committee  
 Brad Bauer, Steering Committee  
 Julie Herrada, Immediate Past Chair  
 Michelle Sweetser, Web Liaison

*Respectfully submitted by Julie Herrada, immediate past chair.*

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

#### **Officers:**

Gwynedd Cannan, Chair (2007-2009)  
 Alan Lefever, Vice-chair/Chair-elect (2007-2009)  
 Elizabeth Scott, Secretary (2007-2009)  
 Paul Daniels, Representative At Large (2008-2010)  
 Audrey Newcomer, Representative At Large (2007-2009)

Loretta Greene, Past Chair/Nominating Committee (2007-2009)

**Report from Annual Meeting:**

- Number of attendees: 58
- Election results: Paul Daniels was elected as Representative at large for 2008-2010  
Summary of meeting activities: Minutes for annual meeting are below.

**Completed Projects/Activities:** A new chair of the Models and Resources Committee was appointed and her plans for the Committee's direction were approved by the Steering Committee.

**Ongoing Projects/Activities:**

The SAA Publications Board approved the proposal for a religious reader submitted by ARCS members Margery Sly and Mark Duffy. Margery is putting together a proposal colloquium to flesh out ideas and themes for the reader and she is soliciting participation from ARCS members. The Steering Committee will keep apprised of the progress of this proposal and assist in the production of a resource that is of value to the religious archivist.

Chris Doan, Chair of Models and Resources, will provide digitization projects to the Models and Resources component of the ARCS webpage. Project management guides and benchmarks used for technical specifications will be included.

The Steering Committee discussed ideas on program development for annual SAA meetings. Groundwork was laid out for a session proposal for 2010. We intend to continue exploring ways to encourage our members to participate in the Annual Meetings through presentations and workshops.

**New Projects/Activities:** The Steering Committee is developing a formal ARCS manual detailing the duties and responsibilities of the officers.

**Diversity Initiatives:** ARCS is adding a Spanish version of our welcome statement to the ARCS webpage. The diversity of our section was demonstrated in the Section program in which 3 members explained their different faith practices and how these practices impact documentation. ARCS will continue to look for ways to celebrate diversity and promote inclusion.

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

**ARCHIVISTS OF RELIGIOUS COLLECTIONS SECTION MEETING**

**August 29, 2008, 9:00 am**

Gwynedd Cannan, Section Chair, called the meeting to order at 9:02 am.

**RECEPTION:** Gwynedd took a moment to thank Chris Doan for hosting the Wed. night reception at the Sisters of the Presentation convent on Wed. evening. Next year Mark Duffy will be hosting the reception at Saint David's Episcopal Church in Austin, TX. He promised free parking.

**MEMBERSHIP ITEMS:** Gwynedd asked new members/attendees to rise and give their name and affiliation. Approximately 10 people did so. Gwynedd asked attendees to sign in on the sign-in sheet and to please fill out the member survey. The survey is used to find volunteers to help out with the section and for use in session proposals. It doesn't disappear into a vacuum—it is used. The group approved the minutes of the 2007 meeting with no discussion.

**COUNCIL LIAISON:** Margery Sly reported on happenings at SAA council. At the most recent meeting, Council:

- Voted to fund 2 minority scholarships for \$5000 each. The scholarships can be used for education as well as attending annual meeting.
- Created a task force to develop a values statement for SAA
- Adopted a two-pronged approach to the Native American Protocols
  - Diversity Committee and the Native American Roundtable are planning forums for the next three annual meetings
  - Council will form a task force to look at issues of cultural properties.
- Selected Drupal (<http://drupal.org/>) as content management software for SAA website.
- is moving toward electronic balloting for national elections (They have already been used for some section and roundtable elections, but there is not yet capability to do SAA elections.)
- Awards Committee reminds Round Tables and Sections to get names to Awards subcommittees. People need to be nominated in order to win awards—the names do not generate themselves.

**PROGRAM COMMITTEE REPRESENTATIVE:** Mark Duffy, Section member and program committee member gave a report on next years program. The Program theme for Austin is Sustainability. The deadline for submissions is October 8—online forms will hopefully make submission a bit easier.

**ELECTIONS:** Loretta Greene conducted elections for the one open Representative-at-large seat on the Steering Committee. Paul Daniels of the ELCA and Saint Paul Seminary and Sarah Harwell of the Disciples of Christ Archives graciously volunteered to run and their statements were made available prior to the meeting on the ARCS website. There were no nominations from the floor. Paul Daniels won the election.

**SR. M. CLAUDE LANE AWARD:** Mark Thiel of Marquette University won the Sr. Claude Lane Award. The “award recognizes individuals who have made a significant contribution to the field of religious archives.” Thiel won for his work on the five-volume *Guide to Catholic-Related Records About Native Americans* in electronic format.

**RELIGIOUS READER:** Mark Duffy gave an update on the Religious Reader. He and Margery Sly put forward a proposal which was accepted by the SAA Publications Board. They have a working chapter outline, but it is still very much in draft form. Margery is looking for help to put together a session/proposal colloquium on different traditions that will help as they move forward in the process. The proposal is to coalesce around different themes with different small groups to help bring out ideas for the book. Anyone wishing to help with the colloquium should email Margery msly [at] history.pcusa.org. For the book, contact either Margery or Mark.

**COMMITTEE REPORTS:** ARCS Committees gave brief reports.

Chris Doan talked briefly about her plans for **Models and Resources**. She will provide the members with more information via the ARCS listserv. **Newsletter**—Wes Wilson would be happy to give up the position to get others interested and involved. The newsletter is online and evolving constantly. **Website**—Mark Duffy circulated statistics from the website. The directory is the most used area on the site, which is interesting as SAA is encouraging Sections to eliminate their own directories and use the SAA directory. Our directory is browsable though, which makes it a bit easier to use than SAA, which requires one to know a name. Please refer questions about the website or the statistics to Mark—he is happy to help. He would also be HAPPY to have someone replace him as Webmaster. He is willing to work with someone for a year or two to get them started. It requires a commitment of perhaps a few hours a month. **Listserv**--Dale reported that he is closing the Yahoo listserv and ARCS will use the SAA

ARCS listserv by the end of 2008. Everyone who is an official member of the ARCS section is signed up to be a member of the new list, but no one receives mail unless they go to their SAA profile on the SAA website and change the settings. Dale will send out the instructions for doing this

**NEW BUSINESS:** The Chair reported that the Steering Committee had responded to a survey on Diversity sent out by SAA President Mark Greene, stating that:

- The Section is inclusive and includes members representing many faith traditions and backgrounds.
- The welcome statement will be translated into Spanish in the coming year.

The Chair asked members to let the Steering Committee know if they had any ideas on promoting diversity or if they were addressing diversity in their archive or institution. The *SAA Education Committee* has instituted an important change--Workshop proposals can now be submitted throughout the year—they no longer have to be submitted at the same time as session proposals.

**FLOOR DISCUSSION:** Gwynedd invited attendees to make brief announcements or statements from the floor.

- Texas Baptist Archives is taking the records of the American Tract Society, including tracts and George Whitfield's traveling pulpit.
- Chicago Area Religious Archives was founded this last year. They did a tour.
- The Claretians have started a Catholic Archive Collaborative—it is scheduled to be up and running Oct. 1.
- Laura Botts from Mercer University in Georgia announced that Mercer--Atlanta is the new home of the American Baptist Historical Collections. They are run separate from the Mercer Archives and are in the process of hiring.
- It was announced that the LDS has a new building designed for both archives and library.
- Terry Reilly from the University of Calgary spoke briefly about the controversial four year plan wherein the United Church of Canada shared space at the Victoria campus of the University of Trinity College of Toronto—The United Church decided to remove their archives from the university and return them to denominational control. They are not really open yet but the website has some news. In view of the demands related to the residential schools/First Nations' legal settlement, the United Church has retained archival assistance.
- Paul Daniels from Luther Seminary announced that a an oral history collection consisting of 110 oral histories from Lutheran Missions in China before the Revolution may be going online through the National Church Archives.
- Archdiocese of New Orleans representative Lee Leumas will keep the Section updated on the potential impact of the upcoming hurricanes through Loretta Greene.

**SESSION PROPOSALS:** Alan Lefever, section Vice Chair, opened brainstorming on Session Proposals. Some of the ideas mentioned: masterless mistresses—how belief impacts action; how congregations grew and developed before the 1929 crash; tension between access and organization; merging collections; mission churches. \*\* Mark Duffy and Alan LeFever reminded the members that the proposals need to address archival issues and be more than just about religious traditions or ideas. \*\*

**PROGRAM:** We ended the session with a program wherein section members briefly introduced us to their faith traditions and to their collections. One scheduled participant, Lucinda Glenn, was unable to make it. The participants were: Bill Sumners--Southern Baptist Historical Society; Jennifer Cole--American Judaism and the American Jewish Historical Society; Lori Curtis—Loma Linda University and the Seventh Day Adventists.

Gwynedd closed the meeting at 11:00.

*Respectfully submitted by Gwynedd Cannan, chair.*

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

### **Officers 2008-2009:**

Chair: Dean Weber  
Vice Chair/Chair Elect: Scott Pitol  
Immediate Past Chair: Tony Jahn  
Secretary: Susan Watson  
Editor: Amy Stephenson  
Vice Editor: Shawn San Roman  
Member-at-large: Megan Moholt

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

- Number of attendees: 78
- Election results: Vice Chair/Chair Elect: Scott Pitol (ran unopposed); Secretary: Susan Watson (ran unopposed); Vice Editor: Shawn San Roman (ran unopposed)  
Member-at-large: Megan Moholt (48% in a three-way race)
- Summary of meeting activities: The section held no general meetings, other than that held at the Annual Meeting. Discussions at the meeting centered on assessing support for an Advanced Business Archives Workshop, as discussed below.

**Completed Projects/Activities:** Conducted first all-online election of officers. Conducted Business Archives Colloquium on Wed., August 27. Five section members presented on their experiences with efforts at outreach in their own archives.

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

**New Projects/Activities:** The section has put together a working group to develop a new two day (tentative) Advanced Business Archives Workshop. The tentative plan is to offer the workshop as a stand-alone workshop in the fall of 2009 and possibly as a pre-conference workshop at the 2010 Annual Meeting. The team is working with SAA Education as well as Elizabeth Adkins and Phil Mooney, instructors for the current Business Archives Introductory workshop.

Because of severe budget constraints in the business archives community, we anticipate that attendance at next year's annual meeting will be down. Many members already know that they will have to pay their own way, if they are able to attend at all. We are looking into the possibility of making our 2009 Business Archives Colloquium available as a webinar for section members unable to attend the Annual Meeting.

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

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

*Respectfully submitted by Dean Weber, chair.*

## College & University Archives (Liaison: Primer / Hodson)

### Officers:

Chair (2008-2010) Elisabeth Kaplan, University of Minnesota (kapla024@umn.edu)  
Vice-Chair (2007-2009) John Bolcer, U. of Washington (jdbolcer@u.washington.edu)

Mike Strom, Texas Christian University (M.Strom@tcu.edu) (2006-2009)  
John Ansley, Marist College (John.Ansley@marist.edu) (2006-2009)  
Rachel Vagts, Luther College (vagtsrac@luther.edu) (2007-2010)  
María R. Estorino, U. of Miami (mestorino@miami.edu) (2007-2010)  
Chris Prom, University of Illinois ([prom@illinois.edu](mailto:prom@illinois.edu)) (2008-2011)  
Jay Gaidmore, Brown University ([gerald\\_gaidmore@brown.edu](mailto:gerald_gaidmore@brown.edu)) (2008-2011)

Christopher Laico, Columbia University, editor, *Academic Archivist* (cl880@columbia.edu)

Claude Zachary, U. of Southern California, Web liaison (czachary@usc.edu)

### Report from 2008 Annual Meeting:

- Number of attendees: ca. 200
- Election results: Slate of three candidates was presented: Kevin Leonard, Northwestern University; Aaron Purcell, Virginia Polytechnic Institute and State University; Elisabeth Kaplan, University of Minnesota-Twin Cities
- Summary of meeting activities: (see minutes, below)

### Completed Projects/Activities Since 2008 Meeting:

- Two new members appointed to the steering committee (Jay Gaidmore, Brown University and Chris Prom, University of Illinois Urbana-Champaign), after a call for volunteers and nominations that was sent to the C&U Archives list. The appointments were made in accordance with the current C&U Archives bylaws which call for appointment of two new members each year.
- Steering committee endorsed two session proposals for the 2009 Annual meeting.

### Projects/Activities Underway:

- Initiated discussions with Council Liaison Sue Hodson to identify a process for resolving two legacy issues:
  - Addressing a discrepancy between the current SAA section guidelines and the C&U Section Bylaws (drafted 198, revised 2003);
  - Resolving approval process for the 2005 revisions to the 1999 Guidelines for College and University Archives ([http://www.archivists.org/governance/guidelines/cu\\_guidelines.asp](http://www.archivists.org/governance/guidelines/cu_guidelines.asp))
- A new issue of the *Academic Archivist* (underway)

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

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

**Meeting Agenda and Minutes, San Francisco, CA**  
**August 29, 2008, 9:00 a.m. – 11:00 a.m.**

- 1) Welcome – Betsy Pittman, section chair
  - a) Pittman called the meeting to order at 9:05am
  - b) Pittman acknowledged the services of Gordon Daines and Aaron Purcell, who are rotating off the C&UA steering committee.
  
- 2) Announcements:
  - a) Ben Primer—SAA Council Liaison:
    - i) Reviewed the actions taken at the last SAA Council meeting.
    - ii) Announced that the Council representative to the C&UA Section for the coming year would be Sue Hodson.
    - iii) Encouraged support for Preserving the American Historical Record (PAHR) legislation.
    - iv) Encouraged the submission of nominees for SAA awards
  - b) Kate Bowers—C&UA Thesaurus
    - i) The final draft has been completed and is a forthcoming SAA online publication.
  - c) Beth Yakel—archivalmetrics.org
    - i) User evaluation questionnaires are available free for use on the archivalmetrics.org website
    - ii) Feedback on the questionnaires is encouraged
  - d) Jeff Huth—2009 Program Committee
    - i) Announced that the 2009 SAA conference will be a joint meeting with the Council of State Archivists, with a theme of Sustainable Archives
    - ii) The new session proposal format involves submission of an Excel file, with a limitation of 75 words
    - iii) Proposals are due October 8; sections can endorse two proposals, with a deadline of October 20 (for the 2008 conference, the C&UA steering committee received six session proposals and endorsed two)
  - e) Megan Sniffin-Marinoff—International Council on Archives (ICA) Section on University and Research Institution Archives (SUV)
    - i) Announced the 2009 ICA-SUV meeting in Rio de Janeiro, Brazil
    - ii) Announced that samples of papers from past meetings are freely available online on the ICA website
  
- 3) Diversity Task Force Recommendations (Ansley)
  - a) The report of the C&UA Diversity Task Force was distributed by handout
  - b) John Ansley represented the C&UA Diversity Task Force; no questions were received from the floor, and members were encouraged to send comments via email
  
- 4) Approval of the Minutes of 2007 meeting, as published in the Fall 2007/Winter 2008 *Academic Archivist*
  - a) Pittman called for a vote to approve the 2007 minutes; the vote to approve was unanimous
  
- 5) 5. Reports:
  - a) Vice-Chair (Bolcer)--Program planning/SAA sessions
    - i) Call for suggestions/proposals for the 2009 C&UA meeting program
  - b) Newsletter Editor (Pittman [for Laico])
    - i) Announced publication of most recent *Academic Archivist*
    - ii) Call for content for the next issue, to go to editor Christopher Laico
  
- 6) Election of Chair for 2008-2010
  - a) Candidates:

- i) Kevin Leonard
  - ii) Elisabeth Kaplan
  - iii) Aaron Purcell
- 7) Program: New C&U Publications
- a) Campus Case Studies (Peter Wosh)
    - i) Electronic publication to address the rapidly changing technology environment
    - ii) Grew out of Bentley Library, Mellon-funded meetings/case studies
    - iii) Lightly vetted, with creative control by submitters
    - iv) Can be used to share information on specific projects, even those still in process. Submissions are especially encouraged from anyone working with electronic records.
    - v) Currently 9 articles online  
([www.archivists.org/publications/epubs/CampusCaseStudies/casestudies.asp](http://www.archivists.org/publications/epubs/CampusCaseStudies/casestudies.asp))
  - b) College & University Archives: Readings in Theory and Practice (Chris Prom)
    - i) Prom (co-editor) presented the now-published *Readings*, and acknowledged the authors who were present at the meeting.
- 8) Program: University of California Archivists Council on Faculty Records
- a) David Gartrell/UC Santa Barbara
  - b) Lisa Mix/UC San Francisco
  - c) Kathi Neal/David Farrell UC Berkeley
  - d) Charlotte Brown/UCLA, moderator
    - i) Charlotte Brown moderated a panel discussion of a set of general guidelines for dealing with faculty papers across all of the University of California campuses
    - ii) The guidelines were developed by the UC Council of Archivists; the panelists discussed how they are applied at their various campuses
- 9) Naming of new Chair
- a) Elisabeth Kaplan from the University of Minnesota was announced as the incoming Chair of the C&UA Section for 2008-2010.
  - b) There was collective acknowledgement of Betsy Pittman, outgoing Chair.
- 10) Adjourned at 11:00 am.

*Respectfully submitted by Elisabeth Kaplan, chair.*

## **Description Section (Liaison: Primer / Hyry)**

### **Officers:**

- James Roth, Chair, 2008-2009
- Erin Lawrimore, Vice Chair/Chair-Elect, 2008-2009
- Donnelly Lancaster, Secretary, 2008-2009
- Mark Matienzo, Immediate Past Chair, 2008-2009
- Janet Carlton, Web Liaison, 2008-2011
- Sarah Keen, Newsletter Editor, 2008-2001
- Steering Committee:
  - Christine de Catanzaro, 2008-2009
  - Mary Lacy, 2004-
  - Jennifer Meehan, 2008-2010
  - C. Jerry Simmons, 2002-

- D. Claudia Thompson, 2005-
- Michael Rush, Ex Officio, 2007-2009

**Report from Annual Meeting:**

- Number of attendees: 72
- Election results: See minutes below.
- Summary of meeting activities: See minutes below.

**Completed Projects/Activities:**

- Section leadership successfully updated bylaws to comply with requirements set by SAA council. Much of the work was done by Jane Rosario, immediate past chair for 2007-2008.
- Description Expo 2008 - <http://archivists.org/saagroups/descri/desexpo08.asp>
- Section endorsed two sessions for the 2008 conference: session 302, Evolving Finding Aids for Basic Processing; and session 701, Less Process, More Pixels: Alternate Approaches to Digitization and Metadata.

**Ongoing Projects/Activities:** Working with TSDS and Standards Committee to review proposed standards.

**New Projects/Activities:** Section has been contacted by the Reference, Access, and Outreach Section, who are interested in collaborating to discuss creating a best practices guide or a joint meeting to discuss application of MPLP principles and techniques.

**Diversity Initiatives:** None currently. Section is aware that initiatives need to be created and implemented.

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

**SAA Description Section Meeting Minutes  
Aug. 29, 2008, 12-2 p.m., San Francisco, CA**

1. Mark Matienzo, Section Chair 2008, opened the meeting with welcoming remarks and announcements while the meeting room was expanded to accommodate more attendees.

2. Announcements and election results:

- Revised Description Section bylaws passed without opposition
- Erin Lawrimore was elected the Vice Chair/Chair Elect for 2009
- Jennifer Meehan and Christine de Catanzaro were elected as Steering Committee members for 2008-2010 and 2008-2009 respectively
- Donnelly Lancaster elected DS Secretary in a run-off election during the meeting
- Janet Carlton appointed new Description Section web page coordinator
- Sarah Keen appointed new Descriptive Notes editor/coordinator
- The section endorsed two sessions on this year's program at SAA: session 302, Evolving Finding Aids for Basic Processing; and session 701, Less Process, More Pixels: Alternate Approaches to Digitization and Metadata.
- The Section also prepared comments on several reports and standards, including the draft report of the Working Group for Future of Bibliographic Control, the International Standard for Description of Institutions for Archival Holdings, and ISO FDIS 2709.

- This year, two issues of the section's newsletter, Descriptive Notes, were made available online from the Description Section's page on the SAA website. As always, the newsletter depends on your contributions. If you have any news or updates about your description-related activities, please send them to Sarah Keen at [skeen30@gmail.com](mailto:skeen30@gmail.com).

3. Reports delivered by the following representatives from SAA committees, liaisons and related groups. Full reports are posted on the Description Section web site if not included.

- James Roth, DS vice-chair/chair elect: Description Expo report
  - There were 6 contributions from Brown University; the JFK Library and Museum; the Museum of Contemporary Art, Los Angeles; the University of Michigan Bentley Historical Society; University of Vermont; and the Archives of American Art, Smithsonian Institution.
  - The Expo website is available at <http://archivists.org/saagroups/descri/desexpo08.asp>
- Ben Primer (DS's outgoing Council rep.):
  - Enjoyed working with DS. Our incoming Council representative is Tom Hyry.
- Bill Landis: DACS Working Group report
- Lisa Carter: ALA Committee on Cataloging: Description and Access (CC:DA)
- Claire Sibille: ICA Section on Professional Standards and Best Practices
- Mark Matienzo: Technical Subcommittee on Descriptive Standards (TSDS)
- Jennifer Schaffner: Rare Books and Manuscripts Section
  - Discussion throughout the SAA conference clustered around investment in the alliance of "companion standards," addressing the challenge of integrating bibliographic, archival and museum description. Archival descriptive standards are one of a constellation of interlocking standards that include not only Describing Archives: a Content Standard (DA:CS) and the various facets of Descriptive Cataloging of Rare Materials (DCRM), but also Cataloging Cultural Objects (CCO, from the museum community) and RDA.
  - The liaison from RBMS (Rare Book and Manuscripts Section, a section of ACRL, etc.) to SAA reported here (and in several other sections and roundtables) on projects the two communities share, such as DCRM work underway on standards for rare graphics, maps, music and manuscripts. Collaboration between SAA and RBMS bridges the intellectual distance of item-level and multi-level description, between bibliographic and collection-level description. RBMS has a healthy and robust mechanism, through its Bibliographic Standards Committee, to create revise and review standards.
  - Interests and initiatives that RBMS shares with SAA include mass digitization of special collections, the impact of streamlined processing and description on reference and access, and security ("missing materials"), to name just a few. A new RBMS task force - soon to become a standing committee - on digitization of special collections is charged with developing guidelines. Seminars are planned for 2009 on MPLP reference. The RBMS Security Committee is working with booksellers, law enforcement and OCLC to develop with a procedure to 'mark' catalog records centrally for items that have been stolen or are missing.
  - This year our own Jackie Dooley and Bill Landis taught the first course at Rare Book School on archives for rare book librarians. The success of the course has led to suggestions for a course on rare books for archivists, too.
- Diane Ducharme: DCRM-MSS
  - DCRM-MSS is an editorial team formed by the Bibliographic Standards Committee of the Rare Book and Manuscript Section of ACRL/ALA, charged with developing a descriptive standard for individual modern (post1600) manuscripts as one of the DCRM suite of manuals. The hope is that will also be acceptable as one of the "companion standards" envisaged by DACS.

- The editorial committee is chaired by Margaret Nichols, Head of the Special Materials Unit of Cornell University Library; other members are: Kate Moriarty, Rare Book Catalog Librarian, Saint Louis University; Jennifer K. Nelson, Reference Librarian, The Robbins Collection, UC Berkeley School of Law; Elizabeth O'Keefe, Director of Collection Information Systems, The Morgan Library; Heather Wolfe, Curator of Manuscripts, Folger Shakespeare Library; and myself, Diane Ducharme, Archivist, Beinecke Rare Book and Manuscript Library, Yale University, and SAA Liaison. Also, Bill Landis is ex-officio. He is head of Arrangement, Description, & Metadata Coordinator, Manuscripts and Archives, Sterling Memorial Library, Yale University
- We would also like to acknowledge the contributions of Alison Bridger, Senior Manuscript Cataloger at the Folger Shakespeare Library, to the work of the committee.
- The DCRM-MSS editorial committee had its first working meeting at ALA Annual on July 1, 2008, and has begun working with draft text of Areas 0 and 1. The committee hopes to meet for a three-day working session in the early fall and again at the ALA Midwinter Meeting in January 2009. The draft text, which is wiki-based, will be available for viewing and comment in the course of its development.
- Karen Smith-Yoshimura: OCLC/Research Libraries Group
- Susan Westberg: OCLC
- Gerald Stone: Canadian Committee on Archival Description
- Kathy Wisser: EAC Working Group
- Jacquelyn Ferry: 2009 Program Committee
- Chris Prom: Archon
  - Version 2.0 was released Winter 2008. This was a major rewrite which included security improvements as well as multilingual support for the staff interface.
  - Version 2.1 was released in April 2008, with updates including an accession manager, improved usability to the finding aid search, and efficiencies in data handling.
  - Version 2.2 of Archon was released August 2008, and includes improvements to the digital library (thumbnails), as well as XHTML and web accessibility compliance.
  - Next steps:
    - Developing user community/support services
    - Audio Visual Self Assessment Tool.
    - Redesigned and improved admin interface.
    - Waiting word on several short term funding sources
    - Developing business plan and assessing feasibility.
- Sibyl Roud: Archivists Toolkit:
  - In 2007-08 we started offering classes integrating DACS with the AT. Currently there are upcoming classes in Lexington, NY and New York, NY.
  - Recipient of SAA's 2008 C.F.W. Coker award.
  - Development of an Archivists' Toolkit Roundtable in progress. Please contact Brad Westbrook or Genie Guerard.
  - Are planning for a release in the fall which will include:
    - Customizable rapid data entry screen
    - Improved export/import of EAD
    - Improved rearrangement (drag and drop) tool
    - Improved searching
    - Support for multiple users of resource record
    - Support of Java 1.6
    - Additionally planning a release in Summer, 2009 which will include:
      - Revised digital object, name, and subject modules
      - New modules for appraisal/assessment, rights management, and work orders.

- Kris Kiesling: EAD Working Group and MARBI
4. Mark Matienzo called for new business. No new business.
  5. DS meeting program: Gerald Stone, Library and Archives Canada: "Are Standards Necessary?" Q and A session followed.
  6. Meeting adjourned. There were a total of 72 attendees.

*Respectfully submitted by Mark A. Matienzo, immediate past chair.*

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

### **I. ERS Leaders**

#### **2008-2009**

##### **Chair (2008-2009)**

[Mark J. Myers](#)

Electronic Records Specialist  
Technology Analysis & Support Branch,  
Public Records Division,  
Kentucky Department for Library and Archives  
300 Coffee Tree Road  
P O Box 537  
Frankfort, KY 40602  
Phone: (502) 564-8300 x244  
Fax: (502) 564-5773  
Email: mark.myers@ky.gov

##### **Vice-Chair/Chair Elect (2008-2009)**

[Erin O'Meara](#)

Electronic Records Archivist  
University of Oregon Libraries  
Special Collections and University Archives  
1299 University of Oregon  
Eugene OR 97403-1299  
Phone: (541) 346-1905  
Fax: (541) 346-1882

##### **Steering Committee/ Past Chair (2006-2009)**

Mark Conrad  
Archives Specialist  
Electronic Records Archives (ERA)  
The National Archives and Records  
Administration NHER  
Building 494 Second Floor  
310 State Route 956  
Rocket Center, WV 26726  
Phone: 301-837-0924  
Fax: 301-837-0953  
Email: mark.conrad@nara.gov

##### **Steering Committee (2008-2011)**

Michael Forstrom  
Archivist  
Yale University  
Beinecke Rare Book & Manuscript Library  
P O Box 208240  
New Haven, CT 06520-8240  
Phone: 203-432-7215  
Email: michael.forstrom@yale.edu

##### **Past Chair / Steering Committee (2008-2011)**

Suzanna Long, Ph.D.  
Assistant Professor  
Engineering Management and Systems  
Engineering  
Missouri University of Science and Technology  
215 EMGT Bldg. 600 W. 14th St  
Rolla, MO 65409-0370  
Phone: 573/341-7621  
Email: longsuz@mst.edu

##### **Steering Committee (2006-2009)**

Richard Marciano, Professor  
University of North Carolina, Chapel Hill  
School of Information and Library Science  
(SILS)  
202 Manning hall, CB#3360  
Chapel Hill, NC 27599-3360  
Phone: (919) 962-0033  
Email: marciano@email.unc.edu

##### **Steering Committee (2007-2010)**

##### **Steering Committee / Past Chair**

Daniel W. Noonan, MLS, CDIA+  
Electronic Records Manager/Archivist  
University Archives  
The Ohio State University  
600 Ackerman Road, Room 5822  
Columbus, OH 43202  
Phone: (614) 247-2425  
Email: noonan.37@osu.edu

**Web Liaison (since 2002)**

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

**SAA Council Liaison**

Dr. Bruce I. Ambacher  
Email: bambache@umd.edu

**(through 2010)**

Arian D. Ravanbakhsh  
Information Technology (Policy) Specialist  
Office of Modern Records Programs  
(NWM)  
The National Archives and Records  
Administration  
8601 Adelphi Road, Room 2100  
College Park, MD 20740-6001  
Phone: 301-837-2086  
Fax: 301-837-3697  
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**Communications** (Newsletter/email list)

Rosemary Pleva Flynn  
Librarian and Manager  
Energy & Environmental Research Center  
University of North Dakota  
[rflynn@undeerc.org](mailto:rflynn@undeerc.org)

**II. Report from Annual Meeting:** August 2008, San Francisco, California

**Old Business:** Election Results – Long announced the results of the on-line election for Vice Chair/Chair elect and Steering Committee. Long commented on the use/success of the on-line voting process set up by SAA.

