

b. Election of Officers

Vice-Chair/Chair-Elect (a five-year term) – Introduction of candidates:
Suzanna “Suzie” Long

Steering Committee (a three-year term) – Introduction of candidates:
Richard Marciano
Rebecca Schulte

c. Keynote Address

Dr. Reagan Moore of the San Diego Supercomputer Center gave a presentation entitled “Building Preservation Environments Using Data Grid Technologies.” Dr. Moore is Director of Data Knowledge Systems at the San Diego Supercomputer Center (SDSC). He coordinates research efforts in development of data grids, digital libraries, and persistent archives. Moore is the principal investigator for the development of the Storage Resource Broker data grid technology, which is used to support international shared collections. Collaborations using the technology include the NARA research prototype persistent archive, the NHPRC Persistent Archive Testbed, the NSF National Science Digital Library persistent archive, and the California Digital Library - Digital Preservation Repository. Data grids using the technology include the BaBar high energy physics data grid, the Australian Partnership for Advanced Computing, the UK e-Science Data Grid, and the WorldWide Universities Network. Moore has been at SDSC since its inception, initially being responsible for operating system development. He has a PhD in plasma physics from the University of California, San Diego (1978) and a BSc in physics from the California Institute of Technology (1967). <http://www.archivists.org/saagroups/ers/2006Moore.ppt>

d. Brief Presentation

Mike Smorul from the University of Maryland Institute for Advanced Computer Studies (UMIACS) a brief presentation on the Producer-Archive Workflow Network (PAWN). PAWN is a prototype application for moving electronic records from the records creator’s desktop to an archival repository. Smorul is Project Manager for the ADAPT (A Digital Approach to Preservation Technology) project at UMIACS. Current projects include PAWN, the Transcontinental Persistent Archives Prototype (TPAP) with NARA, SDSC, and the University of Maryland, and building a testbed for evaluating storage area network technology with NASA. <http://www.archivists.org/saagroups/ers/2006PAWN.ppt>

e. Announcement of Election Results

Ballots were tallied during the two formal presentations. After thanking all of the candidates for standing for election, Mark Conrad announced the results. We would like to congratulate Suzie Long, who won the election for Vice-Chair/Chair-Elect, and Richard Marciano, who won the election for Steering Committee.

f. Close

Mark Conrad expressed his appreciation to all of the members of the Steering Committee for their hard work on behalf of the Electronic Records Section during the past year. The meeting ended with Conrad introducing the incoming Chair, Arian Ravanbakhsh.

Government Records Section

Officers:

Chair:

Geoffrey A. Huth (2004-2006), Director, Government Records Services
New York State Archives

Vice-Chair/Chair-Elect
Barbara Rust (2005-2007)
Archivist
National Archives—SW Region

Steering Committee Members:
Lucy G. Barber (2004-2006), NARA
Susan Cummings (2004-2006), NARA
Jan Hart, CA (2005-2007)
Amelia Winstead (2005-2007)

Others:
Newsletter Editor: Paul R. Bergeron
Web Liaison: Wayne Everard

Report from Annual Meeting:

Number of attendees: Approximately 70.

Election results: Prior to the meeting, Geof Huth appointed Lucy Barber as Vice-Chair/Chair-Elect to fill in for Barbara Rust, who had resigned from that position. Sharmila Bhatia was elected to a two-year term as a federal representative. Kelly Eubank was elected to a two-year term as a state representative. Mark Myers was elected to a one-year term as a state representative (filling out the term of a steering committee member who has resigned). John Slate was elected as the local government representative, and he agreed to serve as vice-chair/chair-elect for the coming year.

Summary of Meeting Activities: See attached minutes.

Completed projects/activities:

This year, the steering committee spent much time reviewing and improving the section's bylaws, which were inflexible in certain ways, did not conform to some current practices, and which did not provide answers on what to do in cases of resignations of steering committee members or tie votes in elections. The committee suggested the following bylaws revisions to members, allowing for absentee voting for members who could not attend the annual meeting:

- Clarified the chair's responsibility and term
- Formalized the existing process for choosing the chair
- Clarified the makeup of the steering committee and the procedures to follow in the case of changes to the makeup over the course of the year
- Inserted procedures for finalizing a vote in the event of a tie vote
- Revised the deadline for absentee ballots
- Removed unnecessary language from the bylaws

The members passed the bylaws at the annual meeting. (A copy of the current bylaws is attached.)

An interesting problem this year was the need to replace two members of the steering committee during the course of their terms. In the absence of clear direction from the bylaws, the steering committee had to use its best judgment in these cases. The revision of the bylaws clarified this process for future steering committees.

Ongoing Projects/Activities:

Paul Bergeron has continued as the newsletter editor, producing three large issues in the course of this year. He has announced plans to step down from this position in 2007.

Wayne Everard of the New Orleans Public Library accepted the role of the section's web liaison only days before Hurricane Katrina devastated New Orleans in August of 2006. However, he kept to his commitment to be the web liaison and has maintained the website perfectly up to date. Although Wayne retired from his job during his term, he has maintained his membership in SAA and continues to serve the section as web liaison.

