

**Society of American Archivists  
Council Meeting  
February 2 – 4, 2009  
Washington, D.C.**

**2008 – 2009 Component Annual Reports  
(Compiled from submissions to SAA Office)**

**Section Annual Reports**

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

**Officers for 2008-2009**

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

**Officers 2009-2010**

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

**Report from annual meeting:** See agenda below; number of attendees: 22.

Election results: Vice-Chair/Chair Elect: Brad Bauer, Hoover Institution, Stanford University; Steering Committee: Linda Whitaker, Arizona Historical Foundation

Section Meeting Program: New Perspectives on Documentation Strategy; Betsy Snowden Johnson, Curator of Collections, Pendleton District Commission, "Documentation Strategy, Ideals, and Professional Identity," Doris Malkmus, Archivist and Processing Coordinator, Pennsylvania State University, "Documentation Strategy Reappraised for Practical Application"

Adopted new bylaws.

**Completed projects/activities:** In October 2008, we submitted three session proposals, all of which were selected by the Program Committee: [“From Colonialism to Collaboration: Perspectives on Collecting Internationally,”](#) [“The Potential of Web 2.0 for Collection Development,”](#) and “How We Appraise: When Theory Meets Reality.” In addition, we endorsed one session, which was also selected by the Program Committee. The section published a newsletter this year, Winter 2009.

The Steering Committee proposed a significant revision to the section’s bylaws, which were adopted at the 2006 annual meeting. The bylaws were purposely flexible, but over time, the need to have more robust procedures, codify existing practice, bring them into line with other sections’ bylaws, and formally distribute some of the work of the committee among its members became apparent. In addition, the ability

to conduct online elections and votes to amend the bylaws necessitated a revision of relevant sections. The revised bylaws were accepted at the section meeting in Austin.

**Ongoing projects/activities:** Deaccessioning and Reappraisal Guidelines: Last fall the section floated the idea of developing deaccessioning and reappraisal guidelines to Council and received positive feedback and encouragement. At Council's suggestion, we submitted a proposal to the Standards Committee in February 2008. With that committee undergoing some self-study of its process and charge, this project raised some questions about how it would fit in their purview. Section chair Tara Laver met with the Standards Committee at the annual meeting, where they were drafting changes to their mission that would include oversight of projects such as ours. The committee suggested that we proceed with the plan of work outlined in our proposal (available at <http://www.archivists.org/saagroups/acq-app/ReappraisalDeaccessioningGuidelinesProposal.pdf>) and "slide into" their process once they had it finalized in September 2009.

Through an article in *Archival Outlook* and posts to relevant listservs, interested parties were invited to a meeting in Austin on August 13 to organize a group to work on the deaccessioning and reappraisal guidelines. Twenty-five people attended; they made suggestions and expressed concerns about various aspects of the committee and guidelines. (Minutes are available at <http://www.archivists.org/saagroups/acq-app/index.asp>.) Laura Uglean Jackson, University of Wyoming, agreed to chair the group, which the Standards Committee has labeled a "Review and Development Team." Because more people indicated a desire to work on the project than could reasonably and effectively do so, the chair chose committee members based on their credentials and experience. They are:

Peter Blodgett, Huntington Library  
Jeremy Brett, University of Iowa  
Cathi Carmack, Tennessee State Library and Archives  
Lisa Grimm, Drexel University College of Medicine  
Anne Foster, University of Alaska- Fairbanks  
Laura Uglean Jackson, University of Wyoming (Chair)  
Chela Scott Weber, Brooklyn Historical Society  
Linda Whitaker, Arizona Historical Foundation, Arizona State University  
Marcella Wiget, Kansas State Historical Society

The team's website is <http://www.archivists.org/saagroups/acq-app/DeaccessioningWG.asp>.

**New projects/activities:** None submitted.

**Diversity initiatives:** none

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

### **Annual Meeting, Austin, Friday, Aug 14, 2009**

Call to order and introduction of current leadership: Tara Laver  
Remarks from member of 2010 Program Committee: Tara Laver  
Remarks by Council liaison: Diane Vogt-O'Connor  
Survey solicitation, Hea Lim Rhee University of Pittsburgh Ph.D. candidate  
Introduction of candidates for leadership positions, discussion of by-laws revision, and balloting: Carl Van Ness and Tara Laver  
Report on reappraisal and deaccessioning project: Tara Laver  
Section sponsored and endorsed sections at the 2009 meeting: Tara Laver

Sponsored:

[SESSION 108 - From Colonialism to Collaboration: Perspectives on Collecting Internationally](#)

Thu, Aug 13, 2009; 8:30 AM - 10:00 AM; Room 410; Brad Bauer (Chair), Matthew K. Heiss, Christian D. Kelleher

[SESSION 401 - The Potential of Web 2.0 for Collection Development](#)

Fri, Aug 14, 2009; 10:00 AM - 11:30 AM; Salon H; [Jessica Lacher-Feldman, MA , MLS , CA](#) (Chair), Laura Uglean Jackson, Lynne M. Thomas, [Amy C Schindler](#)

[SESSION 510 - How We Appraise: When Theory Meets Reality](#)

Sat, Aug 15, 2009; 8:00 AM - 9:00 AM; Room 412; [Carl Van Ness](#) (Chair), Kimberly Anderson, Dr. Patricia Galloway, Nanci A. Young

Endorsed:

[SESSION 103 - Statewide Sustainability: Arizona's Experiment in Collaborative Collection Management](#)

Thu, Aug 13, 2009; 8:30 AM - 10:00 AM; Salon F; Linda A Whitaker, CA , MA (Chair), Melanie Sturgeon, Dr. Gregory C. Thompson, Peter Runge, Daniel A Stokes

New Business (announcements from the floor, motions, etc.).

Section meeting program: New Perspectives on Documentation Strategy, Betsy Snowden Johnson, Curator of Collections, Pendleton District Commission, "Documentation Strategy, Ideals, and Professional Identity"; Doris Malkmus, Archivist and Processing Coordinator, Pennsylvania State University, "Documentation Strategy Reappraised for Practical Application"

Brainstorming session : What can your section leadership do for you? New projects? Session ideas?  
Report on elections: Carl Van Ness. Adjournment.

*Respectfully submitted by Tara Laver, immediate past chair.*

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

**[No report submitted.]**

## **Business Archives Section (Liaison: Settles)**

**Submitted on January 10, 2010.**

### **Officers:**

Chair: Scott Pitol

Vice Chair/Chair Elect: Jeff Pirtle

Immediate Past Chair: Dean Weber

Secretary: Susan Watson

Editor: Shawn San Roman

Vice Editor: Patricia Franks

Member-at-large: Jackie Kilberg

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

- Number of attendees: 45
- Election results:  
Vice Chair/Chair Elect: Jeff Pirtle (75%)

Secretary: Susan Watson (65%)  
Vice Editor: Patricia Franks (ran unopposed)  
Member-at-large: Jackie Kilberg (55%)

- Summary of meeting activities: (minutes below)

**Completed projects/activities:** Conducted Business Archives Colloquium on Wed., August 12, that included a webinar component for members who could not travel. This was the first time in SAA history a section meeting session was available via online/call-in participation. There were 34 members signed on remotely and about 40 participants. Our theme was "Survival Strategies - Doing What We Can."

**Ongoing projects/activities:** The working group to develop a new two day (tentative) Advanced Business Archives Workshop continues. The tentative plan is to offer the workshop as a stand-alone workshop and possibly as a pre-conference workshop at a future annual meeting.

**New projects/activities:** The section is working to update the BAS website to include current information and make the information presented more timely.

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

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

## **Annual Business Meeting Minutes**

### **13 August 2009**

The meeting was called to order at 1:35 p.m. by Dean Weber, Section Chair. Approximately 45 members were in attendance. Meeting minutes for 2008 SAA Business Archives Section annual meeting were unavailable for member approval. *Action item:* BAS members will need to vote on approval of both the 2008 and 2009 Section annual meeting minutes during 2010 meeting in Washington D.C.

The next order of business was the election of members to the BAS Steering Committee for 2009. Mike Bullington made a motion to suspend the by-laws in order to accept the SAA online election results, motion seconded by Elizabeth Adkins. Motion carried. Bullington then motioned to accept the election results, seconded by Bill Coughlin. Members voted to accept the **SAA BAS election results**.

Chair Weber announced the election results:

Jeff Pirtle	Vice Chair
Patricia Franks	Vice Editor
Sue Watson	Secretary
Jackie Kilberg	Member at Large

Weber stated the revised version of the section bylaws was approved by BAS membership. This revision allows election voting through the use of the SAA's online balloting system.

### **Old Business:**

**International Council on Archives benchmarking survey results.** Hans Naess and Becky Tousey discussed the survey and expressed their pleasure with the responses received. Greg Hunter provided an overview of the survey results. Hunter mentioned there is still a need to conduct additional massaging of the raw results data to make the results more useful. A proposal will be made to ICA to fund possibly a student's time to work with Hunter and the survey's raw data. Survey results will be posted to the SAA BAS website.

**2010 SAA program proposals.** SAA's 2010 Annual Meeting will be held jointly with CoSA and NAGARA in Washington D.C. Weber reminded BAS members that program proposal are due to SAA by 24 September 2009.

**SAA Council update.** Rosalye Settles, BAS Council liaison, provided the SAA Council report and updated members on Council activity and strategic directions. Settles mentioned that BAS member

Shawn San Roman was appointed to the task force assigned to draft an SAA Values Statement. Work of the Values taskforce will be completed by the end of 2011.

**2009 BAS Colloquium discussion.** Weber stated that the online BAS colloquium held 12 August 2009 was a success. About 34 members signed on remotely and about 40 participants were onsite in Austin. *This was the first time in SAA history a section meeting session was available via online/call-in participation.* Weber thanked Linda Edgerly of The Winthrop Group and Jackie Kilberg of the McGraw-Hill Companies for their efforts in making the colloquium accessible remotely to BAS members unable to attend in person. Several suggestions were received from BAS members during the ensuing discussion: four hours of open forum might not be the most appropriate format; quarterly call-ins instead of one annual session; agreement that slide presentations were good; despite a few technical glitches, this was a good start to offering colloquium online.

Weber thanked BAS members for giving him the opportunity to chair the SAA Business Archives Section. He looks forward to continuing and reinforcing connections through call-ins and a greater SAA BAS web presence. If anyone has any ideas or thoughts about the Advanced Business Archives workshop please contact Weber. A brief discussion about the advanced workshop took place. Weber turned the floor over to Scott Pitol (BAS Section Chair). Pitol stated his priorities for the year are to improve the SAA BAS website and update it with more timely information for members.

**New Business:** None.

Meeting adjourned at 3:00 p.m. following a motion made by Elizabeth Adkins, seconded by Kristie Johnson. Minutes submitted by Sue Watson, BAS Secretary.

*Respectfully submitted by Scott Pitol, chair.*

## **College & University Archives Section (Liaison: Hodson / Frusciano)**

### **Officers:**

Chair: Elisabeth Kaplan, 8/30/2008 - 8/14/2010 University of Minnesota

Vice chair: Tamar Chute 8/15/2009 - 9/1/2011 The Ohio State University

### **Steering committee:**

Heather Briston 8/15/2009 - 9/1/2012 University of Oregon

Kevin Glick 8/15/2009 - 9/1/2012 Yale University

Christopher Prom 8/30/2008 - 9/1/2011 University of Illinois, Urbana-Champaign

Jay Gaidmore 8/30/2008 - 9/1/2011 Brown University

Rachel Vagts 9/1/2007 - 8/14/2010 Luther College

Maria Estorino 9/1/2007 - 8/14/2010 University of Miami

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

- Number of attendees: 125
- Election results:
  - Vice Chair candidates Tamar Chute and Kevin Glick. Chute was elected.
- Summary of meeting activities:
  1. In addition to the business meeting and announcements from the Program Committee liaison, Council liaison, and announcements from the floor. Kaplan described goals for the coming year. Goals were established in consultation with the section steering committee. Goal 1: realign section bylaws to be consistent with SAA's guidelines for Section bylaws. Goal 2: position the section for transition to electronic voting. Goal 3: review Section website and Section newsletter for potential revisions to format or content.
  2. Program:

- Susanne Belovari presented on our international counterpart, the Section of University and Research Institution Archives of the International Council on Archives (ICA-SUV).
- Beth Joffrion from NEH and Mahnaz Ghaznavi from NHPRC presented on funding opportunities for academic archives. Several section members provided a panel discussion of grants they have received from NEH and NHPRC.

**New projects/activities:** (See Goals, above).

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

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

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

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

*Respectfully submitted by Elizabeth Kaplan, chair.*

## Description Section (Liaison: Hyry)

### Officers:

Erin Lawrimore, Chair, 2009-2010  
 C. Jerry Simmons, Vice Chair/Chair-Elect, 2009-2010  
 Donnelly Lancaster, Secretary, 2008-2010  
 James Roth, Immediate Past Chair, 2009-2010  
 Janet Carlton, Web Liaison, 2008-2011  
 Sarah Keen, Newsletter Editor, 2008-2011  
 Tom Hyry, Council Liaison, 2008-2011  
 Steering Committee:  
     Christine de Catanzaro, 2008-2012  
     Jennifer Meehan, 2008-2011  
     John Nemmers, 2009-2012  
     D. Claudia Thompson, 2005-

### Report from annual meeting:

Number of attendees: 67  
 Election results: The online election received 76 respondents. Results:  
     Vice Chair: Jerry Simmons  
     Steering Committee: John Nemmers  
     Steering Committee: Christine de Catanzaro  
 Summary of meeting activities: Please see minutes below.

### Completed Projects/Activities: Description Expo 2009 -

<http://www.archivists.org/saagroups/dscr/expo2009/>

Vice Chair Erin Lawrimore reported on the annual Description Expo: Piecing Together the Archival Puzzle, which is an online presentation. This year's Expo focused on innovation. There were five submissions from the following institutions: George Mason University Libraries Special Collections & Archives; OhioLINK EAD FACTORY (EAD Finding Aid Creation Tool & Repository); Archives of American Art, Smithsonian Institution; University of California, Irvine Libraries Special Collections and Archives; and Museum of Jewish Heritage.

Section endorsed two sessions for the 2009 conference: session 501, *More Product, Less Process (MPLP) Revisited: Choosing the Right Processing Strategy for Your Repository and Collections*; and session 504, *More Than Just Passing Acquaintances: DACS and Companion Standards*.

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

**New Projects/Activities:** Section has been working in collaboration with the Reference, Access, and Outreach Section to create a best practices guide for the 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.

## **Society of American Archivists Description Section Meeting Minutes (Austin, TX)**

**I. Welcome and Section Reports.** Chair James Roth opened the meeting and welcomed everyone. He expressed his gratitude to the Steering Committee for their work. He announced that the Description Section had endorsed two sessions and both were accepted.

**A. Election results.** The online election received 76 respondents. Here are the results:  
Vice Chair: Jerry Simmons; Steering Committee: John Nemmers; Steering Committee: Christine de Catanzaro

**B. Newsletter editor.** Sarah Keen reported that two issues of the newsletter were published this year. The newsletters are published on a January and July schedule; the next issue is scheduled for January 2010. She welcomes any comments or suggestions.

**C. Description Expo (Vice Chair).** Vice Chair Erin Lawrimore reported on the annual Description Expo, which is an online presentation. This year's Expo focused on innovation. There were five submissions from the following institutions: George Mason University Libraries Special Collections & Archives; OhioLINK EAD FACTORY (EAD Finding Aid Creation Tool & Repository); Archives of American Art, Smithsonian Institution; University of California, Irvine Libraries Special Collections and Archives; and Museum of Jewish Heritage. Lawrimore encouraged members to submit examples for next year's Expo and thanked Web Liaison Janet Carleton for her quick work in getting the Expo online.

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

**A. SAA Council Representative: Tom Hyry.** Hyry discussed the revision of the Standards Committee and pointed out items that might affect the Description Section. He asked that members review the new SAA Strategic Plan and asked for written comments.

**B. 2009 Program Committee: Nancy McGovern.** Next year's Annual Meeting in Washington, D.C., will be a joint meeting of SAA, CoSA, and NAGARA and will have no theme. The deadline for session proposals is September 30.

**C. DACS Working Group: Bill Landis.** Landis reported that the group will become a SAA subcommittee. SAA is currently offering five workshops related to DACS. He welcomes ideas for additional workshops and encourages people to develop their own. There has been a lot of

recent work on content standards, including a revision of Graphic Materials, and the Association of Moving Image Archivists (AMIA) have begun work on a companion standard for DACS. DACS is now five years old. He hopes that they will have their own web site by the end of the year. The successor to AACR2, RDA, is close to release. He plans to wait until after its release and react to this new standard at that point.

**D. ALA Committee on Cataloging: Description and Access (CC:DA): Lisa Carter.** Carter was unable to attend the meeting but had submitted her report to James Roth, who read the report. The full report is posted on the Description Section web site.

**E. ICA Section on Professional Standards and Best Practices: James Roth for Claire Sibille.** Roth read Sibille's report, which is posted on the Description Section web site.

**F. Technical Subcommittee on Descriptive Standards (TSDS): Michael Rush.** Rush reported that the TSDS has been busy during the past year. In December they sent comments on RDA, which seem to have been ignored. They revised the charge to the EAC Working Group. In February they voted to request a revision of EAD to the EAD Working Group. The TSDS will be dissolved. All SAA-approved standards will have their own subcommittee within the Standards Committee. Rush is also an archival appointee to the RLG Advisory Group. Their report is on the OCLC web site; he will send the link the Description Section listserv.

**G. RBMA and OCLC/Research Libraries Group: Jen Schaffner.** Jen Schaffner was unable to attend, but Michael Rush reported on these activities in section F of these reports.

**H. OCLC: John Chapman.** Chapman reported a change to subscription that affects ContentDM. He also reported on three major initiatives: moving databases to new platform; the move to web-based library management services; and reinvention of cataloging platform. Send emails with comments or questions to [chapmanj@oclc.org](mailto:chapmanj@oclc.org)

**I. OCLC Research Archives and Special Collections: Jackie Dooley**  
Dooley also reported for Jen Schaffner. RBMS has been having more programs for archives and special collections. Some current projects: Data mining of World Cat to identify archival items or collections and analyzing the data; starting report on barriers to EAD implementation, will suggest improvements, have information on technical options, etc.; developing multi-study on determining collection assessments; the study looks at several tools developed by institutions and consortia. Jen Schaffner would have talked about her report "The Metadata is the Interface: Better Description for Better Discovery of Archives and Special Collections," which was released in May 2009. The report discusses archival user studies and what they show about description and research.

**J. DCRM-MSS: Diane Ducharme.** A committee within RBMS was charged to create a standard, DCRM (MSS), for post-1600 manuscripts and will be a companion to DACS. The charge was originally only for MARC records, but they wanted to be more useful to the archival profession. They are trying to make suggestions for titling untitled manuscripts that are difficult to title, such as individual ledger sheets, etc.

**K. Encoded Archival Context (EAC) Working Group: Kathy Wisser.** The working group is releasing the final draft schema in late August 2009 and want to release version 2009 by the end of the year. There are challenges because this is an international group. They are looking for people willing to test it. The current version differs from the original beta version. Two sessions at SAA are EAC-related.

**L. EAD Working Group: Kris Kiesling.** Proceedings from *EAD at 10* are available on SAA web site under publications. Kiesling expressed thanks to SAA and RLG for their assistance with *EAD at 10*. EAD Tag Library is now on EAD web site as a PDF. Working group meets Sunday at SAA. Discussing revision of EAD, in early stages.

**M. ALA Committee: Machine-Readable Bibliographic Information Committee (MARBI): Kris Kiesling.** MARBI wants to make and is working to make MARC work well with RDA. Library of Congress wants to mashup all their authorities and thesauri and make them available for downloading .

**N. Archivists' Toolkit: Brad Westbrook and Scott Schwartz.** Archon 3.0 will be released by the end of 2009. UCSD, NYU, and UIUC are submitting a Mellon Foundation grant proposal to combine Archon and Archivists' Toolkit.

**O. NHPRC: Lucy Barber.** Barber was unable to attend. James Roth will ask for report from Barber and put it on the web site.

**III. New Business.** James Roth asked for any business from the floor. There was no new business.

**IV. Program presentation.** Victoria Peters of Glasgow University presented "A New International Standard for Describing Functions: ICA-ISDF." A Q&A session followed.

**V.** James Roth closed the meeting at 3:00 p.m. (*Minutes respectfully submitted by Donnelly Lancaster Walton*)

*Report prepared and respectfully submitted by James M. Roth, immediate past chair (james.roth@nara.gov).*

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

### **Officers:**

- Erin O'Meara (Chair) 2009-2010
- Kelly Eubank (Vice Chair/Chair-elect) 2009-2011
- Mark Myers (Past Chair/Steering Comm.) 2009-2012
- Michael Formstrom (Steering Comm.) 2008-2011
- Daniel Noonan (Steering Comm.) 2007-2010
- Arian Ravanbakhsh (Steering Comm.) 2007-2010
- Suzanna Long, Ph.D. (Steering Comm.) 2008-2011
- Jean Deken (Web Liaison)
- Rosemary Pleva Flynn (Communications)
- Dr. Bruce Ambacher (SAA Council Liaison)

**Report from annual meeting:** See minutes appended below.

**Completed projects/activities:** [None submitted.]

**Ongoing projects/activities:** Continuing to encourage president, vice-president, and Council to incorporate section officers/members on taskforces and committees dealing with matters related to section activities.

**New projects/activities:** Asked by the Education Committee to review and evaluate the electronic records workshops and offer suggestions for revision or new workshops. Came close to having a tie vote for vice-chair. Need to review section by-laws for ways to formally handle tied elections.

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

**Questions/concerns for Council attention:** See Ongoing Activities.

## **Section Annual Meeting Minutes**

*Number of attendees:* #

*Election results:*

**Candidates:**

- Vice chair: Kelly Eubank, Riccardo Ferrante
- Steering Committee Member: Rachel Donahue, John LeGloahec, Lynda Schmitz Fuhrig, Bethany Panozzo, Benjamin Goldman

Each candidate gave statement about why they were running for office. Ballots were handed out and returned to steering committee for counting.

**Election Results:** Kelly Eubank, Vice-Chair and Rachel Donahue, Steering Committee

**Announcements:** Program Committee announcement. Mahnaz Ghaznavi – NHPRC announcements – description of available grants and deadlines. Bruce Ambacher - Council announcements

**Mark Conrad:** Technology Best Practices Task Force was assigned from SAA and no one from ERS was appointed. Bibliography was adopted 2 years ago and they presented at the ERS since most of the bibliography had nothing to do with practice and the ERS was not consulted. Mark Conrad was then appointed to TF. December 2008 final report was turned in to the Council. Report includes opinion that bibliography has nothing to do with best practices. Recommendation from TF was to remove the bibliography. Final result was that the bibliography was posted, not the report. Conrad contacted SAA leadership about this in spring of 2009 and the response was that chair of TF would write up contextual statement with report. Report itself was posted (without TF input) and the bibliography is there with report as appendix. Conrad again contacted the Council. A teleconference with chair of TF, Conrad and Executive Council to discuss further steps is to be arranged. Conrad wanted to make section membership aware of the situation.

**Main presentation:** Cal Lee, SILS, UNC; “Addressing the Messiness of Electronic Records Acquisition: Discussion of Methods and Proposed Professional Directions”

Discussed special role of professionals within society. Discussed the history of collecting personal papers. Changes with the professionalization of archivists. Individuals and organizations have gained more ability to create and store materials that they find useful now. Researchers have placed more emphasis on personal narratives. Digital resource managers and creators are now coming together with shared challenges for their long-term care.

First tasks: avoiding technological obsolescence. Gaining intellectual control. How do they get done in socially responsible ways? Need to disclose what we honestly believe we can do. Practice “informed ignorance”, especially with records creators.

Three main points: Get, Grab and Guide

Get stuff (on removable media). Inventory media and hardware that's around. Refer to digital forensics as experts in this. Ensure that unintentional changes aren't made to data. Refers to RFC 3227 – the Guidelines for Evidence Collection and Archiving as helpful things to think about.

Think about the ethical implications of obtaining and providing access to data.

Grab (from the internet). Adoption of Web 2.0 and “cloud” services.

Guide – we'll only have a sliver of someone's documentary history. How do we get data back from proprietary software and how to provide guidance to individuals. Terms of Service tracker from the Electronic Frontier Foundation to know what you're getting into. Image-Permanence Institute guidance for managing personal digital files. Cal's book on personal digital archives.

Personal Digital Archives Working Group (PDAWG) is a new group coming together from a meeting in March 2009 in Chapel Hill (a self-standing group outside of SAA). How to also have area in ERS that address curation of digital personal papers. Digital Curation Exchange website in Drupal for this group. Contact Cal if you want to be a part of this group.

Comment - tie into strategic priorities with the diversity initiatives in documenting community-based archives. Questions and discussion.

*Submitted by Mark Myers, ERS Steering Committee and immediate past chair.*

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

**Submitted December 28, 2009.**

### **Officers:**

Kidd, Eleanor; Chair, 8/15/2009 - 8/14/2010; Salem County Archives and Records Management

Dexter, Robynne; Vice Chair, 8/15/2009 - 8/14/2010; US Army Women's Museum

Kelley, Patrick; Newsletter Editor, 9/1/2007 - ; Massachusetts Water Resources Authority

Miller, David; Steering Committee Member, 8/30/2008 - 8/14/2010; National Archives and Records Administration

Pullen, Sharon; Steering Committee Member, 8/15/2009 - 9/1/2011; Historic Documents Library

Wagner, Albin; Steering Committee Member, 8/15/2009 - 9/1/2011; New Jersey Division of Archives and Records

Eubank, Kelly; Immediate Past Chair, 8/15/2009 - 8/14/2010; North Carolina Department of Cultural Resources

Ambacher, Bruce; Council Liaison, 9/1/2007 - 8/14/2010; University of Maryland

### **Officers from annual meeting:**

Kelly Eubank, Chair

Ellie Kidd, Steering Committee Member (Chair-elect)

David Miller, Steering Committee Member

Scott Sackett, Steering Committee Member

John H. Slate (Past Chair), Nominating Committee Chair

Patrick Kelley, Newsletter Editor

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

- Number of attendees: 85

- Election results: Robynne Dexter, Steering Committee & Vice Chair/Chair-Elect; Albin Wagner, Steering Committee Member and State Government Rep., Sharon Pullen, Local Government Rep and Steering Committee Member

- Summary of meeting activities:

After welcome and introductions by Kelly Eubank and SAA Council liaison announcements from Bruce Ambacher, there were reports from allied organizations, including a request to follow through with PAHR by the Council of State Archivists (CoSA) and a brief presentation from delegate from the program committee for the upcoming meeting in August for SAA in Washington, D.C.

Elections for 2009-2010 term ensued, and Robynne Dexter was elected to Steering Committee & by plurality of votes became Vice Chair/Chair-Elect. Sharon Pullen was elected Local Government Rep. and Steering Committee Member. Albin Wagner was elected State Govt. Rep. and 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 speakers for our meeting were David Mengle, the head of NARA's Special Access/FOIA staff from the FOIA office and Shawn Malone, Records Manager, Travis County, TX.

David Mengle, the head of NARA's Special Access/FOIA staff from the FOIA office discussed the Obama administration's take on government information. The White House almost immediately issued memorandums on FOIA and transparency in government, and Obama also immediately issued a new Executive Order on access to presidential records. Shawn Malone from Texas will discuss similar issues from a local setting.

After dialogue and comments, meeting adjourned.

**Completed Projects/Activities:** Speaker/Program for 2009 meeting; updates from allied organizations; 2 newsletter issues.

**Ongoing Projects/Activities:** Cooperate with CoSA on CoSA initiatives; PAHR; Sustaining Cultural Heritage Collections Survey for the Division of Preservation and Access, .

**New Projects/Activities:** Program for 2010 under development. We are still looking for a web liaison to update our web-page. Initiate more use of the GRS listserv.

**Diversity Initiatives:** Continue to invite members from other organizations (like NAGARA), CoSA, AASLH, and more to our meetings.

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

*Respectfully submitted by Ellie Kidd, chair.*

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

### **Officers:**

Sammie Morris, Chair

Fernanda Perrone, Vice-Chair/Chair Elect/Newsletter Editor

Mat Darby, Past Chair  
Laura Carroll and Catherine Stollar Peters, Co-Web Liaisons

**Steering Committee:**

Chris Burns, 2009-2011  
Deborah Dandridge, 2009-2011  
Barbara DeWolfe, 2008-2010  
Donna McCrea, 2009-2011  
L. Rebecca Johnson Melvin, 2008-2010  
Elizabeth Russey, 2008-2010

**Report from annual meeting:**

- Number of attendees: Approximately 85 people attended the section meeting.
- Election results: The membership elected Fernanda Perrone as Vice Chair/Chair Elect and Chris Burns, Deborah Dandridge and Donna McCrea to the steering committee.
- Summary of meeting activities: See minutes below.

**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 archivists and the economic downturn with Mike Miller, Manager, Austin History Center, and Joel Wurl, Senior Program Officer for the National Endowment for the Humanities' Division of Preservation and Access.

