

**Society of American Archivists
Council Meeting
January 27-30, 2010
Chicago, Illinois**

**2009 – 2010 Section / Roundtable Annual Reports (Compiled)
(Compiled from submissions to SAA Office)**

Section Annual Reports

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

Officers:

Chair, Carl Van Ness, University of Florida

Vice Chair/Chair Elect, Brad Bauer, Stanford University (Also served as Section Newsletter Editor.)

Immediate Past Chair, Tara Zachary Laver, Louisiana State University

Steering Committee:

Karen Adler Abramson (2008-2010), Brandeis University

Deborah Richards (2007-2010), Smith College Archives

Linda Whitaker (2009-2011), Arizona Historical Foundation

Jennifer Graham (2009-2011), Wisconsin Historical Society

Web Liaison, Michelle Sweetser (2004-), Marquette University

Nominations Committee (as per by-laws): Tara Laver (Chair), Linda Whitaker, and Jennifer Graham.

Report from annual meeting:

- Number of attendees: 55 people attended the meeting. 32 were section members, 22 were not members. Attendance was up from last year (48 attendees and 22 members.)
- Election results: Kim Anderson, UCLA, was elected VC/Chair Elect and Virginia Hunt, Harvard, was elected to one of two open steering committee seats. The online election resulted in a tie for the second seat. A run-off was held at the meeting and Adriana Cuervo, University of Illinois, was elected.
- Summary of meeting activities: Draft minutes attached.

Completed projects/activities. There were no ongoing projects from the previous year to complete.

Ongoing projects/activities. The Section continues to take an interest in the Deaccessioning and Reappraisal Development and Review Team which came out of the Section's activities in 2009. The Team reported on its progress at the 2010 section meeting. However, the Team does not officially report to the Section.

New projects/activities. Much of the Section's time was taken up with the CMS conversion. All of the Section's main pages migrated to the new website prior to the annual meeting. The migration and implementation of Drupal proved to be a useful exercise. Some of our older pages had not been examined for years and needed updating. For example, our list of manuscript appraisers contained dead links and one dead appraiser as well as several other appraisers who had either moved or were no longer in business. More importantly, the migration spurred a much-needed discussion on the website and how it could be better used by the section leadership and members. An implementation team consisting of the Immediate Past Chair, the Chair, the Chair Elect, and the Web Liaison was created to oversee the migration. Work is still ongoing.

Diversity initiatives: The section chair instructed the Nominations Committee to actively seek out candidates with diverse backgrounds. In addition to underrepresented groups, the Committee looked for candidates outside academia as the steering committee has, in recent years, been almost exclusively composed of members from colleges and universities. Two candidates from outside academia were nominated, but were not elected. However, an opening on the steering committee earlier in the year was filled by an archivist from a state historical society.

Questions/concerns for Council attention: The issue of the dues increases was discussed by the Section Steering Committee after requesting input from the section membership. Little opposition was evident and most people understood and appreciated the need for the increase. But several members expressed concerns about mounting annual meeting costs. It was not clear why registration costs continue to rise when the general inflation rate remains low. There was also some grumbling about room costs this year and the lack of alternatives in the DC area. This led to an exchange of emails between the section chair and liaison over site alternatives. However, the overwhelming sentiment expressed at the meeting, itself, was how wonderful the hotel was and what a convenient location it was in. In short, it's a conundrum, and we have no specific recommendations. It is also evident that Council and the executive officers are aware of the problem and are looking at options and alternatives. We encourage and applaud those efforts.

The Steering Committee also discussed alternative meeting times for the section business meeting. Again, the section membership was asked for their opinions and there were a few people who suggested the meeting be held earlier than the traditional Friday afternoon slot. The Steering Committee looked at the other possible time slots and felt that there were too many conflicts with other meetings. However, there was general recognition that people are attending meetings earlier in the week and leaving earlier as well. If this trend continues, SAA may have to rework its traditional meeting calendar.

The Section Steering Committee recommends that section and roundtable elections be held earlier in the year with the results announced well before the annual meeting. This would allow the new steering committee time to get acquainted and prepare an agenda for the annual meeting.

Completed and submitted by the Immediate Past Chair, Carl Van Ness, on November 12, 2010.

ACQUISITIONS AND APPRAISAL SECTION ANNUAL MEETING August 13, 2010

Meeting was called to order by Section Chair Carl Van Ness, who identified the current leadership of the section, and announced the results of the online election, which elected Kim Anderson of UCLA as Vice-chair/Chair-elect, and Ginny Hunt of Harvard University for one of the two open spots on the steering committee. Since there was a tie for the remaining steering committee spot—between Brenda Burk of

Indiana University-Purdue University, Indianapolis, and Adriana Cuervo of the University of Illinois-Urbana-Champaign, a run-off election was held and ballots were distributed at this point.

Brief comments were then made by **Paige Smith of the 2011 Program Committee** for the SAA Annual Meeting, who encouraged those present to submit session proposals and reminded them of the procedures for doing so.

She was followed by **SAA Council Liaison Dennis Meissner**, of the Minnesota Historical Society, who was recently appointed Council Liaison for the Acquisitions and Appraisal Section, and who introduced himself. Meissner also briefly discussed the proposed SAA dues increase, encouraging members to be present at the business meeting to vote on that and ask questions about it. He also discussed SAA's strategic planning, and the process of drafting a values statement for the association, an outgrowth of past President Mark Greene's presidential address in 2009.

Merrilee Proffitt, of the RLG Partnership, then spoke on her organization's "Mobilizing Unused Materials" project, and alluding to handouts she provided, she outlined some of the various facets of this project. Of most relevance to the present audience, she discussed a study that surveyed archival repositories, led by Jackie Dooley. Among other findings, she discussed how the finding revealed the growing numbers of backlogs at surveyed repositories, as the rate of acquisitions outstrips that of cataloging and processing. Following Proffitt's comments several audience members posed questions about the metrics used in the study, and stressed the need for surveyed institutions to use consistent metrics.

Report of Deaccessioning and Reappraisal Development and Review Team (DRDRT): This report was given by committee chair Laura Uglean Jackson (American Heritage Center, University of Wyoming), who identified the members of the team. She then described the method used of surveying institutions and drafting guidelines, and noted that the team met the previous Wednesday at the annual meeting to edit the guidelines. They are seeking to make their guidelines similar to those of other professional guidelines in their ease of use and format. She did not want to talk about the content of the guidelines until those team members who were not able to attend SAA had the chance to weigh-in on the edits and changes that have been made. The team has stated its goal is to have a draft ready for section members and the SAA Council to review by next spring.

Report on Section-sponsored and endorsed sessions at the 2010 annual meeting: Carl Van Ness reported that the Acquisitions and Appraisal Section endorsed four proposed sessions, of which three were accepted by the Program Committee. These were sessions

407. Western Trailblazing
607.

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Session 306 [Doc strategy?] was not reviewed by the Acquisition and Appraisal Section's Steering Committee, but nevertheless was related to this section's interests. All of the above sessions were good and were well-attended, Van Ness stated, reflecting a continued interest in the areas of acquisitions and appraisal. Over the past few years, the section has done a good job of offering sessions that have been approved by the Program Committee, and Van Ness encouraged those present to continue this trend by submitting their proposals and discussing them with the section's steering committee.

New business: At this point, Van Ness called for any new business from the floor, as well as any ideas for session proposals for next year's annual meeting program, but there were no motions from the floor nor any session ideas offered. Van Ness then provided a number of updates about ongoing projects within the section, including:

Website update: With the process of migrating content from SAA's old website to the new website, which uses the Drupal content management system, Van Ness reported that much of the content from the Acquisitions and Appraisal page has been migrated, with some material remaining on the old site. He then described the timeline for the completion of this project, at which the new website will take over the old site's web address. The old system operated with one web liaison for the section, Michelle Sweetser, but the new system will eventually allow all of the steering committee members to have the ability to add content to the webpage, or alternately to assign designated officers for this function. For the moment, the section chair and past-chair, Van Ness, incoming chair Brad Bauer, and web liaison Sweetser will be the officers for the steering committee.

Content of website: The new content management system will raise questions about how to add content, and what content will be most relevant to the members. Should the newsletter, for example, continue to be compiled and added to the site as it currently is, or should it give way to a more interactive system of adding announcements from members and repositories, and articles generated by members? In addition, how will bibliographies on recently published articles pertaining to acquisitions and appraisal be added—via the newsletter, or as an ongoing feature? The list of appraisers has recently been updated to remove appraisers who are no longer active, but how will this continue to be maintained? These are just a few of the questions that section members should think about with the migration to the new content management system.

Section listserv: Van Ness noted that our section's listserv has very little traffic, and that this may in part be due to members not realizing they are subscribed, or perhaps having been inadvertently unsubscribed. Van Ness encouraged those present to check their own status by reviewing their account information on the SAA website.

At this point, Van Ness opened the floor to questions about the new content management system, stressing that it has the potential to greatly impact the way that the section works, with the potential of making the section's website more interactive. One comment from the floor stressed that the contributions of section members should be highlighted on the website, noting that the presence of the section could be strengthened within SAA, and that this is just one way of doing that.

Report on Elections: Past chair Tara Laver reported on the work of the nominating committee, publicly thanking its members, Linda Whitaker and Jennifer Graham, as well as thanking those who agreed to run for positions on the steering committee. Laver announced the results of the online election, and then announced the results of the runoff election that was held during the section meeting, to break the tie between candidates Burk and Cuervo for the remaining steering committee member seat, announcing that Cuervo had won the runoff.

Section meeting program: The program for the section meeting was titled *Making Choices: Real Life Records Selection for Twenty-First Century Archivists*, and was chair by Jennifer Graham of the Wisconsin Historical Society. Three speakers presented about specific issues, methods, and procedures for defining and carrying out the mission of their repository or documentation project. These included:

Claire Galloway, of the University of Texas-Arlington, whose talk "Direct Action Gets the Goods" presented an overview of the work of the Texas Labor Archives, and in particular, how appraisal work is carried out within this repository and how necessary it is to hone one's approach toward appraisal in order to ensure that the repository has a proactive rather than a passive collecting approach. Galloway provided a brief history of the Texas Labor Archives, which were established in 1967 as one of the first labor archives in the West. The repository had a field agent who was responsible for acquiring collections prior to Galloway's arrival as archivist in 2008, and she discussed the need to codify appraisal practices in

archival terms, which had not been done prior to that. Many of the challenges faced by the Texas Labor Archives are common to many types of repositories: the growing backlog of unprocessed material, the lack of storage space, the preponderance of bulky organizational records with inadequate inventories, and the tendency of donors to give the archives what they wish to part with, rather than what the archives and its users most need. Galloway then outlined the three phases of acquisition and appraisal, beginning with preliminary research once a potential donor has been identified (or has approached the archives with an offer to donate material), an onsite appraisal of the material offered, which often involves identifying material that will not be accepted, as well as sampling voluminous organization records series; and the post-visit work, including the accessioning, description and arrangement of the collection and donor follow-up. Galloway accessions and catalogs the collections, and re-boxes them herself, but then other staff do the additional description and arrangement that lead to a finding aid. In conclusion, Galloway felt that success in her work was defined by good public relations with donors coupled with much up-front work that is done with the collections before they are brought into the archives.

Chana Kotzin, of the Jewish Buffalo Archives Project, next presented a talk titled “Down in the Basement Or Out in the Garage: Appraising Jewish Community Historical Materials in Buffalo, NY.” Rather than working within a fixed archival repository, Kotzin’s work centers more around identifying the sources of records of the Jewish community in greater Buffalo, and then appraising the records for eventual placement in the archives of the University of Buffalo. This project started with the idea that while other ethnic groups in Buffalo, such as Italians and Polish communities, were well-documented, that little had been done to document the presence of the Jewish communities of this region, and that as these communities were declining in numbers (due to aging, people moving out of the area), that something needed to be done to preserve this history. A grant was awarded from the New York State Documentary Heritage Program, which enabled the University of Buffalo to partner with the Board of Jewish Philanthropies to hire an archivist—Kotzin—to work on this project. Kotzin’s primary tasks were to conduct a survey of records that were in the field—i.e., housed in temples, including some that had already closed, as well as papers retained by individuals—as well as conduct oral histories with community members, especially focusing on rabbis, cantors, and members of synagogues that were slated for eventual closure. The end goal of this project was to see that both records and oral histories would be placed in an appropriate, publicly-accessible, repository, which for this project was identified as the University of Buffalo. A similar project had been initiated decades earlier by a history professor at the university, but after his death this project had been moribund until it was revived in this form during Kotzin’s tenure. The remainder of Kotzin’s talk discussed collecting priorities, as well as the actual process of identifying and surveying the records on-site. Kotzin’s approach is to survey first, and then collect, and that while she ultimately hopes that many of the collections that she surveys will end up at the university, her main priority at the moment is to create a list of what records actually exist, and to stress to records-keepers the importance of preserving and eventually placing these records in a repository such as the university. As many of the records are poorly housed (e.g., in boiler rooms, basements, etc.) or scattered among members of an organization, she sees this as a key step that is necessary to halt the further loss of the records of a disappearing community.

Adriana Cuervo, of the Sousa Archives and Center for American Music at the University of Illinois, gave a presentation titled “Playing it by ear: appraisal considerations for acquiring music collections.” The core collections in the repository where she works are the papers of composer and bandleader John Philip Sousa, the records of the University of Illinois Band, and collections of composers of electronic and experimental music. Cuervo focused in her presentation on how her work with the Sousa Papers has shaped how she and other staff approach other collections that they appraise and acquire. The Sousa Papers are split between several repositories, and those papers that were placed at Illinois by Sousa are furthermore divided between an initial accession that arrived shortly after Sousa’s death in the early 1930s and a much later accession in the 1960s. Cuervo said that in examining the original accession, she identified many issues in the appraisal of those records that would likely have been addressed differently

nowadays, and that she has sought to apply these lessons to other collections that the repository has recently acquired. The original accession of Sousa's collection consisted primarily of written music, but Cuervo asked what happened to his business records, sound records, photographs, or personal papers? Some came with the subsequent accession, some went to other repositories, but why were they not chosen to come to Illinois in the first place? In particular, her work with the Sousa Papers and with other collections of composers at this repository has led her to focus on several questions such as:

- What is the best way to document the history of music and composers? Acquiring such collections often leads to the inclusion, preservation and display of non-traditional materials (from an archival perspective), and is a repository prepared to take on this added responsibility?
- Should the archivist look beyond the donor's role as a musician or composer, and seek to document other facets of their lives, under the assumption that such areas define their activities as composer?
- What should the archivist know about aesthetics, and more specifically in this case, music, in order to effectively do one's job in acquiring and appraising such materials?

Following the end of the presentations, the meeting adjourned. *Minutes compiled by Brad Bauer.*

Archivists of Religious Collections Section (Liaison: Sly/McCrea)

Officers: Alan Lefever, Texas Baptist Historical Collection, Chair
Terry Reilly, Nickle Art Museum, Vice-Chair, Chair Elect
Elizabeth B. Scott, St. Michael's College, Secretary
Jim Havron, At-Large Representative
Taffy Hall, Southern Baptist Library and Archives, At-Large Representative
Gwynedd Cannan, Trinity Church NYC, Past Chair/Nominating Committee
Paul Daniels, Luther Seminary, Newsletter Editor
Mark Duffy, The Archives of the Episcopal Church, Website Editor
L. Dale Patterson, United Methodist Church Archives, Electronic List Manager

Report from annual meeting:

- **Number of attendees:** 45
- **Election results:** Elizabeth Scott was re-elected secretary and Jim Havron elected at-large representative.
- **Summary of meeting activities:** Minutes for Annual meeting attached.

Completed projects/activities

- The Models and Resources page on the ARCS website was updated
- A session developed by ARCS members for the 2010 SAA annual meeting was rejected by SAA. Members plan to resubmit in the future.

Ongoing projects/activities: Soon after the ARCS meeting, Chris Doan, Chair of Models and Resources, resigned her position with ARCS. The Steering Committee is currently looking for a replacement to continue to provide leadership in this area. Work is ongoing to provide digitization projects to the Models and Resources component of the ARCS webpage. Project management guides and benchmarks used for technical specifications will be included.

The Steering Committee discussed ideas on program development for annual SAA meetings. Groundwork was laid out for a session proposal for 2011. We intend to continue exploring ways to encourage our members to participate in the Annual Meetings through presentations and workshops.

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

Questions/concerns for Council attention – None

Report on ARCS Program Breakout Sessions 2010 Annual Meeting

I have received reports from all of the session recorders. They are all very helpful. I have also received some statistics from Brian Doyle regarding our section membership which shows a definite downward trend with a recent uptick. This is at a time when membership in the Society is growing albeit modestly. Brian reports, “ Here's what I've been able to compile based on data in our system. ARCS had the following numbers of members at the start of the designated months: July 2010 = 384; July 2009 = 412; July 2008 = 420. As of today, your section membership stands at 392.”

Review of the ARCS Mission Statement: The statement is generally approved of. If we were to adjust it we could look at

- Is it too long? Should we separate into a shorter Mission statement followed by goals' statements? – suggestion to use the first and last sentences.
- Should we re-write in the active voice?
- References to institutions – SAA is a professional organization and the section is for individuals
- Does there need to be a reference to the section being open to people who work in a variety of institutions, college and universities e.g.
- Religious Archives document community life (social history) not just the lives of members of their particular communities.

General Concerns: Failure to get proposals accepted for the SAA main program. Develop a strategy to reach out to regional/local groups of religious archivists

SAA Strategic Priorities

Priority No. 1 Technology

- ARCS as a place to discuss common issues
- ARCS is a place to learn how to use new technology – suggestion a new column in the newsletter on successful projects.
- ARCS as a forum for best practices: electronic records, policy development
- ARCS as a place to publish gaps analysis, cases on our electronic records holdings
- Virtual tours could add a technology question
- Need to promote our website and other communications tools especially re Models and Resources

Suggestions: Conduct a survey of current programs and projects showing project completion rates that would be published. Have a designated person post a question or two to the list serve every month. Make a deliberate link with the "Lone Arrangers"

Priority No. 2 Diversity

- There is a lack of awareness of diversity on the section, need to surface this
- We should engage our SAA Council member to learn about successful strategies Idea, Philadelphia session
- Check with regional associations to see how we can support them
- How can we reach less well know faith traditions?
- Opportunities in minority communities
- Need to communicate that “religious” does not mean “Christian”.

- Let people know we want to be more diverse.

Priority No. 3 Public Awareness/Advocacy

- Recognize that some institutions restrict public access but make clear the distinction between private and institutional
- Tie ARCS efforts to SAA priorities
- Identify ARCS own issues
- Encourage students to join ARCS
- Design a public awareness brochure to encourage institutions who are thinking about starting or reviving a program.

Business Archives Section (Liaison: Settles)

Officers:

Chair: Jeff Pirtle

Vice Chair/Chair Elect: Susan Watson

Immediate Past Chair: Scott Pitol

Secretary: Greg McCoy

Editor: Patricia Franks

Vice Editor: Rochelle McCune

Member-at-large: Nicole Laflamme

Report from 2010 annual meeting:

- **Number of attendees:** 74
- **Election results:**
 Vice Chair/Chair Elect: Susan Watson (71%)
 Secretary: Greg McCoy (69%)
 Vice Content Editor: Rochelle McCune (61%)
 Member-at-large: Nicole Laflamme (43%)
- **Summary of meeting activities:**
 (minutes attached)

Completed projects/activities: Held Business Archives Colloquium August 11, 2010 at the Marriott Wardman Park Hotel in Washington D.C. The keynote address was given by Joey Reiman and was titled “The Fruits are in the Roots.” Other colloquium sessions included several about archival advocacy and one on capturing company websites. In addition to the 65-70 live attendees, 15-20 attended virtually through a webinar. Major support for the 2010 BAS virtual colloquium was provided by The Winthrop Group.

Ongoing projects/activities: The working group continues discussions to develop a new two-day 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 continues work to update the BAS website to include current information and make the information presented more timely.

Diversity initiatives

Questions/concerns for Council attention

**SAA BUSINESS ARCHIVES SECTION (BAS)
Annual Business Meeting Minutes, 13 August 2010**

The meeting was called to order at 2:04 p.m. by Scott Pitol, Section Chair after attendees introduced themselves. Approximately 74 members were in attendance.

Approval of Minutes

2008 meeting minutes: Motion made by Elizabeth Adkins to approve, seconded by Mike Bullington. Minutes approved.

2009 meeting minutes: Motion made by Scott Grimwood to approve, seconded by Elizabeth Adkins. Minutes approved.

The next order of business was the election of members to the BAS Steering Committee for 2010-11. Chair Scott Pitol announced the election results:

Susan Ginter Watson	Vice Chair/Chair-Elect
Greg McCoy	Secretary
Rochelle McCune	Vice Content Editor
Nicole Laflamme	Member-At-Large

Open Items

Symposium at Saint-Gobain Group Archives, Blois, France, May 2010. Didier Bondeau reported on the symposium titled "Corporate Memory: A Tool Serving Management" held in Blois. Using real life examples and broad international comparisons, the symposium showed how corporate history has become a tool at the service of management, in the form of knowledge management. More than 80 delegates participated including several BAS members. Bondeau gave an overview of each of the sessions and mentioned that a book from the symposium will be coming out soon.

SAA Council update. Rosalye Settles, BAS liaison with SAA Council, provided the SAA Council report and updated members on Council activity and strategic direction. SAA Council met this past Monday and SAA membership was discussed; a dues increase will be discussed at the SAA business meeting. Settles also mentioned the draft statement on diversity (draft was approved) and an SAA gift campaign for the next 75 years.

International Council on Archives benchmarking survey results. Greg Hunter discussed the ICA grant work he and doctoral students have been conducting to provide further analysis of the survey. Deliverables include summarizing the open-ended questions; comparison of the ICA survey results with the A*Census results; statistical analysis and hypothesis testing; and an ICA journal article. Hunter also offered a plug for the SAA trading cards being planned for the 75th anniversary.

New Business: Chair Pitol turned the floor over to Jennifer Johnson, incoming chair of the SAA Committee on Education. Johnson gave an overview of how SAA webinars work and encouraged BAS members to consider putting one or several together. BAS member discussion followed about possible, relevant webinar topics: outreach and advocacy; electronic records management; acquisitions and divestitures and effect on the archives; brand management; preparing business case for the archives; legal issues; business continuity of information; cultivating champions for the archives and what to do when the champion leaves; strategies for acquisition of current materials; working with the press. BAS leadership will send out a survey to members and conduct a vote about which topic(s) to pursue.

Vice Chair Jeff Pirtle stated he is on the SAA Program Committee for the 75th anniversary annual meeting to be held in Chicago, IL. He encouraged members to submit proposals prior to the deadline of October 1. Pirtle also mentioned BAS can endorse several sessions.

Vice Chair Pirtle thanked Chair Pitol for his BAS leadership during the past year. Meeting adjourned at 3:25 p.m. following a motion made by Hans Naess, seconded by Becky Tousey. Minutes respectfully submitted by Sue Watson, SAA BAS Secretary

College & University Archives Section (Liaison: Frusciano)

Officers:

Chair - Tamar Chute (Ohio State University)

Vice-chair/Chair-elect - Becky Schulte (University of Kansas)

Steering Committee – Heather Brison (University of Oregon), Ellen Engseth (University of Wisconsin-Milwaukee), Jay Gaidmore (University of North Carolina, Chapel Hill), Cynthia Ghering (Michigan State University), Kevin Glick (Yale University), Chris Prom (University of Illinois)

Report from annual meeting:

- Number of attendees: 140
- Election results: Becky Schulte was elected Vice-chair/Chair-elect. Ellen Engseth and Cynthia Ghering were elected to Steering. Because the Section changed the bylaws to comply with SAA rules, Tamar Chute (who was vice-chair) was also elected Chair.
- Summary of meeting activities: (or attach minutes or newsletter accounts): Please see attached meeting minutes (pages 3-12).

Completed projects/activities

The projects and activities this year involved updating administrative and governance issues to position the section in a better framework for the future. This included:

- a. Migrating the website to Drupal
- b. Conducted a review and developed recommendations to revise the section newsletter and website
- c. Revising the section bylaws to make the section compliant with SAA rules. This included a new vice-chair/chair elect system and the election of the members of the Steering Committee. Revising the bylaws was done by consulting with many different people and gathering input from members of the Steering Committee, Council, and SAA staff.

Ongoing projects/activities: There are three immediate goals for the Steering Committee – update the bylaws so they are completely compliant, transitioning to the new newsletter structure online, and adding content to the website to make it more user-friendly.

New projects/activities: Some members of the Section are also interested in reviewing the *Guidelines for College and University Archives* for possible revision and eventually approval by Council.

Diversity initiatives: At this time there are no specific diversity initiatives taking place in the Section. There is some concern about the elections including representatives from all areas of the country and sizes of institutions. The Steering Committee will be reviewing our nomination and election procedures to determine how to handle this.

Questions/concerns for Council attention: Although members of the Section understand that the annual meeting dates are often influenced by the location, C&U strongly encourages Council to look at dates in early August rather than later during the month. It is difficult for C&U archivists to attend if their institution's fall term begins the same week as the meeting.

**College and University Archives Section Meeting Minutes
Washington, D.C.
August 12, 2010**

Beth Kaplan, section chair, welcomed everyone to the meeting
Approval of 2009 meeting minutes published in *The Academic Archivist*, Winter 2010

Reports:

Beth Kaplan gave the chair report and discussed what was accomplished by the Section this year. Mostly this involved administrative and governance issues to position the section better for the future. This year included:

- Online elections for the first time
- Migrating the website to Drupal
- Participating in the review of the section newsletter and website
- Revising the section bylaws to make the section compliant with SAA rules. This included a new vice-chair/chair elect system and the election of the members of the Steering Committee.

Beth Kaplan thanked Steering Committee, particularly out-going members Rachel Vagts and Maria Estorino, Chris Laico (Newsletter Editor), and Claude Zachary (Website). She also thanked Tom Rosko and Charlotte Brown for being part of the Nominating Committee. Finally, Beth thanked the members who ran for positions and encouraged continued engagement in the section.

Tom Frusciano gave the report from SAA Council. Tom reported the issues being discussed by Council including the dues increase needed. They will be reviewing online voting and hope to use it for other decisions like changes to the bylaws. Council has approved the revision of the EAD Roundtable's mission to make it broader. They are also reviewing the statement on diversity and a draft of a values statement written by the Committee of Ethics. This ethics statement will go out to the membership for comment shortly. Council is reviewing the guidelines for graduate programs in archival science as well. The SAA Foundation Board is concentrating on fundraising for the celebration of the 75th anniversary of SAA. They hope to cultivate a culture of giving in the organization.

Rachel Vagts, chair of the Nominating Committee, gave their report: The C and U Archives section conducted its first online election this year. The nominating committee was chaired by out-going steering committee member Rachel Vagts (Luther College). The committee consisted of Tom Rosko (Massachusetts Institute of Technology) and Charlotte Brown (University of California-Los Angeles). This year marked a transition to a chair /chair elect model, so Vice Chair Tamar Chute (The Ohio State University) was the sole candidate for chair of the section.

Candidates included: Becky Schulte (University of Kansas) and J. Gordon Daines (Brigham Young University) for vice chair/chair-elect. Susanne Belovari (Tufts), Ellen Engseth (University of Wisconsin-Milwaukee), Cynthia Ghering (Michigan State University) and Tom Sommers (University of Nevada – Las Vegas) running for two steering committee positions. 292 of 1321 eligible participants voted. 125 people voted in person at the 2009 SAA meeting in Austin, Texas.

Elected: Tamar Chute, Becky Schulte, Ellen Engseth, Cynthia Ghering (Submitted by: Rachel Vagts, Luther College, Nominating Committee Chair, September 17, 2010)

Chris Laico, Newsletter Editor, was unable to attend, so Beth Kaplan gave his report:

Dear Colleagues:

Since our last meeting in Austin, through your unstinting support, the College and University Archives Section (Section) produced three issues of *The Academic Archivist* totaling 21 pages. Please send you

submissions to my attention: Chris Laico at CL880@COLUMBIA.EDU. As a simple guide, please limit your newsletter submissions to such institutional announcements as professional conferences, programs, projects or section related business. I wish you all a successful meeting and thank you again for your enthusiastic support of *The Academic Archivist*.

Sincerely yours, Chris Laico

Jay Gaidmore gave the report of the website/newsletter review committee: **College and University Archives Section: Website and Newsletter Discussion, Document/Recommendations**, August 2010. A subgroup of the Steering Committee (Maria Estorino, Jay Gaidmore, and Chris Prom) reviewed the CU Section website and newsletter. We solicited feedback from Website Editor Claude Zachary, Newsletter Editor Chris Laico, and other members of the Steering Committee. We make the following recommendations, and would like to consider any additional ideas that section members might provide at the section meeting or via comment to members of the Steering Committee.

Section Website

- Our existing content can be managed very easily in SAA's new Drupal system. Most of the content has already been migrated. Any additional content should be migrated over the next several months.
- SAA has configured Drupal for three permission levels/roles. Our website editor, Chair and Vice-Chair should be given the highest level of control, the "Group Editor" role. All other members of steering committee and newsletter editor should be given "Group Officer" role, which will allow them to edit the group description and group pages, as well as the newsletter. The Newsletter editor should be provided the "Group Contributor" permission level, which provides access to edit Newsletter pages. Upon request, additional section members could be provided the Group Officer or Group Contributor designation.
- Drupal has a separate module for posting meeting minutes. We should use this mechanism, rather than the newsletter, to publish meeting minutes.
- We should organize content better, since there are opportunities to enhance our web presence so that the Section site not only serves the needs of our group but also functions as a resource for the larger C&U community. The sites for other SAA sections and roundtables provide examples of some basic things we can do to develop our website. Some examples: a Governance section that would bring together the Section by-laws, steering committee manual, annual reports, committees/task forces, and related info; a Resources section that links to the Guidelines for C&U A, the Thesaurus for use in C&U A, books in the SAA bookstore on C&U A, etc. We could have an Annual Meeting section that gives info about the Section meeting and sessions of interest to C&U A.
- We may also wish to develop a CU Section blog, following the model of the LACCHA Roundtable blog, where that group attempted to create a space online for discussion of Roundtable matters: <http://laccha.blogspot.com/>. The Drupal features could potentially allow the section to develop a collaborative work spaces, if we want to use it that way, but it may be difficult to configure given the current permission/role settings that SAA has configured.

Newsletter. Regarding the newsletter, Drupal provides an easy way to post the newsletter in HTML instead of PDF. It is very easy to use and allows the editor to insert images, linked files, etc. We should eventually transition to this format. In order to facilitate this change, Chris Laico has generously offered to continue as a year for editor, publishing the newsletter in PDF during this time. We therefore recommend that the section accept this offer and recruit a new editor, who would begin work in the summer/fall of 2011. The new editor newsletter should review the format, which currently consists mainly of long-form articles. For example, we might include a section for short, one paragraph announcements, changes of job, etc.

Announcements

Tim Pyatt announced the work of the Committee on Ethics and Professional Conduct in creating the ethics statement. There will be several opportunities for the membership to comment on the statement, and Tim encouraged everyone to do so. They have also worked on a SAA values statement that is a companion to the ethics statement. Please comment on both.

Christie Peterson reported on the Reference and Processing Group, which is sponsored by the Reference, Access, and Outreach Section. The group was created to compile and synthesize information and assessments on MPLP. They are compiling a bibliography and will post it online. Christie asked for assistance from the section with finding papers, presentations, etc. involved in this topic.

Christie Peterson then reported on the 2011 Program Committee. SAA will be held in 2011 in Chicago. It is the 75th anniversary and since it is not a joint program, they will need more submissions than in previous years. The theme is "Archives 360" and is intended to be as broad as possible. The due date for submissions is October 1. College and University Archives Section will have 2 endorsements, which is considered during the process of choosing sessions. This year is slightly different in that individuals can be part of multiple sessions during the proposal stage.

Jackie Dooley reported on the OCLC Research taking place right now. Please see: www.oclc.org/research for a complete list of the projects and activities.

Lisa Mix from the University of California San Francisco spoke on the SAA Publications Board. They recently published a new campus case study on podcasts at the University of Michigan. They continue to look for more publications.

Alex Lorch reminded the membership that the NHPRC had a space in the vendors/exhibit area and encouraged people to visit them.

Following the announcements, those in attendance chose the break-out discussion group they wanted to join. What follows are the brief reports on each group:

Priorities for the Section led by Beth Kaplan. Ideas:

1. Concerns of small colleagues. How to ensure consistent adequate representation of small colleges in C&UA leadership? Staggered elections? E.g., in odd years, have all candidates from small institutions run against each other? Develop a mechanism for similar types of institutions within C&UA to work together. Sub-sections? Breakout discussion groups by institution size / type?
2. Session proposals: suggest that folks submitting proposals that are specific to C&U issues for SAA 2011 note on their proposal forms that the C&UA group is one third of the membership (not sure if that is correct) and that is a broad audience.
3. Complaints about dates of SAA often conflicting with dates of semester starting, discussion of history of this complaint.
4. C&UA "Guidelines" document: would there be another way to move this forward? Discussion of why it was not approved by Council in 2005, suggestions about re-framing it in terms of best practices.
5. Start a C&UA blog as a way to engage membership.
6. Annual section meetings. To save on time, try to have some information (like Council rep's report, program committee, etc.) shared online? Possible topics for future programs: archives orientation training; advocacy; success stories/
7. Newsletter / blog as forum for sharing "success stories".
8. How does C&UA tie into SAA's strategic goals? (suggestion - review the section's diversity report to

council, submitted a few years ago by Betsy Pittman, as an example of the section supporting SAA goals.)

