



## Documenting and Remembering the September 11<sup>th</sup> Terrorist Attack

In the wake of this terrible tragedy, the question it seems is not *IF* this day will be documented remembered and memorialized, but how. As survivors, family members, businesses and institutions all struggle to move on and rise to the new challenges we face, archival repositories and cultural institutions are trying to build a framework that can record these events and their aftermath. In each press release and news account of mounting efforts at preservation, organizers stress their hope that the work can be done in a sensitive and appropriate way.

Here are summaries of some of the efforts underway, including those supported by SAA and ARMA, with links to websites:

**NY SHRAB.** From early on the NY State Historical Records Advisory Board has attempted to gather and share information on colleagues and affected repositories in downtown Manhattan and maintains a website (<http://www.nyshrab.org>) where people can get contact information for emergency assistance, aid money, and volunteer efforts. This site also describes the coalition that is attempting to document the

tragedy. Among participating institutions are: the New York State Archives, the National Archives-Northeast Region, the Archivists Roundtable of Metropolitan New York, Columbia University, New York University, the New-York Historical Society, the New York City Department of Records and Information Services, and the New York State Historical Records Advisory Board.

<http://www.911History.net> is sponsored by the Museum of the City of New York and the Smithsonian Institution and serves as a resource for archives, museums, historians, and collecting institutions preserving and interpreting the physical evidence of the September 11<sup>th</sup> attacks on the Pentagon and the World Trade Center. The site reports that: On October 4, 2001, over 80 history professionals representing more than 30 institutions gathered in New York City to discuss "The Role of the History Museum in a Time of Crisis." All participants recognized the importance of preserving the materials that document the events and effects of September 11, but also acknowledged the challenge and enormity of the task.

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Madeleine Tolmach, Speaker at the Annual SAA Records Management Roundtable ,  
Washington, D.C. September 1, 2001 [see article pg. 8]

## Minutes from the SAA/ARMA Joint Committee Meeting, Kansas City, MO, April 2001

Attendees: Randy Jones, Bryan Corbett, Ed Rider, Gillian Hill, Virginia Krumholz, Anna Truman, Lianne Cantelmi, Lee Stout

### 1. Opening Remarks

Next meetings are scheduled for SAA - August 29 @ 2PM and ARMA October 1 @ 2PM.

### 2. Committee Membership

Current membership and tenure was discussed. Terms are 3 years.

Appointees Source Term Ends

-Randy Jones SAA 11/03 (Holding 2 positions - Past Roundtable chair and replaced Jim Tammaro)

-Richard Cox SAA 11/01

-Ed Rider SAA 11/02

- Gillian Hill ARMA 11/03
- Virginia Krumholz ARMA 11/03
- Bryan Corbett ARMA 11/02
- Anna Truman ARMA 11/01 (replaced David Gracy)

SAA needs to arrange replacements for Richard Cox and appoint another replacement for Jim Tammaro.

Gillian Hill will take over chair from Randy Jones after the ARMA meeting.

Action: Susan Fox needs to work with Steve Hensen on an appointment.

3. Conference Proposals - SAA and ARMA Joint Program - Web Management - Nancy Kunde, Jack Treanor, and Randy Jones

The problem in the past has been that we can't get grassroots feedback from both the ARMA ISG and the SAA Roundtable on session proposals because SAA program deadlines are before the ARMA ISG

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meeting. What has been done is the SAA program committee waived the submission deadline to allow the formulation of ideas at both meetings and we have formulated several program submissions to be selected from. This seems to work fine for now, but the process needs more work.

Virginia Krumholz suggested building up a Bank of Ideas and Randy Jones suggested that the call for ideas should go out now on the listserv and networked amongst colleagues ASAP.

Action: Randy Jones needs to follow-up with program chairs and broadcast message on listservs.

#### 4. Videoconferencing

Ed Rider has suggested that we could teleconference or videoconference our conference meetings for those who can't make both or either. We should also look into net conferencing.