Vice chair/Chair elect was Erin O’Meara  
Steering Committee was Michael Forstrom

**New Business:** Council Announcements – Bruce Ambacher

- Electronic balloting
- New investment committee formed by council
- Funding of 2 minority scholarships
- Government Affairs working group being formed
- New taskforces being considered by SAA president Mark Greene to develop core values for the profession and to look at issues surrounding cultural property.
- Education committee discussing a new accreditation initiative.
- RFP for a new Content Management System for the SAA website.

**Program:** The featured program was an overview of the current NDIIPP projects being sponsored by the Library of Congress. Topics covered include:

Bill LeFurgy of LC, overview of the NDIIPP program

Steve Morris, Head of Digital Library Initiatives at North Carolina State University Libraries, spoke about the GeoMAPP project. This project looks at the transfer and preservation of geospatial data involving the state archives and GIS units of Utah, North Carolina, and Kentucky.

Justin Jaffe with the Washington State Archives discussed the Multi-State Preservation Consortium made up of the Washington State Archives and Alaska State Archives, California State Library, Colorado State Library, Idaho State Archives, Commission for Idaho Libraries, Indiana State Archives, Louisiana State Archives, Montana State Archives, Oregon State Archives, Oregon State Library, Washington State Library. By implementing a cost-effective interstate technological archiving system, the project plans to demonstrate a scalable approach to preserving and making available at-risk digital government information.

Richard Pearce-Moses of the Arizona State Archives talked about the Persistent Digital Archives and Library System (PeDALS) Project. The lead partner is Arizona State Library, Archives, and Public Records along with additional partners: Florida State Archives, New York State Archives, Wisconsin Historical Society. This project seeks to establish a low-cost, highly automated information network that reaches across multiple states. Results will include techniques for taking in large quantities of state data as well as developing a strong data-management infrastructure.

Robert Horton of the Minnesota Historical Society talked about Preservation of State Government Digital Information Project. The partners of this project are the Minnesota Historical Society, California Digital Library, National Conference of State Legislatures, Illinois State Library, Kansas State Historical Society, Mississippi Department of Archives and History, Tennessee State Libraries and Archives, Vermont State Archives. The project is working with legislatures in several states to explore enhanced access to legislative digital records. Horton described the project by showing how he would speak to legislative leaders both to introduce the project and gain support and cooperation.

More information about the NDIPP projects can be found at the NDIIPP website:  
<http://www.digitalpreservation.gov/>

**III. Ongoing Projects:** Following up on the concerns expressed at the 2007 annual meeting, SAA President Mark Greene invited ERS participation on the Technology Best Practices Task Force. Rob Spindler and Mark Conrad represented the ERS on the Task Force.

ERS endorsed two sessions for the 2009 Annual Meeting.

**IV. Completed Projects:** Suzanna Long, ERS Chair 2008, completed service on the Records Retention Working Group. ERS had several representative sessions at the 2008 Annual Meeting

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

*Submitted by Suzanna Long, ERS Steering Committee and Immediate Past Chair*

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

### **Officers:**

John H. Slate, CA, Chair  
Kelly Eubank, Steering Committee Member (Chair-elect)  
William Carpenter, Steering Committee Member  
Jeanie Child, Steering Committee Member  
Sharmila Bhatia, Steering Committee Member  
Scott Sackett, Steering Committee Member  
Lucy Barber (Past Chair), Nominating Committee Chair  
Patrick Kelley, Newsletter Editor

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

- Number of attendees: 82
- Election results: Eleanor Kidd, Steering Committee & Vice Chair/Chair-Elect; David Miller, Steering Committee Member
- Summary of meeting activities:

Meeting called to order approximately 9:04 am, 8/29/2008.

After Welcome and Introductions by John H. Slate and SAA Council Liaison announcements from Bruce Ambacher, there were reports from allied organizations, including David Carmichael, Council of State Archivists [COSA]; Jelain Chubb, National Association of Government Archives and Records Administrators [NAGARA]; and Lucy Barber, National Historical Publications and Records Commission.

Elections for 2008-2009 term ensued and Eleanor Kidd was elected to Steering Committee & by plurality of votes became Vice Chair/Chair-Elect; David Miller was elected Steering Committee Member.

Bylaws amendments (see below) were voted upon by the membership concerning election procedure. Amendments passed unanimously. The chair thanked Steering Committee Member Sharmila Bhatia for her work in reviewing the bylaws and recommendations.

Following a call for announcements from the membership, Bill Carpenter, NARA, gave a report on declassification issues at the National Archives.

The program speaker was Sarah Demb, MLIS Hub Records Management Advisor, Information Resources Section, Museum of London, who presented "The Secret Museum: Records as Public Resource." Ms. Demb's talk concerned the role of archivists in providing access to government-supported museum archives in response to open records policies in the United Kingdom. Commentary and comparison with US policies was provided by Courtney C. Yevich, Assistant Fine Arts Librarian and Archivist, Virginia Museum of Fine Arts.

After dialogue and comments, meeting adjourned at 10:30 am.

### **Bylaws amendments:**

#### II. Officers

b. Vice Chair: ~~The Steering Committee shall choose the vice chair from among the Steering Committee members in office after the annual elections.~~

#### III. Steering Committee

The Steering Committee shall consist of the officers and four at-large members. **Only members of SAA and the Government Records Section may serve as at-large members of the Steering Committee.**

#### IV. Election of Officers and Steering Committee

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 seven 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. In the event of a tie, the Nominating and Elections committee shall do an immediate recount. If that recount verifies the tie, the election will be decided by the flip of a coin, with one of the candidates choosing heads or tails. **The candidate receiving the highest number of votes in the election shall be the vice chair. In the event that the candidate declines to serve as vice chair, the steering committee will choose a vice chair from among the elected candidates.** Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

**Completed Projects/Activities:** Speaker/Program for 2008 meeting; updates from allied organizations; 2 newsletter issues.

**Ongoing Projects/Activities:** Cooperate with COSA on COSA initiatives.

**New Projects/Activities:** Program for 2009 under development.

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

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

*Respectfully submitted by John Slate, immediate past chair.*

## **Manuscript Repositories Section (Liaison: Williams / Hyry)**

### **Officers:**

Mat Darby, Chair  
Sammie Morris, Vice-Chair/Chair Elect/Newsletter Editor  
Karen Spicher, Past Chair  
Catherine Stollar Peters, Web Liaison

### **Steering Committee:**

Rebecca Bizonet, 2007-2009  
Barbara DeWolfe, 2008-2010  
L. Rebecca Johnson Melvin, 2008-2010  
Helice Koffler, 2007-2009  
Elizabeth Russey, 2008-2010  
Katharine Salzmann, 2007-2009

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

- Number of attendees: Approximately 150 people attended the Section meeting in San Francisco, 2008 August 29.
- Election results: Sammie Morris was elected Vice Chair/Chair Elect. Barbara DeWolfe, L. Rebecca Johnson Melvin, and Elizabeth Russey were elected to the steering committee.
- Summary of meeting activities: (see minutes below)

**Manuscript Repositories Section Meeting Minutes  
Hilton San Francisco  
Friday, August 29, 2008  
9:00 a.m. -11:00 a.m.**

1. Welcome and introductions: With approximately 150 Section members and other SAA members in attendance, Karen Spicher, Chair, called the meeting to order and welcomed everyone. She introduced the Section officers and Steering Committee members, and recognized those departing the Section leadership: Past President/Chair of Nominations Beth Bensman, Web Liaison Paul Atwood and Steering Committee members Kate Colligan, Tara Laver and Steve Mielke.

2. Election: Beth Bensman thanked members of the Nominating Committee and introduced the slate of eight candidates. Members of the Section voted, and ballots were collected.

3. Updates and Announcements: Sherry Williams, Council Liaison, introduced the Section's new liaison, Tom Hyry. She then recapped some recent Council actions: the creation of the Government Affairs Working Group to assist with advocacy issues; the awarding of two minority scholarships; the institution of online ballots for the next SAA leadership election; the creation of a Task Force on Cultural Property; and the new charge for the Diversity Committee to work with Native American Roundtable to move forward with Native American Protocols.

Teresa Mora, 2009 Program Committee representative, discussed the meeting's theme of "Sustainable Archives," selection criteria, and procedures for submitting session proposals electronically via e-mail; the deadline for proposals is October 8. Sections may endorse up to two proposals and submit as many of their own proposals as they choose. The meeting will be held jointly with the Council of State Archivists.

Karen announced that the Section would implement online elections for next year and called for comments from the membership; there were none.

Jennifer Schaffner, RBMS liaison to SAA, provided an update of current RBMS activities, including its review of descriptive standards for rare books and serials, including DCRM(S): Descriptive Cataloging of Rare Materials (Serials); the addition of "Introduction to Archives for Rare Book Librarians" to the Rare Book School curriculum, and the potential for a "Rare Books for Archivists" course; and the Security Committee's plan to develop a method of tracking missing or stolen material.

There were no announcements from the floor.

Karen announced the establishment of a memorial trust fund by the Library of Congress in honor of Mary Wolfskill, former head of the Manuscript Division's Reference and Reader Services section, and long-time member and former chair of our section. Donations can be made at <http://www.loc.gov/donate>. She also addressed the need for Section members to update their SAA profiles to include both the Section announcement and discussion e-mail lists.

4. Panel on Archives 2.0: Karen introduced the three speakers for the panel, Kate Theimer, ArchivesNext; Stephen Fletcher, University of North Carolina at Chapel Hill; and Paul Hedges, Wisconsin Historical Society.

Kate Theimer, creator of the ArchivesNext blog [<http://www.archivesnext.org>], provided an overview of the most common web 2.0 tools and how archives are using them, as well as a brief discussion of her own experiences blogging about the archival profession. She explained that the purpose of most web 2.0 tools is to give the user freedom from the desktop, create highly collaborative environments and the ability to share content and opinions with a wide audience. These tools allow users to personalize the experience of visiting a web site, and represent a value shift, from one where institutions were attempting to maintain control of the experience and content to one where users can re-use content in new and creative ways. [An extended version of her talk with PowerPoint can be found here: <http://www.slideshare.net/adraivan/web-20-forarchivists-version-2>]. Stephen Fletcher, Photographic Archivist, North Carolina Collection, the University of North Carolina at Chapel Hill, discussed A View to Hugh [<http://www.lib.unc.edu/blogs/morton>], a blog documenting the archive of photographer Hugh

Morton, estimated to hold 500,000 photographs and 60,000 linear feet of motion picture film. Stephen commented on the reasons for creating the blog and some of the challenges he and his staff have faced. The blog has allowed him to show the progress being made with processing the collection, highlight Morton's images, shed some light on the work that archivists do, and solicit information on unidentified images. The blog has also become an important forum for discussing Morton's legacy, at times engendering controversy over how Morton had been represented in several blog posts. [<http://www.lib.unc.edu/blogs/morton/>]

Paul Hedges, Information Technology Director, Wisconsin Historical Society, discussed his organization's use of Web 2.0 tools. WHS uses Flickr [<http://flickr.com/photos/whsimages/>], a photo sharing web site, to post images from WHS collections. He stressed that the decision to use Flickr was based on the outreach and marketing potential of the site, as well as the business needs of WHS's 10 historic sites. Staff at these locations have been able to upload images from digital cameras to Flickr, taking advantage of EXIF metadata, such as date, time and camera settings, embedded in these files. He also discussed the "Odd Wisconsin" blog [<http://www.wisconsinhistory.org/odd/>], a popular feature of the WHS web site, that focuses on "strange but true" aspects of Wisconsin history. Paul also provided a preview of the new WHS web site that will launch in Fall 2009. He described the web site's use of guided, faceted navigation, which will enable users to have more control over how they move through the site. Another search feature will allow users to more efficiently bring together all historical material related to specific topics. [<http://www.wisconsinhistory.org/>]

Questions and comments: A question was raised about commercial agreements; speakers shared concerns about managing repository-wide agreements with vendors. Are undergraduate and graduate students using the A View to Hugh blog? Stephen responded that the blog has been used in a graduate class project, and a student who is assisting with processing has contributed to the blog. However, it is difficult to gauge student use overall, because of the limitations of the available use statistics. Someone asked about content management systems. WHS is using Moveable Type, which does some content management. UNC uses CONTENTdm. As contextualization of information is labor-intensive for archivists, and when historians try to contextualize, they often do not agree, how can archivists justify this? Stephen discussed the loss of context for the Morton negatives, and how processing is attempting to restore this. Paul discussed the need to document original provenance and describe this objectively and how the public can contribute to this process.

5. Wrap-up and election results: Karen thanked Kate, Stephen and Paul for their presentations, and called Beth to the podium. Beth thanked all of the candidates for agreeing to run and announced the winners of the election: Vice Chair/Chair Elect: Sammie Morris, Steering Committee: Barbara De Wolfe, L. Rebecca Johnson Melvin and Elizabeth Russey

Karen adjourned the meeting at 11:05 a.m.  
Submitted by Mat Darby  
16 September 2008

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

- *Newsletters:* Published three issues on the section website, and publicized them on the archives and section listservs.
- *Annual meeting:* Presented panel on the use of web 2.0 tools by archivists (Stephen Fletcher, University of North Carolina; Paul Hedges, Wisconsin Historical Society; and Kate Theimer, ArchivesNext).

- Contributed content to the online program and meeting wiki.
- Posted links on our section webpage for meeting minutes, steering committee minutes, and panelists' websites.
- *Other activities:* Contributed comments to SAA President on "Special Collections in ARL Libraries: a DRAFT report to the Research Teaching and Learning Committee from the ARL Special Collections Working Group" and "Native American Protocols." Reported to SAA President on section diversity efforts and on section activity addressing digital repositories issues, for reply to ARL task force. Contributed comments to SAA Director of Education on a proposed Institutional Repositories and Authors' Rights workshop or web seminar. The Nominating Committee solicited nominations and held election for section leadership.

**Ongoing Projects/Activities:** Former chair Amy Cooper Cary and vice chair Sammie Morris are continuing to work on a section history and additions to the section archives.

**New Projects/Activities:**

- *Proposals for 2009 Conference:* Members of the steering committee developed the proposals "Consortia: Models for Creating Sustainable Collaborations" and "Rare Books for Archivists" (workshop).
- *Session endorsement:* We reviewed seven proposals and endorsed "More Product, Less Process (MPLP) Revisited: Choosing the Right Processing Strategy for Your Repository and Collections" and "How We Appraise: When Theory Meets Reality."
- *Other projects:* The steering committee has decided to pursue goals to implement online voting, develop guidelines for transfer of section records, and experiment with using Google Docs for collaborative work.

**Diversity Initiatives:** The steering committee has decided to pursue goals to find out if we can link to Spanish translations of our brochures on our website and to recruit one or more student interns to work with the steering committee.

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

*Respectfully submitted by Karen Spicher, immediate past chair.*

**Museum Archives Section (Liaison: Summers / Hodson)**

**Officers:** Leilani Dawson, Chair and Newsletter Co-editor  
Francine Snyder, Web Liaison and Newsletter Co-editor

**Report from annual meeting:**

- Number of attendees: 62
- Election results: Since the Museum Archives Section Chair serves for two year terms, there was no election this year. (At next year's annual meeting we'll hold an election for Vice-Chair/Chair-Elect; he or she will assume Chair duties at the 2010 annual meeting.)
- Summary of meeting activities: (or attach minutes or newsletter accounts)

At this year's annual meeting, Leilani Dawson and Francine Snyder formally assumed their positions. The bulk of the meeting consisted of a general, and wide-ranging, discussion of what attendees would like to see the Section do over the coming year. Specific items mentioned included:

- Potential session proposals for the 2009 annual meeting (including possible sessions on split collections, museum records management, working with limited resources, and possible collaborations with the Lone Arrangers, Electronic Records, and/or Records Management Roundtables),
- Ways to increase the visibility of museum archivists and museum archives within SAA (including not only proposing and endorsing museum-specific sessions, but also getting museum archivists on panels of more general interest),
- Ways of increasing the visibility of small archives (including museum archives) in general; getting their needs, concerns, and issues addressed in ways that don't presume the availability of resources that the larger academic and government archives have.  
and
- Ideas for a project that could be put into motion at a MAS Working Group meeting at 2009 annual (one notable suggestion was production of a how-to guide on handling archival materials for small museums without dedicated archives staff).

The Section also discussed the process of sections and roundtables applying for grants (with SAA Council approval), as the how-to guide and other projects of similar scope would likely require additional funding, and also its upcoming 25<sup>th</sup> anniversary.

**Completed Projects/Activities:** None of which I am currently aware.

**Ongoing Projects/Activities:**

- Newsletter: Francine and Leilani are currently working on the format and features for the next issue of the MAS newsletter (now a bi-annual web publication), to be released in late February or early March, 2009.
- Section Endorsements: The Section endorsed two proposals for the 2009 annual meeting:  
1) "Herding Your Cats: Implementing Sustainable Museum Records Management," submitted by Sarah Demb, Susie K. Anderson, Jane A. Callahan, Francine Snyder, and Courtney C. Yevich,  
and  
2) "Divided Collections, Divergent Missions," submitted by Polly Darnell, Anne Foster, Kathleen Hertel-Baker, and Julie Ludwig.

I have received confirmation that "Herding Your Cats" has been accepted by the Program Committee. If it turns out that "Divided Collections, Divergent Missions" was not accepted, then we plan to invite Polly, Anne, Kathleen, and Julie to present the session during the MAS business meeting at Austin.

**New Projects/Activities:**

- Planning for 2009 MAS business meeting: As noted above, I will be contacting the "Divided Collections" team in early January to see if their session has been accepted to the Austin program. If not, we would like them to present at the MAS business meeting. Otherwise (if their session has been accepted), we plan to find an alternate speaker and/or panel, ideally on the topic of museum archives' role in the AAM museum accreditation process.
- Ideas / Planning for 2009 MAS working group meeting: I will be polling the MAS listserv in early January to reconfirm interest in the how-to guide idea. From the discussion at annual, it would be a smaller, more focused project than the Museum Archives book, but I want to get a more solid sense of what we want it to be, as well as potential volunteers, before I make further plans.

**Diversity Initiatives:** During the proposal-endorsing process, MAS looked for session proposals that included speakers from a variety of backgrounds (albeit with a museum focus), including geographic diversity and a variety of types of museum archives.

The position of museum archivist often includes responsibility for a diverse set of semi-archival job functions (including records management, library, and registrarial duties, to name a few). So, the Section is also looking for ways to collaborate with like-minded groups—both within SAA itself and in related professional organizations such as AAM, ARMA, and SLA—in order to provide both section members and SAA at large with alternative perspectives on common issues such as electronic records management, intellectual property concerns (especially but not limited to rights and reproductions), digital collections, exhibits, and so on.

**Questions/Concerns for Council Attention:** We're not there yet, but when we are ready, it would be great to get guidelines on how we should approach the process of going through Council to apply for grants for Section projects.

*Respectfully submitted by Leilani Dawson, chair.*

## **Oral History Section (Liaison: Williams / Settles)**

### **Officers (for 2007-2008):**

Lauren Kata, Chair, Consulting Archivist, Austin, TX  
Al Stein, Vice-Chair/Chair-Elect, Chicago State University, Chicago, IL

### **Steering Committee:**

Debbie Whalen, Past Section Chair, Eastern Kentucky University  
Mark Cave, The Historic New Orleans Collection  
Tom Dillard, University of Arkansas  
Jennifer Eidson, Library of Congress  
Bonnie Gurewitsch, Jewish Museum of Heritage

**Newsletter Editor:** Joel Minor, Texas State University-San Marcos

**Web Liaison:** Joel Minor, Texas State University-San Marcos

### **Report from 2008 Annual Meeting:**

Number of Attendees: 58

Election Results: Vice-Chair/Chair-Elect: Mark Cave; Steering Committee Members (2): Hermann Trojanowski, UNC-Greensboro and Douglas K. Boyd, University of Kentucky.

Summary of Meeting Activities:

Welcome/ Introduction of Steering Committee Members

Announcements: SAA Council Liaison Sherry Williams – new liaison announcement.

Online voting – request for any discussion/objections from the floor before implementing.

SAA 2009 Program Committee: Oct. 8<sup>th</sup> deadline w/ up to two endorsed proposals.

### **Report on Section Activities:**

1. Newsletter: Joel Minor redesigned the newsletter and published four issues this year (November, February, May, August) and we plan to continue this trend in 2009.

2. SAA official recommendations to OHRP – re: excluding oral history from IRB review; an issue that deserves ongoing monitoring. The Section takes the position “to endorse the exclusion of oral history

form IRB review – while asserting the importance of adhering to the standards outlined by the Oral History Association in conducting projects as well as SAA’s code of ethics in the care and preservation of interview collections.”

3. Questions from the floor: does anyone have any recommendations for standard interview questions for SAA Fellows? – Louis Jones discussion

4. Discussion about session proposal ideas for SAA 2009 – using oral history to sustain institutional archives programs; oral history and IRBs; SAA 75<sup>th</sup> anniversary and reviving the SAA Oral History project (all ongoing). In San Francisco Bonnie Gurewitsch and Al Stein had discussion with James E. Fogerty about the shape and scope of such institutional oral history projects with an eye on the upcoming anniversary.

5. The Oral History Section has endorsed a proposal on Institutional Review Boards for the Sustainable Archives/Austin 2009 meeting. This session is targeted towards all archivists, but particularly those who work with oral history materials, as well as university/collegiate students and staff who may be, now or in the future, involved with Institutional Review Boards (IRBs).

### **Steering Committee Election:**

**Program:** Joe Lambert, Executive Director for the Center of Digital Storytelling; Howard Levin, Director of Technology, The Urban School – both local San Francisco presenters, with global programs. The projects raise important questions about the process and value of recording personal history, and challenge the assumptions that oral historians have when they design and implement their work.

### **Election Results:**

Section Chair - Al Stein, Chicago State University, Chicago, IL, [astein@csu.edu](mailto:astein@csu.edu)

Vice-Chair/Chair-Elect - Mark Cave, The Historic New Orleans Collection, New Orleans, LA, [markc@hnoc.org](mailto:markc@hnoc.org)

Past Section Chair & Nominating Committee Chair - Lauren Kata, Consulting Archivist, Austin, TX, [lauren.kata@gmail.com](mailto:lauren.kata@gmail.com)

Member (term 2007-2009) - Jennifer Eidson, Library of Congress Veterans History Project, Washington, DC, [jeid@loc.gov](mailto:jeid@loc.gov)

Member (term 2007-2009) - Bonnie Gurewitsch, Museum of Jewish Heritage, New York, New York, [BGurewitsch@mjhny.org](mailto:BGurewitsch@mjhny.org)

Member (term 2008-2010) - Douglas A. Boyd, University of Kentucky, [doug.boyd@uky.edu](mailto:doug.boyd@uky.edu)

Member (term 2008-2010) - Hermann Trojanowski, University of North Carolina at Greensboro, [hermann\\_trojanowski@uncg.edu](mailto:hermann_trojanowski@uncg.edu)

Newsletter Editor/Ex-officio Member - Joel Minor, Texas State University-San Marcos, [minor@txstate.edu](mailto:minor@txstate.edu)

Adjournment

### **Completed Projects/Activities for 2007-2008:**

- Completed the 2008 elections
- SAA official recommendations to OHRP – re: excluding oral history from IRB review
- One of the highlights for our Section was the pre-conference workshop: “Driving Exhibitions With Oral History,” on Monday, August 25, 2008. The new oral history related pre-conference workshop, exploring the role of oral history in the conceptual and design process, debuted at SAA’s Annual Meeting in San Francisco. Bonnie Gurewitsch taught it, and it also covered writing text, creating exhibition films and ancillary materials and products. Fourteen archivists participated in the workshop, representing a great variety of oral history and archival collections. This variety resulted in interesting challenges and offers an example of widening the circle of listeners to include the public. Participants felt that they had learned a lot about the process of creating exhibitions, and were intrigued and excited about the possibility of making their oral histories come alive in exhibitions.

- On a further note of collaborations between oral historians and archivists: in August, Jennifer Eidson talked about some of the components behind operations at the Veterans History Project. She was joined by Burt Altman from Florida State University and Chris Petter from the University of Victoria in Canada, to discuss how collaboration has benefited these respective oral history collections.

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

- OHA Guidelines Redevelopment – Mark Cave, liaison to OHA is on this initiative/committee and will make ongoing reports
- Creating a new blog to complement the OH Section newsletter, *Dialogue* - which will be utilized on a regular basis. Share & cross post blog with OHA (see below)
- OHA has launched a new website called the OHA social network: <http://www.oralhistory.org/network/>
- Native American Protocols Working Group – (see project idea below)
- Implementing Online ballots for the 2009 elections
- Sub-committee to review and keep up with IRB issues related to oral history
- Studs Terkel memorial award and development of article for Archival Outlook
- Outreach and collaboration with SAA to develop 75<sup>th</sup> anniversary oral history project
- Publish oral history interviews in Archival Outlook as the SAA anniversary nears

**Diversity Initiatives:** Proposed project to Diversity Committee to work with Native American Protocols working group on using oral history to document their work – this is ongoing.

#### **Questions/Concerns for Council Attention:**

75<sup>th</sup> Anniversary of the SAA: Will SAA be reviving/redeveloping an oral history project in conjunction with any planning for the 75<sup>th</sup> anniversary? The OH Section would like to be involved, especially in developing and making recommendations for standard interview questions for SAA's history. Chair Al Stein briefly discussed this with Peter Gottlieb and has contacted William J. Maher who has agreed to be interviewed in Champaign-Urbana. Our section looks forward to working with SAA to continue interviewing SAA leaders, and acknowledges past contributions made by James E. Fogerty and others – this is ongoing.

Louis “Studs” Terkel (1912-2008): The SAA Oral History Section is deeply saddened by the death of oral historian Studs Terkel, the “father of oral history.” His life's work and philosophy defined oral history and inspired our Section to honor him in 2007. We were deeply appreciative for his powerful presentation and the importance attached to his archives at the Chicago History Museum. We will always cherish and remember our Section's endorsement and tribute to Studs in a special session we organized with the Chicago History Museum in August 2009.

Now, our Section would like to formally recognize Studs Terkel. Thanks to his efforts as both scholar and curator at the Chicago History Museum, he has helped legitimize archival oral history, paving the way for other institutions to collect stories, initiate oral history projects, and to preserve them. The Chair will submit a proposal for an *Archival Outlook* article and a future plenary session proposal to help with that recognition. Will SAA entertain the idea of a Studs Terkel Award in recognition of archivists who have helped preserve the collective memory of a community or institution? We would be happy to draft such a proposal, having our Section sponsor it or award it. In 1997 the SAA OH Section presented an award to Terkel, with Fred Calabretta, Mystic Seaport Museum, as Chair.