Geof Huth transferred electronically the use copies of the records of his tenure as chair to Lucy Barber. This allowed Lucy the ability to use previous documents as templates for documents produced in her term. It also allows the section the opportunity to transfer its records to the SAA archives more quickly. Geof Huth plans to transfer the records of the section to the archives before the 2007 annual meeting.

Diversity initiatives: The Government Records Section continues to maintain diversity in its steering committee, in terms of geographical spread, level of government represented, and gender.

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

Society of American Archivists Government Records Section Annual Meeting Minutes, Washington, DC, 4 August 2006, 10 am – 12 noon

Welcome: Geof Huth, chair of the Government Records Section, opened the meeting, welcomed attendees, and noted that this year the section would include a large number of small sessions within its meeting, instead of one or two longer sessions. Geof also introduced the steering committee in attendance, explained that two steering committee members had resigned during their terms, and noted that he had appointed Lucy Barber to the position of vice-chair (and chair-elect) to fill one of those openings.

Election of Steering Committee for Next Year: The first order of business was a discussion of the election of members to the steering committee. Candidates who were in attendance introduced themselves. Biographies of all candidates were available for members in the last issue of the section newsletter, copies of which were available for members.

Review of and Voting on Bylaws Revisions: Geof introduced and explained the revisions to the bylaws for the members present at the meeting:

- Clarified the chair's responsibility and term
- Formalized the existing process for choosing the chair
- Clarified the makeup of the steering committee and the procedures to follow in the case of changes to the makeup over the course of the year
- Inserted procedures for finalizing a vote in the event of a tie vote
- Revised the deadline for absentee ballots
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CoSA's "Closest to Home" Project: Bruce Dearstyne, now an independent consultant and formerly a professor at College Park, gave a brief presentation about the Council of State Archivists' new "Closest to Home" project. The focus of the project is on improving the management of archives in local governments across the country. The project has hired consultants that will look at four specific areas: sustainable funding for local government archives, raising awareness and strengthening advocacy, training in managing local government archival records, and the impact of new technologies. He invited the audience to attend the CoSA

incubator session later in the conference and to follow the results of the project on CoSA's website.

CoSA's Emergency Preparedness Initiative: Maria Holden, of the New York State Archives, made a presentation about CoSA's Emergency Preparedness Initiative. She opened by noting that what archivists have learned from the response to Hurricane Katrina (and, to a lesser extent, to the widespread flooding in New York State in June) is that we are not prepared for large-scale disasters. The CoSA project is designed to help states know how to respond and what their roles are in a response.

Maria reviewed some of the problems already discovered via this project: Communication is a problem. Relationships are lacking, particularly between archivists and state and federal emergency management units. People need more education to know how to respond to a records disaster.

The project has assessed the disaster situation and completed benchmarks, and now all state archives have disaster plans in place. Later this year, CoSA will analyze the assessment document and develop a nationwide status report that will be delivered to the President. The project personnel have also developed a little "PREP-ed" kit, which is a small Tyvek envelope and a compact tabular form that people can fill in and carry around—so that they always have the most important response information at hand, no matter where they are. The team is also developing a toolkit of best practices.

NHPRC's New Initiatives: Lucy Barber introduced two new NHPRC initiatives to the audience: the Archives Leadership Institute, which will be an NHPRC-funded training institute for existing and rising leaders, and a new digitizing grants program. She asked the audience to consider applying to be the institution to host this institute.

NARA's Strategic Plan

Howard Lowell reported that NARA's strategic plan is currently out for comment, and he handed out a one-page document on this plan. He invited the audience to review the plan and relate the plan to how they work in their archives, because this plan makes connections between different levels of government archives. The plan includes six broad goals, including one that discusses the concept of NARA as an "archives without walls."

State Government Responses to Local Government Disasters: Ann Marie Przybyla, of the New York State Archives, introduced her talk as "Random Observations on the State of Disaster Management in New York State." She described the New York State Archives' program of services for disaster management (which includes training, publications, grants, and onsite response), and she explained that the Archives has had difficulty convincing people of the value of good disaster planning. She began a discussion with the audience on how to convince people to plan for disasters. Some ideas included the following:

- Awarding points on archives grants to applicants who had disaster plans
- Emphasizing the cost savings of good disaster planning
- Including disaster management training in any standard records management training
- Targeting information technology professionals
- Developing disaster management advocates
- Making it as easy as possible for people to do

Howard Lowell suggested that people emulate the New Jersey model, where the Division of Archives and Records Management brought together records officers, emergency management personnel, information technology staff, and central office staff (from the same organizations) to discuss and plan for disaster management. New Jersey also discovered that people don't learn

well from models that include all the details; they will learn if they must work to fill out their own disaster plans.