**Ongoing projects/activities:** Former chair Amy Cooper Cary and current chair Sammie Morris continue to work on section history and additions to the section archives.

New projects/activities: *Session endorsements:* We reviewed five session proposals, and endorsed "Think First!: Planning for Processing" and "That Was Easy!: Making Digital Archives a Pleasure to Use." *Other projects:* Conducted survey of section membership to determine better ways to serve them throughout the year and to guide the steering committee's section meeting planning. Implemented online voting for the first time. Developed guidelines for the transfer of section records to the SAA Archives.

**Diversity initiatives:** None at this time

**Questions/concerns for Council attention:** None at this time

Manuscript Repositories Section Meeting Minutes, Austin, Thursday, August 13, 2009

1. Welcome and introductions: With approximately 85 Section members and other SAA members in attendance, Mat Darby, Chair, called the meeting to order and welcomed everyone. He introduced the Section officers and Steering Committee members, and recognized those departing the Section leadership: Past Chair and Chair of Nominations Karen Spicher, Web Liaison Catherine Stollar Peters, and Steering Committee members Rebecca Bizonet, Helice Koffler, and Katherine Salzmänn.

2. Election Results: Karen Spicher thanked all the candidates for agreeing to run and announced the winners of the Section's first electronic election. Fernanda Perrone was elected Vice-Chair/Chair Elect and Chris Burns, Deborah Dandridge, and Donna McCrea were elected to the Steering Committee. The revised Section bylaws were also approved.

3. Updates and Announcements: Tom Hyry, Council Liaison, informed the Section of some recent Council actions: the revisions to the Standards Committee were approved; the investments policy has changed and a Finance Committee has been recharged to oversee finances; the Cultural Properties

Working Group has been charged to begin a dialogue over cultural property issues; and Council is working on strategic planning priorities for 2010-2013 and is soliciting feedback on the priorities, which are available on the SAA website.

Diane Kaplan, 2010 Program Committee representative, discussed next year's meeting, which will be in Washington, D.C. on August 10-15, and will not have a theme. The emphasis of the meeting will be on commonalities among archives and across settings. The meeting will be held jointly with the Council of State Archivists and NAGARA. The deadline for session and pre-conference workshop proposals is September 24. More information is available on the SAA web site. Each section may endorse up to two proposals but there is no guarantee that they will be approved.

Sammie Morris, Vice Chair/Chair Elect, provided a brief update on the status of the Section history initiated by past chair Amy Cooper Cary. Progress has been made on the history of the Section and it is anticipated that a draft will be ready by December. The history may initially take the form of a timeline on the Section's web page until the fuller article is completed and/or accepted for publication.

Lucy Barber, Deputy Executive Director of the NHPRC, provided an update on NHPRC funding and encouraged applications, which are due October 6 for the Basic Projects and Detailed Processing Projects grants. NHPRC also offers digitization and electronic records grants, and submissions for these are due in June. Conference calls are available and additional information is on the NHPRC web site.

Forum on Archives and the Economic Downturn: Challenges and Solutions. Mat Darby introduced the speakers for the panel, archivist Mike Miller, Manager of the Austin History Center and Joel Wurl, Senior Program Officer for the National Endowment for the Humanities' Division of Preservation and Access.

Mike Miller discussed how the economy has affected the Austin History Center and offered tips to others who may be in similar situations. The Austin History Center has grown rapidly since its beginnings, but due to recent financial cuts the staff has been reduced and their budget has been cut by 7%. Staff is struggling with how to continue to provide services to customers when they have fewer resources. Mike suggested approaching the problem internally and externally. Some of the tips Mike offered to others in an economic downturn are to think internally by: not just accepting a budget cut (instead make people aware of your needs and fight for what you deserve); be clear about how the cuts will affect users and give concrete examples such as statistics and user feedback; view a budget cut as an opportunity to see what you can change or stop doing; keep staff involved in the process; encourage staff to be entrepreneurial by letting them generate ideas, take risks, and learn from what doesn't work. Thinking externally, you should know your friends, make your institution prominent in the community, give lots of presentations, get the message out and find allies; a formal friends group really helps by contacting individuals and city council on your behalf and seeking funds; don't sugarcoat your message, tell it like it is; show the value you bring to the community and make them care; make your archives "the untouchable," the one department that it would be political suicide to cut its budget because the community cares about it; be "on" 24/7, have your elevator speech ready; work to build up private endowments or reserves for bad times; write grants and be creative with them; form partnerships.

Joel Wurl discussed "Grant Seeking Strategies in an Economic Recession: No Cash for Clunkers." The NEH is seeing a significant increase in grant proposals. More applications are focusing on infrastructure because of staff shortfalls, with more emphasis on regular processing and cataloging instead of the "bells and whistles" type projects. Joel advised archivists not to panic but rather to take stock and see what opportunities are out there. The NEH is doing well, as is the IMLS and the NHPRC is also gaining momentum. Applicants should think outside of the digital preservation and access box and look creatively at the other NEH divisions and types of grants available. There is no magic formula for a successful grant application. Funding agencies need to receive enough information in the proposal to know if it is a good investment. Joel suggested that archivists be proactive and not wait for grant callouts; to look at lists of recently funded grants; talk with colleagues and investigate collaboration, which funders are attuned to; know the funder, be familiar with the guidelines for eligibility, and ask to see successful proposals. With the NEH, the "H" word is paramount—the project must relate to the humanities. It's a good idea to call and ask if the agency is interested in a particular project. Stay true to your project and

don't make the proposal too contrived. Clarity of proposal writing is essential—state up front what you are seeking support for and be succinct when you can. Demonstrate awareness of best practices and show how your project adheres to them. Don't overcomplicate the work plan; it needs to be achievable. Include a timeline, but keep it concise. The project needs to have a lasting impact. Sustainability and interoperability are important and correlate to institutional commitment. Don't wait until the 11<sup>th</sup> hour for the deadline. Establish contact with a proposal officer, the success rate is much higher and they will review proposals in advance if they are submitted early enough. Projects that come through without some prior conversation with a grants officer are likely doomed. Being overly needy is not good—play to your strengths and how you can build on what you've already accomplished. Persistence is important—some proposals have been rejected five times and grants on the sixth. Take advantage of the reviewers' comments and use them to help you on the revised proposal.

There was a call out for questions or comments from the audience. There was a comment from the audience that their institution had lost two staff lines and as a result had cut their open hours. Mike Miller agreed that it is a good idea to tie the number of personnel to the number of open hours to show that when staff is cut the hours will also be cut, because this affects users.

Update on PAHR: Sue Hodson from the PAHR Task Force ("Preserving America's Historical Record Act," HR 2256) discussed the status of this bill to provide federal funds to each state for preserving the historical record. There are 40 sponsors and they need more. The vote will probably be in September or October. Members of congress are on their summer break so now is a good time to contact them about supporting PAHR. Kathleen Roe, chair of the PAHR Task Force, can provide advice on contacting your legislator.

Wrap-up: Mat thanked Mike and Joel for their presentations, and called for any additional comments or questions from the audience. With no additional comments or questions offered, Mat adjourned the meeting at 3:00 pm.

*Minutes submitted by Sammie Morris*

*Report respectfully submitted by Mat Darby, immediate past chair.*

## **Museum Archives Section (Liaison: Hodson / Richardson)**

### **Officers:**

Leilani Dawson, Chair  
Francine Snyder, Co-Chair Elect and Website Coordinator  
Susan Anderson, Co-Chair Elect  
Joe Ciccone, Newsletter Editor

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

- Number of attendees: 51
- Election results: Francine Snyder and Susan Anderson were elected as Co-Chair Elects for the 2009-2010 year, and Joe Ciccone was elected as Newsletter editor. Next year the section will elect a Recording Secretary; depending on how we update our bylaws we will also hold elections for two Co-Chair Elects or a new Chair and Vice Chair/Chair Elect as well.
- Summary of meeting activities: See minutes below.

### **Completed projects/activities:**

~ Website: Last year Francine Snyder took on the task of completely updating and revising the MAS website. The new <http://www.archivists.org/saagroups/museum/> was launched in April. In October she produced a minor update, rotating the featured repository in order to celebrate the 25<sup>th</sup> anniversary of the archives of the Museum of Fine Arts in Houston.

~ Organizational Endorsement: In March I agreed to add the section's name to the list of groups endorsing the Lone Arrangers Roundtable's proposal for a book for lone arrangers written by Christina

Zamon. Since so many museum archives have minimal professional staffs—in some cases being run by volunteers and/or people whose specialty is in an area other than archives—a publication aimed at this audience seemed to fit well with MAS concerns.

~ Project to obtain low-cost training for non-archivists in charge of museum archives:

The topic of training non-archivists with responsibilities for museum archives section had been a large part of the discussion at the section's 2008 annual meeting. While I discussed the procedures for obtaining SAA permission to apply for a grant on this topic with the section's (former) Council Liaison Sue Hodson, it eventually became apparent that having the section pursue this would be inefficient, at best. It turns out that the NHPRC funds a number of low-cost/subsidized programs of this sort at the state level through the SHRABs and similar consortia. So, rather than the section writing a grant to set up a new program specifically for museum archivists, it seems it would be better for the section to find a way to connect non-archivists in charge of museum records to the existing programs.

### **Ongoing projects/activities:**

~ Newsletter: *Museum Archivist* is the next section project scheduled for a re-launch. Starting in 2010, the MAS newsletter will once again be published twice a year, with issues coming out at the end of the month each January and June. A call for submissions is about to go out for the January 2010 issue.

~ Section Endorsements: The section endorsed two proposals for the 2010 SAA meeting: "Square Pegs, Round Holes: A Problem Solving Approach to Integrating Library, Archival, and Museum Collections Online," submitted by David Dwiggin, Martha Mahard, and Lara Michels; and "Operation 3D: Challenges of Documenting Your Organization's Built Environment," with speakers Sarah Demb, Kris Toma, Susan von Salis, Anthony Reed, and Mark E. Swartz.

~ Wiki / Resource Guide:

The section has discussed putting together a resource guide—something more widely accessible and easily updateable than *Museum Archives: An Introduction*—for the past few years. The steering committee believes that a wiki and/or file sharing repository might be a convenient way to go about this, and we have put it on our agenda of projects we'd like to work on in the upcoming year. We intend to make it the topic for the section's 2010 Working Group meeting.

### **New projects/activities:**

~ Bylaws updates: In light of Council's updates to the section and roundtable governance procedures, we are drafting revisions to Articles 4 and 5 of the section's bylaws (dealing with section officers and section business, respectively). The revisions will suggest that, instead of electing a vice chair/chair elect every other year, the section will hold elections every year for either a chair and a vice chair/chair-elect or for two co-chairs. As indicated by the current bylaws, the proposed revisions will be published for review by the section's membership in the January and June newsletters and then voted upon at the section business meeting at the 2010 SAA conference.

Part of the reason to move away from holding elections at the annual meeting and instead elect officers via electronic ballots (with results announced at the annual meeting) is to let the entire section membership participate in elections, regardless of whether or not they are able to attend the annual conference. It seems that this logic should apply to bylaws amendments as well, and so the steering committee will ask Council about the feasibility of holding these sorts of votes electronically as well. If it possible then we will also propose revisions to Article 8 of the MAS bylaws (on amendments).

~ Survey of Section Priorities: In spring 2010 we plan to send out a survey to MAS membership inquiring what direction(s) people would like the section to go. We will be asking for clarification on what people want from the section, what the section's mission should be, and what goals and activities it should pursue. The feedback from the survey will be used to direct (and, we hope, increase) future section projects and programs.

~ 2010 Working Group: After a few years of going without a MAS working group meeting at the SAA annual conference, the steering committee is now in the process of putting one together for 2010. As mentioned, the steering committee is currently planning for the topic to be putting together a resource-

sharing site for museum archives. We hope that the upcoming section survey will give us good leads for the kinds of materials, documents, and information the site should have as content.

~ Planning for 2010 business meeting: For the last few years the annual MAS business meeting has largely consisted of a free-wheeling discussion of topics relating to museum archives. While this has been productive, the steering committee hopes to add more structure and pre-arranged content to the 2010 business meeting. In late spring / early summer, we plan to ask for several volunteers to give mini presentations of around five minutes long on projects they have been working on over the year. Additionally, we would like to host a panel discussion; some of the session proposals we received look like good candidates if they are not chosen as official conference sessions. Alternatively, we might ask a few section members to give more extended presentations on their new projects.

### **Diversity initiatives:**

~ As usual, diversity was an important consideration when the steering committee examined session proposals to endorse for the 2010 annual conference. Perhaps what most drew us to the two proposals we endorsed was that their topics, while museum-focused, have not been as well covered in recent sessions were what drew us to the two proposals we endorsed. We also were pleased with the ways in which they (and indeed, most of the session proposals that we were asked to endorse) included speakers from a variety of museum types and locations, and furthermore crossed disciplinary boundaries and also included people in allied professions as well.

We feel that it is important to account for and cater to the diversity among museum archives and archivists. Indeed, the fact that a surprising number of those with responsibility for museums' archives are not professional archivists—as well as the vast differences in the levels of staffing and other resources of the largest institutions and those of the smallest—are constant concerns for the section.

### **Questions/concerns for Council attention:**

~ Section Records: I know that UW Milwaukee holds the SAA archives, including section records. Is there a standard SAA records schedule that we should be using to guide transfers of MAS records to that collection, or should the section compose (and then follow) a records schedule on our own?

~ Electronic voting on Bylaws Amendments: As mentioned above in the section on upcoming MAS bylaws amendments, I have been wondering if the electronic voting system SAA uses for annual section officer elections can also handle other types of votes. If the system does not currently have that functionality, is there any possibility of it being added in the future?

### **Business Meeting Minutes, Austin, 13 August 2009**

Section Chair Leilani Dawson started the section meeting by having the 51 attendees introduce themselves.

#### *Election of section officers and upcoming changes in bylaws related to section elections*

Leilani read the biography of newsletter editor candidate Joe Ciccone, who was unable to attend the meeting. After a call for additional nominees, Joe was elected unanimously for the newsletter editor position. Francine Snyder and Susie Anderson graciously accepted nominations to be the co-chair-elects for the upcoming year, and were unanimously elected.

Leilani also noted that SAA Council was in the process of revising the governance and election policies and procedures for sections and roundtables. The first of these strongly encouraged sections and roundtables to conduct electronic elections for upcoming election cycles, which SAA would manage with its online election system. Leilani favored the section implementing this change as it would allow for the entire section membership (over 900 people) to vote for section leaders, as opposed to just those who were able to travel to the SAA annual conferences.

The next change discussed was what to do to maintain the number of steering committee members in years when the section does not have a chair-elect. (As things had been, the section elected a chair-elect every other year, with that person serving as chair elect for one year and then chair for two

years—so there had been no chair-elect in the first year of the chair's term.) Leilani asked whether people would prefer electing an at-large steering committee member in those years or asking the immediate past chair to join the steering committee to fill out the roster. Incoming Council representative Deborra Richardson pointed out that new Council guidelines would ask sections to elect their chair/leader position every year (and would forbid that person from serving more than three consecutive terms), making the discussion moot. So, it was confirmed that from now on the section shall hold elections for either a chair and a chair-elect or for two co-chairs every year. Leilani noted that she would soon be drafting proposed revisions to the section bylaws in order to reflect these decisions and to otherwise bring them in-line with the new Council guidelines.

#### *SAA updates*

Ann Jenks of the Program committee encouraged the group to submit session and pre-conference workshop proposals for the joint 2010 SAA/NAGARA/COSA meeting in Washington D.C. There is no particular theme for the meeting, but proposers are encouraged to present submissions that speak to the commonalities of archival experience. This year's deadline is September 24th; and updated session proposal forms are available on the SAA website at <http://www.archivists.org/conference/>.

Deborra Richardson, the section's incoming Council representative, updated the group on Council's recent activities. Items of special note for the section included the aforementioned revisions to section (and roundtable) governance and election guidelines, as well as information on the newly-formed Working Group on Cultural Property, which Council has charged to examine issues regarding collections containing cultural-sensitive materials. Deborra encouraged people with expertise in this area to let Council know if they are interested.

Other Council updates included a revised charge for the Standards committee, as well as revised A&A listserv terms of participation, the adoption of the ALA/SAA Joint Statement on Access (and concomitant disbanding of the taskforce working on this issue), revisions to the SAA Strategic Plan and draft Advocacy Agenda, updates to the SAA investment policy, and a newly-charged SAA Finance committee. Finally, Deborra noted that Council would like to get feedback from AAM on its progress and/or attitudes towards a statement on access (originally AAM was invited to be included in the work on the joint statement, but it declined); people with knowledge of or interest in this area can direct their feedback to either Deborra or to Susan Malbin, the co-chair of the Joint Committee on Archives, Libraries, and Museums.

#### *Discussion on advocacy*

As a follow up to the call for sections and roundtables to consider what they, their members, and their members' repositories are doing in the areas of SAA's three strategic priorities (advocacy, technology, and diversity), the section what museum archives are doing to advocate for archives. The archives staff at the Museum of Fine Arts in Houston reported on their very active programs for Archives Month in October, which were helped along by the fact of the Museum's 25th anniversary. The Smithsonian has also started an Institution-wide archives month program as well; in 2008 each Smithsonian museum archives had an open house, and they are looking for more opportunities to expand their outreach. The statement "Archives Begins Where You Are" was also discussed, along with its implication that outreach to museum colleagues (and outside stakeholders) and otherwise advocating for archives are not just Archives Month activities. Nevertheless, Archives Month—with its strong support from SAA—is a good place to get museums and museum visitors focused on museum archives; one suggestion would be for museum archivists to publish a posting featuring the archives on the museum's blog in October (if their institution has a blog).

This segued into a discussion of the technological tools available at museums. A little less than half of the attendees reported that their museums had blogs, and it was suggested that the section either provide a portal for these museum blogs on its website or have an upcoming newsletter article featuring blogs and blogging. Wikipedia was also suggested as a place to provide links to museum archives blogs; or at least that museum archivists update their museums' entries to include information about the museum

archives. It was noted that although Wikipedia has an entry for ‘Archives’ in general, it does not have one specific to museum archives.

#### *Session ideas for 2010 SAA conference*

\* Francine Snyder suggested a session on project management and long-term vision for archives, especially those with small staffs. How do archivists in such situations get things done; how do they know what projects to tackle and in what order? What mechanisms are in place to ensure that priorities either are maintained or are revisited in a systematic fashion, and what is done to measure progress and keep track of what goals have been accomplished?

\* Susan von Salis suggested a session on documenting change at institutions, prompted by the fact that the Harvard Art Museum is leaving its historic Fogg building, which is being gutted and repurposed. How do museums (or other organizations with or formerly occupying historic buildings) document their transformations; what artifacts (in addition to textual and visual records) do they keep? How do they document their organizations’ architectural history along with their institutional history? This subject struck a chord at the meeting, with other attendees mentioning other institutions in related circumstances. Possible parallels with or lessons to be learned from historic houses and other living history museums, where buildings are part of the collections, were also noted, as was the opportunity to collaborate with the Architectural Records Roundtable. It was suggested that if this became a session, it would make for a good guide as well; the session papers could be published in the section newsletter and/or elsewhere on the Museum Archives Section website.

#### *Announcements and updates*

\* Deb Wythe reported that she is working with a group of museum archivists in Sao Paolo who are interested in hearing about museum archives and museum archivists in the United States, and that she will soon be sending out a call asking for people to submit their experiences and advice.

\* The NEH Stabilization Grants are back (now called the Sustaining Cultural Heritage Collections grants). The grant guidelines will be up soon (by September), and the submission deadline will be early December. The grants, which are split into smaller planning/evaluation grants and larger implementation grants, may be used for things like HVAC systems, security, storage systems, etc.

\* Francine Snyder, the section’s Website Coordinator, put out a call for people to submit their archives for the website’s featured repository section.

\* Kathleen Williams from the NHPRC invited applications for the Archives Leadership Institute at the University of Wisconsin, which the NHPRC has re-funded.

\* Susan von Sahlis announced that the Peabody Salem Museum will be hosting a Museum Archives Conference in 2010. The conference (which will likely be primarily aimed at art museums) will include panels with both museum administrators and archivists.

\* Sarah Demb suggested people check out online learning tools on electronic records management for museums. The tool is available online at: <http://www.collectionslink.org.uk/RM-Tool/>, and the Collections Link website also includes a number of other guides, FAQs, and how-tos related to managing museum collections and documents.

\* Susan Anderson announced that the Smithsonian and the Rockefeller Archives Center have rolled out a series of workshops on the tools that resulted from their Collaborative Electronic Records Project. The first of these workshops was held at the Austin annual conference, and they will become a standard part of SAA’s continuing education offerings. Susan invited applications for an upcoming workshop to be held in Philadelphia on Friday, December 11th, from 1 to 4 pm.

\* Deb Wythe announced that the Museum Archives manual is still selling well (around 190 copies sold last year), and that—given its sales rank among SAA titles and the distribution of profits by sales rank—it is still making a noticeable positive contribution to SAA’s bottom line.

*Respectfully submitted by Leilani Dawson, chair.*

## Oral History Section (Liaison: Settles)

### Officers (for 2007-2008):

Al Stein, Chair, Chicago State University, Chicago, IL

Mark Cave, Vice Chair/Chair Elect, The Historic New Orleans Collection, New Orleans

### Steering Committee (2007-2008):

Lauren Kata, Past Section Chair, Archives of the Episcopal Church, Austin, Texas

Jennifer Eidson, Library of Congress Veterans History Project

Herman Trojanowski, University of North Carolina Greensboro

Douglas K. Boyd, University of Kentucky

Bonnie Gurewitsch, Jewish Museum of Heritage

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

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

### 2009 Election Results:

Vice-chair/chair-elect: Joel Minor, Texas State University-San Marcos

Steering Committee Members (2): Marlene Justsen, The National Press Club, Washington, D.C.; Beth Ann Koelsch, Betty H. Carter Women Veterans Historical Project, UNC Greensboro

### Report from annual meeting:

Number of Attendees: 100

Summary of Meeting Activities: Welcome and Introductions by Mark Cave. Report by Council Liaison Rosalye Settles. Report by 2010 Program Committee member Nancy Fortna. Solicitation of program ideas for 2010 conference. Report on online elections by Jennifer Eidson. Report on SAA's 75<sup>th</sup> Anniversary Oral History Project by Lauren Kata.

Main program: A live interview conducted by noted oral historian James E. Fogerty with long-time SAA member and educator Dr. David B. Gracy II will be the feature presentation. The interview will be part of the Section's effort to record narratives of SAA members in preparation for the organization's 75<sup>th</sup> anniversary. The interview focused on Dr. Gracy's career as an archivist and archival educator as well as his service to the Society of American Archivists. Following the interview, Dr. Gracy answered additional questions about his life and James Fogerty responded to questions on how he prepared for the interview, and gave advice on how to proceed with the 75<sup>th</sup> oral history initiative. Dr. Gracy received a standing ovation in recognition of his contributions to the archival profession.

**Completed Projects/Activities:** Completed the section's first online election. Contributed to the revision of OHA Guidelines and Best Practices. Wrote SAA resolution honoring the work of Studs Terkel. Organized and sponsored *Oral History in Action: Sustaining Organizational Knowledge and Institutional Memory*. The session featured Lauren Kata as Chair and featured presentations by Robert Mages of the US Army Military History Institute and Molly B. Alexander of the Association of American Medical Colleges. Published three issues of *Dialogue* (the section's newsletter) on November 2008, May 2009, and August 2009.

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

**New Projects/Activities:** The development of the 75<sup>th</sup> Anniversary Oral History Project. Publish excerpts from 75<sup>th</sup> anniversary interviews in Dialogue and Archival Outlook.

**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:** The section hopes to conduct formal videotaped interviews of prominent members of the Archival profession at the 2010 meeting in Washington as part of the 75<sup>th</sup> Anniversary Oral History Project. This will require a room at the conference hotel to conduct interviews as well as camera equipment and videographer. We ask for the Council's support on this initiative.

Al Stein asked for the Council's support in bringing a resolution recognizing Studs Terkel's contributions to the field of archival oral history. Peter Gottlieb agreed that while an appropriate recognition from SAA was in order, it was too late for that resolution to be announced at the Austin meeting. Gottlieb expressed the desire for the Section to bring it to the Council meeting in May, for the Council to consider, and then announce at the 2010 Washington meeting.

*Respectfully submitted by Mark Cave, Section chair 2009-10.*

## **Preservation Section (Liaison: Lenoil / Lawson)**

### **Officers:**

Rebecca Hatcher: Chair  
Shelby Sanett: Vice Chair / Chair-Elect  
Tonia Sutherland: Chair, Section Committee  
Ekaterina Elgayeva: Chair, Section Committee (Outreach)  
Elizabeth Slomba: Immediate Past Chair  
Angelina Altobellis: Co-Chair, Section Committee (Education )  
Aimee Primeaux: Co-Chair, Section Committee (Education )  
Laurie Gemmill: Steering Committee Member  
Kara McClurken: Steering Committee Member  
Brenda Gunn: Chair, Section Committee (Program)  
Brenda Lawson: Council Liaison

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

- Number of attendees: 80-100
- Election results:
  - Shelby Sannett, Vice Chair/Chair Elect
  - Kara McClurkin, Steering Committee
  - Jennifer Thomas, Nominating Committee
- Summary of meeting activities: The section meeting included a 30 minute business meeting and 90 minute panel discussion. During the business meeting, the steering committee updated the membership on the section's activities over the past year, elections were conducted, and representatives of SAA and of preservation-related organizations made announcements. The panel discussion focused on preservation and sustainability, with speakers Karen Pavelka of University of Texas-Austin, Kristin Smith of the Image Permanence Institute, and Elizabeth Joffrion of NEH. The speakers presented on the issues and approaches of sustainability and how they intersect with preservation and how the green movement is affecting the preservation of historic buildings. The program concluded with a presentation on exciting new grant funding available for sustainability projects.

**Completed projects/activities:** The Outreach Committee developed a mission statement, which was approved by the Steering Committee at the annual meeting. The statement is as follows:

The Outreach Committee of the Preservation Section of the Society of American Archivists will assist SAA Council with the promotion of preservation concepts and activities sponsored by the Society of American Archivists. The Committee will also serve as a resource to SAA members looking to spread the word about the value of preserving cultural materials. The Committee will focus on outreach related to May Day, Archives Month and other events as requested by Preservation Section leadership and/or SAA Council.

The Outreach Committee also devised a COOP (Continuity of Operations) quiz which was posted to the SAA website for May Day.

**Ongoing projects/activities:** Education Committee co-chairs Angelina Altobellis and Aimee Primeaux are working with Director of Education Solveig De Sutter to develop two new preservation-related workshops to add to SAA's offerings. Each of the workshops under development--on architectural records and emergency management for archives--will be two-day workshops. Altobellis is also working with members of the Architectural Records Roundtable to incorporate arrangement and description into the workshop on architectural records

**New projects/activities:** The section—in particular members of the Outreach Committee—is working on several initiatives to raise the visibility of the section and of preservation. The committee plans to create and sell an “Archivists Make it Last Longer” t-shirt to promote preservation activities and raise funds for the Disaster Relief Funds. They have also decided to create a preservation blog, which will also take over for the section’s newsletter, *Infinity*.

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

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

*Respectfully submitted by Rebecca Hatcher, chair.*

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

### **Officers:**

Schindler, Amy Chair 8/15/2009 - 8/14/2010 The College of William and Mary  
Gerencser, James Vice Chair 8/15/2009 - 8/14/2010 Dickinson College  
Melley, Nancy Communications Liaison 8/30/2008 - National Archives and Records Administration  
Blodgett, Jan Web Liaison 8/5/2006 - Davidson College  
Schmuland, Arlene Immediate Past Chair 8/15/2009 - 8/15/2010 University of Alaska Anchorage  
Bell-Russel, Danna Steering Committee Member 8/30/2008 - 8/14/2010 The Library of Congress  
Bensman, Beth Steering Committee Member 8/15/2009 - 9/1/2011 National Archives and Records Administration  
Marquis, Kathy Steering Committee Member 8/30/2008 - 8/14/2010 Albany County Public Library  
Severn, Jill Steering Committee Member 8/15/2009 - 9/1/2011 University of Georgia  
Bromley, Benjamin Intern 8/15/2009 - 8/14/2010  
Miller, Jessica Intern 8/15/2009 - 8/14/2010 Wayne State University  
Lawson, Brenda Council Liaison 8/15/2009 - 9/1/2011 Massachusetts Historical Society

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

- Number of attendees: est. 80.
- Election results: elected Jill Severn and Beth Bensman to 2 year terms on the Steering Committee, James Gerencser elected to Vice Chair/Chair elect position. Passed bylaw amendments as noted in the July 2009 RAO newsletter (<http://www.archivists.org/saagroups/rao/RAONewsletter16.pdf> pp 8-10).
- Summary of meeting activities: The Section had a different type of meeting this year. Aside from the standard business events (election, announcement of results, presentations by Council liaison and Program Committee representatives) and reports from Task Forces, the Steering Committee chose to use the remaining time to have breakout groups of the membership consider several topics of interest to the Section. Details of the notes from the breakout groups can be found on the RAO blog: <http://raonews.blogspot.com/>

**Completed projects/activities:** A Newsletter Task Force comprised of Todd Kosmerick, Amy Schindler, Tiffany Schureman, and Nancy Melley was convened to assess the Section membership's opinions and suggestions regarding the newsletter. The group conducted a survey of the membership and the result of their recommendations was a series of amendments to the bylaws (see above URL under election results). Results of the survey were distributed and as a result, the section membership voted overwhelmingly to support the changes at our election. One of the most important pieces of this process was the creation of a section blog (see above link) to provide more timely information to membership.

