



**SOCIETY OF
American
Archivists**

The Records Manager

The Newsletter of the Society of American Archivists Records Management Roundtable

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Debra Kimok, Editor



**The Joint RMRT/AMRT Working Group on Diversity in Archives and Records Management Survey is Ready!
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I wanted to write this column on the convergence of the present

RMRT and the future RMRT we behold in the distance. When Alison and I took over leadership of this roundtable, membership was less than fifty. Through the efforts of Alison and the very energetic steering committee, we have raised our membership to over 135 and it is growing weekly – yes, weekly. We still have a ways from overtaking the two biggest roundtables, but we are closing in. And our membership is becoming more involved. Eleven persons are running for steering committee this year (so far) and eight of those are persons who were not RMRT members (or were behind-the-scenes members) and got involved in one or more of our projects and decided to run for the steering committee. One of them commented that they had never run for a steering committee because being on a steering committee is just a line on a resume. This person wanted more,

and saw we had more to offer for steering committee members in the RMRT, and decided to run. There are still many open positions for the steering committee, so if you are willing to put in two to four hours a week (what SAA asks of its committee members), then please let me know and we'll put your name on the ballot for election this August.

The past four months have been eventful for the RMRT. We found out that the session we helped put together for the 2008 ARMA conference in Las Vegas was accepted for presentation – the first time anyone can remember of the RMRT doing such a thing. My hopes are that we will be able to put together more such sessions in the future as we solidify our ties to our sister records management organizations – ARMA, AIIM, and PRISM.

We also discovered that the functions thesaurus our very own Functions Thesaurus Working Group is putting together may become a future SAA standard or best practice. This is good news because the group was just putting together a tool records managers could use for records

classification and archivists for records description, but now that tool may become something even bigger. Two of our working group members, Jane Zhang, CA of Harvard and Corey Nimer of BYU will be presenting the thesaurus updates to the SAA Standards Committee on the Tuesday of the annual meeting and testifying on our behalf about the thesaurus. Others from the working group may join them.

The workshop “Records Management for Archivists” is in its final planning stages and the proposal to the SAA Education Committee is almost finished and ready to present. Dr. Greg Hunter, Dr. Michael Miller, and Deborah Skaggs have graciously volunteered to teach this 2-day continuing education workshop. We have other workshop ideas, mostly for the new 90-minute webinars, and are beginning the work toward one that I hope to present to you in my next newsletter report. If you have ideas for any others, seeing a need for some records management topic to be covered for archivists, please let me know.

This year’s steering committee and those for next year have been brainstorming on ways we can become more visible to records managers in SAA and elsewhere. We’ve identified our website as the main focus for our roundtable and plans are underway to beef it up and make it more relevant to the records manager. Jennifer Young, our very capable web liaison, will be leading a group of RMRT members to discuss what to do and then do it. Positions still available here, too.

We’ve also decided to focus on students. How can we reach the student members of SAA? How can we still be reachable and relevant to their careers once they go out into the world of work? These are questions we are currently wrestling with and we could use your help.

By this time next year, I’d like to see at least 200 members of the RMRT on the books. But we can only get them if there are people like you who are willing to become involved with RMRT activities and make a difference in SAA for records managers. Will you help us?

News from our Vice-Chair, Alison Stankrauff



Alison Stankrauff attended the Midwest Archives Conference annual meeting in Louisville, Kentucky, April 17th to 19th. She also attended the “Archives and the Ethics of Memory Construction” conference at the University of Michigan from May 2nd to May 3rd sponsored by the School of Information and the Labadie Collection of Social Protest Materials.

Alison has been invited to represent the state of Indiana on the Midwest Archive Conference’s Membership Committee.

Alison will be presenting at the Society of American Archivists’ annual conference in San Francisco – Session #408 – “The Reluctant Administrator, or How I Learned to Love Management” on Friday, August 29th. Alison presents on being a lone arranger – the campus archivist, as well as the campus records manager, the special collections librarian, a general reference librarian, as well as an instructor – all on the tenure track. She presents with lone arranger colleagues Courtney Yevich, Archivist of Virginia Museum of Fine Arts as well as Colleen McFarland, Archivist at the University of Wisconsin-Eau Claire.

As Chair of the Waldo Gifford Leland Award subcommittee of the Society of American Archivists, Alison will be presenting the award to this year’s winner at the SAA conference at the SAA Awards Ceremony, Friday, August 29th.



Look Who's Shaking Things Up in Archives!



Our honorable Chair is one of the winners in the first annual "Movers and Shakers in Archives" contest.



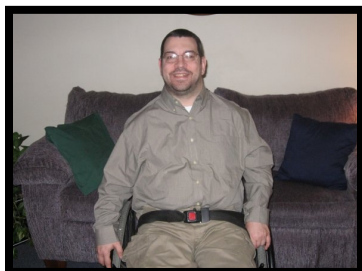
Congratulations to Russell James!

According to the ArchivesNext blog, which hosted the awards, "What the judges felt set the winners apart was a spirit of innovation combined with the drive to turn ideas into reality. We were impressed with people who stepped outside (or above) the traditional role of archivists and who are working on projects that can serve as models for others."

To read more about the awards and the winners, see <http://www.archivesnext.com/?cat=32>



Congratulations to Avery on His Graduation!



Hello All,

My name is Avery Olmstead and I live in Old Town, Maine. I am a 1994 graduate of the University of Maine / Farmington with a BS in Rehabilitation Services, and a 2004 graduate of the (post-graduate) Mental Health Rehabilitation Technician Certificate program, at the University of Southern Maine. After working in the Human Services field for several years, I came to the realization that I wanted a career change. Library & Information Science offered two aspects that I felt extremely passionate about: books (mysteries are a personal favorite), and even more importantly, working with people to access information that could empower their lives. In 2005, I began my MLIS Studies through Distance Education, at the University of South Carolina, graduating in May, 2008!

