

2010-2011 Officers

Heather Dean, Chair

Phoebe Evans Letocha, Vice-Chair/Chair Elect

Linda Long, Immediate Past Chair

Laurel Bowen, Steering Committee Member

Meredith Lowe, Steering Committee Member

Anne Ostendarp, Steering Committee Member

Brittany Bennett Parris, Web Liaison

Dennis Meissner, Council Liaison

I. 2011 Annual Meeting

- **Number of attendees:** 25. The roundtable had a lower number of attendees than in previous years, despite the meeting agenda having been publicized through the roundtable's regular communication channels (website, email, and conference program). Ideas about how to better publicize future meetings are welcome. The change of the roundtable's traditional meeting time may have also affected membership attendance.
- **Election Results:** The roundtable elected two new members: Elena Danielson, who will serve as Vice-Chair/Chair Elect, and Amy Fitch, who will serve as a member of the Steering Committee. The roundtable would like to thank Meredith Lowe and Linda Long for their service. Linda Long will continue to work with the roundtable in her capacity as liaison with the Standards Committee.
- **Summary of Meeting Activities:** Detailed minutes from the 2011 meeting can be found in the Appendix. The roundtable would like to highlight this year's program on privacy and confidentiality in the context of human rights. The program included the following three speakers:
 - Trudy Huskamp Peterson, "The Access Initiative"
 - David Wallace, "'Burdened with the Truth': Leaking and the Unbalancing of Ritualized Access"
 - Bruce Montgomery, "The Imperative of Balancing Access and Confidentiality in Administering Human Rights Archives"

These talks provided the roundtable with an opportunity to discuss important current issues, namely the ICA's "Principles of Access to Archives," the leaking of confidential records, and human rights archives. The program also provided a forum in which to address topics that would have come up too late to have been included in the formal conference program as well as a venue in which to introduce works in progress and to solicit feedback from roundtable members.

II. Advocacy and Public Awareness

Completed Projects:

- **Health Insurance Portability and Accountability Act (HIPAA):** Phoebe Evans-Letocha drafted comments on proposed changes to the Health Insurance Portability and Accountability Act (HIPAA) on behalf of SAA.
- **Networking and Information Technology Research and Development (NITRD) Program:** The roundtable submitted comments on NITRD to SAA Council.
- **SAA 2011:** Tim Pyatt developed a successful session, “Skeletons in the Closet: Addressing Privacy and Confidentiality Issues for Born-Digital Materials,” on behalf of the roundtable.
- **Choose Privacy Week:** Through the roundtable’s efforts, and with the permission of Council, SAA is now an ally of the American Library Association’s “Choose Privacy Week” initiative. As part of this project the roundtable developed a short video suggesting approaches to protecting one’s privacy in the online world. The video, which was loaded on Vimeo (<http://vimeo.com/30595392>), is available through the roundtable’s homepage and will be added to ALA’s “Choose Privacy Week” video gallery.

Ongoing Projects:

- **Privacy and Confidentiality Handbook:** Linda Long has continued to spearhead work on a proposed Privacy and Confidentiality Handbook. The Handbook is meant to be a guide for archivists on best practices for privacy and confidentiality issues. Linda has developed an outline and solicited feedback from roundtable members. She has also consulted with Peter Wosh regarding e-publishing of the handbook.
- **Privacy and Confidentiality Bibliography:** A bibliography of writings on privacy and confidentiality issues is accessible as a wiki at <http://privacybiblio.pbworks.com/w/page/18593383/FrontPage?pwd=97xhqmUkcp>. Roundtable member Ginny L. Kilander and members of the steering committee have continued to update the bibliography.

III. Diversity

The roundtable continues to work on developing a more diverse leadership team. Heather Dean will spearhead this initiative during the 2012 election process.

IV. Technology

The roundtable has engaged in SAA’s overall technology initiatives, including migration of roundtables’ websites to Drupal and implementing online elections. Linda Long successfully conducted the roundtable’s first online elections this year. The roundtable has also sought to take advantage of Web 2.0 technologies by making its bibliography available as a wiki and launching a video on Vimeo.