**Ongoing projects/activities:** During 2008-2009, the Section's MPLP working group compiled resources via literature searches and example processing manuals. Additional archivists to work on the project going forward were solicited via announcements to the Description and College & University Sections annual meetings as the group hopes for representation from a broad range of constituencies. In 2009-2010, the group will develop a plan for an administrative structure to enable and support the collection and dissemination of information and resources useful to archivists on this topic including a potential best practices guide in the future.

Danna Bell-Russel conferred with teachers participating in the NHD teacher institute that took place during the National History Day competition in College Park to find out what kinds of resources they wanted SAA to provide. Danna also presented at the SAA Leadership Forum regarding this topic.

**New projects/activities:** RAO has launched an internship program aimed at introducing new archivists and graduate students to involvement in a SAA section as well as the RAO Section specifically. Two interns were selected and their primary responsibilities will be in the area of communications, but may include other section initiatives based on the interests and needs of the interns and section. The interns will serve through the 2010 SAA Annual Meeting.

The other new project for the year is the development of short and long-term section goals and objectives with the discussion groups from the annual meeting serving as the main areas of interest.

**Diversity initiatives:** Amy Schindler attended the Diversity Committee meeting in Austin and conferred with Terry Baxter, the Chair of the Diversity Committee after the committee meeting on how RAO and the DC could and should work together. They agreed that after the DC had completed its planned survey of the membership this year, we would discuss again.

**Questions/concerns for Council attention:** One member of the Steering Committee reminded us that we need to concentrate more on developing our collaborative relationships between sections and roundtables and between us and other archival and allied professional groups outside of SAA. Perhaps Council could create/collate a list of ongoing collaborative efforts and make that available?

*Respectfully submitted by Arlene Schmuland, immediate past chair.*

## Visual Materials Section (Liaison: Miller / Cline)

[No report submitted.]

## Roundtable Annual Reports

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

**Officers:** Todd Kosmerick moved from junior co-chair to senior co-chair (2009-2010). Keli Rylance was elected junior co-chair (2009-2010). Kate Rogge continues as web liaison.

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

Number of attendees: 32

Election results: Keli E. Rylance, Southeastern Architectural Archive, Tulane University, was elected co-chair.

Summary of meeting activities: See below for meeting minutes.

**Completed projects/activities:** Roundtable co-chairs looked into complaints that some roundtable members were not receiving messages from the ARR listserv. The issue seemed to resolve itself by May/June 2009, when those members indicated they were starting to get the messages again. ARR organized a tour of the Alexander Architectural Archive at UT-Austin in conjunction with SAA annual meeting. Archive curator Beth Dodd led the tour, which was attended by about 12 roundtable members, providing a behind-the-scenes look at how this repository handles their architectural collections. Photos at <http://www.archivists.org/saagroups/archtec/2009tour.html>.

**Ongoing projects/activities:** In Spring 2009 SAA Education Committee submitted to ARR for review a workshop proposal on preserving architectural records. The roundtable co-chairs submitted comments. Discussion about the workshop proposal continued at the roundtable meeting on August 12. Some of the membership expressed that it would be more beneficial to have a workshop on all aspects of architectural records, including arrangement and description. This was subsequently conveyed to the SAA Education Committee and SAA's Director of Education. The roundtable co-chairs have been working successfully with the Director of Education on expanding the workshop accordingly with the expectation that it will be offered at SAA 2010 in Washington, DC. In August outgoing co-chair David Read submitted his roundtable email (.pst and tab delimited) to the SAA's repository at the University Milwaukee-Wisconsin.

**New projects/activities:** An effort was initiated in October 2009 to increase roundtable membership. Earlier in the year SAA began to allow members to belong to an unlimited number of roundtables. ARR posted messages on the A&A list, EXLIBRIS-L, Art Libraries Society of North America (ARLIS-L), Association of Architectural School Librarians (AASL), American Society of Landscape Architects, and International Council on Archives (ICA-L). Through this appeal, ARR membership has increased from 220 members/list participants on 6 October 2009 to 262 on 28 October.

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

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

**Annual Meeting Minutes - Austin, Texas  
12 August 2009**

**Final attendance: 32**

**ARR Business**

- Introductions: David Read introduced himself and Todd Kosmerick as co-chairs.
- Elections: Todd Kosmerick provided information on two candidates for co-chair 2009-2011. Neither candidate was present at the meeting.
  - Keli E. Rylance, Southeastern Architectural Archive, Tulane University
  - Carol A. Street, Drawings and Documents Archive, Ball State University Libraries
- Diane Vogt-O'Connor spoke on the most recent meeting of SAA Council. She touched on the following items:
  - Standards Committee
  - A&A Listserv etiquette
  - Investment policy (including information on the Finance Committee and long-range investment planning)
  - Charge for SAA Working Group on Cultural Property
  - Updating of Council Handbook
  - Online section elections (includes roundtables)
  - Task Force on Access
  - Feedback and review of SAA Strategic Plan
  - Draft Advocacy Agenda
  - Posting of Council agendas on the SAA website
  - Revised diversity charge
    - Updating policies for equal opportunity
    - Awards ceremony
    - Cultural competency
  - SAA membership encouraged to attend awards ceremony

**ARR Program: Tom Rosko (MIT) on Façade project**

[Presentation available at: [http://www.archivists.org/saagroups/archtec/saa-facade\\_2009.pdf](http://www.archivists.org/saagroups/archtec/saa-facade_2009.pdf)]

- IMLS grant, September 2007 to September 2009
- To satisfy a need for 3D digital preservation: Frank Gehry dataset presented to MIT
- Long-term preservation model
- Demonstration of using DSpace for these type of materials
- Handles inter-relationship of projects, correspondence, etc.
- Looked at what architectural firms are doing with CAD and digital data
- Looked at who data consumers are – audiences were consulted
- Use cases – focused on long-term use
- Content and data:

- MIT State Center (Frank Gehry), Cambridge, Mass.
  - U.S. Institute of Peace (Moshe Safdie), Washington, D.C.
  - Caltrans Microstation (Thom Mayne), Los Angeles, Calif.
- 3D CAD, new terminology:
  - “Geometry”
  - “Parametric”
- Various 3D softwares vary in handling “geometry” and “parametrics”
- Data exchange formats
- Viewing of data
- Derivative formats: IGES, STEP, 3D-PDF
- 3D model interactivity – capturing “authentic” part
- Managing data intellectually
  - RDF – xml ontology
  - Metadata structure
  - Properties for objects (files): 5 properties
- Workers on project: graduate students and some librarians
- Managing data physically
  - File formats, appraisal
  - Curators’ Workbench
- DSpace archive: scripting for bulk ingest
- Also use of Simile tools for user interface: Exhibit and Longwell
  - If user has home software, brings up file
  - If user doesn’t have software, brings up 3D PDF
- Challenges: rights, access and display, long-term preservation, sustainability
- Next steps:
  - Project ends in September
  - Then review and evaluation phase
  - Next: pilot project to test sustainability
  - Premature to discuss release date
- Questions should be directed to William Reilly (MIT): [wreilly@mit.edu](mailto:wreilly@mit.edu)
- Website: <http://facade.mit.edu/>

#### **ARR Business**

- Diane Kaplan made announcements for the SAA Program Committee
  - SAA 2010 will be a join meeting with COSA and NAGARA
  - Emphasis on commonality of all archives
  - Government perspective, including international government
  - Session proposals due 24 September 2009
  - Sections and roundtables can endorse only 2 sessions; endorsements due 15 October 2009
- Mahnaz Ghaznavi made announcements for NHPRC
  - Detailed processing grant proposals due October 2009
  - Requires 50% cost-share, which can include staff salaries and in-kind
- Todd Kosmerick announced election results: Keli Rylance winner of 2009-2011 co-chair position
- David Read reported for Kate Rogge on the ARR website
  - Kate Rogge will continue as web liaison

- SAA moving to content management system to deliver web pages, so HTML skills will no longer be necessary to manage website
- Todd Kosmerick reported on ARR membership
  - Last year there were reports of problems with members receiving messages on listserv
    - A test conducted in December resulted in at least 10 members stating they were not receiving messages from the listserv
    - SAA contacted but couldn't resolve problem
    - Kosmerick then forwarded to the 10 members whenever items were posted on listserv
    - Situation resolved on its own in May/June; the 10 members now receive messages from the list
  - Current membership: 128 roundtable members and 234 listserv participants
  - Question from audience: Do you have to belong to SAA to belong to ARR? Answer: yes, which is a change from past practice
  - Membership is not renewed automatically. When members renew annually with SAA, they need to mark that they want to belong to ARR
- Nancy Hadley reported on the AIA Historical Directory of American Architects
  - Database contains biographical and collection information
  - Technical roadblocks have created delays in full populating the database
  - Hadley presented on the project in the SAA poster session
- Discussion of session proposal ideas
  - The AIA project
  - Processing on demand
  - Digital exhibits
- Workshop Proposal
  - The SAA Education Committee has received a workshop proposal on preserving architectural records
  - There was some thought from the audience that it would be more beneficial to have a workshop on all aspects of architectural records, including arrangement and description
- Tawny Nelb announced that her book with Waverly Lowell, *Architectural Records : Managing Design and Construction Records* (SAA, 2006) has been used in Canada for an online course

*Respectfully submitted by Todd Kosmerick, co-chair*

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

**Submitted January 5, 2010.**

**Officers:** Deborah Torres, acting chair

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

- Number of attendees: 32
- Election results: Deborah Torre, MLIS program, St. Catherine University <[datorres@stkate.edu](mailto:datorres@stkate.edu)> is the acting chair until a replacement can be found; vice-chair David De Lorenzo (2008-2009) was able to run for chair due to other obligations.
- Summary of meeting activities: (see minutes below)

**Completed projects/activities:** Vice chair David De Lorenzo presented to the roundtable on the Student Sessions Subcommittee of the 2009 annual program committee. The subcommittee selected the student papers and posters for the annual meeting held in Austin, TX. AERT member Amy Cooper Carey

completed her service on the Committee on Education's subcommittee to study the feasibility of the society implementing a formal accreditation program for graduate archival education.

**Ongoing projects/activities:** Current acting chair Deborah Torres is serving on the Student Subcommittee for the 2010 Joint Annual Meeting to be held in Washington, D.C. The roundtable endorsed two 2010 joint meeting session proposals that focused on archival education topics. The roundtable membership's main method of communication is via the email listserv provided via the society. A website for the AERT, which is currently out-of-date, needs to be re-evaluated to see whether it is desirable for the membership to continue.

**New projects/activities:** Lori Lindberg of San Jose State University is representing the roundtable on a working group to improve the new version of the SAA directory of archival graduation program. The directory, in its current form, was developed in 2003 by the Committee on Education with input from archival educators. The anticipated changes to be incorporated in the directory in the Drupal update for the website are based on comments from archival educators, students, and others over the past 3-4 years. The working group is committed to exploring ways to work with the Archival Educators Roundtable to explore how we can improve the new version and meet the needs of all of the stakeholders.

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

**Questions/concerns for Council attention:** The following concerns arose at the annual meeting regarding archival education:

1. A need to review/update the current *Guidelines for a Graduate Program in Archival Studies* to align better for the 21<sup>st</sup> century.
2. A general concern that educators and members of the society have improved communication about issues related to graduate archival education.
3. A suggestion from Randall Jimerson that educators and society members come to a consensus on the distinguishing Archival Values associated with the archival profession.

#### **Minutes from Wednesday, August 12, 2009 Annual Meeting, 1-3 p.m.:**

- I. Lori Lindberg of San Jose State University conducted the meeting until the arrival of chair, Deb Torres, who was delayed thirty minutes.
- II. Rebecca Hankins reported on behalf of the SAA Diversity Committee.
- III. Ann Gilliland of UCLA reported on the IMLS grant that provides doctoral fellowships in archival studies. The Second Annual Archival Education and Research conference will take place in Ann Arbor, MI on June 20 - 25, 2010. The four-year project is funded by the IMLS, Laura Bush 21<sup>st</sup> Century Librarian Program. Information about the program is at: <http://aeri.gseis.ucla.edu/>. Information from the 2009 archival education and research program is available at <http://aeri.gseis.ucla.edu/2009.htm>.
- IV. Lucy Barber of the NHPRC provided information on the new types of focused grants and told the members that NHPRC is soliciting ideas for grants.
- V. Kevin Cherry, Senior Program Officer, IMLS, reminded members of the IMLS grants available.
- VI. A representative from the 2010 Joint Annual Meeting Program Committee gave information on the theme for the 2010 meeting and reminded the roundtable that it can endorse two program proposals. Also the society is looking for volunteers for the 2011 program committee.
- VII. Amy Cooper Carey of University of Wisconsin-Milwaukee, who represents the educators on the SAA Education committee, reminded roundtable members to attend the SAA Education Committee Open Forum to be held that evening from 8 p.m. to 9 p.m. in room 406. In that forum to learn about the Committee's findings following extensive research both within and outside the archives community regarding SAA becoming an accrediting body for archival education program, and to discuss next steps. The committee's final report to the Council is available on the Education Committee's web page. The

Committee recommended that SAA not pursue an accreditation program due to the cost to the society, findings about the general environment for archival education and findings about the degree of membership support for a formal accreditation program.

VIII. Randall Jimerson of Western Washington University asked the AERT members to consider joining a possible task force on archival values.

IX. The members were invited to attend conference sessions related to archival education, including the Saturday, August 15, 2009 session on *The Perfect Storm or a Stalled Weather System? The Sustainability of Graduate Archival Education*.

X. Deborra Richardson of the Smithsonian Institution is the new Council liaison for the AERT. The roundtable members thank former Council liaison, Rebecca Hankins, for her service.

*Respectfully submitted by Deb Torres, acting chair.*

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

### **Officers:**

David Gracy, Co-chair 2009-2010

Lee Stout, Co-chair 2009-2010

Bruce Ambacher, Council Liaison 2007-2010

**Report from annual meeting:** See minutes below.

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

\*Note: Because this Roundtable experienced a gap in leadership for 2008-2009, Ambacher ran the Roundtable's meeting in Austin. The minutes from the Austin meeting are submitted below by the co-chairs in lieu of a 2008-2009 annual report.

### **Archival History Roundtable**

**Wednesday, August 12, 2009**

**3:15-5:15 pm**

- 23 people; no chairs present
- DC 2010: Program Committee presented call for proposals, generated excitement

### **Bruce Ambacher**

As Council liaison, reported on the Council meeting from Monday; took informal survey of 1) awareness of Council materials that are not publicly available (yes, they were aware) and 2) whether anyone read them (no, no one did).

### **David Gracy**

- Promoted Libraries & the Cultural Record journal (University of Texas at Austin School of Information); introduced SAA members involved with the journal; expressed hopes for an *American Archivist* special history for the organization's 75<sup>th</sup>.
- Emphasized excitement about publishing on archives, libraries, special collections, and information management and the relationships among them. There are incredible relationships not yet explored.
- Briefly discussed Margaret Cross Norton.
- Volunteered to fill the call for leadership, should it be necessary.

### **Ideas for 75<sup>th</sup> Anniversary Celebration**

- Gracy presented LCR call for papers on archival history related topics
- 1 track through all days on archival history for 2011 (skip all 2010 efforts and focus on anniversary year); strive for well-rounded, balanced, integrative program
- Oral histories of high points and low points as an archivist
- Recycle stories/pictures on the web, use web 2.0 tools to do so
- Coffee table book ruled out
- Maybe a timeline
- John Quincy Adams: declared 1<sup>st</sup> leader, his (journal?) writing style matches tweets
- OAH + SAA relations; SAA + Historical Association; ALA + SAA; highlight historians and librarians
- Oral History Section Steering Committee (Jennifer Edison, Bonnie Gurewitsch, or Lauren Kata) rep suggested integrating a historical component into SAA and not just into anniversary activities; Gracy and Fogerty to attend the Oral History Section meeting
- National Archives Assembly: captures an oral history with a particular person; we can use to draw on legacy history interviews (no need to reinvent the wheel)
- Stout suggested C-Span or History Channel involvement; Ken Burns; C-Span covered SAA 1-2 times in the past (D.C. meeting?); archives have a broad appeal

**ACTION:** \_\_ (who?) contact C-Span for SAA coverage; investigate Ken Burns as a keynote; NPR coverage of archives in Chicago.

- Russell James said that he knows of public history students who are also members of SAA who are working on projects about SAA, maybe that work can be used
- James suggested a commemorative *something* for the 75<sup>th</sup>: i.e., Schellenberg playing cards; archivists' faces on face cards
- James mentioned a 22-idea brainstorm document. Should this be obtained?
- Task Force needs representatives from the Oral History Section and the Archival History Roundtable; emphasis on people power; AH roundtable is a large one.

**ACTION:** Gracy nominated as Archival History representative to the 75<sup>th</sup> Anniversary Task Force.

- Session topic suggestion: social history of SAA, MARAC (i.e., large balls, pictures of gowns worn, had to be invited to be in Society)
- Posters for 2011; posters on the history of the profession; posters on the history of the society; contest?
- Reflect the changes in the profession; look at programs from each annual meeting
- Hold a formal dinner and dance
- Play off MARAC fundraising campaign: match \$35 for \$35 donation (\$75 for \$75?), use funds for specific purpose like sending students to the annual meeting
- Work towards establishing a scholarship for student/professional who writes the best article – like the contest run by LCR that publishes the winner of an ALA contest for best article on library history and provides monetary prize – could AA run a similar contest for best article on archival history? Would this conflict with other AA priorities? Maybe winner not published in print, but as an e-publication. The idea is an Award, similar to the Pease Award, that encourages the writing of an archives history.

**ACTION:** Ambacher to tell Wosh of the idea to run a contest for the best article on archival history. Could AA do this? Would such an article be published in print or online? Does there have to be a monetary prize, or would publication and a plaque do? Could SAA co-sponsor an award (like the Pease Award) with publication in the journal? Fund source ideas: look at Library History Roundtable for a model of an endowment; hold an auction.

- Leadership Forum: work towards collaboration among components of SAA and between associations; the Library History Roundtable (ALA?) came up a few times; note that LHRT is also struggling with attention to its own history.
- 75<sup>th</sup> Anniversary Task Force as a clearinghouse of ideas

### **Election**

By unanimous consent, David Gracy and Leon Stout are co-conveners/co-chairs, for a 1-year term. Elections will be held online, thus conforming the Roundtable's governance structure to that of a Section conducting online elections:

## **VIII. GOVERNANCE**

### **A. Internal Leadership**

Sections are required to have a minimum of two officer positions and two steering committee members. Sections may create additional positions or extend terms of service in order to effectively achieve continuity while ensuring recruitment and development of new leaders.

1. Every Section will have a chair, a vice-chair/chair-elect, and a minimum of two steering committee members. The officers and steering committee members of every Section must be chosen by election.
2. Section officers and steering committee members must be SAA members in good standing.
3. Sections may elect or appoint additional officers and members to the steering committee. Sections are encouraged to retain continuity and recruit leadership by designating other positions of responsibility (e.g., web coordinators, committee chairs, etc), to carry out the program and work of the Section.
4. The chair and vice-chair/chair-elect serve consecutively. The vice-chair/chair-elect succeeds the chair at the conclusion of the Annual Meeting that coincides with the term of office. All officers and committee members begin their terms at the close of the SAA Annual Meeting.
5. The term of office and the number of consecutive terms that a person may serve in one Section office or on the steering committee will be set in the Section's bylaws.
6. Section bylaws are subject to review and comment by the Council.
7. Sections are encouraged to create special or standing subcommittees in order to execute the goals of the Section, develop leaders, and recruit members into the Society.

Gracy is nominee for 75<sup>th</sup> Anniversary Task Force

### **More 75<sup>th</sup> Anniversary Ideas**

- Bob Sink suggested that along with the two ideas mentioned in the Leadership Forum (1. All sections and roundtables contribute materials to the SAA archives and 2. Take oral histories of former SAA presidents), we could use Web 2.0 / the SAA Facebook page to solicit/post contributions of memories in an informal, scrapbook style; shows social selection and influence on choice of sites.
- Child care: does SAA provide?
- Column in AO / issue of 75 years
- Blog by archivists; blog and wiki capabilities of Drupal available by 2011?

**ACTION:** SAA staff to advise whether blog/wiki capabilities of Drupal available by 2011.

- Stout mentioned the history of national associations as chapters of a book – or better yet as a wiki, which would be open to everyone to contribute (might be favorable to a blog)
- James offered to donate his wiki to SAA, which has been around for many years; it is about time for SAA involvement with this wiki; wiki has an archival history timeline
- A song for archivists / capture music? Garrison Keeler (Prairie Home Companion) sang a song about archives at the Minneapolis meeting.
- Give/receive input on 2011 covers
- First conference held in Providence, RI (Gracy)
- Lee Miller is doing an SSA day book: maybe SAA should do one, one on archivists or day book adapted to SAA
- Digital timeline, link from SAA main page?
  - Discussion of what to put on there, what kind of timeline
  - History of archives in US – beyond that of SAA
  - First state archives: Vermont, 1779, but it's all in how you define an archives (Gracy)
  - ALA: locates timeline in relation to global events (i.e., one researcher discovered archives because of bicentennial)
- National History Day and Archival Programs: expand use of primary sources, get endowments to establish state history day (Bell-Russel speech from Leadership Forum)
- Retrospective formal dinner/archival ball

*Report respectfully submitted by David Gracy and Lee Stout, co-chairs.*

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

**Officers:** Daria D'Arienzo, Co-chair, [daria.dariento@live.com](mailto:daria.dariento@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)  
 Debra Kimok, Steering Committee Member, [debra.kimok@plattsburgh.edu](mailto:debra.kimok@plattsburgh.edu)  
 Salvador Barragan, Steering Committee Member, [spbarragan@ysu.edu](mailto:spbarragan@ysu.edu)  
 Brenda Lawson, incoming SAA Council Liaison, [blawson@masshist.org](mailto:blawson@masshist.org)  
 Leon Miller, 2008-2009, SAA Council Liaison, [lmiller@tulane.edu](mailto:lmiller@tulane.edu)

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

Number of attendees: 24

Election results: Daria D'Arienzo and Lois Hamill re-elected co-chairs

Summary of meeting activities: Minutes appended

Twenty-four people, including outgoing SAA Council Liaison Lee Miller and incoming Council Liaison Brenda Lawson, attended the AMRT meeting on August 12, 2009 in Austin. The agenda is attached. Rosemary Pleva Flynn and Caryn Radick presented "Less with Less: Today's Reality," a collaboration among the Lone Arranger's Roundtable the Women Archivist's Roundtable and the AMRT. The program was well received and provoked good discussion. Their presentations are posted on the AMRT website: <http://www.archivists.org/saagroups/archmgmt/>

Daria D'Arienzo (incoming co-coordinator) gave a short report on the work of the AMRT and RMRT Joint Working Group on Diversity in Archives and Records Management, on behalf of Debra Kimok and Casey Edward Greene, co-coordinators, and a report for Web Liaison Kate Rogge – all of whom were not able to attend the roundtable meeting. These reports are appended and also available on the AMRT website. Daria D'Arienzo and Lois Hamill were re-elected co-chairs for 2008-2009. Ann Jenks, from the 2010 Program Committee, provided an invitation and guidelines for proposing sessions

for next year's meeting. The Roundtable members then discussed several proposals for the 2010 program and later created and endorsed two sessions, "Making Hard Decisions in 'Really' Difficult Times," proposed by Salvador Barragan (steering committee member) and "Finding the Time: Archivists and Work-Life Balance," proposed by Caryn Radick, based on the AMRT program from the 2008 annual meeting.

The group acknowledged and thanked Lee Miller for his service as our SAA Council Liaison and welcomed Brenda Lawson.

Once again, though the meeting was at an awkward time, participants stayed for the program and joined in the lively discussions.

**Completed projects/activities:** The AMRT and RMRT Joint Working Group on Diversity in Archives and Records Management created two sets of recommendations based on the year's work: "Recommendations for Working with Archives Researchers with Physical Disabilities" and "Recommendations for Working with Archives Employees with Physical Disabilities."

**Ongoing projects/activities:** The AMRT and RMRT Joint Working Group on Diversity in Archives and Records Management will continue its work (see appended report below). It has been populating a Wiki with the information found as the group explores the many aspects of this issue. The Recommendations above will be brought to the Standards Committee in 2009-2010 for endorsement.

The Joint Group will also develop an "Accessibility Forum" for the 2010 Annual Meeting, to encourage discussion among the all SAA members, share strategies developed and identified by the group and to promote the guidelines created.

The AMRT is evolving and exploring ways to bring relevant programming and information to the range of managers who have virtually joined the AMRT. As of August 31, 2009, there were 806 members (figures provided by SAA). The electronic newsletter, with contributions from members exploring management issues they face, has been one small way of sharing information. At the annual meeting, programs focusing on providing practical recommendations and solutions for issues faces by archival managers, from lone arrangers to those who administer large departments, have proved very successful. The AMRT continues to work to provide offerings at the AMRT annual meeting that are even more relevant to our members.

**New projects/activities:** See Ongoing Activities

**Diversity initiatives:** AMRT and RMRT Joint Working Group on Diversity in Archives and Records Management 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. It remains an active and dedicated group. See Ongoing Activities.

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

## **Archives Management Roundtable Minutes August 12, 2009 - Annual Meeting**

Co-Chair Daria D'Arienzo called the meeting to order at 5:30 pm. She introduced Ann Jenks the SAA Program Committee liaison to the roundtable, who spoke about program proposals for 2010. Next year's conference will be a joint conference with the Council of State Archivists and the National Association of Government Archives and Records Administrators in Washington, DC Aug 10-15<sup>th</sup>. There is no program theme because three associations are involved. The committee is looking for proposals pertinent to all types archivists because this is a joint meeting. Please be sure to use the new proposal form found on the SAA website. The deadline for proposals is Sept 24, 2008. Roundtable can endorse 2 proposals by Oct 15<sup>th</sup>.

SAA is also seeking proposals for pre-conference workshops. Email Solveg DeSutter.  
Meeting participants introduced themselves and the evening's program followed.

The, program "Less with Less: Today's Reality," was a collaboration among the Lone Arrangers' Roundtable, the Women's Roundtable and our own. Daria introduced speakers Rosemary Pleva Flynn [Univ. of North Dakota] and Caryn Radick [Rutgers Univ.] who presented the program. (Note: speaker's remarks and notes from the program will be posted on the AMRT website.)

In this current economic crisis, what can one do to survive? Citing Bruce Dearstyne's recent article "Facing the Economic Storm: Navigating RIM Programs thru Hard Times," as a very useful resource, Rosemary pointed out good basic leadership and managerial skills are needed in bad and good times. She discussed five strategies: steadfast leadership, letting your program's light shine, paying attention to people, using imaginative approaches, and capitalizing on new opportunities and your program's future. Caryn addressed the more personal issues, asking "What can we change? What do we have control over?" Look at the reality of your organization, not how it should be. Let people know when they are doing a good job; encourage people to take vacations to get a mental break. She mentioned the ALA booklet "Advocating in Tough Times" from their website and "Life Work Balance" from ACRL.

The business meeting continued with updates.

--Kate Rogge has agreed to serve another year as the Roundtable's web liaison. SAA will be updating the website shortly. The web liaison's report is attached.

--The Archives Management Roundtable and Records Management Roundtable's Joint Working Group on Diversity had a session proposal accepted to present their research from the last year. The Joint Working Group's report is attached.

-- Council Representative, Lee Miller, reported on Monday's Council meeting. Council voted to give roundtables flexibility in conducting their business. They may choose their leaders by their method of choice, for terms and a structure of their choosing [steering committee, or chairs or whatever works] whichever supports the ability of people to meet. Daria thanked Lee for his support of our Roundtable during his tenure since his term ends with this meeting. Daria welcomed and introduced Brenda Lawson as our new Liaison.

--Mott Linn [Clark Univ., MA] supervised elections. Daria and Lois were reelected for another year as co-chairs.

--Discussion ensued relative to members thoughts on what the Roundtable should do and possible program ideas for next year. Suggestions included:

----Making Hard Choices- a discussion of strategies/issues to consider when you have to cut/change what you do, reduce, balance resources.

----How to make a cultural shift – for example, the National Park Archives is changing its focus from museum to archival, their storage facility is consolidating or moving.

----Appraisal/reappraisal and the issue of deaccessioning: a discussion of shifting collections management practices and practical steps on how to do this.

----How do people judge archives using non-archival standards? Upper level administrators don't understand archives. A question of ethics for the individual vs. the profession? In museums ethics exist for the institution.

----How to do you make management decisions when times are good?

24 people attended the Roundtable. The meeting adjourned at 7:35 pm.

Minutes respectfully submitted by Lois Hamill, AMRT co-chair.

### **2009 Web Liaison Report**

Kate Rogge maintained the site's contents, as directed by the AMRT chairs, and made relatively minor changes to its appearance and navigation.