Action: Ed Rider will look into phones and rooms for next conferences.

#### 5. Joint Conferences

It was suggested ARMA and SAA look into a joint exhibits, workshops, socials and some sessions (particularly a plenary session) available to both conferences. Should ACA be extended a more formal invitation to attend ARMA International Conf. in Montreal. Bryan Corbett talked about joint conferences between CLA, CRM, and ACA. Ed Rider suggested sharing conference proceedings and advertising on website that proceedings and session tapes are for sale. Anna Truman suggested jointly announcing each other's conference on respective websites. Randy Jones suggested that joint conference registration be offered at reduced fees.

Action: Susan Fox and Lianne Cantelmi need to get with Debbie and Mike about including above suggestions in discussions and report back at SAA meeting.

#### 6. Status of Conversion and Migration Criteria in Record Keeping Systems and GRIP

Conversion/Migration - PINS (Project Initiation Notification System) form was submitted to ANSI. Kermitt Nicks and Ray Haag were selected to serve

as co-task force leaders. Nancy Kunde distributed an outline and other pertinent information to the task force and work has begun. The projected completion date is 12/2002.

GRIP - located on the ARMA web site at <http://www.arma.org/membership/isd/GRIP/index.cfm>. It currently features retention resource information from the Consumer Services Sector, Federal Government, Petroleum Industry and Product and Technical Services Sector ISGs.

#### 7. Joint Archivist/Records Manager Master's Degree

Virginia Krumholz proposes that a new curriculum out of a School of Management be created for Records Managers and Archivists. She believes this is necessary after she did a small survey of 30 archivists and records managers about what they thought was deficient with the profession.

Summary of some of the problems:

- Current Education lacking in content and prestige source.
- Information management has more credibility.
- Library schools do not teach enough management and technology skills.
- Library and Information Science School curriculum treat Archives as a minor collections portion of overall library work. This destroys both context and continuity. Archives are not a library function.
- Archives are closely allied to Records Management. Information capture (a primary duty of archivists) is almost impossible without Records Management work. They must be educated in a synergistic curriculum. Bryan Corbett suggested that we hold a symposium at both conferences to open the discussion on this issue. Not a question of equals but a group leading another group

Action: Virginia Krumholz was encouraged to continue her efforts in the exploration of a joint Archives/Records Management Master's Degree through a school of management. Virginia Krumholz should also explore possibility of making this a jointly sponsored session.

#### 8. ARMA ISG Archives Meeting Update

Gillian Hill discussed the mid year conference held in Atlanta. While there are 250+ members of the ISG

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conference, attendance for the Archives ISG was sparse. There was discussion about the relationship between the Archives ISG, the Records Management Roundtable, and the Joint Committee. There was also discussion about common issues in other ISG's and roundtables where joint presentations may be possible. Committee members were also made aware of the GRIST newsletter and its purpose.

Action: None

### 9. RMAA/SAA Statement of Joint Purpose and Cooperation

This was a working effort to revise the Australia statement to suit SAA and ARMA needs.

Statement of Joint Purpose and Cooperation-The Board of Directors of the Association of Records Managers and Administrators (ARMA) and the Council of the Society of American Archivists (SAA) hereby acknowledge the commonality of purpose between our two organizations. This commonality of purpose reflects the fact that our two organizations are recognized as the highest professional bodies in the records community in America. As such, we commit our organizations to maximizing cooperation, communication and collaboration on issues of joint concern. In making this commitment we recognize that there is a greater likelihood of success in tackling such issues if we pool our energies and resources and share our ideas.

Specifically, in the near future we commit ourselves to cooperation and collaboration in the following areas:

Explore options for reciprocal membership fee discounts and encouraging dual memberships.

Maximize reciprocal arrangements for annual conferences, including:

- reciprocal members' rate reductions in registration fees,
- reciprocal provision of trade exhibit booths and brochure mailouts,
- free registration for the Presidents of the respective organizations,
- free advertising of conferences in our respective publications.