Questions/Concerns for Council Attention: None at this time.

Respectfully submitted,
 Heather Dean, Chair, 2010-2011
 December 1, 2011

Appendix: Privacy and Confidentiality Roundtable Meeting Minutes, SAA 2011

**Privacy and Confidentiality Roundtable Meeting Notes
SAA Annual Meeting 2011, Chicago, IL
Wednesday, August 24, 2011
5:15-7:15pm**

1. The SAA Council liaison, Dennis Meissner, updated the P&C Roundtable about Council's activities:
 - Council approved the creation of a two-year, nine-member task force regarding issues surrounding the SAA Annual Meetings. The task force will evaluate four areas: the SAA meeting model; meeting content; social responsibility issues; and the feasibility of an extended social media/web meeting components
 - Council created a permanent working group dedicated to updating and maintaining the Glossary of Archival and Records Terminology. This working group will possibly be part of the Standards Committee.
 - Council is considering a request for SAA to become part of the Intellectual Property Working Group (IPWG), as an authority on copyright issues.
 - Council endorsed the new OCLC standards publication.
 - Council has created two new awards:
 - § Diversity Award
 - § Emerging Leaders Award
 - Dennis reminded the P&C Roundtable that roundtables are not eligible for audio/visual funding from SAA for their meetings. However, roundtables may choose to make a case for A/V funding for the 2012 annual meeting before April 1, 2012.

2. Linda Long updated the roundtable on the Privacy and Confidentiality Handbook and other online P&C projects:
 - The Handbook is intended to be an online and easily updated resource/glossary/legal reference. Contact Linda with any ideas about the project.
 - If the ethics tool online project gets off the ground, perhaps the Roundtable can help contribute to the privacy and confidentiality sections.

- § Privacy and Confidentiality Roundtable could perhaps partner with the Native American Archives Roundtable to discuss the Native American Protocols within this tool.
3. Heather Dean discussed the Choose Privacy Week project, a project that ALA initiated.
- We currently have a video, which will be submitted to Council for approval in September.
 - Please contact Heather with ideas for future projects.
4. Phoebe Evans Letocha updated the Roundtable on HIPPA rule changes and other health-record-related privacy and confidentiality news, as well as FERPA:
- The main change suggested by archivists is that health information (including psychiatric records) becomes available 50 years after the individual's date of death.
 - § SAA has endorsed this modification.
 - § Another change was debated within SAA: A privacy sunset date based on the record creation date, ranging from 75-125 years. A 125 year privacy sunset date was endorsed.
 - § One other proposed change is to allow access to medical records to a wider group of relatives.
 - Health and Human Services has not yet finalized the new HIPPA regulations. They hope to have them completed by December 31, 2011.
 - A new report from the Presidential Committee on Bioethics and Human Subject Research came out in late August, 2011 (after the time of this roundtable meeting).
 - SAA is currently requesting more explicit clarification on FERPA regulations.
5. Tamaro Taylor: SAA Annual Meeting 2012, "Beyond Borders" theme
- Session & pre-conference workshop proposals are due Oct. 3.
 - Section/Roundtable endorsement of sessions is due October 17.
 - § Privacy & Confidentiality RT can endorse up to two session proposals.

- § One proposal idea: a Wikileaks session
 - Student proposals are due later than October (date unknown).
6. Roundtable meeting program: Privacy in the context of human rights
- Trudy Huskamp-Peterson
 - § Seeks comments on ICA's Committee on Best Practices and Standards Working Group on Access, in their work *Principles of Access to Archives*. (Points 4 and 6 have particular relevancy to privacy and confidentiality.) Comments are being accepted through January, 2012.
 - § Handout: Draft of International Council on Archives' *Principles of Access to Archives*
 - David Wallace: Discussion of Wikileaks
 - Bruce Montgomery: Discussion of University of CO-Boulder's Human Rights Initiative

Minutes submitted by Meredith Lowe, September 21, 2011.