The site will be changed by SAA in the fall. Brian Doyle, SAA's Director of Member & Technical Services, plans to revise all group and roundtable web sites to a new template. He will be previewing his proposed designs at the SAA conference and expects to revise the current sites after August. The sites have SAA standard appearance and navigation conventions, and will support direct updates (not requiring the assistance of an HTML-proficient web person) by the group's or roundtable's leaders. It is the understanding that he will automatically convert all existing SAA members' sites in one fell swoop.

Kate will continue as AMRT's web liaison. She looks forward to seeing what design changes are made to the current site. Kate welcomes members' ideas to revise the site to make its contents more useful, and will wait until after the site is rewritten before changing anything significant. She can be reached at: [krogge@usa.net](mailto:krogge@usa.net)

### **Report of the Joint RMRT/AMRT Working Group on Diversity in Archives and Records Management - August 2009**

Co-Coordiators, Debra Kimok and Daria D'Arienzo, CA

This working group has completed its first charge, "To contact and network with persons with physical impairments in the archives and records management profession (archivists, records managers, and researchers/patrons), identify and study the challenges for them in same, and develop tools to assist them in overcoming these challenges."

Members of the working group include archivists, records managers, librarians, and students. In July 2008 we conducted a survey through the Archives & Archivists listserv asking people about their experiences with archives employees and researchers with physical disabilities. We received 77 responses and followed up with interviews with nine respondents who agreed to do this.

We created two sets of recommendations based on our survey responses, and on two published documents: Frank Serene's *Making Archives Accessible for People with Disabilities*, (The only accessibility publication specifically for archives that we were able to find) and the *ASCLA Library Accessibility Toolkit*:

"Recommendations for Working with Researchers with Physical Disabilities in Archives"

And

"Recommendations for Providing Accommodations for and Working with Archives Employees with Physical Disabilities"

Both of these documents are available on the RMRT and AMRT websites.

Several members of the group and Frank Serene presented the session: "Strategies for Accommodating People with Physical Impairments and Disabilities in Archives" at the SAA 2009 Annual Meeting in Austin. All of the session papers are available on the AMRT and RMRT websites.

The group is currently working on a Forum/Expo for SAA 2010 to illustrate tools that are used by people with disabilities. We hope to include some educational aspects; for example, how to design a PPT presentation that is accessible for people with sight impairments. We also hope to include demonstrations of tools and equipment used by people with disabilities.

*Annual report respectfully submitted by Daria D'Arienzo, co-chair.*

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

**Officers:** Josué Hurtado, University of California San Francisco Archives and Special Collections (Senior Co-Chair), 2007-2009  
Rebekah Kim, GLBT Historical Society, San Francisco, CA (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:** 41
- **Election results:**  
Tamar Evangelestia-Dougherty (Black Metropolis Research Consortium at the University of Chicago and an adjunct professor at Dominican University School of Library and Information Science) was elected to two year term as Vice Co-Chair.
- **Summary of meeting activities:** Please see appended minutes.

**Completed projects/activities:** The Roundtable's regular programs and activities continued during the 2008-2009 reporting year, including:

- Preparation of materials promoting the Pinkett Award
- Endorsement of 2 sessions for 2009 Annual Meeting of SAA (please see appended endorsements)
- Selection of two recipients of the 2009 Pinkett Award recipient (please see appended citation)
- Bi-Annual Newsletter (please see <http://www.archivists.org/saagroups/aac/Newsletters/AACv22n1.pdf> and <http://www.archivists.org/saagroups/aac/Newsletters/AACv23n1.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

**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.]

#### **AACR Business Meeting Minutes August 12, Austin, TX**

- 1:00-1:15 PM Welcome & Introductions  
Josue Hurtado (senior co-chair) called meeting to order. He introduced himself, Rebekah Kim (vice co-chair), Tomaro Taylor (newsletter editor, not present), and Janel Quirante (listserv manager, not present).
- 1:15-1:45 PM General Announcements

#### Harold T. Pinkett Award Announcement

Two recipients of the 2009 Harold T. Pinkett Minority Student Award were introduced: Krystal Appiah (University of California, Los Angeles), I-Ting Emily Chu (New York University).

Appiah earned a bachelor's degree in English from Brown University. She is currently enrolled in the Master of Library and Information Sciences Program at the University of California, Los Angeles. Appiah has expressed an interest in developing archival programs that reach out to African-American communities, and plans to graduate with a degree in public history to meet her goal of expanding archival programming and outreach to minority communities.

Chu is a graduate student in the archival management program at New York University (NYU). She is a recipient of the Asian/Pacific/American (A/P/A) Institute graduate assistantship and works with the institute's archival materials in the Robert F. Wagner Labor Archives. Chu also works on materials produced by Asian CineVision, which has placed its archives at NYU. She recently presented a poster at the National Council on Public History's 2009 Annual Meeting in Providence, Rhode Island, and organized a session on Asian-American collecting efforts for the Archivists Roundtable of Metropolitan New York, Inc.

Donations were solicited from the audience. A total of \$335.00 was collected for next year's winners.

#### 2010 SAA Conference Call for Proposals

Jillian Chub (2010 program committee co-chair) solicited session proposals for the 2010 Joint SAA, COSA, and NAGARA Annual Meeting, to be held in Washington, DC. There is no theme for the conference. Proposals that include members from each of the above organizations, speak to the commonality of archivists and records administrations, incorporate concerns between three organizations are encouraged. Incomplete session proposals will be declined. Session proposal forms have been revised and are available online. Tips on how to put together a winning proposal are also available online. The deadline for session proposals is Sept. 24, 2009.

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 described NARA's diversity initiatives.

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

1. Marisol Ramos (senior co-chair of LACCHA) spoke about the Latin American and Caribbean Cultural Heritage Archives Roundtable and circulated meeting agenda. Sought collaborators to keep lines of

communication open between roundtables.

2. Susan Lugo (incoming senior co-chair of LACCHA) introduced the St. Croix Population Database, a product of the St. Croix African Roots Project (SCARP) and the Virgin Islands Social History Associates (VISHA) in partnership with Ancestry
3. Evelyn Frangakis (Preservation NYPL) announced the IMLS Preservation Administration Fellowship program at NYPL and Yale University Library. Eight nine-month preservation administration fellowships available from 2010-2012. NYPL will host five fellows and Yale will host three.
4. 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.

#### SAA Council Report

Deborah Richardson (incoming Council liaison) reported on Council Meeting highlights:

1. Council approved Standards Committee mission revisions
2. Council approved revisions to A&A listserv terms of participation
3. Council approved a Investments Committees to review and recommend revisions to the current Investment Policy and the creation of a Finance Committee
4. Council approved a Cultural Properties Working Group charged to take lead of taking discussion, volunteers sought, advice council on cultural property and sensitivities.
5. Council approved Part 4 Approval 4 part approach to update, Governance Manual
6. Council Approved new procedures governing online elections for sections, need to follow set of procedures. Roundtables will adopt, governance structure to report to council, only SAA eligible to vote  
No person may be serve as senior leader as for longer than 3 years, remind that people need to be members to vote, institution members can vote  
SAA disbanded ALA joint statement of access
7. Council solicited feedback on the Strategic Plan and Advocacy Plan

#### Mosaic Award

Petrina Jackson announced the recipients of the inaugural year of the Mosaic Scholarship, Janet Ceja (University of Pittsburgh) and Harrison W. Inefuku (University of British Columbia).

The Mosaic Scholarship provides \$5,000 in financial aid and offers mentoring support to encourage students to pursue a career as an archivist. The scholarship was established in 2008 to promote diversification of the American archives profession. It is given to applicants who demonstrate potential for scholastic and personal achievement and who manifest a commitment both to the archives profession and to advancing diversity concerns within it.

Ceja is enrolled as a second-year PhD candidate in the Library and Information Science Program at the University of Pittsburgh. She entered Pitt's archival studies program in 2007 after working as a film archivist in Los Angeles. Ceja will focus her dissertation research on archival methodologies used by Latinos

as a tool of social practice and resistance.

Inefuku is a graduate student in the joint Master of Archival Studies and Master of Library and Information Studies Program at the University of British Columbia in Vancouver. He earned undergraduate degrees in graphic design and visual culture from the University of the Pacific in Stockton, California. His primary research interest lies in the position of the National Archives of South Africa within the apartheid government and in post-apartheid South Africa.

1:45-2:00 PM      Elections & Voting  
Tamar Evangelistia-Dougherty (Consortium Archivist, Black Metropolis Research Consortium) was elected Co-Chair for the 2009-2011 term.

Transfer of AACR records from Moorland Spingarn Research Center at Howard University to the University of Wisconsin-Milwaukee was approved.

2:45 PM            Meeting Adjourned

**Session Proposal Endorsements:** *Respectfully submitted to the Program Committee on October 20, 2008 by Josué Hurtado ([josue.hurtado@library.ucsf.edu](mailto:josue.hurtado@library.ucsf.edu)) and Rebekah Kim ([Rebekah@glbthistory.org](mailto:Rebekah@glbthistory.org)), co-chairs of the Archivists & Archives of Color Roundtable.*

### **Proposal 1**

Title: Meeting the Challenge: Documenting Under-Represented Communities and Topics through Cooperative Collecting

Submitter: Jennifer Graham

Abstract: Archivists from state and university archives discuss current projects aimed to expand representation of our culture by collecting records of under-represented populations and topics, including mental health, Latino-Americans, desegregation, and environmentalism. Panelists offer practical advice on initiating and sustaining documentation projects; evaluating methods and tools used to fill documentation gaps; and providing insights into state-wide cooperative collecting.

*Jennifer Graham, Chair; Wisconsin Historical Society; "Documenting the Diverse History of Post-1945 Wisconsin"*

*Sonia Yaco; Old Dominion University, Special Collections; "Desegregation of Virginia Education (DOVE) Project"*

*Prudence Backman; New York State Archives and Records Administration, Archival Services; "Gathering the Scattered Pieces of New York's History"*

### **Proposal 2**

Title: Lest We Forget-Lest We Forget! Sustaining Memory in Post Colonial Archives

Submitter: Marisol Ramos

The presenters address these challenges and offer unique and viable solutions for safeguarding the memories of former colonies in the Caribbean and Hawaiian Islands.

*Bertram Lyons, Chair; Association for Cultural Equity, Alan Lomax Archive; "Sharing Cultural Resources / Sharing Responsibility/ Sustaining Memory: The Alan Lomax Archives' Ethnographic Digital Project"*

*Helen Wong Smith; University of Hawai'i Hilo, Edwin H Mookini Library; "Preserving Hawaii's Many Cultures through Five Governments"*

*Gayle Williams; Florida International University, Latin American and Caribbean Information Services; "The Digital Library of the Caribbean: A Collaborative Model for Preservation, Sustainability and Cultural Memory."*

**Our two Harold T. Pinkett Minority Student Award winners for 2009 are Krystal Appiah and I-Ting Emily Chu.**

Krystal Appiah is a student specializing in Archival Studies in the MLIS program at UCLA. She received her BA in English from Brown University. According to her recommendation letter from Dr. Gilliland, Krystal is "very bright, charming and dedicated...with a real commitment to the curation of primary source materials, especially those that are integral to understanding the narratives and supporting the rights of marginalized populations." Krystal has been working with archives and records for several years and in various settings; among them special collections, museums, healthcare, and education. She is particularly interested in developing archival programs that reach out to African-American communities. Krystal has also demonstrated leadership in professional associations with her work for the student chapter of SAA at UCLA. She intends to get her M.A. in Public History in order to be better prepared to achieve her goals of expanding archival programming and outreach to minority communities.

I-Ting Emily Chu is in her final year at NYU's Archival Management graduate program, where she is a recipient of the prestigious Asian/Pacific/American (A/P/A) Institute graduate assistantship. She earned her B.A. from the University of California at Davis. In his recommendation letter for Emily, Dr. Wosh states that he believes that she will make a "significant contribution to the field" of Archives. At NYU Emily works with A/P/A archival materials at the Robert F. Wagner Labor Archives. She is a talented filmmaker and editor, with several film projects under her belt. She is currently applying this experience in her work on materials produced by Asian CineVision, which has deposited its archives at NYU. Emily has a strong interest in ethnic-based and community archives and is highly involved in the archival profession. She will be presenting a poster at this year's annual meeting in Austin and recently presented a poster at the National Council on Public History meeting, and she also organized a session on Asian-American collecting efforts for the New York Archivist Roundtable.

Congratulations to Krystal and Emily!

*Report respectfully submitted by Josué Hurtado, outgoing co-chair.*

## **Archivists' Toolkit Roundtable (Liaison: Hyry)**

### **Officers:**

Genie Guerard, Chair (UCLA)  
Daniel Hartwig (Yale University)  
Marisa Hudspeth (Rockefeller Archive Center)  
Cory Nimer (Brigham Young University)  
Kat Stefko (Bates College)

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

**- Number of attendees:** 140

### **- Election results:**

STEERING COMMITTEE  
Genie Guerard, Chair (UCLA)  
Daniel Hartwig (Yale University)

Marisa Hudspeth (Rockefeller Archive Center)  
Cory Nimer (Brigham Young University)  
Kat Stefko (Bates College)

- **Summary of meeting activities:** The theme of the inaugural ATRT meeting was community development. We began with a review of the mission statement, with a call to ATRT members to send suggested edits to the ATRT discussion list throughout the year.

Brad Westbrook, Archivists' Toolkit Project Manager and Lead Analyst, provided an update on AT application enhancements in version 1.5.9 and those to come in version 2.0 within the coming months (released September 2009). Enhancements in 2.0 associated with digital object functions and an assessment module.

Key to the future development and sustainability of AT was Brad's announcement regarding an invitation from the Mellon Foundation to the New York University Libraries, University of California, San Diego Libraries, and University of Illinois Urbana-Champaign Libraries to submit a proposal to integrate At and Archon into one application that will support description, collection management, and access to archival materials. As the archival user and developer communities are to be consulted throughout the development process, the ATRT is positioned to play an important role in communications, serving as liaison between the development team and the user community.

Three AT users presented plug-ins and AT feature enhancements they have developed: Brian Hoffman, NYU; Cory Nimer, Brigham Young University; and Nathan Stevens, AT Programmer. Brian Hoffman presented NYU's analysis of their digital object workflow and subsequent development of a digital object plug-in. Cory Nimer presented BYU's data model review and plug-in providing for expanded dates and physical descriptions in AT resources. Nathan Stevens presented a framework AT will provide for plug-ins.

The AT Roundtable presentations can be viewed at:

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

The meeting concluded with an announcement of the steering committee election.

### **Completed projects/activities:**

- Inaugural meeting PowerPoint presentations posted to ATRT SAA Roundtable site:

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

- Steering committee met via conference calls and emails to:

Establish individual roles within the committee – web liaison, newsletter

Provide feedback to the AT/Archon integration team on high-level requirements for the integrated system.

### **Ongoing projects/activities**

- Provide feedback to AT/Archon integration team on needed features and functions

- Provide information/updates and solicit feedback concerning community development projects and plug-ins, *[Cory and Marisa, can you please provide some text here? Also, anyone else who is working on something along these lines, please ]*

### **New projects/activities**

- Co-chair to be appointed by steering committee *[Genie's suggestion—approved by committee?]*

- Enhance communications with archival community using AT and Archon utilizing SAA ATRT website and discussion list
- Solicit ideas from the AT and Archon user communities regarding ideas for useful content and functions for the recently established ATRT website

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

**Questions/concerns for Council attention:** As AT and Archon become integrated, can the definition of the AT Roundtable evolve to encompass the newly developed system? In the interim, can the definition be expanded to include Archon users?

*Respectfully submitted by Genie Guerard.*

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

### **CPR Steering Committee 2008-2009**

Linda Whitaker, Chair  
 Brian Keough, Vice-Chair, Chair Elect  
 Christopher Burns  
 Kathleen Cruikshank – Chair, Nominations  
 Leigh McWhite  
 John Murphy  
 Walter Ray

### **Newsletter Co-Editors**

Morgan Davis  
 Gary Spurr

### **Ex-Officio**

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

Note: The Steering Committee met via teleconference in advance of the SAA meeting. Steering Committee business was divided between the teleconference on 7-22-09 and 8-12-09. Minutes from both meetings follow.

### **Elected Officers, 2009-2010:**

Keough, Brian: Chair, 8/15/2009 - 8/14/2010, University at Albany, SUNY  
 Severn, Jill: Vice Chair, 8/15/2009 - 8/14/2010, University of Georgia  
 Davis, Morgan: Newsletter Co-Editor, -, University of Kansas  
 Spurr, Gary: Newsletter Co-Editor, 8/30/2008 – , Tarleton State University  
 Reeder, Robin: Web Liaison, US House of Representatives  
 Whitaker, Linda: Immediate Past Chair, 8/15/2009 - 8/14/2010, Arizona Historical Foundation

### **Steering Committee Members**

Burns, Christopher: 8/30/2008 - 8/14/2010, University of Vermont  
 McWhite, Sally: 8/30/2008 - 8/14/2010, University of Mississippi  
 Pittman, Betsy: 8/15/2009 - 9/1/2011, University of Connecticut  
 Schwartz, Lori: 8/15/2009 - 9/1/2011, University of South Carolina  
 Fulgham, Matt: 7/31/2007, National Archives and Records Administration  
 Paul, Karen: Ex Officio, United States Senate  
 Reeder, Robin: Ex Officio, US House of Representatives  
 Hyry, Thomas: Council Liaison, 8/30/2008 - 9/1/2011, Yale University

**Report from annual meeting:** See minutes below.

**Completed Projects/Activities:** Published two newsletters. Submitted CPR Program Proposal: Maximizing Access for Sustainable Archives (not accepted). Endorsed SAA Program Proposal: More Product, Less Process (MPLP) Revisited: Choosing the Right Processing Strategy for Your Repository and Collections (accepted). Developed an Ad-Hoc Committee to develop a survey re electronic records found in Congressional collections; preliminary report submitted at general business meeting. Approved by-laws change. Submitted names for the SAA Government Affairs Working Group. Sent a CPR resolution in recognition of U.S. Senate Historian Emeritus Richard Baker upon his retirement. Submitted letter of appreciation to the SAA Council for Tom Hyry's advocacy and effective communication. Used teleconferencing prior to SAA meeting to conduct business and promote transition from outgoing to incoming members. Changed the election schedule and announced the results before the SAA meeting to promote a smoother transition between incoming and outgoing Steering Committee members. Incoming and outgoing members were able to meet as a group to determine priorities and the agenda. Participated in first online CPR elections. Modified newsletter publication schedule for more timely announcements prior to the SAA meeting.

**Ongoing Projects/Activities:** Developed and updated content for CPR webpage. Arranged pre-conference activities

**New projects/activities:** Creation of a formal CPR-E Task force. Lee McWhite and Betsy Pittman will co-chair. See above minutes for task force charges and membership. This paved the way for direct communications between the Electronic Records Section and CPR. Established contact with chair of GODORT re future collaborations on congressional records and collections. Joint program proposed for June 2011 at ALA.

Identified 2011 pre-conference program content re electronic records. See above.

**Diversity initiatives:** none

**Questions/Concerns for Council Attention:** Questioned proposed minimum membership for roundtables to determine viability; submitted rationale to SAA Council Liaison for arguments against minimums; requested administrative access to CPR webpage to determine who were members and non-members. Discussion with Brian Doyle about retrieving lost data re CPR membership during web site transition. Discussion with SAA Council Liaison re roundtable/section websites potential for expansion and template.

### **Steering Committee Teleconference; July 22, 2009**

**Participants:** Betsy Pittman, Brian Keough, Chris Burns, Kate Cruikshank, John Murphy, Karen Paul, Robin Reeder, Matt Fulgham, Leigh McWhite, Lori Schwartz, Jill Severn, Linda Whitaker

### **Agenda and Action Items**

Online Voting and Proposed Bylaws Change – Kate Cruikshank reported the online voting numbers (32 total votes cast). Other sections and roundtables results won't be known until the end of July. It is not yet known how the CPR online voting numbers compare. This will be monitored. It was noted that the online votes cast this year were similar in number to those previously cast at CPR business meetings.

A change to the Nomination Committee bylaws was put forward. As currently written, the committee membership poses potential ethical conflicts. This minor change reflects how the bylaws were originally written. It was unanimous that this change be submitted to the CPR membership for review via the CPR listserv as soon as possible and voted on at the CPR business meeting in Austin. Kate and Linda will coordinate the message to the membership.

There was further discussion for additional changes to CPR bylaws. These included changing the Chair term to two years, redefining areas of responsibility, and clarifying procedural details relating to minutes, program planning, and program endorsements. Because these changes would be significant, it was decided to discuss this further at the Steering Committee meeting in Austin. Note that this may require appointing a Bylaws Committee to study and recommend changes for 2010.

CPR-E Survey – Leigh McWhite outlined the survey process, contributors, preliminary results and goals of the survey. Number of respondents (23) was a concern re statistical reliability. Some early highlights: nearly 82% have no written standards for managing electronic records; 86% have no policy on collecting archival electronic records; nearly 77% say that electronic records in congressional collections are not available to researchers; nearly 92% say that there are no plans to outsource e-records for data conversion; 80% say no appraisal decisions have been made to discard e-records. Nearly 61% do not have job descriptions that include electronic records management.

Discussion followed re ways of moving forward. It was unanimously decided to make this informal working group into a CPR Task Force. It was suggested that the survey be re-posted on the CPR listserv before the SAA meeting to see if the respondent numbers could be increased. It was suggested that the results then be posted on the CPR website as well as in the CPR newsletter. This will be an agenda item for the general CPR business meeting with a call for those interested and with qualifications to participate. Task Force details re scope, goals, membership, survey analysis and strategies (i.e., contacting all repositories with congressional collections) to be discussed further at the CPR Steering Committee in Austin.

CPR endorsements and SAA program proposals – Linda Whitaker reported on the “flood” of emails seeking CPR endorsements this year. A number of inquiries were related to confusion about the new endorsement and proposal rules.

### **CPR Pre-conference Activities; August 12, 2009**

**9:00-11:00 am:** Behind the scenes tour of the LBJ library with host Claudia Anderson. Includes a “tape session” from the LBJ vault. Everything you wanted to know about Presidential Libraries, LBJ and more.

**11:30-1:30** Networking lunch. 10th floor LBJ Library. Boxed lunches (sandwiches, wraps, chips, cookies, drinks). Cost is \$10. Pay at the door.

**2:00-4:30 pm:** Presentation and reception at the Arno Nowatny building, headquarters for the Center for American History with hosts Don Carleton and Patrick Cox. Note that the Nowatny building is the oldest structure (1859) on the UT Austin campus and served as General Custer’s HQ during Reconstruction. Both the setting and the gracious hospitality of our hosts offer a unique experience for CPR members and anyone managing political collections.

### **Business Meeting Agenda**

Introductions and Acknowledgments

Tom Hyry - SAA Liaison

Sheryl Vogt – Association of Centers for the Study of Congress

Karen Paul – U.S. Senate

Robin Reeder – U.S. House

Matt Fulgham - NARA

Herb Hartsook – Chair, Government Affairs Working Group

Rebecca Johnson Melvin – Leadership Forum, Political Archives Reader, and more

Ben Primer – call for SAA program proposals

Bylaws Change

Leigh McWhite – CPR-E Survey (overview; results summary; moving forward)  
Chair: Year in Review (brief)

**CPR General Business Meeting Minutes**  
**August 12, 2009, 5:30-7:30 p.m.**

Number of Attendees = 52

Election Results:

**Jill Severn**, Vice-Chair, Richard B. Russell, President Elect, Library for Political Research and Studies  
University of Georgia

**Betsy Pittmam**, Thomas J. Dodd Research Center, University of Connecticut

**Lori Schwartz**, South Carolina Political Collections, University of South Carolina

Ben Primer, SAA Program Committee, by giving a brief announcement regarding the 2010 SAA Annual Meeting to be held in Washington D.C.

Tom Hyry, SAA Council Liaison, addressed the relatively new 50 member requirement for roundtables. In response to concern from CPR and other roundtables, this requirement was eliminated. Tom reported on the SAA Council meeting that had occurred earlier in the week. In that meeting the council adopted a charge for creation of a working group on cultural property and rights claims to property.

The Council also discussed tightening regulations on elections in roundtables but decided against it. They did note that roundtables are bound to documenting their procedures for elections and that those procedures must be readily available to members. Lastly, Tom brought up the draft SAA strategic priorities document which had been circulated to membership and asked for comments to be submitted to council. Tom is available for any questions or comments which CPR members wish to convey to Council.

Sheryl Vogt, ACSC President, gave an update from the 2009 Association of Centers for the Study of Congress (ACSC) meeting. At that meeting the ACSC membership engaged in a study of their expectations for the organization. They explored possible collaborations between CPR and ACSC and how the two organizations can complement each other. It was decided that ACSC would keep a strong alliance with CPR but would also work towards differentiating itself. A portion of the ACSC meeting was also devoted to advocacy issues. A number of new ideas were put forward including: defining new committees, obtaining 501c3 status, developing a grant program and seeking C-SPAN coverage of the next conference. Meeting attendees discussed the development of a “best practices” document for new congressional centers as well as various other education initiatives. Finally, the ACSC announced that a new website for the organization will debut in October.

Robin Reeder, Office of History and Preservation, U.S. House of Representatives, gave an update from her office. She introduced Heather Burke, newly appointed Assistant Archivist in the Office of History and Preservation. Robin discussed the transfer of committee records that occurred earlier in the year and her continuing work with Matt Fulgham of the Center for Legislative Archives to transfer electronic committee records. The Office of History and Preservation is now publishing weekly historical highlights on their website. These highlights can be viewed and searched through a Flash presentation. Robin gave a brief overview of the continuing work of the Office of History and Preservation which included the oral history program, portrait commissions and consultations with House member offices and committees.

Karen Paul, Senate Historical Office, announced the retirement of Richard Baker, who has served as Senate Historian for 34 years. He will be replaced by Don Ritchie, Associate Senate Historian. Karen also reported that the Senate Historical Office is hiring a Deputy Senate Archivist.

H. Con. Res. 307, 110th Congress “Expressing Sense of Congress That Members’ Congressional Papers Should Be Properly Maintained” was briefly discussed. Karen reported that the unanimous passage of the resolution has helped gain members’ confidence in archives.

Secretary of the Senate Nancy Erikson was recognized for her knowledge of archives—she formerly worked in the Senate office of Tom Daschle where she witnessed the destruction of most of that Senator’s collection due to anthrax. Karen reported that Nancy has instituted several new programs highlighting the importance of archives including an orientation for congressional staff, a tour and reception in the archives, and meeting with the staff director at the Center for Legislation Archives. Nancy has also begun a quarterly meeting for records managers and staffers assigned to records management or archival duties. In addition, there is a new listserv exclusively for archival and records management issues. Karen asked that CPR members forward her anything that may be of interest to that list serv.

Karen discussed the successful adoption of an e-mail preservation policy for congressional committees, although several committees are still non-compliant. Roll Call newspaper recently published an article concerning electronic records preservation. The Senate Historical Office is urging all committees hiring credentialed archivists, and currently four committees have archivists on staff. Karen used the example of the Senate Health Committee, which has had staff turnover of 53 people, to illustrate the importance of having an archivist on staff. Lastly, Karen showed an advance copy of An American Political Archives Reader.

Matt Fulgham of the Center for Legislative Archives (CLA) gave a brief report of the activities of that office. The CLA has 19 staff members responsible for 5,000 feet of new records each year as well as processing loans and return of records to committees. One of the challenges faced by the CLA is providing adequate description. The Advisory Committee on the Records of Congress recently advised the CLA to look outside the National Archives models to find new ways to describe committee records and is instituting a task force specifically for this project.

The CLA is also taking in more and more electronic records, and currently hold somewhere between 20-40 TB of data. One of the biggest storage challenges will be keeping up with the House and Senate recording studios which are making the transition to recording in High Definition.

Matt gave an update on the recently opened Capitol Visitor Center. The CLA supplied about half of the documents on exhibit, and works with the Visitor Center to rotate documents, select new documents and prepare the documents for exhibit.

The CLA worked closely with the 9/11 Commission to meet their goal of opening the Commission records by 2009. Many of these records can be viewed on the CLA website. Matt reported that commissions are a new trend in Congress, and he gave several examples of new commissions.

Herb Hartsook reported as Chair of the SAA Government Affairs Working Group. This group has focused on two specific items, advocating for passage of H.R. 2256, Preserving the American Historical Record (PAHR), as well as advocating for the National Historical Publications and Records Commission. The group also investigated hiring a part time lobbyist to work on behalf of SAA. The working group compiled a draft advocacy agenda which is available on the SAA website and was open for commenting through July 2009.

L. Rebecca Johnson Melvin gave a report from the annual SAA Leadership Forum. Rebecca spoke to the forum about the NHPRC supported Congressional Guidelines publication as well as gave an update on other recent CPR activities. You can read Rebecca’s full remarks to the Leadership Forum on the CPR website. Rebecca also gave an overview of an ACSC presentation entitled “Exploiting the Online World for Access to Collections.”