*Respectfully submitted by Al Stein, Section Chair 2008-09.*

## Preservation Section (Liaison: Lenoil)

### Officers:

Brenda Gunn, Chair  
Elizabeth Slomba, Vice-Chair/Chair-Elect  
Steve Dalton, Immediate Past-Chair  
Patricia Morris, Program Committee Chair  
Sue Koutsky, Member-at-Large and Education Committee Co-Chair  
Rebecca Hatcher, Member-at-Large and Education Committee Co-Chair  
Vacant, Outreach Committee Co-Chair  
Vacant, Outreach Committee Co-Chair  
Tonia Sutherland, Newsletter Editor  
Julie Graham, Web Liaison

### Report from Annual Meeting:

Number of attendees: (approximately) 115

**Summary of Section meeting activities:** A business meeting comprised the first hour. Section Chair, Brenda Gunn, opened the meeting and introduced guests to make announcements:

**SAA Council** – The Chair introduced Nancy Zimmelman Lenoil, Council Liaison to the Preservation Section. Nancy's report emphasized two main topics, as follows:

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

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

**SAA Annual Meeting 2009** – The Chair welcomed Chris Paton, who represented the Program Committee. Chris urged the section to consider session proposals for the 2009 meeting to be held in Austin. Vice Chair/Chair-Elect: Elizabeth Slomba reported on the strategic planning meeting, the minutes of which are provided below:

### Preservation Section Steering Committee Meeting August 27, 2008

Present: Steve Dalton, Julie Graham, Rebecca Hatcher, Elizabeth Slomba, Tonia Sutherland

Much of the meeting was spent reviewing the section's initiatives, accepted at the 2007 Steering Committee Meeting.

- 1.) Update the handbook into formal bylaws  
Status: The chair is still awaiting the feedback from some committees, and overall review is not complete. Brenda Gunn will continue to lead this effort.
- 2.) The Steering Committee, along with other invited participants, will conduct a one-hour electronic meeting every month

Status: Meetings were held nearly every month this year, hosted by Brenda Gunn at UT. She can continue to host them this year.

- 3.) Review the current committee structure to ensure that it still meets the Section's needs:

Discussion: The website and newsletter committees, in particular, would like to encourage more input from section members. Tonia Sutherland reports that newsletter submissions have been especially low. It is possible that SAA's new information management software will affect the section's website; Julie Graham plans to speak with Brian Doyle about possible effects. This led to a related discussion of SAA's recent decision to start enforcing the lower limit on roundtable membership. Under these rules, roundtables with fewer than 50 members may be considered for elimination. All committee members agreed that section members should be reminded to join roundtables, particularly those which relate to preservation, such as security and recorded sound.

- 4.) Implement a new policy wherein each Section committee will have one graduate school student serving as an intern every year

Status: While internships were discussed throughout the year, and some students expressed interest in internships, the program has not yet been implemented. It was decided that Brenda's call for volunteers during the section meeting should specifically include grad students.

- 5.) Better define terms of service (re: committees, etc.) and broaden involvement to include a greater number of contributors from among our Section members

- 6.) Create a Co-Chair structure for every Section committee

Discussion: Initiatives 5 and 6 were discussed together. All agreed that more clearly defining the term at 2 years, and starting with 1 year as junior co-chair would help convince members to serve on committees.

There has been some difficulty in establishing the junior/senior chair pattern, but the committee plans to do so as vacant positions were filled (starting with education and outreach, as these were expected to be vacant at the end of the 2008 annual meeting).

There was further discussion of the website and newsletter committees, and revival of previous suggestions to revive the publications committee as an umbrella for the newsletter and website committees.

There was also discussion of SAA's plans for preservation education, and the section's roles in those plans. Prior to the meeting, Solveig De Sutter asked the section to develop preservation workshop ideas for SAA. The steering committee discussed the variable quality of preservation education, the difficulty of evaluating the content or instructor, and of knowing that should be taught at each level (Specific preservation topics? Preservation management? Beginner? Advanced?), and Steve Dalton suggested that the education committee review existing core preservation competency documents, and adapt them for archivists. Suggested documents included those from ALA, NEDCC, and other. Once core knowledge is identified, workshops should be developed to fit. Other suggestions included encouraging SAA to hire known experts in particular fields, to teach pre-conference workshops.

Status: Brenda or Elizabeth (Elizabeth, did you volunteer Brenda for this, or say you'd do it?) will follow up with Solveig to determine SAA's needs. The Education Committee will begin review of existing competency documents.

- 7.) Include a 1-hour "All Committees" meeting in the section's business meeting

Discussion: This was planned for this year's meeting. However, because of a scheduling conflict, the all committees meeting will need to be held in a different room than the business meeting. The importance of having committee meetings in order to generate interest and encourage participation of members was revisited. The committee reviewed the decision to hold an all committee meeting, given that it is likely to be difficult to schedule next year as well, and agreed that it would be worthwhile.

Status: Elizabeth will begin working with SAA immediately after the annual meeting, in the hopes that a meeting room can be scheduled for 3 hours in 2009.

- 8.) Review the Visual Materials Section's method for evaluating programs and adapt/adopt it if appropriate:  
Discussion: The section will need a more formal way to evaluate sessions' success, particularly if sessions will be more intentional and cohesive (as discussed in #6). We will also need a means of transforming successful sessions into larger stand-alone or pre-conference workshops.  
Status: Julie Graham will contact the Visual Materials Section to discuss how they evaluate sessions.
- 9.) Add two elected positions to the Steering Committee positions, as directed by Council, have the actual ballot created every year by the chair of the Nominating Committee, and encourage SAA to provide technical support for electronic ballots.  
Status: These initiatives have been accomplished. The 2 member-at-large positions were renamed steering committee members. Steve Dalton prepared the 2008 ballot, and was able to find at least 2 candidates for each position. SAA managed the 2008 section election electronically.

Nominating Committee – Steve Dalton, chair, reported on the results of the 2008 election:  
 Vice-Chair/Chair-Elect – Rebecca Hatcher  
 Nominating Committee member – Rachel Onuf  
 Steering Committee member – Laurie Gemmill

Meeting Program, 2008: "The Drive to Digitize" during which Kathleen Williams, Thomas F.R. Clareson, Joel Wurl, Susan Malbin, and Kaye Lanning Minchew presented their views on digitization's impact on preservation programs and on preservation funding. Following these comments, section members are encouraged to ask questions of the panelists in order to broaden and extend the topic.

Updates on programs provided by the following: NHPRC – Kathleen Williams; NEH – Joel Wurl; IMLS - Susan Malbin; NEDCC – Ann Russell

**Preservation Section Conference Call  
 Wednesday, Oct. 3, 2007; 2:00 p.m.**

On the call: Brenda Gunn, Steve Dalton, Elizabeth Slomba, Pat Morris, Pam Hackbart-Dean, Sue Koutsky

The leadership list includes:

- Brenda Gunn, chair
- Elizabeth Slomba, vice chair
- Steve Dalton, immediate past chair and chair of nominating committee
- Rebecca Hatcher, Member at Large and Co-chair, Education Committee
- Sue Koutsky, Member at Large and Co-chair, Education Committee
- Laura Finger, Co-chair, Outreach Committee
- Anne Ostendarp, Co-chair, Education Committee
- Patricia Morris, Chair, Program Committee
- Julie Graham, Web Liaison
- Sheila McAlister, Web Liaison
- Tonia N. Sutherland, Editor, Infinity

Brenda will ask Julie to update the website with the new leadership. At the strategic planning session in Chicago, Sheila McAlister volunteered to help with the web work seeing as how the section wants to increase content on the web.

The group discussed program proposals, and Pat reported that she had received only one proposal to date. Brenda said that she had been called by a section member who would be meeting the Oct. 12 deadline. Brenda to send out another reminder message to the preservation list.

Brenda initiated a discussion on the initiatives that Steve had introduced to the section at the annual business meeting in Chicago. Specifically initiatives 1, 3, 5, and 6 all deal with some aspect of the sections operations and procedures. The group discussed moving toward a bylaw structure similar to other sections, but that the first step would be to have the leadership and committees conduct a self study against the current operating procedures as outlined in the Handbook (located on the section's website) and report back to the chair. This move from a Handbook to a formal bylaws could be part of the section's 3-year plan (a document which is required by SAA, but which we don't have at the currently.) To provide perspective, Brenda will survey the other SAA sections for their foundation documents and report to the steering committee.

We discussed whether there is a need to populate the committees with members. Sue reported that the Education Committee has six members. The Program Committee does not have any, and the group was not sure about the Outreach Committee. Brenda will follow up with Anne and Laura. Brenda proposed to send a call for volunteers to the preservation section list in order to match interested individuals with committees needing people.

Sue reminded the group that the Education Committee has been working on a survey to assess Education needs. Brenda proposed that the committee find out from the regionals if they had ever surveyed their membership on preservation needs. Sue suggested it could be a task for the committee members who have been waiting for assignments. The survey could be used to help the section meeting SAA's diversity strategic priority by targeting audiences such as Tribal Archivists.

Steve reported that the Outreach Committee was seeking direction. Brenda will contact Anne and Laura to discuss ideas such as May Day content for the section's website and for SAA's website. The section should take a leadership role in this annual effort. Additionally, the outreach committee could initiate a graduate internship program, wherein, students in graduate library or archives programs can serve as an intern on the section's committees. It would be a way for the section to bring in new blood, and to teach new members to the field about committee work in the context of an SAA section. Brenda reported at this point that the section has over 200 student members of the section. The pool for interns is a large one.

Brenda will follow up with council liaison to determine whether the section meets the new requirement to have 2 elected members of steering committee. The question is whether the elected members at large fit this requirement.

Regarding the newsletter, Brenda will ask other sections such as manuscript, visual materials, college and university archives whether they would post our call for articles on digital preservation. All in the group seemed to think that this topic extends crosses several boundaries.

Steve reported on another initiative to expand our meeting time at SAA to allow for committee meetings. We will follow up on this with SAA during the year, and hope to implement this in San Francisco.

### **Preservation Section Conference Call February 1, 2008**

Those on the call included: Brenda Gunn, Steve Dalton, Elizabeth Slomba, Rebecca Hatcher, Sue Koutsky, and Patricia Morris. Thanks so much to Patricia for hosting this call.

Volunteers and populating the committees: Brenda reported an encouraging response to her call for volunteers that went out late last fall. About 27 people responded to indicate their interest and willingness to participate in the Section's committee work. The volunteers run the gamut from students to seasoned professionals. The group discussed how best to approach this and all agreed that Brenda would forward the list to the steering committee and that the group would examine the list. To avoid having several chairs approach the same person, the group agreed to "claim" who they intend to contact. Since there were a few who indicated a preference of one committee over another, Brenda promised to send that information out.

Update: List was sent on 2/6/08, and followed up by forwarding information to individuals when a definite preference was noted on the volunteer response.

Strategic Planning and Section organization: Brenda reported on her review of the other SAA sections and their organizational documents. Most sections have formal bylaws. One section does not have any organizational documents on its website. Our section has what we call "Operating Practices." It appears that we have all the elements of a more formal bylaws document. Brenda requested that all chairs, current and past officers on the steering committee look at their sections in the Operating Practices document to ascertain whether we are doing for what the document calls. All should make a report as to their findings which should include where we are or are not meeting these requirements. Additionally, all should make recommendations where and suggestions for updating their section in light of a transformation to a more formal bylaws structure. The group agreed that we would work on this for 6-8 weeks and that at our next conference call we could provide updates on progress (conference call planned for week of March 10). Steve and Brenda committed to working on the language for the steering committee. Brenda will follow up with Section Council liaison Nancy Lenoil to find out what SAA wants and requires for steering committees.

Update: Over all information gathering in progress. Brenda has contacted Nancy Lenoil (2/18/08).

Committee Structure: The group discussed the necessity of having more structure over committees, specifically having a committee chair/co-chair scenario in which co-chairs serve for two years with one in a senior role while the junior chair learns the ropes so to speak. This proposition seemed amenable to the group and is interesting to the extent that it will promote additional involvement from membership. This aspect of the section's structure needs to be reflected into the revisions to the operating practices

Section meeting proposals: The group discussed briefly possibilities for the program for the next business meeting to be held on Friday, August 29, noon – 2:00 p.m. One idea was to see what section-endorsed proposals did not get accepted onto the SAA program and then develop them for our business meeting purposes. Other ideas pertained to constructing conservation surveys and an exploration of the extent, if any, that overall preservation funding and programs have been affected by the drive to digitize. Elizabeth and Sue volunteered to help Pat bring some other ideas to the table. We'll discuss this further at the next conference call. Additionally, Brenda is charged with seeing if SAA will allow the section an additional hour in order to facilitate committee meetings.

Update: Ongoing. In addition to asking Nancy Beaumont about the additional hour, I visited with the Manuscripts Section vice/chair today (2/18) about their practice which is to adjourn the larger section meeting for a smaller venue in the hotel where the steering committee meets. He did not know how that gets arranged but will inquire. Meanwhile I do have my message out to Nancy B.

Next conference call: Brenda said that she would host the next conference call for the week of March 10-14. All steering committee members were to send their availability to Brenda.

Update: Brenda will send out this "save the date" announcement today (2/18)

## **SAA Preservation Section**

## **Conference Call 3/11/08**

**In Attendance:** Brenda Gunn (chair), Steve Dalton , Julie Graham, Rebecca Hatcher, Susan Koutsky, Pat Morris, Elizabeth Slomba, Tonia Sutherland

**Call to Order:** Brenda opened the meeting by announcing that Anne Ostendarp would be stepping down as chair of Outreach due to her new position.

**Steering Committee, Committee structure and Bylaws:** Brenda reported on her discussion with Nancy Lenoil concerning the Preservation Section steering committee. Nancy said that the Council wanted each section to have a chair, a vice-chair and four SAA members elected to the section steering committee; these four elected members include the chair and vice chair positions. Brenda said that the Preservation Sections is currently meeting the letter of the law so there is no need to make a change. The committee discussed the current composition of the steering committee. The only Council requirement is that the steering committee have a minimum of four elected steering and that there is no limit to the number of members on the committee. Brenda agreed to go back to Nancy to ask if the section can continue its practice of including committee chairs on the steering committee. There was a brief discussion about whether the committee chairs would be voting members on the steering committee. Brenda and Steve will continue to work on resolving these issues. The committee continued to discuss issues concerning the composition of the steering committee, whether additional elected members were wanted, and would the number of elected members change if there is a difference between who is a voting member and who is not. Steve recommended that the committee wait for further information from Nancy. Brenda added that she looked at the SAA document concerning the management of sections and noted that the document requested that the sections reporting section goals. She said that she knows that the section has been working on the goals set by the steering committee last August, but she does not have a document suitable for web publication; she will work on it.

**Volunteer List:** There was discussion about the use of the volunteer list. Steve said that he is working on slate of candidates. There was brief discussion about the deadline for submitting candidate names, about voting online and how to proceed. Council has not worked on adopting online formally so the section will need to talk to Sheila McAlister about setting up the online vote. There was a mention of following up on online voting with Nancy Beaumont and Nancy Lenoil.

**Longer meeting time for annual meeting:** Brenda heard from Nancy that the Council passed a motion to work with sections about extending section meetings; other sections are interested as well. She also discussed the section meeting length with the SAA office. The section can have an extended meeting in same room at the annual conference but SAA cannot advertize the longer time in the program because it would conflict with the exhibit hall hours. It was mentioned that Pat and the program committee can be available for people during this longer time to develop future programming. The committee discussed how the steering committee can have break-out sessions to discuss committee business and then come back together as one committee for further discussion of section goals and projects. It was agreed that committee chairs should get the word out to their committees about the extended meeting in order to get greater participation. The section meeting will take place on August 29 from 12 pm to 3 pm. The time in the program will list the section meeting as 12 pm to 2 pm. The business meeting will be from 12 to 2 and the committee hours though 2 pm to 3 pm.

**Meeting theme:** Brenda alluded to the committee discussion via email concerning the business meeting theme. She said that the theme would be on exploring how funding for digitizing is or is not supplanting funding for preservation. There was discussion about the submitted program blurb, how to find speakers and changes in grant funding. It was suggested to include a speaker from a state archives to talk about digital records and preservation, to possibly bring in someone from AIC to talk about the impact on

conservators, and to maybe bring in someone from NEDCC to talk about the impact and changes in business model. There was a brief discussion about the structure of the business meeting (whom to give time to, the committee reports, the Chair report, the election results, and the Council representative report.) Brenda and Steve will discuss future the structure of the meeting. (Tonia left the phone and said that she will be in touch over email concerning the newsletter.) The committee continued to discuss the program and potential speakers. It was noted that the committee should find someone to discuss “how [digital] affects day to day [preservation business.” There was additional discussion about the length of the program versus the length of the business portion, for the need to set aside time for discussion, the optimal number of speakers, and the need for balance between speakers and time for discussion. The success and structure of the 2007 program was mentioned.

**Outreach Chair:** Brenda asked if anyone who knew someone who wanted or would be willing to be Outreach Chair. She alluded to the volunteer list and that Anne had given suggestions for people to contact. The committee discussed Outreach’s potential activities, such as May Day programming/education and the intern program. It had been suggested that Outreach have two chairs (a senior chair and a junior chair) to insure a smooth succession of the chairs and so that one chair would serve as mentor to the other. To start this program one incoming chair would serve a year and the other two years. The committee discussed at length potential volunteers, section members who would be willing to serve, people who have served before that might be willing to serve again. It was asked if someone on the committee would like to chair the committee. But the committee has not been very active of late and the committee was not sure of the actual membership of the Outreach committee. Brenda will work on contacting a chair and pulling the committee together.

**Miscellaneous business:** Brenda reminded committee chairs and officers to look at the positions and roles as described in the bylaws and send feedback to her about any changes by the end of March. There was a brief discussion about the newsletter. Brenda needs to send a column to Tonia, then it can go to the membership. Her column will promote the annual business meeting program. Next conference call: April 29<sup>th</sup>, 10 am CST (11 am EST, 9 am MST, 8 PST).

### **SAA Preservation Section Conference Call 4/29/08**

In Attendance: Brenda Gunn (chair), Steve Dalton , Julie Graham, Rebecca Hatcher, Susan Koutsky, Pat Morris, Elizabeth Slomba

**Nominations:** Steve reported on the Nomination Committee’s progress in finding candidates. He forwarded some names to the steering committee via email but is now proposing some changes in offices and candidates based on potential candidate responses and potential conflicts due to candidates coming from the same institution. He is waiting to hear from Nancy Beaumont about a candidate’s status (whether the candidate is eligible to run or not), once the candidate is cleared Steve will contact proposed candidates to see if they are willing to run.

There was a discussion about the value of the volunteer list and when people are consulting it to staff committees or for candidates. The Nominating Committee used the membership list to find candidates. Attendees commented on the number of institutions included in the membership list.

Steve also announced that SAA will administer the electronic voting for the election since they now have a mechanism for electronic voting. Once he has the official list of candidates, he will contact Brian Doyle; Brian will put together the ballot and send out to membership. There was a discussion of the timeline for confirming candidates and sending out the ballots. Steve wanted to find and confirm the candidate list this

week or shortly and get out the ballots mid-to-late May to the membership, if SAA can put together the electronic ballots in that timeframe.

Steve then mentioned that the Award Committee received 5 nominations for the Preservation Publication Award, which is more than the three nominations from last year. There was brief discussion about the work involved in the applications and sending out publications for review.

**Bylaws:** Brenda sent out the proposed bylaws and discussed how she developed them. She is looking for recommended changes and other proposed additions or subtractions from committee chairs. She needs to complete the review shortly so that the membership can see the bylaws in advance of the annual meeting.

The upcoming issue of Infinity will be coming out shortly. Tonia will then start soliciting for next issue and will send bylaws in that issue.

There was discussion about how to contact the membership regarding the bylaws. Attendees discussed using the section listserv, how to get comments from membership and the possibility of setting up a temporary response-email for comments. Concern about getting comments from section non-members was expressed. Then attendees discussed setting up a web form for comments and how to filter out non-member comments.

Brenda will discuss with Tonia an appropriate deadline to get the bylaws out to the newsletter and then will determine the steering committee deadline to complete review of the bylaws.

There was a discussion concerning the committee sections and how to approach a review. It was recommended that the committee chairs ask questions such as “is this reflective of our practices.” Attendees reviewed why the steering committee is updating the bylaws, what needs to be done, updating language, and so forth. Brenda anticipated that not a lot of rewriting would be required but she saw a need for review to see if the bylaws are all relevant.

There was a brief discussion concerning the program committee, whether there was a need for additional membership, and a discussion of the program chair duties. Sue felt the committee was “not a huge burden” but there were suggestions for additional help. Sue mentioned that a grad student offered to help and she would follow-up on the suggestions.

Brenda asked if the steering committee needed to resurrect the Publications Committee. The Publications Committee used to compile the bibliography and Brenda believed she could find someone to do the bibliography. But in the previous incarnation, the newsletter editor was a member as well of the Publications Committee; it was suggested that newsletter editor not be a member of the committee and would be a separate job. There was discussion of the newsletter editor job, the role of this editor and how this job is addressed in the bylaws/operations book. It was suggested that publications committee and newsletter editor be on the same committee, with the newsletter editor serving as chair. Each member of this committee would have a specific role, then they would assist the newsletter editor as needed. There was a discussion of how to better represent the newsletter editor and web editor positions.

Brenda asked the chairs to look at their sections and get back to her in two weeks (May 16th). Brenda will compile the suggested changes and then the steering committee would review the document as a whole.

**Composition of steering committee:** Brenda announced that the section is in compliance with SAA concerning the number of elected officers (chair chair-elect, two elected members) on the steering

committee. SAA's rules allow committee chairs to serve on steering committees as appointed members. The new bylaws will detail the composition of the steering committee.

**Steering committee meeting:** Brenda is waiting for confirmation for the meeting room on Wednesday afternoon at the SAA annual conference. She is fairly certain a room will be assigned and she will send the details once she receives them.

**Annual Business meeting:** The annual business meeting will go as follows: it will be three hours, with a two-hour business meeting and a one-hour committees meeting after. The steering committee will need to publicize this structure in the listserv, newsletter, and to the committee members especially.

**Newsletter:** Brenda sent her column to the newsletter and the issue will be sent out. The next newsletter will be on general topics.

**Documents on the web:** Brenda plans to post section related documents on the web. Elizabeth will work on the goals document. Brenda is considering posting Steve's annual report, maybe committee reports, and documents relating to section business. There was brief discussion of how to organize the documents and what to put up.

*Respectfully submitted by Brenda Gunn, Section Chair, 2007-08*

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

### **Officers:**

Arlene Schmuland, University of Alaska Anchorage. Chair, 08/08-08/09  
Amy Schindler, College of William & Mary. Vice-Chair/Chair-elect, 08/08-08/09  
Kathryn Otto, Minnesota Historical Society. Steering committee member, 08/07-08/09  
Shannon Bowen, UWY, American Heritage Center. Steering committee member, 08/07-08/09  
Danna Bell-Russel, Library of Congress. Steering committee member, 08/08-08/10  
Kathy Marquis, Albany County Public Library. Steering committee member, 08/08-08/10  
Nancy Melley, NARA. Newsletter editor, dates n/a.  
Jan Blodgett, Davidson College. Web liaison, dates n/a.

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

- Number of attendees: 77
- Election results: Amy Schindler, Vice-Chair/Chair-elect; Danna Bell-Russel and Kathy Marquis to the two open Steering Committee slots.
- Summary of meeting activities:

### **Minutes from the RAO Meeting**

1. Information regarding session proposals presented, along with information pre-conference workshops.
2. Task Force Report 1: Susan McElrath spoke on National History Day, reporting on survey completed by the NHD Task Force. Report available on RAO website.
  - Suggestions include SAA sponsoring a prize
  - Leverage SAA support at the state level with SAA as a sponsor
  - Work towards diversity in applicants, workers
  - 2nd question on broader participation – how we do this. Answers included:
    - o workshop for NHD
    - o preconference workshop/session

- o session by RAO in Austin
  - Do it yourself workshop another idea
  - Recognition of an NHD participant – let them talk about their experiences, suggestions.
  - Put the curriculum on the website
  - Create a brochure
  - Provide continuing education credit
3. Task Force Report 2: Joanne Archer, Shannon Bowen, Jackie Dean, presented information on the MPLP Task Force. Report available on RAO website.
  4. Workshop and Program ideas:
    - Sustaining traffic in a digital age
    - History Day
    - Basics of Archives workshops, including diversity of people we are hoping to include in outreach efforts.
    - Impact of Technology – remote users; mass digitization’s impact on reference
    - Topical collection guides –variety of access points
  5. Election of officers
  6. Presentations

**Completed Projects/Activities:** National History Day (NHD) Task Force report; MPLP Task Force report (both on RAO website at <http://www.archivists.org/saagroups/rao/index.asp>).

**Ongoing Projects/Activities:** Continuation of NHD Task Force to determine next steps; continuation of MPLP Task Force to determine next steps (potentially as a joint project with the Description Section)

**New Projects/Activities:**

- Appointment of Newsletter Editor: Nancy Melley, NARA
- Appointment of Newsletter Task Force to evaluate the newsletter as an instrument of communication for the Section, survey membership as to communication needs, and suggest to Steering Committee possible changes as well as any required Bylaws changes. Task Force initially comprised of: Nancy Melley, Todd Kosmerick, and Tiffany Schureman. Task Force to complete their work by mid-October 2008, provide suggestions to Steering Committee, and Steering Committee to act on suggestions as needed.
- Web 2.0 investigation: may take the form of a task force, may take other forms. Several members of Steering Committee and other interested parties will start investigating what RAO might do in regards to 2.0 technologies: either in RAO communications or for furthering use of these technologies in the RAO-related elements of the profession.
- Preparing a list of section goals.

**Diversity Initiatives:** Nothing concrete at this time. As the time for Steering Committee nominations comes closer, will deliberately be working to make sure diversity matters are taken into consideration in the slate. Other opportunities to work diversity initiatives into other RAO activities will be actively pursued as possible.

**Questions/Concerns for Council Attention:** I very much appreciate the Leader Manual recently created and posted online: when it comes to basic SAA information and assistance with the email listservs, this was very helpful. However, it needs revision and addition or the leadership forum needs to provide more concrete training: it wasn’t until mid-November that I became aware (was told by my predecessor) that I had to write last year’s Section report (i.e. this). I had to dig fairly deeply into the Council guidelines for sections to find this material: and I was looking specifically for it. And that was the point at which I became aware it was due within 90 days of end of Conference, hence this week. Would it be possible for SAA to develop a series of small to-do lists/tip sheets for incoming committee chairs with specific

information as to what reporting needs to be done, what types of annual tasks the section is supposed to do, etc? Since the Sections tend to trade out Chairs every year, it's hard to keep the Section institutional memory seamless, and then these things get lost or simply not completed.

I also encourage Council to revisit this form: for example, it seems like extraneous work to have to enter the leadership list onto this report when it's already been reported out to SAA via another report, which, I presume, is also permanent retention.

*Respectfully submitted by Arlene Schmuland, chair.*

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

### **Officers:**

*Chair:* Beth Bilderback, Visual Materials Archivist, South Caroliniana Library, University of South Carolina, Columbia, SC 29208; 803.777.7090 voice; 803.777.5747 fax; e-mail: [bilderbk@mailbox.sc.edu](mailto:bilderbk@mailbox.sc.edu)

*Chair-Elect:* Stephen Fletcher, Photographic Archivist, North Carolina Collection, University of North Carolina at Chapel Hill, CB #3930, 506 Wilson Library, Chapel Hill NC 27514-8890; 919-962-7992 ; 919-843-0418 fax; Email: [fletches@email.unc.edu](mailto:fletches@email.unc.edu)

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

- Number of attendees: 102
- Election results: Stephen Fletcher was elected as incoming chair
- Elections held by online balloting
- By-Laws updated and approved <<http://www.lib.lsu.edu/SAA/2008bylaws.html>>
- Summary of meeting activities: Minutes from the 2008 VM meeting at the annual SAA conference are below

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

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

- Section t-shirt sale through Café Press
- Published three online newsletters
- Continued to edit and revise the section's bibliography, which can be found on the Section web site (<http://www.lib.lsu.edu/SAA/VMhome.html>).

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

- Beginning discussions about possible blog for Section activities and three year plan
- Set up task force to review midwinter meeting

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

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

**SAA Annual Meeting, San Francisco, August 2008**

**Visual Materials Section Meeting, 8/29/08, 12:00 p.m.**

Deirdre Scaggs opened the meeting and welcomed new and returning members.

