

- The editorial committee is chaired by Margaret Nichols, Head of the Special Materials Unit of Cornell University Library; other members are: Kate Moriarty, Rare Book Catalog Librarian, Saint Louis University; Jennifer K. Nelson, Reference Librarian, The Robbins Collection, UC Berkeley School of Law; Elizabeth O'Keefe, Director of Collection Information Systems, The Morgan Library; Heather Wolfe, Curator of Manuscripts, Folger Shakespeare Library; and myself, Diane Ducharme, Archivist, Beinecke Rare Book and Manuscript Library, Yale University, and SAA Liaison. Also, Bill Landis is ex-officio. He is head of Arrangement, Description, & Metadata Coordinator, Manuscripts and Archives, Sterling Memorial Library, Yale University
- We would also like to acknowledge the contributions of Alison Bridger, Senior Manuscript Cataloger at the Folger Shakespeare Library, to the work of the committee.
- The DCRM-MSS editorial committee had its first working meeting at ALA Annual on July 1, 2008, and has begun working with draft text of Areas 0 and 1. The committee hopes to meet for a three-day working session in the early fall and again at the ALA Midwinter Meeting in January 2009. The draft text, which is wiki-based, will be available for viewing and comment in the course of its development.
- Karen Smith-Yoshimura: OCLC/Research Libraries Group
- Susan Westberg: OCLC
- Gerald Stone: Canadian Committee on Archival Description
- Kathy Wisser: EAC Working Group
- Jacquelyn Ferry: 2009 Program Committee
- Chris Prom: Archon
 - Version 2.0 was released Winter 2008. This was a major rewrite which included security improvements as well as multilingual support for the staff interface.
 - Version 2.1 was released in April 2008, with updates including an accession manager, improved usability to the finding aid search, and efficiencies in data handling.
 - Version 2.2 of Archon was released August 2008, and includes improvements to the digital library (thumbnails), as well as XHTML and web accessibility compliance.
 - Next steps:
 - Developing user community/support services
 - Audio Visual Self Assessment Tool.
 - Redesigned and improved admin interface.
 - Waiting word on several short term funding sources
 - Developing business plan and assessing feasibility.
- Sibyl Roud: Archivists Toolkit:
 - In 2007-08 we started offering classes integrating DACS with the AT. Currently there are upcoming classes in Lexington, NY and New York, NY.
 - Recipient of SAA's 2008 C.F.W. Coker award.
 - Development of an Archivists' Toolkit Roundtable in progress. Please contact Brad Westbrook or Genie Guerard.
 - Are planning for a release in the fall which will include:
 - Customizable rapid data entry screen
 - Improved export/import of EAD
 - Improved rearrangement (drag and drop) tool
 - Improved searching
 - Support for multiple users of resource record
 - Support of Java 1.6
 - Additionally planning a release in Summer, 2009 which will include:
 - Revised digital object, name, and subject modules
 - New modules for appraisal/assessment, rights management, and work orders.

- Kris Kiesling: EAD Working Group and MARBI
4. Mark Matienzo called for new business. No new business.
 5. DS meeting program: Gerald Stone, Library and Archives Canada: "Are Standards Necessary?" Q and A session followed.
 6. Meeting adjourned. There were a total of 72 attendees.

Respectfully submitted by Mark A. Matienzo, immediate past chair.

Electronic Records Section (Liaison: Ambacher)

I. ERS Leaders

2008-2009

Chair (2008-2009)

[Mark J. Myers](#)

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Vice-Chair/Chair Elect (2008-2009)

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Steering Committee/ Past Chair (2006-2009)

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Steering Committee / Past Chair

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Web Liaison (since 2002)

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SAA Council Liaison

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(through 2010)

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II. Report from Annual Meeting: August 2008, San Francisco, California

Old Business: Election Results – Long announced the results of the on-line election for Vice Chair/Chair elect and Steering Committee. Long commented on the use/success of the on-line voting process set up by SAA.

Vice chair/Chair elect was Erin O’Meara
Steering Committee was Michael Forstrom

New Business: Council Announcements – Bruce Ambacher

- Electronic balloting
- New investment committee formed by council
- Funding of 2 minority scholarships
- Government Affairs working group being formed
- New taskforces being considered by SAA president Mark Greene to develop core values for the profession and to look at issues surrounding cultural property.
- Education committee discussing a new accreditation initiative.
- RFP for a new Content Management System for the SAA website.

Program: The featured program was an overview of the current NDIIPP projects being sponsored by the Library of Congress. Topics covered include:

Bill LeFurgy of LC, overview of the NDIIPP program

Steve Morris, Head of Digital Library Initiatives at North Carolina State University Libraries, spoke about the GeoMAPP project. This project looks at the transfer and preservation of geospatial data involving the state archives and GIS units of Utah, North Carolina, and Kentucky.

Justin Jaffe with the Washington State Archives discussed the Multi-State Preservation Consortium made up of the Washington State Archives and Alaska State Archives, California State Library, Colorado State Library, Idaho State Archives, Commission for Idaho Libraries, Indiana State Archives, Louisiana State Archives, Montana State Archives, Oregon State Archives, Oregon State Library, Washington State Library. By implementing a cost-effective interstate technological archiving system, the project plans to demonstrate a scalable approach to preserving and making available at-risk digital government information.

Richard Pearce-Moses of the Arizona State Archives talked about the Persistent Digital Archives and Library System (PeDALS) Project. The lead partner is Arizona State Library, Archives, and Public Records along with additional partners: Florida State Archives, New York State Archives, Wisconsin Historical Society. This project seeks to establish a low-cost, highly automated information network that reaches across multiple states. Results will include techniques for taking in large quantities of state data as well as developing a strong data-management infrastructure.