One of my biggest passions is working in the area of Disability Studies. As a person who uses a wheelchair due to Cerebral Palsy, it is important to me to strive for a world where disability is not looked upon

as a negative, but as just another variant in the human condition. A job where I could assist in advancing the rights and humanness of people with disabilities would be ideal. To that end, I am extremely honored to be a part of the SAA RMRT/AMRT Joint Working Group on Diversity in Archives and Records Management. The arts have also been a driving force in my life. I consider myself a double threat as an actor and modern dancer. I have also been a "singer," but you may or may not want to chance that. The arts have helped me develop a sense of myself and I also happen to really enjoy it! Working for an arts organization would also be an ideal situation for me. While I do love Maine and could definitely see myself staying here, I am also very open to other areas of the country. If you would like to contact me, feel free to do so. My email address is ado623@roadrunner.com.

Best,
Avery Olmstead
Old Town, ME

Editor's Note: Avery is an active member of the Joint RMRT/AMRT Working Group on Diversity in Archives and Records Management. As a student, Avery conducted his own survey exploring the issues surrounding challenges for people with disabilities working in and visiting archives and he graciously shared this survey with the working group.

News from the Archives at Indiana University South Bend

Alison Stankrauff, Archivist

Alison Stankrauff, the Archivist at Indiana University South Bend, has worked with her colleague, Susan Thomas (Acquisitions Librarian) to author the Library's Disaster Plan. The materials in the Archives are given top priority in the Disaster Plan. The Archives holds the most valuable collections of any department under the auspices of the Library, including the Special Collections, which include many rare and out-of-print, precious titles.

The Archives has received donations from the Student Government Association recently, which will be integrated with and added to the already existing SGA Collection at the Archives. There is a good rapport between the Archives and the Student Government Association.

The Archives has received the materials from the 2000 accreditation of the campus. The materials comprise ten bankers boxes' worth of materials. Indiana University South Bend is accredited by the North Central Accreditation Association of Colleges and Universities' Higher Learning Commission. The records reflect the efforts of all units of the campus to meet the comprehensive needs of accreditation, which the HLC awarded to IU South Bend in 2001. The campus underwent another round of accreditation in 2007. That accreditation effort's records are coming to the Archives in the near future (IU South Bend was awarded accreditation for that accreditation in early 2008).

Indiana University South Bend Archives
<http://www.iusb.edu/~libg/archives/index.shtml>

RMRT Working Group Updates

Functions Thesaurus Working Group

The Functions Thesaurus Working Group has completed doing research on the functional responsibilities of record creators within the different types of organizations (government, business, non profit, and academic) and has finished providing definitions for each. Right now the group is going through term by term and eliminating duplicate definitions from the many sources consulted thus far. After this step is finished, the group will be trying to match related terms, narrower terms, and broader terms for each term in the thesaurus, where applicable, and prepare for future steps in the project.

The working group is still looking for members, especially anyone who has experience in creating or editing thesauri and who could help in this last step. The group also needs to make sure the thesaurus conforms to the new International Standard for Description of Functions (ISDF) and anyone with some knowledge of this is welcome to join. Contact coordinator Russell James for more information: russelldjames@grandecom.net

Records Retention Compliance Working Group

Alison Stankrauff, Coordinator, reports that the members of this working group have made contacts with records holders and are forging ahead with their task.

If you would like to help with this work, contact Alison Stankrauff:
astankra@iusb.edu

Records and Information Management Bibliography Working Group (BWG)

Coordinator Bradley Wiles reports that the bibliography will be presented to the RMRT Steering Committee by mid-July.

If you would like to help with this work, contact Bradley Wiles:
wiles@wisc.edu

Joint RMRT/AMRT Diversity in Archives and Records Management Working Group

This group has created a survey asking for information about archivists' and records managers' experiences with patrons and co-workers with disabilities and the challenges that they face in the workplace due to their own disabilities (when applicable).

With much help from Brian Doyle, the survey is now live on the SAA Web site, until July 31st, at http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/question/Detail.html?Action=Display_QuestionDetail&QID=18

Tiny URL: <http://tinyurl.com/63y9c3>

Please note that your SAA membership login is required to take this survey. However, all member IDs will be removed from the data prior to the files being sent to the working group for analysis. We will see no identifying information unless you choose to provide it at the end of the survey.

We would be very grateful if you would help us with this very important work and take a few minutes to complete the survey.

From the results, we should be able to derive general findings that may impact the future course of the profession in how it deals with the disabled and disability issues. Our hope is to have some analysis completed in time to present a report at the RMRT

and AMRT annual meetings in San Francisco in August. We will then undertake research and create a report that includes recommendations for tools, resources, and practices that may be used to facilitate the work of archivists and records managers and their co-workers who have disabilities, and service to their patrons with disabilities.

This group is composed of members from the Records Management Roundtable, the Archives Management Roundtable, and other interested parties, representing state, local, regional, academic, and corporate archives, museums, libraries, and historical associations, an archives facilities consultant, and one recent library school graduate interested in diversity issues.

Advisors to the group are Mark Greene and Nancy Beaumont, both of SAA. Ex-Officio members are Russell D. James, CA, RMRT Chair; Alison Stankrauff, RMRT Vice-Chair; and Daria D'Arienzo, CA, and Lois Hamill, CA, AMRT Co-Chairs. The Co-Coordinator for the Joint Working Group are (AMRT) Casey Edward Greene, CA, and (RMRT) Debra Kimok.