Leigh McWhite reported as co-chair (with Betsy Pittman) of the Electronic Records in Congress Taskforce. The primary work of this taskforce has been the CPR-E Survey. Leigh shared some of the data from the survey: 70% of recent donations of congressional papers include electronic records but 83% of repositories have no electronic records policy in place. This task force is actively seeking new members.

Program: “Gov Docs in Motion: What You Don’t Know Can Hurt You and Your Collections” by Cass Hartnet, the Government Documents Librarian at Washington State University and Chair of the Government Documents Roundtable (GODORT) of the American Library Association. See this link for her paper: <http://www.archivists.org/saagroups/cpr/publications/hartnett-austin09.pdf>.

## **CPR Steering Committee Minutes; Austin; 8/12/09**

**Present:** Robin Reeder, Karen Paul, Matt Fulgham, Leigh McWhite, Chris Burns, Lori Schwartz, Jill Severn, Brian Keough, Linda Whitaker

**CPR-E Task Force Membership:** goal is to keep the group small, tight, responsive. Co-chairs by design are technically competent but not self-described “techies;” Why? Because there is an overarching need for translators, communicators, and educators. Members to be selected by co-chairs based on technical expertise, interest, and willingness to commit time. Announcement for member recruitment made at the CPR business meeting; this can be repeated via the CPR listserv at the discretion of the co-chairs. Encourage cross-pollination between roundtables and sections as deemed appropriate.

**CPR-E Task Force Survey:** what to do and where to go from here? Post results and analysis summary as soon as possible to the CPR website. Submit a summary analysis of CPR results for the newsletter. Little need to re-survey or expand current survey as data appear sufficient to plan strategies. Use survey results as basis for Task Force charges

**CPR-E Task Force Charges:** priorities, timelines, outcomes to be determined by Task Force Co-chairs. Develop a “tiered approach” timeline - what can be done quickly vs. what requires more time. Submit an article for Roll Call outlining the e-records issues for repository archivists; include survey highlights; discuss this with Matt Fulgham who can facilitate. Assist CPR Steering Committee in developing a CPR panel or workshop for the 2010 meeting and/or assist CPR Steering Committee in submitting an SAA panel proposal for 2010 meeting on this topic as deemed appropriate. Be aware of Bob Horton (local government documents), ERA, GAO, LOC re their digitization initiatives; see SAA’s strategic plan re electronic records; while CPR-E interests do not appear duplicative, this background may prove informative; who is doing what; see if this lends itself to a list of resources; summaries only; share findings with CPR membership via listserv, CPR website and/or newsletter. What constitutes “trusted” digital repositories? Explore this as it relates to congressional records repositories. Conduct focus groups; collect and analyze case studies, lessons learned or other methodologies for CPR guidelines or best practices. Develop an electronic records policy template. Develop curriculum for CPR workshops. Explore NHPRC grants to support workshops or publish a work product from this group. Submit progress reports to CPR Steering Committee. Develop CPR webpage for this task force; coordinate with Robin Reeder.

*Respectfully submitted by Linda Whitaker, outgoing chair.*

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

**Submitted January 8, 2010.**

### **Officers**

Jill Katte, Chair, 2007-2008

Jacquelyn Ferry, Vice Chair/Chair Elect, 2007-2008

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

Number of attendees: 89

Election results: John Nemmers was elected Vice Chair/Chair Elect

Summary of meeting activities: Minutes are included below and will also be made available at the EAD Help Pages (<http://www.archivists.org/saagroups/ead/eadrminutes2009.html>)

**Completed Projects/activities:**

- Subcommittee (comprised of Jacquelyn Ferry, Valerie Gillispie, Dean Jeffrey, Jill Katte, and Karen Spilman) formed to rewrite roundtable mission statement. Motion passed at 2009 annual meeting to send recommendation to Council.
- Reviewed session proposals for 2009 annual meeting program; endorsement sent for one session proposal.

**Ongoing projects/activities:**

- Subcommittee (comprised of Jacquelyn Ferry, Jill Katte, Jennie Levine, and Kathy Wisser) formed to conduct a follow-up survey to the EAD Tools Survey completed in 2005. Draft of survey completed in April 2009. Need for survey will be re-evaluated after forthcoming OCLC Working Group report on the same topic.
- 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:** Work with the Standards Committee in the development and dissemination of information related to its proposed request for revision of the EAD standard.

**Questions/Concerns for Council attention:** Motion passed to recommend new roundtable mission statement to the Council. Details of proposed change in meeting minutes below.

**EAD Roundtable Meeting Minutes**

**Wednesday, August 12, 2009**

**1. Welcome and Chair Report**

- Introduction of roundtable leadership.
- Revision of roundtable mission statement.
- EAD Roundtable survey distributed.

**2. Reports and Updates**

- 2010 Program Committee (Ben Primer)
- SAA Council (Tom Hyry)
- TSDS Report (Michael Rush)
- EAD Working Group (Kris Kiesling)
- EAC Working Group (Karin Bredenberg)
- RLG Programs/OCLC Research (Jackie Dooley)
- Archivists' Toolkit (Brad Westbrook)
- NHPRC (Lucy Barber)

**3. Vice Chair/Chair Elect Candidate Statement**

- Nominee John Nemmers made a brief statement; his biography was distributed with the meeting agenda.
- There were no nominations from the floor.

**4. Discussion of Update to EAD Roundtable Mission Statement**

- Motion was passed at 2008 roundtable meeting to assign a subcommittee to revise the mission statement.

- Membership of subcommittee: Jacquelyn Ferry, Valerie Gillispie, Dean Jeffrey, Jill Katte, and Karen Spilman.
- Current mission statement and proposed revision were distributed and discussed.
- Motion passed to send recommendation to Council. No questions or comments, and none against the motion.

Proposed Revision to EAD Roundtable Mission Statement:

The EAD Roundtable of the Society of American Archivists is intended to promote the implementation and use of encoding standards for dissemination of archival information. To this end, we aim to provide tools and information for use in encoding archival descriptions, discuss and facilitate the use of software for markup, parsing, indexing, and delivery, and monitor and contribute to encoding standard development for archival description.

5. Presentation: Mark Matienzo, “Linked Data and Archival Description: Confluences, Contingencies, and Conflicts.”

- Mark Matienzo presented on the opportunities and limitations of EAD and linked data for providing access to archival description.

6. Election Results: John Nemmers was elected Vice Chair/Chair Elect.

*Respectfully submitted by Jacquelyn Ferry.*

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

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

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

- Number of attendees: 27
- Election results: no election
- Summary of meeting activities: See appended minutes.

**Completed projects/activities:** [None submitted.]

**Ongoing projects/activities:** Preparing copy for World View column in AO.

**New projects/activities:** [None submitted.]

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

**Questions/concerns for Council attention:** Connors is seeking someone to replace him as co-chair.

### **Annual Meeting Summary August 12, 2009**

Present: Shelley Sweeney, Brian Corbett, Susan Davis, Elizabeth Adkins, Karen Benedict, Becky Haglund Tousey, Hans Eyvind Naess, Kim Effird, Janet Bishop, Erik Banke, Katie Blank, Sarah Demb, J. Thomas Converse, Janet Geja, Lorrie Dong, Javier Garza, Megan Sniffin-Marinoff, Rachel Onuf, Brad Bauer, Lisa Nguyen, Harrison Inefuku, Rand Jimerson, Matt Heiss, John Murphy, Vivian Wong, Lorraine Stuart, Valerie Komor and Tom Connors, co-chairs.

1. Greetings from the co-chairs.
2. Greetings and news from Diane Vogt-O'Connor, Council liaison to IAAR.
3. Greetings from 2010 Program committee rep. Nancy McGovern and announcements next year's Annual Meeting to be held in Washington DC.
4. Self introductions of those in attendance.
5. Tom Connors spoke on rotation of roundtable officers. SAA Council has ruled that roundtable officers cannot serve for more than three consecutive years. He said he would like to hear from anyone interested in assuming the position of co-chair. Tom then named the program sessions with international content.
6. Valerie Komor presented a brief account of her trip to the Middle East, March 6 to 27, 2009. Valerie visited Beirut, Damascus, Nicosia, Amman and Cairo to conduct oral history interviews with Associated Press Middle East correspondents and AP bureau staff and to survey records created by AP bureaus.
7. Katie Blank, an archives student from the University of Wisconsin- Milwaukee, gave a brief presentation on her trip to Cologne, Germany, in July 2009, to assist in clean-up activities following the collapse of the Cologne City Archives in March 2009. This project was supported by UW-M and other students from the archives program took part.
8. Bryan Corbett presented an update on activities of the International Council on Archives. ICA's Programme Commission was revitalized in 2008. Since then it has approved and endorsed 37 projects submitted by Branches and Sections. Megan Sniffin-Marinoff then reported on the Section on University and Research Institution Archives (SUV). Its next annual meeting will be held in Rio de Janeiro and the following one in Prague. Becky Tousey then spoke about the Section on Business and Labor Archives (SBL). Bryan Corbett reported on other ICA activities: the Access to memory project, the Universal Declaration on Archives, the International Archival Development Fund (FIDA), COMMA – the journal of ICA, the next meeting of the International Conference of the Archives Roundtable (CITRA), and the next quadrennial congress of the ICA which will be held in Brisbane, Australia, in 2012.
9. Round Robin: Rand Jimerson will attend the annual meeting of the UK Society of Archivists to be held in Bristol, England, in late August. He will also teach at Sienna, Italy, April through June 2010. Archives consultant Karen Benedict took on a consulting contract with the United Nations Department of programs to develop archival protocols and procedures regarding testimony gathered by two commissions in Nairobi, Kenya, pertaining to post election violence in 2007-2008. Hans Eyvind Naess will visit South America and India in the coming months. Elizabeth Adkins reported on the People-to-People delegation she led to China in October 2008 where the group visited repositories in Beijing and Shanghai. There is another People-to-people program planned for South Africa in March 2010.

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 Dana Miller

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

Number of attendees: 40

Election results: Co-Chairs: Kate Theimer and Dana Miller

Steering Committee: Courtney Chartier, Peter Gunther, Michelle Riggs, Heather Soyka, Alison Stankrauff, Laura Starratt

Summary of meeting activities: Minutes appended below.

**Completed projects/activities:** The roundtable endorsed two session proposals for the 2010 Annual Meeting.

**Ongoing projects/activities:** The roundtable's web presence on the SAA site is being revised to reflect the group's new mission and goals.

**New projects/activities:** The roundtable is creating and sponsoring a Ning group to allow people interested in sharing information ways to assist archivists affected by the economic downturn.

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

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

Issues & Advocacy Roundtable Meeting  
Austin, August 12 2009

Welcome and Intro- Kate Theimer.  
Initial part of meeting- discussion of funding & advocacy issues.  
Second half- business meeting, election to steering committee.

Announcements and Updates from SAA Council.

1. Wayne Moore: Proposals for Washington DC 2010 meeting. Early deadline- September 24<sup>th</sup>. See conference website for tips and guidelines.

2. (GAWG- govt. advocacy working group) Working with groups for advocacy efforts/legislation. Draft advocacy agenda (pg 49 of onsite conf booklet). Creating issue papers, talking points for talking with administrators and legislators. Advocacy papers for specific issues (i.e. privacy, etc). Reauthorization of NHPRC: attempt to double funding.

PAHR- identifying key legislators to target for congressional lobbying efforts on behalf of archivists. Membership needs to be active in asking for legislative help on local, state, national level.

3. Diane Vogt- O'Connor (SAA Council): Changes to listserv etiquette; revisions to SAA guidelines on long-term investments; looking at those for next 3-5 years; cost-cutting measures on part of SAA staff; new finance committee. New working group on cultural property charged w/clarifying issues related to the collection, use, and preservation of cultural heritage items. "Renovation" of the SAA Council Handbook. Roundtable elections now available online; can now belong to more than two RTs; some new guidelines for RTs available on SAA site. Disbanded working group on working w/libraries, museums, etc- finished document (available on site- check name). Feedback on advocacy draft document—have received some feedback, still seeking more input- able to give comments at business meeting, prioritization of activities. Revised diversity charge related to membership in SAA- new diversity award for organizations; discussion of cultural competencies framework- how to communicate with and identify communities, collections, cultural property. Invitation to awards ceremony.

Advocacy Reports

Kathleen Roe (PAHR)

What is PAHR? How does this money get to states, and how does it move to archives? Based on population, area, priorities within state and within funding parameters.

First time in history of archives/profession that we have put legislation forward for ourselves. Need to have presence- visual, political, vocal. Need to know us- not just for money, but so that they will eventually come to us w/questions about records

PAHR introduced by Hinchey & McHugh; 40 cosponsors- moving through subcommittee >committee >Hill

YOU (personally) need to contact member of Congress before Sept 8th; first in writing and then go to home/district office.

Talking points, fact sheets on SAA website by state—why should they be a sponsor? Why does it matter to their constituents?

Harder to sell archivists on selling PAHR than it is to sell PAHR—we need to get out there as a community and do the work. If you're not sure how to translate this, ask.

[www.archivists.org/PAHR](http://www.archivists.org/PAHR) for information about areas, sponsorship, sample letters, talking points

Kate- discussion of last years' decision of focusing on 1-2 issues in the RT. May stick with advocacy/funding as central issue for another year- will discuss further in the business meeting portion this afternoon.

Representatives from regional organizations were invited to give a brief overview of what they are doing to help unemployed/underemployed archivists.

Summary – State & regional archives associations' response to the economic downturn.

Ryan Semmes- Society of Mississippi Archivists: Rumors of special collections in state that have been closed to researchers; not as bad as it could be yet.

Michael Frazier- Council of Inter-Mountain Archivists (CIMA): Things are bad- archival professionals do not have jobs; people leaving the profession because the outlook is grim.

Guy Rocha (State Archivist of Arizona) retiring because he doesn't want to watch a lifetime of work dismantled. Arizona State Archives budget cut 75%. Regional meetings give archivists a platform, sense of being connected to others with same problems

As a regional group, they are focusing on the need to help people get to the meetings—writing grants for scholarships, renting a bus to provide transport (joint meeting in Seattle this year). Members in “survival mode;” concerned about keeping archivists in the profession and in the region. Providing career counselor, new position to be clearinghouse of local jobs. Creating better visibility for regional group, including new marketing initiatives and considering producing new journal. Developing awards. Considering how they can reach out to the local communities of their meeting sites; workshops for tribal communities. How do archives affect you? Outreach to local constituencies.

Peter Carini- New England Archivists (NEA): They've just begun talking. The region hasn't been greatly affected yet, although it is starting to happen. Social networking site (Ning) for members to post jobs/short-term positions, volunteer/consulting opportunities as well as just sharing their ideas and thoughts. Students who are graduating need mentors to help them navigate this difficult environment. Having resume review table at fall meeting. Considering having scholarships for fall meeting.

Danna Bell-Russell- Mid-Atlantic Regional Archives Conference (MARAC): Column on supporting colleagues in recent newsletter. Conference in New Jersey this fall- workshops encouraging archivists to learn more marketable skills. Also at the fall meeting, will host practice interview stations & resume review- for both new archivists and those who have not interviewed in a long time. Electronic resources- links to job info, how to write KSAs [Knowledge, Skills, Abilities] for government job applications Education committee- workshop 10/7 on archival processing- first workshop outside of a formal meeting to help those who may not be able to attend full meeting—will be offered at a lower cost.

Bridget Bower - New York Archives Conf (NYAC): Primary function is annual conference, so their goal is now to lower the cost of attending the conference. They started a scholarship program for people to attend the conference and expected most of the applicants to be students, but they've found that people with all levels of experience are applying. Layoffs/downsizing/furloughs a big concern in region. Concerned about people/collections—collections without people looking after them are at risk. For those who are still employed, lack of time off and/or funding for training and conferences; need to think more about virtual conferences & education.

Jane Nokes- Academy of Certified Archivists (ACA): What is good for individuals and the profession? How do we survive as a profession? Perhaps not thrive, but survive? Today at the ACA board meeting they developed the Legacy Travel Development Award (to honor 1989 class of certified archivists) - professional development funds for training, including regional workshops, up to \$500. It's fully funded for the next three years.

Mark Myers- Kentucky Council on Archives: Many people in region retiring and not being replaced. Losing positions or filling administrative posts from within and not replacing archivists. As an organization, they're worried about their own sustainability—as is the local ARMA chapter. KCA just joined MAC. Trying to work with student programs to bring in more regional memberships.

Tanya Zanish-Belcher- Midwest Archives Conference (MAC): Maintaining current dues (\$30) and workshop fees (\$45) and working to keep those costs low. Maintaining 2-3 scholarships for graduate students to attend meetings. Changing to one annual meeting and a fall symposium (on a single topic) instead of two full meetings a year. Task force on education- looking at new audiences for workshops—genealogists, etc. Considering a “bridge rate” dues level for members who have lost their jobs. Web resources, Facebook, social networking to share job postings and ask advice. “Ask an Archivist” table at their next meeting, more opportunities for mentorship. Road scholarship- traveling money for students. Sharing disaster resources.

Courtney Chartier- Society of Georgia Archivists (SGA): University of GA- furlough days. They focus on their annual meeting and who they provide low-cost workshops. Forum to match up room/ride share for next meeting in Savannah. Regular column on their blog and Facebook page about how to save money during annual meeting in Savannah. Taking advantage of “big city” archivists to share knowledge in small rural county-wide workshops in underserved areas. 5 scholarships for meeting/students. Need to get information out about open jobs in Georgia to the national level.

Terry Baxter- Northwest Archivists: Lots of layoffs/closures; trying to do more things online (which they had already because of the geographic/distance issues in region). “Test drive” program for NWA membership- allows new members to try 1st year free. It's turning out that is also being used as a kind of de facto “bridge rate” by members who've lost their jobs. (They're not formally tracking who asks for the “test drive”.) Bulletin board for house sharing (kudos to Daniel Alonzo in Austin for idea!)- an especially good idea for regional meetings. Lewis & Clark Archives- opening workshops (like box making) for free to local archivists- way for others to gain knowledge and network. Mentoring is important.

Brenda McClurkin- Society of Southwest Archivists (SSA): Travel funding cut for many in region, so people will not be able to attend their annual meeting. This is an issue they haven't discussed yet. Sharing disaster recovery fund and information about disaster recovery. Low dues (\$10) but people who can pay more and encouraged to pay more.

Brenda Burk - Society of Indiana Archivists: Same issues as Kentucky. Two LIS schools in state, no jobs. People having to fall back on volunteer opportunities to get experience.

General thoughts from discussion/audience: Retirements will leave gap in institutional, regional memory. "This is about human beings"- what else can we do to value people? What can each of us do to help? Each of us has skills and knowledge. How can we share that? Give resume advice, but also just be there to listen and give support. Share info & resources on jobs, training, workshops. Set up forums for jobs & job seekers. Publicize layoffs/outage, give people a shoulder/ear. Graduate schools- listservs, network with other alumni. Gap at NY State archives between ages of late 20s- mid-50s because of previous hiring freeze- cannot continue to do this. Partnering w/other related fields in region- museums, libraries, etc. have training opportunities and job networks. Wikis for academic jobs - like history jobs- where people anonymously share info about what's going with a particular position or institution. Advocating to administration to post jobs in the right places- HR may be familiar w/ALA but not SAA or regional archives assoc.

Don't forget about the need for "face to face" networking---chance to get together and talk about history, do local networking with professionals in related fields. However we network, important to "be present for each other."

Kate- closing summary: Set up social networking group w/invites to lists, groups (perhaps Ning or something similar?). Discuss job listings, resources. Session ideas for next year: lessons learned, silver lining, how to recover from economic disaster?

New steering committee members: Laura Stearett, Michelle Riggs, Peter Gunther, Courtney Chartier, Alison Stankrauff

New co-chair: Dana Miller

*Respectfully submitted by Kate Theimer, co-chair.*

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

**Officers:** John Hyslop, chair  
Thomas Connors, vice-chair

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

- Number of attendees: 13
- Election results: John Hyslop finished his term as chair and Tom Connors began his. There was no election.
- Summary of meeting activities: See appended minutes.

**Completed projects/activities:** Nothing to report.

**Ongoing projects/activities:** Nothing to report.

**New projects/activities:** Nothing to report.

**Diversity initiatives:** Nothing to report.

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

### **Annual Meeting Minutes**

Present: Lauren Brown, Erik Benke, Ben Goldman, Bridget Burke, Jordan Patty, Barb Morley, Frank Serene, Michael Jaeger, Jean-Baptiste Ricket, Elizabeth Smart, Lauralee McDonald, Traci Drummond, Tom Connors

I. Greetings from Acting Chair Tom Connors and identification and affiliation of those in attendance.

## II. SAA Announcements

- Council liaison to LAR Margery Sly reported on what Council has been doing. Margery also outlined new rules for roundtables and sections, mainly regarding a 3-year limit to officers' terms of office and the need for annual elections.
- SAA 2010 Program rep Nancy McGovern gave a rundown on next year's annual meeting. While there is no hard and fast theme, commonalities in archival practice will be explored. This can include global perspectives and problem solving strategies.

## III. Old Business

a. *How to Keep Union Records*: SAA has agreed to publish the manual on condition that there be included archives professional content, that is, archival theory and terminology where appropriate. The original version was geared to union record-keepers and avoided archival jargon. Mike Nash is conducting the final edit of submitted chapters.

b. Cooperation with International Council on Archives Section on Business and Labor Archives: Nothing to report.

c. LAR Listserv: The listserv has been incorporated into one managed by SAA. This was done with the help of Barb Morley and the Cornell University Library's Information Technologies. Barb maintained the former version of the LAR listserv.

d. Ongoing LAR Member Projects: Barb Morley (Cornell) reported on the UNITE Here/Workers United split. Tom Connors (GWU) reported on the Teamsters/George Washington University archives project. Traci Drummond (Southern Labor Archives) discussed reducing the backlog at SLA.

## III. Presentation

Professor Dana Cloud of UT Austin spoke about her research on the 1995 Machinists' strike at Boeing. She discussed the strike's background, progress and aftermath using audio and video clips of the strikers themselves to present the story.

Meeting adjourned.

*Respectfully submitted by Tom Connors, chair, 2009-2010.*

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

<b>Officers:</b>	(Elected)	Senior Co-Chair:	Susan Laura Lugo, CA
		Junior Co-Chair:	Patrick A. Stawski
	(Appointed)	Newsletter Editor:	Noah A. Lenstra
		Asst. Newsletter Editor:	Luisa Yanez
		Webmaster:	Marisol Ramos
		Liaison – CARBICA	Avril Belfon
		Liaison – ALA-IRRT	Claudia Holguin

Liaison – ICA	Rebecca Hankins
Liaison – SALALM	Silvia Mejia
Liaison – SAA AAC R/T	Michelle Gauchette
Liaison – SAA IAA R/T	Bradley Bauer
Liaison – IFLA-LAC	Susan Laura Lugo, CA

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

- Number of attendees: 25-30 (total membership on August 12, 2009: 84)
- Election results: Unanimous (voice acclamation by eligible SAA members) for both officers; membership also approved proposed revisions to the LACCHA Roundtable Handbook, including authorizing electronic voting for officers in accordance with SAA Council guidelines
- Summary of meeting activities: Copy of proposed minutes of LACCHA Roundtable meeting held August 12, 2009 were circulated to the membership for review via listserv and via linking off LACCHA's Web site. The membership will vote to approve and accept the minutes at the next annual roundtable meeting in 2010. Link to proposed minutes: <http://www.archivists.org/saagroups/laccha/pdfs/ProposedMinutes081209.pdf>. See below as well.

#### **Completed projects/activities:**

- Update and revisions to Roundtable Handbook (see: <http://www.archivists.org/saagroups/laccha/pdfs/handbookapproved081209.pdf> )
- Arranged for presentation by LANIC representative at annual meeting; met with representative re collaborative project proposal to identify, document and link Web content re Latin American and Caribbean archival materials and resources
- Established leadership goals and strategies for achieving same for 2009-2010
- Established and promulgated calendar of LACCHA activities and deadlines for 2009-2010 (see Agenda at <http://www.archivists.org/saagroups/laccha/pdfs/2009AgendaFINAL.pdf> )
- Organized and promoted two panel sessions for 2009 SAA/CoSA Conference in Austin Texas. See summary of panel presentations at **Exhibit B**, appended to original report.

#### **Ongoing projects/activities:**

- Newsletter publication: Next issue expected on or about December 15, 2009. Status: Published twice annually.
- LACCHA's Liaisons continue to frequently post newsworthy information and items of interest to the LACCHA Listserv. Status: ongoing.
- LACCHA Webmaster Marisol Ramos is revising and upgrading the LACCHA Web site. Expected completion: Spring 2010.
- Membership: We continue to promote LACCHA membership and LACCHA listserv participation in an effort to increase roundtable membership and diversity. (As of the date of this report, November 23, 2009, LACCHA has 112 members.)

#### **New projects/activities:**

- Established LACCHA Blog site and convened inaugural LACCHA Membership Blog Meeting from October 25, 2009 through November 4, 2009 (NB, due to SAA server issues, the Blog Meeting did not actually commence until October 27, 2009.) See: <http://laccha.blogspot.com/> . The next Blog Meeting is scheduled for January 24-30, 2010.
- Four (4) panel proposals were submitted for consideration to the SAA/NAGARA/CoSA Joint Program Committee. All four proposals received one or more endorsements from SAA Sections, SAA Roundtables or CoSA Task Forces. The 2010 panel proposals are summarized in **Exhibit C** to original report. Status: Awaiting notification from the Program Committee.

- Establishing LACCHA/LANIC collaboration to identify and provide online access to archival material relating to Latin America and the Caribbean. Coordinator: Webmaster Marisol Ramos. Expected launch: Spring 2010.

**Diversity initiatives:** As briefly discussed at the annual meeting on August 12, 2009, LACCHA was approached by SAA Director of Education Solveig DeSutter for recommendations for future workshops to address diversity issues and provide affordable training to introduce archival practice to non-archivist individuals. Former Senior Co-Chair Marisol Ramos' suggestion was to offer workshop materials and instruction in Spanish. The goal of making education resources available in other languages is to support local community groups in the preservation and creation of access to their records by providing archival science professional development opportunities to those who might serve those communities best. Status: LACCHA is awaiting feedback on its suggestions. Further progress will be monitored and reported on at the January 2010 Blog Meeting.

**Questions/concerns for Council attention:** None at this time.

## **Proposed Minutes**

### **LACCHA Annual Membership Meeting August 12, 2009**

1) The second annual meeting of the SAA LACCHA Roundtable was convened in Austin, Texas, at the joint SAA/CoSA Conference on August 12, 2009, at 3:15 P.M. Approximately 25 persons attended the annual meeting session. Welcoming remarks were given by Senior Co-Chair Marisol Ramos, during which she stressed that the roundtable wants to increase the level of online communication activity in order to keep conversations going within LACCHA outside of annual meetings.

#### 2) General announcements

- a) Nancy Fortna, member of the 2010 SAA/NAGARA/CoSA Program Committee, spoke on the process for submitting presentation proposals for the joint 2010 Conference in Washington, D.C. - see <http://www.archivists.org/conference/>
  - Need to submit a FULL proposal
  - Could propose workshops as well
  - Seeking applicants to program committee for SAA 2011 as well
  - Junior Co-Chair Susan Lugo asked how many in attendance worked with government records – five (5) said they did.
- b) Evelyn Frangakis, [efrangakis@NYPL.org](mailto:efrangakis@NYPL.org), New York Public Library, spoke on IMLS-funded preservation fellowship program operating between Yale and NYPL. Details should be on their websites soon (see the following Web sites: <http://jobs-nypl.icims.com/jobs/5618/job> ; [http://www.ims.gov/news/2009/061709b\\_list.shtm](http://www.ims.gov/news/2009/061709b_list.shtm) (scroll to NY); <http://www.library.yale.edu/lhr/jobs/intern/IMLS2010fellowship.html> ). Applications are being accepted for 2010 and September 14 is the deadline. E-mail for details. Current program ONLY open to U.S. citizens. Frangakis is also interested in getting reactions about a need for an international program. E-mail her if you are not a U.S. citizen but would be interested in participating in such a preservation program at some point in the future.
- c) Brian Peterson, Content Manager for Ancestry.com, talked about Ancestry's partnership with the Virgin Islands Social History Associates to provide access to the almost 2 million records of the St. Croix African Roots Project. He is interested in future collaborations with various Latin American/Caribbean groups around genealogical materials. Contributors of content get free access to Ancestry.com's databases for their repository.

d) Ramos, on behalf of T-Kay Sangwand, Human Rights Archivist at University of Texas, Austin, announced a proposal to form a Human Rights Roundtable and discussed the need to gather signatures to support this initiative.

e) Leon "Lee" Miller, ending his term as SAA Council Liaison to LACCHA, spoke on how thrilled Council was with LACCHA's progress. He also noted how requirements for roundtables had loosened, and they are now very autonomous in how they may self-govern. It was noted, however, that if LACCHA chooses to utilize electronic voting that it MUST be guided by organizational protocols established by SAA.

f) Deborra Richardson, Chair of the Archives Center at the Smithsonian's National Museum of American History, was introduced as LACCHA's incoming SAA Council Liaison, and spoke on SAA Council's diversity initiatives. She also asked LACCHA members to review SAA's Strategic Priorities (see [http://www.archivists.org/governance/strategic\\_priorities.asp](http://www.archivists.org/governance/strategic_priorities.asp)) and comment.