Robert Horton of the Minnesota Historical Society talked about Preservation of State Government Digital Information Project. The partners of this project are the Minnesota Historical Society, California Digital Library, National Conference of State Legislatures, Illinois State Library, Kansas State Historical Society, Mississippi Department of Archives and History, Tennessee State Libraries and Archives, Vermont State Archives. The project is working with legislatures in several states to explore enhanced access to legislative digital records. Horton described the project by showing how he would speak to legislative leaders both to introduce the project and gain support and cooperation.

More information about the NDIPP projects can be found at the NDIIPP website:
<http://www.digitalpreservation.gov/>

III. Ongoing Projects: Following up on the concerns expressed at the 2007 annual meeting, SAA President Mark Greene invited ERS participation on the Technology Best Practices Task Force. Rob Spindler and Mark Conrad represented the ERS on the Task Force.

ERS endorsed two sessions for the 2009 Annual Meeting.

IV. Completed Projects: Suzanna Long, ERS Chair 2008, completed service on the Records Retention Working Group. ERS had several representative sessions at the 2008 Annual Meeting

V. Questions/Concerns for Council Attention: [None submitted.]

Submitted by Suzanna Long, ERS Steering Committee and Immediate Past Chair

Government Records Section (Liaison: Ambacher)

Officers:

John H. Slate, CA, Chair
Kelly Eubank, Steering Committee Member (Chair-elect)
William Carpenter, Steering Committee Member
Jeanie Child, Steering Committee Member
Sharmila Bhatia, Steering Committee Member
Scott Sackett, Steering Committee Member
Lucy Barber (Past Chair), Nominating Committee Chair
Patrick Kelley, Newsletter Editor

Report from Annual Meeting:

- Number of attendees: 82
- Election results: Eleanor Kidd, Steering Committee & Vice Chair/Chair-Elect; David Miller, Steering Committee Member
- Summary of meeting activities:

Meeting called to order approximately 9:04 am, 8/29/2008.

After Welcome and Introductions by John H. Slate and SAA Council Liaison announcements from Bruce Ambacher, there were reports from allied organizations, including David Carmichael, Council of State Archivists [COSA]; Jelain Chubb, National Association of Government Archives and Records Administrators [NAGARA]; and Lucy Barber, National Historical Publications and Records Commission.

Elections for 2008-2009 term ensued and Eleanor Kidd was elected to Steering Committee & by plurality of votes became Vice Chair/Chair-Elect; David Miller was elected Steering Committee Member.

Bylaws amendments (see below) were voted upon by the membership concerning election procedure. Amendments passed unanimously. The chair thanked Steering Committee Member Sharmila Bhatia for her work in reviewing the bylaws and recommendations.

Following a call for announcements from the membership, Bill Carpenter, NARA, gave a report on declassification issues at the National Archives.

The program speaker was Sarah Demb, MLIS Hub Records Management Advisor, Information Resources Section, Museum of London, who presented "The Secret Museum: Records as Public Resource." Ms. Demb's talk concerned the role of archivists in providing access to government-supported museum archives in response to open records policies in the United Kingdom. Commentary and comparison with US policies was provided by Courtney C. Yevich, Assistant Fine Arts Librarian and Archivist, Virginia Museum of Fine Arts.

After dialogue and comments, meeting adjourned at 10:30 am.

Bylaws amendments:

II. Officers

b. Vice Chair: ~~The Steering Committee shall choose the vice chair from among the Steering Committee members in office after the annual elections.~~

III. Steering Committee

The Steering Committee shall consist of the officers and four at-large members. **Only members of SAA and the Government Records Section may serve as at-large members of the Steering Committee.**

IV. Election of Officers and Steering Committee

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 seven 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. In the event of a tie, the Nominating and Elections committee shall do an immediate recount. If that recount verifies the tie, the election will be decided by the flip of a coin, with one of the candidates choosing heads or tails. **The candidate receiving the highest number of votes in the election shall be the vice chair. In the event that the candidate declines to serve as vice chair, the steering committee will choose a vice chair from among the elected candidates.** Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

Completed Projects/Activities: Speaker/Program for 2008 meeting; updates from allied organizations; 2 newsletter issues.

Ongoing Projects/Activities: Cooperate with COSA on COSA initiatives.

New Projects/Activities: Program for 2009 under development.

Diversity initiatives: Continue to invite members from other organizations (like NAGARA).

Questions/Concerns for Council Attention: None.

Respectfully submitted by John Slate, immediate past chair.

Manuscript Repositories Section (Liaison: Williams / Hyry)

Officers:

Mat Darby, Chair
Sammie Morris, Vice-Chair/Chair Elect/Newsletter Editor
Karen Spicher, Past Chair
Catherine Stollar Peters, Web Liaison

Steering Committee:

Rebecca Bizonet, 2007-2009
Barbara DeWolfe, 2008-2010
L. Rebecca Johnson Melvin, 2008-2010
Helice Koffler, 2007-2009
Elizabeth Russey, 2008-2010
Katharine Salzmann, 2007-2009

Report from Annual Meeting:

- Number of attendees: Approximately 150 people attended the Section meeting in San Francisco, 2008 August 29.
- Election results: Sammie Morris was elected Vice Chair/Chair Elect. Barbara DeWolfe, L. Rebecca Johnson Melvin, and Elizabeth Russey were elected to the steering committee.
- Summary of meeting activities: (see minutes below)

**Manuscript Repositories Section Meeting Minutes
Hilton San Francisco
Friday, August 29, 2008
9:00 a.m. -11:00 a.m.**