Digital Asset Management led by Rachel Vagts

Our group's discussion centered around digital asset management systems. We discussed what systems people are using and the pros and cons of the systems. Cynthia Ghering from Michigan State University shared about MSU's digital curation study that they have recently conducted. They surveyed content creators and IT staff across their campus to look at what systems are being used and how.

We discussed how there are many types of systems including, but not limited to Digitool, Content DM, Fedora, DSpace, ResourceSpace and many others.

We discussed the process that CLIR used to look at archival management systems and wondered if it might not be prudent to do a similar study of DAMs. There doesn't necessarily need to be a whole new tool developed, but that existing tools could be developed further to meet our needs. It is important for us to be able to know what we need in a digital asset management tool and to be able to match the tool to our institutional digital needs. Years ago we found physical space to house records, now we need to find appropriate digital space to do the same.

The challenges are different based on our institutional set-up. Cynthia recommended we look at the reports in the MSU appendices from their study--there is a great deal of information on the various systems they are using in their campus including preservation information.

Documenting Student Organizations led by Jay Gaidmore

Ideas for collecting these records: Many student organizations meet nights and weekends so if you want to speak with these groups prepare to do so at outside of normal working hours. Another suggestion was to treat student organizations as you do administrative and academic departments and have them designate a liaison with the Archives, similar to records management liaisons. Work with student government to revise by-laws so officers are aware that records should be sent to the Archives. Send reminder emails towards the end of each semester asking for a transfer of records.

Harvesting websites: Harvesting websites is an excellent way to document student life and the history of student organizations. Duke University is using Archive-It, a subscription service offered by the Internet Archive, to capture the websites of student organizations. However, many student organizations are not using the URL's provided them by their universities, thus creating dead sites. Instead, many of these student organizations are using Facebook.

Deeds of gift and access restrictions: Old Dominion University has the records of a fraternity, whose historian had come into the Archives to use them for an upcoming anniversary. The historian said no one but him is really interested in these records so he asked they be returned to the fraternity. The ODU archivist declined this request, but cautioned other archivists to get deeds of gift for records of student organizations. Officers of organizations should make the donation of records official and clearly spell out any access restrictions including who in the organization can grant access to interested patrons. This pushes the question of access away from the Archives. One institution restricts access to fraternity materials to those with membership cards. For secret societies, a new contact with the Archives is designated each year. If a new contact is not designated, the records of the secret society become open. This policy provides the impetus for the secret society to maintain contact with the Archives.

Organizations to focus on: Student Government, Big Social Organizations

Partners in collecting student organization records: Work with alumni, who years after graduation, may have records to donate, or current contacts with these organizations. Faculty representatives do not turn over as much as the students. They can provide continuity over the long-term. Organization historian – can help find money for processing records and fill in gaps in the records. One institution had success collecting intramural records by working with the Interfraternity Athletic Council. Another institution suggested the creation of a Student Advisory Group to identify student organizations to solicit for records and help with the solicitation. Student Activities Office can help with funding and raise awareness. Freshmen seminars get students familiar with the Archives and provide an opportunity to solicit materials. Alumni Office – use them to help engage current students on the history of the institution, use them to recruit students to help solicit records from student organizations with the idea that students are more comfortable dealing with other students.

Raising Awareness: Give out t-shirts or posters as prizes if student uses collections for research or brings materials to Archives. When hosting a public program on any topic, lure students to attend by offering food and drink. Motivate student organizations to donate materials by demonstrating the use of this material. Launch a competition between fraternities and sororities. Put up exhibits and host show and tells – bring out your best and most interesting stuff. Identify upcoming anniversaries and offer assistance in celebrating these anniversaries.

Digitization Projects: Digitization of student newspapers is an excellent project and generally receives good support from the current student body, alumni, and the development office. They provide a more robust documentation of student life than student organization records. University photographs Yearbooks – issues with copyright, Alumni Offices will support the digitization of yearbooks but will resist putting up more recent years to prevent data mining by marketers.

Electronic records: Harvard has collected a tiny amount of email but has not been successful. Subscribe to e-newsletters and group listservs.

Donor Relations led by Heather Briston

Challenges: Development not allowing you to talk to major donors, even if it is only about their papers. Development not working with archivist before accepting materials from donors that are big supporters of the university. The “drive by” donor –otherwise known as unsolicited gifts. Piecemeal donors.

Solutions/Ideas

- Make sure any acceptance or collection development form, even prior to deed of gift, explicitly states that materials can be disposed of or returned as the repository sees fit
- Have clear, posted collection development policies. Use this as a way of saying “no.”
- Develop good relationships with Development
 - We have resources that can help them in their outreach and relation-building
 - University history, fundraising
 - Tell them about our acquisition/collection development policies
 - Work with Development and donors to manage expectations in regards to processing level and time/costs
 - Work on developing formulas for estimating costs of processing and include that in the request for papers/funding
- Think about adding a sustainability clause to your collection development policy
 - Taking in collections incurs costs; can we sustain the collection offered? Make donors aware that we consider this in appraising a collection
 - Policy examples – Dartmouth, ASU
- Faculty Papers Collection development

- Resources – articles by Christine Weideman at Yale; Harvard “Documenting Your Career”
- Recognition in the field
- High level administrator/long time of service
- Teaching awards/innovative work
- Asking for copyright, and other IP

Innovating use of technology led by Kevin Glick

Thirty-seven people participated in an interesting discussion. Topics of discussion included:

- Archiving Facebook was discussed, particularly the technical issues, preservation issues, and legal issues involved.
- Crowd sourcing the tagging of unidentified photographs in our collections was discussed. Archivists described using different tools, including Flickr and Facebook. There was discussion of the privacy issues, how to get the word out about the project, and whether there needs to be a monitor to the tagging.
- Crowd sourcing the description of audiovisual materials (is it possible to do the same thing?) was discussed. Archivists described using YouTube and Vimeo. There was discussion of rights issues, how to get assistance from media services on campus, working with the campus newsletter or public relations staff, and getting student to do much of the work.
- There was discussion of the problem that physical scrapbooks, facebook, and yearbooks are disappearing.
- Open source digital object delivery systems were discussed. This topic garnered a number of questions, but not too many answers. Examples discussed included Drupal, Omeka, Gallyer, and Greenstone with the commenting layer.
- A few archivists described their use of Wikipedia, either for information about their school or its alumni, or for information about the subjects of other collection holdings. There was discussion about how it can increase traffic to online archival finding aids.
- The last discussion surrounded preservation planning for digital collections and the Planets preservation planning tool. We ran out of time before much discussion developed around this subject.

Dealing with email led by Michael Shallcross

Our session commenced with a description of the MeMail project at the University of Michigan’s Bentley Historical Library. The initiative, funded by the Mellon Foundation, is focused on developing the workflow and resources necessary to preserve emails of record written and received by administrators at the University of Michigan.

The brief description of the project led to a discussion of the difficulties inherent to an email archiving project. The conversation touched upon:

1. General Issues
 - a. The cost of commercial email archiving systems (as well as their tendency towards capturing everything so as to meet e-discovery requirements)
 - b. The nature of email: different individuals use email for different purposes (file sharing, document storage, etc.) and it is often a very personal means of communication.
 - c. Diverse email systems present on campuses and the challenges posed as a result (i.e. in establishing different procedures for MS Exchange and IMAP servers).
 - d. Securing the cooperation and buy-in of record creators
 1. Email is used in the line of university / college business and therefore may be considered records akin to paper correspondence
 2. These individuals need to feel comfortable with the capture and preservation of their electronic correspondence.

3. Record creators need to assist in identifying emails of record (a point also discussed in appraising email)
4. The importance of educating administrators in regards to the nature of records of value
- e. Coordination of the archives with IT staff.
 1. Archives often have limited technical resources and abilities
 2. Participants noted that there are sometimes disconnects in how IT departments and the archives approach email archiving
2. Work flow
 - a. Appraisal:
 1. Given the large amount of routine correspondence and spam present in email systems, the process should be automated or take place before records are transferred to the archives.
 2. The Bentley Historical Library's MeMail project involves record-creators in the identification of emails of record
 - b. Transfer to archival custody:
 1. The Bentley Historical Library has record creators transfer email to an archival mailbox to which archivists have access and from which content can be retrieved on a regular basis.
 2. Other solutions to the transfer of email included saving messages to removable hard drives, CDs or DVDs and also printing out material in a paper format.
 - c. Arrangement and description
 1. Discussion touched upon the appropriate level of description and how much is necessary (item is impossible; series is more feasible)
 2. The
 - d. Storage
 1. We discussed the possibility of using a DSpace repository to store email
 2. Preserving messages on removable media or hard drives
 3. Printing content to paper

In sum, the participants were very aware of the challenges involved with email archiving and at the same time are very interested to know how other archivists are handling this challenge. Participants hope to hear more about this topic at next year's conference.

Respectfully submitted by Tamar Chute, chair.

Description Section (Liaison: Hyry)

Officers:

- C. Jerry Simmons, Chair, 2010-2011
- Joyce Chapman, Vice Chair/Chair Elect, 2010-2011
- Donnelly Lancaster Walton, Secretary, 2010-2012
- Erin Lawrimore, Immediate Past Chair, 2010-2011
- 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: 75

The online election received 85 respondents. The results were: Joyce Chapman, Vice Chair/Chair Elect; Donnelly Lancaster Walton, Secretary

Summary of meeting activities: Please see minutes below.

Completed Projects/Activities:

- Description Expo 2010 (<http://www.archivists.org/saagroups/descr/2010/expo/>): 6 submissions (Dwight D. Eisenhower Presidential Library/Oral Histories online; American Catholic History Research Center and University Archives, Catholic University of America; The Digital Ford Presidential Library; North Carolina State University Libraries Special Collections Research Center Finding Aid Redesign; Northwest Digital Archives (NWDA); and the International Holocaust Era Assets Project, National Archives and Records Administration)
- Section endorsed two sessions for the 2010 conference: Bibliographic Control of Archival Materials: The Impact of Library Standards on Archives (session 604) and Balancing Public Services with Technical Services in the Age of Basic Processing (session 601)

Ongoing Projects/Activities: Section worked with Standards Committee to review proposed standards

New Projects/Activities: Section collaborated with the RAO Section and others in the Reference/Processing Collaboration Group

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

Questions/Concerns for Council Attention: None currently

Description Section Meeting. Marriot, Washington 4, Washington, D.C., August 13, 2010 , DRAFT

I. Welcome and Section Reports

Section chair Erin Lawrimore opened the meeting.

A. Election results

- Joyce Chapman is the new vice chair/chair-elect
- Donnelly Lancaster Walton will return as the secretary for a two-year term.
- All other steering committee members stood and introduced themselves

B. Newsletter editor: Sarah Keen

- There were two issues this year, the winter and summer editions
- Rebecca Goldman of the blog *Derangement and Description* has started doing special edition archival comics for the newsletter
- Contact Sarah for comments, feedback, and ideas

C. Description Expo: Jerry Simmons (vice chair/chair-elect)

- Simmons thanked web liaison Janet Carlton for getting the Expo online so quickly
- This year's participants included the following institutions/projects:
 - Dwight D. Eisenhower Presidential Library / Oral Histories Online
 - **American Catholic History Research Center and University Archives, Catholic University of America**
 - **The Digital Ford Presidential Library**
 - **North Carolina State University Libraries Special Collections Research Center Finding Aid Redesign**
 - **Northwest Digital Archives (NWDA)**
 - **International Holocaust Era Assets Project (National Archives and Records Administration)**

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

A. SAA Council Representative: Tom Hyry

Hyry discussed three relevant topics:

- EAD Roundtable—proposed change to mission statement to be open to all standards passed this week in Council meetings
- Task Force to Develop a Statement of Core Values for Archivists—approved for member review a draft of the "Core Values of Archivists," which will go out to SAA members for feedback soon after the annual meeting
- Dues increase—Council approved the proposal for vote at the members meeting, August 14, 2010

B. 2011 Program Committee: Paige Smith

- Next year's meeting theme for Chicago is "Archives 360—Then, Now, Wow"
- Session proposals are due October 1, 2010

C. ICA Section on Professional Standards and Best Practices: Erin Lawrimore for Claire Sibille (See attached report)

D. DACS Technical Subcommittee: Erin Lawrimore: Committee will be reconstituted in lieu of Helen Tibbo's serving as SAA President this year. Contact Helen Tibbo or the Standards Committees Co-Chairs if you are interested in serving

E. OCLC/RLG: John Chapman: See attached report

F. DCRM-MSS: Diane Ducharme: See attached report

G. Encoded Archival Context (EAC) Working Group: Kathy Wisser: See attached report

H. Technical Subcommittee for Encoded Archival Description: Mike Rush

- Council approved the new subcommittee in February 2010. It's a successor group rather than a completely new subcommittee
- At their upcoming meeting Sunday, August 15, 2010, they will discuss reorganization, etc.
- They hope to set up an online comment mechanism, then they will issue a call for comments and ideas for revision to EAD
- Council also created a new group, the Schema Development Team, chaired by Daniel Pitti

I. Archivists' Toolkit/Archon/ArchivesSpace: Annie Ross: See attached report

J. Reference and Processing Collaboration Group of RAO Section: Sarah Keen: See attached report

K. Standards Committee: Sybil Schaefer: Contact the Standards Committees Co-Chairs if you are interested in serving on the DACS subcommittee

III. New Business: Chair Erin Lawrimore called for any new business—there was none.

IV. Program presentation: Joyce Chapman (N.C. State University Libraries), "User Feedback and Cost / Value Analysis of Metadata Creation"

V. Chair Erin Lawrimore adjourned the meeting

Minutes submitted by Donnelly Lancaster Walton, Section secretary.

Report prepared and submitted by Erin Lawrimore, Immediate Past Chair (Erin_Lawrimore@ncsu.edu).

Electronic Records Section (Liaison: Ambacher/Theimer)

ERS Leaders, 2010-2011

- Chair (2010-2011)
Kelly Eubank
Electronic Records Branch Manager
North Carolina State Archives
Email: kellyeubank@gmail.com
- Steering Committee (2009-2012)
Rachel Donahue
Graduate Student
University of Maryland
Email: donahrm@gmail.com
- Steering Committee (2010-2013)

- Vice-Chair/Chair Elect (2010-2011)
Ricc Ferrante
IT Archivist/Director, Digital Services
Smithsonian Institution Archives
Email: ferranter@si.edu
- Past Chair/Steering Committee (2010-2013)
Erin O'Meara
Electronic Records Archivist
University Archives and Records
Management Services
University of North Carolina at Chapel Hill
Email: omeara@email.unc.edu
- Steering Committee/Past Chair (2009-2012)
Mark Myers
Electronic Records Specialist
Public Records Division
Kentucky Department for Library and Archives
Email: mark.myers@ky.gov
- Steering Committee (2008-2011)
Michael Forstrom
Archivist
Yale University
Beinecke Rare Book & Manuscript Library
Email: michael.forstrom@yale.edu
- Gabriela Redwine
Archivist and Electronic Records/Metadata Specialist
Harry Ransom Center
University of Texas at Austin
Email: grepwine@mail.utexas.edu
- Steering Committee (2010-2011)
Mark Matienzo
Digital Archivist
Manuscripts and Archives
Yale University
Email: mark@matienzo.org
- Web Liaison (since 2002)
Jean Deken
Archivist
Stanford Linear Accelerator Center
Email: jmdeken@slac.stanford.edu
- SAA Council Liaison
Kate Theimer
Email: kate.theimer@gmail.com

Report from the Annual Meeting held: August 12, 2010, Washington, D.C.

Old Business - Elections Results: Erin O'Meara reported on the election results for ERS. She reported that the elections were done on line this year but we had a low voter turnout. Ricc Ferrante, vice chair, chair elect; Gabriela Redwine UT-Austin is the new Steering Committee member; Mark Matienzo from Yale is now Steering Committee (took over Suzie Long's position); Rosemary Pleva Flynn is stepping down from the newsletter. Also stepping down from the listserv. Call for volunteers.

Business meeting - Erin O'Meara—Section chair called the meeting to order.

Ken Thibodeau from the 2011 Program Committee gave an update: SAA 2011 is the 75th anniversary, meeting in Chicago. He asked people to put together sessions. A lot of attention will be given to historical and prospective view. Archives 360 degrees, topics that are relevant to us and what we do. The Program Committee wants to especially encourage creativity and diversity. The committee is asking people to propose sessions & preconference workshops. The Sections are allowed to endorse up to two proposals. These endorsements help the program committee make their selection. If members have a session, Ken encouraged them to send it to the ERS for endorsement. Program committee is asking everyone to provide a 75 word abstract as well as a 150 proposal. Online submissions are due Oct. 1. Erin asked members to send their proposals to the ERS by Oct. 3 for consideration by the ERS.

Bruce Ambacher, the Council Liaison addressed the section. The new council rep for 2011-2014 is Kate Theimer. Total attendance for the DC conference is somewhere around 2,000. Mr. Ambacher reported on the budget and the effect of the budget on the membership. The Council lost \$17,000 last year

and the budget next year will have net return of \$587. Special groups and taskforces may not have winter meetings. Membership has turned the corner with 5760 members in good standing, 23% are student members. Membership is at an all-time high. Bruce encouraged members to come to the business meeting on Saturday. Two questions in front of the membership require votes. First item for voting—a dues increase. Mr. Ambacher encouraged us to adopt the increase. Best practices recommendations say 35% should come from dues. SAA is currently at 29%. Sales of pubs and meetings are down. Dues are also down. There is also a constitutional amendment that needs to be voted on. The amendment calls for membership to be dropped after 28 days if it has not been renewed rather than allowing members a grace period of 90 days. Question of how membership should vote. Ability to discuss at business meeting, record it, make it available and then vote 30 days later. Electronic voting has only produced 25% of membership. Council approved 2 best practices: BP for accommodating workers with physical disabilities; BP for accommodating users with physical disabilities. Approved draft statement of values. Code of ethics is aspirational. Statement of values reinforces definitions of appraisal. Percentage of voting in business meetings? Low. Added cost for on-line voting. Cost is 1500 for cost of on-line voting of council. Election of officers is run outside of SAA.

Nancy Melley, from NHPRC addressed ERS. Nancy is the Director for Technology and Initiative—Digitization and Electronic Records programs. She will be in booth 35 in the exhibit hall.

Program - The ERS heard updates from the Blue Ribbon Task Force and from the GeoMAPP team.

Brian LaVoie—Blue Ribbon Task Force, reported on findings from the report including sustainable resources. Raw materials that fuel growth. Raw materials of research, learning and creative expression. New complications and challenges in digital age. Need sustainable digital preservation activities. Some talk about technical sustainable. Others discuss social sustainability. How do we provision? Discuss Economic sustainability : Critically important part of infrastructure. Been ignored. JISC, National Science Foundation, <http://brtf.sdsc.edu/>.

Practical recommendations and guidelines as they tried to shape. Published in Feb. 2010. Sustainable economics not just on funds, compelling value proposition. Not going to solve it by making more funds available. We have to ensure resource expenditures occur where there is a clear value to decision makers. Stakeholders have a clear sense of their roles and responsibilities. Developed General sustainability principles. Preservation is not a once and for all decisions. Occur over a period of time. Dynamics. Need to anticipate and make contingency plans. Used to the idea that economic risks change over time. Managing the demand side of preservation. Think about user communities. Need to aggregate dispersed demand across space and time. Preservation incentives—make sure we address them and create them if necessary.

GeoMAPP The GeoMAPP team, representatives from NC, UT, and KY presented on their findings to date on the preservation of and access to GIS data. GIS data is complex and has ongoing issues with file formats and file naming. Often a GIS file is comprised of several ancillary files that must be put together in a way that makes sense in order for them to be transferred and opened by the receiving entity. The three states are looking at .shp files, file geodatabases, and geospatial .pdfs as potential preservation file formats.

Respectfully submitted by Erin O’Meara ERS Steering Committee and Immediate Past Chair

Questions/Concerns for Council Attention: [None submitted]

Government Records Section (Liaison: Ambacher/Theimer)

Officers:

Robynne Dexter – Past vice Chair, and Acting Chair due to absence of Current Chair Elle Kidd who is unable to attend. (She assumes Chair at the conclusion of this meeting) (2010 – 2011)

Bonita Weddle – Vice Chair (2010 – 2011) Will be Chair (2011 – 2012)
Mark Conrad – Federal Rep (2009 – 2011)
Albin Wagner – State Rep (2009 – 2011)
Sarah Pullin – Local Rep (2009 – 2011)
Sarah Canby Jackson - Local Rep (2010-2012)

Report from annual meeting: Number of attendees: 43; Election results: See above list of committee members

Summary of meeting activities: Reports were made from the Council of State Archivists, National Association of Government Archives and Record Managers. As in the past we had invited a speaker for our meeting. Michael Rhode spoke about the National Museum of Health and Medicine's Archives.

Completed projects/activities: Collaboration on proposals for annual meeting with the Latin-American /Caribbean Heritage Archivists Roundtable.

Ongoing projects/activities: More collaboration and working with various sections and groups of the SAA especially those in relation to governmental work, such as the governments of Latin America and the Caribbean and Tribal units as well as Records Management. Consideration being made to increase the steering committee so the positions of Federal State and Local Rep are included as well as Chair, Vice Chair. At the present with an election, two of the representatives become leadership. We would like a more rounded board.

New projects/activities: None at this time

Diversity initiatives: Collaboration with various governmental units, as described above.

Questions/concerns for Council attention: None at this time

Manuscript Repositories Section (Liaison: Hyry)

Officers:

Fernanda Perrone, Chair
Elizabeth Russey Roke, Vice-Chair/Chair Elect/Newsletter Editor
Sammie Morris, Past Chair
Laura Carroll, Web Liaison

Steering Committee:

Chris Burns, 2009-2011
Deborah Dandridge, 2009-2011
Ellen Doon, 2010-2012
L. Rebecca Johnson Melvin, 2010-2011
Renna Tuten, 2010-2012
Anke Voss, 2010-2012

Report from annual meeting: Number of attendees: 126. Election results: The membership elected Elizabeth Russey Roke as Vice-Chair/Chair Elect and Ellen Doon, Renna Tuten, and Anke Voss to the Steering Committee. Summary of meeting activities:

Minutes, Manuscript Repositories Section Meeting

August 12, 2010; Washington, D.C.

Section Chair Sammie Morris convened the meeting at 2:00 p.m. She introduced the section leadership and thanked the outgoing members of the Steering Committee. Nominations Committee Chair Mat Darby announced the winners of the steering committee elections and thanked the nominating committee. The following individuals were elected:

Elizabeth Russey Roke, Emory University: Vice-Chair/Chair-Elect
Ellen Doon, Yale University (two-year term)
Anke Voss, The Urbana Free Public Library (two-year term)
Renna Tuten, University of Georgia (two-year term)
Rebecca Johnson Melvin, University of Delaware (one year completing unexpired term)

Tom Hyry, SAA Council Liaison reported on three developments:

- 1) Council has drafted a statement of Core Values for Archivists, which members are encouraged to review.
- 2) Council has approved a statement on diversity, one of SAA's three strategic priorities. Diversity is understood to encompass socio-cultural, geographic, and professional factors.
- 3) Council has proposed a dues increase that will be voted on at the business meeting. The dues increase is seen as necessary to maintain the physical health of the organization. Everyone was encouraged to attend the business meeting. The last dues increase was three years ago.

Brenda Gunn of the 2011 Program Committee encouraged the membership to propose sessions for next year's meeting in Chicago, ARCHIVES 360. The deadline for submissions is October 1. Endorsements are due October 15. Proposals should be sent to both the SAA and the section/roundtable for endorsement by October 1 and should be as complete as possible. More information can be found on the SAA Web site.

Jennifer Schaffner of OCLC/RLG Partnership gave a report on the Special Collections Survey, which used an ARL survey completed ten years ago as a benchmark. The overall size of special collections is growing, but staffing is not increasing, so backlogs continue to grow. Seventy-five percent of respondents reported that their budgets had been cut, while 88 percent reported that usage had risen. The complete survey results will be published later this year.

Lucy Bates from the National Historical Publications and Records Commission (NHPRC) encouraged members to submit proposals for Basic Processing Grants. The NHPRC has a booth in the Exhibit Hall.

The Chair invited announcements from the floor and then introduced the program speakers, William Reese of William Reese Company in New Haven, Connecticut; and Ronald Becker, Head of Special Collections at Rutgers University in New Brunswick, N.J. The title of the program was "The Manuscripts Marketplace."

From the perspective of the dealer, Reese explained how to navigate a marketplace that is not an orderly place because every item is unique. Manuscripts can be obtained from three sources: dealers, auction houses, and private individuals. From World War II to the 1970s, institutions were the primary buyers, while private collectors dominated the high end of the market. The only professional organization of manuscript sellers is the Professional Autograph Dealers Association, which does not represent the whole community or enforce standards. Membership in the Manuscripts Society, another association, is open to everyone. Many manuscript dealers are members of the Antiquarian Booksellers of America/International League of Antiquarian Booksellers, which has an ethics committee and works with the FBI on a database for stolen materials. The used book market has suffered recently from the availability of digital material,

but the high end of the market has not been affected. Dealers charge commission for sales, but are aware of the market.

Auctions are the least regulated section of the market. The anonymity of online auctions has facilitated the offering of stolen goods, as was seen in a recent case at Yale University. The largest "brick & mortar" houses are Sotheby's and Christie's. The best way to participate is in person or by phone rather than leaving a bid with the house. Standards regarding auctions differ by state and county.

The popularity of *Antiques Roadshow* has encouraged individuals to enter the market.

It is important for dealers to develop relationships with major private collectors. The biggest issue dividing archivists and donors is replevin. Often private collectors buy materials in good faith. The need to recover materials should be balanced by concern for maintaining good public relations.

Ron Becker, speaking from the perspective of the manuscripts curator, noted the importance of maintaining working relationships with dealers in three areas: 1) identifying collection needs 2) identifying stolen items 3) programming.

Unfortunately, many repositories do not have the resources to purchase material. For those who do, it is very important to develop a relationship with a reputable dealer. Dealers regularly attend auctions, especially local auctions that archivists may not be aware of. Dealers can also arrange for donations. Reputable dealers are alert and able to identify stolen property. Often dealers are willing to participate in "Appraisal Day" programs that can serve as an outreach tool for the repository.

Both speakers responded to a number of questions. *American Book Prices Current* (online from 1975) was mentioned as the major source of information about past sales. Americana Exchange is another important Web site. Attaching a price to manuscripts is a particularly challenging area because of the difficulty of bridging the gap between monetary and historical value. It was noted that the identification of forgeries required professional expertise. The importance of giving donors a list of licensed appraisers was also noted. The SAA Acquisition and Appraisal Section keep such a list for reference. In response to a question on how to cultivate a relationship with a dealer, it was mentioned that some teach at Rare Book School, which includes courses on manuscripts. The New York Book Fair was recommended as a good way to meet dealers.

At this point, the meeting divided into breakout groups, led by Steering Committee members. Summaries of these discussions are included below.

Collection Development Discussion Group: Members of this group started by introducing themselves and talking a little about the scope of their collections. Members represented regional repositories and those with a national focus. The group discussed the balance of gifts vs. purchases and the influence eBay, the economy, and *Antiques Roadshow* is having on people's interest in selling their manuscript materials. The group discussed a number of issues with tax implications, such as split gift/purchases and whether the IRS might frown on such a practice. The group discussed the practice of taking something in as a deposit, which is then donated after death so heirs get the tax deduction. The group discussed how it seems like the trend is of things appraising high – much higher than expected. What drives the market is what dealers see as valuable – artifactual as opposed to research value. Autographs are a good example. A question was raised as to whether there is a standard rate that appraisers charge. Mention was made of the IRS policy that a donation of \$5,000 or less doesn't require a qualified appraisal. Book fairs were mentioned as a good place to meet sellers and appraisers. Buying off eBay – eBay mostly offers single items and most of us deal in aggregate. One person mentioned that an FBI cultural properties person told him that there are a high percentage of stolen or forged items for sale on eBay.

Ethics: Topics discussed: - Is it okay for perform internal appraisals for items donated without appraisal? External appraisals are performed for archival gifts and insurance values. Replevin: when to do it? Collections that can't be unified physically can be unified intellectually through digitization. It is difficult to negotiate auctions because collections are divided for optimal profit rather than for intellectual reasons. It is difficult to pursue reunification of collections auctioned because of privacy of auction records. What is the responsibility of the archivist when it comes to helping a donor accurately identify the value of a collection? Does the obligation differ between historical value and monetary value? How do abandoned property laws play into collections without deeds of gift? How is it best to deal with another repository that is competing for items? Participants recommended making collecting focus extremely transparent via finding aids, mission statements, and collecting policies. What are the implications of deaccessioning items and maybe selling them? One must consider public relations, donor relations, and for what the funds will be used.

The meeting was adjourned at 4:30 p.m.

Minutes respectfully submitted by Fernanda Perrone, Section Chair.

Completed projects/activities: *Newsletters:* Published three issues on the section website, and publicized them on the archives and section listservs. *Annual meeting:* Presented panel on the manuscripts marketplace with William Reese of William Reese Company and Ronald Becker, Head of Special Collections at Rutgers University.

Ongoing projects/activities: Immediate Past Chair Sammie Morris continues to work on the section history. Chair Fernanda Perrone and members of the Steering Committee are continuing to review the survey of the section membership conducted last year to continue identifying topics of high interest to section members for future programs.

New projects/activities: *Session endorsements:* We reviewed five session proposals, and endorsed the following: “The Giver that Keeps on Giving: Donor Assisted Processing” and “Design for the Next Larger Context: Exposing Architecture Collections for the Broadest Use”

Other projects: Updating the section web site by moving content into Drupal and switching to creating PDF files for the newsletter so that they work better with Drupal and are easier to contribute to SAA’s archives. Posting a brief history of the section on the web site in honor of SAA’s upcoming 75th anniversary. Created guidelines for future newsletter editors of the section

Diversity initiatives: None at this time

Questions/concerns for Council attention: None at this time

Museum Archives Section (Liaison: Richardson)

Officers: Francine Snyder, Co-Chair
Susan Anderson, Co-Chair

Report from annual meeting: Number of attendees: 57. Election results: Leanda Gehagen, Chair-Elect; Megan Finn, Recording Secretary. Appointed by the co-chairs: Adrianna Del Collo, Newsletter Editor; Matthew Herbison, Web Liason

Summary of meeting activities: (please see the attached minutes)

Completed projects/activities: In the summer of 2010, the MAS steering committee developed an online survey to gather feedback from members (a copy of the survey can be found at <http://bit.ly/dhYomy>). Survey questions centered on defining the mission of the Museum Archives Section, as well as the goals and activities that should be pursued. Feedback from the survey will help the steering committee to develop and direct future projects and programs. Outgoing chair Lelaini Dawson reported on survey results at the section meeting on August 12 (for more information, please see the attached minutes).

Ongoing projects/activities: After a brief hiatus, the *Museum Archivist* newsletter has been reinstated as a valuable point of reference for meeting minutes and other section business, as well as repository updates and other newsworthy articles produced by members.

New projects/activities: The Working Group has been reformed to develop a project plan for a resource or resources that expand on the success of the Museum Archives manual and allow for expanding resource-sharing across institutions. Possibilities include form and policy section, page for members to post new collections and links to finding aids, and museum archives blogroll. The final project will provide all section members with community updated resources as well as a participation platform – especially for members who cannot always attend the conferences (for more information, please see the attached minutes).

Diversity initiatives: While the section has not participated in diversity initiatives per se, we hope to use the survey to identify under-served constituents and learn how we can engage them better in our activities. We also hope the resource-sharing tool will provide members at smaller institutions with information, ideas, and successful strategies to achieve more on a limited budget.

Questions/concerns for Council attention: The MAS steering committee does not have any questions or concerns at this point, but will be in touch with our Council Liaison, Deborra Richardson, as needed.

Museum Archives Section Business Meeting Thursday August 12, 2010, 1:45 PM - 3:45 PM

Greeting/Introduction: Leilani Dawson, Francine Snyder, and Susie Anderson are co-chairing meeting. Sign-up sheet is circulating the room along with agenda.

2011 Programming Committee Announcement: Francine Snyder asks for proposals for Archives 360 degrees, emphasizing proposals addressing the past, present and future. This theme is meant to be all-inclusive, 60-90 minutes long. Please write a 150-word abstract for consideration, a 75-word abstract will be published in the catalogue. The deadline is Sept. 1 2010. Snyder is also looking for workshop proposals and volunteers for the 2012 programming committee.

