

SAA Records Management Roundtable

Date: 2009 Annual Report

Name of Roundtable: Records Management Roundtable

Officers and Steering Committee:

- Chair - Russell D. James, CA 2008-2009
- Vice chair - Debra Kimok, University of Plattsburgh 2008-2009
- Michael Courtney, Archdiocese of New Orleans 2008-2009
- Brad Houston, University of Wisconsin-Milwaukee 2008-2009
- Alison Stankrauff, Indiana University – South Bend 2008-2009
- Holly Geist, CA, Denver Water 2008-2009
- Farris Wehbah, History Associates 2008-2009
- Jennifer Young, Salt River Pima-Maricopa Indian Community 2008-2009
- Greg Johnson 2008-2009
- Michael Courtney – Archdiocese of Chicago 2008-2009
- Kathryn Scanlan (student) – University of Wisconsin-Madison 2008-2009
- Laura Edgar – University of Notre Dame 2008-2009
- James Cassedy – NARA 2008-2009
- Elizabeth Fairfax, CA – Island County (Washington) 2008
- Emily Dominick, CA – Sisters of Providence 2008
- Melissa Gottwald – Embry-Riddle Aeronautical University 2008

Report from annual meeting:

Number of attendees: #46

Steering committee election results:

- Chair – Michael Courtney – Archdiocese of Chicago 2009-2010
- Vice-chair – Brad Houston – University of Wisconsin-Milwaukee 2009-2010
- Debra Kimok – University of Plattsburgh 2009-2010
- Kathryn Scanlan – University of Notre Dame 2009-2010
- Lorrette Weldon 2009-2010
- Laura Uglean Jackson – University of Wyoming 2009-2010
- Katherine Goodwin 2009-2010
- Tonia Sutherland – Bucknell University 2009-2010

Summary of meeting activities:

Business meeting highlighting projects of the last year, recognition of student members attending annual meeting, update by Council liaison Bruce Ambacher, short presentation by Mahnaz Ghaznavi on NHPRC activities, and presentation by Richard Marcus titled “Splashing in Big Buckets” about NARA’s internal records management practices. Ben Primer spoke about the 2010 program. Unofficial get together with ARMA Austin was held that evening at a local eatery, also for celebration of Ed Galvin’s being chosen an SAA Distinguished Fellow..

SAA Records Management Roundtable

Completed projects/activities:

“Records Management for Archivists” – this workshop, created by the education committee of Russell James, Debra Kimok, and Alison Stankrauff, was accepted by the SAA Education Committee for placement on the continuing education calendar. It was offered by Michael Miller, PhD, CA, CRM, as a pre-conference workshop at the SAA Annual Meeting in Austin (attendance=) and will be offered again in November 2009 at Princeton University.

Green Archives Book – an idea of vice-chair Debra Kimok, Terry Baxter will be editing a book on Green Archives for SAA. Kimok and others worked with Baxter to get the proposal through the SAA Publications Board. Baxter and two authors from the book presented a session on Green Archives at the Annual Meeting

RMRT Membership Survey – the steering committee created and offered a survey of the RMRT membership in November 2008. Over twenty percent of the members responded. Results were compiled. Each substantive question was given to a standing committee or working group and these groups created action plans which the steering committee began implementing. New chair Michael Courtney has committed the 2009-2010 steering committee to continue implementing the action plans.

RMRT Website – the website committee consisting of Michael Courtney, Debra Kimok, Russell James, Larissa Woo, and Lorette Weldon (webmaster) put together a new website that is colorful and that hopefully will be able to have resources for the membership. The website went live in July 2009.

AMRT/RMRT Working Group on Diversity in Archives and Records Management - the diversity working group conducted a survey of the SAA members with follow-up to respondents and created a PDF booklet for helping archivists and records managers deal with co-workers and patrons/researchers who have physical disabilities. Four of the working group members used the materials they gathered to present a session at the 2009 Annual Meeting.

Records Compliance Working Group – following its charge from past president Mark Greene, this group contacted the remainder of the former chairs of SAA sections and roundtables (some were contacted last year) and located records of more of them that were transferred to the SAA Archives at the University of Wisconsin-Milwaukee. The group also created a form that will teach section and roundtable leaders about what to do with their records. The form will be available in the SAA leader manual each year. Records of five sections and eleven roundtables were gathered, including complete records of two sections and six roundtables.

SAA Records Management Roundtable

CA/CRM recruitment – this committee, consisting of Debra Kimok, Kathryn Scanlan, and Laura Edgar contacted all members of SAA who held both CA and CRM certification who were not members of the RMRT and asked them to join the RMRT. Twenty-eight of the persons contacted joined the RMRT.

Resume Builders Committee – six volunteer experienced archivists and records managers were asked in pairs to review and critique the resumes of eleven graduating students. All eleven students reported positive benefits from this project and all six volunteer resume readers reported a positive experience.

SAA Distinguished Fellow – a committee consisting of Fynette Eaton, CA, FSAA, Emily Dominick, CA, and Nancy Deromidi, gathered required forms and information and submitted on behalf of the RMRT, an application for Edward Galvin, CA, founding chair of the RMRT, to be selected as an SAA Distinguished Fellow. Galvin was selected.

SAA Annual Meeting Session Endorsements – the steering committee endorsed two sessions and recommended four others to the Program Committee for presentation at the SAA Annual Meeting in Austin. Four of the six were accepted for presentation.

Ongoing projects/activities:

Functions Thesaurus Working Group – this group is in its second year of creating a functions thesaurus and are making progress. They should be finished by the end of the year.

RMRT Travel Award Committee – after the SAA Council approved the creation of a travel award to be funded by sales of RMRT merchandise, this committee began deliberations and will continue to work on procedures and policies and the actual implementation of the merchandise sales.

RMRT Mentoring Project – working in conjunction with the SAA Membership Committee's mentoring program, the RMRT coordinator, Kathryn Scanlan, matched eleven pairs of practicing records managers (mentors) with student records managers (mentees). The program will continue into its second year.

The Records Manager newsletter – editor Debra Kimok put out three excellent newsletter issues. Plans are to produce three issues next year.

Resume Guide Committee – this committee, consisting of Glen Cook (chair), Nancy Freeman, and Larissa Woo created a guide to writing resumes by records managers, which was put into PDF format and placed on the RMRT website along with examples of good and bad resumes.