3) Guest Speaker Presentation: Ramos introduced LACCHA's featured Guest Speaker for the annual meeting: Kent Norsworthy, Content Director for the Latin American Network Information Center (LANIC) <http://lanic.utexas.edu>. Norsworthy's presentation included many live shots of the LANIC Web site, with special emphasis on the Latin American Government Documents Archive Project, <http://lanic.utexas.edu/project/archives/lagda/>. Norsworthy also addressed the Archive-It turnkey program, part of the Internet Archive that drives this project. His presentation was both informative and engaging and well-received by all. Extending government documents archival principles to "archiving" the often fragile presence of Latin American government websites is just one important aspect of LANIC's impressive work.

4) Approval of Minutes of annual meeting of August 27, 2008: The minutes of the annual meeting held August 27, 2008, were circulated for review and comment prior to the meeting via the LACCHA listserv. There being no changes or corrections, and upon motion duly made and seconded, the proposed minutes were unanimously approved as drafted.

## 5) Reports

a) Marisol Ramos (Outgoing Senior Co-Chair) made observations on the impact LACCHA has had during its first year as a roundtable, and expressed confidence that its impact will continue to grow.

b) Incoming Senior Co-Chair Susan Laura Lugo recognized and thanked Ramos for her service and initiative in establishing LACCHA. Lugo brought delicious "Mexican wedding" cookies to celebrate Ramos' considerable achievements.

c) Newsletter Editor Noah Lenstra and Webmaster Beatrice Skokan each spoke on their work during the past year on the LACCHA newsletter "Memoria" and Web site, respectively. Lenstra asked that members consider submitting news notes and aggressively ask their colleagues to do the same. Members were also urged to share the LACCHA newsletter with their colleagues, both domestically and abroad.

d) ALA International Relations Roundtable Liaison, Claudia Holguin, submitted a written report on her LACCHA/IRRT liaison work over the past year, the many IRRT resources available and activities in progress, and the value of collaborating with IRRT.

e) Ramos, as Liaison to the Seminar on the Acquisitions of Latin American Library Materials (SALALM), reported on her participation in SALALM and how archivists may make themselves heard within this group.

## 6) Old Business

a) Membership – From 37 persons attending the first LACCHA meeting in 2008, the membership has grown to 84 members as of the annual meeting in 2009. Members were thanked for getting the word out about LACCHA, and encouraged to continue to do so.

- b) Listserv – Both Ramos and Lugo suggested more active participation on the listserv and solicited feedback on what members want out of the listserv.
- c) Sessions – Both LACCHA-sponsored sessions proposed for SAA 2009 were approved and Ramos and Lugo acknowledged what a remarkable achievement that was for a first year roundtable. Members were encouraged to continue their show of support for LACCHA by attending both sessions. Brief descriptions for each session appear on the agenda, as well as in the SAA Program booklets.
- d) No other old business came before the meeting.

#### 7) Membership Action Required

- a) Patrick A. Stawski, Human Rights Archivist in the Rare Book, Manuscript, Special Collections Library of Duke University, was the sole candidate for co-chair for 2009-2011. Although he was unable to attend the annual meeting in Austin, he posted a statement on his candidacy and platform on the LACCHA listserv prior to the meeting. Stawski was elected by acclamation by all voting members present at the annual meeting. He will serve as Junior Co-Chair from 2009-2010, and as Senior Co-Chair during the 2010-2011 term. Lugo will serve as Senior Co-Chair for 2009-2010.
- b) Proposed amendments to the LACCHA Handbook were circulated via the listserv and Web site for comment prior to the meeting. Discussion was invited concerning the proposed amendments. Lugo noted that earlier in the week SAA Council had adopted certain provisions which may or may not have impacted on the proposed document. A motion, duly seconded, was made to accept and approve the proposed amendments, subject however to final review by LACCHA leadership to confirm alignment with the latest Council guidelines for roundtables. The motion passed without objection.

#### 8) Volunteer appointments: The following LACCHA volunteer appointments were confirmed:

- a) **Newsletter Editor of “Memoria”:** Noah Lenstra, Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign
- b) **Newsletter Assistant Editor:** Luisa Yanez, General News Reporter, Miami Herald (see some of her work on the Freedom Flights Database at <http://www.miamiherald.com/revolution/> )
- c) **Webmaster (<http://www.archivists.org/saagroups/laccha/>):** Marisol Ramos, Reference/Liaison Librarian for Latin American & Caribbean Studies, Puerto Rican/Latino Studies & Spanish Curator for the Latin American and Caribbean Collection, Thomas J. Dodd Research Center, University of Connecticut Libraries

d) Liaisons –Lugo and Ramos encouraged all LACCHA members having membership in other associations or projects supporting LACCHA’s mission to volunteer as a communication liaison. The following liaison appointments were announced.

- i. **SAA Archivists and Archives of Color Roundtable (AAC):** Michelle Gachette, Reference Assistant, Harvard University Archives, Pusey Library,
- ii. **SAA International Archival Affairs Roundtable (IAA):** Bradley Bauer, Associate Archivist for Collection Development, and Curator, Western European Collection, Hoover Institution Library and Archives, Stanford University
- iii. **International Council on Archives (ICA):** – Rebecca Hankins, Certified Archivist, Assistant Professor of Library Science, Africana Resources Librarian/Curator, Cushing Memorial Library & Archives, Texas A&M University
- iv. **Seminar on the Acquisition of Latin American Library Materials (SALALM):** – Silvia Mejía, Archivist, Institute Special Collections and Archives, Massachusetts Institute of Technology

- v. **ALA International Relations Roundtable (ALA-IRRT):** – Claudia Holguin, Archival Consultant and Researcher
- vi. **Association of Caribbean University, Research and Institutional Libraries (ACURIL):** – Volunteers are encouraged to submit their name to the Co-Chairs for consideration.
- vii. **Caribbean Region of the International Council on Archives (CARBICA):** Avril Belfon, Senior Archives and Records Officer, National Archives of Trinidad and Tobago
- viii. **International Federation of Library Associations and Institutions Regional Section on Latin America and the Caribbean (IFLA-LAC):** Susan Laura Lugo, C.A., Territorial Coordinator for Archives, Government of the Virgin Islands

#### 9) New business

a) LANIC Portal Collaboration - Ramos reported that LACCHA desires to work more closely with LANIC in the future by engaging LACCHA members to submit Latin American and Caribbean collections/information resources for inclusion in the LANIC online database. Ramos and Lugo will be meeting with Norsworthy after the annual meeting to discuss collaboration opportunities in greater detail. Information will be shared via the listserv.

b) Archives in Distress – Ramos gave a brief report on this topic, particularly noting the recent challenges being faced by the government archives of Puerto Rico and Honduras. She emphasized that in the current economic downturn it is often ethnic archives that are the first to have their funds disappear. Ramos asked LACCHA members to consider how LACCHA can use its resources to advocate for such archives and to bring this issue to light. Ramos asked that this discussion on this topic actively continue on the listserv.

c) SAA Diversity Workshops – Ramos reported that an idea to offer some type of affordable training to introduce archival practice to non-archivist individuals that may not be able to afford an archival education is in the initial stages of exploration with SAA. Her suggestion to SAA Director of Education Solveig DeSutter included being able to offer material not only in English but Spanish and other languages. The goal is to support community groups in the preservation and creation of access to their records by providing archival science professional development opportunities to those who might serve those communities best. Ramos will continue to explore this topic and report on any progress. LACCHA members interested in assisting Ramos should contact Ramos at [Marisol.Ramos@yahoo.com](mailto:Marisol.Ramos@yahoo.com).

10) Next meeting will be on LACCHA's blog, during the week of October 25-31, 2009 (Archives Month!). See the listserv for more details.

There being no further business for consideration, the meeting was adjourned at 5:25 P.M.

Notes from LACCHA meeting taken by Noah Lenstra.

*Respectfully submitted by Susan Laura Lugo, CA, senior co-chair.*

## Lesbian & Gay Archives Roundtable (Liaison: Hyry)

### Officers:

Co-chair: James Cartwright, Co-Chair, University of Hawaii

Co-chair: Heidi Marshall, Co-Chair, Columbia College, Chicago

Steering Committee:

Maggi Gonsalves, Newsletter Editor, New York State Archives  
Steven Mandeville-Gamble, Webmaster, George Washington University  
Bonnie Weddle, Past Co-Chair, New York State Archives  
Steven Novak, Member at Large, Columbia University, New York City  
Marjorie Bryer, Member at Large, Univ. of California—Berkeley [joined 09/08]  
Paula Jabloner, Member at Large, Computer Museum  
Thomas Brown, Member at Large, Retired [joined Sept. 2009]  
Franklin Robinson, Member at Large, Smithsonian Institution [joined Sept. 2009]  
Florence “Flo” Turcotte, Member at Large, Univ. of Florida [joined Sept. 2009]  
Thomas Hyry, Council Liaison, Yale University

**Report from annual meeting:** (see minutes appended below)

Number of attendees: 26, of which 21 checked being members of LAGAR

Election results: Heidi Marshall elected as female co-chair.

Summary of meeting activities: see attached.

**Completed projects/activities:** One newsletter issued (Fall, 2008).

LAGAR took a lead on one issue and took a major supporting role on a second issue facing SAA during the year. LAGAR led in the efforts to present petition and reasoning to Council to alter the fifty-member minimum rule it had imposed upon roundtables. During these discussions, Council reinstated the previous rule that fifty members must petition Council for a new roundtable to be formed, and altered the limitation on each member of SAA to belong to only two roundtables to allow members to join as many roundtables as they wish.

The second issue, on which LAGAR joined the Diversity Committee in sponsoring, concerned Council’s working with these two groups to explore ways in which Council could support rights of all its members. Council upgraded the non-discrimination clause to include sexual orientation, gender identity/expression, and veteran status. We expect to continue with Diversity Committee to encourage Council to act according to the words.

Finally, LAGAR responded to SAA’s draft, “Strategic Priority Outcomes and Activities, FY 2010-2013” with cogent comments on the issue of Diversity. LAGAR was one of only two groups in SAA to make official responses.

**Ongoing projects/activities:** Paula Jabloner and Steven Novak worked as editors on the Community Archives Manual. We still need editing of chapters on certain topics; we alerted members to our needs for volunteers as 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.

LAGAR will make concerted efforts to transfer records from each co-chair upon completion of each term.

We asked for volunteers to serve on a Task Force to revise the wording in our bylaws to become more sensitive to the transgendered, transsexual, and genderqueer members of our community. We also need to update elections rules in the bylaws allowing us to participate in electronic elections.

We also would like to form an Outreach Committee to read us in reaching out to students, the general public, researchers, etc., to inform all about SAA, LAGAR, and archival repositories which can offer services to them.

We asked for volunteers to serve on Steering Committee.

Last year at our annual meeting Jim Cartwright informed members that he would write the general membership of LAGAR in the spring to come up with session topics for SAA in 2010, so that we would not have to begin the creative work during SAA. Though at the time (spring 2009) it did not look like anything would emerge, a session proposal did emerge at SAA 2009 and afterwards.

**Diversity initiatives:** See section on our cooperation with Diversity Committee in Completed Projects above.

**Questions/concerns for Council attention:** None at this time.

## **Minutes of (LAGAR) annual meeting, held in conjunction with Women's Collection Roundtable**

### **LAGAR ROUNDTABLE 2009 MINUTES**

#### **Introduction**

Bonnie Weddle – outgoing co-chair

Jim Cartwright – co-chair

#### **Tom Hyry – (SAA Council rep.)**

Report from & to Council on issues

- Revising Council handbook
- Adopted a charge for new working group on cultural property. Archivists need to think through the range of issues when we have materials from multiple cultures in our repositories.
- Conversion on roundtable governance – are not changing anything now have to report leaders to SAA and process off decision making. Need some transparency so new members know how things work & a 3 year term limit.
- LAGAR was one of only 2 groups which submitted feedback [on Strategic Planning (?)]. - Council was very pleased – LAGAR really stood out in Council's eyes. Council would still like feedback from individuals, so please respond.
- On the number of members requirement for roundtables, LAGAR took some leadership
  - There is now no minimum number to maintain roundtables;
  - Fifty people still needed to form a new roundtable. old policy reinstated
  - Diversity Committee – presented to Council proposal on the passage of prop 8 in California issue & boycott
  - Feb. Council quite a debate on listserv & Council struggled with this and decided end it up looking at non-discrimination policy
    - New policy is read out loud (see SAA website)
    - Resolution also passed “clearly assert principles etc (see SAA website)

**Bonnie** - We really appreciate the actions of Council. Would like to see some follow-thru on the Councils' part.

**Ben Primer** - 2010 program committee – please submit proposals. Prefer proposals that have members of NAGARA, SAA, COSHAR on panels. Due by 9/24/09; sections and roundtables can only endorse 2 proposals by 10/15. Please join the program committee [for 2011 committee; do this by contacting member of the Appointments Committee (?)].

**Jim** – Serving on the program committee is a wonderful opportunity. I was on it for SF meeting last year.

**Evelyn Frangakis** - Will be around all week to talk about the NYPL / Yale preservation program- 3 year fellowship to develop the next generation of preservation leaders in the country for 8 people starting 2010 to 2012, Yale & NYPL will host the fellows. Funding provided by IMLS. Deadline is 12/14/09. Research component, required to take on a project. 9 month fellowship. To create next generation of preservation leaders in country, administrative to contact [efrangakis@nypl.org](mailto:efrangakis@nypl.org)

**Bonnie** - Lisa Cohen of Northwest Lesbian Archives, was listed as a 2009 archives mover & shaker from archivesnext blog. Should look at blog and archives website.

**Sandy Swan**, [GLBT] Resource Center of Dallas: Dallas conference “Creating Change” largest national conference on LGBT conference would like program proposals  
[[http://www.thetaskforce.org/events/creating\\_change/](http://www.thetaskforce.org/events/creating_change/)]

**Susan Von Salis**: Like LAGAR to be more proactive in creating program proposals

**Tom Hyry**: Would really like to hear comments from other attendees if you don’t want to say anything in front of a large group, speak to him after.

**Bonnie**: Maggi Gonsalves is looking for help in editing the newsletter or becoming the editor but Maggi is still willing [*Gabby Redwine has agreed to be a ‘Co-Editor’ with Maggi.*]

**Steve Mandeville-Gamble**, issues with computer but will still be the webmaster

**Paula Jabloner**: Asking for help on community archives manual, need an editor (co-chair), someone to write 2 pages on these topics user services, privacy & confidentiality, arrangement & description and create an edited links/resources page.

**Bonnie**: Leadership meeting possible push for SAA to work with more community archives & how to get this done.

**Group discussion**: Discussion around creating a small SAA publication, such as the lone arrangers group did. To include religious, ethnic, women’s labor group combine energies to create such a publication/website concerning starting a community archives?

**Jim**: Would like volunteers for the steering committee, definitely need some men

**Bonnie**: Lesbians are really dominating the steering committee; we need others who identify differently, not just as male or female. This is really a great way to make sure LAGAR interests are represented in SAA.

**Jim**: Nomination for female co-chair: Heidi Marshall, a member of steering committee for past year has expressed an interest. Bonnie read the statement she wrote.

Motion to elect Heidi Marshall & seconded. Elected by acclamation

**New Business**: In moving LAGAR into 21 century, we need some of the following:

Committee to look at our bylaws to become more gender inclusive than they currently are. Our current wording establishes either/or male/female dichotomy which some of our members do not accept. Our leadership structure wording is from 1989 but it needs to be updated after 20 years; ensuring that gay males wouldn’t dominate in 1989 is no longer such a necessity.

We need to explore how we can do electronic elections,

We need to explore other web based stuff such as Facebook.

Create an Outreach committee – reaching out to students, the public, donors etc.

Community archives are rapidly increasing and want to reach out to them. Reaching out to users of these archives. People should work together, university archives, community archives, SAA. Many community archives don’t even know about SAA.

Thanks to Ben, Tom, & Bonnie as well as steering committee for all the work they have done this year.

*Respectfully submitted by Jim Cartright, co-chair.*

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

**Submitted on January 11, 2010.**

**Officers:** Jim Cundy, Chair

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

- **Number of attendees:** 25
- **Election results:** Jim Cundy as Chair, unopposed
- **Summary of meeting activities:** Please see meeting minutes below.

**Completed projects/activities:** The 2009 session, including individuals representing SAA, NHPRC, CoSA and NAGARA.

**Ongoing projects/activities:** Cooperate, as needed, on projects.

**New projects/activities:** Program for 2010 under development.

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

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

### **Local Government Records Roundtable Annual Meeting, AUGUST 12, 2009**

Acting Chair, Virginia Fritsch called the meeting to order at 1:05 p.m. She circulated a sign-up sheet. The following reports were presented:

Bruce Ambacher shared remarks about the SAA Council, including changes to SAA listserv and section rules. There are new procedures for standardized on-line elections. Also noted that roundtables need to adopt their rules of governance and report them to council. Roundtable can decide its own structure but needs to report the rules.

Kaye Minchew shared details about the 2010 Annual Meeting. It will be a joint meeting with SAA, NAGARA, & COSA and will be in Washington, D.C. There should be ample opportunity to have sessions relating to government and local government records but people need to submit full proposals by early October with people and topics identified.

Kathleen Williams, Executive Director of NHPRC, reported that this is the 75th year of NHPRC and they expect to have \$10 to \$13 million in grant funds for 2010. She encouraged people to check NHPRC for grants. They expect to have digitization grants for projects that are not creating metadata. She discussed 3 projects relating to local governments, Troup County Archives, Seattle & Harris Co., Texas. Noted that next year, NHPRC may be looking at records affecting emancipation and servitude. Also encouraged cooperative programs for this project.

The program was then opened for announcements. Helen Tibbo of UNC Chapel Hill mentioned that the Archival Metrics Program funded by NHPRC consists in part of surveys designed to measure economic impact of archives, including government archives. The survey is designed to show that people who visit archives leave dollars behind in the local economy. She urged that all government archives hand out

surveys between August 31 and September 12. Completed surveys are to be mailed to Beth Yakel. Results will be announced in October during Archives week. They hope to continue doing this survey in the future. Tibbo also announced a new program at UNC dealing with electronic records. Virginia Fritzsich mentioned that the Government Records Section will focus on transparency in government at its meeting on Thursday and mentioned two other sessions during the meeting. Barbara Teague from Kentucky encouraged members to participate in the Archival Metrics survey and to support PAHR. They especially need Republican and Democratic sponsors in the US Senate. Vicki Walch mentioned the IPER initiative and emergency management being offered by COSA. Programs are aimed at city, county, and state government officials, especially those dealing with vital records. Classes and workshops will be offered.

Also heard a report about the possible updating/rewriting/expanding of NAGARA and IIMC manuals aimed at local government officials. Then members of the audience discussed local programs.

(Respectfully prepared by Kaye L. Minchew, Acting Secretary.)

*Respectfully submitted by Jim Cundy, chair.*

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

### **Officers:**

Alison Stankrauff, Co – Chair, 2008 – 2009; Chair, 2009 - 2010. Archivist, Indiana University South Bend

Russell Gasero, Co – Chair, 2007 – 2009. Archivist, Reformed Church in America

Christina Zamon, Vice-Chair/Chair-Elect, 2009 – 2010. Archivist, Emerson College

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

\* From Roundtable's annual meeting at the SAA conference in Austin, Texas in August, 2009. Note that the Lone Arrangers Roundtable went from a structure of two Co-Chairs to the more standardized Chair with a Vice-Chair/Chair-Elect, as per general SAA recommendations of the past year. The Roundtable continues to have a Steering Committee and a Webmaster. It was decided to also have a Newsletter Editor. Additionally, the Chair will serve a one year term, as will the Vice-Chair.

Number of Attendees: Thirty Five (35).

Election Results: Alison Stankrauff, Archivist at Indiana University South Bend, is the new Chair. (Alison had been Co-Chair the past year with Russ Gasero, who now serves as Immediate Past Chair) Christina Zamon, Archivist at Emerson College, is the new Vice-Chair/Chair-Elect.

### **Steering Committee:**

Alexis Braun Marks – Archivist, Charles H. Wright Museum of African American History. Term began in 2008 and will end in 2010.

Jennifer Clark – Archivist, Jefferson National Parks Association. Term began in 2008 and will end in 2010.

Caitlin Donnelly – Archivist, Daughters of the Republic of Texas Library. Term began in 2009 and will end in 2010.

Nancy Freeman - Records Manager/Archivist, USDA National Wildlife Research Center. Term began in 2009 and will end in 2010.

Colleen McFarland – Head Special Collections Librarian, University of Wisconsin - Eau Claire. Term began in 2008 and will end in 2010.

Susan Rishworth - Archivist, American College of Surgeons – term began in 2008, continuing until 2010.

Amanda Stow, Archivist/Records/Digital Collections Manager, American Humane Association. Term began in 2009 and will end in 2010.

Courtney Yevich - Assistant Fine Arts Librarian and VMFA Archivist, Virginia Museum of Fine Arts. Term began in 2008, continuing until 2010.

Webmaster: Courtney Yevich, Assistant Fine Arts Librarian and VMFA Archivist

Newsletter Editor: Russell Gasero - Archivist of the Reformed Church in America.

Immediate Past Chair: Russell Gasero - Archivist of the Reformed Church in America.

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

**Completed Projects/Activities:** The Lone Arrangers Roundtable endorsed two sessions that were given at the 2009 annual SAA conference in Austin. In addition, the Roundtable “unofficially” endorsed a third session that also spoke to lone arranger issues. The Roundtable follows the SAA guidelines of endorsing two sessions. The sessions and their participants were:

Session 206: Where Is Everyone? Staying Current with a Small Staff, Andrea Buchner, Chair, Center for Jewish History, Gruss Lipper Digital Laboratory/Lisa Sjoberg, Concordia College/Andrea Medina-Smith, Jewish Women's Archive/Robert Russell, Northern State University, Beulah Williams Library

Session 204: Keeping Up with the Deluge: Managing Digital Collections Responsibly with Limited Resources, Dawne Howard Lucas, Chair, Duke University Medical Center Archives/Pat Webber, Bates College, Muskie Archives and Special Collections Library/Valerie Gillispie, Wesleyan University, Special Collections and Archives/Marie-Nathalie Wheaton, Rush University Medical Center Archives

Session 607: Bridging the Gap: Sustaining Archives between Archivists, Christina Zamon, Chair, Emerson College, Archives and Special Collections/Russell Gasero, Reformed Church in America Archives/Gregory Kocken, University of Wyoming, American Heritage Center/Sara Schmidt, Schreiner University, Logan Library

Article published in the September issue of the SAA Newsletter, Archival Outlook. Roundtable members Colleen McFarland and Courtney Yevich authored the article with contributions of content from many Roundtable members.

**Ongoing Projects/Activities:** The SAA Publications Board approved the book proposal for a lone arranger themed book. The book will be an anthology of chapters covering issues pertinent to lone arrangers. Christina Zamon is heading up this project, and there are several Roundtable members submitting case studies for the book.

The Roundtable has an online newsletter posted on the Roundtable website. Content is generated from Roundtable members. Its content can be varied – everything from articles written by Roundtable members to a posting of official roundtable information. Immediate Past Chair Russ Gasero serves as the Newsletter Editor.

There are lone arranger social networks available through various venues: the Lone Arranger Ning set up by Christina Zamon and Jessica Steytler last year, the Lone Arranger group in Facebook, as well as the website of the Roundtable.

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.

There was a lone arranger dinner at the Midwest Archives Conference (MAC) in St. Louis in spring of 2009, as they had had the year previous. They plan to have another such dinner at the upcoming MAC meeting in Chicago in 2010.

**New Projects/Activities:** The Lone Arrangers Roundtable is pursuing the concept of a travel grant that would help to fund lone arrangers who would like to attend SAA's annual conferences, and to attend the

Roundtable's annual business meetings in person, but cannot because they have no budget to travel and cannot afford to pay out of pocket.

An archivist from the Romanian National Archives, who is the editor of the Romanian archival journal, *Revista Arhivelor*. Archives Review asked Alison Stankrauff if the Lone Arrangers Roundtable would submit content to the journal. This will be submitted by the end of 2009.

The Lone Arrangers Roundtable has endorsed two session proposals for the 2010 SAA annual conference in Washington D.C. The content of these session proposals was put forth by Roundtable members.

The Lone Arrangers Roundtable also has been solicited for their support of three additional session proposals for the SAA annual conference in Washington D.C.

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

### **Annual Meeting Minutes – Austin, August 12, 2009**

#### **35 Attendees**

#### **Minutes by Alison Stankrauff**

A sign-in sheet was passed that included attendees' names, institutions, and e-mail addresses. Copies of the Bylaws as well as the meeting agenda were circulated to attendees.

Alison Stankrauff, Co-Chair of the Roundtable, welcomed all attendees, and mentioned that her Co-Chair, Russ Gasero, could not attend the conference due to funding issues. Alison thanked the 2008-2009 Roundtable officers for their service through the past year: the Steering Committee and the Webmaster.

Rosalye Settles, SAA Council Liaison to the Lone Arrangers Roundtable next spoke about just how the Roundtable can work with the SAA Council Liaison. Rosalye Settles has served as the SAA Council Liaison to the Lone Arrangers Roundtable since 2008. Rosalye stayed for the business portion.

Tara Laver, 2010 SAA Program Committee Chair, next spoke. She encouraged attendees to submit content for next year's SAA conference. She spoke a bit about the procedure for submitting proposals and provide information about deadlines, the theme of the conference, etc. It was duly noted that the Roundtable is, by Council guidelines, permitted to formally endorse two session proposals. Further, it was emphasized that session proposals are due to the 2010 Program Committee by October 15, 2009.

The Bylaws were next discussed and passed – with the understanding that the language should reflect that electronic elections will be how officers are elected in the Roundtable. This way attendance at the conference is not a requirement for being able to be an active participant and voter in the Roundtable elections. Electronic elections will go in effect following this meeting – for the 2010 year and beyond. The Bylaws will be posted on the Roundtable website following the conference.

There was an update on the Roundtable's website from the Webmaster, Courtney Yevich. All of the great new resources that have been added in the past year were highlighted. The election was then conducted. There was a call for nominations – none were given, thus the slate secured previous to the meeting ran unopposed. The following were elected without exception:

- Alison Stankrauff is the 2009 – 2010 Chair
- Christina Zamon is the 2009 – 2010 Vice-Chair/Chair-Elect
- Courtney Yevich is the 2009 – 2010 Webmaster
- Russ Gasero is the Immediate Past Chair

The Steering Committee members still need to be fully verified – not all members could be in attendance. Likewise, the Nominating Committee members still need to be fully verified – for the same reason as the previous Committee. It should be noted that the Roundtable is now following the SAA Leadership guidelines (which are new as of this year) by having a Chair, a Vice-Chair/Chair-Elect, and an Immediate Past Chair.

Christina Zamon took some photographs – and mentioned that these images will be added to the Roundtable website – so anyone who is not comfortable with their picture on the internet ought to let her know. No one voiced such a concern. Pictures were taken also at the dinner following at the meeting.

There was a mention of the article that should appear in the September issue of the SAA Newsletter, Archival Outlook. Roundtable members Colleen McFarland and Courtney Yevich authored the article with generous contributions of content from many Roundtable members (they had made a call for content via the Roundtable's listserv in June).

Following was a fruitful and lively discussion for the remainder of the meeting. It was a chance for lone arrangers to connect on issues that are of close and particular concern to them. Issues included, but were not exclusive to:

- Representation of lone arrangers in and collaboration with – larger institutions
- Grants (NEH and NHPRC grants were mentioned specifically): How to write them; the idea of having a workshop on how to write them at the 2010 SAA conference; having the Roundtable sponsor a grant.
- Outreach within our own institutions – so that our co-workers know just what we do and how it benefits the institution and each unit of that institution.

The Lone Arrangers Roundtable annual meeting was then adjourned. Those interested/inclined went on to dinner afterwards at a nearby restaurant. There were 24 at the dinner.

*Respectfully submitted by Alison Stankrauff, chair.*

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

### **Officers:**

Co-chair: Janet Carleton, Ohio University Libraries

Co-chair: Deborah Green, University of Idaho

Web Liaison: Mark Matienzo, New York Public Library

### **Steering Committee:**

Jody DeRidder, University of Alabama

Polina Ilieva, University of California, San Francisco

Lisa Miller (past chair), Hoover Institution, Stanford University

Megan Phillips, National Archives and Records Administration

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

**Number of attendees:** 67 people signed in

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

**Summary of meeting activities:** Meeting minutes below

**Completed Projects/Activities:** Received five SAA 2010 session proposals for endorsement, and endorsed two. At least one proposal came out of one of the small group discussions listed below in the minutes.

**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 submitted.]

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

### **Questions/concerns for Council attention:**

1. MDOR is scheduled opposite the EAD Roundtable. We realize it is very difficult to schedule such a

large and complex meeting, but the members of MDOR and EAD are the same audience. Our Web Liaison presented at EAD and missed our meeting, while our program presenter left after her presentation to go to EAD. Others floated back and forth between the two meetings. As the groups can only get together once a year, it seems particularly important for the members to be able to meet.