Council Liaison Report: Deborrah Richardson, Smithsonian Institution, National Museum of American History, American History Archives Center, Council Liaison: Greetings and updates from council. We have a business meeting Saturday, 12:45 - 1:45 pm. Voting on dues increase (graduated increase over the next three years); constitutional amendments dealing with the primary contact of an institution and the 90-day grace period for submitting dues after membership has lapsed (proposed change to 30-day grace period). Grace period change is in response to electronic mail being faster than snail mail. Strategic activities and goals within Society: advocacy, technology, diversity. The council has issued a diversity statement for working with diversity issue. The society itself is geographically diverse and diverse across types of archives, but social and economic diversity issues still need to be addressed. Richardson

references Elizabeth Adkin's speech as outgoing president in which she encourages SAA to turn its attention toward diversity. Council has issued best practices for working with researchers and professionals with physical disabilities. These best practices will be available through the SAA website. The Society has been granting a number of special awards throughout the year, and is creating a Foundation Board, which will be the umbrella agency (501-c3) for all special awards. The Foundation Board is currently seeking contributions for 2011 meeting, "75 dollars for 75 years." What do we want to look like 75 years from now? What will be our contribution? Our legacy? If members have questions/concerns/suggestions for Council, seek out Deborah (richardsond@si.edu) or address your questions to the MAS co-chairs.

Ballots Results: Steering Committee Introductions. The ballot results are in and the Museum Archives Section now has a full steering committee! Chair elect: Leanda Gahegan, Reference Archivist at National Anthropological Archives, Smithsonian Institution. Recording secretary: Megan Finn, Project Archivist at the Philadelphia Museum of Art. Newsletter editor: Adrianna Del Collo, Associate Archivist at the Metropolitan Museum of Art. Web Liaison: Matt Herbison, Archivist at the Independent Seaport Museum. Leanda, Megan, and Matt introduce themselves. Susie reads Adrianna's greetings as she could not be present for this year's conference.

Vote on bylaw changes: Last year Council revised guidelines for section governance, and MAS needs to change bylaws to support compliance with new guidelines. Changes are made to support co-chairs (more than one chair), a mandate for electronic voting and annual elections for steering committee officers. Bylaws are unanimously accepted.

Survey Results: This year, Leilani Dawson circulated a survey to all MAS members through the listserv, and she reports on the following notable responses and requests:

Conference sessions: more collaboration; more sessions on collaboration among archivists and between archivists/non-archivists within an institutions with particular focus on collaborating with IT departments; more discussions about emerging technology; continued focus on museum records management.

Business meeting: more structure and focus; more brainstorming and planning time built into meetings with focus on working groups and panel sessions that discuss topical issues; more efforts to "prime the pump" for session ideas prior to business meetings; regular updates between meetings.

Working groups/session priorities: creating a resource/platform/forum for sharing resources with other members of MAS, hosting workshops on Museum Archives issues, offering outreach to people who cannot attend the annual SAA conference and people who have archival responsibilities but are not formally trained archivists.

Newsletters: provide repository features, session features, and news about the section as well as members of the section; include fewer business meeting summaries and minutes.

Working Group Introduction: One of the respondents to the survey wrote: "I didn't know we had a working group!" The idea behind the Working Group stemmed from discussions last year, survey results, and similar input from MAS members. The basic premise of the group is to plan for resources that expand upon the MAS Manual. The Working Group will address how we can take what's in the manual and make a practical working guide for building upon it, and how we can address the needs of everyone in this room as well as members of MAS who cannot attend meetings. The Working Group meeting will be held in Park Tower 8224 directly after business meeting.

Newsletter Update: Adrianna has created a dedicated email account for submitting discussing MAS news and submitting content to the newsletter: museumarchivesnewsletter@gmail.com. Please submit content! We have hundreds of members of MAS, and not everyone is able to attend SAA. The newsletter is a forum for announcements, updates, new projects, new resources, images, and ideas. (The agenda reserved time for discussing “Requests for Session Papers” and a “New ‘Postscript’ Feature” during the Newsletter Update, but the Five-Minute Repository Updates began immediately.)

Ten Five Minute Repository Updates:

Archives Blogs. Karen Stevens, Archivist/Manager of the Library, National Park Service, Independence National Historical Park.

- Stevens reports on our federal tax dollars at work, lamenting that the cultural parks are lost in the grandeur of the wilderness parks like Yellowstone and Yosemite. <Slide: screenshot of library/archives web page> The web page has links to blogs that the archives has created to increase public awareness and promote accessibility to two specific collections.
- Blog 1: The Morris Family Papers (Old Philadelphia Family that donated a historic house to the National Park Service along with family papers dating from 1732 to 1973). Contributors: Margaret Welch, an archivist with the National Park Service who is processing the Morris Family materials, is finding a variety of documents and illustrations, and Dana Kellogg Repash, an intern and research assistant on the project at the Independence National Historical Park Archives, is assisting Margaret with research. Morris house was the home of George Washington during yellow fever epidemic of 1793-1794, and is often called “the Germantown White House.” The blog is accessible at <http://morrisfamilypapers.wordpress.com/>.
- Blog 2: Archaeology field records from fifty years of excavations within the boundaries of Independence Park in Philadelphia, PA. Block 3 of Independence Mall produced over a million artifacts, which is the most significant urban archaeological dig in the United States. Blogger, Patrice Jeppson, is promoting public archaeology education and is devoting extra time to coming into the archives and examining associated field records in order to write about the history of archaeology at Independence Park. She hopes a publication will evolve from this project. The blog is accessible at <http://digginginthearchives.blogspot.com/>.
- Two examples of interesting outcomes: A researcher saw the blog on the Morris Family Papers and is interested in the recipes accumulated by the Morris Family Women. Another researcher has been able to identify some of the African-American laborers who worked on excavations, and tracked down J.W. “Smokey” Moore, an archaeologist who worked on the project and is now 93 years old.

First International Seminar on Museum Archives and Research, São Paulo. Deborah Wythe, Head of Digital Collections and Services, Brooklyn Museum / Museum of Contemporary Art, University of São Paulo.

- Section report on the First International Seminar on Museum Archives and Research. Challenges in São Paulo include: project-based funding; state-funded museums that must adhere to governmentally prescribed collections and series; regional competition among archivists (the environment is not amenable to collaboration); very restrictive copyright laws and legislation.
- Wythe’s theme at the seminar, Archives of the 21st Century, addressed web-based projects and advances in technology as applied to special collections.
- Most speakers were discussing the research they had done in museum archives, only two speakers were actually practicing archivists. Attendance was limited to 100 seats, and there was a waiting list beyond that.
- Next year’s session: Art Library Collaborations
- No materials from this seminar have appeared on the web yet, but seminar proceedings will be published in the near future.
- Contact Wythe if you’d like to talk about reading a paper with simultaneous translation.

Collaborating to Produce Web Content on Museum History. Jim Moske, Managing Archivist, The Metropolitan Museum of Art Archives

- The Met is currently undergoing a monumental transition of leadership. Former director, Philippe de Montebello, has retired, and Tom Campbell, the new director, is placing emphasis on emerging technologies, and a new Digital Media Department has been created.
- The new department began by re-launching and revamping museum website.
- The Archives is using the re-launch to leverage collections and use information about the history of the museum more effectively.
- The Archives compiled and distributed a list of all special exhibitions from 1870-present, and created an access database for compiling and distributed a PDF report that was drawn from this database. The initial release was greeted warmly by staff and outside researchers.
- Next steps involve collaborating with Digital Media staff to migrate access database to a web portal that Digital Media will staff and maintain.
- This project was largely accomplished with intern staffing.
- A new museum blog called “Now at the Met” (<http://www.metmuseum.org/now-at-the-met.aspx>) has also been launched. The Archives submits a monthly article called “Today in Met History” that presents notable pieces of institutional history to the public.

CMHR: A Dream Becomes a Reality. Heather Pitcher, Archivist, The Canadian Museum for Human Rights

- This is Pitcher’s first SAA meeting, and the Canadian Museum for Human Rights is a brand new museum with a mandate to explore the subject of human rights within Canada and beyond. Construction is still under way, and the building is slated for completion in 2012. The Museum is located in Winnipeg, Manitoba, Canada, which is Treaty One territory.
- Exhibitions will be interactive and technology driven.
- Records of public engagement sessions throughout the country will form the foundation of the Archives and constitute the beginning of an oral history program.
- The bulk of collections will be digital with a traditional archival collection as well.

P.S. 1 Archives / 1969 Exhibition. Michelle Elligott, Museum Archivist, The Museum of Modern Art

- Elligott provides a brief update of MoMA activities over the past year and highlights upcoming projects.
- Jonathan Lill is currently processing the records of PS1, an art center that merged with MoMA about ten years ago. At approximately 460 record center cartons, the collection is larger than had been anticipated.
- The Archives launched a mini oral history initiative, which will continue in the future.
- The Archives also completed the Paul Rosenberg archives processing project (130 linear ft.), and a finding aid will be available on the website shortly.
- This fall the Archives will begin processing the Edward Daikon (sp?) archives.
- The Archives is currently seeking an archivist for a one-year processing project during which the archivist will work with the newly acquired Silverman Fluxus collection.
- For the first time, the MoMA included the Archives department as a full collaborator for its 1969 Exhibition with Elligott working as joint-curator. The Archives is looking forward to future collaborations starting with an exhibition on abstract expressionism.
- All museum press releases are now digitized and available publicly online, which has proven to be worth all the time and effort.
- Michelle Harvey was promoted to Archivist.

MFA, Boston Facebook Page. Maureen Melton, Susan Morse Hilles Director of Libraries and Archives and Museum Historian, Museum of Fine Arts, Boston

- Maureen Melton was unable to attend so Susie Anderson provided her information.

- The Archives is now posting a weekly photo and fun fact about the MFA to the Museum's fan page on Facebook (<http://www.facebook.com/mfaboston>).
- The museum is also working with a Google-owned company to set up scavenger hunts that are offered as a game/phone application and take place within the Museum.

Reel to Reel Collection: Historic Audio Online. Francine Snyder, Manager of Library and Archives, Solomon R. Guggenheim Museum Library and Archives

- Snyder presents an update on a two-year grant to process the first fifty years of the Guggenheim's history and its Reel to Reel Collection of audio recordings (<http://www.guggenheim.org/new-york/interact/listen/the-reel-to-reel-collection>).
- For the Reel to Reel Collection, the digitization component was outsourced, and about 600 Reel to Reels have now been digitized. A live link is now available in the container list in the finding aid. Click it, and an audio player opens.
- <Slide: screenshots of test site, which will go live over the next month or so>
- Snyder extends special thanks to Martha Horn who did coding for the project and requests that members of MAS send her their feedback once the site goes live.

Phase II – Archives Museum Storage Improvement Project, An NEH and Hoblitzelle Foundation grant funded project. Hillary Bober C.A., Digital Archivist, Dallas Museum of Art Archives

- Hillary Bober is a lone arranger and has been at Dallas for one year. She is the first professional archivist on staff in about six years.
- The digital archives was made possible by two endowment funding donors.
- Through the museum storage improvement project, Bobel increased storage space by approximately 175% <slides of before and after photographs from the increase in storage space>.
- Jenny Stone is converting audio and video assets to digital format as phase II of the same grant. This media is primarily used for internal educational materials and multimedia content, but a selection is also available at <http://dallasmuseumofart.tv/>.
- Stone is finalizing transcripts and entering information into the museum's CMS.
- The Archives also just received an NEA grant to digitize catalogues.

Historic New England's Collections Access Project. David Dwiggins, Systems Librarian/Archivist, Historic New England (Based out of Boston)

- Dwiggins reports on Historic New England's collections access project. Previously, the only collection online was a historic wallpaper collection. Content was moved from an MS-DOS database system/Access to a new Collections Management System, and Historic New England launched a new website on May 27, 2010.
- Now Library, Archives, and Museum collections are all searchable through a single user interface: <http://www.historicnewengland.org/collections-archives-exhibitions/collections-access>
- ResourceSpace open source digital assets management at Historic New England is a PHP/MySQL-based system, and new photography is stored in the digital assets management system and linked to CMS. Over 100,000 individual images have been uploaded to date.

Electronic Records Archive Planning Grant National Historical Publications and Records Commission. Lorraine A. Stuart, Archives Director, Museum of Fine Arts, Houston

- MFA, Houston received a two-year NHPRC grant to plan for an electronic record archive that deals with institutional born-digital content.
- Stuart is reviewing submission ingestion packages for electronic accessioning and appraisal -- currently, 60,000 terabytes of information sitting loose on servers -- and looking at ways to automate the appraisal process through rule-writing and cluster analysis.
- Exploring automated appraisal process; Ingestion: migration, emulation, or combination; Repository: database type; Preservation: automated checks and balances
- Given the financial strain, the museum may be looking to develop a collaborative consortium in order to defray costs.

A PDF of these presentations will be posted on MAS website for follow-up and to provide members with speakers' contact information.

Questions:

Q: Did Francine Snyder clear rights to make Reel to Reel Collection available online?

A: The majority of files were staff lectures for which the Guggenheim already owns the copyright. Curatorial departments are currently trying to contact artists for permissions regarding those clips. Total memory of all audio files = 1 terabyte.

Q: Are the blogs that Karen Stevens described officially endorsed by the national park service or are they unofficial? Is there a vetting process?

A: The information is vetted through the archivist and hosted through Wordpress and Blogspot rather than being hosted on the official National Parks Services site.

2011 Session Suggestions: Anderson thanks speakers for coming forward and sharing their repository updates. If any members have ever given a paper in conjunction with an SAA session, please consider submitting a written copy of the paper to the MAS newsletter in order to share with other section members who were not in attendance – it's a great line on the resume!

Session proposals: Gerri Schaad suggests: Audio on the Web -- Soup to Nuts: developing a content management system, identifying a prospective audience, delivering content to the public.

- Who is working with audio media? Who has a handle on audio media?
- There is a safe sound archive exhibitor who works out of Philadelphia named George Blood.
- Could this be a collaborative project with the Recorded Sound Roundtable?
- Could this be a collaborative project with Oral History Section?
- Content versus format: Address technological concerns along with the content being captured.
- Also address questions about licensing audio content and copyright. Obtaining permissions for the distribution of sound recordings is particularly difficult, and the laws consist of an ambiguous mix between state and federal legislation.
- In short: "Audio Recordings: Technical Issues, Content, and Copyright."

One member suggests a records management workshop or a records management focus in the working group. A session on records management in museum archives was already presented during the 2009 SAA conference. Marketing Archives to Museum Colleagues: Education, Outreach, and Advocacy.

- Matt Herbisson says: "this is much easier to do in a very small institution".
- Archivist near Simmons uses graduate interns to organize archives exhibitions and open houses for staff to introduce other staff members to the Archives as a department and service. 120 people out of 200 attended the staff open house. Staff demanded an encore!
- How does the archives make itself viable within a larger institution? Marketing to introduce people to your archives.
- Look at successful interdepartmental collaborations within an institution.
- Who here has had a successful collaboration? Barbara Maffey (sp?) is collaborating with the Museum Conservator on risk assessment. If a museum is going to do a risk assessment, they have to identify the materials.
- What about having speakers from various stages of a collaborative effort?
- What about collaborating with retail department in lean times to market the archives?

A Session on Internships: Managing internship programs and reflecting up intern experiences.

- A second archivist expresses interest on bringing in an intern's voice for a session. How does an internship fit within a larger program of study for students, and how do internships relate to the "mid-career" shift of many professionals coming to archives as a second career.
- Deb Wythe suggests a flash presentation on internships similar to those at the Museum Computer Network conferences.

- Susie Anderson refers to the Museum Records Management session, which was organized as a panel discussion (5 panelists) with a discussion portion afterward. This might be a viable format.
- Another archivist: NHPRC/Mellon fellowship in Archival Management. Could a fellowship be revived for “mid-career” professionals? Kathleen Williams answers: No, there is no plan. There is, however, a program more loosely related to professional development for archivists. The commission is currently more focused on supporting leadership in the archives profession rather than supporting individual fellowships.

Attendees who were interested in getting involved brought their cards and contact information to the Co-chairs. If members who were unable to attend are interested in being involved in a session for 2011, please contact Francine Snyder or Susie Anderson.

Oral History Section (Liaison: Settles)

Officers:

Mark Cave, Chair, 2009-2010

Joel Minor, Vice Chair / Chair Elect, 2009-2010

Al Stein, Past Chair / Nominating Committee Chair, 2009-2010

Jennifer Eidson, Ex-Officio / Newsletter Editor / Web Liaison, 2009-2011

Marlene Justsen, Steering Committee, 2009-2011

Beth Ann Koelsch, Steering Committee, 2009-2011

Douglas Boyd, Steering Committee, 2008-2010

Hermann Trojanowski, Steering Committee, 2008-2010

Lauren Kata, Project Leader for 75th Anniversary Oral History Project, 2009-2011

Report from annual meeting: *Number of attendees:*85. *Election results:*Howard Levin, Vice Chair / Chair Elect; Carrie Daniels, Steering Committee; Chana R. Kotzin, Steering Committee

Summary of meeting activities: Welcome, introductions and election results by Mark Cave. 2011 Program Committee member Rebekah Kim spoke about proposals for the 2011 Annual Meeting. Report by Lauren Kata, Project Leader for the 75th Anniversary Oral History Project.

Introduction of program speakers by Joel Minor. Main program: four presentations on the subject of oral history and social justice:

“The Struggle Continues: Expanding the Birmingham Civil Rights Institute’s Archives and Oral History Project to Meet a Global Mission,” presented by Laura Caldwell Anderson, Archivist / International Oral History Project Administrator, Birmingham Civil Rights Institute

“Preservation and Access for Survivor Testimonies at the Kigali Genocide Memorial in Rwanda,” presented by Christian Kelleher, Project Manager, Human Rights Documentation Initiative Archivist, The University of Texas at Austin

“Making the Hidden Transcript Public: The Cleveland Homeless Oral History Project,” presented by Daniel Kerr, Assistant Professor of History, James Madison University

“Legacy of Liberation: The Oral Histories of Concentration Camp Liberators in the Veterans History Project,” presented by Jason Steinhauer, Liaison Specialist, Veterans Oral History Project, Library of Congress

Completed projects/activities: Lauren Kata, Mark Cave, Joel Minor and Jennifer Eidson set up a room for video interviews at the conference hotel in D.C. and interviewed eight SAA leaders: Mark Greene, Daniel Pitti, Nancy Freeman, Charles Dollar, Ed Galvin, Tom Wilsted, Kris Kiesling and Frank Boles.

Ongoing projects/activities: Lauren Kata sent the video interviews to Joel Minor to be transferred from mini-DV to mpeg-4 format for streaming on the Web. Joel will then make gold DVD copies and mail them with the original tapes to the SAA Collection at the University of Wisconsin-Milwaukee. The 75th Anniversary Oral History Project continues this year with audio interviews being planned for any SAA members to perform and give interviews at the Chicago 2011 meeting. The Section will work with the Recorded Sound Roundtable to coordinate this project. The video interviews with SAA leaders will happen again in Chicago as well.

New projects/activities: The Section continues to have an interest in monitoring oral history and IRBs. Two members expressed interest in forming an IRB subcommittee.

Diversity initiatives: Although our first round of interviewing for the 75th Anniversary was largely based on who was available in DC for the annual meeting, the anniversary project as a whole aims to capture a diverse cross-section of the membership and our profession. We will build into the final phase of the project (see Ongoing Projects/Activities above) a commitment to inclusiveness in those whom we interview.

Questions/concerns for Council attention: [None submitted]

Preservation Section (Liaison: Lawson)

Officers:	Chair:	Shelby Sanett
	Vice Chair/Chair Elect:	Jennifer Waxman
	Chair, Nominating Cmte:	Rebecca Hatcher
	Ex Officio:	Brenda Gunn

Report from annual meeting:

Number of attendees: Unknown.

Election results: Jennifer R Waxman (Preservation Archivist, New York University, Barbara Goldsmith Preservation & Conservation Dept, Division of Libraries) was elected Vice-Chair/Chair-Elect. She will become Chair at the 2011 annual meeting. Yvonne Carignan (Library Director and Head of Collections, Historical Society of Washington DC) was elected to the Steering Committee. Angelina Altobellis (Assessment Program Coordinator, Northeast Document Conservation Center) was elected to the Nominating Committee.

Summary of meeting activities: Program consisted of elections, reports and announcements, and a program on Sustainability and Preservation with speakers, Tom Claeson, Neal Rusnov and Lance Stuchell

Completed projects/activities: T-shirt sales to raise money for SAA Disaster Relief Fund

Ongoing projects/activities: TBD

New projects/activities: A Telcon was held on October 29, 2010 with the Steering Cmte. 3 members attended. The agenda is attached.

Diversity initiatives: TBD

Questions/concerns for Council attention: TBD

**SAA PRESERVATION SECTION STEERING COMMITTEE TELECONFERENCE AGENDA
Friday, October 29, 2010; 10:00 AM – 11:00 AM EST**

To attend please call: Toll-Free Dial-in: (800) 516-9896 OR Toll Dial-in: (816) 650-0725

When you are prompted, enter Pass Code 3018371520 and follow the instructions provided.

/ Topic / Lead / Notes

1 Introductions (All)

2 Committee Reports on current status of activities

1. Outreach Cmte
2. Education Cmte
3. Web Liaison/Publications Cmte
4. Nominating Cmte
5. Members at Large
6. Program Cmte
7. Bylaws

Council Liaison All

3 Discussion Item: Cmte Activities During 2010-2011- Fund-raiser? Other? (All)

4 Discussion Item: Need for additional support for Steering Cmte members? (All)

5 Discussion item: Diane Vogt O'Connor's email of 10/6 (sent separately) (Shelby) Share with Section members?

6 Discussion Item: Preservation Publication Award – nominations to Awards Cmte Co-Chair, Meg Phillips, meg.phillips@nara.gov, due by February 28 (Shelby) How to publicize the award to the Section members? What venues to get the word out more broadly?

7 Other topics?

8 Next Telcon? When: November 19, 2010; 10:00 AM-11:00 AM EST Topics:

Reference, Access & Outreach Section (Liaison: Lawson)

Officers:

Gerencser, James, Chair, 8/15/2010 - 8/27/2011, Dickinson College

Otto, Kathryn, Vice-Chair/Chair-Elect, 8/15/2010 - 8/27/2011, University of Wisconsin--River Falls

Melley, Nancy, Communications Liaison, 8/15/2010 - 8/27/2011, National Archives and Records Administration

Schindler, Amy, Immediate Past Chair, 8/15/2010 - 8/27/2011, The College of William and Mary

Baxter, Terry, Steering Committee Member, 8/15/2010 - 8/12/2012, Multnomah County

Bensman, Beth, Steering Committee Member, 8/15/2010 - 8/27/2011, National Archives and Records Administration

Severn, Jill, Steering Committee Member, 8/15/2010 - 8/27/2012, University of Georgia

Zanish-Belcher, Tanya, Steering Committee Member, 8/15/2010 - 8/27/2012, Iowa State University

Blodgett, Jan, Web Liaison, 8/15/2010 - 8/27/2011, Davidson College

Lawson, Brenda Council Liaison 8/15/2009 - 9/1/2011 Massachusetts Historical Society

Interns:

Dreyer, Rachael, RAO Intern with Steering Committee, 10/01/2010 - 8/27/2011

Druga, Elizabeth, RAO Intern with National History Day Committee, 10/01/2010 - 8/27/2011

Gualtier, Susan, RAO Intern with Reference and Processing Collaboration Group, 10/01/2010 - 8/27/2011
Krensky, Alexandra, RAO Intern with 23 Things Initiative, 10/01/2010 - 8/27/2011
Falcone, Arcadia, RAO Intern with Communications Initiative, 10/01/2010 - 8/27/2011
Antracoli, Alexis, RAO Intern with Teaching with/about Primaries Working Group, 10/01/2010 - 8/27/2011

Report from annual meeting:

- Number of attendees: est. 85
- Election results: Via electronic voting in advance of the meeting, Terry Baxter and Tanya Zanish-Belcher were elected to 2-year terms on the Steering Committee, and Kathryn Otto was elected to the Vice Chair/Chair-elect position. The bylaws amendment to bring RAO's bylaws into compliance with SAA's electronic voting procedures also passed.
- Summary of meeting activities:

The Section meeting included reports and updates from the RAO National History Day Committee, Reference & Processing Collaboration Group, Internship Pilot Project, 23 Things Pilot Project, and Skills Survey. All reports are available on RAO's website. The meeting also included announcements from the Council Liaison, 2011 Program Committee, OCLC Research, and regarding "Special Collections Engagement, ARL SPEC Kit 317." For the second year in a row, the section used the remaining time for breakout discussion groups on several topics of interest to the Section including: the role of "citizen archivists;" working with faculty & undergraduate classes; the relationship between reference, access, and outreach; suggestions for things the section should be doing; and should the section consider splitting up. Details of the notes from the breakout groups can be found on the RAO blog: <http://raonews.blogspot.com/>

Completed projects/activities: The 23 Things for Archivists Pilot Project was completed between January and April of 2010. "23 Things" programs are learning tools for Web 2.0/social media, developed by Helene Blowers at the Public Library of Charlotte & Mecklenberg County and adopted or adapted by many libraries and similar institutions. The RAO members who participated and those who served as mentors were generally enthusiastic of the program. The Section leadership is investigating revising and continuing this initiative. The report submitted in advance of the annual meeting is available on the RAO website at <http://www2.archivists.org/groups/reference-access-and-outreach-section/23-things-for-archivists-pilot-project-report>.

Ongoing projects/activities: The Section intern pilot project was evaluated by 2009-2010 Chair Amy Schindler and the inaugural interns Benjamin Bromley and Jessica Miller in a report shared with the steering committee and membership. In a steering committee meeting immediately after the annual meeting, it was agreed that RAO would continue the initiative. The report submitted in advance of the annual meeting is available on the RAO website at <http://www2.archivists.org/groups/reference-access-and-outreach-section/rao-internship-pilot-project-evaluation>. The 2010-2011 interns are listed above.

During 2009-2010, the Section's MPLP working group was reorganized as the Reference & Processing Collaboration Group, with Shannon Bowen-Maier and Daniel Santamaria as co-chairs. The group was also endorsed by the Description Section. The working group's progress and effectiveness will be evaluated annually by the section steering committee, but action items are expected to be completed by August 2012. The full report is available at http://www.archivists.org/saagroups/rao/RPCG_report_2010.pdf.

The Section's National History Day Committee was also reorganized and re-charged, with Doris Malkmus and Shaun Hayes appointed co-chairs. The committee formed and divided into two working groups: one working directly with archivists, and the other fostering coordination between archivists and

affiliates of the National History Day office to meet these goals. As a preliminary, fact-finding first step, committee members of both working groups interviewed 36 state coordinators between May and July 2010, gathering information on existing communication networks between NHD state coordinators and teachers, students, and archivists; resources available and/or needed to promote and enhance the use of local archival resources; and what additional teaching tools and resources were most needed. The NHD Committees will use this information, just compiled, to strategize goals and objectives in accordance with the committee charge, and begin work on action steps to enhance archivist participation in NHD and a more engaged relationship within NHD networks. The full report is available through RAO's site at http://www.archivists.org/saagroups/rao/2010_NHD_Report.pdf

An RAO Skills Survey was developed by Jill Severn and Jessica Miller as a means to build on the base of knowledge available in archival literature and other related professions regarding the core competencies and skills that professionals feel are required to perform well in tasks related to reference, access, and outreach. The survey seeks the perspectives and experience of those who practice in any of these three spheres of archival work. Results of this survey, which formally closed on September 30, 2010, will be compiled during the coming year, and results will be shared as they become available.

The development of a mission statement for the Section is ongoing. Through feedback received during last year's and this year's discussion groups, a draft mission will be prepared and distributed for comment later this year. We hope to have a finalized draft available for discussion and, hopefully, approval at next year's annual meeting.

New projects/activities: A new working group to look at Teaching with and about Primary Sources is being created. In light of the overwhelming interest in this topic, which was in evidence at the section meeting, RAO is forming a working group to consider ways that useful information on this topic can be gathered and shared, and future initiatives of interest and value to archivists can be developed, planned, and implemented.

Diversity initiatives: [None submitted.]

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

Visual Materials Section (Liaison: Cline)

Officers:

Stephen Cohen, chair

David Benjamin, chair-elect

Steering committee

Tim Hawkins, newsletter editor

Lisa Snider, web liaison

Stephen Fletcher, immediate past chair

Anne Cuyler Salsich, member-at-large

Nicolette Bromberg, member-at-large

Report from annual meeting:

Number of attendees: 64

Election results: chair-elect, David Benjamin, Wisconsin Historical Society

Summary of meeting activities: Draft minutes (to be ratified at 2011 annual meeting)

Introductory remarks – Stephen Fletcher, Chair: Thanks to Steering Committee (Beth, Tim, Nicolette,

Stephen Cohen, Mark Martin). Explanation of functions and positions. Thanks to Council Liaison, Scott Kline (in his absence as he had to leave Washington earlier in the week). Funds – Stephen Fletcher and Aimee Felker. Fletcher summarized funds issue. No t-shirt sales for the 2010 conference due to unresolved settlement of SAA handling the VM funds, which are generated from t-shirt sales.

Aimee Felker addressed the handling of VM funds, providing a brief history of the way in which funds were managed in the past when SAA was smaller and accounting practices were casual. This led to discrepancies in fund balance, listed as \$444 but would be rounded up to \$500. Aimee's explanation raised many questions resulting in Aimee returning to the section meeting at 3pm to continue answering questions without holding up other business matters. Questions directed to Aimee also addressed dues increases. Other topics she covered were: voting practices, statement for diversity. After a call for consent, Felker promised to have SAA maintain VM funds in essentially a separate account with quarterly reporting.

Program Committee – Paige Smith: Short announcement of plans for SAA's 75 anniversary.

SAA Standards Committee – Marci Flynn: Plans underway to re-invigorate VM's involvement, as well as other sections and roundtables.

OCLC Research – Jackie Dooley: Reported on OCLC offerings concerning visual materials (reference imaging, metadata...), provided statistics on digital photography – collating and use in reading rooms, state of digital image management, and Web 2.0 tools

Mid-Winter Meeting Overview – Stephen Cohen: Reported broadly on areas of change/growth to 3-Year Plan. Change name of Publications Committee to Communications Committee. Realignment of content for Views and for website; make website a destination site with current information. Appealed for volunteers to assist in editing and providing content for website and newsletter (future and back issues)

Introduction to new website – Tim Hawkins & Lisa Snider: Reported on state of Views and current website with plans to roll out new website in September 2010 and redefine Views for better fit integration with new website. Will formalize a strategy for content in Views and Website in the coming year. Thanked Lisa Snider for her substantive and significant contributions to getting the new website developed and formatted.

Lisa Snider gave a presentation of the beta site. Lisa explained site has the highest accessibility standard and has the capability to have search engine target the site more often. Upon review of the beta site, VM members asked for better citation locations for images, liked the "Share-Save" widget, and its capabilities for open discussions.

Words of Gratitude – Stephen Fletcher: Offered deepest thanks to Mark Martin and Laurie Baty for their many years of leadership and determination in developing the section's website and newsletter, respectively, in making the Section a dynamic and influential force within SAA.

Mid-Winter Survey – Stephen Fletcher: To be reported on in September 2010

Elections – Beth Bilderbeck: David Benjamin, Visual Materials Archivist, Wisconsin Historical Society, will be the Chair-Elect.

Guest Speaker – Emma Winter, archivist at the Inge Morath Foundation. After some technical and transportation difficulties, Emma Winter gave a concise presentation on the Morath Foundation and its Archive which then generated considerable discussions on artist life work and its handling, often via widows.

Meeting adjourned about 4:15pm.

Completed projects/activities: Session proposal endorsements. 17 September 2010 Email to Nancy Beaumont re Visual Materials Section website needs

Ongoing projects/activities: Development of section/s new website built using Drupal. Initial planning for 2011 VM midwinter meeting. Evaluation of section members survey about VM midwinter meetings

New projects/activities: [none submitted]

Diversity initiatives: [none submitted]

Questions/concerns for Council attention: [None submitted]

Roundtable Annual Reports

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

Co-chairs: Todd Kosmerick (outgoing)/Linda Sellars (incoming) and Keli Rylance

The Architectural Records Roundtable conducted its annual meeting on 11 August 2010 at the Society of American Archivists Conference in Washington, DC.

Current roundtable membership (effective 3 August 2010): 273 active members and 41 list participants. There has been a 33% increase in active members and a 173% increase in list participants. In 2009, ARR chairs made an effort to increase membership by inviting new members through messages to the Archives and Archivists list (A&A), Art Libraries Society Discussion list (ARLIS-L), International Council on Archives list (ICA-L), American Society of Landscape Architects list, Association of Architectural School Librarians list (AASL-L), and EXLIBRIS-L.

The program portion of the 2010 ARR meeting was a presentation by John Powers, Information Security Oversight Office (ISOO) of the National Archives and Records Administration. He discussed the unit's responsibilities pertaining to classified and declassified information, as well as executive orders pertaining to declassification.

Architectural records may be affected by new executive orders if they reveal current national security plans and federal government structures. Other structures may be used by the federal government for events and other engagements, and they, too, may be affected by executive orders. ISOO plays an active role in working with university archives. The office is an intermediary between the university archives and federal agencies.