NARA's Electronic Records Management Guidance: Arian Ravanbakhsh reported on some NARA guidance products that will be out near the end of the federal fiscal year. These included guidance on managing web records (including wikis and blogs). Arian also discussed the growing importance of instant messaging (IM'ing) as a source of records. He reported that the new generation of workers regards email as a symbol of authority but IMs as a symbol of freedom. This has led to the switch of much communication over to IM. In fact, much of Operation Iraqi Freedom was fought with support from IM communications. Arian also noted that interest in wikis has come significantly from intelligence agencies that often use wikis in their work. He ended with the point that archivists must become comfortable with these new technologies.

Election and Bylaws Revision Results: The last business of the meeting was the announcement of the results of the voting that took place at the beginning of the meeting. The revisions to the bylaws passed unanimously. Sharmila Bhatia was elected the new federal representative. Kelly Eubank was elected as a state representative to a two-year term, and Mark Myers was elected as a state representative to a one-year term (filling out the term of a steering committee member who resigned), and John Slate was elected as the local government representative. During discussions after the balloting and outside the meeting, John Slate agreed to be the vice-chair/chair-elect for the coming year.

Adjournment: After all business was concluded, Geof Huth adjourned the meeting, but not quite before Nancy Melley rushed the podium to present him with gifts memorializing his love of dance.

Society of American Archivists Government Records Section

Mission & Bylaws

(as amended August 2006)

The membership of the Government Records Section is made up of individual Society of American Archivists (SAA) members who are concerned with the administration, organization, and care of the records of government.

I. Membership

Membership in the Government Records Section of the Society of American Archivists is open to any member of SAA who has an interest in government records issues.

II. Officers

The officers of the Government Records Section shall be the chair, vice chair, and newsletter editor. Only members of SAA and the Government Records Section may serve as officers of the Section. A new vice chair shall be elected at each annual meeting of the Section and shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. If for any reason the vice chair is unable to succeed to the office of chair, a new chair shall be elected following the same procedures as for election of the vice chair. The newsletter editor shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. Both a chair and a vice chair shall be elected in the first election following the approval of these bylaws. The chair shall preside at all meetings of the Section and the Steering Committee; represent the Section in its relations with SAA in general and with the Council and other groups within SAA; serve on SAA committees, tasks forces, etc. as an ex-officio member when required or appoint a representative to do so; appoint Section committees as needed; and submit an annual report of Section activities to the SAA executive office. The vice chair shall serve as acting chair in the absence of the chair. The newsletter editor is responsible for issuing three newsletters annually to the Section membership.

III. Steering Committee

The Steering Committee shall consist of the officers and four members. The members shall serve two-year terms, two members being elected at each annual meeting with additional members elected if for any reason unexpired terms need to be filled. The profile of the Steering Committee shall consist of two representatives of local government, two representatives of state government and two representatives of federal government. The Steering Committee shall serve in an advisory capacity to the chair and its members may be assigned specific responsibilities by the chair. The Steering Committee shall plan each annual meeting of the Section.

IV. Election of Officers and Steering Committee

There shall be a Nominating and Elections committee consisting of the immediate past chair of the Section (serving as chair of the Committee) and the three Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting.

The Committee shall solicit from the Section members the names of volunteers or persons recommended for the positions to be filled in the next election. All persons whose names are submitted to the Committee or proposed by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section. The Committee shall be responsible for ensuring that there is at least one nominee for the position of vice chair and that the number of nominees for membership on the Steering Committee is not less than the number of positions-to-be-filled. The Nominating and Elections Committee shall announce the nominees to the membership of the Section in the last newsletter issued before the Annual Meeting. No additional nominations shall be proposed or accepted thereafter. If, however, the Committee did not recommend a nominee for a position-to-be-filled, nominations for that position-to-be-filled may be made from the floor at the Meeting.

Any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot from the chair of the Nominating and Elections Committee; such ballots must be received by the chair of the Committee at least five days prior to the Annual Meeting. Voting at the Annual Meeting shall be by secret ballot if there are more nominees than can be elected; only members of the Section may vote. The Nominating and Elections Committee shall be responsible for tabulating and announcing the results of the election. A simple majority of the votes cast shall be required for election to vice chair. Members of the Section may vote for as many nominees for member of the Steering Committee as there are positions to be filled and the nominees receiving the highest number of votes shall be elected. Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

V. Meetings

The Government Records Section shall meet once a year at the annual SAA meeting at the time and place scheduled by the SAA program committee and executive office. Additional meetings of the entire membership of the Steering Committee may be scheduled by the chair if needed to carry out the business of the Section.

VI. Amendments

Any member of the Government Records Section may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the chair. The chair shall distribute proposed amendments to the membership through the last Section newsletter prior to the Annual Meeting and voting on the proposed amendments shall be by secret ballot at the Annual Meeting. A two-thirds majority of votes cast shall be required to amend these bylaws. Any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot from the chair, such ballots must be returned to the chair prior to the Annual Meeting.

VII. Enactment

These bylaws shall be distributed to the membership of the section with a mail ballot for their approval or rejection. They shall become effective immediately if approved by a majority of the votes cast by the deadline set for the return of the ballots.