Maximize cooperation in political lobbying and public policy issues, especially in relation to the issuing of joint statements and media releases.

Continue and wherever possible increase cooperation in the area of standards development and promulgation;

Encourage information sharing and communication and collaboration between counterpart officers on our respective committees of national governance for the developing more effective synergy on common issues;

Maximize cooperation in the area of continuing professional development including investigating the possibility holding joint symposiums and establishing a joint task force on professional education;

Encourage departments of both associations to increase the number of joint workshops and seminars, with the fees for such joint events being set at levels that would be accommodating to the members of both organizations;

Develop a joint campaign aimed at promoting the benefits and importance of recordkeeping, both short and long term, targeting such enterprises as corporate America, higher education, nonprofit and government organizations in North America: Notes: Get public relations committees involved.

Commit to working together to forge strategic alliances with other associations on a national and international level that have an interest in records, information management and documentary heritage matters;

Commit to publicizing reports about activities of our respective organizations in the publications of the other organization.

Commit to conducting a formal review of progress on this Statement annually by the Joint Committee.

Action: Questions need to be looked into and this Statement needs to also be presented to both governing boards ASAP for approval and action by staffs and committees.



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### FEMA: National Task Force on Emergency Response

<http://www.heritagepreservation.org/PROGRAMS/taskfer.htm> on the web is a six-year old effort to better protect cultural resources in the event of disasters. Two representatives from SAA attended the meeting called the week after September 11<sup>th</sup>. ARMA has also offered support to this task force in addition to posting free disaster recovery information and links on its website for anyone whose records were lost, damaged, or in danger following the attacks.

### September 11 Archive.Org

<http://september11.archive.org> is a collaboration between the Library of Congress, the Internet Archive, and WebArchivist.org to index

websites related to the attacks including news sites and personal accounts.

**SAA's Archival Outlook** November/December 2001 Issue includes additional information and accounts from New York City archivists including SAARMRT's own Sarah Polirer.

The sites above provide information what is happening and how you can aid ongoing efforts in the archives and records community. For information on other ways to help please see the Federal Trade Commission Guide to Giving Wisely here:

<http://www.ftc.gov/bcp/online/pubs/alerts/victimalrt.htm> which includes a link to <http://www.libertyunites.org> where you will find lists of charities in New York, Washington, and Pennsylvania.



## <http://arma.org/Bookstore/> SAA/ARMA Joint Committee Meeting, ARMA Conference, Montreal, Quebec, October 1, 2001

Attendees: Randy Jones, SAA; Gillian Hill, ARMA; Bryan Corbett, ARMA; Virginia Krumholz, ARMA; Lianne Cantelmi, ARMA staff representative.

1. Virginia updated the committee on her work regarding a Masters Degree in Archives and Records Management through a School of Management. A statement on this had been read at a recent meeting of the ACA. She offered as an example of how much a credible qualification is needed that institutions such as the Holden Arboretum, an organization with considerable financial assets, is contemplating hiring a part-time or volunteer person to do archivists' work.

Action: Virginia will continue to promote the necessity for a new direction in archival education at the master's level through a School of Management.

2. The Spring Meeting of the Joint Committee was tentatively suggested for Saturday, April 27th in Chicago.

Action: Randy will settle the date. Gillian will coordinate with Susan Fox regarding local arrangements.

3. 2002 (and later) Conference Proposals were discussed.

Virginia suggested writing up a proposal on archival work in other countries. Lianne suggested a session on congressional records management for government record keeping. She has a contact at the University of Delaware she will approach. Bryan mentioned a colleague's work on the development of archives and records management education in colleges and

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universities in Canada. He thought that a comparative study could be done between the USA and Canada. Gillian suggested the name of one of her colleagues, Bessie Karras, of Wright State University in Ohio, to do the US side. Randy mentioned a suggestion from Ed Rider to have the presidents elect of ARMA (Paul Singleton) and SAA (Peter Hirtle) to talk at each other's conferences on the benefits and services of their own organizations.