Linda Sellars was announced as the new ARR co-chair. Kate Rogge serves as the ARR web liaison and is in the process of updating the ARR website.

ARR members Waverly Lowell and Tawny Nelb conducted a Managing Architectural, Design, and Construction Records Workshop at the 2010 SAA pre-conference. It was attended by a mixed audience of 32 people.

Linda Sellars then spoke on the "Changing the Landscape" project at NC State University.

ARR Members discussed their interest in sponsoring a future workshop focused on processing CAD files.

Questions/Concerns for Council Attention: [None submitted]

Archival Educators Roundtable (Liaison: Richardson)

Officers: Katherine M. Wissler (Chair) 2010-2011

Report from annual meeting:

Number of attendees: 36

Election results: Katherine M. Wisser elected Roundtable chair Nominations were sought from the floor, none were provided.

Summary of meeting activities: The meeting consisted of a series of announcements and general discussion around constitutional amendments and dues increase, the SAA Foundation Board, NHPRS professional development grant for archives and historical publication, other granting agency programs such as IMLS, four education-related sessions at the 2010 annual meeting, the work of the SAA Committee on Education, and nominations for the 75th Anniversary Trading Cards project. A longer discussion took place surrounding the possible closure of the LSU library school. The international conference on the history of archives and records (I-CHORA) will be hosted in Austin, Tx. in 2012. The theme will be the history of archives in relation to other institutions in the information domain.

Completed projects/activities: The Roundtable endorsed two sessions for the 2010 program. Deborah Torres served as the Roundtable representative on the Student Papers/Posters subcommittee of the Student Program Committee for the 2010 Annual Meeting.

Ongoing projects/activities: Deborah Torres has agree to serve as the Roundtable representative for the Student Papers/Posters subcommittee of the Student Program Committee for the 2011 Annual Meeting. The Roundtable received five session proposals to consider for adoption. A group of five roundtable members reviewed the proposals and submitted endorsement for two: "With many voices: the emergence of the Archives and Records management professions in the United States" Session proposer: Alison Langmead and "The View from here: perspectives on educating about archives" Session proposer: Bill Landis.

New projects/activities: The Roundtable will be seeking to establish a steering committee at the 2011 annual meeting. A call for nominations for the steering committee will accompany the call for nominations for chair. If no nominations for chair are received, the current chair will continue to serve for the three years stipulated in the roundtable guidelines.

Diversity initiatives: The creation of a steering committee to assist in Roundtable governance is intended to ensure that Roundtable activities consider all aspects of the diversity issue. Planning for the SAA 2011 Roundtable meeting will also include some diversity activities, with potentially a diversity topic as part of the program.

Questions/concerns for Council attention: None

Archival History Roundtable (Liaison: Ambacher/Theimer)

Officers:

David B. Gracy II, co-chair

Lee Stout, co-chair

Report from annual meeting:

- Number of attendees: approximately 50
- Election results: co-chairs returned to office
- Discussed AHRT contribution to SAA 75th anniversary preparations and celebration
- Discussed 2012 International Conference on the History of Records and Archives (ICHORA 6) being hosted by *Libraries & the Cultural Record* journal at University of Texas at Austin on the

theme of the History of Relationships of Archives with Libraries, Museums, Information Science, and Preservation/Conservation

- Thomas Kreneck (Texas A&M University, Corpus Christi) described the book he co-edited on document and book collectors in Texas
- Selected Charles Dollar to be RT ex-officio member on Board of Advisory Editors of *Libraries & the Cultural Record*

Summary of meeting activities: No meeting beyond annual

Completed projects/activities: Endorsed program proposals for 2011 annual meeting. Worked on ideas and facts for 75th anniversary trading cards.

Ongoing projects/activities: Participation in 75th anniversary preparations.

New projects/activities: None

Diversity initiatives: None

Questions/concerns for Council attention: None

Archives Management Roundtable (Liaison: Lawson)

Officers: Co-chairs Daria D'Arienzo and Lois Hamill

Report from annual meeting:

- Number of attendees: 24
- Election results: Chair: Alexandra S. Gressitt
Vice Chair: Mott R. Linn, Jr.
- Summary of meeting activities: Minutes attached

Completed projects/activities: Joint Task Force on Diversity (Records Management Roundtable and the Archives Management Roundtable produced revisions and updates of *Recommendations for Working with Archives Employees with Physical Disabilities* and *Recommendations for Working with Archives Researchers with Physical Disabilities* to be considered for endorsement as “best practices” by SAA Council; created a website to share resources and other information with people who are interested. Published two newsletters (copies attached)

Ongoing projects/activities: Migration of ARMT website to Drupal

New projects/activities: [None submitted.]

Diversity initiatives: [None submitted.]

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

Archives Management Roundtable Annual Meeting Minutes August 11, 2010

- Co-Chair Daria D'Arienzo called the meeting to order at 5:30 pm.
- She asked attendees to go around the room and introduce themselves, give their name and institution.

- Daria introduced Brenda Lawson, our Council Liaison who reported:
- There are 2 Constitutional Amendments to vote on at the upcoming annual business meeting to reduce the grace period after non-payment of dues from 90 days to 30 days and to permit international members to become SAA Fellows
 - A proposed dues increase. Industry guidelines recommend 35% of the budget come from dues, currently that figure is only 29% for SAA.
 - In order to allow the entire membership to vote on issues through online balloting, not just those who are able to attend SAA, a bylaw change would be required.
 - That Council approved a diversity statement, which was a goal of the strategic plan.
 - Brenda has 1 more year to serve on Council, and as our liaison.
- Jennifer Young spoke for the 2011 Program Committee.
 - The 2011 theme is Archives 360 Degrees to commemorate the 75th Anniversary of SAA's founding.
 - Proposals are due Oct 1st. There is an online form at the SAA website.
 - Roundtables may endorse only 2 proposals. Endorsements are due by Oct 15th.
- Debra Kimok representing the Records Management Roundtable [RMRT] co-chairs the Joint Task Force on Diversity with Daria who represents the AMRT.
 - Debra proudly pointed out that this is the first ever joint Roundtable Task Force.
 - She distributed two handouts created by the taskforce and called attention to the Accessibility Forum scheduled for Thursday at 12:15 pm.
 - The Task Force now has a website so it can share resources and other information with people who are interested.
 - The task force had wanted to solicit and organize vendors who sell products or services which assist people with disabilities so they would have booths in the Vendors' Hall, but there was insufficient time to plan. The Task Force hopes to try again next year for this project.
- Daria gave a report for Kate Rogge, our Web Liaison. Kate will be co-coordinating the migration of our website to Drupal software over the next few months.
- Daria introduced Alexandra Gressitt and Mott Linn who agreed to run for chair and vice chair of the Roundtable respectively. Elections were held by paper ballot. It is anticipated that next year elections will be conducted online, and that the new officers will help manage the transition to this new process. Lois counted the ballots. Alexandra and Mott were elected.
- Salvador Barragan, Records Section Chief of the Inter-American Development Bank, presented the program "Project Management for Archivists: the 'Tweet' Version." His presentation can be found on the AMRT website.
- Daria led a discussion regarding Roundtable business and what members wanted to get from the Roundtable. Members are frequently new managers and are looking for information and tools to help them. This led to suggestions for SAA program proposals or for presentations at Roundtable meetings on:
 - Information about managing one's own staff as well as inter-departmental relations, especially with IT.
 - How to manage a supervisor or a client who does not understand what archivists do.
- As the new Vice-chair and newsletter editor, Mott asked whether members would be interested in reviews of management books. The answer was yes, also a request that a compiled list be created on the website as a separate document rather than having to open every newsletter to locate reviews.
- In closing, Daria and Lois thanked those members present for the opportunity to serve as Co-chairs these last three years and welcomed Alexandra and Mott as the new Chair and Vice Chair.
- 24 people attended the Roundtable meeting.
- The meeting closed at 7:00 pm [early] so that members could attend the evening's reception at the National Archives [from 7-9:00 pm].

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

Archivists & Archives of Color Roundtable (Liaison: Richardson)

Officers:

Rebekah Kim, GLBT Historical Society, San Francisco, CA (Senior Co-Chair), 2008-2010
Tamar Dougherty, Black Metropolis Research Consortium, Chicago, IL (Vice Co-Chair), 2009-2011
Tomaro Taylor, University of South Florida Tampa Library (Newsletter Editor), 2007-2010
Janel Quirante, Hoover Institution Archives, Stanford University (Listserv manager), ongoing appointment
Rose Roberto, Brotherton Library, University of Leeds (Webmaster), 2007-2010

Report from annual meeting:

Number of attendees: 31 people

Election results: Courtney Chartier (Assistant Head of the Archives Research Center at the Atlanta University Center Robert W. Woodruff Library) was elected to two year term as Vice Co-Chair.

Summary of meeting activities: Please see attached minutes ('aacr-businessmtg_minutes_2010')

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 2010 Annual Meeting of SAA (please see attached document 'aacr-endorsements_2010')
- Selection of two recipients of the 2010 Pinkett Award recipient (please see attached citation 'saa2010-pinkett_citation')
 - Bi-Annual Newsletter (please see <http://www.archivists.org/saagroups/aac/Newsletters/AACv24n2.pdf> and <http://www.archivists.org/saagroups/aac/Newsletters/AACv24n1.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.]

ARCHIVISTS AND ARCHIVES OF COLOR ROUNDTABLE BUSINESS MEETING MINUTES

August 11, 2010, 1:00 – 3:00 PM

Washington Marriott Wardman Park Hotel

1:00-1:15 PM Welcome & Introductions

Rebekah Kim (senior co-chair) called meeting to order. She introduced herself, Tamar Evangelestia-Dougherty (vice co-chair), Tomaro Taylor (newsletter editor, not present at the time of introductions), Rose Roberto (webmaster, not present at the time of introductions) and Janel Quirante (listserv manager, not present). She also introduced incoming webmaster, Eugenia Kim (not present at the time of introductions) and incoming newsletter editor Rabia Gibbs (not present at the time of introductions).

1:15-1:45 PM General Announcements

Harold T. Pinkett Award Announcement: Miranda N. Rivers and Vivian Wong are the joint recipients of the 2010 Harold T. Pinkett Minority Student Award. Miranda Rivers earned a bachelor's degree in History from Spelman College. She is currently pursuing an MA in History and MLS in Archive Management at Simmons College. She was also a Mellon Librarian Recruitment Fellow at the James B. Duke Memorial Library at Johnson C. Smith University in 2008 and received the Mellon Graduate Library School Scholarship in 2009. She is learning everything she can about the archive profession, and was an intern for Project SAVE: The Armenian Photo Archive Collection and just received an internship at the Fredrick Law Olmsted archives National Park in Boston.

Vivian Wong is currently pursuing a Ph.D. at UCLA in Information Studies. She earned her bachelor's degree in East Asian Studies at Bryn Mawr College and her MFA from UCLA. She is interested in documenting, collecting, preserving and disseminating historical and cultural records in Asian American communities and archives in the Asian Diaspora. She comes to the profession as a filmmaker and when she created a film in 2005 about her grandmother from Malaysia titled, "Homecoming," it spurred her interesting in documenting underrepresented communities. She recently was the Project Director and Producer of Chinatown Library Digital Archives Project, and oral history project with the Friends of the Chinatown Library in Los Angeles. Congratulations to Miranda and Vivian.

Donations were solicited from the audience. A total of \$159.00 was collected for next year's winners.

SAA Council Report: Deborra Richardson (Council liaison) reported on Council Meeting highlights:

1. Encouraged people to communicate with Council.
2. Council is working with Drupal-new content management system to make things more accessible.
3. SAA is at the beginning stages of creating a foundation board. This foundation board would be a 501c3 organization that will oversee all of the scholarships and fellowships that SAA awards. Of interest to the AACR council is working on the Mosaic program. There will now be a Mosaic Program that will include at least three scholarships, the Harold Pinkett Award which will be under the umbrella of the Mosaic program. Another award is a new scholarship to award either \$5,000 or \$10,000 to two or one minority graduate student(s) who would go into a graduate program in the archives profession. Council has been approached by an organization that wants to co-sponsor this award with SAA.
4. Voting members were encouraged to attend the business meeting during the annual conference. It occurs on Saturday August 14 from 12:45 until 1:45 PM. In addition to the officer's reports, the agenda will contain the following: two resolutions and a proposed dues increase. The resolutions are 1. Foreign Associate Members' Eligibility for Fellowship and 2. Membership "Grace" Period.
5. Deborra discussed the Mosaic Program, and having the Pinkett award and Mosaic scholarship fall under the Mosaic Program. Also informed members that there might be additional scholarships.

AAC Donor Brochure: Co-chair Tamar Dougherty introduced the idea of the AACR drafting a donor brochure just for Archives and Archivists of color. There has been a concern among some archivists that the current SAA donor brochure does not address the unique needs and challenges of donors of color.

Special issues include building trust between archival repositories and communities of color, language barriers. The brochure would be appropriate work for the AACR. It has been a long time since the AACR has produced a tangible product and the brochure would be a great start. A committee would have to be put in place to discuss what issues should be covered by the brochure. For example would we want to list archival repositories which collect archives of color such as the Schomburg or places that specialize in Asian archives. What would we tell the donors that would be different from the current publication? For instance, many African American donors wonder if they should always donate their papers to a repository that only collects "black materials". A vote was taken and the members present overwhelmingly voted to support the creation of a brochure. Tamar added that the AACR would have to enlist the support of sister roundtables such as LACCHA and the Native American Roundtable as well as the Committee for Diversity. Tamar made a call for volunteers.

2011 SAA Conference Call for Proposals: Rebekah Kim (2011 program committee co-chair) solicited session proposals for the 2011 SAA Annual conference to be held in Chicago. The theme is 360° and it will be SAA's 75th Anniversary. Proposals should connect to the theme, and be introspective and retrospective, and look to the future. For more information people call go to the SAA website. The deadline for session proposals is October 1, 2010.

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.

Mosaic Award: Petrina Jackson announced the recipients of the 2010 Mosaic Scholarship, LaNesha DeBardelaben (Indiana University-Bloomington) and Susan Gehr (San Jose State University). 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.

LaNesha DeBardelaben, a student in the Master of Library Science program in the School for Information Science at Indiana University-Bloomington, and Susan Gehr, who is earning a master's degree in Library and Information Sciences at San Jose State University. This annual award offers financial support to minority students who manifest a commitment both to the archives profession and to advancing diversity concerns within it. As recipients, DeBardelaben and Gehr each receive a \$5,000 scholarship, a one-year membership in SAA, and complimentary registration to the Archives*Records/DC 2010 conference this August in Washington, D.C.

Misc. announcements from AACR members in attendance

1. 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.
2. Driskell Center Seeks Archivist for Position Supported by Institute of Museum and Library Services. Interested members were encouraged to pick up a copy of the job description or go to the website.
3. Wilda Logan (NARA) described NARA's change in application policies and for student workers need to call the repository directly, and will not find student positions in USA JOBS.

1:45-2:00 PM Elections & Voting

There were 3 candidates for the co-chair position. 1 person, Béatrice Colastin Skokan (Special Collections Librarian at University of Miami Libraries - Special Collections) was not present, and her statement was

read. The other two candidates were present and gave a brief statement: Courtney Chartier (Assistant Head of the Archives Research Center at the Atlanta University Center Robert W. Woodruff Library) and Shugana Williams (Librarian and Assistant Archivist, The University of Southern Mississippi Katrina Research Center at the Gulf Coast). Ballots were passed out and collected. Courtney Chartier was elected as the incoming co-chair of the AAC Roundtable.

2:00 -2:45 PM Panel on Advocacy and Outreach. Moderated by Tamar Evangelestia-Dougherty. Sonia Yaco / Bob Vay [DOVE Project]; Lisa Calahan [Black Metropolis Research Consortium - University of Chicago]

2:45 PM Meeting Adjourned

Minutes prepared by Lisa Nguyen

Report respectfully submitted by Rebekah Kim, outgoing co-chair.

Archivists' Toolkit Roundtable (Liaison: Hyry)

Officers:

Genie Guerard, Chair. UCLA

Daniel Harwig, Steering Committee Member. Stanford University

Marisa Hudspeth, Steering Committee Member. The Rockefeller Archive Center

Cory Nimer, Steering Committee Member. Brigham Young University

Annie Ross, Web Liaison. University of California, San Diego

Katherine Stefko, Steering Committee Member. Bates College

Report from annual meeting:

- Number of attendees: 116
- Election results: Elections deferred to 2011

Summary of meeting activities: At the 2009 inaugural AT Roundtable meeting, it was announced that the Archivists' Toolkit and Archon development teams had just been invited by Mellon to submit a proposal for integrating the two tools. A planning grant was subsequently awarded (February 2010). Prior to the SAA 2010 roundtable meetings, Cory Nimer, ATRT Steering Committee, interviewed planning grant team members Brad Westbrook, Chris Prom, Scott Schwartz and Annie Ross. The interview was meant to give the AT and Archon communities a sense of the status of AT and Archon, and the future of the integrated product under consideration.

Given the plans to evolve and integrate the Archivists' Toolkit and Archon, a draft proposal to revise the AT Roundtable name, and mission and goals statements, was posted to the AT Roundtable website in advance of the meeting, and was discussed. The steering committee has drafted the revised statement and name, and will submit to the ATRT Discussion List during the week of November 15, 2010, for feedback, with the intention of submitting the revision proposal to the SAA Council by January 1, 2011.

Project updates, announcements and presentations at the roundtable meeting included:

- Cory Nimer, Brigham Young University. Plug-in update: enhanced extent and date types in AT.
- Marisa Hudspeth, Rockefeller Archive Center and Sibyl Schaefer, University of Vermont. Reference module
- Adrian Turner, CDL. Consortia support for AT and Archon.
- Nancy Enneking, Getty Research Institute Archives. Outputting statistical reports from AT.

Completed projects/activities: Profiles of two institutions, one implementing AT and the other implementing Archon, were posted to the ATRT website. Profiles were developed by steering committee members Marisa Hudspeth and Kat Stefko:

- Archon Repository Profile: San Diego State University, Special Collections and University Archives
- Archivists' Toolkit Repository Profile: Rockefeller Archive Center

2009 and 2010 AT Roundtable presentations are posted to the ATRT website: Nancy Enneking (2010); Adrian Turner (2010); Marisa Hudspeth and Sibyl Schaefer (2010); Cory Nimer (2010); Cory Nimer (2009); Nathan Stevens (2009); Brian Hoffman (2009); Brad Westbrook (2009)

Two members of the Archon user community volunteered, and are working with the ATRT steering committee on the mission revision and planning for the 2011 roundtable meeting. They are: Caitlin Nelson, Digital Initiatives Librarian at the Florida Center for Library Automation in Gainesville, Florida; and Bridget Lurette, Archivist at the Catholic Archdiocese of Atlanta, Georgia.

Following on an issue that arose in an open discussion at the AT Roundtable meeting, members of the ATRT Steering Committee met with Brian Doyle to explore the idea of bringing together the listservs/forums of the Archivists' Toolkit, Archon, ArchivesSpace, and AT Roundtable, through the AT Roundtable website. The possibilities, pros and cons were discussed by members of the roundtable on the ATRT discussion list, who arrived at the following in October 2010: While there is broad support across the community for a united location, we feel that this is not a feasible or the most useful solution at this time. The Steering Committee discussed at length, apart from our current capabilities, the need for a forum to offer its users the ability to easily search/find topical commentaries and help. We also discussed the preference of some to be notified by email when a topic of particular interest comes up among the forum participants, as opposed to the discussion list format we are most familiar with.

Ongoing projects/activities: AT Roundtable members who are interested in contributing profiles of their repository's use of the tools are invited to contact Kat Stefko, who will conduct the interviews and continue to post them to the roundtable website. Two new profiles are in process: The California Digital Library, and Hadassah Archives.

New projects/activities: As above, draft revisions to the roundtable name, and mission and goals, to be submitted week of November 15, 2010, to the ATRT Discussion list, for submission to the SAA Council by January 1, 2011. Online elections for steering committee members to be held in 2011.

Diversity initiatives: [None submitted.]

Questions/concerns for Council attention: A proposed revision to roundtable name, and mission and goals statement, to align with the evolution and integration of the Archivists' Toolkit with Archon will be submitted to SAA Council by January 2011. [See Agenda Item 0111-III-J-3-ATRT]

Congressional Papers Roundtable (Liaison: Hyry)

Steering Committee, 2009-2010

Brian Keough (Chair): Head, M.E. Grenander Department of Special Collections & Archives, University at Albany, State University of New York

Jill Severn (Vice Chair/Chair Elect): Head, Access and Outreach, Richard B. Russell Library for Political Research and Studies, University of Georgia

Linda Whitaker (Immediate Past Chair): Certified Archivist and Librarian, Arizona Historical Foundation, Hayden Library, Arizona State University

Christopher Burns: Curator of Manuscripts, Bailey Howe Library University of Vermont,
Leigh McWhite: Political Papers Archivist, Archives and Special Collections, J.D. Williams Library, University of Mississippi
Betsy Pittman: Interim Director, Thomas J. Dodd Research Center, University of Connecticut
Lori Schwartz: Special Projects Archivist, South Carolina Political Collections, University of South Carolina,

Ex Officio Members of the Steering Committee: Karen D. Paul, Senate Historical Office;
Robin Reeder, Office of History and Preservation, U.S. House of Representatives;
Matt Fulgham, Center for Legislative Archives, National Archives and Records Administration

Newsletter Co-editors: Morgan Davis, Senior Archivist, Dole Institute of Politics, University of Kansas and Gary Spurr, Collections Archivist, Tarleton State University

Report on CPR Pre-Conference Activities, August 10, 2010

Sixty-one members attended our preconference session. The program included:

9:00-11:30 AM: CPR Program *Location:* Jefferson Conference Room, National Archives.

Archivist of the United States David Ferriero kicked off the workshop by welcoming CPR attendees to the National Archives. Matt Fulgham, Assistant Director, *Center for Legislative Archives (CLA)*, provided an overview of the Legislative Archives

Biggest growth area at CLA is e-records. CLA loans records to congressional committees, more than a million page requests per year and conducts outreach such as Congressional tours and programs for schools on the history of Congress Collections highlights: 6-700 new accessions per year; 4000-5000 feet of new records; ½ billion textual records received. Screen records for privacy restrictions. Increasing emphasis on congressional commission agencies vs. executive boards. Legislative committees are not subject to the open records act and making determinations doesn't mean that these records will be declassified by other agencies.

Ashley Smoot and Shannon Neal discussed the CLA records and the ERA. Provided overview of migration issues. ERA is meant to provide continuing access to the authentic electronic record – integrity of the original is maintained. There is separate instance for congressional records because of the differing access restrictions for congressional collections GAO Reports of ERA available

Jan Zastrow, Archivist for Senator Harry Reid, and Nan Mosher, Archivist for Senator Mitch McConnell. Speakers discussed their survey of Senate Archivists, reported on how they work and what a Senate Archivist can do for a repository. Differences between committee archivists and personal archivists. Types of files being created currently in Congressional Offices

Tour National Archives Collections and Vault

11:30-12:30: Networking lunch. Jefferson Conference Room National Archives Building, 700 Pennsylvania Avenue.

12:30-2:30 pm: CPR Business Meeting. Jefferson Conference Room National Archives Building, 700 Pennsylvania Avenue. CPR Chair Brian Keough convened the meeting at 12:40 p.m.

Chair's Report on major work of the past year: Created e-records taskforce; Developed the preconference workshop; Wrote letters of support representing CPR

CPR Steering Committee introductions

CPR election results. CPR Steering Committee, 2010-2011: Jill Severn (Chair); Ben Rogers (Vice Chair/Chair Elect); Chrystal Carpenter (2010-2012); Jacque Sundstrand (2010-2012)

Senate Historical Office (Karen Paul) New publications: Executive Sessions of the Foreign Relations Committee 1968; new brochure on the Kennedy Caucus Room in Russell Senate Office Building; Don Ritchie published *The U. S. Congress: A Very Short Introduction*; new online documentary of notable Senate investigations. Completed 3 new oral histories

Strengthening Committee Records Archives. Senate Banking Committee has hired an archivist
“What Can Archivist Do For You” Campaign mounted in celebration of Archives Month.
American Political Archives Reader received the Waldo Gifford Leyland Award from the Society of American of Archivists. Closing of the Edward Kennedy office was a model office closing. The e-records are very thorough; Robert Byrd’s Office is also a model

Planning the new Senators’ orientation: opening an office handbook will be buttressed with an opening an office archival toolkit that can be physically dispersed in an office setting
Staff exit interview form and the need to do more staff exit interviews. Classified records are voluminous –the new forms will help create pointers to these high volume files

U.S House Office of History and Preservation (Robin Reeder). Office has increased records storage capacity with compact shelving due to the expectation of lot of records

Committee Records Forum. 59 people attended an archive seminar for committees. Committees are very receptive to training and advice, particularly for e-records. 50 members are leaving the House in 2010. 36 have been contacted and are participating in administrative issue briefing. 31 consultations in records management . Heather Burke is organizing photographs for this office

Center for Legislative Archives (Matt Fulgham). Screening project is performed on demand. Great interest in 1950s material including with Kefauver and the 911 Commission
Preserving the audio from the 911 Commission including the tower recordings . Privacy questions come up with greater prevalence of records online and accessible via Google. Archivist of the U. S. wants to do brownbag with records managers on the Hill

Bill Carpenter, Information Security Oversight Office, discussed a new Executive Order to officially provide assistance to repositories with classified records

Association of Centers for the Study of Congress (Sheryl Vogt). ACSC Still getting established. Recent activities: 501C3 status has been acquired, Committee structure redefined
Advocate for legislation and policy, Gain coverage from CSPAN, Develop a more comprehensive snazzy Web site, Sponsored PAHR and National Coalition of History , Working on Guidelines for establishing a congressional center, Congress Week

E-records task force report. Betsy Pittman reported: Reviewed a survey on the presence of electronic records in congressional records. By late September documents of the Taskforce will be on the CPR site. These documents are living documents, for example managing social media is a new consideration and will certainly evolve

“Envisioning the Future for the CPR Web site in the new Drupal Environment” (Jill Severn and Robin Reeder). Taskforce includes Linda Whitaker, Jill Severn, Robin Reeder, and Morgan Davis. Need to find out how non –SAA CPR members will have access to Drupal Site. Will get the basics transferred over by deadline of 12/2010 and then explore possible enhancements.

CHARM (Capitol Hill Archivists and Records Managers) (Heather Moore). Group established as a result of 911 and anthrax attacks--has been active for ten years. Read and Share program, Back to Basics Program

3:00-4:30 pm: Capitol Visitors Center tour with Curators

4:45 - 6:30 pm: CPR Steering Committee Meeting. Future plans for e-records taskforce, Survey of CPR members, Session proposals for 2011 meeting, Pre-conference/business meeting 2011 in Chicago

Completed Projects/Activities: Published two newsletters. Ad-Hoc Committee surveyed electronic records found in Congressional collections and provided a preliminary report submitted at general

business meeting. Submitted letter of support for *An American Political Archives Reader* for Waldo Gifford Leland Award. Arranged CPR pre-conference activities at SAA

Ongoing Projects/Activities - Electronic Records Task Force; Appointed a working group to coordinate the content conversion of CPR webpage to Drupal

Questions/concerns for Council attention: [None submitted]

Respectfully submitted by Brian Keough, immediate past chair.

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

Officers: John Nemmers, Chair; Mark Matienzo, Vice Chair/Chair Elect

Report from annual meeting:

- **Number of attendees:** 103
- **Election results:** There were two nominees: Mark Matienzo and Catalina Oyler. Mark Matienzo was elected Vice Chair/Chair Elect.
- **Summary of meeting activities:** Minutes for the 2010 meeting are attached and are available online at <http://www.archivists.org/saagroups/ead/eadrminutes2010.html>.

Completed projects/activities: SAA Council approved revision of the EAD Roundtable mission statement as proposed in 2009. The revised mission reads: “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.”

Ongoing projects/activities: The Roundtable continues to maintain the EAD Help Pages (<http://www.archivists.org/saagroups/ead/>).

New projects/activities: An online survey of Roundtable members was conducted in October 2010. The survey addressed the past and future activities of the Roundtable, the 2010 meeting in D.C., and the EAD Help Pages. The survey results, which are still being evaluated, will help guide future activities of the Roundtable and will guide revision of the Help Pages. The Roundtable is beginning the process of migrating the EAD Roundtable website to Drupal in 2010-2011. At the same time, we plan to use this opportunity to revise the EAD Help Pages. We are collecting information from members and discussing our options with Brian Doyle. Roundtable officers and members are participating in the revision of the EAD standard, working closely with the new Technical Subcommittee for EAD (TS-EAD), which has been charged with revising the standard within a period of 5 years.

Diversity initiatives: No specific initiatives, but the EAD Roundtable continues to encourage the participation of people from all backgrounds.

Questions/concerns for Council attention: None.

Minutes of EAD Roundtable Meeting, Wednesday, August 11, 2010, Washington, D.C.

Welcome and Introductions: Jacquelyn Ferry, Chair, and John Nemmers, Vice Chair/Chair Elect

Roundtable Chair Report: Council approved 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.” Summary of updates to EAD Help Pages. A survey of roundtable members will be conducted in 2010-2011. A web committee will be formed to revise/migrate the EAD site to Drupal in 2010-2011. Starting next year elections will be online.

Vice Chair/Chair Elect Candidate Statements; Nominees Mark Matienzo and Catalina Oyler made brief statements, and their biographies were distributed with the meeting agenda. There were no nominations from the floor.

Updates and Announcements

- SAA Council (Tom Hyry) – Reported that Council approved the new EAD RT mission, and reminded everyone to vote on the proposed dues increase.
- 2011 Program Committee (Christie Peterson) – Session proposals for the 2011 meeting in Chicago will be due October 1, and the EAD RT can endorse two proposals.
- Standards Committee (Sibyl Schaefer) – The committee has expanded, revised the review process, and agreed on definitions for standards, best practice guidelines, etc.
- TS-EAD (Michael Rush) – The subcommittee has a 5-year charge to revise EAD 2002. Co-chairs are Rush and Bill Stocking. First meeting will be Aug 15, 2010. They will work with the newly formed Schema Development Team, chaired by Daniel Pitti. The TS-EAD will be soliciting input from members.
- EAC Working Group (Kathy Wisser) – EAC-CPF was released in March 2010 after a review period that included two webinars. EAC has been submitted to the Standards Committee for endorsement. The working group held a preconference meeting on August 9, 2010, featuring an overview of the schema and discussions about People Australia, the Social Networks and Archival Context (SNAC) Project, projects in France and Germany, etc. The Working Group encourages the development of best practices guidelines, implementation examples, and collaborative efforts. The preconference meeting was recorded and Kathy will post streaming video and text of the proceedings.
- OCLC Research (Merrilee Proffitt) – Reported early results from the Survey on Special Collections and Archives, which will be published in August 2010. Also discussed the Barriers to EAD Implementation report and webinar, and encouraged the EAD RT to maintain lists found in the report’s appendices as part of the Help Pages.
- Archivist’s Toolkit/Archon/ArchivesSpace Integration (Annie Ross) – Both AT and Archon are in maintenance mode and continue to disseminate updates as needed. Both groups continue to provide training. A technical design meeting was held in June 2010. Information is available at archivesspace.org.
- NHPRC (Nancy Melley) – Encouraged members to apply for grants.

Demonstrations and Question and Answer Session (Note: [PDF versions of the presentations are available online](#))

- Filtering Contents Lists (Linda Sellars)
- Joyner Library Collection Guides (Mark Custer)
- New Discovery Application for LC Finding Aids (Mary Lacy and Michael Ferrando)
- EADitor: XForms for EAD (Ethan Gruber)
- Ead McTaggart (Randall Miles)
- APEnet (Angelika Menne-Haritz)
- AXAEM (Elizabeth Perkes)

- Social Networks and Archival Context (SNAC) project (Daniel Pitti)

Election Results: Mark Matienzo was elected Vice Chair/Chair Elect.

Minutes recorded by: John Nemmers.

Human Rights Archives Roundtable (Liaison: Theimer)

Officers: Valerie Love and T-Kay Sangwand, Co-Chairs
Tessa Fallon, Webmaster
Christopher Laico, Newsletter Editor

Report from annual meeting: Number of attendees: 19 at the separate business meeting, larger number at special joint session between LACCHA and HRART.

Election results: The following officers were elected, by consensus: Valerie Love and T-Kay Sangwand, Co-Chairs; Tessa Fallon, Webmaster; Christopher Laico, Newsletter Editor

Summary of meeting activities: See attached minutes.

Completed projects/activities: The inaugural meeting of the Human Rights Archives Roundtable at the 2010 SAA Annual Meeting in Washington DC featured a special joint session with LACCHA entitled, Silence No More! Archives Threatened by Political Instability, on Wednesday, August 11, 2010. Sarah Van Deusen Phillips from the Center for Research Libraries presented preliminary results from CRL's Human Rights Electronic Documentation Study, at the HRART business meeting on August 11. HRART coordinated with the Oral History Section for their section meeting on Oral History and Human Rights, held on Friday, August 13, 2010.