Liaison Reports. **Bill Kaufman** representing the program committee for next year's conference urged members to plan to attend the 2009 conference which will be held in Austin, Texas. He explained

that the proposal process is now automated (see web site: [saa2009@archivists.org](mailto:saa2009@archivists.org)). Deadline is Oct 8, 2008 – submit early and often! He also noted that under the new process all SAA sections and roundtables may now endorse up to two proposals which will be given a higher ranking if they have endorsements; October 20<sup>th</sup> deadline for endorsement. **Solveig DeSutter**, Director of Education Programs for SAA, would like ideas for pre-conference workshops and her deadline is Oct. 15, 2008. Later in the meeting we were joined by **Leon Miller**, our new council liaison. Leon reported that the council is creating a government issues working group to advise and write position papers and track important issues. He also reported that the council has approved two minority scholarships in the amount of \$5000 each. Before the meeting ended we were joined by **Brenda McClurkin**, program chair for the Society of Southwest Archivists, who announced that they were looking for proposals, especially related to visual materials, for their annual meeting to be held in Shreveport, LA, May 20-23, 2009.

## Reports

Professional Development and Continuing Education Working Group. **Paula Mangiafico** spoke of the group's interest in going further in collaboration with the Education Dept. in proposing and developing new curriculum content, finding instructors, and keep the membership informed about current offerings.

Listserv. **James Eason** reported on current status and raised issues concerning what to do with the Section listserv which has been hosted by Berkeley since the 1990s. Now that SAA is hosting section and roundtable listservs we should think about whether to discontinue the original one which is quiet but reasonably healthy. Question was raised about whether SAA intends to archive the lists it hosts.

Collecting Digital Working Group. **Stephen Fletcher** followed up on suggestions from last year's break-out session including a successful session proposal and a best practices guide. He and Tim Hopkins were joined by Jessica Bushey in presenting a session called "Toward a Best Practices Guide for Collection Born-Digital Photographs (8/28/08). The program was well attended and there was lots of good feedback. Stephen and Tim plan to continue with the project and are still looking for volunteers.

Cataloging and Standards Committee. **Marcie Flynn** had several announcements. The committee is reviewing their role and potential projects – stay tuned for more on this. Expressed concern that when standards are put out in draft form for comments there are rarely any comments from members. The DACS working group is beginning a revision of DACS and will be setting up a prototype information site that will be used for comments – please participate!

At this point the meeting was turned over to **George Oates** and **Helena Zinkham** who gave a delightful introduction to the Library of Congress's Flickr Commons experience. Now eight months into the project LC is seeing some interesting results and see the partnership as a great way to increase access to publicly held photograph archives and to gather context about the images by getting information from the community. Additional Commons partners now include the Powerhouse Museum (Sydney), the Brooklyn Museum, the Smithsonian Institution, the Bibliothèque de Toulouse, the George Eastman House, the Biblioteca de Arte-Fundação Calouste Gulbenkian, and the National Media Museum. [Editor's note: as of December 2008 there are also the National Maritime Museum, the State Library of New South Wales collection, the Library of Virginia, the Musée McCord Museum, the Nationaal Archief, the Australian War Memorial collection, the Imperial War Museum, the National Library NZ on the Commons, and the New York Public Library]. The LC reports updating more than 500 records from useful data that has come in. [editor's note: see the report]. **Joanna Sassoon** and **Joan Schwartz** both raised interesting questions about what is new here and how will archives use Flickr as a tool. **Lynn Ann Davis** urged continued concern for the respectful use of images of aboriginal peoples.

Additional section business.

Deidre announced that the three-year plan is on the website and that we are continuing to update it – comments and suggestions welcome.

Bylaws – suggested changes have been available on the web and in VIEWS (August 2008). After reviewing these suggested changes Deidre called for a vote; the changes were approved.

Mid-winter. Not having a mid-winter meeting in 2008 made clear the value of the opportunity to get section work done and continue discussions started during the annual meeting. Beth will be making arrangement for the 2009 mid-winter meeting which will be held in DC this year and mentioned that attendance is a great opportunity to be involved in the work of the section. Deidre had pursued the idea of having a VM dedicated issue of American Archivist. It seems that this is unlikely to happen but there remains some interest in publishing a book that is a collection of theory-based articles.

Election of incoming officers. **Ardys Kozbial**, chair of the elections committee announced that Stephen Fletcher is the in-coming chair-elect.

Deidre and Beth offered congratulations to **Helena Zinkham** and **Joan Swartz** who (along with 6 others) were inducted as Fellows of the Society of American Archivists during an Awards ceremony held August 29<sup>th</sup>. The distinction of Fellow is the highest honor bestowed on individuals by SAA and is awarded for outstanding contributions to the archives profession. The program was established in 1957 and conferred annually. There are currently 182 Fellows.

Beth announced that a task-force to look at the mid-winter meeting will be established and called for volunteers; reminder that session proposals are due on the October 8<sup>th</sup>, and encouraged everyone to work on ideas, use the listserv and get the discussion going.

*Respectfully submitted by Beth Bilderback.*

## **Roundtable Annual Reports**

### **Architectural Records Roundtable (Liaison: 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 2007-July 2008. 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.

#### **Report from 2008 Annual Meeting**

Number of Attendees: 42

Election results: David Read moved from chair elect to chair for 2008-2009.  
Todd Kosmerick was elected vice-chair/chair-elect 2008-2009.  
Kate Rogge was elected Web Master. 2008-2010

## **Annual Meeting Minutes:**

**August 27, 2008, 1:00-3:00 PM Hilton Hotel, San Francisco, CA**

### **I. SAA Council Liaison Report by Diane Vogt O'Connor**

Vogt O'Conner highlighted SAA Council business, Full SAA Council report:

<http://www.archivists.org/governance/minutes/min0808.asp>

### **II. Outgoing Chair Report by Outgoing Chair Mattie Sink**

Membership: as of August 18, 2008, 57 members

Review of listserv questions from previous year.

Appraising Architectural models was discussed: Many firms photograph and destroy Models. Metal Edge has boxes for Models. NC State Archives are building shelves for models over flat files.

There was a Discussion on recommended architectural collections appraisers. ARR members Laura Tatum and Waverly Lowell indicated that they have worked successfully with Roger Wicker. Wickers contact information: Turtle Island Book Shop 3032 Claremont Ave. Berkeley, CA 94705. P: (510) 655-3413. Fax: (510) 655-4238. Email: [RWturtleisland@aol.com](mailto:RWturtleisland@aol.com)

Other appraisers/lists noted. Virginia: <http://spec.lib.vt.edu/Appraisals.htm>;

Texas: <http://www.lib.utexas.edu/apl/aaa/giving.html>; Chicago area: Wilbert Hasbrouck;

New York area: Ken Beech. It was suggested that list of appraisers be added to the ARR website.

### **III. Incoming Chair David Read report on ARR website,**

<http://www.archivists.org/saagroups/archtec/http://www.archivists.org/saagroups/archtec/>

Discussion included the noting that this website is the inaugural site of the ARR and the result of the hard work of Kathryn Pierce, a student in the LIS program at UT Austin. Discussion touched on what the site should be. Suggestion included the website should house roundtable meeting minutes, annual reports, collection appraisers list.

### **IV. 2008 ARR-specific SAA conference events highlighted:**

- Wednesday, August 27, 9:30-11:30 a.m.: Open House, Environmental Design Archives, UC-Berkeley. 11 people attended. Waverly Lowell was thanked for hosting this event.
- Friday, August 29th: 8:50-11:30 a.m.: Tours: 8:50 AM-11:30 AM. San Francisco Museum of Modern Art and new Federal Building. Dayna Holz was thanked for arranging these tours.
- Friday, August 29th: 12:00 noon - 2:00 PM Visual Material Section meeting.
- Saturday, August 30th: 8:00-9:00 AM: ARR-endorsed session: Pre-Custodial Intervention: Let them do the Damn Work? Kevin Glick, Laura Tatum, Daniel Hartwig, Yale University.

### **V. Call for Proposals SAA 2009**

The 73rd Annual Meeting of the Society of American Archivists will be in Austin, Texas, August 23-31, 2008. Theme is "Sustainable Archives" Members are invited to participate in development of the meeting by:

- 1) proposing sessions that will be Business of interest to the profession or
- 2) volunteering to share your own knowledge and expertise as a presenter.

Session proposals for SAA 2009 due October 8, 2008.

## **VI. Old Business/Continuing Projects**

- Update on AIA's American Architects Authority Database Project by Nancy Hadley. Encoded using EAC (Encoded Archival Context) XML standard. Links to holdings. 56,000 names 54,000 architects. Hadley called for information on Architectural holdings at archival institutions. Hadley indicated the she will take "anything."
- Future of AIA archives and library.
- Joint task force looking to make recommendations at what to do with all collections including library.
- Bruce Laverty of Athenaeum of Philadelphia Letter suggested ARR to send a to the letter board of AIA stressing importance of AIA and AFF collections. Laverty volunteered to make first pass at letter.

## **VII. New Business/New Projects**

- *ARR Member/Participant roster and continuance of SAA ARR.* Member Director discussion led by Mattie Sink. Roundtable is exploring ways to get on official roster with assistance from SAA technical contact Brian Doyle. It was noted that is necessary to signed up as ARR member each time you renew SAA membership in order to be listed as official member. It was noted that official membership is important as there has been a discussion in SAA Council regarding many roundtables falling below the minimum requirement of 50 members. It was recommended that each member check their ARR membership status via the SAA website or ask Brian Doyle of SAA for assistance in confirming your ARR membership to switch you over. It was agreed that ARR will no longer keep our own membership list. The official ARR member list will be maintained centrally by SAA.
- *Records Management Roundtable.* SAA Records management Project discussion led by David Read. Allison Langmead of the Records Management roundtable indicated the existence of SAA retention schedule for groups existed. There was a question about whether SAA listservs were being archived? Read indicated that collecting and transferring the records of the ARR would be a high priority for the ARR in 2009.
- Report on International Council on Archives (ICA) Section on Architectural Records by Annemarie Van Roessel, ICA Board Member. Agenda for 2009 annual conference is still being worked on. Van Roessel noted the gaudi conference: Governance, Architecture, Urbanism: a Democratic Interaction" in Paris in 2009 may be of interest to ARR members: <http://www.gaudi-programme.eu/en/productions/>

Read asked that meeting participants go around and give brief introductions.

- Waverly Lowell spoke on the following topics: Getty Foundation has stopped giving grant for archival projects at this time. They are revisiting their priorities and programs. Architectural records

are most useful when focused at the project level. Waverly asked to please consider this approach when digitizing records for individual projects. Try to resist the item level approach for metadata and use the concept of a complex object. A good example of this is: <http://content.cdlib.org/view?docId=tf8k40079x&doc.view=items&brand=oac>. Lowell suggested that in the future the group returns to an earlier format in which the Annual ARR meetings included some business, some round table, and a presentation.

Read agreed that it would make sense in the coming years to limit the business meeting to 30 min and allot an hour for a speaker or group work.

A discussion then took place regarding EAD. Elements of this discussion included: When to use a standard and when to not use a standard; Challenging ourselves, inclusion in consortial projects, whether the use of EAD supports the profession and allows finding aids to be crawled; and whether searching with Google is good enough for research.

Other related topics discussed: What should we be using for technical standards? IFC? \ Use of DACS. The chair of the DACS working group gave examples of EAD for a specific format of materials. A survey showed that ARR members are using DACS for architectural records. It was noted that MARC is still being used to describe architectural records. There was a discussion on Greene/Messier Less processing more produce in relation to using standard series. There was a discussion on large format scanning and a survey on the topic was distributed by Nora Murphy.

### **VIII. ARR Election Results**

- David Read moved from chair elect to chair for 2008-2009.
- Todd Kosmerick was elected vice-chair/chair-elect 2008-2009.
- Kate Rogge was elected Web Master. 2008-2010.

The membership thanked outgoing Senior Co-Chair Mattie Sink for her excellent work during her two years of service.

*Respectfully submitted by David Read, chair*

## **Archival Educators Roundtable (Liaison: Hankins)**

### **Officers:**

Deborah A Torres, College of St. Catherine, St. Paul, MN, chair  
[datorres@stkate.edu](mailto:datorres@stkate.edu)

David de Lorenzo, UC-Berkeley, vice chair  
[ddeloren@library.berkeley.edu](mailto:ddeloren@library.berkeley.edu)

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

- Number of attendees: 37
- Election results: Deborah A. Torres, elected chair; David de Lorenzo volunteered to be vice chair.
- Summary of meeting activities:

1. **Report & Discussion on Archival Graduate Education Program Certification:** Amy Cooper Carey reported on the issue of archival education program certification, which came to the Education Committee. Members of the education committee have formed a task force to survey

programs and deans of institutions with archival programs. Members in attendance discussed the issue.

- 2. Discussion of Archival Graduate Education Program Database Listing:** Members attending suggested that the charge for listing graduate programs in the database be removed and all listings would be free. There was discussion as to whether a free listing would encourage more programs to be listed, and a recommendation from the members that the fee for a listing be discontinued.
- 3. Discussion on Roundtable Membership Levels:** Those in attendance were in consensus that requiring a certain level of membership for roundtables may inadvertently affect the archival educators roundtable because there are a limited number of educators available to be members of the roundtable. The roundtable officers are aware that council has heard other concerns from other roundtables.
- 4. Report on IMLS Grant for Doctoral Education Research Institute:** Anne Gilliland reported on a IMLS grant for “Building the Future of Archival Education and Research” in the amount of \$950, 555. The grant will help two issues facing archival education, a lack of archival educators, and the need for increased diversity for archival education and educators. Description from the IMLS website: The University of California, Los Angeles -- along with its partners the University of Maryland, University of Michigan, University of North Carolina at Chapel Hill, University of Pittsburgh, University of Texas, Simmons College, and the University of Wisconsin-Madison -- will address the shortage of professors in archival science by providing at least 4 doctoral fellowships in archival related topics. To strengthen the growing network of archival educators in Library and Information Science programs, this project will also develop three annual, week-long, workshops for students, faculty, and working archivists to address pedagogical techniques, research methodology, and curriculum development, as well as technical and social issues relevant to the field.
- 5. Report, SAA Fellows Outreach to Students:** The members heard of an initiative to create a list of SAA fellows willing to do outreach to archival students. The list may be broken down by region, interest and/or expertise. Elizabeth Adkins is looking for volunteers to help out with creating the list.

**Completed Projects/Activities:** Deborah Torres, AERT chair, served on the Student Programs Subcommittee to select student papers and posts for the 2008 SAA Annual meeting held in San Francisco, CA.

**Ongoing Projects/Activities:** David de Lorenz currently is serving on the 2009 Student Programs Subcommittee to select student papers and posts for the 2009 SAA Annual meeting to be held in Austin, TX. Volunteers will assist with the creation of the list of SAA fellows willing to provide outreach to students in archival graduate education programs

**New Projects/Activities:** The roundtable is monitoring the issue of certification of archival education. Amy Carey Cooper of the University of Wisconsin-Milwaukee will keep the roundtable informed on the task force progress on creating a survey for this issue.

**Diversity Initiatives:** The IMLS grant by The University of California, Los Angeles, with its partners the University of Maryland, University of Michigan, University of North Carolina at Chapel Hill, University of Pittsburgh, University of Texas, Simmons College, and the University of Wisconsin-Madison is one major diversity initiative by archival education institutions.

**Questions/Concerns for Council Attention:** See items 2-3 in the minutes for the roundtable's annual meeting.

*Respectfully submitted by Deb Torres, AERT Chair.*

## **Archival History Roundtable (Liaison: Ambacher) [No report received.]**

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

**Officers:** Daria D'Arienzo, Co-chair [daria.darienzo@live.com](mailto:daria.darienzo@live.com)  
Lois Hamill, Co-Chair [hamilll1@nku.edu](mailto:hamilll1@nku.edu) [that is three lower case Ls and a numeral 1 (one)]  
Kate Rogge, Web Liaison [krogge@usa.net](mailto:krogge@usa.net)  
Leon Miller, SAA Council Liaison [lmiller@tulane.edu](mailto:lmiller@tulane.edu)

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

- Number of attendees: 19
- Election results: Daria D'Arienzo and Lois Hamill re-elected co-chairs
- Summary of meeting activities: see minutes.

Annual Meeting Minutes, Aug. 27, 2008

Nineteen people, including SAA Council Liaison Lee Miller, attended the AMRT meeting on August 27, 2008 in San Francisco. The agenda is attached. Alexandra Gressitt, Director of the Balch Library in Leesburg, Virginia, presented "Finding Balance" and led a lively and interactive discussion about balancing demanding work lives with fulfilling personal and family lives. Several participants said that they specifically came to this meeting for this discussion because the topic was particularly relevant to their lives.

Casey Greene gave a short report on the work of the AMRT and RMRT Joint working group on Physical Disabilities in the Profession, which is attached. Daria D'Arienzo and Lois Hamill were re-elected co-chairs for 2008-2009. Bill Caughlin, from the 2009 Program Committee, provided an invitation and guidelines for proposing sessions for next year's meeting. Rosemary Pleva Flynn will coordinate the AMRT proposal on balancing life and work, building on the success of A. Gressitt's presentation this year.

The group then spent some time discussing the future of the AMRT, redefining its purpose and exploring ideas for encouraging membership and sharing the work load.

Though the meeting was at an awkward time, participants stayed and joined in discussion of a new vision for the AMRT.

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

**Ongoing Projects/Activities:** The AMRT and RMRT Joint working group on Physical Disabilities in the Profession will continue its work analyzing the survey it undertook and populating the wiki it has created to gather and share relevant information. Report available upon request.

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

**Diversity Initiatives:** AMRT and RMRT Joint working group on Physical Disabilities in the Profession was created in direct response to the call for a diversity initiative by the SAA Council and was prompted by Elizabeth Adkins' presidential address to SAA in 2007.

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

*Respectfully submitted by Daria D'Arienzo, co-chair.*

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

### **Officers:**

Lisa Nguyen, Hoover Institution Archives, Stanford University (Senior Co-Chair), 2006-2008

Josué Hurtado, Archives & Special Collections UCSF Library and Center for Knowledge Management (Vice Co-Chair), 2007-2009

Tomaro Taylor, University of South Florida Tampa Library (Newsletter Editor), 2007-2009

Janel Quirante, Hoover Institution Archives, Stanford University (Listserv manager), 2007-2009

Rose Roberto, Brotherton Library, University of Leeds (Webmaster), ongoing appointment

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

- Number of attendees: 42
- Election results: Rebekah Kim (Gay, Lesbian, Bisexual Transgender Historical Society Archivist) was elected to two year term as Vice Co-Chair.
- Transfer of AACR records from Moorland Spingarn Research Center at Howard University to the University of Wisconsin-Milwaukee was approved. The AACR chairs will clarify with SAA Council about who will pay for the transfer of records.
- Summary of meeting activities: Please see minutes below.

**Completed Projects/Activities:** The Roundtable's regular programs and activities continued during the 2007-2008 reporting year. These activities included:

- Preparation of materials promoting the Pinkett Award
- Endorsement of 2 sessions for 2008 Annual Meeting of SAA
- Selection of two recipients of the 2008 Pinkett Award recipient
- Bi-Annual Newsletter (please see
  - <http://www.archivists.org/saagroups/aac/Newsletters/AACv22n2.pdf>
  - <http://www.archivists.org/saagroups/aac/Newsletters/AACv22n1.pdf>)
- Website updates
- Listserv management

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

- Advise Council and Diversity Committee on concerns of membership as requested
- Maintenance of the Archivists of Color Directory and AAC website
- Foster professional development of students of color to pursue Archival profession Pinkett Award scholarship

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

**Diversity Initiatives:** The AAC continues to work to promote diversity within the profession by:

- Identifying and addressing the concerns of archivists of color
- Promoting wider participation of said archivists in the archival profession

- Promoting the preservation of archival materials that pertain to people of color

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

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

## **ARCHIVISTS AND ARCHIVES OF COLOR ROUNDTABLE BUSINESS MEETING**

August 27, 2007 - 1:00-3:00 PM

### **Welcome & Introductions**

Josue Hurtado (co-chair) called meeting to order. He introduced himself, Tomaro Taylor (newsletter editor, not present), Janel Quirante (Listserv manager). Lisa Nguyen (co-chair) was not present.

### **General Announcements**

**Minority Student Scholarships:** Two new SAA scholarships for minority students are now available. Minority students pursuing graduate education in archival science are eligible. Scholarships are \$5000 and include SAA membership and travel to SAA annual conference. Application deadline is Feb 28, 2009. Awardees will be notified in June 2009.

Anne Gilliland (UCLA) announced a doctoral scholarship. Archival educators pursuing a doctoral degree at 8 participating universities are eligible. Funded by IMLS, the scholarship includes a \$20,000 stipend plus fees for 4 years of study.

**2009 SAA Conference Call for Proposals:** Teresa Mora (2009 program committee) announced the theme for the 2009 annual conference to be held in Austin, TX "Sustainable Archives." The deadline for session proposals is Oct. 8, 2008. AACR can endorse two session proposals. The program committee is looking for proposals from a wide variety of institutions and people and is especially interested in proposals with an international perspective. Proposals may now be submitted electronically. The SAA Education Committee is also seeking proposals for pre-conference workshops, contact Solveig de Sutter.

**Report from NARA:** Wilda Logan read Dr. Walter Hill's obituary. Dr. Hill had a 3-decades long career in archives, was active in African-American history organizations and was the first African-American subject specialist at NARA.

There are two new NARA diversity initiatives. The first is co-sponsored by the Hispanic Association of Colleges and Universities (HACU). With \$100,000 of federal funds, NARA was able to sponsor 10 Hispanic student interns at NARA during each of the summers of 2007 and 2008. Two of these interns were hired. The second initiative is aimed toward recruiting Native American students to work at NARA.

### **Misc. announcements from AACR members in attendance:**

1. There is a new archival educational program at the University of Oklahoma that has a postmodern focus on social memory and identity issues.
2. The SAA publication board has approved the proposal for a "Diversity Reader." The call for proposals for this book will be announced soon.
3. The Albert and Shirley Small Special Collections Library at the University of Virginia is seeking a new director.
4. The Avery Research Center at the College of Charleston is seeking a reference archivist.
5. The National Anthropological Archives at the Smithsonian is seeking a photo archivist.
6. The Robert W. Woodruff Library at Emory University is seeking a records manager and a digital services librarian.

**Pinkett Award Announcement & Donation Requests:** The 2008 Pinkett award winners are Monique Lloyd and Tiffany-Kay Sangwand. Monique Lloyd was introduced and congratulated on her achievements. Tiffany-Kay Sangwand was not in attendance. A total of \$558 was collected for next year's winners.

**SAA Council Report:** Nancy Zimmelman Lenoil (Council liaison) reported on Council Meeting highlights:

1. Council approved an Investments Committee
2. Council approved Minority Students Scholarships. Funds for these scholarships will first come from SAA operating funds but will be referred to the Foundation board to establish an endowment for these scholarships.
3. Council approved a Government Affairs working group that will monitor House Resolution #6056 "Preserving the American Historical Record Act" and will bring issues to SAA Council for rapid response.
4. The Education Committee is working on SAA accreditation of archival graduate programs.
5. There is a request to conduct the 2009 SAA elections online.

Reminders from SAA Council:

1. The deadline for nominations for SAA Awards is Feb. 28, 2009.
2. SAA members should update their member profile on SAA's website to make sure your membership in roundtables and sections is affirmed.

**Discussion on 50-member minimum rule for SAA roundtables:** Comment was made that this rule is difficult to meet by new roundtables that may have fewer than 50 initial members. This issue was discussed at the Leadership Forum where it was decided that there should be a grace period for new roundtables. It was reiterated that Council decisions are not permanent and they can be revisited. Members should contact their Council Liaison for revisions to rules.

**Diversity Committee Report:** Terry Baxter reported on Diversity Committee meeting highlights:

1. The Diversity Committee wants to increase collaboration with other SAA groups for more broad-based decision making.
2. A Taskforce on Improvement of Recruitment Materials was formed to determine better recruitment methods (web, social networking, etc.).
3. The Committee is reviewing the 1999 Taskforce on Diversity Report to see if recommendations have been acted upon.
4. It is working with the Membership Committee to develop a mentoring program for minority members.
5. The SAA membership database is expanding the demographic information it collects to assist the Appointments Committee.
6. The Committee is working on the Native American Protocols with the Native American roundtable.
7. It is updating and expanding its website.

**Latin American and Caribbean Cultural Heritage Archives Roundtable:** Marisol Ramos (chair) spoke about this new roundtable. It focuses on collections created in Latin America and the Caribbean that are housed in the U.S. These are distinct from immigrant archives. The roundtable is interested in issues of human rights and repatriation. It is a roundtable that can work jointly with AACR.

**Elections & Voting:** Rebekah Kim (GLBT Archives) was elected Vice Co-Chair. Transfer of AACR records from Moorland Spingarn Research Center at Howard University to the University of Wisconsin-Milwaukee was approved. The AACR chairs will clarify with SAA Council about who will pay for the transfer of records.

**Discussion** on recent outreach programs and advocacy initiatives. Focus on the Martin Luther King Jr. Institute at Stanford University. Sue Englander, Associate Director. Meeting adjourned at 3:00 pm.

*Respectfully submitted by Lisa Nguyen, outgoing co-chair.*

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

### **Officers:**

*Steering Committee, 2007-2008*

Kate Cruikshank (Chair)  
Political Papers Specialist  
Wells Library E460  
Indiana University Libraries  
Bloomington, IN 47405  
Phone: (812) 856-4601 Fax: (812) 855-8104  
Email: [cruiksha@indiana.edu](mailto:cruiksha@indiana.edu)

Jeff Thomas (Immediate Past Chair)  
Archives  
Ohio State University  
2700 Kenny Road  
Columbus, OH 43210-1046  
Phone: (614) 688-8429 Fax: (614) 688-4150  
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Linda A. Whitaker (Vice Chair/Chair-elect)  
Arizona Historical Foundation  
Hayden Library  
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Email: [linda.whitaker@ahfweb.org](mailto:linda.whitaker@ahfweb.org)

Brian Keough (2006-2008)  
Head, M.E. Grenander Department of Special  
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University at Albany, State University of New  
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Mary McKay (2006-2008)  
University Archivist  
Willamette University  
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### **Report from Annual Meeting:**

Number of attendees: 56

Election results:

Linda Whitaker, Chair  
Brian Keough, Vice Chair/Chair-elect  
Chris Burns, Steering Committee 2008-2010  
Leigh McWhite, Steering Committee 2008-2010

Steering Committee 2008-2009

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**Summary of Meeting Activities:**

**Pre-Conference Session:** Twenty-four CPR members attended our preconference session entitled "Congressional Collections: The User's Perspective," presented by Sean Kelly and Scott Frisch, of the Department of Political Science at California State University-Channel Islands. Kelly and Frisch have consulted over 100 congressional papers collections to date in their joint research and book publications and have become vocal advocates for their use by political scientists. Their session was intended to introduce archivists to aspects of appraisal, arrangement, and description that affect the usability of collections and to broaden understanding on both sides of the optimum in processing and the constraints upon achieving it. The discussion with them continued throughout the day, as they joined the CPR business meeting and program and also attended the annual CPR dinner.