If you would like to join this working group, or if you have questions or comments about our work or our survey, please contact

Debra Kimok, debra.kimok@plattsburgh.edu
or Casey Greene, cgreene@rosenberg-library.org

- **Have you published an article or book lately?**
- **Gone to an interesting workshop or conference or presented at one?**
- **Do you know anyone in records management who is willing to share expert information with our group by writing an article for *The Records Manager*?**
- **We'd like to add a new column featuring an institution or repository in each issue. Please send your information and photographs!**
- **Do you have ideas for making this newsletter more interesting?**

Please share your ideas and send individual and institutional news items for the November issue of *The Records Manager* to

Debra Kimok at
debra.kimok@plattsburgh.edu

Eleven people have volunteered to serve on the RMRT Steering Committee this year and will need to be approved at the Annual Meeting in August.

On the next few pages you will find their photographs and brief biographies.



Jim Cassedy

SAA Member
National Archives and
Records Administration
<http://www.archives.gov>

Active in other archival organizations, such as the Mid-Atlantic Regional Archives Conference. Running for a position on the RMRT Steering Committee because I wish to continue to be of service to SAA, and believe I have the background, and can provide the leadership needed, to help maintain RMRT's status as a locus of expertise, leadership and information sharing for the Society of American Archivists (SAA) in the field of records management.

Employed with the National Archives and Records Administration since December 1984. Worked in the reference, electronic records, and records appraisal divisions of that august institution. Currently a Team Leader in the Life Cycle Management Division (records management and appraisal).

Active in SAA since 1995

Presented papers or chaired a couple of SAA sessions, including Three Federal Agencies Confront the Challenges of Digital Preservation (Session 303, Thursday, 28 August 2008).

Served as vice chair/chair of the Government Records Section from August 1999 until August 2001, and edited the newsletter of that section from 2003-2004.

Served as chair of the Joint ARMA/SAA Committee from September 2006 – August 2007.

Contributed to recent RMRT activities by co-authoring a disposition schedule for SAA Committee electronic list serves.



Michael Courtney

Cataloging Assistant
Loyola University Chi-
cago School of Law
[http://www.luc.edu/
law_library](http://www.luc.edu/law_library)

My name is Michael Courtney. Currently, I work full-time at Loyola University Chicago School of Law Library as a Cataloging Assistant. In addition, I also work as an intern at the Joseph Cardinal Bernardin Archives and Records Center. Prior to working at Bernardin Archives and Record Center, I was an Archival Assistant at the Japanese American Service Committee of Chicago for five years. I have a Master's degree in history from Loyola University Chicago and I am currently working on a second Master's degree in Christian Ethics also at Loyola University Chicago. In the future, I hope to study ethical issues in archives and records management.



Nancy Freeman
 Records Manager/
 Archivist
 National Wildlife Re-
 search Center
 4101 LaPorte Ave.
 Fort Collins, CO 80521
 (970) 266-6023
nancy.a.freeman@aphis.usda.gov
[http://
 www.aphis.usda.gov/
 wildlife_damage/nwrc](http://www.aphis.usda.gov/wildlife_damage/nwrc)

I am the Records Manager/Archivist for the National Wildlife Research Center, a wildlife research facility for the USDA, in Fort Collins, Colorado. I have been in this job for 8 years and in the field for 9 years. I have a masters degree in history from Colorado State University, with an emphasis in archives and records management. I also teach at Colorado State as an adjunct, and teach the archives and records management classes.

I came to this career in my mid-late 30s. My undergraduate degree is in social work and I worked for 7 years for the state of Iowa in foster care and family services. My people skills often come in handy in my current work. I'm also an avid knitter but have yet to



Holly Geist, CA
 Denver Water
 Records and Document
 Administration
 303/628-6035
[http://
 www.denverwater.org](http://www.denverwater.org)

Born and raised in Colorado, I graduated in 2000 from Colorado State University with an MA in History (archives and historic preservation concentrations). Directly out of school, I worked for the Wyoming State Archives in Cheyenne as a reference archivist, with some processing duties. In 2004 I happily came back to Colorado to work for Denver Water. I am now a lone arranger heavily involved in records management work.



Melissa Gottwald

Melissa Gottwald served as collections archivist in the Special Collections Department at Iowa State University Library from 2004 until June of this year. She previously held project archivist positions at New Mexico State University and Oberlin College. She is a member of the RMRT Working Group on Section/Roundtable Records Retention Compliance. She is also active in the Midwest Archives Conference, serving as *MAC Newsletter* assistant editor for the "Regionalia" column, Iowa state chair for the MAC President's Award, and has served on program and local arrangements committees for MAC.



Brad Houston
 University Records
 Archivist
 University of Wisconsin-
 Milwaukee
[http://www.uwm.edu/
 Libraries/arch](http://www.uwm.edu/Libraries/arch)

Brad Houston is the University Records Archivist at the University of Wisconsin-Milwaukee. He graduated from Grinnell College in 2004 with a B.A. in History and Western European Studies and from the University of Maryland with a joint MA/MLS in History and Library Science. Before coming to UW-Milwaukee, Brad served as a records management intern at the Executive Office of the President, and has worked in archival institutions such as the Harry S. Truman Presidential Library, the University of Maryland archives, the National Geographic Society archives, and the National Holocaust Memorial Museum archives.



Greg Johnson

Archivist
Morgan Street Document Systems
Chicago, IL
[http://
www.morganstreetdocu
ments.com/home.htm](http://www.morganstreetdocuments.com/home.htm)

Greg Johnson is an Archivist with Morgan Street Document Systems in Chicago, IL. He graduated from Knox College in 1997 with a B.A. in History, from Purdue University in 2005 with a MA in Modern American and Early Modern European History, and from the University of North Carolina at Chapel Hill with a MLS. Prior to taking a position with Morgan Street, Greg served as the Digital Initiatives Archivist at the Ward M. Canaday Center at the University of Toledo. While finishing his MLS at the University of North Carolina at Chapel Hill, Greg held an internship at the John W. Hartman Center for Sales, Advertising & Marketing History at the Rare Book, Manuscript, and Special Collections Library at Duke University.

compliance and education.