Human rights-themed sessions at the 2010 SAA Annual Meeting included: Session 408: Archives on Trial: How International Justice Is Served; Session 509: Working for Freedom: Documenting the Civil Rights Movement; Session 707: Preserving and Digitizing Records in the Developing World: Trust, Accountability, and International Cooperation

Ongoing projects/activities: n/a.

New projects/activities: The human rights archives listserv currently hosted by the University of Connecticut, HR_ARCHIVES-L@LISTSERV.UCONN.EDU, will be phased out and replaced by the SAA Human Rights Archives Roundtable Discussion List, humanrights@forums.archivists.org. The archives for the UConn hosted listserv will be retained at https://listserv.uconn.edu/cgi-bin/wa?A0=HR_ARCHIVES-L. Human rights documentation information currently hosted on the Thomas J. Dodd Research Center's website, http://doddcenter.uconn.edu/outreach/symposium_outcomes.htm will be migrated to the SAA Human Rights Archives Roundtable website, <http://www.archivists.org/saagroups/>.

Diversity initiatives: HRART is interested in potential future collaborations with other roundtables, such as LACCHA, Archives and Archivists of Color, and LAGAR, but has nothing concrete planned as of yet.

Questions/concerns for Council attention: n/a.

**Minutes: Human Rights Archives Roundtable Meeting, SAA Annual Meeting, Washington DC
August 11, 2010, 3:15-5 PM**

The inaugural business meeting of the Human Rights Archives Roundtable followed a special joint session with the Latin American and Caribbean Cultural Heritage Archives Roundtable (LACCHA), *Silence No More! Archives Threatened by Political Instability*, <http://www.archivists.org/saagroups/laccha/flyer.html>

The panel was moderated by **Corine Wegener**, and featured presentations by **Dario Euraque**, **Yesenia Martinez**, Kate Doyle, and Trudy Huskamp Peterson. Further information is available on the LACCHA website, <http://www.archivists.org/saagroups/laccha/>

The Human Rights Archives Roundtable (HRA) Business Meeting commenced with brief announcements from Kate Theimer, SAA Council Liaison to HRA; Mark Cave from the SAA Oral History Section, and Cristela Garcia-Spitz from the 2011 Program Committee.

3:15-3:25pm: SAA Announcements

3:25-3:45: Introductions

3:45-3:55: Elections for Chair, Co-Chair, Newsletter Editor, Web Liaison

3:55-4:35: Presentation on Center for Research Libraries' Human Rights Electronic Evidence Study by Dr. Sarah Van Deusen Phillips (Project Coordinator)

4:35-5:15: Discussion of Roundtable's goals and future activities

Voting was held by consensus, and the candidates listed below were confirmed for the following positions:

Co-Chairs: Valerie Love, University of Connecticut; T-Kay Sangwand, University of Texas

Newsletter Editor: Christopher M. Laico, Columbia University

Web Liaison: Tessa Fallon, Columbia University

Sarah Van Deusen Phillips, Project Coordinator for Human Rights at the Center for Research Libraries-Global Resources Network presented preliminary findings from a study funded by the John D. and Catherine T. Mac Arthur Foundation investigating issues related to electronic documentation for human rights organizations and archival institutions in Rwanda, Russia, and Mexico. The remainder of the meeting was devoted to a discussion of goals and ideas for the roundtable.

Consensus was reached on the following issues:

1. The human rights archives listserv currently hosted by the University of Connecticut, HR_ARCHIVES-L@LISTSERV.UCONN.EDU, will be phased out and replaced by the SAA Human Rights Archives Roundtable Discussion List, humanrights@forums.archivists.org. The archives for the UConn hosted listerv will be retained at https://listserv.uconn.edu/cgi-bin/wa?A0=HR_ARCHIVES-L
2. Posting messages to the SAA Human Rights Archives Roundtable Discussion List is currently regarded as the preferred means of communication for the roundtable, and the roundtable members do not see the need for other social media presences at this time. Twitter and other means of communication may be explored in the future.
3. Human rights documentation information currently hosted on the Thomas J. Dodd Research Center's website, http://doddcenter.uconn.edu/outreach/symposium_outcomes.htm will be migrated to the SAA Human Rights Archives Roundtable website, <http://www.archivists.org/saagroups/>

Ideas for the roundtable to explore:

- Metadata guidelines for audio and video, particularly for fragile media, such as cell phone videos, etc. (may want to look at FIASA and IASA description standards)
- Questions of electronic records and authenticity
- Resources and best practices for working with grassroots organizations
- Share information about collections currently housed in repositories, and offer connections and contacts for organizations and activists looking to find an archival repository for their documentation, or in need of archival assistance
- Information resource sharing via RSS feeds, Twitter hashtag
- Create a space within SAA for archivists/collections in crisis to contact for assistance
- Greater outreach to human rights organizations with materials which are not held in archival repositories
- Create greater opportunities to work with archivists and organizations outside the United States and provide information and resources for collections in harsh conditions
- Post job opportunities to listserv
- Increase interaction with SAA student groups (i.e. notifying or providing fieldwork/internship experiences) and related roundtables and sections, such as issues and advocacy, international affairs, oral history section, etc.,
- Endorse panel proposals for annual meetings and facilitate the creation of panels on human rights themes
- Create a space for networking and generally supporting archivists working with human rights materials
- Investigate issues of mental health and working with human rights collections for archivists, researchers and others who continually come into contact with difficult materials (n.b., this idea came from the Q & A following the panel, *Archives on Trial: How International Justice is Served* with Martha Hunt and Antonio Gonzales Quintana; moderated by David Wallace.)

International Archival Affairs Roundtable (Liaison: Vogt-O'Connor/Theimer)

Officers: Tom Connors and Valerie Komor, co-chairs

Report from annual meeting: Number of attendees: 23; Election results: no election. Summary of meeting activities: see attached.

Completed projects/activities: Annual meeting

Ongoing projects/activities: Annual meeting

New projects/activities: [None submitted.]

Diversity initiatives: [None submitted.]

Questions/concerns for Council attention: Komor and Connors are actively looking for roundtable members to replace them as co-chairs. One person expressed interest but was concerned because she is fairly new to SAA and wants involvement but maybe not a chair position quite yet.

International Archival Affairs Roundtable Annual Meeting August 11, 2010, Wardman Marriott Hotel, Washington DC

Present: Brad Bauer, Elena Danielson, Rand Jimerson, Janet Bishop, Scott Godine, Sarah Springer, Stephanie Schmeling, Nicole Milano, Nancy Bartlett, Michelle Gachette, Janet Parsch, Yvonne Ng, Kaity

Hsiu, Trudy Peterson, Ashley Locke, Michelle Dolbec, Kate Theimer, Bryan Corbett, Rebekah Fairbank, Megan Sniffin-Marinoff, Valerie Komor, Tom Connors

The co-chairs, Tom Connors and Valerie Komor, called the meeting to order and those present introduced themselves. SAA 2011 program co-chair Nancy McGovern spoke about next year's annual SAA meeting, calling for session ideas from the international roundtable. Co-chairs Komor and Connors need to rotate off the co-chair position. No one came forward.

Round Robin: Nancy Bartlett spoke of the annual exchange of archivists between the University of Michigan and the People's Republic of China. Rand Jimerson will be going to New Zealand to speak about his book *Archives Power*. Rand also spoke about his March-June 2010 sabbatical in Sienna, Italy. Janet Bishop spoke about a project at Colorado State University to digitize materials documenting the Seratov Province of Southwest Russia. Trudy Peterson commented on the ICA Working Group on Standards which is developing guidelines for access to government and non-government archives. There is now a monthly newsletter of the ICA Human Rights Working Group. Scott Godine spoke about the Hudson's Bay Company Archives at the University of Manitoba. Bryan Corbett reported for the International Council on Archives. There were elections for two positions: president and vice-president for promotion; FIDA has been revived with Sarah Tyacke as the new chair (Trudy Peterson is on the FIDA board); there is a move in ICA to use more Spanish and Arabic in its publications; funding for ICA projects is now available, up to \$10,000 euros with matching funds; a Working Group on Membership and Membership Dues has been established; a business/strategic plan is in the works; an international declaration on archives is being drafted; there is now a Working group on Displaced Archives; the International Blue Shield has provided assistance to Haiti; ICA CITRA will meet in Oslo in September; next year's CITRA will be in Toledo, Spain; look at the new ICA website for information on section activities; there is currently an effort underway to get younger archivists involved in ICA. Trudy Peterson noted that on August 30-31 there will be a conference on Archives and Human Rights held at The Hague. Megan Sniffin-Marinoff noted that the ICA SUV will meet in Prague late in September-early October 2010; the theme will be The Archivist as Historian.

SAA Council Report: Kate Thiemer, IAAR's council liaison reported in various SAA Council issues: dues increase, electronic voting, institutional membership primary contacts, SAA statement on diversity; budget situation, and SAA Foundation grants.

The co-chairs called on folks to attend the international sessions that will be held at annual meeting. The meeting was adjourned.

Issues and Advocacy Roundtable (Liaison: Vogt-O'Connor/McCrea)

Officers: Dana Miller and Alison Stankrauff

Report from annual meeting:

Number of attendees: 25

Election results: Co-Chairs: Dana Miller and Alison Stankrauff; Steering Committee: Jeremy Brett, Courtney Chartier, Erin Lawrimore, Laura Starratt, Brad Wiles

Summary of meeting activities: Minutes attached.

Completed projects/activities: The roundtable endorsed two session proposals for the 2011 Annual Meeting. The roundtable completed creation of bylaws, which were voted on and approved by membership, and will be presented to Council in January for approval.

Ongoing projects/activities: In Fall/Winter 2010, through the efforts of its steering committee and with encouragement from Nancy Beaumont, the roundtable is in the process of updating SAA's Directory of Archival Organizations, by confirming and/or establishing contact information for each organization listed and thus helping to strengthen the SAA network for future initiatives. The resulting product will be a functional contact list on SAA's new website using the Drupal platform. The roundtable continues to monitor the ongoing discussion of issues such as job losses and gross lack of opportunity for job seekers and recent graduates in the archives profession. The roundtable's web presence on the SAA site is being updated to reflect the group's new mission and goals; bylaws will be posted upon Council approval.

New projects/activities: In Spring 2011 the roundtable is reaching out to parts of all regions of the country to establish a list of "Advocacy Allstars," or outreach and advocacy first responders across the profession, in order to strengthen the archival network for future initiatives. An Action Items page will be initiated on the roundtable's SAA web page to provide a forum for regional groups to share their advocacy efforts.

Diversity initiatives: No activities specifically related to diversity at this time.

Questions/concerns for Council attention: See above for project to update the Directory of Archival Organizations; see above for Council approval of Bylaws [Agenda Item 0111-III-J-1].

Meeting Minutes-SAA, Washington DC 2010

Issues and Advocacy Roundtable Annual Meeting Washington Marriot Wardman Park Hotel, Washington D.C. Wednesday, August 11, 2010, 3:15 – 5:15 PM

Minutes were taken by Dana Miller and Julie Carmen; this is a merging of their two separate sets of notes.

Presiding over the meeting was current co-chair Dana Miller and incoming co-chair Alison Stankrauff. Outgoing co-chair Kate Theimer left the meeting at two points to administer her new role of incoming SAA Council Member. The co-chairs welcomed everyone and brief introductions were made by all present. Approximately 25 persons were present, including 13 current roundtable and steering committee members and 7 non-members. (Attendees included: Dana Miller, Alison Stankrauff, Peter Gunther, Kate Theimer, Julie Carmen, Courtney Chartier, Ryan Semmes, Laura Starratt Erin Lawrimore, Robin White, Charlene Nichols, Sarbina Mercadente, David Warner, Rick Barry, Michael Knight, Tawny Ryan Nells, Teresa Mora, Elizabeth Scott, Amber Thiele, Mat Darby, Peter Carini, and Heather Soyka; 2-3 others left before the sign-in sheet was passed around.)

Incoming Council Liaison Donna McCrea updated the membership on Council activities and issues, urging the Roundtable members to attend the SAA business meeting and to vote for the membership dues increase. She noted that this year SAA will post a net loss of \$17,000 from last year, which is why the dues increase is a must. Donna also outlined the Council's revised value statement on Diversity, and noted a revision to the Guidelines for Graduate Education Programs. McCrea also introduced The 75 for 75 Project, which features a set of 75 trading cards about prominent people, events, places, etc... since 1936, and is created by the SAA 75th Anniversary Task Force. Members are encouraged to send in recommendations and images to this task force for consideration of inclusion into this set.

Courtney Chartier and Kate Theimer announced nominations for co-chair and steering group members; co-chairs Dana Miller and Alison Stankrauff ran uncontested and were elected. Ballots were distributed with brief bios for 7 members running for the 6 seats of the Steering Committee, not all of whom were present.

A panel of speakers on advocacy lessons and tips for archivists began. Speakers included Peter Carini of the New England Archivists, Dana Miller of the Society of California Archivists and roundtable co-chair, and Kathleen Roe of the NY State Archives, all of whom shared their disparate experiences

advocating for archives legislation and funding, especially regarding the Preserving the American Historical Records (PAHR) Act. Kathleen Roe reported that thanks to archivists' efforts there were now 64 House Representatives co-sponsoring the PAHR bill, double the number from last year, and 8 sponsors in the Senate.

Ballots were returned and counted by Jim Gerencser and the results were announced by Alison Stankrauff. Steering committee members for 2010-2011 are: Courtney Chartier, Bradley Wiles, Jeremy Brett, Jessica Lacher-Feldman, Laura Starratt, and Erin Lawrimore. Kate Theimer was thanked for her three years of service as co-chair of the Issues and Advocacy Committee.

Roundtable business was begun. Dana Miller announced that elections will be carried out electronically in 2011, online rather than in person at the Annual General Meeting. Alison Stankrauff discussed the need for basic by-laws for the Roundtable and reviewed her recent experience in creating by-laws for the Lone Arrangers Roundtable. Alison will lead a By-Laws Task Force that includes Dana Miller and Laura Starratt (Erin Lawrimore was added to the Task Force after the meeting). The goal for by-laws is to begin writing them October 15, 2010, with complete by-laws by December 15, 2010. The by-laws will be posted on the Roundtable's Drupal site in 2011. Dana Miller announced the solicitation of ideas for advocacy topics and issues for the Roundtable to pursue, and her desire for the Roundtable to produce a deliverable of some kind in 2010-2011. She turned the mic over to {-}, who reported his online appeals to the Roundtable members listserve and the Archives and Archivists listserve for advocacy issues to pursue, but he reported he received no response from either venue. He noted that the Roundtable co-chairs Dana and Alison had each offered ideas, and listed them off to the members; other ideas were solicited from the Roundtable members and voting on an issue to pursue will ultimately to be done online.

The issues currently in the Idea Box, from both the co-chairs online communications and the membership are:

1. Continued and more focused PAHR Advocacy (both Dana and Alison via email)
2. Advocacy for individual archivists in danger of losing their jobs and/or repositories in danger of closing due to budget cuts. A possible deliverable for this idea could be a wiki or Resources section on our web site (Alison via email)
3. Advocacy for small repositories and/or lone arrangers. A wiki was again suggested as a deliverable for this issue (Alison via email)
4. Increasing diversity in the archives profession (Dana via email)
5. Increasing access for disabled researchers and archivists. Partner with Diversity Committee to advocate for disability and accessibility in Archives. (Debra Kimok via email)
6. Marketing/outreach/fundraising via the creation and sales of archivist-themed mugs, t-shirts, bags, and/or posters similar to the ALA posters that are down-loadable to use by archivists as a form of outreach. (Julia Carmen)
7. Getting our constituents to fight for us, as Gregory Sanford did in Vermont continuing records project (Rick Barry)
8. Contract with SAA to appoint Council Members to speak to our Congressional and Senate representatives when the conference meets in Washington D.C. (unknown female).
9. Put more specific information up on the website for each PAHR district (Peter Carini idea; Laura Starratt noted that the Tennessee Library Association had a similar page on their website)
10. A day of service at a needy repository in the local meeting site during the AGM (Erin Lawrimore)

It was proposed that whatever idea was selected to pursue this year, the others should be recorded on the website for future attention. Dana Miller noted that the Roundtable listserve would be actively soliciting votes in the coming weeks and advised members to read it and to vote on the issue they wish to participate in. Kate Theimer, although not present, was publicly thanked for her 3 years of service to the Roundtable. The meeting was adjourned.

Labor Archives Roundtable (Liaison: Sly/Theimer)

Officers: Tom Connors and Traci Drummond, co-chairs

Report from annual meeting:

- Number of attendees: 20
- Election results: Traci Drummond agreed to serve as co-chair
- Summary of meeting activities: see attached

Completed projects/activities: How to Keep Union Records was published by SAA in 2010. Roundtable members contributed chapters to the book.

Ongoing projects/activities: We are still looking for a time to hold another labor archives retreat.

New projects/activities: [None submitted]

Diversity initiatives: [None submitted]

Questions/concerns for Council attention: What advice can you give the LAR on appropriate diversity initiatives to consider?

**Labor Archives Roundtable Annual Meeting
August 11, 2010; Wardman Marriott, Washington DC**

Present: Lucinda Manning, James Quigel, Laura Katz Smith, Katharina Hering, Johann Russ, Catherine Powell, Lauren Brown, Sarah Springer, Curtis Lyons, Traci Drummond, Lori Schemanski, Dana Miller, Amy Taylor, Laurian Douthett, Lynda Deloach, Jim Nelson, Mike Nash, David Keller, Tom Connors

Chair Tom Connors called the meeting to order and asked attendees to identify themselves and their institutional affiliation.

SAA 2011 co-chair Richard Marciano spoke to the group about next year's annual meeting. The theme will be Archives 360°. Richard is looking for creative proposals. Proposal deadline is October 15, 2010.

LAR council liaison Margery Sly addressed the group on issues that Council has considering: dues increase, voting methods, values statement, budget, fundraising for the 75th anniversary.

Tom called for ideas for session proposals for SAA 2011. Labor lore and workers culture was one idea.

Traci Drummond will work on web migration.

How to Keep Union Records is now available, a demonstration copy was passed around.

Another labor archives retreat was discussed. The IAM training facility at Hollywood, MD, could be a venue. The retreat could include models of what people are doing in their shops (Catherine).

Traci will serve as co-chair with Tom and will become chair at the 2011 meeting. Traci is on a 2010 program session, folks should try to attend. The Southern Labor Studies Association will meet in Atlanta, April 7-10, 2011. The theme will be Memory vs. Forgetting: Labor History and the Archive.

Round Robin: Jim Quigel said that his shop has received additional UMWA records, most of which has been inventoried. He is working with the UMWA legal folks to open the records. Catherine Powell spoke of her Bay Area labor landmarks guide. Lauren Brown announced that UBCJ training and development people will display the 19th century banner (now part of the UBCJ archives at the University of Maryland) at the next Carpenters convention in Las Vegas. The union has also donated funds to support a part-time processor to work on the Carpenters materials. Lauren asked: Is it time to update the labor collections handbook that was initially published in Labor History then as a monograph? Perhaps a

blog would be more doable. Traci announced that the Southern Labor Archives has received a grant to digitize the PATCO records. Curtis Lyons said that the Kheel Center (Cornell) will hire an ILGWU archivist. He also mentioned the splitting of Unite/HERE. Mike Nash spoke of performing arts union initiatives at the Wagner Labor Archives. He will hire an AFTRA project archivist and assistant. He is also talking to Actor's Equity and the Actors Fund. Wagner will digitize New Yorkers at Work oral history materials. He commented on an immigrant rights project, the CPUSA archives held by Wagner/Tamiment, and the fact that Wagner/Tamiment will conduct a search for a new Associate Head for Archival Collections.

Business meeting adjourned.

Tom introduced David Keller, archivist of the Metropolitan Water District of Southern California, who on his historical research into the segregated musicians unions in Seattle. Dave's illustrated his talk with photographs and music clips.

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

Officers:	(Elected)	Senior Co-Chair:	Patrick A. Stawski
		Junior Co-Chair:	Mario H. Ramirez
	(Appointed)	Newsletter Co-Editor:	Bert Lyons
		Newsletter Co-Editor:	Luisa Yanez
		Webmaster:	Laura Buchholz
		Liaison – CARBICA	John Aarons
		Liaison – ICA	Bert Lyons
		Liaison – SALALM	Silvia Mejia
		Liaison – SAA AAC R/T	Aaisha Haykal
		Liaison – IFLA-LAC	Susan Laura Lugo, CA
		Liaison – ACURIL	Lorraine Nero
		Liaison – Cultural Property Working Group	Marisol Ramos

Report from annual meeting:

- Number of attendees: 25-30 (total membership on November 15, 2010: 165)
- Election results:
 - Last year's meeting minutes were approved.
 - Mario H. Ramirez was elected Jr. Co-Chair via on-line ballot.
- Summary of meeting activities: Copy of proposed minutes of LACCHA Roundtable meeting held August 11, 2010 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 2011. Link to proposed minutes: <http://www.archivists.org/saagroups/laccha/pdfs/minutesaug2010.pdf>. A copy is also attached hereto as **Exhibit A**.

Completed projects/activities

- Completed LACCHA's first on-line ballot.
- Completed LACCHA "blog meetings." Due to low participation we have discontinued these.
- Submitted to SAA Council LACCHA members' comments on proposed Traditional Cultural Expressions statement.
- Co-hosted a joint panel session with the Human Rights Roundtable on archives and political instability in Central America at the 2010 national conference. Titled "Silence No More!: Archives Threatened by Political Instability in Central America," the panel was moderated by

Corine Wegner (U.S. Committee of the Blue Shield), and featured speakers Kate Doyle (Senior Analyst, U.S. Policy in Latin America, National Security Archives/Director, Guatemala Documentation Project), Trudy Huskamp Peterson (Archival Consultant), Dr. Darío A. Euraque (former Director, Honduran Institute of Anthropology and History) and Yesenia Martínez (former Director, History Research Unit). The panel was held from 1 – 3 p.m. on Wednesday, August 11 and was followed by the roundtable’s respective meetings.

Ongoing projects/activities: We are in the process of evaluating our communication strategies in order to more effectively reach out to our membership. Among those media being addressed include: the newsletter, “Memoria,” the listserv, the blog and website.

New projects/activities

- Established a collaborative partnership with the *American Archivist*, and its editor Mary Jo Pugh, to publish essays on Latin American/Caribbean/Latino themes in an upcoming issue(s). Currently numbering seven, these essays are culled from the membership of the roundtable and tackle issues such as: the politics of record-making and record-keeping in 18th century California; how records creation, recordkeeping, access and the discovery of hidden archives affect transitional justice in Latin America; the process of establishing the Charles Darwin Foundation Archives; two related documentation initiatives to collect the documentary heritage of Latinos; how the colonial history of Puerto Rico had a direct impact on the development of the Archivo General de Puerto Rico; the interaction between the Brazilian archives profession and multi-national professional development agencies; and how the standardization of motion picture film preservation practices affected Latin America countries in the 1960s-1970s.
- One panel was submitted for consideration to the SAA Program Committee for the National Conference in Chicago in 2011. This panel, titled “Faces of Diversity: Diasporic Archives and Archivists in the New Millennium”, will address the impact of minority archivists and the collections they curate on our profession, as well as what the profession contributes to minority communities through the exchange of knowledge and best practices. Status: Awaiting notification from the Program Committee.
- We will be submitting at least one panel for consideration for SALALM’s (Seminar on the Acquisition of Latin American Library Materials) annual conference to be held May 28 – June 1, 2011. The conference theme is “Preserving Memory: Documenting and Archiving Latin American Human Rights,” a subject area which falls well within the interests of many of our members. This will also present some added opportunities for potential collaborations with the Human Rights Roundtable of SAA.

Diversity initiatives: Michelle Gachette, Harvard University Archives, was appointed as our representative to SAA’s Diversity Committee.

Questions/concerns for Council attention: At SAA 2010, many members noted with disappointment that many of the roundtables focused on diversity and progressive issues were scheduled to meet during the same timeslots. Would it be possible for the SAA 2011 Program Committee to consider alternative ways of distributing the roundtable meetings?

Attachments: Exhibit A – Proposed Minutes for LACCHA’s Annual Membership Meeting held August 11, 2010
Exhibit B – Summary of LACCHA’s 2009 Panel Presentations
Exhibit C – Summary of LACCHA’s 2010 Panel Proposal

Cc: Mario H. Ramírez, LACCHA Junior Co-Chair
Bert Lyons, LACCHA Newsletter Co-Editor
Deborra A. Richardson, SAA Council Liaison

Respectfully submitted by Patrick A. Stawski, senior co-chair.

**Proposed Minutes, LACCHA Annual Membership Meeting
SAA Roundtable Meetings III, August 11, 2010, 3:15 P.M. - 5:15 P.M.**

The third annual meeting of the SAA LACCHA Roundtable was convened in Washington, D.C. at the joint SAA/CoSA/NAGARA Conference on August 11, 2010 at 3:15 P.M. Approximately 20 people attended the annual meeting session. Welcoming remarks were given by Senior Co-Chair Susan Lugo, who also introduced the meeting's guest speaker, Tim Law, Imaging and Production Manager for the Caribbean and Latin American region for FamilySearch.org. Law gave an overview of his organizations work in the region, which includes the microfilming and digitization of organizational and governmental records. The service Family Search offers is focused primarily on the preservation of diverse genealogical resources and is offered free of charge to cooperating partners in Latin America and the Caribbean. This includes materials, equipment, staff and training. Law ended his talk by encouraging all attendees to visit the organization's website and to consider collaborating with Family Search on future projects.

Junior Co-Chair Patrick A. Stawski opened the general business meeting by praising outgoing Senior Co-Chair Susan Lugo and former Senior Co-Chair Marisol Ramos for their accomplishments and thanking them for their contributions to the roundtable. He also encouraged the membership to participate in LACCHA vis-à-vis the blog, the website, the newsletter, volunteering, etc., as a way of making the mark on the future of the roundtable.

Stawski canvassed the membership for any changes to the minutes from the August 2009 meeting in Austin, TX before their approval. No changes were suggested and the minutes were approved by those in attendance.

Reports: Mario Estorino, Cuban Heritage Collection, University of Miami: Diversity Committee. Estorino reported on a number of items, including: Membership Committee in conjunction with the Diversity Committee conducted a survey of the membership and its interests. Native American Protocols Working Group is investigating practical applications of protocols and interested in putting together a series of forums on the protocols. SAA Council has asked the Diversity Committee to take a look at the expansion of the Mosaic Scholarship into a larger program, encompassing fellowships and internships, among other things. Although the issue of Traditional Cultural Expression (TCE) is not a central concern of the Diversity Committee, Council has asked the committee for feedback. SAA has formed a Cultural Property Working Group that has separate groups working on such issues as copyright and cultural property. They are developing a framework for helping archivists deal with issues of cultural property. Suggested that we consider putting nominating someone for SAA Council. Noted that the status of liaisons from roundtables to the Diversity Committee has changed. They are now considered "representatives" from "special interest groups." Among these are LACCHA, the Native American Archives Roundtable and the Archivists and Archives of Color.

Deborra Richardson, Chair and Curator, Archives Center, National Museum of American History: SAA Council Member and Roundtable Liaison. Supported Estorino's point that the membership needs to take seriously the issue of nominations to the Council and committees. Pointed out that Council is prioritizing diversity and technology. Council approved best practices for employees working with researchers with disabilities. SAA is considering forming a foundation, with a board, that will attend to fundraising needs and develop an endowment. Noted that the Council is voting on a number of issues on Saturday. These include: an increase in dues, membership notification and whether members have a right to be fellows.

Michelle Gachette, Harvard University Archives: Liaison to Archivists and Archives of Color Roundtable. Mentioned that she is writing an article on the recently deceased Donna Wells, founding member and first co-chair of the AAC Roundtable. Ms. Wells passed away days before a critically acclaimed exhibit that she curated was displayed in São Paulo, Brazil. The photo exhibit titled "I Have a Dream: From King to Obama" featured photographs of the US Civil Rights Movement and was the result of a partnership with the São Paulo Public Affairs Section of the US Consulate General, the Exposure Group, an African American photographers association, and the Afro Brazil Museum. Ms. Wells was honored posthumously for her work. Noted that Danny Williams, former AAC roundtable co-chair also passed away this past spring. Both Williams and Wells were instrumental in the founding of the Archivists and Archives of Color Roundtable. Suggested that we consider writing a formal history of LACCHA that details its founding and leaders to the present day. The deaths of these former AAC leaders could serve as a reminder for us all to consider our own legacy as individuals and collectively, as a roundtable, in SAA, the profession, and our society. The Senior Co-Chair of AAC, Tamar Evangelestia-Dougherty is interested in putting together a brochure and/or informational video for donors of color, addressing issues of trust building, language, and legal status, etc. Would like us to collaborate with them on this project. Roundtable members are encouraged to write to Evangelestia-Dougherty for more information and to get involved. Information on how to reach Evangelestia-Dougherty will be posted on the listserv.

Mary Jo Pugh, Editor, American Archivist (AA). Patrick Stawski introduced Mary Jo Pugh (who was sitting in the audience) and briefly discussed LACCHA's collaboration with the American Archivist in the publication of articles on Latin American/Caribbean themes. He described some of the abstracts submitted and asked if any of the authors in attendance wanted to describe their papers in further depth. Tracy Grimm rose and discussed the paper she proposed with Chon A. Noriega (Director, Chicano Research Center, UCLA). They want to focus on case studies about collecting practices among donors, as well as seeking their feedback regarding what they deem important. Marisol Ramos also discussed her idea for a paper on archives in Puerto Rico and specifically, the collections at the Archivo General de Puerto Rico. Mary Jo Pugh expressed much enthusiasm for the papers proposed by LACCHA and noted that although the policy of the American Archivist was not to dedicate special issues to particular themes, there could be a section dedicated to LACCHA's essays if several of them were published at once. Pugh briefly discussed AA publishing procedures (including peer review) and mentioned that those essays that are ready could be published in the Spring 2012 issue. One challenge to publication in the coming year is that Council has asked Pugh to set aside space for pieces on SAA's upcoming 75th anniversary. Six pieces have been accepted. Fall 2011 is Pugh's last issue as Editor. She has been asked to prepare the essays for the Spring 2012 issue for the incoming Editor. Pugh noted that a footnote could be added to each essay, if published separately, indicating that it was being published as part of LACCHA's initiative. SAA is exploring the possibility of adding an online supplement to its regular publication. The trial issue will include papers on SAA, looking at its past and future prospects. It is expected in Fall 2011. The general sentiment is that the online supplement may provide greater flexibility and allow the journal to expand the number of themes it explores. Pugh welcomed LACCHA's submissions, particularly because they address issues of diversity. These types of articles have been difficult to find. Stawski noted that he liked the idea of a footnote but would also like an introduction to the series of essays to accompany the first article published. He asked if there was a maximum amount of articles that could be submitted. Pugh stated that she was flexible, but not sure about the next Editor. This of course also depends on what is in the pipeline. The submission date is July 2011 for the Spring 2012 issue. Pugh is open to reading drafts of work before sending them out to reviewers.

Silvia Mejia, Archivist, Institute Archives and Special Collections, MIT: Liaison to SALAAM. Reported on the panel on archives held at SALAAM's conference in Providence, RI this year. The panel was a success and they are interested in possibly hosting a similar one next year. Next year's conference theme is human rights.

Patrick Stawski introduced the incoming Junior Co-Chair, Mario H. Ramírez who thanked the membership for voting him into office and discussed some of his background. Patrick Stawski announced

this years' set of LACCHA volunteers and liaisons: Silvia Mejia will continue as our liaison to SALAM; Susan Laura Lugo will continue as liaison for IFLA-LAC; Bert Lyons will serve as liaison to ICA and newsletter editor; Janet Ceja will serve as LACCHA's standing representative on SAA's Diversity Committee with back up from Maria Estorino; Laura Buchholz will serve as Webmistress; Aisha Haykal will serve as AAC liaison; John Aarons will serve as CARBICA liaison; Marisol Ramos will serve as liaison to the Cultural Property Working Group; Lorraine Nero will serve as liaison to ACURIL

Announcements: Cristal Garcia Spitz noted that SAA is looking for panel proposals for next year's conference (celebrating its 75th anniversary) that are introspective and retrospective. There was an error in the printed program and they are accepting one hundred word abstracts and not seventy-five. Gave the conference submission website. Roundtables can endorse two sections. Also looking for proposals for pre-conference workshops. Looking for 2012 programming committee members.

Marisol Ramos thanked Susan Lugo for all her hard work the past two years and gave her a gift.

There being no further business for consideration, the meeting was adjourned at 5:20 P.M.

Notes from LACCHA meeting by Mario H. Ramírez and Patrick Stawski, with input from Michelle Gachette.