**Business Meeting and Program:** The CPR met from 1:00 to 3:00 pm on August 27<sup>th</sup>, with sixty-two members present for its business meeting and program. The **business meeting agenda** included:

1. Brief remarks by Carla Summers, standing in for Tom Hyry as SAA Council Liaison, noting the new "Leadership Manual," the formation of an SAA Working Group in Government Affairs, and the work of Lee White as a de facto SAA lobbyist;
2. A look ahead at the 2009 joint program with the Council of State Archives on Sustainable Archives for the Austin meeting, presented by SAA Program Committee member Dorothy Hazelrigg, including description of the new endorsement policy;
3. Report by Jeff Thomas as chair of the CPR Nominating Committee on proposed slate for 2008-2009 and proposed change in bylaws to allow for electronic balloting;
4. Election of chair, chair-elect, and two new steering committee members;
5. Approval of by-laws change to allow for electronic elections;
6. Report from Jeff Thomas, as chair of the editorial board for the NHPRC Guidelines Project, on the completion and publication of *Managing Congressional Collections* by Cynthia Pease Miller;
7. Report on the activities of NARA's Center for Legislative Resources by Matt Fulgham, in particular on developing capacity to transfer electronic records from agencies, the White House, and congressional committees;
8. Report on activities of the House Office of History and Preservation by Robin Reeder, including collaboration with Senate Archivist Karen Paul in securing passage of H. Con. Res. 307 (see item 9, below), the sharp rise in consultations with both committees and members of Congress regarding possible disposition of their records generally and electronic records in particular;
9. Report on the activities of the Senate History Office by Kate Cruikshank (reading a report submitted by Senate Archivist, Karen Paul), including the institution of brown-page lunches by the Secretary of the Senate, focusing on records management, recent publications and oral histories completed, improvements on the Senate website, new online features, and a progress report on the *Congressional Archives Reader*, edited by Karen Paul;
10. Report on legislation by Kate Cruikshank, including unanimous passage of H.Con. Res. 307, expressing the sense of Congress that the papers of its members should be carefully preserved, and progress in sponsorship of H.R. 6056, legislation on Preserving the American Historical Record;
11. Reminder about the Privacy and Confidentiality Roundtable program on Privacy and Confidentiality in Electronic Records, in the time slot immediately after our meeting.

The second hour of the meeting was devoted to a **panel presentation**, "Where the Rubber Meets the Road: Restrictions and Privacy Issues in Congressional Papers Collections," which was presented by Leigh McWhite, Political Papers Archivist, University of Mississippi; Dorothy Hazelrigg, Curator, South Carolina Political Collections; and Jan Zastrow, Congressional Papers Archivist, University of Hawaii at Manoa. The challenges presented by privacy issues, particularly in case files and constituent

correspondence, were explored from the perspectives of pre-planning (the ideal), developing policy with researchers at the door, and modification of policy through collaboration with researchers.

**By-laws Change:** In response to the April 2008 announcement of SAA capability to conduct roundtable elections electronically, the section of the by-laws on the Nominating Committee and Election was amended to allow for electronic elections. The following is the old text, with **additions added in bold-face type** and deletions indicated by ~~strikethroughs~~.

## NOMINATING COMMITTEE AND ELECTION

The Nominating Committee is composed of the immediate past chair, who serves as chair of the committee, and the two second year member representatives. If any of these cannot serve, the roundtable chair shall appoint members from the Steering Committee as needed.

The Nominating Committee solicits candidates for the next year's leadership, using a notice in the newsletter and on the roundtable's listserv (if any) and receiving the names of volunteers of persons recommended, and prepares an appropriate slate for the elected roundtable positions from those nominees agreeing to place their names in nomination. The committee ensures that there is at least one nominee and no more than two nominees for vice-chair/chair-elect and that the number of nominees for Steering Committee is not less than the number of positions to be filled. All candidates for election must be individual members of SAA and the roundtable. The committee ~~publicizes~~ **submits** the slate **of candidates to in the newsletter editor no later than June 1 for publication in the newsletter** issued preceding the annual meeting. **The committee also submits the ballot to the Society of American Archivists no later than six weeks prior to the SAA annual meeting. The Society of American Archivists** ~~The committee prepares a ballot and~~ **conducts the an election on-line through services available from its membership database. at the annual roundtable meeting.** Only members of the roundtable may vote. Any member of the roundtable who is unable to ~~attend the annual meeting~~ **vote using the on-line ballot** may request an absentee ballot from the committee chair; absentee ballots must be returned to the committee chair prior to the annual meeting. Voting ~~at the annual meeting~~ shall be by secret ballot if there are more candidates than can be elected for any position. Candidates with the highest number of votes shall be elected. New leadership assumes office at the conclusion of the annual meeting of the roundtable.

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 election for a vice-chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

**Steering Committee Meeting:** The Steering Committee met on August 28 from 7:00 to 9:30 p.m., with the following agenda items:

1. Presentation by Mark Greene of his request that the CPR consider its possible role in facilitating lobbying activities on behalf of the SAA, building on the knowledge members might have of the inner workings of the offices of members of Congress, followed by discussion of both his suggestion and recommendations for prospective members of the new SAA Government Affairs Task Force;
2. Report on the successful completion of the NHPRC-funded publication, *Managing Congressional Collections*;

3. Brief discussion of previously suggested projects, i.e., collaborative digitization project to support university courses on Congress, and recovering the hard-to-find literature of congressional papers archivists;
4. Presentation of possible 2010 preconference plans for collaboratively planned events with the archivists of the House and Senate, focusing on presenting visually to members of Congress modes of preservation, exhibition use, and research use. of congressional collections;
5. 2009 Preconference and program proposal ideas.

**Completed Projects/Activities:** In June 2007, the CPR received a one year grant of \$37,600 from the NHPRC for the development of guidelines for managing congressional papers, 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, committed to oversee the project and act in an advisory role for the author. Following submission of a final draft to SAA in November 2007 and review by independent readers, the editorial board worked with Miller to develop the final draft submitted to SAA in March. From March through mid-July, intensive collaboration with SAA publications staff developed design, readability, and aesthetic dimensions of the manuscript, culminating in its publication just in time for the 2008 annual meeting, as planned.

The Association of Centers for the Study of Congress (ACSC), in order to facilitate dissemination of the publication among its members, worked with the SAA Publications Department to increase the printing from 500 to 800 copies, thus injecting an additional dimension of collaboration into the project.

**Diversity Initiatives:** None undertaken in 2007-2008.

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

*Respectfully submitted by Kate Cruikshank, immediate past chair.*

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

### **Officers:**

Jennie A. Levine, Chair 2007-2008  
 Jill Katte, Vice Chair / Chair Elect 2007-2008

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

- Number of attendees: 75
- Election results:
  - Jacquelyn Ferry 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/eadrminutes2008.html>)

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

- Discussion with membership at the Annual Meeting to determine interest in several areas, including the possibility of renaming/broadening the scope of the EAD Roundtable and making changes to the EAD Help Pages.

- Attempted to solicit information on EAD training tools from membership for inclusion in the EAD Help Pages. Interest was low.

#### **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:**

- Stephen Yearl stepped down after many years of service as webmaster. Decision was made to let the webmaster job rotate from chair to chair.
- 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.

#### **Questions/Concerns for Council Attention:**

- In conjunction with the second 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
- Use of the SAA-sponsored mailing list has been very low. The EAD Listserv continues to be the main mode of communication for people interested in EAD.

#### **EAD Roundtable Meeting Minutes Wednesday, August 27, 2008**

1. Welcome and Chair Report
  - EAD Roundtable Chair Jennie Levine thanked Steven Yearl who stepped down as Web Liaison for the EAD Roundtable's Help Pages
  - The EAD Roundtable endorsed two sessions for the 2008 Annual Meeting.
  - Michael Rush continues to update the EAD bibliography on the EAD Help Pages.
  - Institutions using EAD should add entries to the [EAD implementers directory](#) on the EAD Help Pages (88 institutions listed to date).
  - The 2005 EAD Tools Survey will be updated and conducted again this year to measure changes in encoding practice and EAD adoption.
2. Reports and Updates
  - SAA Council Report (Ben Primer)
  - 2009 Program Committee (Jacquelyn Ferry)
  - TSDS Report (Daniel Santamaria)
  - EAD Working Group (Kris Kiesling)
  - EAC Working Group (Daniel Pitti)
  - RBMS (Jennifer Schaffner)
  - RLG Programs (Jennifer Schaffner)
  - Archivists' Toolkit update (Arwen Hutt)
3. Vice Chair / Chair Elect Candidate Statements

4. Presentation: Christian Dupont, Aeon (Atlas Systems). "Direct requesting from EAD? Sure, we can do that."

- Christian Dupont provided an overview and demonstration of Aeon, an archives and special collections request management system. For more information, visit <http://www.atlas-sys.com/products/aeon/>

5. Election Results: Jacquelyn Ferry was elected Vice Chair/Chair Elect.

6. Presentation: Daniel Pitti

- Daniel Pitti provided an overview of future developments of content and encoding standards for archival description

7. Discussion: Is "Encoded Archival Description" an adequate name for our roundtable?

- 29 of 31 respondents indicated that a change was desired in the name and mission statement of the EAD Roundtable in order to encompass the growing suite of encoding standards for archival description (EAD, EAC-CPF, etc.).
- After a brief discussion, a suggestion was made to keep the name of the Encoded Archival Description Roundtable the same, but modify the scope of the mission statement to include any encoding standards for archival description.
- Roundtable attendees agreed that this was a satisfactory approach; roundtable leaders offered to make draft revisions to the mission statement and circulate it for comments to the EAD Roundtable membership as a next step.

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

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

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

- Number of attendees: 36
- Election results: No election was held. Connors and Komor remain co-chairs until SAA 2009 at which point we will seek new chair/co-chairs.
- Summary of meeting activities: See meeting summary below.

**Completed Projects/Activities:** IAAR's primary activity is to meet at SAA's annual meeting to exchange information on international projects and issues.

**Ongoing Projects/Activities:** Connors continues to prepare copy for Archival Outlook's World View column.

**New Projects/Activities:** IAAR Co-Chair Valerie Komor traveled to Trieste, Italy to participate in the 18th annual International Archival Day, November 19--22, 2008, sponsored by the International Institute for Archival Science of Trieste and Maribor, which is run jointly by the Archivio di Stato di Trieste (Grazia Tato, Director) and the University of Maribor in Maribor, Slovenia (Prof. Peter Paul Klasinc). The Archivio di Stato also celebrated its 40th year of operations with an exhibit and presentations by city historians, Grazia Tato, and the Bishop of Trieste, among others.

The two institutions offer archival training to students drawn from the former Yugoslavia and neighboring countries, and the education they provide is of the highest standard. Each year in November, when the

students graduate, a conference is held that draws participants from the same general area. This year was no exception, with archivists from Slovakia, Bulgaria, Poland, Israel, Austria, Montenegro, Croatia, Israel, Finland, Slovenia, and Canada. The annual gathering has come to feel like a family reunion, with two days of intense work, conversation, and presentations, followed by evenings of fellowship and good food, with a final day of local "archival sightseeing" to complete the experience.

Valerie was the only native English speaker and only American at the conference, which focused on the themes of security in the archives and "valorization," a term that does not have an exact equivalent in the English archival lexicon. She gave the paper, "When is the News Old? How the Associated Press has Appraised and Preserved its Legacy," which, with the other papers, has been published in English, Italian, and Slovenian in the institute's publication, *Atlanti*. It was indeed a great treat to meet so many wonderful people and to explore the elegant and historic crossroads city of Trieste.

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

#### **Questions/Concerns for Council Attention:**

The IAAR co-chairs would like to take this opportunity to address the Council ruling that roundtables be required to show at least 50 members in good standing to be considered an official SAA roundtable. The IAAR webpage shows 148 member/participants, so we do meet the new criterion, at least for the present. Yet we feel the 50-member rule is wrong and will in the long run damage the Society.

Roundtables are the simplest and most basic member-sustained units of the organization. As such they offer newcomers a place to begin to know others and to become known themselves. Roundtable participation builds confidence in one's abilities to speak publicly and plan and participate in relatively simple programs. This was co-chair Connors' experience as one of the founders of the Labor Archives Roundtable, founded over twenty years ago. It was a leadership proving ground and one of its beauties was that it was manageable in terms of number of attendees and/or members.

We appeal to Council to rethink the 50 member rule. If you look at the Roundtable Guidelines in the Council Handbook, the Mission Statement says it all: Roundtables serve as advocates for interest around which they are formed; they encourage and provide communication; they perform work; they integrate new members; and they develop leadership – if an only if they have 50 SAA dues-paying members. With less than 50 members that whole array of positives is wiped out. We have been told that the reason for the 50-member rule is that it becomes increasingly more difficult to schedule roundtable and section meetings, given their variety and number. Is scheduling logistics a reason to shut down areas of strong member participation and solidarity? Is it a reason to undo what has been working smoothly and positively for decades or a reason to remove what in some cases amounts to a motivation to be part of SAA?

Finally, we would note that although we are well over the 50 member limit, it is not a given that such will be the case in the future. Even when reached, the need to insure a 50 member base becomes a distraction to carrying out the more important work of creating roundtable content and opportunity.

#### **SAA International Archival Affairs Roundtable Annual Meeting, August 28, 2008**

Present: Sarah Demb, Samie Mallick, Janie Mastia, Jean Green, Paola Casini, Elisabeth Bloch, Trudy Peterson, Scott Godine, Glenn Gray, Brad Bauer, Tom Grischkowsky, David Jacobs, Nathalie Hodgson, Patricia Whatley, Megan Sniffin-Marinoff, Michelle Dolbec, Hea Lin Rhee, Nancy Bartlett, Hans Eyvind Naess, Caroline Brown, Maygene Daniels, Fynnette Eaton, Shannon Keith, Alta Valliant, Caitlin

Bumford, Kelly Chatain, Jessica Lemieux, Ralph Coram, Janet Bishop, Rand Jimerson, Dennis Decker, Elisabeth Whitman, Magnus Gudmundsson, Diane Vogt-O'Connor, Valerie Komor, Tom Connors

Co-chairs Valerie Komor and Tom Connors greeted the group and welcomed them to the 2008 International Archival Affairs Roundtable meeting.

Those in attendance introduced themselves giving their names and institutional affiliation.

1. Diane Vogt-O'Connor, SAA Council liaison to the IAAR, presented a report from Council summarizing what Council has been doing. Topics included establishment of an investments committee, student scholarships, SAA foundation endowment, establishing a Government Affairs Working Group and a Task Force on SAA Values, program certification standards, RFP applications for online elections in 2009, a survey of list serve users re terms of participation, broadening criteria for selection of Fellows, new content management system, appointing a subcommittee to revise the Council Handbook, new membership rules for SAA roundtables.

The last item engendered some discussion. The rules state that roundtables must show fifty members (dues payment check-off) to continue to exist as an official roundtable of the Society of American Archivists. It was pointed out that this may be hard to do for IAAR, indeed for many roundtables, the roundtable idea being member interest and affinity driven. SAA should err on the side of supporting member interests. When queried as to the logic behind this ruling, Diane Vogt-O'Connor explained that it was becoming increasingly difficult to find rooms and times for all the roundtables at annual meetings. It was felt that the number of official members (50) was arbitrary since to form a roundtable all that is needed is 25 signatures from SAA members in good standing. Diane pointed out that this discussion began two years ago and no one came forward to oppose the ruling. Several people said this was the first they'd heard about the change. The discussion ceased here for the time being but was taken up toward the end of the meeting.

2. Hans Eyvind Naess, National Archives of Norway and ICA Executive Board and Management Commission member, reported on the recent quadrennial International Congress on Archives held in Kuala Lumpur. Hans Eyvind gave some ICA background and spoke about the change in leadership effected at the KL congress. Ian Wilson, director of Library-Archives Canada, is the new president of ICA for a two-year term. David Leitch replaced Joan van Albada as Secretary General. New vice presidents were appointed for treasury, branches, marketing and programme. He reported that talk was begun at KL to open the annual CITRA meetings (Conference International de la Table Ronde des Archivistes) to a broader ICA membership (CITRA is generally geared to national archives institutions). Hans Eyvind noted that 1300 archivists from around the world attended the congress.

Trudy Peterson, consultant and former Acting Archivist of the United States, spoke about the work of the ICA Section on Professional Associations (SPA) – Trudy represents both SAA and the Academy of Certified Archivists on SPA. SPA has worked on a code of ethics for ICA; is drafting a statement on the value of archives; has published handbooks and manuals on how to run conferences and regional meetings, on lobbying and public relations, on program building, on using email ballots for elections, and on activities for archives days/weeks/months. The first international conference of archival associations was held in Spain in 2007 with 180 people from five countries attending. Another such conference will be held in 2011. Trudy also spoke about Archival Solidarity, a program sponsored by SPA that matches countries with funding for archives programs with countries in need of such programs. She concluded with some comments on ICA's Human Rights Working group and Access to Memory (AtoM).

Tom Connors spoke about the North American Network of the ICA (NAANICA). NAANICA was officially inaugurated at the 2004 ICA congress held in Vienna. NAANICA was to exist in lieu of a full-

blown North American branch of the ICA. NAANICA would be more a virtual organization, its charge being to serve as a conduit for information from the ICA secretariat to North American archivists and as a means to inform the ICA secretariat as to issues facing North American archivists. NAANICA members include North American national professional organizations and national archives institutions. NAANICA representatives would meet each year alongside either the annual meeting of SAA or the Association of Canadian Archivists. NAANICA would maintain neither offices nor treasury. Tom Connors was elected by member organizations to serve a four-year term as coordinator of NAANICA. He admitted that NAANICA was fairly dormant – over the past four years he'd been able to attend and actively participate in several ICA Executive Board and Management Commission meetings. He reported back to member organizations on these meetings and summarized them in the World View column in the SA Archival Outlook newsletter. However, meeting at either SAA or ACA annual meetings has proved more difficult to achieve as has maintaining contact names within the member organizations. Tom said that he is working on a report to the member organizations and hopes to set up a conference call in October to revisit the idea of NAANICA, to discuss whether or not members remain interested in such a virtual organization and if so what needs to be done to make it work.

3. Valerie Komor noted the upcoming meeting of the International Institute for Archival Science meeting that will take place in Trieste in the Fall.

4. Scott Goodine, president of the Association of Canadian Archivists talked about the Joint Statement of the Society of American Archivists and the Association of Canadian Archivists on Iraqi Records. That statement expresses concern about the location, custody and ultimate fate of records captured or otherwise obtained by the US, and those removed by private parties during the first and second Persian Gulf wars. A particular issue exists in and around the removal of Baath Party records by the Iraq Memory Foundation and shipped to the Hoover Institution, Stanford University, for safekeeping. Scott noted that the statement has received some media coverage and a discussion of the fate of these records has begun. Brad Bauer of the Hoover Institution clarified several misconceptions such as the role of the Hoover Institution in acquiring the Baath Party records and the authorization for removal of those records being given by the acting Minister of Culture of Iraq. The Hoover Institution is serving as a temporary repository. Representatives of SAA, ACA, the Iraq memory Foundation and the Hoover Institution will meet on Friday, August 29, 2008, to discuss the matter.

#### Round Robin

Rand Jimerson, Western Washington University, reported on recently attending a conference of the Association of Brazilian Archivists in Brazil.

Patricia Whatley, University of Dundee, Scotland, reported on the ICA Section of University Archives and Research Institutions meeting in Dundee in 2008 (?) and the Investigating the Archive program sponsored by the Royal Society of Edinburgh and the Center for Archive and Information Studies, University of Dundee.

Sarah Demb, London Museums Hub, spoke about an e-learning tool on records management for museums.

A student archivist from the University of Texas noted that a poster session at the SAA meeting will include a poster on a visit of UT students to the Rio Grande Valley in Mexico.

Trudy Peterson noted that a conference will be held in Mexico City, December 10-11, 2008, on Archives and Human Rights, sponsored by the Association of Mexican Archivists. She also spoke about work she is doing on what should happen to the records of international criminal courts.

Tom Connors returned to the issue of maintaining fifty official members of IAAR in order to exist in SAA. He gave some history of the transition from the Committee on International Archival Affairs to a roundtable (ca. when?) and emphasized the necessity of keeping it alive to share experiences abroad and discuss issues of international importance. Maygene Daniels noted that the roundtable serves as a means of informing SAA members about the work of the ICA and as a locus for international hospitality and contacts. Tom said he would work up some language addressed to SAA Council on the need to maintain the IAAR.

Before adjournment, Rand Jimerson brought up the topic of problems Israeli archivists had in obtaining visas to attend the Kuala Lumpur congress. Several were denied entry to the country and the whole delegation decided not to attend. Trudy Peterson gave some background to this issue and said that SPA would meet in Israel next Spring. She also noted other problems at the KL congress: some sessions that linked archives to human rights had been turned down and that the upcoming Mexican conference on archives and human rights was played down.

Tom Connors noted that in the international arena we sometimes deal with authoritarian or non-democratic regimes and have to maintain a pragmatic attitude of critical engagement.

Tom and Valerie thanked everyone for their participation and the meeting was adjourned.

*Prepared and respectfully submitted by Thomas Connors, co-chair.*

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

**Officers:** Kate Theimer and Kheir Fakhreldin, Co-Chairs (as of annual meeting –new co-chairs below)

Report from annual meeting:

- Number of attendees: 27
- Election results:
  - Co-Chairs: Kate Theimer and Kheir Fakhreldin
  - Steering Committee: Peter Gunther, Dana Miller, Heather Soyka, Kathleen Feeney, Christina Fidler, Anastasia Karel

**Summary of meeting activities:** See minutes below.

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

- Members of the roundtable's steering group developed and submitted two session proposals for the 2009 Annual Meeting that pertain to the group's selected focus: "Appraising the Archives Profession: Multiple Outlooks on Professional Sustainability Issues" (submitted by Dana Miller) and "Money, Money, Money - Lessons from Successful Advocates for Archives Funding" (submitted by Kate Theimer). The roundtable also received five session proposals to consider for endorsement. The steering group determined that the two session proposals developed by its members were the most relevant to the roundtable's focus, and so endorsed them.
- The steering group developed a wiki (<http://issuesandadvocacy.wetpaint.com/>) to facilitate discussion of possible new activities and issues related to its focus topic. The wiki was populated with information from the meeting minutes regarding session and white paper ideas.

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

- The roundtable's web presence on the SAA site is being revised to reflect the group's new mission and goals.

- Consideration of possible white paper topics and other activities is on-going.

**New Projects/Activities:** None.

**Diversity Initiatives:** No activities specifically related to diversity.

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

**Notes from Society of American Archivists 72<sup>nd</sup> Annual Meeting  
Wednesday August 27, 2008, 3:15-5:15pm**

Cindy Smolovik began the meeting by announcing the October 8, 2008 deadline for submitting proposals for the SUSTAINABLE ARCHIVES / *AUSTIN 2009* conference. Cindy noted that proposals should be submitted via the online form found on the SAA Website. A native Texan, Cindy mentioned several reasons why Austin is a very appealing locale for the next SAA annual conference.

Next, meeting attendees around the room introduced themselves, noting their institutional affiliation.

Issues and Advocacy Roundtable (I&AR) Co-Chair Kate Theimer gave a brief history of the I&AR, noting that the Roundtable was founded at the 2005 SAA conference, which was held in New Orleans. She discussed how the Roundtable was founded as an effort to help ideas “trickle up” to SAA leadership and as way to develop a network of subject area experts for Council to draw upon when it needed information quickly. Kate mentioned that the Roundtable hasn’t been very active in these first few years, and that when she spoke to Council about the necessity of the group, the Council suggested it was fine if the group wanted to change direction. So, currently, the I&AR is in a transitional phase. Kate stated that it is the current goal of the I&AR to raise awareness about one or two issues for a finite period of time, perhaps one or two years, and then reevaluate them at the end of a predefined term.

Kate asked attendees what issues they would like to focus on, and then suggested two issues:

- Archives & the environment
- Access to healthcare for those in the archival profession

Co-chair Peter Gunther voiced his opinion that he would prefer to focus on the environment over healthcare. Peter stated that there is much to be done in relation to the environment, and that not a tremendous amount has been done in this arena. He suggested that every archivist can relate to and engage in issues relating to the environment, whereas healthcare might be more difficult to engage people in. Peter also suggested that by focusing on environmental issues, the I&AR would likely be able to capitalize on student chapter involvement. In addition to the idea of improving environmentalism in archival practices and policies, it was noted that the I&AR might be able to tap into collections that support environmental issues to raise awareness. It was also suggested that a focus on environmentalism would tie in well with the 2009 SAA conference theme of sustainability, specifically if the I&AR could work with vendors to promote greener archival products or if the I&AR could work with other sections such as Preservation to discuss how to meet basic archival requirements in a green manner.

Next the discussion turned to the issue of healthcare versus the environment as a possible focus for the I&AR. From there the conversation evolved to include related issues such as job stability in general within the archives profession. Meeting attendees discussed how healthcare and salary/salary negotiation are issues not only for those seeking employment, but for those on the hiring end as well.

From here the conversation turned to leadership issues, archival education, desired skills in the workforce, and a common field of study for those entering the archival profession. Attendees discussed how A\*CENSUS addressed this issue.

A representative of IMLS attending the meeting mentioned that the average age of upper archives administrators was 51, and how many members of the archival profession are retiring much later than in years past. He suggested that people in archives and cultural heritage institutions are now waiting for longer periods of time to promote, and as a result many are moving out of the field as a response to their delay in professional development within the archives profession.

The group discussed that many students enter library programs interested in archives, but end up opting for careers in libraries as a means of professional stability. It was also noted that there are many educational channels to the archival profession (MA, MLS, experience) as opposed to the library profession (MLS, MIS, etc.).

Council Liaison Diane Vogt-O'Connor spoke next, giving an update on Council's actions at its Monday meeting. She stated that Mark Greene is planning to attend a meeting on September 9<sup>th</sup> in Washington, D.C. with a broad group of information profession educators to discuss standards for education and accreditation of all information professionals. This group is expected to draw a select group of leaders from archives, museums, libraries, and the information technology fields. More discussion on education, accreditation, and professional competencies followed.

Kate Theimer spoke again, noting that Roundtables now require a minimum of 50 people, and that everyone interested in I&AR should join online now. She noted that list membership does not count as Roundtable membership. From here she stressed the need for publicity of the I&AR. Kate informed the attendees that they can send an email to [bdoyle@archivists.org](mailto:bdoyle@archivists.org) if they wish to join the I&AR or any other Roundtable.

Next Nancy Beaumont, SAA Executive Director, spoke about the relationship between the new Government Affairs working group and I&AR. She suggested that a secondary goal of I&AR could still be to develop people with areas of expertise in the event there is a need for government testimony. She stated that developing and preparing experts would be much preferred in lieu of scrambling as needs arise. She suggested attendees should complete an I&AR profile online if they have such an area of expertise. She spoke about the need for more grassroots advocacy and rallying the troops. This led into a discussion of outreach, advocacy, and media training. SAA is always looking for seasoned, savvy folks that are ready to handle media and government emergencies. It was noted that perhaps these types of training sessions might be appropriate for the 2009 conference in Austin.

Kate Theimer came back to the issue of sustainability within the profession, which led a conversation about the challenges that new archivists face, the lack of opportunity for promotion within the profession, and the fact that many people are choosing to retire later in life. The issue of salaries and salary negotiation was raised, and it was suggested that the I&AR liaise with the Management Roundtable to address this issue. State archivist salaries were discussed, particularly pay equity studies amongst state archivists, and the fact that most state salaries are non-negotiable. It was suggested that the I&AR might review government pay grades and that U.S. Office of Personnel Management standards might be used as benchmarks. Lee White, Executive Director of the National Coalition for History, stated that the U.S. Department of Labor is rewriting description for archivist positions including responsibilities, skill sets, salary levels, etc., and determining whether or not archivists were classed as professionals (exempt versus non-exempt).

A debate about salary expectations amongst archivists pursued, and it was noted that archivists must be realistic about salaries in relation to the nature of employers/institutions. It was also mentioned that institutions have certain expectations of archives professionals, yet are not always willing to pay them for it. One attendee noted that he had heard it was now common knowledge that employers were hiring archivists who have a significant other that can support them because salaries within the profession are not competitive. It was noted that the ALA lobbies for minimum salaries, and that SAA strongly encourages employment announcement posters to disclose salaries in their advertisements. ALA capitalizes on the MLS degree, leverages standards and criteria as a bargaining tool. Government funding is tied to MLS and certification.

From here the I&AR reached a consensus that this issue had replaced environmentalism with professional issues for newer archivists as their main focus and attempted to settle on a name for the cause. A couple of ideas were suggested such as “Quality of Life” and “Compensation and Sustainability.” Of note, the key issues were identified as:

- Compensation/Healthcare
- Sustainability (people are leaving the profession)
- Professional Recognition (particularly for younger members of the profession)

There was a call for session proposals for the SAA 2009 conference in Austin and a discussion of the kind of tools the I&AR would like to produce, such as:

- Somewhere to send employers for information about appropriate salary levels
- Assisting with a section on the SAA Website called “A Career in Archives” (Nancy Beaumont had brought this up as an overall SAA goal)
- Salary expectations by institutions/regions
- Liaise with A.C.A.
- Salary in relation to SAA participation (without employer support, many cannot afford to attend conferences, etc.)