I received my BA in history at SUNY Plattsburgh in 1997 and my MLS at the University at Buffalo in 2000, and I received the Colonial Dames of America scholarship to attend the Modern Archives Institute in Washington, D.C. in 2005.

I am a member of the project implementation team for the *North Country Digital History Project*, which is a Northern New York Library Network-sponsored regional collaboration between libraries, museums, and historical societies to digitize primary materials in our collections.

I am currently co-coordinator of the RMRT/AMRT Joint Working Group on Diversity in Archives and Records Management, a member of the RMRT Ad-Hoc Committee to submit a *Green Archives* Book Prospectus to SAA, and for the past year have been a member of the RMRT Operations and Steering Committees.



Debra Kimok

Special collections Librarian
Reference/Instruction Librarian
State University of New York
at Plattsburgh
[http://www.plattsburgh.edu/
library/specialcollections](http://www.plattsburgh.edu/library/specialcollections)

I wear two hats at the Benjamin F. Feinberg Library, SUNY Plattsburgh. I spend half of my work-week in the main library as a Reference/Instruction librarian and the other half as the “lone-arranger” librarian in our Special Collections and College Archives. I work closely with our recently-hired campus Records Manager to facilitate campus



Farris Wahbeh

Archivist
The History Factory
[http://
www.historyfactory.com](http://www.historyfactory.com)

Farris Wahbeh received his BA in Art History with a minor in Italian from the University of California, Los Angeles in 2001 and an MA in Art History, Theory, and Criticism from the School of the Art Institute of Chicago. He is currently an Archivist with the heritage management firm The History Factory, providing a range of archival services to corporate collections. Prior to The History Factory, Mr. Wahbeh worked at The Getty Research Institute in numerous capacities. In Chicago, Mr. Wahbeh served as Program Director of Collections and Exhibitions at Intuit: The Center for Intuitive and Outsider Art and the Creative Audio Archive manager at the Experimental Sound Studio.



Courtney Yevich

Archivist/Assistant Fine Arts
Librarian
Virginia Museum of Fine
Arts
<http://www.vmfa.state.va.us>

Courtney Yevich is the Archivist and Assistant Fine Arts Librarian at the Virginia Museum of Fine Arts. In addition to managing the museum's Archives as a lone arranger, she also directs the museum's records management program, as mandated by the Commonwealth of Virginia for all state agencies. Since February 2008, Courtney has offered monthly presentations to staff members on electronic records management, in an attempt to start tackling records management and archives challenges in the digital world.

Courtney has been a member of SAA since starting work as an archivist in 2004. She is on the steering committee for the Lone Arrangers Roundtable, as well as serving as their web liaison for the past two years. Courtney has given presentations on archival topics on several occasions in Virginia, and this year she will give her first SAA presentation at this summer's conference, as one of the speakers for the session called, "The Reluctant Administrator, or How I Learned to Love Management."

Courtney received her MLIS from the University of Pittsburgh, through their distance education program, and she holds a bachelors degree in Medieval and Renaissance Studies from Washington and Lee University. In her free time, Courtney serves on the boards her neighborhood civic association and the Massey Alliance, a support group for the Massey Cancer Center. A native of Richmond, Virginia but raised just outside New York City in New Jersey, Courtney returned to Virginia for college and hasn't found a reason to leave yet.



Jennifer Young

Archivist
Salt River Pima-Maricopa
Indian Community
Scottsdale, AZ
<http://www.saltriver.pima-maricopa.nsn.us>

My name is Jennifer Young. I'm an archivist for the Salt River Pima-Maricopa Indian Community in Scottsdale, Arizona. I received my MLS from the University of Arizona in 2005 and live in Mesa, Arizona. I work with active and inactive records, paper and electronic; since the records management office at the Community is an entirely new venture I also spend a great deal of time deciding on policy and standards & procedures and documenting. My interests are in applying technology to promote access and in the outreach and exhibit aspect of archives.

SAA Annual Meeting Dates to Remember

RMRT Annual Meeting

Wednesday, August 27th, 1:00-3:00 p.m.

New Member / First-Timer Orientation & Breakfast

August 28th, 7:00 - 8:00 a.m.

Mentoring Program

August 28th, 8:00 - 8:30 a.m.

SAA Annual Membership Meeting

August 30th, 11:30 a.m. - 1:00 p.m.

“Forum on Protocols for Native American Archival Materials”

Aug 27th, 11:30 a.m. to 12:30 p.m.

“David George-Shongo, immediate past president of the Native American Archives Roundtable (and active member), has requested that there be strong and full attendance at the Forum. There's a need to have a lot of people there actively discussing the progress SAA has made with regard to the Protocols. Further, if you've had experience working with these issues and if you would be

willing to collaborate with an Indian Nation about the Protocols, please contact David George-Shongo directly: dshongo@sni.org.

Also, remember to attend the Records Management Roundtable meeting to hear David speak about how he's created records management policies that are reflective and respectful of Seneca Nation of Indian traditions.”

Alison Stankrauff, RMRT Vice-Chair

Session 208: “Modern Perspectives on the Relationship Between Archives and Records Management”

Aug 28th, 10:30 a.m. - 12:00 p.m.

Alison Langmead, PhD (Chair & Commentator)
Archivist and Records Manager
Moore Ruble Yudell Architects and Planners

Julia Hendry
University of Illinois at Chicago

Matthew Eidson
Appraisal Archivist
National Archives and Records Administration

Msgr. Tony Jahn
Senior Corporate Archivist/Historian
Target Corporation

Description from the SAA Annual Meeting program:

“Are we any closer to understanding the true relationship between archives and records management work in the 21st century? Panelists focus on the honest, day-to-day interactions between archivists and records managers in the modern workplace. Representing four distinct areas of SAA's community - small business, large business, academics, and the government - the panelists open the session with brief presentations of their practical experiences and then engage in a moderated conversation that includes the audience.”