2. There is no section in SAA that addresses the needs of those working in digitization and digital libraries. This was recently brought home to me when I tried to pick an area of expertise on the mentoring form. My work, and the work of many others, was not represented there. (Carleton)

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

Co-chair Janet Carleton ran the meeting.

*1. Announcements.* Program Committee representative announced the next meeting SAA meeting would be in Washington D.C. and that proposals were being accepted until September 24, 2009. Mahnaz Ghaznavi, NHPRC, discussed upcoming rounds of NHPRC grants and that she would be at the booth on Friday from 11 am to 1 pm. Margery Sly, Council Liaison, described some of the decisions made at the Council meeting.

*2. Business.* Carleton introduced the roundtable leadership. Miller nominated Carleton and Green to serve another term as co-chairs with the stipulation that one will stay on next year for continuity. Two candidates were re-elected as co-chairs of the roundtable: (1) Janet Carleton, digital initiatives coordinator at Ohio University Libraries, and (2) Deborah Green, digital initiatives librarian at University of Idaho. Carleton led a discussion about where we want the roundtable to go now that it has been in existence for five years.

There is not a section in SAA for digitization and Carleton asked for a show of hands for how many in the room were involved in digitization. About half the room raised their hands. Carleton asked for a show of hands for how many were working with born digital items and less than half raised their hands. When asked how many were doing metadata fewer raised their hands. The possibility of collaborating with other roundtables was briefly discussed. One possible project was to look at creating standards for what kind of metadata people should be capturing while creating born digital objects.

*3. Program.* The program began with a speed presentation from Sibyl Schaefer, New York University, on “One Database, Multiple Descriptive Standard Outputs, and Integrated Searching.” Phillips asked for discussion topics from the audience and several people came up and presented some questions about what they were interested in learning and discussing with others in the roundtable. The larger group broke up into 4 sections for discussion. Group One: What does minimal processing mean, especially in the digital world? Group Two: Folksonomies and how to describe complex digital objects in virtual environments. VRA initiative about how much descriptive metadata is imbedded with the object. Group Three: Digital objects and digitization workflows—how they fit. How to implement digital objects with EAD? What do we do with them and some best practices were discussed. Group Four: Records management of archival metadata for born digital objects. After the highly engaging small group discussions, the entire group came back together and gave a brief description of the different topics. The group approved the structure of the meeting as it has just occurred. Meeting was adjourned. (Minutes by Deborah Green, University of Idaho Library)

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

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

**Submitted January 7, 2010.**

**Officers:** Ruth Bayhille, Acting Chair; Allison Krebs, Vice-Chair

**Report from annual meeting:** 42 attendees; Allison Krebs, Vice Chair / Chair-Elect, see minutes below.

**Steering Committee Members:**

Allison Krebs,  
Karen Underhill  
Jennifer O'Neal  
David George-Shongo

The primary focus of the discussion was preservation and how the nature of the records and materials held in Native American archives or in other private or publicly held archives having Native American documents, records, and other materials in their custodial care impacts preservation. Two native archivists raised the issue that previous efforts to obtain public funding for preservation efforts were unsuccessful and although each understood some of the reasons given for the rejection of their proposals, one raised the issue of access. Apparently the funding agency raised this as a concern in the competition for public funding. If archives are going to restrict access to their materials with such a "high level of inconsistency," I think is what the reviewer said, then how can our archives be competitive in future funding?

The discussion then developed around the issues and problems surrounding access and privacy and preservation issues. Someone raised the issue of the *Protocols* and the need for cultural sensitivity in working with certain materials as well as the need to consider community participation in making certain processing or other custodial duties. The issue of privacy was the real nature of the problem.

Is a tribal or Native archives a public or private institution? What determines its status not in terms of funding issues necessarily but with respect to access? What is the difference for example between a tribal record and a federal record? John Fleckner raised this issue over twenty years ago and it has not been determined to the satisfaction of anyone until recently. Each archives possesses its own unique set of characteristics. But many records held in a tribal archives and a public archives having tribal records in their holdings raise additional problems for such archives regarding access, preservation, privacy, transparency, and many other issues.

The group suggested that there was still much to be accomplished through education and the development of pedagogical strategies and the group discussed how this might occur outside and within SAA. Jennifer O'Neal mentioned a new outreach initiative currently being developed by the National Museum of the American Indian, primarily based in technology, which is very often a problem for native communities who continue to grapple with poor technological infrastructure. Not all native communities are casino rich (a misconception often held by many non-native and native people alike) and very often are not able to tap into all of the different resources available.

Everyone seemed to be in agreement that there was still much to be done in terms of articulating these and many other issues arising out our discussion and out of the *Native American Protocols*.

We discussed very briefly the need to collaborate with other archival groups having similar needs, issues, problems, and successes. The religious archives groups and the LGBT group and other diversity-oriented groups within and outside of SAA were target groups of interest for NAAR. We often feel very isolated from the mainstream archival community for various reasons and believe that we need to reach out more to not just other roundtables or other groups within and outside SAA, but to the larger international community.

We also would like to develop a newsletter group to develop more of a news industry presence as well as an “industry” presence.

We have established a tradition of concluding the meeting in memory and calling for a moment of silence to remember a Native archivist or activist who has gone on to the Spirit World. We did not have to do this, fortunately this year but we would like to maintain that as a tradition within our proceedings. It’s important to remember those from our community who have gone before us; without them we would not be here.

**New projects/activities:** [None submitted.]

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

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

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

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

*Respectfully submitted by Ruth Bayhille, acting chair.*

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

**[No report submitted.]**

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

### **Officers for 2008-2009**

Michelle Sweetser, Chair

Linda Long, Vice-Chair/Chair Elect

Mary Caldera, Steering Committee

Phoebe LeTocha, Steering Committee

Tim Pyatt, Steering Committee

Susan McElrath, Immediate Past Chair

Heather Dean, Web Liaison

### **Report from annual meeting (agenda appended):**

Number of attendees: 30

Election results:

Vice-Chair/Chair Elect: Heather Dean, Yale University

Steering Committee: Beth Davis-Brown, Library of Congress; Meredith Lowe, University of Wisconsin-Madison

Section Meeting Program: Case Studies in Third-Party Privacy in the Large-Scale Digitization of Manuscript Collections

**Completed projects/activities:** In October 2008, we submitted one session proposal coordinated by the roundtable, which was accepted by the Program Committee.

**Ongoing projects/activities:** We continue to develop and update our online bibliography about privacy and confidentiality, accessible at <http://privacybiblio.pbwiki.com/>.

**New projects/activities:** Over the past year, the steering committee has discussed the need for a handy manual or handbook about privacy and confidentiality issues that would be a direct and easily accessible way for archivists to learn about these issues. For example, we could include descriptions of various ways to redact confidential information in documents, list and describe various federal laws relating to privacy, and so on. We discussed this at our meeting in Austin and various volunteers, experts and steering committee members aim to compile the handbook throughout the coming year so that we have a finished product to unveil at the meeting in D.C. in 2010. We expect and hope that the handbook will be an online handbook, not a print publication. A rough outline has circulated amongst the steering committee and we have been in communication with our Council liaison about the project.

**Diversity initiatives:** None.

**Questions/concerns for Council attention:** None at this time.

### **Officers 2009-2010**

Linda Long, Chair  
Heather Dean, Vice-Chair/Chair Elect  
Beth Davis-Brown, Steering Committee  
Meredith Lowe, Steering Committee  
Phoebe LeTocha, Steering Committee  
Tim Pyatt, Steering Committee  
Michelle Sweetser, Immediate Past Chair  
Heather Dean, Web Liaison

### **AGENDA**

#### **Privacy & Confidentiality Roundtable Meeting Wednesday August 12, 2009**

#### **1. Welcome from the Chair: Michelle Sweetser**

#### **2. Announcements**

#### **3. Elections: Susan McElrath**

Vice-Chair/Chair Elect

- *Heather Dean* is a processing archivist at the Beinecke Rare Book and Manuscript Library (Yale University). Prior to this position she worked at the University of British Columbia, University of Victoria, and Library and Archives Canada. She has an M.A.S./M.L.I.S. from the University of British Columbia and an M.A. from the University of Victoria.

Steering Committee

- *Beth Davis-Brown* is Executive Secretariat in the Office of the Associate Librarian for Library Services at the Library of Congress. Previous positions at LC were as confidential assistant to the Librarian of Congress, digital conversion manager for the National Digital Library Program, and subject cataloger of Hispanic materials in the social sciences. Her B.A. and M.S.L.S. are from the University of Tennessee.
- *Meredith Lowe* is currently an Associate Outreach Specialist in Continuing Education Services at the University of Wisconsin - Madison's School of Library and Information Studies. She previously worked at Rollins College in Winter Park, FL as the Visiting Archivist. She earned her MLS from the University of Wisconsin-Madison, specializing in Archives and Records Management.

#### **4. Updates and Projects**

- P&C Bibliography
- P&C Handbook: Linda Long

**5. Program Ideas for 2009 – Linda Long**

**6. Program: Case Study Discussions – Third Party Privacy in the Large-Scale Digitization of Manuscript Collections**

**7. Election Results: Susan McElrath**

**8. Privacy and Confidentiality in the News (as time allows): Phoebe Letocha**

**9. Passing of the “keyhole” to Linda Long**

*Respectfully submitted by Michelle Sweester, chair.*

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

**Officers:** Katie McCormick, Chair. Other positions unfilled to date; chair is working with SAA to solve participation and election of leadership issues.

**Report from annual meeting:**

**Number of attendees:** 19

**Election results:** No election was held due to lack of coordination and candidates; Katie McCormick will continue as Chair for 2009/2010. She is working with SAA to hold a viable election as soon as possible.

**Summary of meeting activities: (Minutes of meeting follow)**

Carle Prietto: the deadline for session proposals is September 24. This date is hard and fast. They are looking for diversity among proposals but there is no specific theme. The proposals should try to cross organizational lines and speak to everyone in one way or another.

We talked about ways to encourage members to become more involved. We need to encourage people to think about what portions of their collections may have a sound component. This will make people more willing to share if they have a outlet or venue to share about the interesting things in their collections. This could be either a blurb sent out to the group that features an interesting sound collection or maybe a blog. This will help people get involved by sending in their stories.

We discussed that maybe the reason some people don't come to the meetings is that they don't realize they need to come early to the conference to attend. Something should be sent out in advance to the group so that they know to make plans to come earlier in the week. A question was asked as to whether the meetings were always on the same day at the same time because if this is the case we should let people know.

Another way to get more participation would be to get someone to come in to speak briefly on an audio issue. We could publicize the speaker. Maybe next year have someone from the Library of Congress speak?

Everyone would like online voting to be setup. They feel not only will it allow people to vote who are not able to do so in person but people are more likely to vote if they can do it online because it would be quick and easy.

**Question:** Is there a listserv for the Recorded Sound Roundtable? If there is one, how active is it? Everyone seemed to want a place where they could post questions to the group. A listserv would be make

it easier to get people excited about the meetings. It would also help to find out what people want out of the meetings. Also they want a place where they can share resources with others and hear stories from other institutions so that they don't make the same mistakes as others.

Everyone wanted about a half an hour or so from each meeting be devoted to going around the room and sharing stories from the past year. We did this for most of the meeting and the more projects we talked about the more it became clear what types of sessions we should have.

We got into a discussion on where people could find help and get advice. We talked about talking to vendors and other people in the audio business that are willing to talk to people regardless if you send them your materials. We talked a little about NEH grants and how they are willing to talk to someone who has preservation question even if they don't end up applying for a grant. Sound Directions will also take phone calls from concerned archivists. There should be a place where an archivist with little preservation training can go for information. Someplace to find tools to help them with their collections.

Janet Parsch from the University of Arkansas was at the roundtable and she said that she had just been to two other roundtables earlier and these other roundtables have speakers to incite excitement. She said that the reason she is at the roundtable is because she has a folk song collection (reel to reel tape) and she came to get some leads and thoughts on her collection.

We started talking about the reasons everyone else was at the roundtable discussion and most people said they were there to get help with a problem or to get practical project information. We talked a little about if it is realistic to try and keep original audio materials in good shape instead of just converting and not worrying about the physical material. This lead to a discussion on the Irene I, II, and III Projects dealing with damaged LPs. We also talked about best practices.

**Session Suggestion:** When was the last time Sound Directions gave an update?

There should be a session where someone from Sound Directions could speak and answer questions on best practices. Mike Casey was brought up as a good suggestion for a speaker because he spoke at ARSC. During this session maybe there could be a panel of people who are currently using Sound Directions. They could be used as case studies. There was someone from Sound Directions at the meeting and she was going to check if this would be a possibility. Also people who are going a different direction with something similar to Sound Directions could speak to their experiences. If this doesn't turn into a session, everyone would still like maybe a presentation about the subject at another meeting.

There was talk of doing maybe a small work workshop at a meeting so that people can save money by not having to travel to a workshop and go to a conference.

**Question:** Do roundtables get web pages? A web page might be a good idea if we could find someone to volunteer to develop it.

**Session Suggestion:** Everyone wanted more on oral histories. There were lots of people in the room who were having issues with oral histories. There was a woman present who had a collection of born digital oral histories. She is an independent archivist not associated with an institution. She doesn't know what to do with the materials. A session on oral histories would need to include looking into how oral histories are getting used and how to get people to use the audio oral histories more rather than only wanting to use oral histories that are moving image based. When there is no transcript people tend to not want to look at it. Spoken word could be talked about as well. How do you deal with the issues surrounding spoken word because spoken word is different than other audio. There is debate among oral historians as to whether or not you should use video in an oral history. What are the concerns as far as how the interviewee will feel with video? Will you get the whole story from them? What are the expense differences? What are the

current trends? What does this inclusion of video do to the field of oral histories? Does using video in an oral history turn it into more of a documentary? What are the technologies for transcription. How can non-traditional technologies be used with oral histories (Interclipper, GLIFOS, wordle). There were two women present who were also a part of the oral history roundtable (Susan Hoooyenga, Cyns Nelson) agreed to spearhead this and talk to their oral history colleagues. I've started their contact information on the sign in sheet so you can contact them if you need to.

**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:**

Chair – Michael Courtney – Archdiocese of Chicago	2009-2010
Vice-chair – Brad Houston – University of Wisconsin-Milwaukee	2009-2010
Debra Kimok – University of Plattsburgh	2009-2010
Kathryn Scanlan – University of Notre Dame	2009-2010
Lorrette Weldon	2009-2010
Laura Uglean Jackson – University of Wyoming	2009-2010
Katherine Goodwin	2009-2010
Tonia Sutherland – Bucknell University	2009-2010

**Report from annual meeting:** Business meeting highlighting projects of the last year, recognition of student members attending annual meeting, update by Council liaison Bruce Ambacher, short presentation by Mahnaz Ghaznavi on NHPRC activities, and presentation by Richard Marcus titled “Splashing in Big Buckets” about NARA’s internal records management practices. Ben Primer spoke about the 2010 program. Unofficial get together with ARMA Austin was held that evening at a local eatery, also for celebration of Ed Galvin’s being chosen an SAA Distinguished Fellow.

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

**“Records Management for Archivists”** – this workshop, created by the education committee of Russell James, Debra Kimok, and Alison Stankrauff, was accepted by the SAA Education Committee for placement on the continuing education calendar. It was offered by Michael Miller, PhD, CA, CRM, as a pre-conference workshop at the SAA Annual Meeting in Austin (attendance= ) and will be offered again in November 2009 at Princeton University.

**Green Archives Book** – an idea of vice-chair Debra Kimok, Terry Baxter will be editing a book on Green Archives for SAA. Kimok and others worked with Baxter to get the proposal through the SAA Publications Board. Baxter and two authors from the book presented a session on Green Archives at the Annual Meeting

**RMRT Membership Survey** – the steering committee created and offered a survey of the RMRT membership in November 2008. Over twenty percent of the members responded. Results were compiled. Each substantive question was given to a standing committee or working group and these groups created action plans which the steering committee began implementing. New chair Michael Courtney has committed the 2009-2010 steering committee to continue implementing the action plans.

**RMRT Website** – the website committee consisting of Michael Courtney, Debra Kimok, Russell James, Larissa Woo, and Lorette Weldon (webmaster) put together a new website that is colorful and that hopefully will be able to have resources for the membership. The website went live in July 2009.

**AMRT/RMRT Working Group on Diversity in Archives and Records Management** - the diversity working group conducted a survey of the SAA members with follow-up to respondents and created a PDF booklet for helping archivists and records managers deal with co-workers and patrons/researchers who have physical disabilities. Four of the working group members used the materials they gathered to present a session at the 2009 Annual Meeting.

**Records Compliance Working Group** – following its charge from past president Mark Greene, this group contacted the remainder of the former chairs of SAA sections and roundtables (some were contacted last year) and located records of more of them that were transferred to the SAA Archives at the University of Wisconsin-Milwaukee. The group also created a form that will teach section and roundtable leaders about what to do with their records. The form will be available in the SAA leader manual each year. Records of five sections and eleven roundtables were gathered, including complete records of two sections and six roundtables.

**CA/CRM recruitment** – this committee, consisting of Debra Kimok, Kathryn Scanlan, and Laura Edgar contacted all members of SAA who held both CA and CRM certification who were not members of the RMRT and asked them to join the RMRT. Twenty-eight of the persons contacted joined the RMRT.

**Resume Builders Committee** – six volunteer experienced archivists and records managers were asked in pairs to review and critique the resumes of eleven graduating students. All eleven students reported positive benefits from this project and all six volunteer resume readers reported a positive experience.

**SAA Distinguished Fellow** – a committee consisting of Fynette Eaton, CA, FSAA, Emily Dominick, CA, and Nancy Deromidi, gathered required forms and information and submitted on behalf of the RMRT, an application for Edward Galvin, CA, founding chair of the RMRT, to be selected as an SAA Distinguished Fellow. Galvin was selected.

**SAA Annual Meeting Session Endorsements** – the steering committee endorsed two sessions and recommended four others to the Program Committee for presentation at the SAA Annual Meeting in Austin. Four of the six were accepted for presentation.

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

**Functions Thesaurus Working Group** – this group is in its second year of creating a functions thesaurus and are making progress. They should be finished by the end of the year.

**RMRT Travel Award Committee** – after the SAA Council approved the creation of a travel award to be funded by sales of RMRT merchandise, this committee began deliberations and will continue to work on procedures and policies and the actual implementation of the merchandise sales.

**RMRT Mentoring Project** – working in conjunction with the SAA Membership Committee’s mentoring program, the RMRT coordinator, Kathryn Scanlan, matched eleven pairs of practicing records managers (mentors) with student records managers (mentees). The program will continue into its second year.

**The Records Manager newsletter** – editor Debra Kimok put out three excellent newsletter issues. Plans are to produce three issues next year.

**Resume Guide Committee** – this committee, consisting of Glen Cook (chair), Nancy Freeman, and Larissa Woo created a guide to writing resumes by records managers, which was put into PDF format and placed on the RMRT website along with examples of good and bad resumes.

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

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

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

*Respectfully submitted by Russell James, immediate past chair.*

## **RLG Roundtable (Liaison: Lenoil / Frusciano)**

### **Officers:**

David de Lorenzo (Co-Chair, 2009-2011)

Susan Hamson (Co-Chair, 2009-2011)

Mark Matienzo (Immediate Past Chair, 2008-2009)

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

Number of attendees: Approximately 40

Election results: Susan Hamson and David de Lorenzo were elected the new co-chairs of the RLG Roundtable. Matienzo and Tom Knoles (Co-Chair, 2007?-2009) stepped down from Roundtable leadership.

### **Summary of meeting activities:**

- Announcement from Council Liaison (Tom Frusciano)
- Elections: announce and introduce candidates, distribute ballots
- Program: You asked for it, you got it, updates from OCLC Research & the RLG Partnership
- Blue Ribbon Task Force on Sustainable Preservation and Access (Merrilee Proffitt) - <http://brtf.sdsc.edu/>
- Contextualizing special collections work agenda (Proffitt) -<http://tinyurl.com/3fmt3h>
- Archival User Studies (Jennifer Schaffner) - <http://tinyurl.com/ne3fak>
- Archival WorldCat record analysis (Jackie Dooley) - <http://tinyurl.com/lasq2u>
- Archival Services investigation (includes WorldCat Local and ArchiveGrid)
- WorldCat Local Special Collections Task Force Report (Dooley): <http://tinyurl.com/bdk6r7> - OCLC response: <http://tinyurl.com/dajh4a>
- Questions and answers
- Call for ideas for session proposals for 2010 conference.

### **Completed projects/activities:**

- RLG Programs, along with the Roundtable leadership, created a survey to determine topics of

interest to the Roundtable for the 2009 annual meeting.

- The Roundtable endorsed two sessions for the 2009 annual meeting: “Libraries, Archives, and Museums
- Converging for Real” and “Going with the Flow: Sustainable Models for Integrating Digitization.”

**Ongoing projects/activities:** None at this time.

**New projects/activities:** None at this time.

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

**Questions/concerns for Council Attention:** None at this time

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

## **Science, Technology & Health Care Roundtable (Liaison: Hankins / Frusciano)**

### **Officers:**

Co-Chairs: Tim L. Pennycuff, Senior Co-Chair (University of Alabama at Birmingham)  
Stephen E. Novak, Junior Co-Chair (Columbia University Medical Center)

Newsletter: Ewa Basinska (Massachusetts Institute of Technology), Editor

Webmaster: Rose Roberto (University of Leeds)

### **Steering Committee:**

R. Joseph Anderson (American Institute of Physics)  
Ewa Basinska (Massachusetts Institute of Technology)  
Jean Deken (Stanford Linear Accelerator Center)  
Janice F. Goldblum (The National Academies)  
Russell A. Johnson (University of California, Los Angeles)  
Joan Echtenkamp Klein (University of Virginia Health System)  
Jodi Koste (Virginia Commonwealth University)  
Suzanna Long (Missouri University of Science and Technology)  
Nancy McCall (Johns Hopkins University Medical Institutions)  
Stephen E. Novak (Columbia University Medical Center)  
Tim L. Pennycuff (University of Alabama at Birmingham)  
Rose V. Roberto (University of Leeds)  
Paige L. Smith (Southern Research Institute)  
Paul Theerman (National Library of Medicine)  
Judith A. Wiener (Ohio State University)  
John Zwicky (American Academy of Pediatrics) – *deceased March 2009*

The Science, Technology and Healthcare (STHC) Roundtable is a forum for archivists with interest 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.

**Report from annual meeting:** STHC endorsed two session proposals for the 2009 Annual Meeting, the maximum number of endorsements allowed to the Roundtable. One of the two sessions was selected for the Austin program. Nancy McCall (Johns Hopkins Medical Institute), a member of the STHC Steering

Committee, proposed and chaired the following: “Preserving Digital Research Data in the Health Sciences” (Session 308).

We are also happy to report that a paper given in an STHC-endorsed session at the 2008 SAA meeting in San Francisco was recently published in the UK’s *Journal of the Society of Archivists* as “British Slave Trade Legacies: Technology intersecting Culture.” The paper and the article were written by Rose Roberto, a member of the STHC Steering Committee. The annual meeting of STHC Steering Committee and the Roundtable’s annual meeting were held at the Hilton Austin on August 12, 2009. Thirty-two people attended the Roundtable meeting.

Stephanie Bordy and Alex Jasinski from the Harry Ransom Center of the University of Texas presented the program: “Science among the Humanities: History of Science Collections at the Harry Ransom Center.” In a heavily illustrated PowerPoint presentation, Bordy and Jasinski spoke on the Center’s collection of books, manuscripts, maps, and artifacts that span the past 600 years. These collections document scientific advancement in a multitude of disciplines and represent some of the world’s most renowned thinkers including, Johannes Kepler (1571-1630), Sir J.F.W. Herschel (1792-1871), Owen Richardson (1879-1959), Albert Einstein (1879-1955), and many more. They provided a brief overview of some of the Center’s more extensive holdings within five overarching categories: photography, cartography, physics and mathematics, biology and related disciplines (medicine, psychology, and botany) and astronomy.

Also during the Roundtable meeting, Judith A. Wiener (Ohio State University) was unanimously elected STHC Co-Chair for 2009-2011. Stephen E. Novak (Columbia University Medical Center) remains as Senior Co-Chair through 2010. Three people are rotating off membership in the Steering Committee: Jean Deken, Russell A. Johnson, and Suzanna Long. Another member of the Steering Committee, John Zwicky, passed away in March: the Roundtable dedicated the 2009 meeting to John’s memory and remembered his contributions to STHC and SAA. The Co-Chairs issued a call for nominations and/or volunteers to serve in the four vacant Steering Committee positions; these vacancies should be filled during the fall.

The co-chairs reported a membership in the STHC Roundtable of 175, with 187 subscribers to the STHC listserv (numbers as determined by communication with SAA staff or as found on the Roundtable’s page on the SAA website). A call was made for program proposals for the 2010 SAA meeting in Washington, DC.

**Completed Projects/Activities:** See below.

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

**I. Archival Elements:** The STHC newsletter, *Archival Elements*, was posted online to the STHC website in PDF format in late July prior to the 2009 SAA meeting in Austin. This year’s edition marks the ninth and final issue to be edited by Steering Committee member Ewa Basinska. Basinska has graciously agreed to remain as assistant to new editor Elizabeth Phillips who has assisted with the newsletter the past few issues. The STHC Roundtable thanks Ewa and Elizabeth for all of their work on our behalf.

This year’s *Archival Elements* contained the following articles: American College of Surgeons Digital Collections by Susan Rishworth; Rose Roberto’s book review of *Darwin’s Sacred Cause: Race, Slavery, and the Quest for Human Origins* by Adrian Desmond and James Moore. Shorter submissions from science, technology and health care archivists included announcements on collection development, web projects, new facilities, the celebration of the 150<sup>th</sup> anniversary of the Boston Children’s Hospital, and forthcoming conferences.

**II. Website:** STHC Webmaster Rose Roberto updates the website (<http://www.archivists.org/saagroups/sthc/index.html>) on a regular basis and as new information becomes available. Agendas for the Roundtable and the Steering Committee meeting were posted online prior to the Austin meeting, as was the 2009 issue of *Archival Elements* (see above). The website currently includes a description of STHC; list of Steering Committee members with contact information; annual meeting minutes, 2005-2008; *Archival Elements* newsletter, 2000-2009; STHC Report to Council, 2002-2003, 2005-2008; STHC Leadership Handbook; HIPAA resource page; information on subscribing to the SAA hosted STHC listserv.

**III. Listserv:** On October 31, 2008, the independent STHC listserv hosted at UCLA and administered by Steering Committee member Russell Johnson was decommissioned and the SAA-hosted STHC listserv became the official means of communication for the Roundtable. An archive of the old listserv (1996-2008) has been preserved at UCLA and is available via a link on the STHC website. While the listserv is not a heavily trafficked venue, members of the Roundtable do post on occasion with news and other questions and the listserv is used by the officers to issue calls for SAA paper proposals, for discussion of STHC program ideas, and for other Roundtable-related business.

Of concern to the Roundtable Steering Committee is the reliability of the SAA-hosted listserv. In August of 2009 one of the Co-Chairs attempted to post a message about the Roundtable meeting in Austin, only to find that the SAA system claimed he was not subscribed to the list. (This despite the fact that this Co-Chair had been a listserv member since 2008, had posted several messages to the listserv as recently as May, and had received listserv messages as recently as June) Upon discovery of this situation, the Roundtable was notified by SAA staff that: "the STHC list was not properly synchronized with the member database. Out of about 170 members/list participants, only 37 were subscribed to this list. We have run a script that resynchronizes the list." [SAA staff message to the STHC listserv on 08/04/09]. The STHC Steering Committee will monitor the listserv situation during the coming year.

**IV. SAA Program:** As noted above, one STHC-endorsed session was selected for the 2009 Austin program and one of the papers presented in an STHC-endorsed session at the 2008 San Francisco meeting has recently been published.

**V. SAA Council Petition:** In January STHC voted unanimously to sign a petition presented for the February 2009 SAA Council meeting. This petition requested a reduction in the previously announced membership requirements for individual roundtables. At the February meeting, Council revised the Council Handbook to indicate roundtables would be required to have 25 members rather than the 50 previously adopted. STHC had opposed the requirement of 50 members from the beginning.

**VI. Warnow-Blewett Award:** The Roundtable continues its discussion and work toward the establishment of the proposed Joan Warnow-Blewett Award for excellence in archiving in areas of science, technology or healthcare, as proposed by Steering Committee member Jean Deken of the Stanford Linear Accelerator Center. Discussion and planning will continue over the coming year.

**New Projects/Activities:** See above.

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

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

*Respectfully submitted by Paul Tim L. Pennycuff (University of Alabama at Birmingham) and Stephen E. Novak (Columbia University Medical Center, co-chairs.*

## Security Roundtable (Liaison: Hodson / Lawson)

**Submitted on January 12, 2010**

**Officers:** Maria Holden, chair

**Report from annual meeting:**

- Number of attendees: 16
- Election results: N/A
- Summary of meeting activities: *See below.*

**Completed projects/activities:** As the chair of the SAA Security Roundtable (SRT), I am pleased to submit this report on our activities of 2008 through 2009.