Action: Randy offered to stay with working with the proposals for the next thirty days. SAA has held off on their deadline for proposals until after this ARMA conference.

4. Contiguous Conferences were discussed.

Lianne said that she had spoken to Diane Carlisle of ARMA about this. Dianne had said that we should come up with a proposal and present it to them. Randy said that he thought that SAA Council and the ARMA Board had already agreed to the idea in principle. Work now needs to be done on feasibility and costs. The ARMA conference usually meets from a Sunday through Wednesday. The SAA conference meets from Thursday until Saturday. We need to know, for example, if we would be able to get special discounts from hotels if we can book a block of rooms for eight continuous days.

Action: Virginia will give Randy counts on SAA attendance numbers for the last five years. Lianne will give Randy lists of the hotels so he can contact them. Bryan offered to write a proposal on a concurrent conference. Gillian will contact the Australian organizations--RMAA and ASA--for details of their joint meeting and fee structure. She will also ask that Steve Henson, current SAA President, and Terry Coan, current ARMA President will keep the idea on the agendas of their respective organization's meetings.

5. The wording of the Statement of Joint Purpose has been agreed.

Action: Gillian will contact Susan Fox to ask that this will be on the agenda at the next SAA Council meeting in January, 2002. She will also ask Lianne to ensure that it will be on the agenda of the next ARMA Board meeting in April, 2002.



## **Records Management Round Table Annual Summary for year 2000-2001**

The Records Management Round Table met on Saturday September 1, 2001 from 8:00-9:30 am. The steering committee was introduced, last year's activities were presented, the SAA/ARMA Joint-Committee presented an update, and a program on promoting Archives and Records Management Programs was given.

The steering committee is comprised of the following individuals:

### **Chair:**

Sarah A. Polirer  
Archivist  
NYS - Unified Court System  
Office of Court Administration  
Division of Court Operations  
Office of Records Management  
25 Beaver Street, Room 883  
New York, NY 10004  
212 428 2881  
fax: 212 428 2880  
[spolirer@courts.state.ny.us](mailto:spolirer@courts.state.ny.us)

### **Vice Chair:**

Elizabeth Fairfax  
Island County Records and Information Services  
Program  
P.O. Box 5000  
Coupeville, WA 98239  
360-240-5569  
e-mail: [ASEFairfax@co.island.wa.us](mailto:ASEFairfax@co.island.wa.us)

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*From Previous Page*

**Membership:**

Stacy Gould

Swem Library

College of William and Mary

P.O. Box 8794

Williamsburg, VA 23187-8794

757-221-3094

e-mail: [sbgoul@wm.edu](mailto:sbgoul@wm.edu)

**GRIST Newsletter Co-Editors:**

Geoffrey Reynolds

Joint Archives of Holland

Hope College

P.O. Box 9000

Holland, MI 49422-9000

e-mail: [reynoldsg@hope.edu](mailto:reynoldsg@hope.edu)

Tom Heard, CA

AIG Archives-Executive Records

American International Group, Inc.

Suite 4301

70 Pine Street

New York, NY 10270

Phone: 212-770-7258

Fax: 212-770-8060

e-mail: [Thomas.Heard@AIG.com](mailto:Thomas.Heard@AIG.com)

**Listserv Coordinator and Web Master:**

Ed Galvin, CA

611 Bird Library

Syracuse University

Syracuse, NY 13244-2010

315-443-9760

e-mail: [elgalvin@syr.edu](mailto:elgalvin@syr.edu)



<http://www.archivists.org/employment/index.html>

Activities for 2000-2001 included the maintenance of the SAA/ARMA listserv and web site by Ed Galvin at Syracuse University. The listserv currently has 284 members.