Session 303: Three Federal Agencies Confront the Challenges of Digital Preservation

August 28th, 2-3:30 p.m.

James G. Cassidy (Leader)
Archivist, Work Group 4 Leader
National Archives and Records Administration

William G LeFurgy
Digital Initiatives Project Manager
The Library of Congress

Kenneth F. Thibodeau
Director, Electronic Record Archives
National Archives and Records Administration

Michael L. Wash
US Government Printing Office

Description from the SAA Annual Meeting program:

“The presenters provide an overview of the activities of three federal agencies seeking to ensure the permanent preservation of digital records. They discuss the National Archives and Records Administration's Electronic Records Archives (ERA) program, the Government Printing Office's Federal Digital System (FDsys), and the Library of Congress' National Digital Information Infrastructure and Preservation Program (NDIIPP). Discussion includes success stories and lessons learned from the three projects and the relationship of each project to the other.”

Session 408: "The Reluctant Administrator, or How I Learned to Love Management"

Aug 29th, 2:30 - 4:00 p.m.

Nancy Freeman (Chair)
Records Manager/Archivist
USDA National Wildlife Research Center

Alison Stankrauff
Archivist/Assistant Librarian
Indiana University South Bend
Juggling Time and Hats

Courtney C. Yevich
Assistant Fine Arts Librarian and VMFA Archivist
Virginia Museum of Fine Arts
Engaging Archives Users to Help Manage the Workload

Colleen McFarland
Head of Special Collections /University Archivists
University of Wisconsin Eau Claire
Minimal Processing as Management Strategy

Description from the SAA Annual Meeting program:

"Many lone arrangers and small-shop archivists associate the verb 'manage' with its synonyms 'cope' or 'get by,' rather than with its primary meaning: 'to direct.' Some professional literature even discourages archivists working in small repositories from seeing themselves as managers. How, then, do the professional identities of archivist and manager fit together? Three solo archivists who see themselves as managers first and archivists second discuss how they reached this seemingly inverted conclusion."

**Session 104: "YourSpace, MySpace, DSpace?
Finding a Place for Institutional E-Records"**Aug 28th, 8:30 - 10:00 a.m.**Session 307: "Moving Targets: Identifying Evolving
Needs in Electronic Records Education"**Aug 28th, 2:00 - 3:30 p.m.**Session 410: "E-Records and E-Discovery:
A Mini-Sedona Conference Seminar"**Aug 29th, 2:30 - 4:00 p.m.**Session 505: "Preserving and Reviewing
Electronic Records"**Aug 30th, 8:00 - 9:00 a.m.**SAA Annual Meeting Web page**<http://archivists.org/conference/sanfrancisco2008>**SAA Annual Meeting Wiki**http://www.ibiblio.org/saawiki/2008/index.php/Main_Page**RMRT Annual Meeting Wiki page**http://www.ibiblio.org/saawiki/2008/index.php/Records_Management_Roundtable_Meeting**Top Ten Things to Do in San Francisco**http://www.mapwest.com/events/htdocs/top_20.html

Green is the New Black

By Terry Baxter



“Green is the new black.” Or so it seems sometimes as we are confronted with more and more calls to sustainable life – both personal and professional. How does this relate to archives and archivists? Is there anything we can do as a profession to help

green up the world?

A group of archivists believes there is. Alison Stankrauff, Debra Kimok, Russell James, and Terry Baxter have been working on a book prospectus for the Society of American Archivists Publications Board. The book, tentatively titled “Green Archives,” will present the case that archivists can have a profound impact on the world around them and that they have a responsibility to make their processes and activities as green and sustainable as possible.

Take something as simple as paper, for instance. Even with aggressive recycling efforts in almost every part of the county, landfills are receiving more total paper today than they were in 1975! How does that affect archivists? Well, I’d contend that record copy, the authenticity of evidence, effective retention schedules, storage media choices, processing methodology, and a host of other records keeping issues directly impact this flood of paper use.

While archivists have been discussing the impact of electronic records on the profession for several dec-

Records Management Analyst Multnomah County, Oregon

terry.d.baxter@co.multnomah.or.us

ades, little notice has been taken of the impact of these systems – dependent on fossil fuels for both their components and power – on the environment. Simple decisions like media choice for long term storage or using digitization as an access tool have profound environmental consequences, most of them unexamined in standard archival processes.

Likewise, the records of climate change and environmental impact are necessary for researchers both to identify existing issues and to predict future conditions. So when the Environmental Protection Agency shuts down some of its research libraries or the U.S. Geological Survey restricts access to its research or the Council on Environmental Quality edits information on the impact of climate change, archivists need to advocate for full access to records. They also need to insure that they are both collecting and making available records that document climate conditions, toxics use and disposal, resource use, land degradation, and a host of other issues that reduce the ability of future generations to enjoy life in the same way we do today.

The proposed book will address these issues as well as green archives buildings, access policies, conferences and meetings, outreach and advocacy, and preservation. These specific topics will be set against an overview of the sustainability and environmental movements. The result will be both a call to archivists to include sustainable and environmental concerns into their decision-making processes and a blueprint for how to do that successfully.

If you are interested in more information about this project, please contact Terry Baxter (terry.d.baxter@co.multnomah.or.us or 503.988.3741).

Go Green at SAA Annual!

http://www.ibiblio.org/saawiki/2008/index.php/Go_Green_at_SAA_Annual



The Wayne State University Library and Information Science Program Starts Records and Information Certificate Program

By Joseph Turrini

The Wayne State University Library and Information Science Program (LISP) will offer a Records and Information (RIM) Certificate Program beginning in the fall 2008 semester. The RIM Certificate Program will complement, but be separate from, two-existing LISP certificate programs, the Archival Administration Certificate Program and the Information Management for Librarians Certificate Program. The 15 credit-hour program will provide the educational background and professional competencies required for people seeking employment in a variety of public and private sector settings, including, records managers, corporate librarians, imaging specialists and IT managers, for example.