Lastly I&AR elections were held for the next year.

- Kate Theimer will remain Co-Chair, and will be joined by Kheir Fakhreldin (University of Michigan) as incoming Co-Chair, both for one year.
- Attendees Peter Gunther, Dana Miller, Heather Soyka, Kathleen Feeney, Ann Galloway, and Stasia Karel volunteered for service on the Steering Committee
- Attendees Christina Fidler and Jenny Johnson volunteered to gather salary data, and other nebulous information to support the I&AR issue at hand.

It was agreed that the new Steering Committee would need to meet again in San Francisco to develop further plans.

The meeting closed with a call for white papers, I&AR support, and a two-year commitment to this issue. This meeting also closed with 28 attendees.

Meeting notes taken by Jenny Johnson.

*Report respectfully submitted by Kate Theimer, co-chair.*

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

### **Officers:**

- (Chair) John Hyslop, September 1, 2008 – August 31, 2009

- (Vice Chair) Tom Connors, September 1, 2009 – August 31, 2010

**Report from annual meeting:** Number of attendees: 31; Election results: Tom Connors ran unopposed and was elected Vice Chair.

**Summary of meeting activities:**

Labor Archives Roundtable  
Annual Meeting August 27, 2008  
Minutes

1. LAR 2007-2008 Chair Jordan Patty (George Mason University, Special Collections and Archives) welcomed the attendees, spoke about the agenda and introduced the Vice-Chair John Hyslop (Queens Library, Long Island Division). Attendees introduced themselves.
2. SAA Announcements
  - a. Council Liaison Margery Sly (Presbyterian Church Archives)
    - i. Roundtables and sections must meet the 50 member minimum, but this may change. LAR attendees discussed the issue and concluded the Roundtable should write a statement about changing this minimum.
    - ii. SAA created a new Investment Committee to manage its investments. Ms. Sly asked for volunteers.
    - iii. SAA created two minority student scholarships worth \$5,000 each. People were encouraged to apply.
    - iv. SAA purchased a new content management system to control content on its website.
  - b. 2009 Conference Bill Coughlin (Program Committee Member)
    - i. The theme is Sustainable Archives.
    - ii. Session proposals are due October 8, 2008.
    - iii. Session endorsements are due October 20, 2008.
    - iv. Pre-conference workshop submissions are due October 15, 2008 and should be submitted to Soveig De Sutter (SAA).
3. Old Business
  - a. *How to Keep Union Records* publication – Jordan Patty informed us that Michael Nash (NYU, Tamiment Library and Robert F. Wagner Labor Archives) is the editor of the publication.
    - i. It was submitted to the SAA Publications Committee for their review.
    - ii. Mr. Nash is working on publishing it electronically.
    - iii. The George Meany Center for Labor Studies is not going to sponsor the publication.
    - iv. Lauren Kata (Episcopal Archives USA and representing the absent Mr. Nash) informed us that the SAA Publications Committee may have comments and corrections that will need to be fixed.
    - v. She solicited images for the publication. The images should be sent to Michael Nash at [michael.nash@nyu.edu](mailto:michael.nash@nyu.edu).
    - vi. The publication will have a bibliography.
    - vii. She also brought up the issue of SAA and a labor union funding the publication of it. Discussion ensued with people agreeing to ask their parent union about supporting the project.
  - b. Collaboration with International Council on Archives (ICA) Section for Business and Labor Archives
    - i. The ICA meets every four years.

- ii. Jim Quigle was the Roundtable's representative in the ICA section, but is stepping down from this role.
    - iii. Tom Connors volunteered to take Mr. Quigle's place.
    - iv. There is talk of breaking the labor archivists out of the Section and setting up a Section on Labor and Social Movement Archives.
    - v. They also would like more the Labor Archives Roundtable members to join and participate in their section.
  - c. Ongoing LAR Member Projects
- 4. New Business
  - a. Election of 2008-2009 Vice Chair/Chair-Elect – Tom Connors was nominated and was elected unanimously.
  - b. SAA 2009 LAR Program and Session Endorsement/Proposals
    - i. Mr. Connors proposed a session on labor lore.
    - ii. Mr. Hyslop suggested that we plan for 2010 and said he would email the listserv to bring up the discussion in early 2009.
    - iii. Mr. Hyslop said he would solicit suggestions for the 2009 Roundtable meeting.
  - c. Retreat at Wayne State University – Mike Smith (Wayne State University, Walter P. Reuther Library of Labor and Urban Affairs) is willing to host a labor archivist retreat at the Walter P. Ruther Library of Labor and Urban Affairs at Wayne State University. The retreat will be in conjunction with The North American Labor History Conference in the Fall of 2009.
  - d. LAR Listserv and Website Update
    - i. The Listserv should be transferred to SAA from Cornell University.
    - ii. Mr. Patty is working on the website and asked for volunteers to assist him.
  - e. LAR Records Project – SAA has an archivist and is collecting the records of its groups. Mr. Hyslop will coordinate with the archivist to set up the Roundtable's archives. He will post the contact information on the listserv and explain how it is done.
- 5. Presentations
  - a. Lincoln Cushing talked about his book *Agitate! Educate! Organize! – American Labor Posters* and his website [www.docspopuli.org](http://www.docspopuli.org). He discussed the work involved with putting his book together and described some of the posters that appear in it. Mr. Cushing made a plea to archivists to investigate how to easily digitize large format items and then do it. The presentation was greatly appreciated and we look forward to the publication of this handsome book in 2009.
  - b. David Walters described the website <http://www.marxists.org/> he and his fellow volunteers from around the world created. He described the many security, political and user issues involved with the site. Interestingly, the site has been shut down and blocked by governments. Therefore the volunteers created mirror sites around the world to prevent this from happening again.

Meeting Adjourned

Following the annual meeting, Louis Prisco gave a walking tour of the 1934 Longshoremen's strike and after the tour the group had dinner at Palomino's.

Respectfully submitted,  
 Jordan Patty, Chair, 2007-2008  
 John Hyslop, Chair, 2008-2009

**Completed Projects/Activities:** N/A.

**Ongoing Projects/Activities:** Michael Nash and Lauren Kata continue to work on the publication *How to Keep Union Records*, see 2008 meeting minutes for more detail

**New Projects/Activities:** Mike Smith (Wayne State University, Walter P. Reuther Library of Labor and Urban Affairs) is willing to host a labor archivist retreat at the Walter P. Ruther Library of Labor and Urban Affairs at Wayne State University. The retreat will be in conjunction with The North American Labor History Conference in the Fall of 2009.

**Diversity Initiatives:** The roundtable collaborates with the International Council on Archives (ICA) Section for Business and Labor Archives. Tom Connors is the roundtable's liaison to the ICA.

**Questions/Concerns for Council Attention:** The foremost concern expressed at the 2008 roundtable meeting was SAA's 50 member requirement for its groups. We strongly believe that this seemingly arbitrary number should not be a requirement for creating a SAA group. A number of groups do not and cannot meet this requirement and should not be disqualified from forming one.

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

## **Latin American and Caribbean Cultural Heritage Roundtable (Liaison: Miller)**

### **Officers:**

Senior Co-Chair: Marisol Ramos  
Co-Chair: Susan Laura Lugo

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

- Number of attendees: 33
- Election results: Senior Co-Chair, Marisol Ramos and Co-Chair, Susan Laura Lugo, 33 votes each, voted unanimously by attendees.
- Summary of meeting activities: Minutes attached.

### **LACCHA Handbook**

- Leadership co-chair model
- Web liaison
- Newsletter editor
- Liaisons – to ensure communicating and collaboration with Archivists of Color and LACCHA

The membership approved the handbook and it is now the official handbook for LACCHA.

The interim co-chairs, Marisol Ramos and Maria Estorino appointed the following liaisons for 2008-2009:

- Web liaison - Beatrice Skokan
- Newsletter editor - Noah Lestra
- Liaison – Jenny and Claudia Arguin
- SALAM liaison – Marisol

Next year before going to SAA 2009 in Austin, Texas, LACCHA co-chair will call for nominations and/or volunteers for these positions and announce the appointments at the next Business Meeting.

#### Electing Co-chairs

- Election ballot candidates
  - Marisol Ramos (senior co-chair 1 year)
  - Susan Laura Lugo (co-chair 2 years)

At the end of the meeting, after the votes were counted, Marisol Ramos and Susan Laura Lugo were elected Sr. and co-chair respectively for the 2008-2009 by unanimous vote.

#### **Announcements from SAA:**

Mark Green President of SAA came to talk to the group and talk about Council liaison role.

Teresa Mora (Bancroft Library) – SAA 2009, Austin

- With COSA – focus on governmental records
- Looking for proposals, DUE Oct 8
- Roundtable Endorsements by Oct 20. Theme – sustainable archives: how to make and manage change, how to balance interim measures and solutions with forward thinking solutions. How to sustain profession to stay engaged and bring people in.
- Roundtable can endorse 2 session proposals. Proposal sent to chair to be endorsed to program committee
- Pre-conference workshops – teaching oriented, half day or 2 day long, different topics. Sutter soliciting proposals for pre-conference workshops. Info and process on SAA website. Can get paid for workshops.

Carla Summers – Archivist in Florida. Leon Miller will be next liaison. Mention SAA Manual as a place to get more questions answered. Mentioned the importance of the SAA Leader list. Announced the \$5,000 minority scholarships for graduate education in archives for Fall 2009. Question from co-chair, Marisol Ramos, Is there any travel monies to help international archivists to attend SAA? Answer: No travel scholarships to bring international archivists into SAA conferences. But, registration can be waived. Can there be translators in the future (partner with educational institution)? Unknown for now, since it never had been asked before.

Leon Miller - New Council liaison for LACCHA. Talked about the commitment of SAA for strong diversity and commitment toward Lat Am and Caribbean roundtable. Mentioned too that IFLA will be in San Juan Puerto Rico 2011, which may be a great opportunity for LACCHA and SAA.

#### **Discussions: Ideas for 2009 conference**

- Sept. 19 deadline to submit draft proposal, contact chairs
- Sustainable archive for country of origin when content is U.S. Panel to discuss this issue.
- Cultural centers for immigrant communities building archives. How to help them?
- Conference in dual language – to get other archivists in Latin America to SAA. Fundraise for travel funds. Raffling souvenirs for fundraising.
- International Affair roundtables for foreign archivists to attend SAA? Collaboration projects, translators,
- Outreaching to Lat Am and Caribbean communities to share ideas on archiving.
- Collaboration with libraries on scholarships for minority students to sponsor Lat Am archivist, high school student to do video, to present at forum. Invite young generation of library field.
- State wide and international research
- MySpace, Facebook techniques to be on YouTube to get international exposure. Academic Latino/a Zone of Activism & Research (ALZAR) on Facebook.

- Archives in community based organizations. Diaspora
- Institute of Latino - Workshop on how to keep your own papers.
- Appraisal Archivists, historians, genealogical organization – focused on federal, managing presentations. Do with 100 thousands of cubic feet.

Liaison position – participates in Latin American themed organizations to share info, let committee leaders know with similar goals and agenda. Association of Caribbean University, Research and Institutional Libraries (ACURIL).

Latin American Archives in DC – internships. 30 facilities across country, presidential libraries, federal, regional archives. Summer 2007, NARA sponsored 10 students from Hispanic students of College and Universities (HACU) \$100,000. Hired 2 students, one full time and one skep. Part-time, full time employment. Information and security oversight program (ISU) for internship. Sponsored 10 and 5 more students 2008. 652 new students concentrate with Black and Hispanic Universities to get them internships and access to national archives.

Naropa university? – poetry, curatorial archives about info in campus and community. Nuyorican poets café and literary movement, marginalized communities through spoken word/audio archives. Archival advocacy – Barrio Project.

Possible projects for LACCHA – to survey Lat Am archive websites. Literature that U.S. archives can link up to.

Newsletter – worksite, repository, build repositories, gradual expansion, share consensus of different places, to direct people better.

Roundtable at University of Illinois ILMS – reached out to Puerto Rican community, negotiate deed of gift to UI Chicago, so community org can work with educational institutions.

National Archives of Trinidad and Tobago – CARBICA (Caribbean Section of ICA) project – develop web portal for archives in Caribbean – working on directory to link up records of slavery. Proposal to share info on slavery in the Caribbean.

Maria Estorino is the new member of SAA Diversity Committee. – Discussion on Mentorship program in SAA. There is a need for mentors. Attendees commented that they will like a formal training for mentors. Elizabeth Adkins said – that there is a link between diversity and mentorship, in a recent survey of Harold Pinkett recipients, many left the profession after they graduated. Less than half are still with SAA, because lack of mentorship. Need training for mentors; right now it's informal, need a more formal structure so mentors can communicate. Suggestion, follow the ALA, ACRL model? – maybe finding people of color in library schools to be mentors? Create half-day programs for mentors training?

**Program—Panel presentation (Agenda provided upon request):**

Gabrielle Toth (presenter) – African American student population primarily today. University next to Mexican community.

- Latino Communities (Mexico) in Chicago because not just German or Polish. Sites were Latino archives  
- 1850 Latino Presence

- 1893 Velasco to Chicago. Mex, pavilion for World's Fair. Tamales. 120 Mexicans to provide home spun food for others.
- Why not much written about Mex? Mex 20% of Chicago's 8.2 million. 2<sup>nd</sup> largest in country. 51 % in suburbs, 49% in city. Behind LA and San Antonio.
- Different than SW Mex – encountered African Am and non English speaking immigrants Eastern, Southern Europe.
- Employees non-seasonal, higher wages, waves of immigration, Catholic churches, ethnic organizing.
- Possessive investment in whiteness. Paul Taylor – Mex labor and U.S. Hull House, Stockyards, Southside Chicago, steel mills. People in Indiana also worked in mills.
- Pilsen and Little Village – 1950 Mex move there because of high ways. U of Chicago destroyed their original neighborhoods.
- 1920 labor movement as union members and strike breakers.
- Mexican Catholic churches, as cultural thing.
- Political scene 1950 -1980s.
- Puerto Ricans – 2nd largest population in US during 1950s looking for work. Humboldt Park. Fighting gentrification. Supporters of independence movement. Ties to island strong.
- Archival holdings – Puerto Rican cultural center – 200 posters/painting, independence movement. Digital archives of holding. Sala Albus – displace of rare historical newspapers, photos, books of PR independence movement.
- DePaul University – Lincoln Park, wealthy neighborhood filled with yuppies. But decades earlier were Puerto Rican – gentrification.
- 1974 – Latino activists to DePaul – access to public private resources, to let people know their resources, for equality in community
- 1998 – org disbanded, board of trustees because org mismanagement. Documents there.
- Look at Labor, women, political scene. U Chicago holdings in 20<sup>th</sup> century immigrant history (Mex and Cubans)
- Midwest Chicano and Puerto Rican art.
- Southeast historical musicians.
- Archdiocese of Chicago on churches.

Patrick Stawski – Duke U

- Born Argentina, raised in LA, cultural anthro, MILS UCLA, archives in chicano studies. Archive history of human rights. Curation, management, outreach, programming, collection dev.
- Cultural patrimony, human rights collections. Right to memory, history, identity cornerstone for civil society. Front of collection dev. Policy.
- Work with local, immigrant, diasporic, transnational communities.
- Responsible collecting to archives and communities
  - How will memory and identity be respected?
  - What you collect, who collect? Collection Dev Policy
    - What are my holdings? What communities are represented? What connections in archives? What new relations can be built?
    - Donor relations: Duke U – why should human rights archives be there? As an outsider, how to be insider? What is role of archive in community? How does institution nurture community? Cultivate relations with community to be part of them?
  - Human Rights Collection
    - Collection Dev Policy
    - Marshall Rabbi – Lat American Jewish seminary in Buenos Aires. Anti-semitism of Dirty war – got involved with human rights. Commission of the Disappeared. Model for SA Truth Commission. Non Argentine who served on commission.

- Center of International Policy – shapes US foreign policy in Lat Am to support human rights development in Lat Am. Central America, Colombia, Venezuela.
- Center for Latin American and Caribbean studies : Focus on transnational way – headquarters in US but work with Latin American programs.
- Donor relations – sponsored talk by P. Valdez, HR org, archive.
- Dia de los Muertos Student Project – Latino community build human rights theme, Latino experience in North Carolina, death penalty on mental ill, documentation of anti-semitism, digitization, Argentina and Duke, artist exchange.
- Oral history on Andean Region
- Patrimony important, into institutional and archival strategy. Work with complex communities.

#### Susan Lugo

- Territorial Coordinator for Archives Government of Virgin Islands
- Genealogy, local history, access to information and freedom of expression, how to access family history in Caribbean
- Pistarckle – creole for type of confusion or event out of control. Various colonial powers in area,
- See: Wikipedia entry for Caribbean for a GIF slide with a list of countries and colonial history of the Caribbean. Who was owned by Spain, France, Sweden, Denmark, how it changes. Nuances, problem is how to do family history in Caribbean.
- St. Croix under 7 flags. Tobago changed ownership 22 times. How to find history?
- VI Archives in Denmark, , NARA, and own archives, difficult to do research because not accessible and much is in Danish. Helps identity of people, island, history.
- Caribbean about geography, politics, boundaries, and it’s not... “confusion” because always changing, opportunities/barriers – because difficult to reach out don’t know who to partner with for education, social, cultural exchanges, etc. But, confusion allows for new partners. Need to bring this together
- Caribbean Genealogy Library established in St. Thomas; is a branch of the Family History Library of Salt Lake City.
- No technology in place to access archives in colonial holdings. If archives in Netherlands it cannot be accessed because it is unlikely to be digitized or microfilmed. Caribbean countries - no resources for access. Low user statistics in colonial repositories gives little justification to get them digitized or web accessible.
- On the other hand, economic change is working to bring communication technology into the area. CARICOM’s single market economy – foot in door, for economic boost, to boost info technologies and globally networked communication. This raises issues of privacy and information exchange, terrorism, cross borders, policies not in place before. Cayman Islands v. Trinidad and Tobago – compare ICT legislation initiatives. Different regulations for access. Difficult to link different access levels -- obstacle for universal international access.
- Caribbean archivists and librarians are not getting a seat at the ICT planning table. When plans being born, need to be part of conversation re: privacy protection and how it affects the archival record.

Patrick – book project – Duke Award, co-partnership

Susan – suspicion to making archives visible—the written record has not been the “story” of most of the people of the Caribbean; is record of colonizers.

Patrick – people testimony for HR incidents. Work with them to protect people’s identity.

Susan – repatriated records from colonizers? Haiti, Genealogical Society of Utah (FamilySearch). Microfilmed records in Haiti. Situation was so difficult so they had to get out.

Avril – oral history is tradition. Colonial identity in written records. Info in archives takes away identity. Have to mine the archives to find ordinary citizen of Caribbean.  
Written and oral history record. Define records in different ways. Be careful of differentiations of labels like “Caribbean.” Caribbean is unified to surrounding region by water; central and South American countries linked by transit and commerce. Thank you to all the attendees to this first LACCHA Business Meeting.  
Meeting adjourned.

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

- Panel presentation at the LACCHA business meeting (San Francisco 2008)
  - Panelists:
    - Gabrielle Toth, Chicago State University Library
    - Patrick Stawski, Rare Book, Manuscript, and Special Collections Library, Duke University
    - Susan Lugo, Government of the Virgin Islands
- Submitted 2 panel proposals for the 2009 SAA Annual Meeting at Austin, Texas. (Both proposals were accepted)
- Created a group page in Facebook,  
<http://www.facebook.com/home.php#/group.php?gid=46576439045&ref=ts>

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

- We plan to launch our newsletter first issue, hopefully by January 2009
- Update website to include more info about the roundtable, What’s New? Session

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

- Projects in planning stage for the webpage:
  - Directory of LACCHA members (both SAA and non-SAA members)
  - Portal to Latin American & Caribbean Collections in the US
  - Portal to Latin American and Caribbean archives and archivists

**Diversity Initiatives:** Outreaching to a wide variety of ethnic and special interest groups through the panelists selected to present in the two panels proposed and accepted by the SAA 2009 program committee.

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

*Respectfully submitted by Marisol Ramos, chair.*

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

#### **Officers:**

Co-chair: James Cartwright, University of Hawaii  
Co-chair: Bonita Weddle, New York State Archives

#### **Steering Committee:**

Maggi Gonsalves, Newsletter Editor, New York State Archives  
Steven Mandeville-Gamble, Webmaster, George Washington University  
Stephen Novak, Past Co-chair

Marjorie Bryer, Member at Large, University of California—Berkeley [joined September 2008]  
Paula Jabloner, Member at Large, Computer Museum  
Michael Kelly, Member at Large, University of New Mexico [resigned September 2008]  
Heidi Marshall, Member at Large, Columbia College, Chicago [joined October 2008]

**Report from Annual Meeting:**

- Number of attendees: 34
- Election results: James “Jim” Cartwright elected as male co-chair.
- Summary of meeting activities: see below.

**Completed Projects/Activities:** Two newsletters issued. Additional sections of Community Archives Manual completed and added to LAGAR Web site.

**Ongoing Projects/Activities:** Community Archives Manual still needs editing and chapters on certain topics; we will identify and work with authors and editors over the coming year.

**New Projects/Activities:** LAGAR will review older materials on its Web site, identify personal information that should be removed from the Web, and develop strategies for doing so. This project will take place in tandem with the transfer of the official copies of these materials to the SAA Archives.

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

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

**Annual Meeting Minutes**

**Gay, Lesbian, Bisexual, Transgender Historical Society, San Francisco, CA  
August 27, 2008, 3:15-5:15 PM**

After a brief reception, the meeting was convened by co-chairs Stephen Novak and Bonnie Weddle at 5:35.

**General Announcements:** The Co-Chairs thanked the GLBT Historical Society for its generosity in allowing us to meet there and especially for the delicious food and drink they provided for the pre-meeting reception. Rebekah Kim, the GLBTHS’s archivist, provided an overview of the GLBTHS’s mission and scope and announced that interested attendees would have the opportunity to tour the repository after the meeting ended. James “Jim” Cartwright requested that those present at the meeting start thinking about possible LGBT sessions for the 2010 SAA annual meeting so that session proposals can be finalized at LAGAR’s 2009 meeting. Susan von Salis, a member of the 2009 Program Committee, discussed program proposals for the 2009 SAA meeting and noted that the deadline for roundtable endorsement of sessions is October 20, 2008. Ben Primer, LAGAR’s outgoing Council liaison, updated us on current Council business and introduced his successor, Tom Hyry.

**Election of Male Co-Chair:** James “Jim” Cartwright of the University of Hawaii was nominated for election as male co-chair to replace Stephen Novak, who had served as co-chair for the past four ~~two~~ years. His nomination was seconded and he was elected by acclamation.

**Steering Committee Reports:** Maggi Gonsalves, Newsletter Editor, was not able to attend this meeting, but reported via Bonnie Weddle that she is still interested in serving as Newsletter Editor but is willing to step aside if a newer LAGAR member is interested in the position. She is also seeking submissions for the Fall 2008 issue of the newsletter.

Paula Jabloner reported on the Community Archives Manual, which is meant for people working in community-based archives that may lack professionally trained staff. The bulk of the Manual is available online, but she is recruiting people interested in writing sections relating to arrangement and description or editing the manual. A tentative completion date of January 1, 2009 was established.

**New Business:** The Co-Chairs thanked the members of the Steering Committee for their efforts over the past year. The co-chairs outlined two proposals for amending the LAGAR bylaws, both of which were submitted to the membership in advance of the meeting per SAA requirements:

- The first amendment concerns the co-chairs' terms of office. As before, LAGAR's male and female co-chairs will serve staggered two-year terms of office. However, in accordance with SAA's new rules for roundtable leadership, which state that no person shall serve as a roundtable chair for more than three years, LAGAR's co-chairs are now barred from serving consecutive terms of office.
- The second amendment corrects a minor grammatical error in the bylaws.

Both amendments were seconded and passed by acclamation.

**Program:** Archivists and administrators from three California LGBT repositories took part in an informal panel discussion of the current status of LGBT archives and archival documentation. The panelists and their institutions reflect the diversity of LGBT archives:

- Ron Grantz, the archivist of the Lavender Library, Archives and Cultural Exchange of Sacramento, cares for newsletters, documents, and ephemera created by Sacramento LGBT organizations; the papers of activist Jerry Sloan, who used the proceeds of a successful lawsuit against the Rev. Jerry Falwell to establish Sacramento's first LGBT community center; and the business records of the Open Book, Sacramento's now-defunct LGBT bookstore. He oversees one intern.
- Karen Sundheim, the program manager of the San Francisco Public Library's James C. Hormel Lesbian and Gay Center, is responsible for soliciting donations of archival collections and managing program operations. The Hormel Center's holdings focus on the San Francisco Bay Area, but many of its approximately 40 collections document nationally prominent individuals and organizations. Sundheim supervises one processing archivist.
- Greg Williams, who is Vice President of the Board of Directors of the ONE National Gay and Lesbian Archives in Los Angeles. The repository, which is housed at but independent of the University of Southern California, is an outgrowth of the gay rights group ONE, Inc. and the International Gay and Lesbian Archives. Its holdings consist of ONE's organizational records, materials collected by several founding members who helped to pioneer the study of gay and lesbian history, and other records documenting global LGBT history. Williams directs the archives' NHPRC-funded processing project and oversees three processing archivists.

The panelists and the audience identified a number of accomplishments and challenges:

- The LGBT community took an interest in documenting its experience well before academic and public research institutions did so, and as a result there are a sizeable number of community-based LGBT repositories throughout the nation.
- The achievements of some community-based repositories have in turn given rise to new challenges. Many of these archives are staffed wholly or partly by volunteers and lack well-defined collecting policies, and some are now so large that they can neither be managed effectively nor allowed to fade away quietly.
- The activist archivists (professional and self-taught) who founded and staffed community-based LGBT repositories are growing older. Some archivists working at community repositories are consciously training successors. Others are, with difficulty, raising funds needed to hire professional staff. However, some of these archives will likely dissolve, and other community repositories may not be able to assume responsibility for managing their holdings. As a result,

the collections amassed by community repositories may ultimately end up at academic or public research facilities. This development may alienate donors (and other LGBT people) who value community-based institutions and view scholarly research facilities as distant or patrician.

- Although community-based LGBT archives have a distinct history, the challenges they currently face are in many respects identical to those faced by local historical societies and other community repositories: lack of funding, lack of space, and, all too often, community members' general indifference to history and archives.
- Several audience members expressed the need for a national network of LGBT archives. LAGAR gathers and disseminates information about LGBT holdings in all types of repositories throughout the nation and, via SAA, offers a listserv that is open to everyone interested in LGBT archives, more work is needed.

**Adjournment:** The meeting was adjourned at 5:15 PM.

*Respectfully submitted by Bonita L. Weddle and Jim Cartwright, co-chairs.*

## **Local Government Records Roundtable (Liaison: Ambacher)**

**Officers:** Jim Cundy, Chair

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

- **Number of attendees:** 17
- **Election results:** Jim Cundy as Chair, unopposed
- **Summary of meeting activities:**

Meeting called to order on August 27, 2008, at approximately 1:05 p.m.

John H. Slate, CA, conducted the meeting in the absence of Jim Cundy, Chair. Slate welcomed attendees and held introductions.

#### Announcements:

- Bruce Ambacher, Council Liaison, announced the creation of a Government Affairs Committee; discussed the Investment Committee; said the Council is investigating options for accreditation; and related matters pertaining to online elections.
- Geof Huth, from the 2009 Program Committee, encouraged proposals for the 2009 meeting.
- David Haury, Council of State Archivists, gave a CoSA Programs status report.
- Dan Stokes of the National Historical Publications and Records Commission gave an NHPRC Programs status report.
- Jelain Chubb of the National Association of Government Archives and Records Administrators gave a NAGARA Programs status report.

After a general discussion, the election of a chair followed, with Jim Cundy re-elected, running unopposed. There being no other business the meeting adjourned at approximately 2:00 p.m.

