

**ANNUAL REPORT
SOCIETY OF AMERICAN ARCHIVISTS
RECORDS MANAGEMENT ROUNDTABLE**

Date: 21 September 2007

Name of Section/Roundtable: Records Management Roundtable (RMRT)

Officers:

2006-2007 Steering Committee

Margaret Merrick – Presbyterian Church (USA) – chair
Russell D. James – vice-chair, newsletter editor
Edward Galvin – webmaster, listserv coordinator
Sharon Alexander-Gooding
Matthew Eidson
Bradley Wiles

2007-2008 Steering Committee

Russell D. James – chair
Alison Stankrauff – vice-chair
Margaret Merrick – immediate past chair
Ed Galvin, CA – ex-officio
Elizabeth Fairfax, CA
Elaine Stuart, CA
Jackie Esposito, CA
Debra Kimok – newsletter editor
Greg Johnson – listserv liaison
Jennifer Young – website liaison
Matthew Eidson, CA
Bradley Wiles

Report from annual meeting:

- Number of attendees: 30
- Election results:

Chair – Russell D. James

Vice-chair – Alison Stankrauff

Steering Committee:

Greg Johnson

Jennifer Young

Debra Kimok

Bradley Wiles

Jennifer Young

Elaine Stuart

Jackie Esposito

Matthew Eidson

Elizabeth Fairfax

Ex-officio – Edward Galvin

Margaret Merrick

Summary of meeting activities: (or attach minutes or newsletter accounts)

Agenda

I. Open (6pm)

II. Welcome from the chair

- A. Introduction of steering committee.
- B. Introduction of outgoing and incoming SAA council liaison.
- C. Distribution of roundtable membership roll sheet.

III. Reports

- A. Distribution of 2006 roundtable report to SAA
- B. Chair report
 1. SAA leadership meeting.
 2. ARMA/SAA joint committee – the joint committee has been dissolved, as its function has been completed. But further efforts at collaboration will continue.
- C. Vice chair and newsletter editor report (letter from Russell James)
- D. Webmaster report (Ed Galvin)

IV. Elections

A. Steering committee

1. Debra Kimok
2. Brad Johnson
3. Bradley Wiles
4. Matthew Eidson
5. Lorraine Stuart
6. Jennifer Young
7. Elizabeth Fairfax
8. Jackie Esposito
9. Alison Stankrauff
10. Greg Johnson

B. Vice-chair

1. Candidates – Alison Stankrauff

C. Announcement of appointment of Edward Galvin as ex-officio member of the steering committee and executive committee.

1. Executive committee consists of chair, vice-chair, past chair, ex-officio members.

D. Announcement of appointment of Jennifer Young as web liaison and Debra Kimok as newsletter editor.

1. Website will now be on SAA server.

E. Bruce Ambacher, new SAA Council liaison to roundtable, spoke about his role as liaison.

F. Amy Felker of the 2008 program committee, gave a presentation and update.

V. Unfinished business (none)

VI. New Business

A. Functions thesaurus project working group

1. We need volunteers for this group to create a functions thesaurus.
2. See handout.

VII. Roundtable Presentation

1. Jackie Esposito of Penn State University on “Challenges and Advantage of a Function-based Classification System for Records Management.”

VIII. Adjourn (8pm)

Completed projects/activities

None

Ongoing projects/activities

None

New projects/activities

Functions Thesaurus Working Group

CHARGE TO WORKING GROUP

The Functions Thesaurus Working Group of the Society of American Archivists Records Management Roundtable will develop a working thesaurus of terminology related to the functions and activities of corporate bodies creating records management and archival material, including; academic, business, religious, and government institutions and make the thesaurus available to archivists and records managers to assist in the classification and description processes for records. The terms in the thesaurus will be able to be utilized to fill the appropriate function requirements in MARC21 657 fields and XML elements in Encoded Archival Description (EAD), Encoded Archival Context (EAC), and Encoded Archival Guide (EAG).

PURPOSE/JUSTIFICATION FOR THESAURUS CREATION

Increasingly, the roles of records manager and archivist are coming together to better the records environment in institutions across the board, from religious archives to university special collections departments to corporate archives/records centers. More and more of the literature is letting us know that the best archives program is one that is "created" at the point of creation of a record. ISO-15489 calls for an increased awareness between records managers and archivists of the similarities of their roles and the importance of having a smooth transition from the semi-active records storage a records manager undertakes to the inactive storage an archivist undertakes. Given that, the functions a records manager assigns to a record series either at its creation (especially with electronic records) or at its arrival in the records center will greatly impact the functions assigned to the series as it is transferred to an archives, thus necessitating the goal of our working group to prepare this smooth transition by giving the records manager the tools to help the archivist. A good records management series database and retention schedule that includes the functions of the record creator will easily transfer into a MARC21 657 field OPAC entry in a library catalog and a well-formed and valid XML element in EAD, EAC, and EAG. As a records management roundtable in an organization of archivists, we need to promote the working relationships between records managers and archivists and thus any project we undertake needs to keep in mind that shared role and provide for this smooth transition from records center to archives whenever possible.

Diversity initiatives

None

Questions/concerns for Council attention

None