Wayne State University has been training records managers for the past two decades in its Archival Administration Program. It has offered a records management course as an elective since 1992 and added electronic records management content as a part of an Electronic Archives course a number of years ago. The creation of the RIM Certificate Program is an expansion of these earlier offerings. It is a response to the increasingly complex nature of the records found in institutions, the enhanced legal obligations of institutions to properly store and re-

trieve information, and the expanded technological skills required of records and information managers.

The RIM Certificate Program has been developed with the assistance of professional records managers and with the support of ARMA International. Recent ARMA International surveys indicate that many organizations are not training their employees to properly manage their records. ARMA International studies have also noted that a majority of the RIM professionals hold a bachelor's degree and are seeking advanced educational opportunities to enhance their skills and careers. The RIM Certificate Program is designed to address these concerns by providing formal graduate level educational training focused on the most important competencies for records managers as defined by ARMA International.

The RIM graduate program will be offered exclusively online. Students may earn the certificate while concurrently enrolled in the Master of Library and Information Science Program or they may enroll in the certificate program only.

More information on the Records and Information Management Certificate Program can be found on the Wayne State University Library and Information Science Program website, <http://www.lisp.wayne.edu/degrees/imcertificate.php>. Prospective students interested in the RIM certificate can also contact Judy Field at (313) 577-8539 or by e-mail at aa4101@wayne.edu.



**School of Information Studies
University of Wisconsin Milwaukee**
**Certificate of Advanced Study in Archives and Records Administration:
Opportunities for Archivists and Records Managers**

By Amy Cooper Cary, Director, Archival Studies Program

As an archives educator, I speak with people on a regular basis who are searching for opportunities to enhance their credentials in a competitive job market, or who are seeking the opportunity to learn new skills that will help them on the job. There are many ways to address these needs, including workshops and seminars offered by many organizations. While workshops and continuing education opportunities provide a tremendous service, it is often the case that professionals are seeking a more substantial program to give them the background and foundation to truly change the course of their careers. This is where the Certificate of Advanced Study can provide a truly unique and positive experience.

The School of Information Studies at the University of Wisconsin Milwaukee is one of only a small handful of schools that offers Certificate of Advanced Study in Archives and Records Administration (we call it the CAS). The CAS was put into place in 2004 by Timothy Ericson, former Director of the program and former SAA President. In four short years, the program has graduated two students, and currently serves 15 more, with new students entering every term.

The CAS is offered at the post-master's degree level, providing courses to help working professionals develop a specialty in archives and records administration and to update their knowledge in core areas of their responsibilities. Students who have either the MLIS or a master's degree in a closely related field (History, educational technology, computer science) are eligible to apply to the program. The certificate serves a dual purpose: it enables the individual who

has no archives experience but has an interest in archives to alter the direction of a career path; or it enables a professional who has archival responsibilities, but has not completed actual archival coursework, to enrich and strengthen capabilities already in use

The CAS shares a curriculum with the SOIS Archival Studies concentration within the MLIS, and boasts over a dozen courses to benefit a professional archivist or records manager's education. CAS students take 5 courses (15 credits of coursework) selected from within this curriculum. Generally, all students complete both the Introduction to Modern Archives Administration course, as well as a fieldwork component. Students particularly interested in records management will find applicable coursework in courses such as Information and Records Management and Electronic Records Management. Courses in Metadata, Legal Issues, and Technology Issues compliment this more basic course content and engage students in discussions that range from implementation of content management systems to the structure of metadata to questions of privacy and confidentiality. Opportunities for independent study, a seminar and fieldwork provide students an opportunity to examine and experience records management theory in practice.

CAS students work closely with the program director in order to choose coursework that will best meet their professional needs and suit their interests, so students can focus coursework specifically on topics of interest to records managers. The program can be completed over the course of four years, with

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most students opting to complete the coursework within about two years. Courses are offered in both an onsite and online format, and students who are not located in the greater Milwaukee area can easily complete the entire program via online courses. The benefit of this, of course, is that students do not have to make a choice between pursuing the certificate and remaining in their current jobs, or uprooting family to relocate. Students who come to the program already employed often bring valuable perspective to classroom discussions, and their experiences can enrich discussion, and the entire SOIS program is geared to make the most of a student's online education experience. Online courses are not "watered down" versions, but are true graduate-level classes, which offer students a challenging environment.

Classes are conducted through a popular course software called Desire 2 Learn. The software is completely web-based, and all courses are fully asynchronous, so students who do work have the opportunity to fully participate, without a need to "show

up" in a specific online community at a specific time. Students have opportunities to join in programs presented to the entire SOIS community as well. The Archival Studies Program has hosted discussions in the onsite and online formats with well known professionals from across the country, and I regularly seek to bring students from the CAS and Archival Studies programs together for face-to-face gatherings at regional and national archives meetings.

As a former practitioner with experience as both archivist and records officer, I recognize the need for educational opportunities that address the rapid changes in information and preservation technology, ethical and legal issues that have made it difficult for working professionals to stay abreast of the latest developments and trends. Now, as the Director of the Archival Studies Program and the CAS at UW Milwaukee's School of Information Studies, it is my goal to make sure that the program we offer remains pertinent, up to date, and relevant to the professional needs of archivists and records managers.

I invite anyone interested in further discussing the opportunities that the Certificate of Advanced Study in Archives and Records Management may offer to contact me directly.

The website with the most information about the CAS can be found at

<http://www.uwm.edu/Dept/SLIS/academics/cas.htm> and you can find my school web page at

<http://www.uwm.edu/Dept/SLIS/directory/faculty/cary.htm>

You may e-mail me at amyccary@uwm.edu, or you may phone me at 414-229-6929.