**Completed Projects/Activities:** The 2008 session, including the above speakers.

**Ongoing Projects/Activities:** Cooperate, as needed, on projects.

**New Projects/Activities:** Program for 2009 under development.

**Diversity Initiatives:** Continue to invite representatives from related organizations.

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

*Respectfully submitted by Jim Cundy, chair.*

## **Lone Arrangers Roundtable (Liaison: Summers / Settles)**

### **Officers:**

Nancy Freeman, Co-Chair, 2006-2008. Records Manager/Archivist, National Wildlife Research Center  
Russell Gasero, Co- Chair, 2007-2009. Archivist, Reformed Church in America

**Report from Annual Meeting:** Number of Attendees: Twenty Nine (29).

### **Election Results:**

Alison Stankrauff, Archivist at Indiana University South Bend, Co-Chair, 2008-2010  
Russ Gasero, Archivist of the Reformed Church in America, Co-Chair, 2007-2009.

#### Lone Arrangers Steering Committee:

- Christina Zamon - Head of Special Collections, Emerson College - continuing
- Susan Rishworth - Archivist, American College of Surgeons - continuing
- Courtney Yevich - Assistant Fine Arts Librarian and VMFA Archivist, Virginia Museum of Fine Arts - continuing
- Alexis Braun Marks – new - Archivist, Charles H. Wright Museum of African American History
- Jennifer Clark – new - Archivist, Jefferson National Parks Association
- Annie Armour – new - Archivist, University of the South, Sewanee
- Colleen McFarland – new - Head Special Collections Librarian, University of Wisconsin – Eau Claire
- Charles Hargrove, Archives Project Director, National Center for Science Education

Roundtable Webmaster: Courtney Yevich - Assistant Fine Arts Librarian and VMFA Archivist, Virginia Museum of Fine Arts

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

SAA Lone Arrangers Roundtable Annual Meeting Minutes – San Francisco 2008  
August 27, 2008  
Minutes by Nancy Freeman

The meeting began at 5:30 p.m. as outgoing Roundtable Co-Chair Nancy Freeman welcomed all and laid out the agenda for the meeting.

Carla Summers is the outgoing SAA Council Liaison to the Lone Arrangers Roundtable and spoke of how the Roundtable can work with the SAA Council Liaison. She introduced Rosalye Settles as our new contact to Council. Carla then left the meeting while Rosalye stayed for the business portion.

Geof Huth, a member of the 2009 Program Committee, gave a brief presentation regarding proposals for the Austin conference. The theme is sustainable archives. Geof Huth serves as the 2009 Program Committee Liaison to the Lone Arrangers Roundtable.

Nancy Freeman updated the group on the SAA Leadership Meeting that was held on August 26th, 2008 at the SAA conference. One topic focused on “how to get things done in SAA.” Basically, the Roundtable contacts the Liaison. Not much is written in stone at SAA, so the meeting stressed communication to Council if any SAA member has a problem or concern.

A big topic at the leader meeting concerned the requirement that a roundtable have at least 50 members. If the number goes below 50, the roundtable may be in danger of losing status in SAA. SAA members may only be a formal member of two roundtables and this declaration is done at membership renewal time. Currently, a member can only do the declaration with the online renewal form. Soon SAA will have the paper form corrected to allow for this in hard copy renewal.

The Lone Arrangers Roundtable is not in danger of going below the 50 number - however, all members were urged to sign up formally to make sure everyone is counted. A concern with the Roundtable has always been that many lone arrangers can not afford to join SAA but could join the Roundtable. Currently such members do not qualify as officially part of the Roundtable. Nancy asked for a show of hands of anyone at the meeting who isn't a member of SAA, and no one raised their hand. She asked that anyone with a concern about this issue see her after the meeting.

Courtney Yevich passed out biography information and ballots for Co-Chair election candidates for Nancy Freeman's position. The four candidates are Tiffany Loiselle, Andrea Sheehan, Alison Stankrauff, and Christina Zamon. Alison Stankrauff won by a slim margin.

Nancy Freeman announced that Steering Committee members continuing from last year are: Susan Rishworth, Christina Zamon, and Courtney Yevich. Nancy asked for more volunteers and that anyone interested contact her after the meeting.

Courtney Yevich updated the group on the Roundtable's web site. She also asked for content material - basically anything that would be helpful to other lone arrangers. Additionally, Christina Zamon set up a Ning social networking site for lone arrangers and handed out bookmarks with the information. Its URL is: <http://lonearrangers.ning.com>.

Nancy Freeman discussed the issue of by-laws or guidelines for governance for the Roundtable. The topic came up several weeks ago on the Roundtable Listserv, specifically asking if voting for Co-chairs could be done in absentia from the annual meeting. It seems an on-line election could be easily done through SAA and the group liked the idea. Also, it is probable the original guidelines set forth by the Roundtable in 2004 do not match the general roundtable guidelines revised by SAA in 2007. The group agreed the Roundtable needs by-laws or guidelines (or whatever they need to be called). Nancy asked anyone interested in working on the by-laws to see her after the meeting.

Participants then divided into small discussion groups and Nancy Freeman laid out general guidelines for respectful discussion. The group's moderator was asked to take notes, and report back to the group at large after 45 minutes of discussion. The notes will also be put on the Roundtable web site. Participants divided into the following groups, modeled after the 2008 Beijing Summer Olympics:

Cheering for the Team: Discuss ideas for relating to the external and internal communities that you serve. Promotion and public relations ideas, newsletters and communication vehicles.  
Moderator: Holly Geist

Running the Race: Discuss budgeting, staffing, day to day survival as a lone arranger and the problems of having no or limited staff/assistance, how to maintain sanity.

Moderator: Courtney Yevich

Getting Off the Ground: Starting a new program, designing space, looking for support, finding your niche in the structure.

Moderator: Alison Stankrauff

No group formed around the topic of “giving the fans what they want” regarding digitization projects, problems, how-to’s, equipment/software, and techniques. After sufficient time for discussion, the small group moderators reported back to the group at large. The formal meeting ended at 7:30 p.m.; however, about 15 members of the Roundtable went to dinner as a group.

**Completed Projects/Activities:** The Lone Arrangers Roundtable endorsed a session that was given at the 2008 annual SAA conference in San Francisco. The session was chaired by SAA Co-Chair Nancy Freeman and had panelists from the Lone Arrangers Roundtable: Courtney Yevich, Colleen McFarland, and Alison Stankrauff.

**Ongoing Projects/Activities:** The Lone Arrangers Roundtable continues to hold a successful dinner following every annual business meeting. It is the place where many fruitful connections are made. Further, two of the Roundtable’s members who are also active members of the Midwest Archives Conference (MAC), Colleen McFarland and Alison Stankrauff, held a similar dinner for lone arrangers at the most recent MAC in Spring in Louisville. They plan to have one in the following year at the next annual MAC meeting.

- The Lone Arrangers Roundtable fully endorsed the idea of the dinners for lone arrangers extending into the regional archival organizations’ meetings.

**New Projects/Activities:** The Lone Arrangers Roundtable is currently working on a number of new projects. These include:

- A book proposal that will be an anthology of chapters covering issues germane to lone arrangers. The chapters will be authored by different archivists. The proposal will be put forward to the SAA Publications Board in the coming year.
- A collaboration between the Lone Arrangers Roundtable and the Records Management Roundtable. The proposed product will be an electronic resource for lone arrangers who find themselves records managers – a “how-to” manual of sorts.
- The Lone Arrangers Roundtable has formally endorsed two session proposals for the 2009 SAA annual conference in Austin, Texas. The content of these session proposals was put forth by Roundtable members.
- The Lone Arrangers Roundtable also has been solicited for their support of two additional session proposals for the SAA annual conference in Austin, Texas.

### **Diversity Initiatives:**

Lone Arrangers Roundtable Report to SAA Council Re: SAA Diversity Efforts.

Compiled by Nancy Freeman, Lone Arrangers Roundtable Co-Chair

June 24, 2008

The week of June 16th, 2008, an e-mail went out to the Lone Arrangers Listserv regarding SAA diversity efforts. Listserv members were forwarded Mark Greene’s June 9th, 2008 e-mail that detailed past SAA president Elizabeth Adkins’ “charges” for diversity. Below is a synopsis, by broad topic, of the ensuing lone arrangers’ discussion.

History of SAA Diversity Effort: 30 years ago or so the issue of diversity came up in archives. The issue then was the diversity of the historical record, documenting under-represented groups, and broadening the socio-historical scope of archives. The effort to diversify the historical record would in turn, diversify the profession and its users. Unfortunately, this has not happened and more research is needed as to why.

Diversity Tie-Ins to Identity: While the issue at hand is to diversify the profession, and create an agenda for expanding it, there is a correlation with our identity as archivists. “Without this unified identity, institutional efforts will allude us....How can we both broaden the definition of archivist to bring in the diversity of people and work situations (and continue to converge with allied professions) while at the same time be more limited in our definition of what an archivist really is? I don't think we can have it both ways.”

Lone arrangers have diverse backgrounds, varying education, and work experiences. As a group, lone arrangers illustrate how hard it is to come up with an identity for the profession.

What is Diversity?: A couple of archivists in the discussion put forward the following:  
The term diversity is thrown about without regard for what it really means. Is it only racial? Can it be religious? What about Native Americans? Pacific Islanders? Croatian Americans? French-Cajun? Asian American? Does this also include gender equality?”

What role do lone arrangers play in repositories that collect the materials of and/or serve underrepresented populations? Many lone arrangers work for smaller and under-represented communities of all origins. The bigger problem seems to be that many archivists who work in these situations are not members of SAA and are often part-time or volunteers from the community with little or no archival background. Many do not know about SAA or have the money to join or attend educational sessions.

Ideas to reach lone arrangers, particularly those in under-represented groups or repositories:  
The Lone Arrangers Roundtable is uniquely positioned to reach out to smaller communities and archivists to provide support and information, not necessarily to just make them members of SAA.

Specific Ideas:

- Find a benefactor to fund annual meetings, trainings, scholarships, and membership subsidies. Create a brochure that lists scholarship possibilities for archival trainings.
- Resurrect the Lone Arrangers Roundtable Newsletter.
- Tie in to larger regional archival organizations to try to reach lone arrangers.
- Use regional meetings to gather lone arrangers to their own “informal” dinner/meeting for networking and sharing.
- Create DVDs on various training topics.
- Present workshops on “archival basics” and then take it one step further with a “beyond the basics” workshop.
- Make sure videos and other educational tools are in multiple locations on the web.
- Start, or participate in, local groups for lone arrangers.
- Survey various local organizations to see who keeps their records and invite that person to a meeting of lone arrangers. Associations that deal with under - represented populations could be targeted for the survey.

**Questions/Concerns for Council Attention:** There are none that arose from either the Roundtable's past year or from the annual meeting in San Francisco.

*Respectfully submitted by Alison Stankrauff, co-chair.*

## Metadata and Digital Object Roundtable (Liaison: 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

Co-chair - Janet Carleton, Ohio University Libraries

Co-chair - Deborah Green, University of Idaho

Steering Committee - Mark Matienzo, New York Public Library

Lisa Miller, Hoover Institution, Stanford University

Web Liaison - Mark Matienzo, New York Public Library

### Report from annual meeting:

Number of attendees: 85 people signed in

Election results: Janet Carleton and Deborah Green elected co-chairs

Summary of meeting activities: Meeting minutes attached

### Completed projects/activities

-Presented a formal program, a debate on a resolution relating to metadata standards with four debaters and a moderator, at the roundtable's annual meeting.

-Received three SAA 2008 session proposals for endorsement, and endorsed two, both of which were accepted by the SAA Program Committee for the 2008 annual meeting.

**Ongoing Projects/Activities:** The roundtable continues to host sample administrative-side metadata records on its Web site, though no new records have been submitted for some time.

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

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

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

### Minutes of the Metadata and Digital Object Roundtable Annual Meeting

Society of American Archivists, San Francisco, August 27, 2008

Cochair Lisa Miller ran the meeting. She introduced herself and announced that cochair Janet Addison resigned in fall 2007 due to changes to her position.

#### *1. Announcements*

Margery Sly, Council liaison, described some of the decisions made at the Council meeting earlier in the week. Lucy Barber, NHPRC, discussed upcoming rounds of NHPRC grants and the Archives Leadership Institute it will cosponsor again next year with the University of Wisconsin at Madison.

#### *2. Business*

Roundtable Web liaison Mark Matienzo mentioned the administrative-side metadata samples on the roundtable's Web site. Two candidates were elected as cochairs of the roundtable: (1) Janet Carleton, digital initiatives coordinator at Ohio University Libraries, and (2) Deborah Green, digital initiatives librarian at University of Idaho.

Lisa thanked several steering committee members who stepped down: Stephen Fletcher, Sammie Morris, and Kathy Wisser. The new cochairs will handle replacing them; watch the metadata Listserv for more information about this process. Lisa invited audience members to submit topics for program proposals for the SAA conference in 2009, as well as future directions for the roundtable. None were made at the meeting.

### *3. Program*

The program consisted of a debate.

Resolved: A repository that adapts, alters or modifies metadata standards to fit practical realities (for example, to implement a particular digital asset management system or deal with limited resources for metadata creation) can create effective metadata records for discovery, sharing, and ongoing management of digital objects.

For the Affirmative: Brandon Burke, associate archivist for recorded sound collections, Hoover Institution  
Andy Wentink, curator of Special Collections and Archives, Middlebury College

For the Negative: Robin Chandler, director, Digital Library Program, University of California at San Diego  
Kathy Wisser, School of Information and Library Science, University of North Carolina at Chapel Hill

Moderator: Bill Landis, Manuscripts and Archives, Yale University.

After the debate and a lively audience discussion led by Bill Landis, the meeting was adjourned. Lisa Miller, Hoover Institution Archives, Stanford University.

*Respectfully submitted by Janet Carleton and Deborah Green, co-chairs.*

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

**Officers:** Ruth Bayhille, (Pawnee/Choctaw), Chair  
Eunice Kahn, (Dine), Vice-Chair  
Marnie Atkins, (Wiyot), Newsletter Editor

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

Number of attendees: 31

Steering committee membership: Nathan Bender, Allison Krebs, Mark Thiel, Karen Underhill

Topics of discussion were issues of maintaining membership numbers. We were especially concerned with the dwindling numbers of Native American archivists either as members of SAA and as members of the RT general. The greatest concern was not only the desire to include more Native practitioners in not only attending SAA's annual meeting but also in their overall participation throughout the year. The greatest contributing factor to the lack of Native participation was funding. Many Native archivists must either rely on support from their own tribal communities or other tribal organizations to underwrite their expenses associated with attending the conference.

But we believe that funding is not only the issue or obstacle to more Native attendance. An informal poll of those who attended the flagship meeting of Roundtable in 2005 indicated a strong desire for more

inclusion of their issues not only with respect to the Protocols but also with respect to an overall diversification of the Society.

Other issues involved outreach efforts. We discussed the possibility of developing more or different kinds of newsletters or perhaps creating a wiki or some other media as some other means of communication and increasing participation.

**Ongoing Projects/Activities:** Without question, the issue of greatest concern among all participants of the Roundtable, Native and non Native alike, were the Native American Protocols. Most of the discussion revolved around the inability or the overall general concern with the inability on how to operationalize the Protocols; how to conceptualize them so that they could somehow become placed within a framework of measurability. We discussed how and why it seemed difficult for some to problematize the Protocols and how they had become so highly politicized and to some extent, threatening in some of their theoretical assumptions. The discussion was tepidly challenging, as one might imagine. Some people were reticent in expressing their opinions while others were eager to engage in the discussion. The discussion continued later at the afternoon panel discussion among some of the authors of the Protocols, Karen Underhill, David George-Shongo, Jr., and Richard Pierce Moses.

**New Projects/Activities:** It will be the charge of the Native American Protocols Forum Working Group consisting of the following to carry the Protocols forward: Ally Krebs, Anne Mar, David George-Shongo, Jr., Eunice Kahn, Farris Wahbeh, Jamie Roth, Jan Gould, Joel Wurl, Karen Underhill, Maria Estorino, Maire-Helene Bugnion, Terry Baxter, and Ruth Bayhülle along with SAA Council Liason, Lee Miller.

David George Shongo, Eunice Kahn and Ruth Bayhülle have begun an informal discussion group in an effort to brainstorm ways in which the Native community can support not only the Roundtable but Native archivists in their desire to attend the national forum on Native Archives and Recordkeeping.

**Diversity Initiatives:** Six members of the Roundtable were placed on SAA's Diversity Committee, Subcommittee on Cultural Property: Ruth Bayhülle, PhD Candidate, UCLA Graduate School of Education & Information Studies, Jennifer O'Neal, Archivist, Smithsonian Institution, National Museum of the American Indian, David George Shongo, Jr., Archivist Seneca Nation, Eunice Kahn, Archivist, Navajo Nation Museum Historical Preservation Department, Karen Underhill, Coordinator for Special Collections and Archives, Northern Arizona University and Ally Krebs, Graduate Student, University of Arizona.

The first conference call is being arranged for December 19, 2008.

**Questions/Concerns for Council Attention:** How can we create a forum of sustainability for some of the issues concerning not only Native American Archivists but all other Archivists either working directly with Native records or with other archives and records which have similar issues emerging from the practice and theory of archival science, and from arrangement, description and appraisal, specifically?

*Respectfully submitted by Ruth Bayhülle, chair.*

## **Performing Arts Roundtable (Liaison: Williams / Settles)**

**Officers:** Susan Brady, Co-Chair; Peggy Alexander, Co-Chair; Steering Committee, Andy Wentink, Steering Committee; Lisa Hooper, Steering Committee; Helice Koffler, Web Liaison; George Bain, Newsletter Editor

**Report from annual meeting:**

Number of attendees: 27

Election results: Peggy Alexander, Co-Chair; Lisa Hooper, Steering Committee

**Summary of meeting activities:**

The Society of American Archivists' Performing Arts Roundtable conducted its membership meeting on Wednesday, August 27, 2008. The meeting was held at the Museum of Performance & Design in San Francisco.

Co-Chair Susan Brady called the meeting to order at 1:15 p.m., and introduced Co-Chair Adriana Cuervo. Following introductions of Roundtable leaders and our hosts at the Museum, attendees introduced themselves as a sign-in sheet was circulated. After reviewing the meeting agenda, Susan discussed the form and genre headings project (see more, below) that she had proposed via the Roundtable newsletter, and noted that a number of members had volunteered to be involved. Susan asked for additional Roundtable project ideas, announcements and general comments, and reiterated SAA's call for diversity initiatives within its membership. Susan suggested that members submit any additional comments via the Roundtable list-serv. Discussion was held on the importance of confirming Roundtable membership through the SAA web site.

Susan then opened discussion on proposals for sessions for the 2009 SAA annual meeting in Austin, noting that she had been in contact with Helen Adair of the Harry Ransom Center at the University of Texas, and that Helen has agreed to host the Roundtable meeting in Austin. Terry Reilly introduced herself and provided Roundtable members with information regarding the theme of the 2009 conference and encouraged members to submit proposals. A number of possible session proposal topics were discussed. Rosalye Settles also introduced herself as the new SAA Council liaison to our Roundtable.

Susan encouraged members to attend the two Roundtable-endorsed programs which included Roundtable members as participants: "The Future of the Present: Preserving Avant-Garde Art" (Adriana Cuervo, presenter and Leilani Dawson, commentator) and "Getting to the Heart of Performance: Archivists as Creative Collaborators" (Scott Schwartz and Andrew Wentink, co-chairs).

Susan announced that Mary Gallant had volunteered to serve as assistant editor of the Roundtable newsletter, *Performance!*, and would take over the editorship when George Bain steps down at the end of the next annual meeting. After reading brief biographies of each of the candidates, Susan disseminated election ballots. Following the program portion of the meeting the election results were announced with Peggy Alexander elected as Co-Chair (2008-2010) and Lisa Hooper elected to the steering committee (2008-2010).

Following the business portion of the meeting, Kirsten Tanaka, head librarian and archivist of the Museum of Performance & Design, and Joe Evans, archivist of the San Francisco Symphony made presentations about the history and highlights of their respective collections, current projects, and future plans (including a new facility). Following the presentation, Kirsten led the group through the Museum's exhibit, "Art and Artifice: 75 Years of Design at San Francisco Ballet." Susan and Adriana thanked our hosts and concluded the meeting at 3 p.m.

**Completed Projects/Activities:**

- The Performing Arts Roundtable proposed the session "Saving De Niro's Boxing Trunks: Sustaining Performing Arts Archives Collaboratively," and endorsed the session proposal "If you Turn Over Rocks, You Will Find Things," for the 2009 annual meeting in Austin.

- Two issues of *Performance!*, the newsletter of the Roundtable, Spring/Summer 2008, and Fall 2008 (in preparation), circulated by email to ca. 130 members.

**Ongoing Projects/Activities:** Helice Koffler, Web liaison, continues to develop the Roundtable web site, and oversees a lively “unofficial” Roundtable blog, Ephemeral Archives (<http://ephemeralarchives.wordpress.com/>).

**New Projects/Activities:** The Roundtable is beginning a project to identify form and genre terms for documenting scenic, lighting, and costume design to contribute them to standard thesauri; the project is being conducted in coordination with members of the Theatre Library Association.

**Diversity Initiatives:** The Roundtable continues to investigate ways to diversify the membership through its programs and projects.

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

*Respectfully submitted by Susan Brady, co-chair.*

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

**Officers:**  
Chair: Susan McElrath  
Vice-Chair: Michelle Sweetser  
Immediate Past Chair: Jackie Dean  
Web Liaison: Heather Dean  
Steering Committee:  
Mary Caldera  
Deborah Richards  
Linda Long

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

- Number of attendees: 35
- Election results: Roundtable leaders for the 2008-2009 year are as follows:
  - Chair: Michelle Sweetser
  - Vice-Chair: Linda Long
  - Immediate Past Chair: Susan McElrath
  - Web Liaison: Heather Dean
  - Steering Committee:
    - Mary Caldera
    - Phoebe Letocha
    - Timothy Pyatt
    - Deborah Richards
- Summary of meeting activities: (or attach minutes or newsletter accounts)

The majority of our time at the 2008 roundtable meeting was devoted to a panel presentation, *Privacy & Confidentiality in Electronic Records*, featuring Sharmila Bhatia, Archivist, Electronic and Special Media Records Service Division, National Archives and Records Administration and Erin O’Meara, Electronic Records Archivist, University of Oregon.

Roundtable webmaster Heather Dean provided the P&C traditional “Privacy & Confidentiality in the news” segment and reported progress in the creation of a wiki where a bibliography of

readings about privacy and confidentiality is posted. Those interested can access and contribute to the bibliography at <http://privacybiblio.pbwiki.com/>.

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 2009 Annual Meeting.

**Completed Projects/Activities:** Prepared a response to SAA President Mark Greene's request for feedback on S. 1814 (Health Information Privacy and Security Act) in consultation with the Science, Technology, and Health Care Roundtable.

**Ongoing Projects/Activities:**

- P&C in the News
- Updating our online bibliography about privacy and confidentiality

**New Projects/Activities:**

- Identifying our previous leadership and attempting to locate relevant records for transfer to UW-M Archives.
- We are very interested in exploring the creation of some sort of handbook on privacy and confidentiality issues for archivists– a simple hands-on type publication that might, for example, include several ways by which one might actually go about redacting a document.

**Diversity Initiatives:** Working with other sections and roundtables on proposals for 2009 annual meeting; submitted comments as group on the Native American Protocols.

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

*Respectfully submitted by Michelle Sweester, chair.*

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

**Officers:** Chair - Katie McCormick, UNC Charlotte  
Vice Chair – David Fairbanks, Millenniata/BYU  
Web Master – Lisa Hooper, Western Washington University  
All terms are for 2008-2009.

**Report from annual meeting:**

- Number of attendees: 16
- Election results: Chair - Katie McCormick, UNC Charlotte; Vice Chair – David Fairbanks, Millenniata/BYU
- Summary of meeting activities: (or attach minutes or newsletter accounts)

**Points of discussion:**

- Discussed new roundtable membership quotas introduced by Council and ways to recruit roundtable membership to ensure sustainability
- Goals for the coming year
  - developing a web presence and the possibility of creating a news letter. To this end, we asked for volunteers to be web master. Lisa Hooper volunteered and the group approved.
  - Discussed need to address issues related to advocacy, technology, diversity, saw developed web presence as a beginning for addressing these issues

- Submission of session proposal for upcoming SAA Conferences
  - Austin 2009: issues of interest included
    - Metadata for Audio and Audio Processing, creating scalable metadata, applying standards, and discussing various uses
    - Workshop on IT and Audio Digitization and Preservation
    - Managing Collections of “Defunct Sound Materials”
    - Audio Preservation on a Shoestring Budget
    - Inhouse vs. Outsourcing Audio digitization and preservation work
    - Funding options for Audio Preservation
  - Group decided to pursue panel session on funding and budgeting issues for audio collections
    - Discussed possible session participants
    - 3 members volunteered to write and submit a session proposal for the roundtable’s endorsement related to grant writing and budgeting for audio preservation projects
  - Austin 2009: Potential site visit for Roundtable & discussion of outreach to area audio archivists. 2 group members volunteered to explore possibilities for site visits and report back to the chair
  - Washington, DC 2010: Group briefly discussed forward planning for 2010 and capitalizing on diverse audio preservation efforts in the DC area for sessions and site visits

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

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

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

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

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

*Respectfully submitted by Katie McCormick, chair.*

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

**Officers:** Russell D. James, CA – chair  
Alison Stankrauff – vice chair

Report from annual meeting: Number of attendees: 56 (54 chairs).

### **Election results:**

Chair – Russell D. James, CA  
Vice chair and newsletter editor – Debra Kimok – SUNY Plattsburgh  
Vice chair – Mahnaz Ghaznavi – The Getty

### **Steering committee:**

Alison Stankrauff – Indiana University South Bend  
Jennifer Young - Salt River Pima-Maricopa Indian Community  
Greg Johnson – Morgan Street Document Systems

Elizabeth Fairfax, CA – Island County (Washington) Government  
Brad Houston – University of Wisconsin at Milwaukee  
Melissa Gottwald – Embry Riddle University  
Emily Hughes Dominick, CA – Providence Archives  
Farris Wahbeh – The History Factory  
Michael Courtney – Archdiocese of Chicago  
James Cassedy – NARA  
Kathryn Scanlan, JD – student at University of Wisconsin at Milwaukee  
Laura Edgar – University of Notre Dame  
Holly Geist, CA – Denver Water

Summary of meeting activities:

1. Opening and Welcome

- A. Introduction of officers and steering committee
- B. Introduction and thanking of student members for attendance
- C. State of the RMRT – Russell D. James
  - 192 members, 70 members involved in the past year with roundtable activities.
- D. Introduction of Bruce Ambacher, SAA Council liaison
  - Bruce reported on Council activities, including the probation of roundtables with less than 50 members and the denial of the RMRT request to establish an endowment for an annual meeting attendance scholarship. Bruce added that there may be other ways to establish the scholarship and we will be exploring this in the coming year.

2. Reports

A. Steering Committee

- 1. Newsletter - Debra Kimok
  - a. Debra promoted the newsletter and discussed last year's newsletters.
  - b. Newsletter guidelines – the development and approval of them.
  - c. Future newsletters
- 2. Website – Russell D. James

- Russell asked members to visit the website, promoted what is there, and made a call for others with web design experience to come forward and help.

B. Working Groups

- 1. Functions Thesaurus Working Group
  - Russell James talked about the development of the thesaurus, the changing makeup of the group, the need for more members with thesaurus experience, and the relationship with the SAA Standards Committee.

2. SAA Section/Roundtable Records Retention Compliance Working Group

- Coordinator Alison Stankrauff reported on the many sections and roundtables who have donated their records to the SAA Archives because of the working group's efforts:

- SAA Nominating Committee records
- Manuscript Repositories Section records
- Oral History Section records
- Archivists of Religious Collections Section
- Archives Management Roundtable records
- Labor Archives Roundtable records
- Science Technology and Healthcare Roundtable records
- Lone Arrangers Roundtable records
- Metadata and Digital Objects Roundtable records
- Records Management Roundtable files

- She also reported on the future activities of this working group, including working to get additional records from more sections and roundtables donated and the development of a

form or brochure to help future roundtable and section leaders know what to keep and when and how to donate the records.

3. Records and Information Management Bibliography Working Group

- Russell reported for working group coordinator Brad Wiles on the development of the bibliography, its posting on the roundtable website, and its being used as a basis for a new ARMA document.

4. AMRT/RMRT Joint Working Group on Diversity in the Archives and Records Management

- Co-coordinator Debra Kimok reported on the joint working group's efforts to develop a survey, the success of the survey, and future activities of the joint working group.