Summary of LACCHA's 2010 SAA/CoSA/NAGARA Conference Panel Sessions

[Excerpted from the LACCHA newsletter "Memoria," article "Two LACCHA Panels to be presented at the 2010 Washington, D.C. conference" and the SAA website]

Two LACCHA-sponsored panels were presented at this year's conference of the Council of State Archivists/National Association of Government Archives and Records Administrators/Society of American Archivists. The organization's Joint Program Committee approved the proposals for "Minding the Information Gap: Research Outreach Programs in Caribbean Government Archives" and "Insular Records for the Unincorporated: Archiving the Historical Record of U.S. Territories." The panel proposals were two of four submitted by LACCHA for consideration in October 2009. Both were co-sponsored and endorsed by the Government Records Section. Below is are list of speakers, with paper titles, as well as brief descriptions of the panels.

Session Title: *Minding the Information Gap: Research Outreach Programs in Caribbean Government Archives.* **Speakers:** Jules Bergis (Chair), Project Director/Archivist, University of Chicago; Margot Thomas, National Archivist, National Archives Authority of Saint Lucia *Highlighting the Work of the National Archives of Saint Lucia Through Innovative Educational and Outreach Activities*; Dominique Taffin, National Archivist, National Archives of Martinique *Reclaiming Memory: How Can Archives Contribute? A Martinican Example*; Avril Belfon, Senior Archives and Records Officer, National Archives of Trinidad & Tobago, *Outreach: Up Close and Personal.* **Description:** The Caribbean's fragmented colonial history has fostered an information gap in government archives. Researchers seeking to document local history perspectives must fill this gap with narratives and commentary expressed in native voices, but there are access and knowledge barriers to conducting complex research using primary documents. Archivists from three Caribbean nations reveal successful strategies for "minding the gap," showcasing creative outreach programs to generate increased interest in and local use of government archives by researchers.

Session Title: *Insular Records for the Unincorporated: Archiving the Historical Record of U.S. Territories.* **Speakers:** Basil C. Ottley (Chair & Commentator), Desk Officer for the US Virgin Islands, US Department of the Interior; Vernon Paul Rood, Archivist National Archives and Records Administration, *The Records of the U.S. Virgin Islands in the National Archives (US)*; Thomas F. Cotter, National Archives and Records Administration, *Federal or Local? Repatriating the Records of the Former Panama Canal Zone*; Milagros Pepin-Rivera, Specialist in Cultural Affairs, General Archive of Puerto Rico, *The General Archive of Puerto Rico: Resources and Challenges.* **Description:** Ownership, custodianship, care, and access issues are core considerations for territorial recordkeepers of the U.S. Virgin Islands, Puerto Rico, and the former Panama Canal Zone. Strategically located in regions of acute political interest, these possessions have a subsumed cultural patrimony that is undervalued and

underutilized by researchers and often ignored by officials. Federal, territorial, and cultural heritage professionals share the unique and often daunting challenges of locating, identifying, and managing archival records of U.S. Territories.

Summary of 2011 SAA Conference Panel Proposal

Session Title: Faces of Diversity: Diasporic Archives and Archivists in the New Millennium

Session Abstract: In the new millennium, the archives profession has continued to evolve with the increasing diversification of its ranks. This is reflected in the changing face of the Society of American Archivist's membership and the increase in archival collections from a number of formerly unrepresented communities. Groups from different corners of the Americas (North, Central, South America and the Caribbean) as well as Asia and Africa, are leaving their historical mark in the United States through community centers and archives, and in the process changing the concept and practice of archiving itself. This panel will address the impact of minority archivists and the collections they curate on our profession. It will also explore a number of issues including: what constitutes a "diasporic" community and its archives; the role social networks play in connecting these communities; and what the profession contributes to these communities through the exchange of knowledge and best practices.

Panel Format: Discussion Panel

Chair/Moderator: Marisol Ramos, Curator of the Latin American and Caribbean Collections, Thomas J. Dodd Research Center, University of Connecticut

Speaker #1: Amalia S. Levi, Ph.D. Student, iSchool, University of Maryland

Speaker #2: Carolina A. Villarroel, Brown Foundation Director of Research, Recovering the U.S. Hispanic Literary Heritage Project, University of Houston

Speaker #3: Ann Massmann, Head of CSWR Public Services/Associate Professor, Center for Southwest Research, University of New Mexico

Speaker #4: Cecilia L. Salvatore, Associate Professor, Graduate School of Library & Information Science, Dominican University

Proposer: LACCHA (and Session Organizer Marisol Ramos, Curator of the Latin American and Caribbean Collections, Thomas J. Dodd Research Center, University of Connecticut)

Endorsed by: LACCHA

Lesbian & Gay Archives Roundtable (Liaison: Hyry)

Officers:

Co-chairs

Heidi Marshall, Columbia College Chicago

Franklin Robinson, Jr., National Museum of American History, Smithsonian Institute

Steering Committee

James Cartwright, Past Co-Chair, University of Hawaii

Maggi Gonsalves, Newsletter Editor, New York State Archives

Steven Mandeville-Gamble, Webmaster, George Washington University

Bonnie Weddle, Member at Large, New York State Archives

Steven Novak, Member at Large, Columbia University, New York City

Marjorie Bryer, Member at Large, University of California—Berkeley

Paula Jabloner, Member at Large, Computer Museum

Thomas Brown, Member at Large, Retired

Florence "Flo" Turcotte, Member at Large, University of Florida

Thomas Hyry, Council Liaison, University of California Los Angeles (UCLA)

Report from annual meeting:

- **Number of attendees:** 30
- **Election results:** Franklin Robinson, Jr. elected co-chair
- **Summary of meeting activities:** ATTACHED [below]

Completed projects/activities: Updated the LAGAR By-Laws language to be more inclusive and reflective of our members. Every reference in the by-laws to Lesbian and Gay Male has been changed to LGBTQIA, Lesbian, Gay, Bisexual, Transsexual, Intersex, Asexual, and Ally. The language regarding co-chairs was also changed. [See Agenda Item 0111-III-J-2-LAGAR]

Commented and made suggestions to the SAA Council on the DRAFT Statement on Achieving Diversity.

Appointed a LAGAR representative to the Diversity Committee. Last winter, the SAA Council approved a request to enlarge the Diversity Committee membership and to designate these seats to representatives from various roundtables. Diversity Committee members asked LAGAR for a representative and Debbie Richard now serves as the LAGAR representative. Her appointment is through 2013.

New projects/activities: Update LAGAR webpages on the SAA site. Update the Lavender Legacies Guide to LGBTQIA Repositories on the LAGAR website.

Diversity initiatives: Updated LAGAR by-law language to be more inclusive to more constituents. Collaborate when called upon to comment for the Diversity Committee and other SAA groups. Plan to reach out to LGBTQIA groups and organizations as the group listing page on the website gets updated

Questions/concerns for Council attention: None at this time

LAGAR Annual Meeting Minutes, 11 August 2010

Meeting was held at the Archives Center, National Museum of American History, 12th St. and Constitution Ave, NW, Washington, DC. Meeting was called to order approximately 5:45 p.m. by James Cartwright, male co-chair. Cartwright sent around a sheet of paper for everyone to sign with name, email address. First order of business was to hear from representatives from Council, the Program Committee for 2011, and for any other organization wishing to communicate with LAGAR members.

Tom Hyry from SAA Council spoke to the members. He will continue as liaison between Council and LAGAR for the upcoming year. Hyry reviewed the accomplishments from Council's point of view of LAGAR during the past year.

No one from the Program Committee was yet in attendance.

Bylaws Revisions was the next order of business. Flo Turcott, chair of the Task Force in charge of the revisions, introduced the other members of the Task Force: Michael Oliveira, Gabriella Redwine, Debbie Richards. Turcott then explained the goal of making the language of the bylaws more inclusive, moving from lesbian and gay to include other individuals who self identify in other ways. She also explained that the Task Force had considered a name change for LAGAR in order to make the name more inclusive, but decided to leave this issue for a later discussion.

The proposed changes in the bylaws included deleting "male" and "female" as descriptive terms for the co-chairs. If approved:

Article 4.A. will now read: "LAGAR shall be guided by two co-chairs. They, with any committee chairs that may be functioning at the time, shall make up the Steering Committee."

Article 4.B.1. will now read: "Two co-chairs, of different gender identities, shall each serve staggered terms of two consecutive years. Chairs cannot serve more than one term in succession."

The other changes in the bylaws occur in Article 2 wherein the term "LGBTQIA" replaces "Lesbian and Gay" in all Sections, A through E. Section A of Article 2 clarifies LGBTQIA as meaning

“Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, and Asexual/Ally.” Some discussion on this took place concerning whether we were now promoting the collection of heterosexual organizations’ records. The conclusion was that we were not promoting the collection of records of heterosexual organizations, but that an archivist’s collecting records of some organizations such as P-FLAG would qualify that archivist for inclusion in LAGAR. The voting on the changes to the bylaws was unanimous.

The next item of business was the election of a co-chair to serve for two-years. Cartwright indicated that Franklin Robinson, Jr., had accepted a nomination. Cartwright called for any other nominations from the floor; there were no additional nominations. Cartwright had previously asked Robinson to prepare a few words explaining why he would like to serve as co-chair; he turned the time over to Robinson. A motion was made and seconded to vote for the co-chair position. Franklin Robinson, Jr., was elected unanimously.

The next item of business was a report by Steven Mandeville-Gamble, our webmaster, on the migration of the LAGAR website to the Drupal software which SAA has instituted.

In the course of the meeting, Rebekah Kim, a member of the Program Committee for 2011, came to the meeting. Cartwright turned the time over to her for her comments.

Cartwright turned the time over to Robinson to introduce our guest speaker, Mark Meinke of the Rainbow History Project.

After the talk by Meinke, Cartwright asked those in attendance to approve the minutes of the previous annual meeting which are on the web site. The minutes were approved. He thanked everyone for all they had done to make LAGAR a success during the past two years. The meeting was adjourned at 7:15 p.m.

Local Government Records Roundtable (Liaison: Ambacher/Cline)

Officers: Jim Cundy, Chair

Report from annual meeting:

- **Number of attendees:** 40
- **Election results:** Jim Cundy as Chair, unopposed
- **Summary of meeting activities:**
(or attach minutes or newsletter accounts)
Please see attached meeting minutes.

Completed projects/activities: The 2010 session, including individuals representing SAA, NHPRC, CoSA and NAGARA.

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

New projects/activities: Program for 2011 under development.

Diversity initiatives: Continue to invite representatives from related organizations.

Questions/concerns for Council attention: None.

Local Government Records Roundtable Minutes 11 August 2010, Washington, D.C.

Joint Meeting with National Association of Government Archives and Records Administrators (NAGARA) Local Records Roundtable (LGR) called to order at approximately 5:45 p.m.

Virginia Fritsch, Acting Chair, SAA LGR, and Paul Bergeron, Chair, NAGARA LGR, conducted the meeting in the absence of Jim Cundy, Chair. Fritsch welcomed attendees and held introductions.

Announcements: Representatives from SAA, including the Council Liaison, gave a Program Status Report and encouraged proposals for the 2011 meeting. Barbara Teague, President of the Council of State Archivists, gave a CoSA Programs status report. Paul Bergeron of the National Association of Government Archives and Records Administrators gave a NAGARA Programs status report.

The election of a chair followed, with Jim Cundy re-elected, running unopposed.

After a general discussion, there being no other business the meeting adjourned at approximately 6:15 p.m.

Respectfully submitted by Jim Cundy, chair.

Lone Arrangers Roundtable (Liaison: Settles)

Officers:

Alison Stankrauff – Chair, 2009-2010; Immediate Past Chair 2010-2011

Christina Zamon - Vice Chair, 2009-2010; Chair, 2010-2011

Michelle Ganz – Vice Chair/Chair Elect, 2010-2011

Report from the Annual Meeting: This reports the activity of the roundtable during its annual meeting which was held in Washington, DC on August 11, 2010.

Number of Attendees: 53

Election Results: Christina Zamon is the new Chair, Michelle Ganz is the new Vice Chair/Chair elect, Alison Stankrauff is now the Immediate Past Chair, and Eddie Woodward is our new Web Liaison.

Our Steering Committee consists of the following people:

Alexis Braun-Marks – Archivist, Charles H. Wright Museum of African American History. Her term began in 2008 and will end in 2011.

Jennifer Clark – Archivist, National Park Service. Her term began in 2008 and will end in 2011.

Caitlin Donnelly – Archivist Daughters of the Republic of Texas Library. Her term began in 2009 and will end in 2011.

Nancy Freeman – Records Manager/Archivist, USDA National Wildlife Research Center. Her term began in 2009 and will end in 2011.

Russell Gasero – Archivist, Reformed Church of America. His term began in 2010 and will end in 2011.

Susan Rishworth – Archivist, American College of Surgeons. Her term began in 2007 and will end in 2011.

Amanda Stow – Archivist/Records/Digital Collections Manager, American Humane Association. Her term began in 2009 and will end in 2011.

Our Nominating Committee consists of the following individuals:

Russell Gasero – Archivist, Reformed Church of America.

Amanda Stow – Archivist/Records/Digital Collections Manager, American Humane Association.

Alison Stankrauff – Archivist, Indiana University South Bend.

Lone Arrangers Roundtable Annual Business Meeting Minutes – Washington, DC

Wednesday, August 11, 2010; 5:30 to 7:30 p.m.

Attendance: 53

Welcome, General Business, and Announcement of Election Results: Michelle Ganz is the new Vice Chair/Chair Elect for the Roundtable and Eddie Woodward is the new Web Liaison. Congratulations to both. *Our Steering Committee for 2010-11 includes:* Jennifer Clark, Alexis Braun Marks, Caitlin Donnelly, Nancy Freeman, Russell Gasero, Susan Rishworth, Amanda Stow. *Our Nominating Committee includes:* Alison Stankrauff, Russ Gasero, Amanda Stow.

Roundtable updates: Lone Arrangers book is on schedule and should be sent to the publications committee by early 2011. Publication date unknown but probably 2011 or 2012. As we get a new look please send ideas to enhance our web pages to our new web liaison Eddie Woodward or Christina Zamon. We have a new social networking site, Big Tent, Ning is no longer a free service and Big Tent offers us more versatility.

Report by SAA Council Liaison, Rosalye Settles

Presentation by SAA 2011 Program Committee Representative

Presentation on Appraisal by Craig Orr, Associate Curator, National Museum of American History: His presentation is available on the Lone Arrangers webpage.

Presentation on Online Tools by Robin Pike of Catholic University of America: Her presentation at: www.robinpike.com/presentations and through the Lone Arrangers webpage.

Group Discussions - What Can the Roundtable Do for You? (Break into 4 groups)

Continuing Education Initiatives for Lone Arrangers. The group discussed possible education initiatives based on the responses generated to a request for some training about digital preservation. Russ Gasero has collected just over 100 responses of individuals interested in a webinar on the topic. He will begin organizing this using Go-To-Meeting. The group discussed the possibilities of other webinar style training with the ability to download the webinar for off-line viewing and then use Go-To-Meeting capabilities for questions, discussions, and sharing of how others are working. Russ' idea was to seek to develop 10 per year with weekly discussions for a month or two on the topic. The digital preservation will be a test run. This will be done privately among interested Lone Arrangers and neither the sanction nor sponsorship of SAA is being sought. The estimated cost is based on a large volume of participants and he seeks to keep the cost in the \$15/year/participant range. This would cover a small stipend for the webinar leader and the administrative costs of maintaining the large Go-To-Meeting subscription. The group felt there is a need for Lone Arrangers to be able to share their success stories and their talents in a forum type venue that this would provide. The goal is to teach each other via our own trials and errors and to provide a means to disseminate known resources to a large group.

How can Lone Arrangers become more involved with SAA? Nancy Freeman led a small group discussion on how to get more involved in SAA, focusing on three main topics: publishing, serving on committees, and proposing sessions for annual meetings. Nancy talked about expanding the reach of Lone Arrangers, more of an outward focus for the roundtable. The LAR's purpose is to serve the needs of its members and does that very well. There is also a need to serve in SAA as a Lone Arranger, to provide a unique archival perspective. Nancy explained it, in part, as "infiltrating" the larger SAA world! The group discussed the three main topics. First, publishing, and Nancy encouraged group members to attend the potential authors' breakfast the next day. She also talked about the various venues/journals for publishing. Alison Stankrauff shared her recent publishing experiences. Second, participants discussed serving on committees, including the LAR. Several group members stated they were not sure if they could be at the annual meeting so did not volunteer. Nancy stressed attendance at the annual meeting is not mandatory and not a qualification to serve, although always to check with the head of any committee. The topic of annual meeting session proposals generated the most discussion. Nancy and Alison shared tips and hints: follow proposal directions to the letter, tie in the topic to the annual meeting theme, select diverse co-presenters, use the LAR as a sounding board for

potential sessions, and seek LAR endorsement. Several group members discussed excellent potential topics.

What about the idea of starting a travel fund for a Lone Arranger to attend the annual meeting? Christina Zamon led a small group in discussing the idea of starting a travel fund for one Lone Arranger to travel to the annual meeting each year. The group discussed what we should fund and how we should fund it. We talked about what the Records Management Roundtable was doing with their travel fund and their idea of funding it through T-shirt sales. We decided that T-shirt sales are a lot of work with little reward. It was decided that we should start out by only offering to cover the cost of registration and that we could come up with the funds by “passing the hat” among Lone Arrangers. This seemed to be the most reasonable and sustainable idea. The next step is to talk to SAA about how we can go about setting up a fund and how we can collect money to sustain it.

Completed Projects/Activities: The Lone Arrangers Roundtable endorsed two sessions for the 2010 annual meeting in Washington, DC. One session was accepted and appeared on the program as Session 107: Real World Digitizing for Humble Shops Undertaking Hefty Digitization Projects. The other session “Archon and Archivists’ Toolkit: Experience with Collection Management Tools” was not accepted.

Ongoing Projects/Activities

- A draft of the Lone Arranger book “Flying Solo: Succeeding in a Small Repository” is under review and will be sent to the SAA publications board by early 2011. Its publication date is to be determined.
- After nearly 18 months on the social network Ning, the Lone Arrangers were forced to move to a new social network due to policy changes at Ning requiring payment for hosting. The Lone Arrangers have found a new home at BigTent. There have been mixed reviews regarding the switch but the number of Lone Arrangers migrating to BigTent has been rising.
- The Lone Arrangers continue to maintain a Facebook page and its website through SAA. Moving forward with a new web liaison and a new look and functionality for the SAA site we look forward to updating and providing more content with better organization through the site.
- Owing to scheduling conflicts at the DC 2010 meeting we were unable to organize our usual dinner following our business meeting but we did have an informal breakfast gathering on Saturday morning with about 10 participants. We anticipate holding a dinner next year in Chicago. Lone Arrangers continue to hold Lone Arranger lunches and dinners at various regional conferences including MAC and NEA.
- We are still exploring the possibility of creating some sort of travel grant. We have decided to start small by only offering to pay for the cost of registration but not travel or hotel accommodations because of the large amount of money we would have to raise. It is anticipated that we will do a “pass the hat” type of donation system to raise the money for registration and will work with SAA as necessary to make sure that funds are collected and distributed appropriately. We may table this initiative for 2010-11 due to lack of interest by roundtable members at this time.

New Projects/Activities

- The Lone Arrangers have endorsed two sessions for the Chicago 2011 meeting. We received a total of three proposals this year for endorsement. The two sessions are “Which Hat Are You Wearing?” and “Hosting a Virtual and Accessible Session at Your Next Conference.”
- The Lone Arrangers are looking at the possibility of creating web based training through Go-To-Meeting for Lone Arrangers who cannot travel to in-person training sessions on various topics. This will also help Lone Arrangers connect online since they are often scattered throughout the country with limited or no funds to travel.

- We are also looking at ways that Lone Arrangers can get more involved in non-Lone Arranger activities within SAA, particularly through publications and leadership within SAA.

Questions/Concerns for Council Attention: We do not have any at this time.

Metadata and Digital Object Roundtable (Liaison: Sly/Meissner)

Officers

Cochair: Janet Carleton, Ohio University

Cochair: Polina Ilieva, University of California, San Francisco

Web Liaison: Mark Matienzo, Yale University

Steering Committee:

Jody DeRidder, University of Alabama

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

Megan Phillips, National Archives and Records Administration

Council Liaison: Dennis Meissner

Report from annual meeting:

Number of attendees: 63 people signed in

Election results: Polina Ilieva was elected cochair; Janet Carleton was re-elected cochair

Summary of meeting activities: Meeting minutes attached

Completed projects/activities: Received six SAA 2011 session proposals for endorsement, and endorsed two. Posted “lightning talks” presentations on MDOR website.

Ongoing projects/activities: In process of adding 3 new steering committee members. Investigating the opportunity to add a graduate student intern/student representative to the steering committee.

New projects/activities: Migrating website to Drupal

Diversity initiatives: None at this time.

Questions/concerns for Council attention:

1. There is no section in SAA that addresses the needs of those working in digitization and digital libraries. [See Agenda Item 0111-III-J-4-MDOR]
2. We understand that scheduling such a large and complex meeting is difficult, but overlapping the roundtable slot with a reception at the National Archives essentially decreased our meeting time from 2 hours to 1.5 hours, which seems unfair.

Minutes of the Metadata and Digital Object Roundtable Annual Meeting Society of American Archivists, Washington, DC, August 11, 2010

The meeting was called to order at 5:30 pm. Cochair Janet Carleton ran the meeting.

Business: Carleton welcomed the attendees and introduced the roundtable leadership. Janet Carleton (digital initiatives coordinator at Ohio University Libraries) was nominated and re-elected to serve another term as cochair of the roundtable. Carleton nominated Polina E. Ilieva (Project Archivist at UCSF Library) for a new cochair. There being no other nominations, the vote was called and Ilieva won by vote.

Carleton led a discussion about future directions for the roundtable. She mentioned that this roundtable is relatively young and has been in existence for about 6 years and rapidly changing digital

environment necessitates updates to the roundtable mission statement. Carleton displayed current mission statement that is posted on the roundtable website and noted that one of the suggestion by the steering committee was to add “digital object management” to present description. She mentioned that the steering committee will conduct the discussion on the roundtable mission updates and changes through the listserv and post the findings on its website.

Announcements: Margery Sly, Council Liaison reported on SAA Council actions and gave the steering committee the new Leader Manual. Dennis Meissner is roundtable’s new Council Liaison. SAA 2011 Program Committee Representative Brenda Gunn announced that the next SAA meeting will be held in Chicago and program proposals must be received by the Committee by Friday, October 1st, 2010. She noted that roundtables can endorse up to two session proposals and an abstract for proposals has been increased to 150 words.

Program: The program included “lightning talks” (15 minute presentations) on: “Workflows Designed for Efficient Metadata Creation,” Karen Weiss, Archives of American Art, Smithsonian Institution; “Improving Efficiencies Through Cost-Benefit Analysis of Metadata Creation,” Joyce Chapman, North Carolina State University; “Putting the Pieces Together: Bringing Archival Tradition to an Item Focused Web,” Aaron Rubinstein, University of Massachusetts, Amherst. Q&A period wrapped up the panel.

Carleton asked for discussion topics from the audience and several attendees voiced topics they were interested to learn more about and discuss with the fellow roundtable members. The larger group broke into 3 sessions for discussion, however most attendees left for the reception as the RT timeslot overlapped with the reception at the National Archives.

- Group One: Metadata creation workflow that was led by Karen Weiss
- Group Two: Metadata for oral histories facilitated by Janet Carleton
- Group Three: Digital repositories facilitated by Polina Ilieva.

Participants discussed the following topics: Should institutions create their own repositories and strive to achieve the status of the trusted digital repository or join established ones like the Online Archive of California and the Internet Archive? What software is available for users (Fedora, DSpace, etc.)? How to built working relations with other institutional units contributing materials to the digital repository?

The meeting was adjourned at 7:15 pm.

Minutes by Polina Ilieva, UCSF Library

Native American Archives Roundtable (Liaison: Cline)

Officers (2009-2010):

Allison B. Krebs, Chair – Steering Committee
Vacant, Vice Chair due to resignation of Ruth Bayhille as Chair in March 2010
David George Shongo – Steering Committee
Jennifer O’Neal – Steering Committee
Karen Underhill – Steering Committee

Report from annual meeting:

- Number of attendees: 32
- Election results:
Allison B. Krebs, Chair – Steering Committee
David George Shongo, Vice Chair – Steering Committee
Ann Massman, Secretary – Steering Committee
Jennifer O’Neal, Webmaster – Steering Committee
Karen Underhill, Steering Committee

- Summary of meeting activities and NAAR activities and concerns: Please see attached: Native American Archives Roundtable meeting minutes; Native American Protocols Forum minutes prepared by NAAR members.

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]

Native American Archives Roundtable Minutes Washington, DC; August 11, 2010

Welcome and Introductions (includes intro of Steering Committee Members): Allison (Ally) Krebs, Acting Chair of NAAR opened the meeting welcoming all those in attendance and thanking them for their continued commitment to the work of the Roundtable. She introduced the current NAAR officers and Steering Committee members explaining that Ruth Bayhille had stepped down as NAAR Chair in March 2010 causing Allison to move from Vice Chair to Acting Chair. Steering Committee members include Jennifer O’Neal, David George Shongo, and Karen Underhill.

A Blessing was given by Diane Bird.

Council Representative Scott Cline was unable to attend to report on Council business and we were honored to have Peter Gottlieb, SAA Council President, personally report on various items including: the draft document on Diversity was approved by Council; SAA Foundation is currently being organized; details of the SAA dues increase proposal under consideration.

SAA 2011 Program Committee Chair Richard Marciano invited everyone to SAA 2011 in Chicago. He also encouraged NAAR members to submit proposals for the 75th Anniversary SAA conference: Past/Present/Future. Deadline for submission is October 1, 2010.

Invitation to related sessions at this year’s SAA Conference including: Native American Protocols Forum on Thursday which will include an overview of the Forum Agenda and then a case study of the Protocols in action – the Plateau Peoples Web Portal. [Notes from the 2010 NAPWG Forum are attached.] Session 109: Current Archives and Research Issues from Indian Country, also on Thursday, explores how access and other issues concerning Native American archival materials being held by a wide variety of today’s archives, libraries, museums, and governmental agencies are addressed by archives across North America, in New Mexico, and at the Smithsonian’s National Museum of the American Indian.

Business: Report from NAAR Cultural Property Working Group (CPWG) Representative: Jennifer O’Neal. The first meeting of the CPWG was held at this year’s conference. The purpose of the group was discussed and the group was given direction to draft a guidance document for SAA Council related to Cultural Property. CPWG proposed working off of Kelvin White’s Pluralization Framework. It was suggested that a forum take place for the multiple SAA groups whose work touches on similar issues: Intellectual Property, Ethics, Cultural Property, etc. SAA’s Code of Ethics is up for review and input is requested.

Report from NAAR Diversity Committee Representative: Ann Massman. The Diversity Committee has been active for three years. The Native American Protocols Working Group is embedded within the Diversity Committee. Concerns include how diverse populations are represented on SAA Committees. Council turns to the Diversity Committee to get better guidance for Council issues, because of the connection to Roundtables. Issues being discussed are a potential Diversity Toolkit, a survey by the Diversity and Membership committees, need for representation by people who do not attend SAA

meetings including ways to use technology or local archival institutions. There was mention of dues increase being barrier to diversifying membership. MOSAIC scholarship hopefully transformed into a MOSAIC 'program.' Susan Gehr, a member of NAAR, is a current MOSAIC recipient. The United Methodist Church Archives are in the process of establishing a scholarship of \$10,000/year for twenty years.

Election of Officers: This year NAAR put out a call for nominations through the NAAR listserv. Three seats were open: Vice Chair and two Steering Committee seats. Nominations received included: Nomination for Vice Chair: David George Shongo; Nominations for Steering Committee (2 seats): Ann Massman, Karen Underhill. The floor was opened for further nominations or comment. None given NAAR proceeded to voting. All candidates were voted in the affirmative by NAAR members present at the meeting. The Chair expressed the goal to have elections on-line next year.

Report on previous year's activities: Members of NAAR shared the variety of activities they had engaged in promoting concerns of the Roundtable, especially regarding the Protocols for Native American Archival Materials including: David George Shongo reported on the following sessions held at the October 2009 Tribal Archives, Libraries and Museums conference in Portland Oregon: "Protocols in Action: What Role Would You Play" which consisted of a series of role playing skits enacted by David George Shongo, Jolene Manus, Sheree Bonaparte, and Allison Krebs.

604 Protocols in Action: What Role Would You Play? * Crown Zellerbach

Presenters discuss the changing role of archivists who have custody of materials that were acquired with/without consent and are being challenged by Native American groups who feel they have a voice in the care and control of these collections. The Protocols for Native American Archival Materials presents archivists with guidelines for dealing with Native American collections, but not everyone sees them as workable in their institutions. Speakers review the Protocols and present team role playing on the viability of implementing the suggestions in public and private institutions.

- "Deer Skin Archives" which described archives as a modern version of traditional information systems, using tribal cycles to relate to archives.
- "Connecting the Dots" which proposed the creation of an on-line course on the Protocols for Native American Archival Materials presented by Allison Krebs.

806 Connecting the Dots: Creating a Course on Tribal Information Issues * Clark

This workshop presents a concept of an online web-based video conferencing course dedicated to tribal information issues and practice (archives, libraries, museums, cultural centers) sourced from an indigenous standpoint and ways of knowing. At the core of the concept is the creation of an ongoing conversation between a critical mass of indigenous practitioners to help define and support emerging indigenous best practices. This workshop is interactive; hopefully identifying participant needs to be met by such a course.

Karen Underhill reported that the Society of Southwest Archivists conference included a session on *Culturally Responsive Care* where seven people presented, followed by group exercises and discussion of best practices.

Jennifer O'Neal reported on participation with the creation of the American Library Association's Traditional Cultural Expression (TCE) draft document.

Ann Massman, Allison Krebs, and Jennifer O'Neal reported on the Association of Tribal Archives Libraries and Museums (ATALM) and the Tribal Heritage Research Program funded by IMLS which is sponsoring more than 20 Tribal Research Fellows to perform archival research projects. A one week workshop held in Washington DC in early June included training for the fellows to support their research at the archives in the National Museum of the American Indian (NMAI), the National Archives (NARA), the Library of Congress (LOC), the National Anthropological Archives, and additional Smithsonian Archives, among others. Participants of NAAR at the Roundtable commented on their experiences hosting the Tribal Research Fellows and were encourage to consider a presentation at next year's SAA Conference.

Robert Leopold reported that the National Science Foundation has funded a National Breath of Life Conference to be held in Washington DC to help promote the preservation of Indigenous languages. The program is modeled on the Breath of Life programs that have been held at the University of

California at Berkeley for California tribes. The program brings together language learners and teachers instructing them in the use of archives for language preservation and revitalization.

Anne Gilliland of the University of California in Los Angeles reported on efforts being made to diversify archival education including the publication of a position paper in *American Archivist* entitled "Pluralizing the Archival Curriculum" which was co-written by participants in the United States, Australia, and Europe. There will be a meeting in November at UCLA with international representation to further develop curriculum concepts. Professor Gilliland would like to bring the draft to the Roundtable for review and comments.

Jennifer O'Neal reported that Oregon State University is applying for a grant for tribes in the area to receive archival training, similar to the Western Archives Institute, but with a focus on tribal needs. NAAR provided a letter of support for the grant. [Note: the grant was successful.]

Brainstorming program ideas for next year: It was discussed that the upcoming year will be the final year of the Native American Protocols Working Group Forums authorized by Council and therefore a strategic year for engaging serious discussion around the Protocols and next steps. Participants mentioned how they were implementing the Protocols on an individual and institutional basis. It was suggested that a possible program for next year might be a 'Lightning Round' type of session where those who are engaging the Protocols could contribute their experience and thoughts. [Note: A Protocols Lightning Round session was proposed and accepted for SAA 2011.] The NAPWG will be looking for participation from NAAR. A call will go out through the NAAR listserv for interested volunteers. It was also suggested that a preconference workshop on Protocols implementation might be explored to be hosted by the Newberry Library in Chicago.

The discussion then evolved into one of how to increase participation of NAAR members and communication strategies. The SAA website is being revamped and information will be updated there. The NAAR listserv is being used. Jennifer O'Neal volunteered to set up a NAAR Facebook site to facilitate communication especially with those who are not members of SAA but are interested in the issues NAAR addresses. It was discussed that this should be reviewed with SAA administration. Jennifer agreed to take care of both approval and implementation. [Note: The Facebook site has been approved and created. Its address is: <<http://www.facebook.com/naarsaa>>]

David George Shongo stated that the First Archivist Circle website will be re-opened as well. There was discussion concerning other ways beyond the internet that communication could take place for those who have limited access or limited technical ability, but have contributions to make to the issues addressed by NAAR, for instance potentially tribal members or elders.

Michael Pahn from NMAI said he would be interested in helping with these issues. Susan Gehr volunteered to contribute her artistic expertise. The suggestion was made that student interns might be of assistance as well.

Roundtable Round Robin: "Hot Topics" for membership. Topics raised by participants during the open meeting included: Archives in use – materials going back to tribes, being duplicated; How to gather resources in one list so people can find (website); 2011 Session proposals; Other organizations that may have archives relevant to tribal communities; Invisibility of Native archives in history; HRAB's – training and grants; Archivists: UT-Austin & UCLA professors; American Museum of Natural History (NY), NMAI, NAA, Syracuse U.; Upcoming ATALM events related to archival practice (see <http://www.tribalconference.org/index.html>) It was noted many of these events provide scholarship funding for eligible participants.