I look forward to discussing our programs with you!

San Jose State University School of Library and Information Science Launches First Online Master's Degree in Archives and Records Administration

By Patricia C. Franks, Ph.D., CRM

The first group of students to pursue a Master's Degree in Archives and Records Management will begin their studies through San Jose's School of Library and Information Science in August of 2008.

Using the convenience and flexibility of a fully online format and cohort model, students will prepare for demanding careers in archives and records & information management fields.

Students will obtain a firm foundation in the theory and practices needed to develop strong archives and records management programs. To ensure this result, the curriculum was designed to reflect the guidelines of the Society of American Archivists and the competency-based models developed by the Association of Records Managers and Administrators. Students completing the program will be prepared to sit for exams administered by the Academy of Certified Archivists and the Institute for Certified Records Managers.

Throughout the program, students will be introduced to sophisticated technologies needed to organize, preserve, and access the growing volume of both digital and analog assets (paper, film, and photographic negatives) as well as records that must comply with government regulations and industry best practices.

MARA graduates will be qualified to work in a variety of settings worldwide, including corporations, government agencies, libraries, museums, historical societies, and non-profit organizations, as well as in the entertainment and education sectors.

Why a Master's Degree in Archives and Records Management?

In recent years, major news media, professional business journals, and market studies have devoted much attention to the archives and records management field. Both in the US and abroad, articles and

reports about the need for compliance with new laws, particularly for Electronic Records and Electronic Records Management, have struck a deep chord with CEOs and government officials.

Enterprises have also realized the growing need to use technologies not only to capture and manage documents as records but to facilitate daily operations and ensure business continuity, thus an emphasis on Enterprise Content Management is included. Enterprise Content Management as defined by AIIM, the Association for Information and Image Management, includes "the technologies used to *capture, manage, store, preserve, and deliver content and documents.*"

Add to these concerns is the fact that a growing portion of institutional and public memory is digital. The enormity of this situation must be addressed by Archivists who make judgments about what to preserve and what to discard. Students will learn to find the middle ground between saving every bit of information digitally and saving nothing at all.

Administrative memory, corporate decision-making, increased regulatory oversight, and e-discovery have all contributed to greater attention in the past ten years to the management of electronic records. This emphasis has resulted in the need for training and education for archives and records management professionals to include an understanding of the business needs of enterprises as well as the archival and records needs.

Graduate education must expand to meet the demanding challenges posed by complex technologies and that deliver solutions for the sometimes mind-boggling high-level management and technical job opportunities that currently exist or soon be created for the new generation of information professionals who must collect, preserve, and disseminate information and preserve our cultural heritage.

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In the private and public sectors archivists and records administrators and managers will ensure that governments and corporations maintain and disseminate records to fully comply with laws now in place and still emerging.

The San Jose Solution: The Master's Degree in Archives and Records Management is designed to prepare graduate students to assist archives, business, industry, government agencies, and non-profit institutions address the challenges they face in preserving our cultural heritage and managing records and information throughout its useful life.

About Online Learning at SJSU

San Jose's School of Library and Information Science is a recognized leader in making effective use of leading edge technologies for distance learning. In 2007, *US News and World Report* named it the #1 e-learning service provider in its discipline. In addition, the School received the 2007 Faculty Innovation Award from the Association of Library and Information Science Education in recognition of the School's leadership in applying emerging technologies in a Web-based learning environment.

The impressive resources of the School will be utilized to ensure that students in the MARA degree program have a robust online learning experience. Students are required to complete an online technology workshop that introduces them to a variety of

tools used by faculty in the program. These tools include the Blackboard course management system for course delivery and Elluminate for synchronous online meetings. Elluminate is often used for virtual office hours (optional, of course) and a valuable tool used by many students when working in teams.

Students also learn to store and organize their own digital assets by uploading them to a content management system called Plone. And they have the opportunity to create personal Avatars in order to visit the Schools' Second Life Island. These are just a few examples of the technology to which students will be exposed. It is our goal to help students in the MARA degree become comfortable with technology for their personal use so they are better able to understand how to apply technology in their professional lives.

About the MARA Curriculum and the Cohort Model

Students beginning the MARA program in the fall of 2008 will be members of a learning community will progress through the program together, completing 42 units of study while taking no more than two courses each semester. The entire program will be completed within 3 years (8 semesters including 2 summers).

Enrollment is limited to 25 students in each cohort, and the next cohort will begin the MARA degree program in the fall of 2009.

If you're interested in becoming a part of this challenging but rewarding program of study, you can learn more by visiting the MARA website at <http://slisweb.sjsu.edu/mara/index.htm> or by contacting Dr. Patricia C Franks, MARA Program coordinator at pfranks@slis.sjsu.edu

Patricia C. Franks, Ph.D., CRM, has a doctorate in Organization and Management with an e-business emphasis. Her dissertation addressed the issues and challenges related to e-mail risk management. Dr. Franks is a Certified Records Manager, a member of ARMA International's Standards Development Committee, and has served on various committees and task forces for both ARMA and AIIM. She is an adjunct instructor for San Jose University and a consultant in records and information management and business process analysis for Access Systems Incorporated.



The AIIM Email Management Certificate Program

By Jesse Wilkins

Jesse Wilkins, emm^m, ecm^m, erm^m, CDIA+, LIT, edp, ICP, is a Principal Consultant with Access Sciences Corporation. He also serves on the ARMA International Board of Directors and is past Director of AIIM International.

Contact Jesse at jwilkins@accesssciences.com.

Professional, n. One who is engaged in one of the learned professions and/or who makes it a permanent career. Characterized by or confirming to the technical or ethical standards of a profession...