C. Ad Hoc Committees

1. Ad Hoc Committee on Distinguished Fellows Nominations

- Russell reported that this committee had worked on two nominations that were denied and would work on one of them again this coming year.

2. Ad Hoc Education Committee

- Russell reported on the group working with Michael Miller to develop a two-day workshop called "Records Management for Archivists" and the development of a course by Phil Bantin of Indiana University on recordkeeping.

3. Ad Hoc Committee on Green Archives Book Proposal

- Debra Kimok reported on the development of a book about green archives to be edited by Terry Baxter.

4. Ad Hoc Committee on RMRT Annual Meeting Scholarships

- No report was really necessary here because of Bruce Ambacher's report from the Council on this matter.

D. Other Projects

1. SAA and ARMA presentation/session proposals

- Alison Stankrauff reported on the endorsement and acceptance of an SAA session led by RMRT member Alison Langmead and one for the ARMA 2008 conference led by Mark Conrad of NARA on archiving websites, the first-ever SAA submitted ARMA proposal.

3. Old Business - None

4. New Business

A. Elections

The following were elected to roundtable office and steering committee:

Chair – Russell D. James, CA

Vice chair – Debra Kimok – SUNY Plattsburgh

Vice chair – Mahnaz Ghaznavi – The Getty

Steering committee:

Alison Stankrauff – Indiana University South Bend

Jennifer Young - Salt River Pima-Maricopa Indian Community

Greg Johnson – Morgan Street Document Systems

Elizabeth Fairfax, CA – Island County (Washington) Government

Brad Houston – University of Wisconsin at Milwaukee

Melissa Gottwald – Embry Riddle University

Emily Hughes Dominick, CA – Providence Archives

Farris Wahbeh – The History Factory

Michael Courtney – Archdiocese of Chicago

James Cassedy – NARA

Kathryn Scanlan, JD – student at University of Wisconsin at Milwaukee

Laura Edgar – University of Notre Dame

B. Future of the RMRT

1. Membership subcommittee

- Russell reported on the goal of this next year's steering committee to work on making the RMRT more relevant for the membership. One idea the steering committee had was to work with the SAA Membership Committee to pair records management students with records managers in the mentoring program. Many present indicated their interest in becoming either mentors or mentees and one pairing was made spontaneously after the meeting.

2. Education subcommittee

- Russell reported that the education committee is continuing to work with Michael Miller and Phil Bantin to develop their courses and was looking for other opportunities to develop records management workshops to present for approval to the SAA Education Committee.

3. Website subcommittee

- Russell reported on the future development of the website, including a blog to highlight RMRT activities that will either appear on or will be linked from the RMRT website. A call was made again for members to help on the website committee and many indicated their interest in helping.

5. Program

- George David-Shongo, Seneca Nation of Indians Archivist, addressed how he has created records management practices that are responsive to and reflective of Seneca traditions and culture.

6. Other

7. Adjournment

**Completed Projects/Activities:** Records and Information Management Bibliography Working Group - Led by University of Wisconsin-Milwaukee student and steering committee member Bradley Wiles, the group compiled a bibliography of records and information management publications over the past ten years which is now available on the RMRT website.

**Ongoing Projects/Activities:**

- Functions Thesaurus Working Group. This group is developing a thesaurus of function terms to be used by archivists and records managers for use in classification, appraisal, arrangement, and description of records by function, to be compatible with the new ISDF standard and which can be used in MARC21 and EAD. The group is beginning the editing of definitions of the terms they have gathered and is adding them to a working wiki.
- Section/Roundtable Records Retention Compliance Working Group. This group is charged with contacting current and former chairs of sections and roundtables to request donation of their groups' records to the SAA Archives. During the second phase of this project, the working group will continue to make these contacts. The third phase will be to develop guidelines for use by future chairs in the collecting and donating of their records. Melissa Gottwald will be coordinating this year.
- AMRT/RMRT Joint Working Group on Diversity in Archives and Records Management. This group is a joint effort by both roundtables that is looking into diversity in our profession. They developed a survey which was completed by SAA members this past summer and are now analyzing the results of the survey. Once the group has completed their analysis, they will begin to develop guidelines/recommendations based on their findings and on published research.
- Educational Opportunities: The steering committee is working with Michael Miller to develop a workshop on records management for archivists and with Phil Bantin to develop one on record-keeping.

**New Projects/Activities:** No new ones to report as a result of the annual meeting.

**Diversity Initiatives:** AMRT/RMRT Joint Working Group on Diversity in Archives and Records Management. This group is a joint effort by both roundtables that is looking into diversity in our profession. They developed a survey which was completed by SAA members this past summer and are now analyzing the results of the survey. Once the group has completed their analysis, they will begin to develop guidelines/recommendations based on their findings and on published research.

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

*Respectfully submitted by Russell James, chair.*

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

### **Officers:**

- Tom Knoles, Co-Chair, 2007-2009
- Mark Matienzo, Co-Chair, 2008-2010

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

- Number of attendees: Approximately 35
- Election results: Mark Matienzo self-nominated for co-chair with no opposition. Roundtable voted unanimously.
- Summary of meeting activities:
  - Jackie Dooley formally stepped down as co-chair.
  - Discussion of OCLC's new focus on archives and museums of RLG's merger with OCLC. Included discussion of services such as WorldCat Identities and the "Beyond The Silos of the LAMs" report.
  - Discussion of potential direction for roundtable and structure of future meetings.

**Completed Projects/Activities:** Nominated two session proposals for SAA2008: "Libraries, archives, and museums - Converging for Real" and "Going with the Flow: Sustainable Models for Integrating Digitization."

**Ongoing Projects/Activities:** Discussion of how roundtable will best serve its members and its continuing role.

**New Projects/Activities:** Potential survey of roundtable members to determine their interests.

**Diversity Initiatives:** None currently.

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

*Respectfully submitted by Mark Matienzo, co-chair.*

## **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 include

- the annual newsletter, *Archival Elements*;
- the Web site;
- the listserv;
- the Roundtable annual meeting program; and
- the proposal, review—and endorsement, when relevant—of STHC-themed sessions for the SAA annual meeting) continued during the 2007–2008 reporting year.

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 2008 annual STHC newsletter, *Archival Elements* contained articles:

1. “Be Careful What You Wish For: How to Manage Artifacts in an Archival Repository,” by Carolyn Texley, Mott Linn (Clark University), Judy Robins (Museum of Anesthesiology), Jennifer Searcy (Abbott Laboratories), and John Zwicky (American Academy of Pediatrics). This was based on the program at the 2007 STHC Roundtable meeting.
2. “The Development of Science and Slavery in Britain” -- Rose Roberto (University of Leeds), based on an exhibit at the Brotherton Library in connection with the marking in Britain of the 200<sup>th</sup> anniversary of the slave trade.

Shorter submissions from science, technology, and health care archivists and repositories included announcements on collections development, repository openings, publications and exhibitions projects, conferences, and grants opportunities.

*Archival Elements* posted notices and schedules of the 2008 Roundtable annual meeting programs, STHC-themed SAA sessions at SAA 2008 San Francisco Annual Meeting, and a message from the STHC Co-Chairs. *Archival Elements* has been distributed online since 1997. Issues from 2000 through 2008 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, and their contact information
- publications, including
  - Annual Reports to SAA council, 2002–2007
  - Annual meeting minutes, 2005–2006 (2007 to come)
  - *Archival Elements* newsletter, 2000–2008
  - the STHC Leadership Handbook
  - a HIPAA resource page
- a link to the Roundtable listserv, and its archives

**Listserv:** Our original listserv ([sthc-l@lists.ucla.edu](mailto:sthc-l@lists.ucla.edu)) celebrated its twelfth anniversary in 2008. At the annual meeting, the decision was made to phase out the current listserv. The last message was posted July 22, 2008. Great thanks are due to owner/ administrator Russell Johnson for directing announcements and discussion to our subject-oriented audience, and reposting announcements and other information that appeared originally in other sources. The Roundtable will henceforth use the listserv supported by SAA.

**SAA Annual Meeting Sessions:** STHC endorsed two session proposals for the 2007 Annual Meeting. This was the maximum number of endorsements allowed.

“Using Local and International Anniversaries for Outreach Opportunities,” by Rose Roberto of the University of Leeds was accepted for the 2008 Program.

“CBI and CDC: Using Technology for Clientele Outreach,” a poster session proposed by Stephanie Horowitz of the Charles Babbage Institute, University of Minnesota, was accepted for the 2008 program.

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 27, 2008, at the San Francisco Hilton. Thirty-seven members attended the Roundtable meeting.

Will Snow of the Stanford University Libraries and Academic Information Services presented the program: “SALT: Self-Archiving Legacy Toolkit,” a project of the Library. The speaker discussed a digital manuscripts project using the papers of Edward Feigenbaum, a noted computer science academician, that allows interaction between Dr. Feigenbaum and the site and features many attributes of Web 2.0.

The Roundtable also continued the discussion of the proposed Joan Warnow-Blewett Award for excellence in archiving in areas of science, technology, and healthcare, proposed by Jean Deken of the Stanford Linear Accelerator Center, and resolved to move the discussion to a formal proposal in 2008/2009.

**STHC Governance and Operations:** At the Roundtable’s 2008 Annual Meeting in San Francisco, Stephen E. Novak of the Augustus C. Long Health Sciences Library, Columbia University, was elected STHC Co-Chair, 2008-2010. Tim L. Pennycuff, of the Lister Hill Library of the Health Sciences, University of Alabama at Birmingham, continues as Senior STHC Chair through 2009.

As noted above, the Roundtable decided to phase out its own listserv in favor of the listserv structure sponsored by SAA, and will mount an initiative to move all current subscribers to the new venue.

A call was made for program submissions for the 2009 SAA meeting in San Antonio, Texas.

*Respectfully submitted by Paul Theerman (National Library of Medicine) and Tim L. Pennycuff (University of Alabama at Birmingham), Co-Chairs.*

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

**Officers:** Maria Holden, Chair; Richard Strassberg, Vice Chair

**Report from Annual Meeting:**

- Number of attendees: 25
- Election results: N/A
- Summary of meeting activities: *See below.*

**Completed Projects/Activities:** As the new chair of the SAA Security Roundtable (SRT), I am pleased to submit this report on our activities of 2007 through 2008.

The highlight of our year was our Roundtable meeting at the SAA 2008 Annual Meeting held in San Francisco. The meeting brought our members and others together and gave us an opportunity to talk about archival theft, which has been and continues to be a priority topic for our group. See attached meeting minutes for further information about that meeting.

In addition, Security Roundtable members crafted and submitted a session proposal on archival theft entitled: *Loss and Recovery: Understanding the Toll of Insider Theft on Collections and Organizations*, which session was accepted by the Program Committee. SRT chair Maria Holden and member Mimi Bowling will participate in that session, along with an organizational psychologist from the University of Texas at Austin and the Chair of the Association of College and Research Libraries /Rare Books and Manuscripts Section (RBMS) Security Committee.

**Ongoing Projects/Activities:** The Roundtable was invited to comment on two draft security-related guidance documents: the RBMS Security and Theft Guidelines and the SAA Archival Facilities Guidelines.

**New Projects/Activities:** In the coming year, the Security Roundtable will advance an agenda that promotes the following:

- Improved information dissemination to and communication among Roundtable members and others
- Increased partnership with allied groups such as the RBMS Security Committee and CoSA to develop security-related guidance products for archival repositories
- Revision and re-issue of the 2007 SRT-sponsored theft survey toward broader distribution
- Efforts to increase membership in the Roundtable

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

**Questions/Concerns for Council Attention:** The SAA Security Roundtable is grateful for the support of SAA in advancing its agenda to help archives and archivists keep their holdings secure. Safeguarding collections, regardless of format, is at the core of all archival functions. It is critical to the mission of any archives.

When a repository experiences theft of holdings, the organizational impact can be stunning. Archival theft violates our collections, our constitution, our constituents, and our selves as professionals. It is perhaps the most traumatic event in the career of an archivist. The Security Roundtable fulfills a unique role in supporting affected archives and archivists through both informal and formal guidance. We believe we have a critical role to play and that the size of our group is not a measure of its effectiveness or potential to support archives and archivists.

**SAA Security Roundtable Meeting, 2008 SAA Annual Meeting, San Francisco, CA  
August 27, 2008, 5:30 – 7:30 PM**

The Security Roundtable (SRT) meeting was called to order by chair Maria Holden. Approximately 25 participants attended. Maria Holden invited participants to introduce themselves and to enter their name/affiliation on a list that was circulated. Maria Holden distributed and reviewed the agenda.

**2009 Society of American Archivists (SAA) Annual Meeting program:** The meeting began with the customary call for sessions for SAA's 2009 annual meeting, which is to be held in Austin Texas. Dorothy Hazelrigg, Program Committee member, introduced the theme of the meeting, *Sustainable Archives*, and provided guidelines regarding submissions and selection criteria, noting the importance of qualified speakers and roundtable endorsement.

**Report from SAA Council:** Sue Hodson, SAA Council liaison greeted the attendees. Her brief remarks centered on the issue of roundtable membership minimum levels; because of its smaller membership, the SRT may be at risk.

**Minutes from the 2007 SRT meeting:** Participants reviewed the minutes, prepared by Mimi Bowling, of the 2007 SAA Security Roundtable meeting in Chicago. A motion was made to approve the minutes; that motion was seconded.

**Call for comment on draft archival security-related guidelines:** Maria Holden informed attendees that the Roundtable was invited to comment on two new or revised security-related guidance documents currently in preparation: the SAA Archival Facilities Guidelines and the ACRL/RBMS Security and Theft Guidelines. Several attendees expressed interest in document review and Maria Holden offered to send the link to the draft documents to the members of the Roundtable.

**Communication:** Maria Holden asked attendees about their preferred method of communication. Following a brief discussion, the attendees agreed that that utilizing the SAA-provided discussion list made the most sense.

**Archival theft survey:** Maria Holden led a brief discussion on the pilot survey on archival theft that was conducted in 2006-2007 under the leadership of past chair Richard Strassberg, who has expressed willingness to refine and expand the survey. The survey, which was distributed to SAA institutional members, solicited information on institutions' experience with archival theft in the past five years. Of the 67 respondents, nine indicated that they were aware of one or more incidents of theft in their repositories in the past five years. Attendees voiced support for further development of the survey and particularly recommended that the distribution be broadened beyond the institutional members of SAA.

**Report on theft at New York State Archives:** The main agenda item was a presentation by Maria Holden on a case of insider theft from the holdings of the New York State Archives and New York State Library. Holden traced the story of the thefts, starting with discovery in January 2008 and continuing through the investigation and prosecution of the crime. Regarding the investigation, prosecution, and perpetrator, she shared only that information which had already been made public in the media. The focus of the presentation was organizational impact and follow-up actions to protect collections and to recover as an organization. The presentation took the form of a conversation, with frequent audience exchange of information and questions throughout. Following this informal session, participants discussed theft-related resources, including recent books and articles as well as the SAA security workshop, which is taught by longtime SRT member Mimi Bowling and Richard Strassberg.

The meeting was adjourned at approximately 7:30 PM

*Respectfully submitted by Maria Holden, chair.*

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

### Society of American Archivists Annual Meeting in San Francisco Visual Materials Cataloging and Access Roundtable August 27, 2008

Roundtable chair: Miriam Meislik  
Minutes taken by: Martha Mahard  
Attendance: 65 (estimated)

**Leadership:** Robert Burton is the roundtable chair for 2008-2009. The group elected Christian Kelleher as the incoming chair. He will chair the roundtable for 2008-2009.

**Announcements:** Outgoing chair Martha Mahard opened the meeting with a few brief remarks. She also announced that because of increasing demands on her time at work and recent health concerns she would no longer be able to serve as editor of the Visual Materials Section newsletter *Views*. She asked that anyone interested in volunteering for the position come see her after the meeting.

Miriam Meislik reminded members that for a second year the annual sale of section t-shirts and other merchandise (bags, mugs, buttons, and stickers) would be conducted online through Café Press at <http://www.cafepress.com/saavm>. She added that last year's sales were off from previous years and expressed hope that more members would take advantage of the convenience of offering t-shirts and other items online rather than selling them at the annual meeting.

**Round Robin:** With no specific agenda or issues to address, group members were asked to introduce themselves and talk about current projects, cataloging concerns, and any other relevant topics. Many were first time attendees at SAA and the VMCAR, undertaking mostly digital projects that required item-level description of visual materials, and their comments reflected many of the same issues that have been of ongoing concern in the visual materials cataloging community for the last 10 years – that is, which cataloging rules or standards should I be using? Which format? And which system? Much frustration was expressed over the fact that there remains no single accepted standard or system for cataloging and delivering digital surrogates of visual materials.

Helena Zinkham of the Prints and Photographs Division talked about the Library of Congress's photographs on Flickr, which generated some discussion about the advantages and disadvantages of tagging and user comments in cataloging. Steven Fletcher of the University of North Carolina reported on the success of a blog – "A View to Hugh" at <http://www.lib.unc.edu/blogs/morton/> – established for processing the Hugh Morton collection. The blog won a 2008 Best Archives on the Web Award and has been very useful in helping to describe Morton's photographs.

*Respectfully submitted by Robert Burton, chair.*

## Women Archivists Roundtable (Liaison: Williams / Settles)

### Officers:

Co-Chairs: Ginny Kilander, University of Wyoming, American Heritage Center, 2006-2008  
Christine Schmid Engels, Jacob Rader Marcus Center of American Jewish Archives, 2007-2008  
\*New\* Robin LaCombe Secco, Special Collections Research Center, University of Chicago, 2008-2009

\*New\*Elizabeth Newsom, University of Colorado—Boulder, Special Collections, Norlin Library, 2008-2010

Steering Committee (2007-2008):

Kathleen Feeney, Special Collections Research Center, University of Chicago  
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  
Christine Schmid Engels, Jacob Rader Marcus Center of American Jewish Archives  
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

Steering Committee (2008-2009):

**\*New\* Robin Secco, Special Collections Research Center, University of Chicago Library (Co-Chair)**

**\*New\*Elizabeth Newsom, University of Colorado—Boulder, Special Collections, Norlin Library (Co-Chair)**

Jennie Thomas, Special Collections, Albion College (Web Liaison)  
Katherine Burger Johnson, University of Louisville, University Archives and Records Center, Kornhauser Health Sciences Library

Eileen Ielmini, Special Collections Research Center, University of Chicago Library  
Karen Walton Morse, Special Collections, University Archives, SUNY at Buffalo  
Andrea F. Sheehan, QVC, Inc.

**\*New\*Sandy Swan, Phil Johnson Historic Archives and Research Library of the Resource Center of Dallas**

**\*New\*Deborah Rice, Walter P. Reuther Library, Wayne State University**

**Report from Annual Meeting:**

- Number of attendees at joint meetings/reception: approximately 29 total
- Election results: Nominations were held at the meeting, elections were held after the meeting over the web (see attached minutes for nominations). Two new Co-Chairs were elected: Robin Secco and Elizabeth Newsom. Robin is taking over the term of Christine Engels, who had to withdraw from the steering committee. Elizabeth is taking over for Ginny Kilander, whose term was up this year. Sandy Swan and Deborah Rice were also elected to the steering committee.
- Summary of meeting activities: Neither Co-Chair could be present (at the annual conference) to run the meeting this year, so Karen Walton Morse and Robin Secco (steering committee members) volunteered to stand in for those members. See minutes from annual meeting below.

**Completed Projects/Activities:**

- WAR sent a call for submissions for section endorsement for the 2009 Annual Meeting, and chose to endorse: "Sustaining Identities: Women Archivists and Work/Life Balance," submitted by Caryn Radick, Processing Archivist at Rutgers University.

**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/Ideas:**

- Conduct a review of section by-laws (adopted in 1998)
- Utilize listserv to generate more excitement and involvement in roundtable
- Try to make an annual assessment of the gender balance for both elected and appointed positions within SAA and the Annual Meeting Program
- Create transcripts of any sessions/workshops/lectures we sponsor so that they can be made available to those who cannot afford to travel to the meetings
- Hold networking get-togethers with women archivists
- Conduct workshops on professional issues

**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.]

#### **MINUTES**

**August 27, 2008, 1-3pm**

**Led by Robin Secco and Karen Morse**

- I. Introductions
- II. Brief Address from our Council Liaison(s)  
Sheryl Williams (outgoing liaison) introduced Rosalye Settles (incoming liaison).  
Main point of discussion: the new SAA rule that roundtables need to have at least 50 SAA-member members and how that'll affect WAR.
- III. Guest Speaker - Anne Lyons of the National Archives of Australia  
She gave an overview of the role and status of women and archiving in Australia, and participated in a question-and-answer period. An interesting tidbit: 57% of National Archives staff are women.
- IV. WAR Mission and Objectives  
WAR mission/objectives: The Women Archivists Roundtable (WAR), formerly the Women's Professional Archival Issues Roundtable (WPAIR) exists to ensure that the Society of American Archivists (SAA) conscientiously deals with issues that affect the status of women within the profession and the Society. The Roundtable also provides a Society-acknowledged forum for individual members to address issues of concern in this area.  
WAR will:
  - Monitor the status of women within the archival profession
  - Encourage the participation of women in all phases of SAA business and other activities as well as in the archival profession as a whole
  - Monitor gender balance on SAA programs
  - Nominate candidates for Fellow in SAA
  - Monitor the continuance of day care at the SAA Annual Meeting
  - Meet annually in conjunction with the SAA meeting
  - Conduct its business in accordance with the SAA's "Guidelines for SAA Roundtables"
  - Support SAA Navigator programWAR website: <http://www.archivists.org/saagroups/women/>

WAR e-discussion list. Sign-up for at time of membership start or renewal.

V. General Business

A. Listed Additional Activities of Interest to WAR members at the Annual Meeting

- 8/27 WCRT, 5:30-7:30pm
- 8/28 Session 107: Archival Awareness Along the Pacific Rim (featuring our WAR guest speaker, Anne Lyons, among others)
- 8/30 Session 709: Power Figures: The Roles of Women in the Development of American Museums

B. Discussed WAR's recent activity

- Navigator Program
- No session proposals received by the deadline for endorsement by the roundtable for 2008 SAA meeting.

C. Discussed ideas for WAR

- Ideas regarding possible WAR activities (from steering committee emails 8/4-5/08): Hold networking get-togethers with women archivists; Conduct workshops on professional issues; Get a workshop at SAA on perhaps women and management in the archival/records management world; look into online recruitment/discussions/elections; Should we consider reviving our survey, now that A\*Census is becoming dated?
- Ideas generated by group:
  - Use the WAR listserv for more discussion on this issue
  - Session on women and technology (basic idea: if women have a fear of technology it could lead to a male-dominated profession)
  - Liaising with SAA Nominating Committee to get more women into the higher-level positions
  - Make an annual assessment of the gender balance for both elected and appointed positions within SAA and the Annual Meeting program
  - Find some activating to energize the roundtable
  - Do something with the women religious group
  - Session/panel of female leaders in the archival profession with a variety of different perspectives
  - Record/create transcript of any sessions/workshops/lectures we sponsor so that they can be made available to those who cannot afford to travel to the meetings.

VI. Other Business

a. Brief Address by 2009 Program Committee Representative

Theme of next year's annual meeting is sustainability. It will be a joint meeting with the Council of State Archivists. They'll be looking for sessions that emphasize diversity and have some sort of international perspective.

Deadlines -

October 8 for session proposals

October 20 for endorsement (we can endorse up to two sessions)

b. Session Ideas for next year

- Presentation by Fernanda Perrone re: work-life balance session (proposed by Fernanda Perrone & Caryn Radick)
- Other sessions brainstormed earlier in the meeting

c. Issues and Advocacy

- Ideas generated by steering committee: WAR Bylaws review; Updating WAR web resources; Nomination SAA fellows; Daycare, Diversity in leadership

- Ideas generated by group:
  - Discussion of the issues surrounding coming back to work after maternity leave (private place to pump, etc).
  - There needs to be more publicity for daycare at SAA, maybe WAR can help with that.

## VII. Election

WAR will have two co-chairs, sharing the leadership of the section. They will be elected for staggered two-year terms. These individuals must be SAA members in good standing. Unusual circumstance that one co-chair has rotated off the term early, hence two positions this election. This election, one co-chair will be elected for a one-year term and one co-chair will be elected for a two-year term.

WAR Steering committee- comprised of the two co-chairs and from five to seven other individuals. These members may, but are not required to be members of SAA. The steering committee will have broad geographic representation.

Nominations:

### Steering Committee

- Sharon Silengo, State Historical Society of North Dakota
- Sandy Swan, Resource Center of Dallas
- Deborah Rice, Reuther Library, Wayne State University
- Kathy Goss, consultant

### Co-Chair

- Robin Secco, University of Chicago
- Elizabeth Newsom, University of Colorado, Boulder

Total Attendance: 29

*Respectfully submitted by Robin Secco, co-chair.*

## **Women's Collections Roundtable (Liaison: Vogt-O'Connor)**

**Officers:** Co-Chairs: Anke Voss and Doris Malkmus, 2006-2008

### **Annual Meeting Minutes**

**5:30- 7:30, August 27, 2008**

**GLBT Historical Society San Francisco, CA**

The WCRT convened at 5:30 with 29 members and attenders. Members introduced themselves and gave announcements about women's collections at their institutions and at large. The meeting was attended by many of the processing archivists at the Schlesinger Library at Harvard University. The Schlesinger received generous funding to process collections and make the records of women's lives available to researchers.

An election for the position of chair was held and Danelle Moon of the University of California San Jose was elected chair of the WCRT by acclaim. Kelli Wooten also volunteered to serve as co-chair.

The new rule requiring roundtables to have a minimum of 50 members was discussed with council representative, Aimee Felker. (WCRT's official Council representative, Diane Vogt-O'Connor, was unable to attend). The roundtable discussion focused on concern that minority interest roundtables are necessary because of small numbers. Aimee Felker indicated that under current rules, roundtables with fewer than

50 members can appeal to council, reporting activity within the roundtable, and the importance of SAA support of an important, if small, group.

No proposals for session topics were received to date, the SAA deadline is October 8th. Anyone wanting endorsement of a proposal should send the proposal to Danelle Moon by October 1.

The program began with Karen Offen, feminist scholar of French history, providing a brief presentation on the International Museum of Women (virtual museum, archive, interactive website). She was followed by feminist labor historian, Glenna Matthews, who discussed researching working-class women beginning in the 1960s to the present. Discussion and a reception followed.

WCRT offers its sincere thanks to the GLBT Historical Society for their hospitality. It has been a pleasure to co-chair the WCRT over the last two years. Our best wishes to Danelle Moon and Kelli Wooten in their new positions as co- chairs.

Attendees:

Doris Malkmus, Penn State University (co-chair)  
Anke Voss, Champaign County Historical Archives, The Urbana Free Library (co-chair)  
Danelle Moon, San Jose State University (chair-elect)  
Susan Earle, Schlesinger Library  
Cat Holbrook, Schlesinger Library  
Jill Jackson, Schlesinger Library  
Mark Vassar, Schlesinger Library  
Johanna Carll, Schlesinger Library  
Jenny Gotwals, Schlesinger Library  
Stacey Flatt, Schlesinger Library  
Laura Peimer, Schlesinger Library  
Rhonda Chadwick, Simmons College  
Jesse NACHEM, Simmons College  
Stephanie Schmotz, Purdue University  
Janice Ruth, Library of Congress  
Ellen Broidy, Santa Barbara Graduate Institute  
Joan Ariel, Santa Barbara Botanic Garden  
Joan Torykian, Berkeley, California  
Heather Fox, Filson Historical Society  
Rachel Miller, Center for Jewish History  
Cassie Schmitt, University of Oregon  
Nancy KUSHIGIAN, Armenian Women's Archive  
Kathy Kraft, Schlesinger Library  
Kelly Wooten, Sallie Bingham Center, Duke University  
Beth Ann Koelsett, University of North Carolina-Greensboro, Women Veterans Project  
Fernanda Perrone, Rutgers University  
Angela Manella, State Archives of Ohio, Ohio State Historical Society  
Glenna Mathews, University of California-Berkeley  
Karen Offen, Stanford University, Clayman Institute

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

*Respectfully submitted by Doris Malkmus, immediate past co-chair.*