

- Election results: Mark Myers was elected vice-chair/chair-elect and Daniel Noonan was elected to the Steering Committee. Elliot Wilczek and Past Chair Rosemary Pleva Flynn rotated off of the Steering Committee.
- Speaker: Dr. Peter Bajcsy, Research Scientist, Image Spatial Data Analysis Group, National Center for Supercomputing Applications, University of Illinois at Urbana-Champaign. Dr. Bajcsy discussed the power of archival simulation frameworks for understanding challenges in preserving and reconstructing electronic records derived from computer-assisted decision processes.

**Completed Activities:** The ERS Steering Committee forwarded endorsements of two session proposals to the program committee for SAA2007. Both of the sessions were selected for the Chicago program. They were:

#206 Desperately Seeking Solutions –  
 Mark Conrad, Chair, National Archives and Records Administration  
 Mark Myers, Kentucky Department for Libraries and Archives  
 Marcia Frank Peri, University of Maryland, Baltimore County  
 Lisl Zach, Louisiana State University

#505 Ensuring Authentic Electronic Records: “Essential Characteristics and Archival and Archival Preservation”

Adam Jansen, Chair, Washington State Archives  
 David Miller, National Archives and Records Administration  
 Manfred Thaller, University of Cologne (PLANETS Project)  
 Rick Rogers, Fenestra Technologies Corporation

ERS has also submitted endorsements of two session proposals to the San Francisco 2008 Program Committee.

**Ongoing Projects:** During the past year, the ERS section revamped the section newsletter and published one edition, posted at: <http://www.archivists.org/saagroups/ers/ersnews2007june.pdf> Rosemary Pleva Flynn was appointed communications editor to keep the newsletter alive.

**New Projects:** Following up on the concerns expressed at the annual meeting, SAA President Mark Greene invited ERS participation on the Technology Best Practices Task Force. Rob Spindler and Mark Conrad will represent the ERS on the Task Force.

**Questions/Concerns for SAA Council Consideration:** ERS members remain concerned about the transparency of SAA Council’s work in establishing Task Forces and other projects, especially those that seem to be natural fits for the ERS membership in terms of both technical expertise and interests. We are pleased with President Greene’s invitation to participate in the work of the Technology Best Practices Task Force and look forward to other opportunities where ERS members can bring their expertise to assist Council in its endeavors.

*Submitted by Arian D. Ravanbakhsh, ERS Steering Committee and Immediate Past Chair*

## **Government Records Section (Liaison: Felker / Ambacher)**

### **Officers/Leaders:**

Chair: Lucy Barber (2006-2007), Dir. for Technology Initiatives, NHPRC -- NARA  
 Vice-Chair/Chair-Elect: John Slate, CA, City Archivist, Dallas Municipal Archives, City of Dallas

*Steering Committee:*

Sharmila Bhatia (2006-2008), NARA-Washington, DC

Kelly Eubank (2006-2008), Electronic Records Archivist, North Carolina State Archives

Mark Myers (2006-2007), Archivist, Kentucky Department of Libraries and Archives

*Others:*

Former Chair: Geof Huth, Government Records, New York State Archives

Newsletter Editor: Paul R. Bergeron, City Clerk, Nashua, New Hampshire

Web Liaison: Wayne Everard, retired from New Orleans City Archives

Louisiana Division, New Orleans Public Library

**Report from Annual Meeting:**

- Number of attendees: Approximately 70.
- Election results: Bill Carpenter, NARA, was elected to a two-year term as a federal representative. Jennie Childs, Cook County Archives (Illinois) was elected to a two-year term as a local representative. Scott Sackett, Washington State Archives, was elected to a two-year term as a state representative. Kelly Eubank agreed to serve another year (2008-2009) as Vice-Chair.
- Summary of meeting activities:
  - Aimee Felker announced the end of her service as Council Liaison and introduced Bruce Ambacher.
  - Mark Myers announced that he was serving as program committee member for the next SAA Annual Meeting and encouraged the submission of proposals.
  - Amanda Carvell, the new archivist for the City of San Antonio, presented about the opportunities and pleasures of developing a city archives. She described her outreach activities to encourage inventories, the process of developing policies, and her plans for processing. Her presentation inspired questions and advice about developing new programs.
  - Mark Myers presented on behalf of Kelly Eubank from North Carolina about the Email Preservation Initiative in which Kentucky, Pennsylvania, and North Carolina are taking part. He explained the technical structure of the tool and some of the different email structures in which it might be used. He explained that they were sharing experiences with the Rockefeller Archives and the Smithsonian Institutions's Collaborative Electronic Records Project. The audience asked questions about appraisal of email, preservation of attachments, and other details about the institutional challenges.
  - Unfortunately, Jim Hastings, Director for Access Programs, at NARA was unable to present about digitizing projects because of an emergency. The other two presentations and the election had filled the time.
  - Outgoing chair, Lucy Barber, thanked outgoing newsletter editor Paul Bergeron with some small fasteners as gifts that represented the way in which his work for the section helped hold all of us together.

**Completed Projects/Activities:**

- The Committee's main action this year was preparing for the annual meeting, searching for a replacement for Paul Bergeron as newsletter editor, and recruiting nominees for the Section. We were pleased that Patrick Murphy of Massachusetts Department of Water has volunteered to take on the newsletter. We were also thankful to our unsuccessful candidates for section leadership: Mary Rephlo of NARA and Mark Myers of Kentucky for their willingness to serve the section. It is a sign of the continued vitality of the section that we had competitive elections for two of the three slots.
- Geof Huth transferred to SAA archives at Wayne State the inactive records of the Section.

### **Ongoing Projects/Activities:**

- Lucy Barber transferred electronically the use copies of the records of her tenure as chair to John Slate.
- Our election this year resulted in confusion about the terms of our bylaws in terms of the selection of the Vice-Chair. The bylaws currently state: “The Steering Committee shall choose the vice chair from among the Steering Committee members in office after the annual elections. The vice chair shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year.” Some felt that this meant that only people with two years remaining in their terms could serve as vice-chair. Others felt that anyone who was still in office after the elections could serve, even if that meant they were serving longer than their original term. The steering committee went with the later interpretation in selecting Kelly Eubank. However, the Steering Committee will work to develop language to solve this confusion before the next 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.

*Submitted by Lucy Barber, Past Chair*

### **SAA 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.