Project Auditor Project Management Dictionary
www.projectauditors.com

Professionals set and pursue goals to expand both the breadth and depth of their knowledge and expertise. There are many different avenues to pursue this, regardless of industry or position. One of the more traditional avenues is through formal educational programs, such as undergraduate and graduate degrees in marketing, business, or information management. These are offered through accredited universities and require extended time commitments, but are readily understood and accepted in the industry.

Another excellent route to growth is to accept different positions, either within the same organization or at others. This can lead to valuable experiences that can be synthesized into a deeper understanding of the business issues and solutions available.

The third method is professional education. These involve some combination of learning, experience, demonstrated expertise, and ongoing education and include certifications and certificates.

In its *Glossary of Archival and Records Terminology*, the SAA defines certification as “The process by which individuals can demonstrate that they have mastered an organization's requirements for professional practice”. Certifications serve as shorthand of sorts to indicate that the certified professional meets certain thresholds of expertise and experi-

ence and subscribes to a code of professional ethics.

Certifications generally require a formal, proctored exam and may require holders to recertify periodically, either by retesting or by completing continuing education requirements. Certifications pertinent to the information management field include the Certified Archivist (CA), the Certified Records Manager (CRM), and the Project Management Professional (PMP).

Certificates, in contrast, provide access to, and validate completion of, a particular education program. These may be offered by institutions of higher education, not-for-profit associations, government, or the private sector. They are not meant to take the place of more formal educational opportunities, but rather to complement them in specific areas.

AIIM, the ECM Association, has developed a number of these that address different aspects of information management, including enterprise content management, electronic records management, business process management, information organization and access, and Enterprise 2.0 tools and processes.

AIIM has just released a new course that identifies good practices for effective email management (EMM). It was developed by Access Sciences Corporation, a leading vendor-neutral consulting firm that provides expertise in enterprise content and records management strategies and processes.

The content was validated by AIIM’s Education Advisory Groups and reflects standards and best practices from among its 50,000 members across the globe, including ISO 15489, Model Requirements for

The AIIM Email Management Certificate Program

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Managing Electronic Records (MoReq), and ANSI/ARMA 9-2004, *Requirements for Managing Electronic Messages as Records*.

The program consists of four interrelated courses: Strategy, Practitioner, Specialist, and Master.

AIIM EMM Strategy

The Email Management Strategy course is an instructor-led one-day program that describes the business drivers for implementing effective email management, including risk-based, cost-based, and customer-based drivers. Students learn how to make an effective business case for an email management program and that a successful program requires more than the application of technology.

AIIM EMM Practitioner

The Email Management Practitioner introduces the foundations of email management. The course consists of ten modules, including an introduction to email management, email architecture, capturing and classifying messages and related content, email governance, email management technologies, and email and ECM. It includes a module on email archiving as commonly used in information technology (though digital preservation is addressed in the Specialist course).

The course is taught by industry experts with hands-on experience in implementing email systems and email management tools and processes. It is available as an instructor-led course or through the web. Students who complete the course and the online exam receive the Email Management Practitioner (EMMP) designation.

AIIM EMM Specialist

Once students and practitioners are comfortable with the concepts introduced in the Practitioner course, they may wish to move on to the Specialist. This course also consists of ten modules. The first five modules describe a framework for implement-

ing an email management program, including the business case for EMM, the EMM project, how to develop an email management policy, how to identify and validate EMM-related requirements, and the implementation process.

The second five modules describe more advanced topics in email management, including email and discovery, instant messaging, alternatives to email (blogs, wikis, document sharing), web-based email, and email preservation. This last module identifies the issues associated with long-term preservation of email and related information objects and presents strategies for addressing them.

The Specialist course is also available as in instructor-led format or through the web. Students who complete the course and the online exam receive the Email Management Specialist (EMMS) designation.

AIIM EMM Master

The capstone of the EMM Certificate program is the Master Class. This instructor-led class incorporates all of the information covered in the Strategy, Practitioner, and Specialist courses but also provides students the opportunity to apply the concepts and theories to an in-class case study. At the end of the course, students who complete the online exam and a home case study will receive the Email Management Master (EMMM) designation.

Conclusion

The AIIM Email Management Certificate Program is not meant to replace other methods of professional development and practice, particularly as they relate to the effective management of email. But it can be useful as a starting point for professionals new to email management and as a framework for developing more effective processes in support of it. Additional information about the course can be found at <http://www.aiim.org/training/emm>.

Featured Resources

Toolkit for Managing Electronic Records

<http://toolkit.archives.gov/pls/htmldb/f?p=102:1:744626930792582171>

National Archives and Records Administration

“The Toolkit for Managing Electronic Records is a web portal that provides summary descriptions of a collection of guidance products for managing electronic records and resources (“tools”) that have been developed by NARA and other organizations. The Toolkit works much like a library catalog or document index that you can search and browse. The summary descriptions are intended to help you save time and effort. Instead of reading the complete text of the resource to determine its usefulness, you can search and browse this collection of descriptions to see if a resource seems to apply to your needs. If it does, with another click, you can then link to the resource.

The collection can be searched by topic (what the tool is about—a good place to start), by occupation (the intended audience for the tool), by the organization that created the tool, or within the descriptive text. Alternatively, you can browse through the complete alphabetical list of titles or a complete list of titles arranged by the creating organization to get an overview of the collection. All lists of search or browse results provide a high-level description of the resources. Clicking on the title provides more detailed information about the resource. Clicking on the "Get the Tool" link takes you to the complete resource.”

<http://toolkit.archives.gov/pls/htmldb/f?p=102:2:744626930792582171::NO>

RMRT On Ning

SAA RMRT

<http://library20.ning.com/group/saarmrt>

Records Management Facebook Groups

<http://www.facebook.com>

Society of American Archivists
Archives and Records Management
Certified Records Managers
Records Managers
Records Management Graduates