GRIST, the Joint SAA/ARMA newsletter was published twice: February and August. The listserv and newsletter are used to inform and exchange information between SAA and ARMA members on joint Records Management and Archives issues.

## Records Management

### Roundtable Listserv

This listserv is open to all those who have responsibility for or just an interest in both records management and archives. It is to be used solely for information, comments or questions regarding the SAA Records Management Roundtable and its companion groups, the ARMA Archives ISG and the SAA/ARMA Joint Committee. It is not designed to replace or augment the Records Management listserv.

The listserv is managed by Edward L. Galvin at Syracuse University.

To subscribe send the following message to: [listserv@listserv.syr.edu](mailto:listserv@listserv.syr.edu)

SUB SAARMRT Your First Name Your Last Name  
(insert your own first and last name)

## **SAA Records Management Roundtable Program on Promoting Archives and Records Management Programs**

The 2001 program presentation was on promoting Archives and Records Management Programs.

Peter Kurilecz, CRM, CA of the Woodside Summit Group Inc, a records and information management consulting company, presented and discussed effective records management promotion strategies. Madeleine Tolmach, of The History Associates and the Montgomery County (MD) Archives discussed her current promotional project. The session had 24 attendees.

There was one session brought to the Round Table for endorsement for the 2002 Annual Meeting. The proposed session discusses the nature and management of court records during their life-cycle. It will benefit both archivists and records managers to understand this often over looked topic.

For 2001-2002 season, the Records Management Round Table will continue to maintain its WEB site and list serve, GRIST Newsletter, plan a presentation for the 2002 Annual Meeting in Birmingham, AL and work closely with the SAA/ARMA Joint Committee.

Peter Kurilecz,  
CRM, CA , and  
Madeleine  
Tolmach, Speakers  
at the Annual SAA  
Records  
Management  
Roundtable ,  
Washington, D.C.  
September 1, 2001  
[see additional  
photo pg. 2]





## How to Reach Us

### **Steering Committee of the SAA Records Management Roundtable:**

#### **Chair**

Sarah A. Polirer  
New York State Unified Court System  
Office of Court Administration  
25 Beaver Street, Room 883  
New York, NY 10014  
212 428 2881  
e-mail: [spolirer@courts.state.ny.us](mailto:spolirer@courts.state.ny.us)

#### **Vice Chair**

Elizabeth Fairfax

Island County Records and Information Services  
Program P.O. Box 5000 Coupeville, WA 98239  
360-240-5569  
e-mail: [ASEFairfax@co.island.wa.us](mailto:ASEFairfax@co.island.wa.us)

#### **Membership**

Stacy Gould  
Swem Library  
College of William and Mary  
P.O. Box 8794  
Williamsburg, VA 23187-8794  
757-221-3094  
e-mail: [sbgoul@wm.edu](mailto:sbgoul@wm.edu)

#### **ARMA Archives ISG Committee:**

Jeff Carter, Leader

Records Management Officer  
U.S. Holocaust Memorial Museum  
100 Raoul Wallenberg Pl., SW  
Washington, DC 20024  
(202) 314-0339  
Fax (202) 488-2690  
e-mail: jcarter@ushmm.org

### **GRIST Newsletter Co-Editors:**

Geoffrey Reynolds  
Joint Archives of Holland  
Hope College  
P.O. Box 9000  
Holland, MI 49422-9000  
e-mail: reynoldsg@hope.edu

Tom Heard, CA  
AIG Archives-Executive Records  
American International Group, Inc.  
Suite 4301  
70 Pine Street  
New York, NY 10270  
Phone: 212-770-7258

Fax: 212-770-8060  
e-mail: Thomas.Heard@AIG.com

### **Listserv Coordinator and Web**

#### **Master:**

Ed Galvin  
611 Bird Library  
Syracuse University  
Syracuse, NY 13244-2010  
315-443-9760  
e-mail: elgalvin@syr.edu

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ARMA Membership Information:

<http://www.arma.org/membership/membership.cfm>