

January RMRT Steering Committee  
January 29, 2016 at 2 pm Eastern  
To connect to the web conference: <https://www.connectmeeting.att.com>  
Meeting Number: 888-331-6674  
Code: 4809076

Just phone: 888-331-6674  
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**Attendees:** Beth Cron, Eira Tansey, Alex Toner, Hillary Gatlin, Courtney Bailey, Helen Smith, Nick Pavlik, Christie Peterson

**Agenda/Notes:**

1. Administrivia
  - a. Recap of Twitter chat. Link to Storify:  
<https://saarmrt.wordpress.com/2015/12/07/storify-of-joint-snap-and-rmrt/>
2. From Lorette about Newsletter: I will have the summary newsletter ready for the committee's review by Feb. 5. It will include Recap of Twitter chat.
3. Blog schedule -  
[https://docs.google.com/spreadsheets/d/1lcxQRGLRSjAlaKcBU6d\\_laSR9E2\\_-62ZkL0JiEMLjyQ/edit#gid=0](https://docs.google.com/spreadsheets/d/1lcxQRGLRSjAlaKcBU6d_laSR9E2_-62ZkL0JiEMLjyQ/edit#gid=0)
  - a. Review upcoming weeks
  - b. Send Christie any potential people to interview for the blog
    - i. Fred Grevin
    - ii. Chief Records Officer - once new person is on board
4. Status of existing projects - Subcommittee
  - a. Student Liaison/Outreach: Eira will provide an update.
    - i. Have heard from CSU-Sacramento and SJSU who are interested in having a joint meeting in which an in-person speaker would be livestreamed. In-person speaker is preferable, but if we can't find one I can do an online talk with the groups.
    - ii. Other groups I am in the process of contacting (slowly, don't want to get overwhelmed with trying to line up/keep track of speakers):  
<https://docs.google.com/spreadsheets/d/1DWTBf1eZqW3McBx2oqvX2-YdUe1IPBSv-4sG1T2mgUI/edit#gid=0>
  - b. [RM Bibliography](#) in Zotero. The Zotero Group is called SAARMRT password is Rmrt2016\$
    - i. Update on entering resources into Zotero ([spreadsheet with resources](#)).
    - ii. 23 categories now. Should we add new categories? Or change existing categories?
    - iii. Eira to help with Zotero and data cleanup. Courtney and Nick.
    - iv. Are there other SAA groups with Zotero accounts?
    - v. Criteria for removal:
      1. Not available
      2. Articles are indirectly related to RM

- vi. Individuals go through and add those they think are good. If questionable, highlight and we will revisit.
- c. Hangouts - Any ideas for sessions? We will probably get more interest if we had a topic rather than an open-ended discussion.
  - i. Beth will ask Brad to make the contacts. Ask if they would be willing to do a hangout in February or March.
  - ii. Eira - after a few appraisal posts. Then do a hangout with the appraisal RT.
  - iii. Look at [Google Doc](#) for people and topics to have a hangout prior to SAA 2016
    - 1. Alex, Hilary SAA Session proposal - June/July??
    - 2. Brad Houston, Geof Huth, Ann Marie Pryzbyla, submitted our "You may already be an RM" session
  - iv. Open Source Tools for RM - anyone using the tools? Beth will put out a call to the list.
  - v. NARA session on federal records laws - Here is what you need to know for archivists - with Issues and Advocacy RT
- d. Education
  - i. From Brad: I am going to re-start the conversations about the webinars sometime after SAA. I'm back at work so I should have a bit more time to give to this project.
  - ii. Brad to send a message to the RMRT membership soliciting desires for education and volunteers for new webinar content.
  - iii. [RMRT Liaisons for webinars](#) - Brad is doing RM for Archivists for SAA at end of September. After that, he will ask the liaisons if they are interested and start to put together content. The RMRT liaisons will make sure the project stays on track. They will report back on progress to the SC. Brad will share the folder with information on developing the last webinar. There are a couple of spots for RMRT members to be liaisons.
  - iv. Draft Proposal and Outline from October 2014 Webinar: [https://drive.google.com/drive/folders/0B\\_qFOSqN4RzLS1hlZUhmOFNOek0](https://drive.google.com/drive/folders/0B_qFOSqN4RzLS1hlZUhmOFNOek0) (more notes to be distributed once Brad talks to Farrell and sees if we can recover them)
    - 1. E-Records/ERMS implementation: Beth
    - 2. Records Management in College/University settings: Christie
    - 3. Legal and Compliance Issues in Records Management:
    - 4. RM Advocacy/Outreach:
- e. Other professional organizations Liaison - ARMA/AIIM/NAGARA
- f. New project brainstorm
  - i. Christie - Series of blog posts of interviews of records managers (like The Signal)
  - ii. Other SC members - think about possible projects