The highlight of our year was our Roundtable meeting at the SAA 2009 Annual Meeting held in Austin. 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. Special guests NARA Inspector General Paul Brachfeld and FBI Special Agent Kelly Maltagliati of the NARA Recovery Team explored the topic of archival thefts at NARA and recovering stolen records. See attached meeting minutes for further information about that meeting.

Roundtable members participated in a session presented at the 2009 Annual Meeting on archival theft entitled: *Loss and Recovery: Understanding the Toll of Insider Theft on Collections and Organizations*. SRT chair Maria Holden and member Mimi Bowling took part, along with an organizational psychologist from the University of Texas at Austin and the Richard Oram, Chair of the Association of College and Research Libraries /Rare Books and Manuscripts Section (RBMS) Security Committee.

In addition, Security Roundtable members crafted and/or endorsed several session proposals on archival security for consideration by the 2010 Annual Meeting program committee.

**Ongoing projects/activities:** The Roundtable was invited to comment on a new draft security-related guidance documents: the RBMS Security and Theft Guideline.

**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
- Efforts to increase membership in the Roundtable

**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 us 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 in exploring the impact of archival theft and supporting our fellow archivists in their prevention, response, and recovery efforts.

**2009 SAA Annual Meeting: Austin, Texas**  
**August 12, 2009 5:30 – 7:30 PM**

The Security Roundtable (SRT) meeting was called to order by chair Maria Holden. Approximately 16 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.

**Council Liaisons.** Sue Hodson, the outgoing SAA Council liaison to the Roundtable, reported on the Council's recent decisions regarding the leadership of Roundtables. Guidelines were left largely informal, except that no individual can be the primary leader of a Roundtable for more than three consecutive years. Ms. Hodson solicited member input on the Draft Advocacy Agenda and presented a brief report on the progress of PAHR (Partnership for the American Historical Record) legislation.

Brenda Lawson was introduced as the Roundtable's incoming Council liaison. She reported that the minimum number of members needed to sustain a Roundtable has been reduced to twenty-five, and noted that SAA members may now join an unlimited number of Roundtables.

**2010 Annual Meeting program.** Ann Jenks of the 2010 Program Committee reported that the next Annual Meeting will be a joint meeting of SAA, CoSA and NAGARA, to be held August 10-15 in Washington, D.C. There is no theme for this program. Ms. Jenks stated that the Program Committee would favor sessions that would appeal to members of all three organizations. Session proposals are due September 24, 2009. Roundtables may endorse up to two proposals; endorsements are due October 15, 2009.

**Minutes from the 2008 SRT meeting.** Participants reviewed the minutes, prepared by Mimi Bowling, of the 2008 SAA Security Roundtable meeting in San Francisco. A motion was made to approve the minutes; that motion was seconded.

**Announcements from the floor.** Gregor Trinkaus-Randall announced that the newly-published SAA-approved standard, *Archival and Special Collections Facilities*, edited by Michele F. Pacifico and Thomas P. Wilsted (Chicago, Society of American Archivists, 2009) contains an entire chapter on the topic of security.

**Featured Presentation: NARA Incidents and the Recovery of Stolen Records.** The remainder of the meeting was devoted to an exploration of the topic of archival thefts at NARA and recovering stolen records, and featured presentations by two members of the NARA Recovery Team, NARA Inspector General Paul Brachfeld, and FBI Special Agent Kelly Maltagliati. In an informal presentation which he dubbed "Paul Unplugged," Mr. Brachfeld discussed the particular features of several NARA theft cases (Shawn Aubitz, Sandy Berger, Howard Harner, Denning McTague) cases, both internal and external. Mr. Brachfeld emphasized the importance of the human component in security systems, both knowing how to work the equipment and knowing what to do in the event of an apparent theft. He suggested that repositories test the skills of their personnel and effectiveness of their surveillance equipment by planting a dummy document in a collection and sending in an individual to see if s/he can remove it from the collection without being detected.

Ms. Maltagliati discussed the workings of the NARA Recovery Team. She recommended that, among other strategies, repositories use retired employees to search eBay and other internet sites on which manuscripts and other archival materials are marketed. She noted that the NARA Recovery Team

is available to advise other repositories and law enforcement agencies if they are unsure what to do in the event of a theft or suspected theft.

Mr. Brachfeld concluded the discussion by noting the increasing prevalence of identity theft involving archival holdings, calling it our “new reality.”

The meeting was adjourned at approximately 7:30 PM.(Respectfully prepared by Mimi Bowling.)

*Respectfully submitted by Maria Holden, chair.*

## **Visual Materials Cataloging & Access Roundtable (Liaison: Hodson / Cline)**

This Roundtable provides a forum for archivists and others working with visual collections to discuss cataloging and access issues including - but not limited to - description methods, digitization, cataloging tools and standards, and other esoteric topics.

### **Officers:**

Chair: Robert Burton, Harvard University

Chair-elect: Christian Kelleher, University of Texas at Austin

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

- Number of attendees: 25
- Election results: Jessica Wagner of the New York Historical Society was unanimously elected as incoming chair of the Roundtable.
- Summary of meeting activities: Chair Burton was absent from the annual meeting. Kelleher passed on word from Burton on the limited activity of the Roundtable during the past year. Roundtable activity was largely based on the listserv.

Discussion topics included the application of information on copyright holders and permissions within catalog or descriptive records, social media for tagging visual resources, and a description of DCRM(G), Descriptive Cataloging of Rare Materials (Graphics) [online at <http://dcrmg.pbworks.com/>], the second edition of *Graphic Materials: Rules for Describing Original Items and Historical Collections* yellow book from the bibliographic standards committee of RBMS.

Kelleher asked for ideas for session proposal submissions for the 2010 conference. He mentioned participation in the Roundtable’s listserv, where announcements from the meeting would be posted, and updating the Roundtable’s web page, currently very outdated [at <http://www.lib.lsu.edu/SAA/vmcar.html>].

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

**Ongoing Projects/Activities:** The Visual Materials Cataloging and Access Roundtable is a venue for discussion of issues, programs, and practices related to visual image materials. In addition to the annual meeting the Roundtable promotes ongoing discussion in a listserv format.

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

**Diversity Initiatives:** Nothing to report at this time.

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

### **Minutes of the Annual Meeting**

**12 August 2009**

**Opening Remarks:** Christian Kelleher, chair-elect of the roundtable, convened the meeting in the absence of chair Robert Burton.

### **Reports**

**Program Committee:** Program Committee liaison Wayne Moore of the Tennessee State Archives spoke of the 2010 Annual Meeting and encouraged session proposal submissions to the program committee. The theme for the year will examine joint commonalities among the diverse populations of archivists since it will be a joint meeting of SAA, CoSA, and NAGARA. Each roundtable may endorse up to two proposals, and the submission deadline is September 24, 2009.

**Council:** Outgoing council liaison Sue Hodson of the Huntington Library reported on the Council meeting of 10 August. Highlights included a new Cultural Property Working Group, online section and roundtable election capabilities, the SAA strategic plan, and encouraging members to support the Preserving the American Historical Record (PAHR) bill. Hodson then introduced incoming Council liaison Scott Cline of the Seattle Municipal Archives who said a few words of welcome.

**Officers:** Kelleher passed on word from chair Burton on the limited activity of the Roundtable during the past year. Roundtable activity was largely based on the listserv.

**Roundtable Discussion:** Kelleher circulated an attendance form and attendees introduced themselves and talked about their experience and questions related to visual materials cataloging and access. There were 25 attendees.

Discussion topics included the application of information on copyright holders and permissions within catalog or descriptive records, social media for tagging visual resources, and a description of DCRM(G), Descriptive Cataloging of Rare Materials (Graphics) [online at <http://dcrmg.pbworks.com/>], the second edition of *Graphic Materials: Rules for Describing Original Items and Historical Collections* yellow book from the bibliographic standards committee of RBMS.

**New Business:** Kelleher asked for ideas for session proposal submissions for the 2010 conference. He mentioned participation in the Roundtable's listserv, where announcements from the meeting would be posted, and updating the Roundtable's web page, currently very outdated [at <http://www.lib.lsu.edu/SAA/vmcar.html>].

An election for the new chair-elect was held. Jessica Wagner of the New York Historical Society ran unopposed and was elected.

Kelleher adjourned the meeting.

*Respectfully submitted by Christian Kelleher, chair.*

## **Women Archivists Roundtable (Liaison: Settles)**

### **Officers:**

Co-chairs: Elizabeth Newsom, unfilled seat

Steering committee:

Jennifer Thomas

Eileen Ielmini

Katherine Johnson

Deborah Rice  
Andrea Sheehan  
Sandy Swan

**Report from annual meeting:**

Number of attendees: 12  
Election not yet held  
Summary of meeting activities: (see minutes below)  
Completed projects/activities

**Ongoing projects/activities:** Working with the Mentoring Committee on

**New projects/activities:** Working with the National Women's History Project for National History Day 2010.

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

**Questions/concerns for Council attention:** Recruitment for both the roundtable and for leadership positions; generating member excitement and active participation in roundtable activities.

**Meeting Minutes**

August 12, 2009, 1-3:00 p.m.  
Led by Sandy Swan and Jennie Thomas

**I. Introductions**

Nancy Fortna, 2010 Program Committee, spoke about next year's joint conference of SAA, NAGARA and COSA. There is no theme, but the focus is on commonalities between different types of archives. Call for session proposals, due September 24, 2009. See <http://www.archivists.org/conference/> to download the form. Need volunteers for the 2011 Program Committee for Chicago. Rosalye Settles, SAA Council Liaison, gave us an overview of the Council Meeting, which will appear in the next issue of *Archival Issues*.

**II. General Business**

Session proposal endorsements—remember that we do this and that it may help to influence the Program Committee's decision to choose a session. General Ideas: Partner with National Women's History Project for National History Day; collaborate with Women's Collections Roundtable; need more recruitment, outreach to get more members, reignite excitement about the Roundtable

**III. Election**

Co-Chair (two year term), 2009-2011 (one position available)  
No nominations

Steering Committee position (one position available)

Nominee: Lisa M. Schell, Wayne State University (student), [guardian26@mi.rr.com](mailto:guardian26@mi.rr.com)

**IV. Other Business**

Session ideas for next year: Women in management positions: development, fostering upward movement in the profession.

Issues and Advocacy: WAR Bylaws review; Update WAR web resources (list of WAR members willing to serve as mentors for other women); SAA fellow nominations (no nominations); Daycare (also private breastfeeding location for women not staying at the conference hotel; members would like more information on how daycare is handled); Diversity in leadership (What have been voting outcomes in years when women have run for SAA president? What is the current percentage of male-female members across the leadership structure of SAA? How can we help women to run for office, advertise who from WAR is running for offices, etc.?); Workplace /Building Safety (Put out on listserv for determination of whether or not the membership is interested in further discussion); Other Business/Topics for Discussion (What does the Roundtable do for its members?); Partner benefits (join forces with LAGAR); Facebook page for WAR?

Attendance: 12

*Respectfully submitted by Elizabeth Newsom, chair.*

## **Women's Collections Roundtable (Liaison: Vogt-O'Connor)**

### **Officers:**

Danelle Moon, co-chair  
Kelly Wooten, co- chair  
Cassandra (Cassie) Schmitt, vice chair  
Meghan Lyon, vice-chair

**Report from annual meeting:** The WCRT convened at 5:30 with 17 members and 10 additional panel attendees. WCRT and LAGAR co-sponsored a panel presentation that included Kelly Kerbow Hudson, Nikki Thomas, and English Professor Lisa Moore. The session provided collection highlights from the Benson Latin American Collection and from the UT San Antonio "Women & Gender Project," as well as very interesting discussion on how scholars use archival resources.

The business meeting followed the panel. The Program Committee representative, Nancy Beaumont, gave a brief presentation on the 2010 conference. Following her brief talk, the members/attendees introduced themselves and we discussed the continuation of the current co-chair leadership, which was approved. In addition we passed a resolution to elect two vice-chairs, as a means to mentor new roundtable leaders for 2010-2011.

### Attendees:

Danelle Moon, San Jose State University (co-chair)  
Anke Voss, Champaign County Historical Archives, The Urbana Free Library  
Doris Malkmus, Penn. State University  
Janice Ruth, Library of Congress  
Margaret Jessup (new member)  
Karen Mason, University of Iowa  
Tanya Zanish-Belcher, University of Iowa

Susan Woodland, Hadassah Archives  
Cassie Schmitt, University of Oregon  
Meghan Lyon, Duke  
Sherrie Bowser, Virginia Tech University  
Amy Greer, Brown University  
Becky Schulte, University of Kansas  
Nikki Thomas, UT San Antonio  
Gabriela Redwine, UT Austin  
Kelly Kerbow Hudson, UT Austin  
Lisa L. Moore, Professor English, UT Austin

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

**Ongoing Projects/Activities:** We discussed various panel presentations for SAA 2010 (Washington DC), and we heard from the program committee on the scope of the conference and deadlines. We have not received any proposals to endorse, but we are confident that we will have at least one panel if not two that we can endorse in October. WCRT offers its sincere thanks to LAGAR for co-sponsoring the panel presentation.

**New Projects/Activities:** We also talked about developing a WCRT blog that we could use to publicized events, exhibits, new collections, lecture series, and so on. The chairs/vice chairs will work on developing a blog platform, with basic rules that we can use to improve communication. In order to create a diverse blog, we talked about using the membership list to request individuals to write a brief summary of a specific collection, initiative, exhibit, etc. We need some feedback from the membership list to confirm interest in the blog and the solicitation of contributors. In the meantime, we will begin to work on developing a blog for the roundtable, and will send out notification when it is complete (late Sept. or early Oct.).

**Diversity Initiatives:** None submitted.

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

*Respectfully submitted by Danelle Moon, co-chair.*

## **APPENDIX: Reports received after 1/12/10**

### **Visual Materials Section**

Officers:

Stephen J. Fletcher, Chair

Stephen Cohen, Chair-elect

Steering Committee Members:

Tim Hawkins, Views newsletter editor

Beth Bilderbeck, Previous section chair

Mark E. Martin, Webmaster (ex officio)

Nicolette A. Bromberg, Steering Committee Member At-large

Anne Cuyler Salsich, Steering Committee Member At-large

Report from annual meeting:

Number of attendees: 42 (signatures on section's annual business meeting sign-in sheet)

Election results:

Chair-elect:

Stephen Cohen

MetLife

1095 Avenue of the Americas

New York NY 10036

T 212-578-2373

Steering Committee At-large Members:

Ms. Nicolette A. Bromberg  
Visual Materials Curator  
University of Washington  
Mailing Address:  
5811 56th Ave. NE  
Seattle , WA 98105 USA  
Phone: (206) 528-1051 Fax: (206) 543-1931

Anne Cuyler Salsich, MA, MLIS  
Assistant Archivist  
Oberlin College  
Archives  
Mailing Address:  
3442 Edison Rd  
Cleveland Heights , OH 44121 USA

Summary of meeting activities (section annual meeting minutes follow)

Visual Materials Section Meeting Minutes, SAA Austin, TX, 14 August 2009

Introductions by chair Beth Bilderback (University of South Carolina), Stephen Fletcher (University of North Carolina at Chapel Hill) is incoming chair-elect for 2009-10, Teresa Burk (Emory University) volunteered to be secretary for recording annual meeting minutes.

Guests:

2010 Washington DC Program Committee liaison Carol Prietto:  
-no theme for SAA 2010 meeting in DC at the Marriott Wardman Park August 10-15th  
-hoping for a balanced program  
-deadline for session proposals is September 24th, section endorsements by October 15th  
-see p. 63 of onsite program for details or [HYPERLINK "http://www.archivists.org/conference/"](http://www.archivists.org/conference/)  
[www.archivists.org/conference/](http://www.archivists.org/conference/)

Council Liaison Scott Cline (VM liaison for the next 3 years):

-Greater transparency with Council activities, see the council agenda: [HYPERLINK "http://www.archivists.org/governance/agendas/0809-1-I-A-AgendaPublic.htm"](http://www.archivists.org/governance/agendas/0809-1-I-A-AgendaPublic.htm)  
<http://www.archivists.org/governance/agendas/0809-1-I-A-AgendaPublic.htm>  
-Items that may affect VM would be:  
-- Revision of Standards Committee mission and procedures:  
[HYPERLINK "http://www.archivists.org/council/Council0809/0809-1-II-A-StdsComm.pdf"](http://www.archivists.org/council/Council0809/0809-1-II-A-StdsComm.pdf)  
<http://www.archivists.org/council/Council0809/0809-1-II-A-StdsComm.pdf>  
--Adopt changes for Cultural Property Working Group:  
[HYPERLINK "http://www.archivists.org/council/Council0809/0809-1-II-E-CulturalPropWG.pdf"](http://www.archivists.org/council/Council0809/0809-1-II-E-CulturalPropWG.pdf)  
<http://www.archivists.org/council/Council0809/0809-1-II-E-CulturalPropWG.pdf>  
--Adopted new procedures for online voting in sections:  
[HYPERLINK "http://www.archivists.org/council/Council0809/0809-1-II-G-SectRTGov.pdf"](http://www.archivists.org/council/Council0809/0809-1-II-G-SectRTGov.pdf)  
<http://www.archivists.org/council/Council0809/0809-1-II-G-SectRTGov.pdf>

VM Section Liaison Reports:

AMIA-Tim Wisniewski: See attached report, highlights include:

--The Reel Thing XXII, August 21-22, Linwood Dunn Theatre, Hollywood, CA a 2 day event of special screenings and presentations by audiovisual archivists and other media professionals.  
--AMIA 2009 annual conference, November 4-7, St. Louis, MO.

#### Descriptive Standards- Marcy Flynn

--Rotated off as standards liaison to VM from the standards section, would someone like to fill this role?  
--No standards report in VM newsletter either, VM should fill these gaps as the connection to standards committee is a valuable one, any volunteers?  
--DACS is up for a 5 year review, feedback and comments from VM welcome especially concerning format-based description as that is what is missing.  
--DCRMG, revision of Graphic Materials see: HYPERLINK "<http://dcrmg.pbworks.com/>"  
<http://dcrmg.pbworks.com/> version 3.2 is expected to be published in 2011, please contribute your comments to the wiki/online

VMCAR- Beth Bilderback reported for chair Robert Burton (absent from SAA meeting) that incoming chair Christian Kelleher conducted the roundtable for 2009. The chair-elect is Jessica Wagner, Manuscript Cataloger at Gilder Lehrman Collection at the New-York Historical Society

ARR-Beth Bilderback reported that liaison Geri Schaad said the tour of the UT Alexander Architectural Archive was a treat for the roundtable members.

#### VM Working Groups:

Elections- Deirdre Scaggs reported that the online elections for chair elect and 2 steering committee members were conducted and paper ballots were distributed on-site. The candidates are Stephen Cohen (chair elect) and Nicolette Bromberg and Anne Salsich (2 steering committee positions). These candidates were elected at the end of the meeting after tallying the paper ballots. SAA requires 2 steering committee members for each section so VM changed the bylaws to reflect this and this is the first year for them to be on the ballot. 1 steering committee member will serve a 2 year term this year so that in the future the steering committee will be comprised of staggered terms (more on this in the bylaws section below).

Professional Development and Education- Nicolette Bromberg reported on activities stemming from Paula Mangiafico's report (see attached). Highlights include creating a manual for VM volunteers to be posted on the website resources creating workshops/sessions dealing with large VM collections, identification of prints and drawings, teaching with VM, using VM as historical evidence, and the care and storage of nitrate negatives. We need more visual materials sessions with better scheduling at SAA. The Visual Literacy workshop taught by Nicolette on Tuesday was sold-out and very successful. Please send your ideas about sessions and workshops to us.

Born-digital Collecting- Stephen Fletcher reported that after a successful session last year about digital collecting things came to a screeching halt as life intervened. He said that digital visual materials will figure prominently into his term as chair of the section. He will speak more broadly about collecting, and best practices for access and description of digital materials since SAA looks to VM for guidance and input on these types of issues. We must stay relevant to the organization and take on the complex issues surrounding digital visual materials. If you look on page 50 in the SAA onsite program you will see that SAA lists the following as a strategic priority: "Strategic Priority #1 Technology, Desired Outcome #1: SAA will develop standards, or endorse appropriate standards developed by other organizations, to improve the appraisal, capture and preservation of, and access to, born-digital records, and will promulgate those standards to the archives community. [Council member comments on this outcome also include emerging standards for imaging and metadata.]" That puts the Visual Materials Section right in the heart of SAA's top strategic priority.

Communications/Newsletter- Tim Hawkins is the new Views editor and he asked for input from the section about what we want to see in the newsletter- it is our newsletter. Please share your ideas about what you would like to see or contribute to the newsletter. Some ideas: expand tech news, involve others as reporters, need a back-up to support the newsletter creation (In-Design), integrate the newsletter with the website.

Website- Beth Bilderback reported for Mark Martin that we are considering moving the website to a Google-hosted site. Currently the site is hosted by Louisiana State University. We will also explore talking with SAA's Brian Doyle about possibilities for moving the site to Drupal platform that SAA's site is currently on. Mark would like some help with the website. Please volunteer and give your feedback. See:

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

Listserv- James Eason reported that Vis-Mat list hosted at Cal Berkeley is open to all. VM-S list is SAA members only. He is open to hearing ideas about having the parallel lists as they are pretty low traffic and not much of an issue to manage. You have to turn on the SAA lists as they default to none in your online profile.

James also reported as liaison to the SAA Trusted Archival Preservation Repository Task Force: The SAA task force on trusted archival repositories was a 2006 mid-winter idea and VM needs to be engaged with this discussion. SAA needs to look at a trusted preservation repositories program or an overall program of internal assessment by institutions. James presented a report to Council but things got delayed in Council and in February they chose not to move forward with the suggestions in the report.

By-Laws Changes- See the current issue of Views or the website for the changes proposed to the bylaws:

HYPERLINK "<http://www.lib.lsu.edu/SAA/Bylaws2009revisions.pdf>"

<http://www.lib.lsu.edu/SAA/Bylaws2009revisions.pdf>

The following edits were discussed and voted upon :

--Joan Schwartz commented that 4.B.2 needs to be clarified with regards to "alternating", proposed to use the word "staggered". There was discussion and the motion to change the wording in Article 4, section B item 2. passed: "The two elected at large Steering Committee members shall serve staggered two year terms."

--Jim Cartwright Made a motion to remove the specific description of the VisualMat listserv in article 5 section B. It was discussed that by removing it we wouldn't have to go back and change the bylaws at a future date if the VisualMat list ceased to exist. The motion passed and now article 5 B. reads: "Other meetings. Additional Section meetings may be scheduled at the call of the Chair. Such meetings shall be announced on the SAA Section listserv, and in the newsletter preceding the meeting."

--Other discussion and a motion that was withdrawn surrounded the wording of "committees" and "working groups". Stephen will look into standardizing the terms across the bylaws and other official documents of the VM section.

Old Business-

--Stephen mentioned the 3 year plan is on the website, please review and comment.

--Beth mentioned that he blogged the mid-winter meeting and this meeting is sanctioned by SAA and is a great way to get more involved with the section. The Midwinter Task Force to look at mid-winter participation is being headed up by Beth and Ardys Kozbial, please share your ideas and time to help them look at this issue. Midwinter is open to all VM section members.

--VM section finances are being investigated and will be reported to the membership. We get money from t-shirt sales. How should we use this money?

New Business-none

Announcements-Nicolette showed off her recent publication: "Picturing the Alaska-Yukon-Pacific Exposition : the photographs of Frank H. Nowell" and shared this YouTube video about photos and questions about photos in the archive:

HYPERLINK "[http://www.youtube.com/watch?v=zve2chDhB\\_4](http://www.youtube.com/watch?v=zve2chDhB_4)"

[http://www.youtube.com/watch?v=zve2chDhB\\_4](http://www.youtube.com/watch?v=zve2chDhB_4)

Should be required viewing for all incoming visual materials archivists.

--VM T-shirts are available for purchase on Café Press

--Newsletter deadline is September 15 for the next issue

--John Slate will post the latest updates to the bibliography to the website after the meeting.

Break-out group discussions- Stephen Fletcher leading Digital Collections and keeping the section relevant discussion, Tim Hawkins leading Communications/Newsletter/Website discussion, Nicolette Bromberg leading Continuing and Professional Education discussion.

Submitted by Teresa M. Burk, 19 August, 2009

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#### Completed projects/activities

Section chair sent weekly reminders to members of the visual materials listserv to submit session proposals for 2011 SAA Annual Meeting. These messages included encouragement to use the listserv to bounce ideas for proposals, which several people utilized. Steering committee reviewed proposals and the chair submitted endorsements.

#### Ongoing projects/activities

Steering committee members are currently planning and making arrangements for the VM Midwinter Meeting to be held in February or mid March.

#### New projects/activities

These traditionally emerge during the section's midwinter meeting, mentioned above. One major activity already in the works is a redesign of the section's website, with an eye to Drupal as the underlying structure. Part of the process is an evaluation of how to best utilize the SAA website template, especially since our current website offers so a rich array of resources that do not necessarily fit the template—especially since we have an eye toward merging the role of the section newsletter and website to be able information to be made available with more currency than quarterly. Drupal will allow us to offer more content in exciting new ways.

#### Diversity initiatives

This topic will be on the agenda for the midwinter meeting.

#### Questions/concerns for Council attention

This year's overall theme for the Visual Materials Section (VM) is "Staying Relevant." In that vein, I believe we need to align the VM goals with the SAA strategic plan—and, to the extent possible, have VM's goals and objectives inform SAA's strategic plan, because VM has been a cutting-edge, leading section in many ways over the years. The only opportunity we have to undertake such an approach is during our midwinter meeting. "Staying Relevant" will, therefore, be the major theme of the midwinter meeting and examining our goals and objectives with the SAA strategic plan in hand. Channelling that information to SAA planners and leaders to ensure that our input will be relevant to SAA's strategic plan would, therefore, be VM's biggest question or concern.

A second area of concern is VM website, which we are currently redesigning, and what role it will play vis-a-vis the standard SAA three-column template. We are aware that SAA is also moving to Drupal, so

we would like to know how to best ensure that what we envision for VM will play well with the SAA's adaption of the Drupal platform.

The third area of concern is a lingering need to resolve (once and for all!?) VM money held by SAA.

*Respectfully submitted by Stephen J. Fletcher, chair*

## **Performing Arts Roundtable**

Officers: Peggy Alexander, Co-Chair; Andrew Wentink, Co-Chair; Steering Committee, Leilani Dawson and Lisa Hooper; Helice Koffler, Web Liaison

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

Number of attendees: 13

Election results: Andrew Wentink, Co-Chair; Leilani Dawson, Steering Committee

### **Summary of meeting activities:**

The Society of American Archivists' Performing Arts Roundtable conducted its membership meeting on Wednesday, August 12, 2009. The meeting was held at the Ransom Center at the University of Texas at Austin.

Co-Chair Susan Brady called the meeting to order at 1:15 p.m., and noted that co-chair Peggy Alexander was unable to attend the conference. Following introductions of Roundtable leaders and our host at the Ransom Center, attendees introduced themselves as a sign-in sheet was circulated. Susan thanked outgoing Steering Committee member Andrew Wentink and outgoing newsletter editor George Bain for their work for the Roundtable. Nominations were sought for Co-chair and Steering Committee for the election to be held at the end of the business meeting.

Susan reminded members that they should sign up for the Roundtable membership and listserv via the SAA web site, as there have been some changes to the system and some members have apparently been dropped. Helice Koffler discussed the Roundtable web site and expressed interest in creating an official Roundtable blog. Helice currently oversees the "unofficial" blog as well as the web site. Susan described the continuing plans for a form and genre headings project (see below). 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.

Carole Prietto, from the 2010 conference program committee addressed the group on the plans for next year's meeting in D.C. Rosalye Settles, also attended the meeting and reported on Council decisions that were made the previous Sunday.

Susan then opened discussion on proposals for sessions for the 2010 SAA annual meeting in Washington. Jeni Dahmus of the Julliard School mentioned that she has been working with someone on a session on the documentation of the punk music scene and will follow up with Peggy Alexander when she has made more progress in developing the session. Susan encouraged members to attend the Roundtable-endorsed program "Saving De Niro's Boxing Trunks: Sustaining Performing Arts Archives Collaborative," on Saturday morning.

Susan noted that with George Bain's retirement as newsletter editor, assistant editor Mary Gallant was assuming the editorship.

After nominations were put forward Andrew Wentink was elected as co-chair and Leilani Dawson was elected to the steering committee.

Following the business portion of the meeting, Helen Adair, Associate Curator of Performing Arts at the Ransom Center, provided attendees a wonderful introduction to her collection, and described numerous items that she had pulled especially for us. Among the items was one of Marlon Brando's address books; an early draft of Arthur Miller's *The Crucible*; and those famous De Niro boxing trunks.

### **Completed projects/activities**

The Performing Arts Roundtable proposed the session "Saving De Niro's Boxing Trunks: Sustaining Performing Arts Archives Collaboratively," which was accepted by the SAA 2009 Annual Meeting Program Committee.

A double issue of *Performance!*, the newsletter of the Roundtable, Spring/Summer 2009 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/>. She will be developing an "official" blog in the coming months.

Susan Brady continues to develop 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. In addition to volunteers from the Roundtable and TLA, professional designers are being asked to serve as advisors to the projects.

### **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.