Adjournment. The lively discussion with input from numerous participants was called to a close due to the expiration of the session time allocated. All agreed that NAAR needs to continue to increase communication with interested parties in multiple modalities and to document Protocols implementation through various venues including professional, scholarly and community.

Minutes from Forum on Protocols for Native American Archival Materials August 12, 2010; SAA Annual Meeting, Washington DC

Combined notes of Keara Duggan and Karen Underhill

12:20pm-12:24pm: Terry Baxter welcomed forum attendants and provided background on the Protocols and SAA's involvement in the Protocols. Introduced Dr. Kimberly Christen, Shawn Lamebull

12:24pm-12:57pm: Kim Christen introduced herself and provided information on her project at Washington State University- The Plateau People's Web Portal <http://plateauportal.wsulibs.wsu.edu/html/ppp/index.php>, which recently added new groups (including the Umatilla, Yakima, Coeur d'Alene, Confederated Tribes of Grand Ronde, and two communities not yet live on the site). Christen noted that this project pre-dates the Protocols, although it can offer an example of implementation of some of the best practices recommended by the contributors to the Protocols.

Christen thinks of the PPWP as digital repatriation and realizes that this term can get fuzzy. Digital repatriation does not just mean burning a CD and giving it to a community. One needs to consider the social, cultural, ethical, political, and legal systems that exist for knowledge management within a community and use those systems to plan digital repatriation. Digital objects pose challenges, such as easy reproduction and distribution.

PPWP grew out of Christen's work with the Waramungu community in Tennant Creek, Australia. Missionaries had provided digitized documentary materials on CDs. This Aboriginal community needed a knowledge management system that implemented cultural protocols (i.e. men's business and women's business) and that also had ease of use. The end result was the Mukurtu Wumpurrarni-kari archive www.mukurtuarchive.org. The content only lives in Tennant Creek . . . looks like it is online but only works on local server in the cultural center. Viewing, reproduction, and dissemination of materials that belong to the Waramungu community are based on local protocols. The archive is expandable and adaptable and therefore reflects their culture and social system.

Christen described the "two click mantra"—nothing should require more than two clicks to do or undo to ensure that Waramungu community members could easily use the site.

At WSU the Plateau Center for American Indian Studies expressed interested in a project involving collaborative curation. Universities had materials belonging to tribal communities in the area and those communities to provide access to people on the reservation. Tribes did not just want access to a mass of information digitized online. Tribes wanted access and some control. They wanted access to the metadata to add context; however, community members did not want to throw out metadata that archivists had created. Keep existing metadata but add a community perspective.

Christen articulated the three main principles guiding the project: respect, recognition, and responsibility.

Christen and her colleagues needed to know how information was circulated in particular communities (who sees material, who decides) and also to recognize and respect that there are different standards for open access. In many archival circles, open access is the de facto ideal, but there is a different cultural frame that says that open access does not always serve the community good. The PPWP communities wanted to question the value of putting all materials in the public domain. Universities then had a responsibility to balance the ethical concerns and professional responsibilities of archivists with the concerns of tribal communities for cultural protocols. Consultation around technology, content, and description slows things down but ensures an opportunity for equal decision-making. PPWP personnel also tried to incorporate Native American cultural principles into every step of the work.

The PPWP has been developed over the last two years. PPWP is an interactive archive and content management system that allows the tribes and cultural institutions to co-curate and co-manage web materials.

The picture of the Columbia River provides a unifying image for the site.

On the backend of the website, each user is assigned an admin level depending on affiliation with a tribal community, institution, academic community, etc.

The site uses Dublin Core. The institution maintains all 15 elements for the metadata. The tribe can then decide to check and include any, all or none of these elements. The institution meets their standards and the tribe meets theirs.

The process starts by inviting tribes to WSU to look through materials pulled as a representative sample. Shawn Lamebull makes the initial selection. The tribe comes and chooses the content—both want they want and what they do not want. If the tribe does not desire open access, it simply does not go online. WSU still offers open access but a researcher has to come to WSU to find the material instead of locating it online. Staff then upload the materials and the Research Assistants on the project add the tribal affiliation (you can choose more than one tribal affiliation) and assign information in the nine categories that the tribe has selected (lifeways, natural resources, religion, etc). These categories can be changed by tribes at any time on the back end. The tribes cannot change the institutional metadata and institutions cannot alter the tribal metadata. WSU sets everything as open access as a public institution. Tribes can designate their own materials as open or restricted.

Protocols exist for sharing are male only, female only, elder only (sacred), children restricted; open to all, certain tribes, affiliated tribes, my tribe only.

Tribal members can add content or traditional knowledge (tribal catalogue record and traditional knowledge record)—videos, audio, metadata and comments. Which helps to generate more information both for tribal communities and institutions.

Christen believes archivists can use the Protocols for Native American Archival Material as a guide. It doesn't have to be all or nothing. Retrospectively, she can see that the PPWP has used the Protocols as guidelines—some and not all parts. The Protocols are not a gateway drug . . . slippery slope. People are not going to take all of your stuff. The same fear happened when NAGPRA passed, but it has been about conversation more than repatriation. We need to reframe these relationships.

12:57pm-1:12 pm: Shawn LameBull, enrolled member of the Yakima nation, introduced himself. When he started working on the project, he wanted all of the tribal materials back—didn't understand why archivists wanted to keep all “my stuff.”

Lamebull consulted the SAA Code of Ethics and looked at access for answers. “Archivists strive to provide open access....” The SAA code of ethics allows restriction for cultural sensitivities, privacy, and confidentiality. He thought this fit perfectly with the Protocols. How many Native People do you see in your archives? We have to think about the federal policies that have separated Native People from their communities. We also need to consider the economic situation of many Native People and then consider what it means to have open access by having materials in libraries or archives alone. Why are you maintaining archives if not to provide access for it? Lamebull never understood why collections bear the name of the donor or creator (i.e. why is the *McCort* Collection not called the Yakima collection—it's all about control and ownership). Native American epistemology is usually not on equal footing but projects like the PPWP help to correct this inequality.

The Protocols should not be used across the board, with all tribes in the same way. Instead they need to be adapted to each community, each project. They should encourage conversation. Closed by thanking Terry Baxter, Robert Leopold, Jennifer O'Neal, Michael Hallman (WSU) and all of those at WSU and the tribal communities who have supported this project.

1:12pm-1:15pm: NMAI has been a partner institution of PPWP. Jennifer O'Neal asked for a round of applause for Kim and Sean. NMAI has provided images from the Smithsonian collection to the PPWP so that tribal members can add information that we all need. It is a perfect win-win situation where both the tribal communities and the Smithsonian gain valuable information. NMAI is very thankful that this kind of project is going on. It is a perfect example of the Protocols in action.

1:15pm Jennifer O'Neal opens the conversation up for questions.

1:15pm (speaker did not introduce herself) Would it help sell this to the other SAA members if you talk about the improved measures that I'm sure you've found, such as more publications as a result of

increased access or other increased numbers? Jennifer O’Neal responded. I think that is a good idea but a lot of what is gained from this process is qualitative, not quantitative. Kim Christen agreed with Jennifer O’Neil and also added that this project has been going on long before the Protocols. She understands that SAA may not take the Protocols in their entirety and adopt them. But people will be able to see the value of adopting some of the Protocols. What do institutions gain? Information. Jennifer O’Neal added that it is an uphill battle to get SAA to endorse the Protocols but just because they are not adopted does not mean that you should not use them. Not everything will be applicable. The Protocols are not step-by-step directions; they are guidelines. Shawn LameBull stated that the PPWP shows that it is no longer a zero sum game- it is win-win.

1:20pm Christian Dupont from Atlas Systems wants to know if creating the category system in PPWP (9 cultural categories as identified by communities to augment inadequate Library of Congress Subject Headings) was a valuable exercise and was it valuable to the project? Shawn LameBull responded. I don’t make any decisions for the tribe. We have a tribal contact who makes those decisions, and I am not a tribal leader- political, religious or otherwise. Dr. Christen was the one who lead the categories system. Kim Christens responded. The categories system was important because we came up against the Library of Congress headings and no one wanted to use those. We tried to make the categories flexible. Categories were fine as long as the tribal communities could decide on the categories. I encouraged tribes to create categories that are broad enough that they could be adopted by other tribal communities and that is why the process took a few months.

1:25pm Dan Michelson from NYU asks how applicable some of this is to other cultures and is there any danger in another circumstance, in which you do not have such a democratic process, of biasing the record? Kim Christen responded that the record is already biased. She is also working to take the Mukurtu project and create a system that can be adapted by many different Indigenous communities around the world including the Masai, Zuni, etc. This tool allows you to have many layers of knowledge, which is an improvement on the one scholar voice that determines truth and the story. This tool allows the communities to make decisions on the ground. Shawn LameBull added that Kim Christen and he did not cherry pick who they would work with or how the community would make decisions about content. We do not make those judgment calls—it has to be organic. Realize that as a scholar you don’t know anything when you go into a native community. Shawn Lambull recognized Alex Merrill. Kim Christen added that there is already bias in the archival field because of Library of Congress headings and the solution to that has been crowd sourcing (flickr comments, etc.). Unlike crowd sourcing, in PPWP you can add comments but only the tribes can change the tribal metadata.

Unidentified speaker. Will there be any workshops on how to implement the Protocols? Jennifer O’Neal responded. Keep asking!

1:32pm: Jennifer O’Neal closed by encouraging further discussion and asked everyone to visit the updated Native American Roundtable website and attend the 2011 Annual Meeting (the third and final forum on the Protocols).

Performing Arts Roundtable (Liaison: Settles)

2009-2010 Officers:

Andy Wentink and Peggy Alexander, Co-Chairs
Lisa Hooper and Leilani Dawson, Steering Committee
Mary Gallant, Newsletter Editor
Helice Koffler, Web Liaison

Report from annual meeting:

Number of attendees: 17

2010 Election results: Leilani Dawson and Claudia Thompson, Co-Chairs Anastasia Karel and Cynthia Tobar, Steering Committee, Jeni Dahmus, Assistant Newsletter Editor.

Summary of meeting activities: Minutes of the SAA Performing Arts Roundtable Annual Business Meeting, 8/11/2010: Co-Chair Peggy Alexander opened the meeting at 1:00 with a round of introductions of those present, followed by an announcement of the roundtable's open leadership positions. Jeni Dahmus volunteered for the Newsletter Assistant Editor position, while the incoming positions of Co-Chair and Steering Committee member were left to be filled soon. At this point, 2011 Program Committee member Francine Snyder announced Archives 360°, the theme for next year's 75th Anniversary annual meeting of SAA. The deadline for both session proposals and new workshop proposals is Friday, October 1st.

Alexander then gave a detailed report on her work over the past year at the UCLA Performing Arts Special Collections consolidating the Performing Arts and the Music Collections. This work entailed dealing with various problems, including hidden collections, collections with unmarked additional accessions, and staff shortages, as well as moving the archives—reading room included—on short notice due to library renovations. Alexander was pleased to report that an end is in sight; starting with the upcoming Fall quarter all of UCLA's special collections will be consolidated into the main library's special collections department. She expects that the shared staff, student assistants, and reading room will mean additional resources for her collections. Alexander has also overseen several new acquisitions and exhibits in recent months, including papers related to Phyllis Diller, the Ralph Edwards Production Company, and several theatrical companies.

Immediate Past Chair Susan Brady then reported on her work (as a member of the American Society for Theatre Research) on ASTR's "American Theatre Archive Project" grant proposal to the National Endowment for the Arts. The proposal is for a planning grant for a project that would develop and maintain archival programs for theatres and theatre companies that currently lack them. The project starts with a brief survey sent to Theatre Communications Group members regarding their records' current level of upkeep and accessibility. Based on the answers of that survey (which will include a question on whether the respondents would like to set up archives), the plan is to continue with regional teams of archives consultants being sent out to survey the companies' records, eventually helping the theatres hire archivists of their own. Brady and Rebecca Hatcher noted that this project is similar to the Dance Heritage Coalition's recent archives-building work with dance companies. However, it is harder for ASTR to fit into traditional funding categories than it is for the DHC to do so, because ASTR is a professional organization (as opposed to the DHC, which is a coalition of repositories). Hatcher, who worked as a consultant on the DHC project, then spoke on the second stage of DHC's grant project, reaching out to single-choreographer dance companies and encouraging them to start formal archives.

At this point the roundtable's SAA Council liaison, Rosalye Settles, made her announcements to the group. She reported on Council's recent actions on the Society's strategic plan, its diversity and values statements, the revision of the Standards Committee charge and the upcoming revision of the guidelines on graduate education, and the proposed dues increase. Additionally, Council has been discussing ways of opening up voting to people who cannot make it to the annual conference for the Society's Business Meeting, and is forming a group to propose amendments to SAA's constitution regarding this issue. Settles also reported that the SAA Foundation Board proposed a 75th anniversary-themed fundraising campaign, '\$75 for the next 75'.

Settles' reports were followed by announcements from Helice Koffler, PAR website liaison and newsletter editor, regarding the upcoming move of the PAR website to SAA's Drupal-based site and her plan to publish briefer newsletters more often.

The roundtable then started brainstorming sessions for the 2011 SAA conference. Topics discussed included looking back at the start of the roundtable (for example are we still dealing with the same issues), how much access has changed over the past 75 years (possibly in collaboration with the RAO section), the differences in the kinds of archives that existed then and now (for example, the Rock and Roll Hall of Fame and Museum Archives), how the definition of 'performing arts' has changed over the years, and the ongoing changes performing arts documentation (for example the current lack of documentation of edits and the editing process in screenplays).

The discussion on potential 2011 session topics evolved into a general conversation on attendee questions, issues and projects. Items raised include a question on the copyright issues in online access to movie stills, a discussion of the Beinecke's baseline processing and cataloging project—which will create a minimal finding aid and MARC record for every collection, as well as a collections management record of completed and further actions (including preservation decisions) on each collection—and questions about what level of processing was appropriate and/or necessary before sending collections to off-site storage. Attendees mentioned several recent acquisitions, exhibitions, and processing projects, including the Sire Records Collection at the Rock and Roll Hall of Fame, the papers of arts critic and dance advocate Maxine Cushing Gray, and an exhibit that the New York Public Library is doing based on the Alwin Nikolais collection that includes materials loaned from Ohio University and the American Dance Festival.

The meeting concluded at approximately 3:00 P.M with a discussion of a collection of approximately 500 lenticular photographs by Harvey Prever.

Completed projects/activities: Unfortunately, one key steering committee member (our Newsletter Editor) resigned shortly after the 2009 annual meeting and another (one of our co-chairs) suffered from ongoing health issues that ultimately caused him to resign. As a result, the Performing Arts Roundtable was not able to move forward with as many projects as we would have liked to over the 2009-2010 year. However, we have begun taking on various projects for 2010-2011, such as supporting the American Theatre Archive Project. Additionally, PAR endorsed two sessions for the 2011 SAA Annual Conference: “Changing Trends in Collecting, Preserving, and Accessing Performing Arts Archives” and “Hosting a Virtual and Accessible Session at Your Next Conference”.

Ongoing projects/activities: As of November 2010, the roundtable's newsletter editors have put out a call for submissions for the Fall/Winter issue, which is expected to come out around the turn of the year. In addition to her new duties as Website Liaison, Helice Koffler also continues to maintain the Performing Arts Roundtable Website and the Ephemeral Archives blog. We have also begun migrating PAR web content over to the new Drupal content management platform.

New projects/activities: In response to the recent call for Section and Roundtable liaisons to the Standards Committee, Helice Koffler volunteered to act as the PAR representative. Also, the Steering Committee will soon begin planning a program for the 2011 annual roundtable meeting.

Diversity initiatives: The Performing Arts Roundtable continues to look for ways to highlight and reflect the diversity of its members and their institutions.

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

Respectfully submitted, PAR Steering Committee.

Privacy & Confidentiality Roundtable (Liaison: Sly/Meissner)

Officers:

Chair: Linda Long, 2009-2010

Vice Chair : Heather Dean, 2009-2010

Steering Committee Members:

Meredith Lowe, 2009-2011

Beth Davis-Brown, 2008-2010

Timothy Pyatt, 2008-2010

Phoebe Evans-Letocho, 2008-2010

Report from annual meeting:

Number of attendees: 50

Election results: Roundtable leaders for the 2010-2011 year are as follows:

- Heather Dean, Chair (2010-2011)
- Phoebe Evans Letocha, Vice-Chair/Chair Elect (2010-2011)
- Linda Long, Immediate Past Chair (2010-2011)
- Laurel Bowen, Steering Committee Member (2010-2012)
- Meredith Lowe, Steering Committee Member (2009-2011)
- Anne Ostendarp, Steering Committee Member (2010-2012)
- Brittany Bennett Parris, Web Liaison (2010-)
- Dennis Meissner, Council Liaison (2010-2013)

Summary of meeting activities: Minutes from the 2010 meeting can be found in Appendix A [below].

Completed projects/activities: Phoebe Evans-Letocha drafted comments on proposed changes to the Health Insurance Portability and Accountability Act (HIPAA) on behalf of SAA. The roundtable transferred its webpages into the Drupal platform.

Ongoing projects/activities:

- **Privacy and Confidentiality Handbook:** P&C Handbook is meant to be a guide to best practices for P&C issues. It is currently in draft outline form and being spearheaded by Linda Long. P&C members will be encouraged to send in suggestions in their areas of expertise as well as additional topics they would like to see covered.
- **Privacy and Confidentiality Bibliography:** The P&C bibliography is accessible as a wiki at <http://privacybiblio.pbworks.com/w/page/18593383/FrontPage?pwd=97xhqmUkcp>. The P&C leadership successfully recruited two members of the roundtable to help update the bibliography.

New projects/activities: The roundtable has submitted to the SAA Council proposals for two new initiatives (a privacy and confidentiality forum and involvement in the American Library Association's Choose Privacy Week initiative). [See Agenda Items 0111-IV-E-1 and 0111-IV-E-2]

Diversity initiatives: The roundtable continues to work on developing a more diverse leadership team. Linda Long will spearhead this initiative during the 2011 election process.

Questions/concerns for Council attention: None.

Privacy & Confidentiality Roundtable Meeting Minutes

Wednesday August 11, 2010; Room: Virginia C; 3:15-5:15 PM

Welcome: The meeting opened at 3:15 with Heather Dean serving as chair of the meeting in place of Linda Long who was not able to attend. Dennis Meissner was introduced as the P&C's new council liaison. Steering Committee members were also introduced later in the meeting. Approximately 50 people attended the meeting.

Elections: Paper ballots were distributed. This should be the last year of paper ballots. The slate was presented as follows: *Vice-Chair/Chair Elect*, Phoebe Evans Letocha; *Steering Committee*: Laurel Bowen, Anne Ostendarp

Updates and Projects. Heather Dean provided an update on P&C projects.

P&C Handbook: P&C Handbook is meant to be a guide to best practices for P&C issues. It is currently in draft outline form and being spearheaded by Linda Long. P&C members will be encouraged to send in suggestions in their areas of expertise as well as additional topics they would like to see covered.

P&C Bibliography: The P&C bibliography accessible as a wiki at privacybiblio.pbworks.com is currently out of date. Since SAA is moving roundtable content to Drupal, the bibliography could move to the new SAA Drupal site. P&C is soliciting a member to update the bibliography.

Choose Privacy Week: Choose Privacy Week is a initiative of the American Library Association focused on issues related to privacy rights in the digital age. The website www.privacyrevolution.com has resources and information about how to host choose privacy week events. Archives are encouraged to participate as well as Libraries.

Changes to HIPAA Privacy Rule: Phoebe Evans Letocha provided an update on the HIPAA Privacy Rule and potential changes to the rule. In the July 14, 2010 publication in the Federal Register, the Office of Civil Rights of the US Department of Health and Human Services issued its notice of proposed rulemaking (NPR) to implement privacy and enforcement provisions of the HITECH Act which would modify the HIPAA Privacy, Security and Enforcement rules. During the 60 day comment period archivists and others can submit comments on the proposed rules. Phoebe summarized the changes, the most significant being the change in the definition of Protected Health Information of deceased persons.

Currently PHI of the deceased is protected in perpetuity. Under the notice of proposed rulemaking, PHI would be defined as no longer including individually identifiable health information of persons who have been deceased more than 50 years. Further, the proposed regulations specify that a covered entity must apply HIPAA to the PHI of deceased persons for a period of only 50 years after death. The NPR specifically mentions the concerns of archivists and refers to the testimony of archivists before the National Committee for Vital and Health Statistics.

A related concern came from a comment to the Archivist listserv from Paul R. Scott, Records Management Officer in Harris County, TX , who proposed excluding from the definition, PHI: "Regarding a person who has been deceased for more than 50 years or medical records that are over 75 years old, whichever is shorter." Paul Scott's list serve comment expressed a need and desire to specify a date at which all records could be opened based on presumption of death. Phoebe Evans Letocha raised the concern at the meeting that a 75 year old record date may not be long enough based on current average age of death in the US and encouraged those at the meeting to consider the issue so archivists' concerns are raised during the comment period.

Session Ideas for SAA 2011. The Roundtable discussed session ideas for the theme for the 75th Anniversary of SAA Archives 360 meeting in Chicago. Erin O'Meara suggested a session idea of privacy and born digital records, including such issues as how to serve up born digital records in a reading room vs web access, digital forensics and issues related to archives receiving hardware including unintended records. Laurel Bowen circulated a session idea on balancing privacy and access for public records in open records states.

Program: "Ethics for Processors." Chair: Beth Davis Brown, Library of Congress. Panelists: Tim Pyatt, Duke University, University Archivist; Paula Mangiafico, Duke University, Head, Collections Processing and Visual Materials Section; James Roth, John F. Kennedy Presidential Library, Deputy Director. Tim Pyatt opened the panel by providing background on the history of and proposed changes to the SAA Code of Ethics and how they address privacy and confidentiality.

Paula Mangiafico discussed how Duke University handles privacy and confidentiality issues to staff, with special attention to student employees and volunteers who do the bulk of the processing work. She described the interview, hiring, and training process and procedures in place at Duke, especially for student employees. Holding at Duke of particular sensitivity include women's history collections such as abortion clinic records and human rights collections with attorney correspondence and civil rights violation case files from groups such as the ACLU.

James Roth described the procedures in place at JFK Library including accessioning, assessment of declassification issues, appraisal, donor agreements, digitization, processing, creation of finding aids and

reference. He discussed the role of library staff and library students from Simmons who adhere to processing plans, donor agreements when screening collection materials that must be closed for research and how researchers are informed that collections include classified, restricted or other sensitive information.

During the question period panelists were asked about use of employee confidentiality agreements, use of MPLP, what information was or was not included in finding aids, whether subjects of sensitive information can review and allow release of information, and archivists engagement with legal counsel in addressing the ethical issues of privacy in processing collections.

Election Results: The slate was approved as presented.

Minutes submitted by Phoebe Evans Letocha, Nov 6, 2010.

Public Library Archives and Special Collections (PLASC) Roundtable (Liaison: Richardson)

2009-2010 Officers (outgoing):

Renee Desroberts - Provisional Chair
Valerie Wingfield - Provisional Steering Cmte
Mary Koegel - Provisional Steering Cmte
Heather Kramer - Provisional Steering Cmte
Gregg Grunow - Provisional Steering Cmte

Report from annual meeting:

Number of attendees: 38

Election results: Heather Kramer - Chair
Teresa Yoder - Steering Cmte

Continuing positions:
Renee Desroberts - Steering Cmte
Gregg Grunow - Steering Cmte
Valerie Wingfield - Steering Cmte

Summary of meeting activities: [See minutes below]

Completed projects/activities: Successful first meeting of the roundtable at SAA2010; development of our mission and statement of purpose; successful recruitment of leadership from diverse backgrounds and institutions.

Ongoing projects/activities: Website improvements; advertising the roundtable and recruiting members.

New projects/activities: Creation of a newsletter; expanded communications in various media; SAA2011 session endorsements. Possibility of creating an internship program similar to that which Reference, Access, and Outreach Section ran this year.

Diversity initiatives: [None submitted]

Questions/concerns for Council attention: Feasibility of Travel Scholarship for public librarians to attend SAA - raise funds through sale of PLASC swag on Cafe Press or some such site.

**SAA Public Library Archives/Special Collections Roundtable Annual Meeting -- Washington, D.C.
August 11, 2010**

Meeting Convened. Initial Reports/Business. Introductions & welcome by present committee members: Heather Kramer, Houston Public Library [Provisional Steering cmte]; Valerie Wingfield, New York Public Library [Provisional Steering cmte]; Renee DesRoberts, McArthur Public Library [Provisional Chair]

Opening remarks - Heather Kramer: As of today we have 384 members. Big goal right now is to provide information to our members. Thank you for joining us!

History of PLASC - Renee DesRoberts

- **Late spring 2009** - Russell James working on putting together a book on public library special collections. Many volunteers for chapters, but not enough to move forward. Project shelved. In an email exchange with Renee he mentions the idea of a public library roundtable.
- **2009/07/21** - Renee asks A&A list whether there is an interest in a roundtable for those in public library setting; gets great response.
- **2009/08/01** - Creates Google Group workspace to hash out mission statement and other foundation documents for submission to SAA. Many people lend their ideas and opinions over the next four months, with a core working group consisting of: Valerie Wingfield, Judith Turner, Noah Lenstra, Mary Koegel, and Renee Desroberts. [The substantive conversations were saved in PDF and placed on the SAA hosted PLASC website for reference.]
- **2009/11/30** - Start gathering petition support. Petition full and submittable with foundation documents by December 29.
- **2010/02/02** - Council approved the petition and the Public Library Archives/Special Collections Roundtable is born. Renee (who submitted the paperwork) is Provisional Chair. A Provisional Steering Committee is appointed to continue planning & organizational work until voting can take place at the annual meeting in August.
- **2010/08/11** - First meeting of the Public Library Archives/Special Collections Roundtable of the Society of American Archivists.

SAA Executive Council: PLASC's Council Liaison **Deborrah Richardson** came to support PLASC and share the following: 3 resolutions for bus meeting on Saturday; primary contacts/institutional members - can they be fellows?; 90 day grace period for dues in arrears (from 60 before/30 after instead of 90 after); dues increase (graduated over 3 months). Items passed by the Council: Instituting the Foundation Board: all awards to be moved under a philanthropic foundation; Best Practices for Working with colleagues and patrons with disabilities accepted; Statement on diversity - [tie work to the strategic priorities of the SAA: technology, advocacy, and diversity] Diversity: especially socio-economic diversity

SAA/ALA/AAM Joint Committee on Archives, Libraries, and Museums (CALM): Co-Chair **Dr. Fred Stielow** stopped by to show CALM's support and encourage us to keep CALM informed of our activities and opportunities for collaboration.

Government Funding Opportunities. *Representatives from each of these orgs stopped by to encourage us to apply!*

NHPRC Error! Hyperlink reference not valid.Error! Hyperlink reference not valid. Archives Basic Processing Grants -- that is what that money is for. Local and regional significance. Will be in exhibit hall tomorrow.

NEH-Preservation Assistance Grants for Smaller Institutions - <http://www.neh.gov/> more money for training, supplies. Also have a booth at the exhibit hall.

IMLS - <http://www.ims.gov/> Usually work in partnership with state agencies. American Heritage Preservation Grant Program to take care 1 small, 1 series - for conservation, housing: to draw community attention to the collection management challenges/needs. Also at exhibit hall.

[In Massachusetts] - environmental monitors on loan to create reports which you can use to back up your reports/applications.

Open Discussion Forum : Moderated by Heather Kramer. Debate about tax dollars supporting public libraries-what's going on around the country? How does this translate to advocacy needs/opportunities? Houston PL is very large (500 employees) - discussion whether lib should be still supported by tax dollars going on in Houston now. Article by Mary Dempsey of Chicago Public on services provided. Against arguments that "everything is on the web". Ballot initiatives in Colorado to pull apart entire library system, especially due to TABOR law. BHAG (big hairy audacious goal) to advocate to educate. In NJ there is snapshot day where everyone takes images to show just how much is going on in the library. [Maine too] Advocacy in Archives: how do we show that we make money for the library? Carson City Nevada library has a good model for how they contribute to city center. Jennifer Arnes USC analysis of return on investment studies for public libraries. Libraries need to focus on things they do that noone else does: job centers; disaster recovery centers (in MASS.) which resulted in a significant reduction in cuts. Oral history collections in public libraries: local library setting, local museums can really engage community by tying those audio resources to other collections. *Any way we can move toward proving that the community creates and participates in the history of the community will create buy-in.* Rogers Memorial Library, Southampton, NY program with oral histories, working with historical society. Also works with local newspapers for advertising. Also have a Friends group. *Our spectacular service is what makes us shine* *Advocacy Kit: Show what you do for the community. I found my --- in the archives. Show what they would lose by losing us. *Friends of the library is a wonderful group to have working for your library. Great advocates/action groups when municipal (or whatever) issues.

***Dealing with the notion that "Everything is on the internet."** Red Flag: Who is saying this? Do they know what they're talking about. But how long will the internet remain free?

No budget for acquiring new collections. How to get people to donate? (More advocacy): Talk To People. History day or community festival. Go out into the community. History fair with booths, school involvement. National History Day (AASLH)--advocate within schools then they talk to their families. Exhibits in the library and reading room. Volunteer to do things outside of the libraries scope to make inroads. "Bother" people in the community, call folks. Make connections with older folks in the community (oral history); retirees w/o kids and a solid connection. Making inroads when you are a transplant to a new community. Blog [newsletter] about what's going on behind the scenes. Send out press releases like crazy. Facebook/twitter/blog all tied in together. Community relations (by DC Public) talks about how to preserve your family treasures -- "Donate a Digital" day where people bring in copies and they get scanned. Be willing to invest years/time to create the trust in the community. People like to be asked by folks they know: get someone who "knows everyone" to serve as the intermediary. Face to face makes a big difference. A lot to be said to appealing to peoples egos.

Outreach Fundraising and Awareness Webinar. Coming out on the Heritage Preservation website in the near future. <http://www.heritagepreservation.org/> *

Big Gap - Public Libraries which do not have an archivist on staff. What do/can we do? Get grant funding to hire an archivist who can come in and arrange and describe collections?

Elections: Moderated by Heather Kramer, Valerie Wingfield and Renee DesRoberts. The Steering Committee needed to fill one vacant seat; members were also asked to vote on Heather Kramer taking over as Chair for provisional Chair Renee DesRoberts. Renee DesRoberts, Valerie Wingfield, and Gregg Grunow all agreed to remain on the Steering Committee.

Steering Committee candidates: Stephanie Bayless - Central Arkansas Library System; Teresa Yoder - Chicago Public Library; Teresa Yoder won by a vote of 9 to 3.

Chair (uncontested): Heather Kramer voted first Chair by an affirmative vote of the majority.

2010-2011 Plasc Leadership: Heather Kramer – Chair; Renee Desroberts - Steering Committee; Gregg Grunow - Steering Committee; Valerie Wingfield - Steering Committee; Teresa Yoder - Steering Committee

Main Goals For The 2010-2011 Year: Engage the public, advocate who we are, to market what we need: funds, materials, partnerships. Electronic elections. Utilizing web site for information exchange (news, grants, resources). Develop a newsletter. Committee to look at state of public library special collections - survey work, metrics. Program for 2011 "Archives 360°" - proposal deadline soon. [Speakers need to be lined up and speakers are committed, good description of proposal (150 words) as complete as possible -lots of competition- also make sure grammar, etc. is good. Remember the proposal is the only thing the committee sees, so make it as clear and concise as possible. Form will have details regarding 75 and 150 word blurbs.

Meeting Adjourned. *The Committee would like to say a special thanks to SAA staff René Mueller and Brian Doyle for their patience and help over the last year. We also want to formally recognize Noah Lenstra, Judith Turner, and Mary Koegel for all their hard work in the early days and beyond, and Russell James for the great idea. Minutes respectfully submitted by Renée DesRoberts.*

Recorded Sound Roundtable (Liaison: Frusciano)

Officers:

- Bertram Lyons (Chair) 2010-2011
- Kara McClurken 2010-2011
- Sarah Cunningham 2010-2011
- Katie McCormick 2010-2011

Report from annual meeting:

Number of attendees: 29

Election results: Bertram Lyons nominated to be Chair

Summary of meeting activities: See attached meeting minutes. [below]

Completed projects/activities: Over the course of the year, the Roundtable leadership responded to several inquiries concerning the management of recorded sound collections, including questions from SAA members, researchers, and the general public. The Roundtable voted to endorse one session for the 2011 SAA meeting.

Ongoing projects/activities: At the 2010 Annual Meeting, the Roundtable organized a website team (1) to move content from old platform to SAA's new drupal-based platform and (2) to update content to include current audiovisual resources. The team is headed by Robin Pike and includes George Blood, Steve Cherry, and Joel Minor. The project is ongoing.

New projects/activities: The Roundtable is considering new methods for outreach and public programming in the upcoming year. It has been proposed that the Roundtable offer audiovisual workshops or sessions at the 2011 Recorded Sound Roundtable meeting at the annual SAA meeting.

