

# SAA Electronic Records Section 2001 Annual Report

## 1. Annual Meeting - August 31, 2001

Cheryl Stadel-Bevans, Chair of the ERS, led the meeting. The Section held elections for two leadership positions, with Geof Huth becoming our new Vice-Chair/Chair-Elect and Phil Bantin being appointed to the Steering Committee. Cal Lee became the new Section Chair at the end of the meeting. Jennifer Jacobs agreed to become the new newsletter editor and Harold Thiele the new webmaster. We would like to thank outgoing steering committee members Tom Ruller, Anne Marie Phillips, and Chuck Thomas for their service to the section.

The meeting included the following announcements:

- Kris Kiesling encouraged section members to submit session proposals for next year's meeting.
- Tom Battle, SAA Council Liaison to the ERS, asked members to let him know if there were any concerns or issues that he could take to Council for us.
- Steve Hussman encouraged everyone to attend the annual ECURE conference in Arizona.
- Rosemary Pleva Flynn announced the formation of a new discussion list for ERS members and that a survey of members' interests would be available soon.
- Cheryl Stadel-Bevans reiterated the need for session proposals, offered the section's assistance in developing them, and asked that those seeking ERS endorsement submit them to the section by October 1.

Members divided into three groups, who each then reported back to the section on what they had discussed.

## Standards

Discussion Leader: Nancy Kunde

Participants: Bruce Ambacher, Terry Baxter, Garth Clarke, Fynnette Eaton, Pat Galloway, Jerry Handfield, Steve Hussman, Randy Jones, Janice Krahn, Nancy Kunde, Margaret Merrick, Jonathan Nelson, Richard Pearce-Moses, Betsy Pittman, Sarah Polirer, Rose Roberto, Tom Rosko

The group discussed four general topics:

- What types of standards efforts are undertaken by which groups? The group recommended the creation of both a standards clearinghouse and the appointment of a liaison to work with the SAA Standards Committee.
- The need to identify all the standards groups that are working in areas of interest to or directly impact the work of archivists and records managers.
- The need for a common vocabulary for discussing electronic records issues.
- The current joint project between ARMA and SAA on Conversion and Migration Criteria for Records Keeping Systems.

## Legislation

Discussion Leader: Cal Lee

Participants: Christopher Frey, Geof Huth, Paul Lasewicz, Cal Lee, Mike Miller, Cheryl Stadel-Bevans

Discussion focused primarily on intellectual property concerns, specifically those related to the anti-circumvention provisions of the Digital Millennium Copyright Act. The group identified some specific issues related to file formats, such as PDF, which are openly documented by still owned by specific vendors. Cal Lee volunteered to promote further discussion of these issues through online forums and to possibly initiate the drafting of a white paper.

# Membership Needs and Information Sharing

Discussion Leaders: Nancy Deromedi, Rosemary Pleva Flynn, and David Read

Participants: Phil Bantin, Richard Boyden, Mark Conrad, Jean Deken, Nancy Deromedi, Rosemary Flynn, Howard Lowell, David Read, Jill Tatem

The discussion focused on three main topics: a membership survey, dissemination of electronic records information, and the content to be shared.

- Nancy Deromedi and David Read presented to the group a survey they created. The group decided to review and possibly revise the survey in order to then distribute it through several electronic mailing lists.
- Regarding information dissemination, the group discussed the recently created Yahoo! Groups mailing list, the need for contributions to the ERS newsletter, and possible revisions to the ERS Website.
- The group identified a variety of different types of information resources that the ERS could provide, deciding that work group members should take responsibility for resources in specific areas.

## 2. Response to NARA Advance Notice of Proposed Rulemaking

On October 19, on behalf of SAA Council, Peter Hirtle asked that the ERS, in cooperation with the Government Records Section, take the lead on the drafting of a response to an Advance Notice of Proposed Rulemaking from the National Archives and Records Administration. The ANPRM involves a petition from Public Citizen regarding changes to current regulations on the management and disposition of electronic records. The ERS and GRS submitted a joint draft response to Council on December 1. Council responded very favorably to the draft, though they provided some suggestions for changes. The document is currently undergoing revision, with plans to have a completed version to NARA by January 8.

## 3. Session Endorsements

The ERS endorsed all six of the session proposals we received for the SAA 2001 Annual Meeting. We endorsed seven of the nine proposals we received for the SAA 2000 Annual Meeting.

## 4. Budgetary Requirements

The Electronic Records Section will continue to produce and distribute our newsletter this year. We do not foresee this exceeding the three mailings to our membership that is already included as a line item in the SAA annual budget for all sections.

## 5. Current ERS Leadership

Chair, Cal Lee (University of Michigan)

Vice-Chair/Chair-Elect, Geof Huth (New York State Archives)

Newsletter Editor, Jennifer Jacobs (University of California, Irvine)

Webmaster, Harold E. Thiele (Simmons College)

SAA Council Liaison, Thomas Battle (Howard University)

Steering Committee

- Philip C. Bantin (Indiana University)
- Jean Marie Deken (Stanford Linear Accelerator Center)
- Nancy M. Deromedi (University of Michigan)
- Steve Hussman (Arizona State University)
- Joe Laframboise (Kansas State Historical Society)
- Cheryl L. Stadel-Bevans (National Archives and Records Administration)

Respectfully Submitted,

Cal Lee

Chair, Electronic Records Section

December 11, 2001

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