

## Records Management Roundtable Governance

### Annual Report

December 15, 2005

#### *Name of Section/Roundtable:*

Records Management Roundtable

#### *Officers:*

Margaret Merrick, Chair (Presbyterian Church U.S.A.)

Chad Owen, Vice Chair (University of Louisville)

Elizabeth Fairfax ex-officio (Island Power Company)

#### *Steering Committee:*

Edward L. Galvin, Website Coordinator (Syracuse University)

Russell Loiselle (NARA)

Sonia Black (University of the West Indies, Mona Campus)

Sharon Alexander-Gooding (University of the West Indies, Cave Hill Campus)

Number of attendees: August 7, 2004 - 28

Number of Attendees: August 18, 2005 - 26

#### **2005 Meeting Information:**

*The RMRT did not elect new officers or new members to the Steering Committee this year. The program for 2005 involved a powerpoint presentation on the implementation in Jamaica of the ISO 15489 standard for recordkeeping. Next year we plan a more informal program in order to include the roundtable members in a discussion of mutual interests as well as to work on topics for possible session proposals for 2007. Mark Duffy and I had an informal discussion on this subject and other ways to increase participation in the roundtable.*

#### **Diversity Initiatives:**

*Marnie Atkins from the SAA Diversity Committee made a report to the Roundtable during the meeting. This stimulated a number of comments on the desirability of a more diverse profession.*

#### **Completed Projects/Activities:**

*This year in response to the request by SAA Council for feedback of the Consultant report on the archival profession, the RMRT submitted a 500-word essay impact of information technology on the profession. Several roundtable members offered suggestions and I put them together for the submission. The report was forwarded to Richard Pearce-Moses.*

*Sarah Polirer and I made several drafts on core archival collecting for a possible brochure that would be issued under the SAA/ARMA Joint Committee. We submitted our ideas to the Steering Committee for review and at last contact, it appears that the mission of the brochure will undergo some changes.*

*In keeping with the format of the joint SAA/CoSA/NAGARA meeting for 2006, the Roundtable was not asked to endorse session proposals.*

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

*As the liaison to the SAA/ARMA Joint Committee, I participated in a conference call on November 15, 2005.*

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

*The Roundtable does not officially have new projects at this time. One of my major initiatives in 2006 is to increase the awareness of the RMRT as well as attendance at the meeting. Mark Duffy provided me with several good ideas on this subject. During the Roundtable meeting, several people were interested in becoming more active and I am following up with them. The 2006 Roundtable meeting will elect several new members to the Steering Committee and the intent is to plug the interested persons into the Steering Committee.*

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

*I found the Leadership Orientation for Section, Roundtable, and Committee officers at the annual meeting to be extremely helpful for understanding my duties as a Chair. The discussions and the information proved very useful as I conducted the meeting later that week, especially with providing clear information to the Roundtable on the issues of session proposals and the request for feedback on information technology.*

*Submitted by,*

*Margaret Merrick, Chair*

*Records Management Roundtable*