Diversity initiatives: n/a

Questions/concerns for Council attention: n/a

Notes from SAA Recorded Sound Roundtable meeting; August 11, 2010 – Washington, DC

Katie McCormick held the floor and proposed a redesign/redevelopment of the efforts of the Recorded Sound Roundtable. Katie McCormick recommended the creation of a new steering committee. Kara McClurken passed around a sign-up sheet for roundtable members to volunteer to join new committees: leadership/steering committee; website; program proposal/education ideas. Volunteers signed-up for each group: **Leadership/Steering Committee:** Bertram Lyons (chair), Kara McClurken, Sarah Cunningham, Katie McCormick; **Website:** Robin Pike, Joel Minor, Steve Cherry, George Blood [*would someone like to volunteer to take the lead in this group?*]; **Program Proposal/Education Ideas:** Bob Hendrickson, Marcia Segal, Sarah Cunningham [*similarly, would someone like to take the lead here?*].

Ideas for focus of the roundtable were then discussed generally by all roundtable members. It was suggested that the Recorded Sound Roundtable should update its web presence on the SAA site. This web presence could include the following types of information:

- Core competencies for working with audiovisual formats for all archivists
- Statements about standards and best practices for working with audiovisual formats
- Links to existing statements about standards and best practices (including efforts to connect archivists with ongoing conversations at ARSC, IASA, AMIA, etc.)
- Promoting Sound Collections--links to projects
- New updated mission statement for Recorded Sound Roundtable
- Ask Council Liaison to add AMIA and ARSC to list of related organizations on SAA website

It was also suggested that the Recorded Sound Roundtable offer pre-conference workshops or use the Roundtable meeting time next year to offer audiovisual workshops for archivists. Ideas passed around included:

- All the questions I was afraid to ask (for next year's roundtable meeting)
- It seemed like a good idea at the time.... (session idea)
- Relationship between the infrastructure of legacy and born-digital materials formats and workflows
- Retooling the Saving Sound sessions at ALA for SAA sessions/roundtable meeting
- DACS for AV materials (LC working on this...); EAD for AV
- Voice recognition software (collaborate with oral history roundtable)

The meeting was adjourned.

Records Management Roundtable (Liaison: Ambacher/McCrea)

Officers and Steering Committee:

- Chair: Michael Courtney, Archdiocese of New Orleans, 2009-2010
- Vice Chair: Brad Houston, University of Wisconsin-Milwaukee, 2009-2010
- Newsletter Editor/Web Master: Lorette Weldon, Special Libraries Association, 2009-2010
- Debra Kimok, State University of New York, Plattsburgh, 2009-2010
- Laura Uglean Jackson, University of Wyoming, 2009-2010
- Kathryn Scanlan, University of Notre Dame, 2009-2010
- Tonia Sutherland, Bucknell University, 2009-2010
- Katherine Goodwin, 2009-2010

Report from the Annual Meeting

Number of Attendees: 80

Steering Committee Election Results: Elections were held on – line: 96 of 740 eligible members voted in general election.

Chair: Michael Courtney, Archdiocese of New Orleans, 2010-2011
Vice-Chair: Brad Houston, University of Wisconsin-Milwaukee, 2010-2011
Newsletter Editor/Web Master: Lorette Weldon, Special Libraries Association, 2010-2011
Debra Kimok, State University of New York, Plattsburgh, 2010-2011
Steven Thompson, Rock Valley College, 2010-2011

Summary of Meeting Activities: During the business meeting, Bruce Ambacher, council liaison, reported on SAA council activities. RMRT members heard updates from the Resume Guide Working Group, Functions Thesaurus Working Group, the Joint AMRT/RMRT Working Group on Diversity, the RMRT Travel Grant Committee, and the SAA Program Committee. I discussed the Steering Committee's outreach efforts to SAA student chapters and to the general RMRT membership. Brad Houston talked about the general RMRT membership's negative response to the Steering Committee's suggestion that the RMRT move from a roundtable to a section. John J. Treanor, Vice Chancellor for Archives and Records at the Archdiocese of Chicago, gave an outstanding presentation titled, "Building an Enterprise-Wide ERM Environment: Tales From the Trenches."

Completed Projects/Activities: AMRT/RMRT Working Group on Diversity in Archives and Records Management: The AMRT/RMRT Working Group on Diversity in Archives and Records Management had a busy year. The AMRT/RMRT Working Group on Diversity organized an excellent forum for the annual meeting titled "Archival Accessibility for All: An Awareness Forum." Daria D'Arienzo, CA opened the forum with some introductory remarks about the problems employees and patrons with physical disabilities face in archives. Mark Greene gave a personal account on what it is like working in an archives with a physical disability. Venetia Demson and James Timony, both of the District of Columbia Public Library, using real life examples from the DC Public Library System, discussed the ways archives can be made accessible to individual with physical disabilities. Sixty one individuals attended the event. Recommendations made by the working group, concerning persons with disabilities, were approved as SAA best practices by SAA Council. SAA also created a web page for the working group.

Resume Guide Committee – Nancy Freeman, chair of the Resume Guide Committee, demonstrated the new *Guide to Effective Resumes: Resources for Archivists and Records Managers* created by the Resume Guide Committee. This guide is available on the RMRT website under resources. I want to thank this committee for their excellent work. Many archivist and records managers will benefit from this guide.

Functions Thesaurus Working Group – this spring the working group completed the functions thesaurus and sent a copy onto the steering committee and general RMRT membership for comment. In May, with the support of the RMRT general membership, the steering committee voted to approve sending the functions thesaurus onto the SAA publications board for review.

RMRT Travel Award Committee – this committee has folded due to lack of interest.

Outreach – the Steering Committee sent e-mails to both SAA student chapters and the general RMRT membership, informing both groups of what the RMRT has to offer and inviting them to become active members of the RMRT.

By-Laws – By-Laws were passed in 2009. They are available on the RMRT Website.

Ongoing Projects/Activities: AMRT/RMRT Working Group on Diversity in Archives and Records Management – AMRT/RMRT Working Group on Diversity in Archives and Records Management will continue its work. *The Records Manager Newsletter* – Editor Lorette Weldon published three excellent newsletter issues. Plans are to produce three issues next year. RMRT Mentoring Project – the Steering Committee will restart this program. The Steering Committee will continue its outreach effort with SAA student chapters and the general RMRT membership. The Steering Committee is hoping to start a collaborative project with the Government Records Section, involving electronic communication tools.

New projects/activities: [None submitted]

Diversity initiatives: [None submitted]

Questions/concerns for Council attention: [None submitted]

RLG Roundtable (Liaison: Frusciano)

Officers: Susan Hamson (Columbia University) and David de Lorenzo (UC Berkeley) co-chairs

Report from annual meeting:

- Number of attendees: 23
- Election results: Susan Hamson was nominated for re-election and stood for reelection unopposed. She was unanimously elected by a show of hands.
- Summary of meeting activities:

There were a number of announcements from the “usual suspects” (SAA Council representative Tom Frusciano and a representative from 2011 program committee). Co-chair Susan Hamson was nominated from the floor. Attendees were urged to think of other nominees.

Brian Lavoie (OCLC Research) and Anne Van Camp (Smithsonian Institution Archives) gave a presentation on the recently completed work of the Blue Ribbon Task Force on Sustainable Digital Preservation and Access.

Jennifer Schaffer (OCLC Research) gave a presentation on the work of the Streamlining Photography and Scanning working group, which had issued the report “Capture and Release” on the use of cameras in reading rooms.

John Chapman (OCLC) updated the group on issues in WorldCat Local of particular interest to the special collections and archives community.

Jackie Dooley (OCLC Research) gave a brief update on ArchiveGrid.

Having received no more nominations from the floor, Susan Hamsen was reelected for another year by popular acclaim.

Completed projects/activities: None

Ongoing projects/activities: None

New projects/activities: None

Diversity initiatives: None

Questions/concerns for Council attention: None

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

The Society of American Archivists’ 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. Within SAA, the Roundtable 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 through which to respond to national and international archival issues on behalf of the STHC community.

Roundtable Officers, 2009-2010

Co-Chairs

Stephen E. Novak, Senior Co-Chair (Columbia University Medical Center)

Judith A. Wiener, Junior Co-Chair (Ohio State University Medical Heritage Center)

Newsletter

Elizabeth Phillips, Editor (University of California – Davis)

Webmaster

Rose Roberto (University of Leeds, UK)

Steering Committee

R. Joseph Anderson (American Institute of Physics)

Ewa Basinska (Massachusetts Institute of Technology)

Danielle Castronovo (California Academy of Sciences)

Janice F. Goldblum (The National Academies)

Joan Echtenkamp Klein (University of Virginia Health System)

Jodi Koste (Virginia Commonwealth University)

Nancy McCall (Johns Hopkins University Medical Institutions)

Stephen E. Novak (Columbia University Medical Center)

Tim L. Pennycuff (University of Alabama at Birmingham)

Elizabeth Phillips (University of California – Davis)

Rose V. Roberto (University of Leeds)

Paige L. Smith (Southern Research Institute)

Paul Theerman (National Library of Medicine)

Judith A. Wiener (Ohio State University)

2010 SAA Annual Meeting Report: The Roundtable endorsed two session proposals for the 2010 meeting, the maximum number allowable. One of these was selected by the Program Committee for inclusion in the annual meeting. “Providing Web Access to Medical and Health-Related Visual Materials for Diverse Users,” Session #203, featured Timothy Wisniewski of the Johns Hopkins Medical Institutions, Ginny Roth of the National Library of Medicine, and Polina Ilieva from the University of California – San Francisco.

2010 STHC Roundtable Meeting Report: The Roundtable’s annual meeting was held at the Marriott Wardman Park Hotel on Aug. 11 from 5:30 to 7:30. 40 people attended.

John Rees, Curator of Archives & Modern Manuscripts in the National Library of Medicine’s History of Medicine Division, was unanimously elected STHC Roundtable Co-Chair for the 2010-2012 term. He will be joined by Co-Chair Judith Wiener who serves through August 2011.

The meeting also saw two long-standing Steering Committee members, Ewa Basinska of MIT and Rose Roberto of the University of Leeds (UK), rotate off the Committee. Roberto also served as STHC webmaster for several years, continuing her role even when she moved to Britain. The meeting acknowledged her contribution to the Roundtable with a round of applause.

Danielle Castronovo (California Academy of Sciences) has joined the Steering Committee since last year’s meeting. Polina Ilieva (UC-San Francisco), Roberto’s successor as webmaster, was added to the Steering Committee at this meeting.

The program portion of the meeting featured two presentations. John Rees spoke about the finding aids consortium in the history of medicine that the National Library of Medicine is developing. It enables researchers to search subjects across finding aids at different institutions. At present only six institutions are included but NLM hopes to enlarge this in the future.

Jane Odom, Chief Archivist at NASA Headquarters in Washington, and April Gage, archivist at the NASA Ames Research Center History Office, discussed NASA’s archival holdings and operations.

Each speaker gave an overview of her collections, reference services, clientele, and general experiences and challenges.

The Co-Chairs announced that as of Aug. 9, 2010, STHC had 237 people subscribed to its listserv.

Phoebe Evans Letocha of Johns Hopkins discussed the proposed changes to the HIPAA Privacy Rule and how they could affect medical archival collections. SAA will, most likely, provide commentary on the changes to the rule and STHC leadership will be invited to provide input

An appeal was made for program sessions proposals for the 2011 annual meeting in Chicago.

STHC Projects

I. *Archival Elements*: The STHC newsletter, *Archival Elements*, was posted online to the STHC website in PDF format in early August prior to the 2010 SAA meeting in Washington. This year's edition was the first issued under our new editor, Liz Phillips. The 2010 *Archival Elements* contained the following articles: 1) "Born-Digital Materials at Stanford" by Glynn Edwards and 2) "HoPE is Alive and Well at the American Institute of Physics" by Orville Butler and Joe Anderson. Shorter submissions from members included an article on a new subject guide to health-related archival collections at the University of Mississippi, grant announcements, and notices of forthcoming conferences.

II. *Website*: Earlier in the year long-time STHC webmaster, Rose Roberto, announced she was stepping down. She generously offered to stay on through the August meeting in order to work with her replacement on migrating the roundtable website to the new SAA Drupal platform.

The Steering Committee sent out a call for a new webmaster via both the STHC and Archives & Archivists listservs and we were happy to have several strong candidates step forward. We chose Polina Ilieva from the University of California – San Francisco, who formally became webmaster at the August meeting. Rose and Polina, working with SAA staff, managed a successful transfer of the STHC website to the SAA platform in early August. It can now be found at <http://www2.archivists.org/groups/science-technology-and-healthcare-roundtable>.

As with the former site, the new STHC website contains:

- description of STHC
- general announcements of interest to members
- list of Steering Committee members with contact information
- annual meeting minutes, 2005-2009
- *Archival Elements* newsletter, 2000-2010
- STHC Report to Council, 2002-2003, 2005-2009
- STHC Leadership Handbook
- HIPAA resource page
- information on subscribing to the SAA hosted STHC listserv

Agendas for the Roundtable and the Steering Committee meetings were posted online prior to the Washington meeting, as was the 2010 issue of *Archival Elements* (see above).

III. *Listserv*: As mentioned above, as of August 9, 2010, 237 persons were subscribed to the STHC listserv. It remains the primary tool for communicating with archivists with an interest in the archives of science, technology, and the health sciences.

IV. *SAA Program*: As noted above, one STHC-endorsed session was selected for the 2010 Washington program.

V. *Diversity Initiatives*: None.

Questions/concerns for Council attention: [None submitted]

Respectfully submitted, Stephen E. Novak (Columbia University Medical Center), Judith A. Wiener (The Ohio State University Medical Heritage Center), Co-Chairs, Science, Technology and Healthcare Roundtable, 2009-2010

Security Roundtable (Liaison: Lawson)

Officers: Maria Holden, Chair

Report from annual meeting:

- Number of attendees: 20
- 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 late 2009 through 2010.

The highlight of our year was our Roundtable meeting at the SAA 2010 Annual Meeting held in Washington, DC. The meeting provided an opportunity for our members and guests to talk about archival theft, which has been and continues to be a priority topic for our group. Special guests from the National Archives and Records Administration's (NARA) new Holdings Protection Team as well as the NARA Archival Recovery Team and OCLC discussed strategies for deterring archival thefts and recovering stolen records. (See attached meeting minutes for further information.)

Roundtable members participated in a session presented at the 2010 Annual Meeting on archival theft entitled: *Security Challenges of the 21st Century*. In addition, Security Roundtable members crafted and/or endorsed several session proposals on archival security for consideration by the 2011 Annual Meeting program committee.

Ongoing projects/activities: The Roundtable was invited to comment on a recent security-related guidance document: the RBMS Security and Theft Guideline. At their annual meeting, Roundtable members discussed the document and agreed to support it in principle.

New projects/activities: In the coming year, the Security Roundtable will advance an agenda that includes:

- Monitoring the usefulness of social networking tools in reporting archival thefts and recovering missing records. Results of this informal investigation and strategies for applying tools will be discussed over the course of the next year.
- Improved information dissemination to and communication among Roundtable members and others
- Continued and expanded informal partnerships with allied groups such as the RBMS Security Committee and OCLC Missing Materials to develop and disseminate security-related guidance products for archival repositories

Questions/concerns for Council attention: When a repository experiences theft of holdings, the organizational impact can be stunning. Archival theft violates our collections, our constitution, our constituents, and our selves as professionals. It is perhaps the most traumatic event in the career of an archivist. The Security Roundtable fulfills a unique role in supporting affected archives and archivists through both informal and formal guidance. We believe we have a critical role to play in exploring the impact of archival theft and supporting our fellow archivists in their prevention, response, and recovery efforts.

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.

**Security Roundtable Meeting; August 11, 2010
5:30pm – 7:30pm**

Present: Prudence Backman, New York State Archives; Mimi Bowling, Consulting Archivist; Richard Dine, National Archives and Records Administration; Larry Evangelista, National Archives and Records Administration; Julie Graham, UCLA; Brenda Gunn, University of Texas at Austin; Lee Hiltzik, Rockefeller Archives Center; Maria Holden, New York State Archives; Diane Kaplan, Manuscripts and Special Collections at Yale University; Michael Knight, National Archives and Records Administration; Brenda Lawson, Massachusetts Historical Society; Kara McClurken, University of Virginia; Jim Morton, National Archives and Records Administration; Eric Peterson, National Archives and Records Administration; Jennifer Schaffner, Program Officer, OCLC; Dave Tambo, University of California at Santa Barbara; Brent Thompson, Latter Day Saints Archives; Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners; Brittany Turner, New York State Archives; Mitch Yockelson, Inspector General's Office of the National Archives and Records Administration

Welcome: The 2010 SAA Security Roundtable was called to order by Chair Maria Holden at 5:28 pm. Participants introduced themselves with their name and organizational affiliation. Maria Holden welcomed our guests from the National Archives and Records Administration (NARA) Holdings Protection and Archival Recovery Teams, who were invited to speak about security initiatives at NARA.

Approval of Minutes from the 2009 SAA Security Roundtable: Maria Holden noted that the minutes from the 2009 SAA Security Roundtable were distributed via email. The minutes were prepared and submitted by Mimi Bowling. She encouraged the participants to review the minutes if they had not already done so.

A motion was made by Kara McClurken, seconded by Gregor Trinkaus-Randall, to approve the minutes of the 2009 SAA Security Roundtable without amendment; motion approved.

Program Proposals for 2011 SAA Meeting. Brenda Gunn discussed the 2011 SAA program, urging the Security Roundtable to propose and endorse sessions. The 2011 Meeting will be held August 22-27 in Chicago, IL. The theme is Archives 360°, and is designed to support the 75th anniversary and to be inclusive. There will be a sense of “Then, Now, Wow” with a very festive and celebratory atmosphere surrounding the meeting. The Program Committee is encouraging reflective, introspective proposals that simultaneously look to the future. The deadline for proposals is October 1, 2010. To avoid being eliminated, proposals should consider program criteria, balance speakers, and align the proposal to meet the meeting theme. Creativity is also encouraged. The endorsement process for roundtables and sections provides for a maximum of two endorsements. Additional endorsements may be submitted, but only two will be considered. The due date for group endorsements is October 15, 2010.

Maria Holden suggested the subject of proposals be revisited at the end of the meeting. Ms. Gunn concluded with her contact information for any questions about proposals. She may be reached at bgunn@austin.utexas.edu, which is also on the SAA website. Conference@archivists.org or the Security Roundtable Co-Chairs may also be contacted.

RBMS Security Guidelines. Maria Holden reported that the Rare Book and Manuscript Section of the Association of College and Research Libraries has asked that the SAA Security Roundtable endorse their newly developed Security Guidelines for archives, libraries, and other special collections. Rich Oram at the Ransom Center, University of Texas at Austin, contacted Ms. Holden to seek this endorsement. Ms. Holden indicated that she had spoken with past Roundtable chairs Richard Strassberg and Mimi Bowling, who advised that the guidelines be discussed as a group toward reaching consensus. Ms. Holden solicited ideas, concerns, or feedback about the guidelines. Kara McClurken noted that they are very useful guidelines and applicable to many institutions seeking to enhance security. Discussion ensued on several points:

- The focus on books and manuscripts
- Instructions re: response to theft, which suggest questioning of staff regarding suspicious behavior by users or others (Action Plan, Point 6). (Some members stated that this response seems dangerous and recommended that law enforcement be contacted first in some situations.)
- Issues surrounding the recommendations for marking documents (Part 4. Other Considerations, Point 3)

Ms. Holden concluded that on most points there appears to be agreement among the Security Roundtable members, although there are differences in areas like marking and communicating about theft with staff and/or the media. She suggested that the group formally record its support for the document, instead of an endorsement, and offer comments. Larry Evangelista concurred, accepting the document in principle.

Brenda Lawson asked if she should speak to the SAA Executive Council regarding an endorsement. Kara McClurken pointed out that the Executive Council's endorsement will carry more weight, but may not demonstrate subject-specific expertise. Julie Graham suggested that it begin with the Security Roundtable and be forwarded to the Executive Council when the time comes.

Report from Council Liaison. Brenda Lawson provided the Executive Council Report, which focused on three topics to be decided by vote at the Business Meeting on Saturday. They are: Proposal to change the dues payment arrears grace period from 90 days to 30 days; Eligibility for SAA Fellow award; Dues increase. Ms. Lawson addressed the concern that the only people able to vote on constitutional amendments and dues increases are those who attend the annual meeting. Any questions may be directed to Ms. Lawson or Gregor Trinkaus-Randall, the incoming Vice-President.

Featured Forum: Transparency in Theft Response and Recovery: Larry Evangelista of the National Archives and Records Administration's (NARA) Holdings Protection Team (HPT) introduced the forum. He noted that the speakers provide multiple perspectives on operations and security. Mr. Evangelista introduced the other members of the HPT, noting that 70% of the team members were present. Mr. Evangelista provided a handout on prevention training and offered a model of the NARA HPT program, noting that it will not work for all organizations as each has different holdings and resources. He added that the NARA program can be adapted and restructured to meet the needs of most organizations, including records centers, archives, libraries and others. Mitch Yockelson was also introduced, representing NARA's Archival Recovery Team (ART), which deals with finding and recovering items after they are alienated.

The HPT was formed in December 2009 and became fully staffed in June of 2010. Each site-based HPT is divided between a security specialist and an archivist, with six teams across the country at various records centers. The HPTs provide asset protection and support to the Inspector General's office, but the best defense against theft is deputizing staff to be aware of the problem and identify and prevent theft.

Mr. Evangelista offered a presentation that is based on NARA's internal training program dealing with security. The most important component of the program is deterring theft, as recovery is much more costly and complicated than deterrence. The audience for the training is any staff member that comes into contact with the public.

Mr. Evangelista outlined the training, which engages staff in a discussion and lecture, followed by presentation of a video produced in the actual facility and featuring staff. The training discusses ways to approach a suspicious researcher and the video makes this information more meaningful, as it is the actual location and individuals staffing the location, making a more effective role-play. The training session lasts 90 minutes and is required.

Mr. Evangelista's informal presentation was followed by a lively question and answer session, which touched on the following topics:

- The theft deterrence approach practiced at NARA
- Why people steal historical records
- At what point a theft-in-progress becomes a crime
- The importance of establishing a system for tracking suspicious behavior
- Relevant laws—local, state, and federal
- How to alert other organizations when a convicted thief is released from prison
- Incorporating security measures in researcher orientation
- Dealing with resistance from staff
- The structure of the HPT, which includes both traditional security experts as well as existing staff at the archives
- The preponderance of internal theft and ways to combat it, including criminal background checks on prospective employees and eliminating all unnecessary access to the stacks

- Usefulness of cameras

The next speaker was Mr. Yockelson, who serves as the investigative archivist with the Archival Recovery Team (ART). Mr. Yockelson's role is to look for historical records, artifacts or any other item that may be missing from NARA's collections. In addition to conducting eBay and auction searches, the ART enlists the help of the public and visits collector shows where collectors and sellers congregate. These include Civil War shows, WWII shows and autograph/manuscript shows. ART reserves a table at these shows, providing information and business cards on their work.

Mr. Yockelson discussed NARA's missing documents website to assist others in identifying missing government documents. The ART has also launched a Facebook site to develop a broader audience which has been successful. Most recent thefts have been discovered through a researcher alert.

Mr. Yockelson explained that the practice of hiding theft needs to stop and repositories must engage in transparency around thefts. Mr. Trinkaus-Randall added that transparency around this issue is better now than it was 10 to 20 years ago. Mr. Yockelson concurred, adding that eBay is both a blessing and a curse, as there is so much out there. He suggested using volunteers and former staff to help conduct searches.

Jennifer Schaffner, the final presenter in the forum, discussed the OCLC's Missing Materials project. There are few clearinghouses for missing materials, such as the NARA site, the ABAA site, ILAB and the Missing Maps database. The Missing Materials project was conceived as a centralized list of missing materials. The prototype was developed by RLG libraries that had been victims of substantial theft. The most important factor in developing the prototype was transparency. The tool works better for books than maps or manuscripts, but has the potential to work for all.

Revisiting Program Proposals for 2011 SAA Meeting. Larry Evangelista asked if the Roundtable believed there is enough material in the presentation to consider a session proposal. Maria Holden and Prudence Backman agreed that there was. Ms. Holden added that there is so much material that perhaps it should be narrowed down, maybe focusing on transparency or social networking. Gregor Trinkaus-Randall proposed the concept of security after a disaster, which is another big issue. Ms. Holden agreed that security is paramount whenever a collection is most vulnerable.

Mr. Trinkaus-Randall summarized the suggestions, pointing out that a panel comprised of NARA, OCLC, NYSA and ABAA representatives could result in a useful session on change and transparency re: archival security.

Adjourn: The 2010 SAA Security Roundtable Meeting was adjourned at 7:37pm.

Minutes respectfully prepared and submitted by Brittany Turner, Student Member, SAA

Visual Materials Cataloging & Access Roundtable (Liaison: Cline)

Officers:

Christian Kelleher, Chair
Jessica Wagner, Vice-Chair

Report from annual meeting:

- Number of attendees: 29
- Election results: We elected as incoming Vice Chair Mary Alice Harper, Photographic Archivist of the Harry Ransom Humanities Research Center, at the University of Texas at Austin
- Summary of meeting activities:

Meeting was called to order. Nominations were given for incoming Vice-Chair, and Mary Alice Harper was nominated in absentia (with her permission). She ran unopposed and was elected. The floor was opened for discussion. One attendee raised questions about the nature of VMCAR during the year, between meetings. She wanted to know whether we had done any projects during the year, and expressed displeasure that VMCAR was not more active. Several attendees agreed. Issues were also raised by the

leadership of the Visual Materials section, our parent section, about VMCAR's role in relation to the VM section, what issues and activities may fall in our purview and what tasks should be in the purview of the VM section at large. A lively discussion ensued. VMCAR leadership mentioned that for the last several years, VMCAR has served primarily as a sounding board for members to discuss problems and issues that have arisen during specific work projects. Some members agreed that they really liked attending VMCAR to bounce ideas off of members and get advice. VMCAR leadership also mentioned that it tends to be quite difficult to get members to volunteer to be more active. VM leadership agreed to keep VMCAR more apprised of issues and activities in the section, and VMCAR leadership agreed to try to be more active during the year, perhaps by encouraging discussion on listservs or message boards; in this way we could provide a similar forum for discussion between meetings.

One member then brought up an issue she was facing about what to do with newspaper photograph morgues, and whether we might like to come up with a centralized list or database for them. Photographers might have worked for several newspapers at once or over the course of their careers, and a single photograph might have been run via a wire service in any number of papers. It therefore might be beneficial to have some kind of coordination among repositories, and we thought about ways we might catalog and provide access to this material. We also discussed other interesting projects, such as one member's work scanning and cataloging the entire run of a magazine, and another member's copyright issues in cataloging fine arts material at a museum.

Completed projects/activities: Outgoing leadership discussed updating the VMCAR website using the new Drupal system, until we realized that the Visual Materials section had created space for us on their new website.

Ongoing projects/activities: We are discussing how to set up this new area on the Visual Materials site. We are planning to create message boards there and are thinking about other ways to encourage membership to be more active over the course of the year.

New projects/activities: We are talking to the Visual Materials section about the role VMCAR should have in the greater section, especially trying to determine how VMCAR listservs or message boards might carve out distinct areas of discussion from larger VM listservs or message boards. We are also trying to improve communication and cohesion between the roundtable and the section; for example, incoming chair Jessica Wagner will write articles in the VM section newsletter to report on what is going on in the section and try to facilitate discussion.

Questions/concerns for Council attention: [none submitted]

Women Archivists Roundtable (Liaison: Settles)

Officers:

- Christina Johanningmeier, chair
- Eileen Ielmini
- Katherine Johnson
- Elizabeth Newsom
- Deborah Rice
- Lisa Schell
- Andrea Sheehan
- Sandy Swan

Report from annual meeting:

- Number of attendees: 14
- Election results: Christina Johanningmeier, elected co-chair (other seat empty); Lisa Schell, elected to steering committee

- Summary of meeting activities: Rosalye Settles, SAA Council Liaison, discussed her role as Liaison and gave us an overview of the Council Meeting. Nancy McGovern, co-chair of the 2011 program committee, addressed us about next year's annual conference and call for session proposals. Discussion on Work-Life Balance with Aimee Felker, Cheryl Stadel-Bevans, and Alexandra Gressett

Completed projects/activities: [none submitted]

Ongoing projects/activities: Navigator Program for new conference attendees, in conjunction with Membership Committee

New projects/activities: [none submitted]

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.

Women's Collections Roundtable (Liaison: Vogt-O'Connor/McCrea)

Officers:

Meghan Lyon, co-chair

Cassandra Schmitt, co-chair

Virginia Corvid, co-vice chair

Kathy Hertel-Baker, co-vice chair

Report from annual meeting:

- Number of attendees: 30
- Election results: Meghan Lyon and Cassandra Schmitt (co-vice chairs) were elected to be co-chairs. Nominations from the floor and elections for new vice chairs Virginia Corvid and Kathy Hertel-Baker
- Summary of meeting activities: attached meeting minutes [below]

Completed projects/activities: Recruitment of proposals to endorse for SAA 2011 Meeting

Ongoing projects/activities: Maintenance, growth of WCRT blog at: <http://wcrtsaa.blogspot.com/>

New projects/activities: Gathering speakers and setting agenda for WCRT meeting for SAA 2011 Meeting

Diversity initiatives: [None submitted]

Questions/concerns for Council attention: [None submitted]

Women's Collections Roundtable Annual Meeting Minutes August 11, 2010, Washington, DC

Co-chairs: Danelle Moon and Kelly Wooten

Wonderful presentations by: **Allida Black**, Research Professor of History and International Affairs at the Elliott School of International Affairs, will speak about her work as the project director of [The Eleanor Roosevelt Papers](#). **Stephen Rhind-Tutt**, president, [Alexander Street Press](#), will highlight the press's women's history databases

WCRT website/Blog: Our updated website is moving over to the drupal format. Discussion of blog found at: <http://wcrtsaa.blogspot.com/>. We encourage anyone with updates, announcements, new digital collections, anything related to women's collections to send us their information to share on the blog.

WCRT Membership: Discussion of increased participation was on the agenda. Due to the number of members (377) and high participation at this mtg it was decided we didn't need to discuss this at this time. Reminder that members need to opt in to the roundtable listserve

News from the Archives for Women and Social Movements database/journal

Please send any updates/announcements to Tanya Belcher-Zanish at tzanish [at] iastate [dot] edu

Women's archives reader: draft articles coming in now, moving forward

Panels/speaker ideas for Chicago 2011 mtg: MPLP primarily with regard to women's collections. Membership lists in women's organizations. Outreach using social media to nontraditional women's groups/activists as researchers. Actively communicating with other groups. Uncovering hidden collection. Combining outreach with budget constraints. Continuing to serve women's collections and user populations. Blasting stereotypes of women through women's collections: how you go about doing this and promoting the materials, Promoting women's influence on pop culture, Girls band from 80s, Zines as archival collections. Catholic women, nuns, getting materials out to the public. Designing programming; Designed for younger groups.

Jane Addams, Chicago Hull House as potential ideas for Roundtable program: Outreach, organization for children; Social services, health issues; Pursue this for either a topic or our roundtable mtg; Or arts/crafts period from mid-western schools

Elections: Next year we will move to online elections as other sections/roundtables did this year. Meghan Lyon and Cassie Schmitt, co-vice chairs are the next years co-chairs. Elections for vice chair, nominations from the floor, voting, both approved. Welcome Kathy Hertel-Baker and Virginia Corvid as the new co-vice chairs!

Program Committee report: Everything fits the theme! See announcement: [here](#)

Council Report: Donna McCrea reports on council's mtg included proposed dues increase and financial status of SAA.

Diversity Committee: Kelly Wooten is the representative for "women" including the memberships of both the Women's Collections Roundtable and the Women's Archivists Roundtable. Kelly reports as posted on blog: [SAA's Diversity Committee Report](#)

Attendance:

Jonathan Ponder, JSTOR
Erin Townsend, NARA
Susan Woodland, Hadassah Archives
Rebecca Johnson Melvin, University of Delaware
Andrea Sheehan, QVC, Inc.
Kathy Hertel-Baker, Sisters of Charity of Nazareth
Lori Satter, Simmons
Lisa Mangiatco, Soroptimist International of the Americas
Lucinda Manminz
Kim Sims, Duke University
Jessica Sedgwick, Harvard Medical School
Johanna Carll, Schlesinger Library
Doris Malkmus, Penn State
Meghan Lyon, Duke University
Kelly Wooten, Duke University

Alison Gaim, NARA
Virginia Corvid, WHS/UW-Madison
Lora Davis, University of Delaware
Taronda Spencer, Spelman College
Tanya Zanish-Belcher, Iowa State University
Colleen Mahoney, Simmons
Janice E. Ruth, Library of Congress Manuscript Division
Brenda Correia,
Mary Samouelian, Duke University
Sherrie Bowser, Virginia Tech
Cat Holbrook, Schlesinger Library
Elizabeth Norarra, University of Maryland
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