

Privacy and Confidentiality Roundtable meeting minutes

Friday, August 21, 2015

P&C Chair Amy Fitch called the meeting to order at 4:35 p.m. and welcomed the members who were in attendance (approximately 44).

- 1. Council update by Cheryl Stadel-Bevans (Incoming SAA Treasurer)**
 - A. Proposed change for affinity groups—open for comments until Sept 15
 - i. Distinction between sections and roundtables will go away
 - ii. All groups will need to keep membership level of 4% of SAA membership (~250 people per group)
 - iii. Purpose is to gain efficiency
 - iv. New: virtual groups
 - B. Proposal for dues increase 3% over 3 years
 - i. Allows SAA to keep stable income to act upon strategic priorities and initiatives
 - ii. Advocacy
 - iii. Membership database
 - iv. Financial database
 - v. Standards maintenance and up-keep
 - vi. New courses (specifically for arrangement and description certificate)
- 2. Ceremonial passing of the P&C Key and keyhole from outgoing Chair Amy Fitch to incoming Chair Valerie Gillispie**
- 3. Douglas Boyd of the Louie B. Nunn Center for Oral History at the University of Kentucky, "Holy \$h!t, I Can't Believe They Said That on Tape"**
 - A. Overview of Oral History Metadata Synchronizer (OHMS)
 - B. Personal data often disclosed (inadvertently) during the interview (e.g., name, address, employer, mother's maiden name)
 - C. Aggressive access/digitization requires aggressive policies for review of transcripts, indexing, and flagging content
 - i. But can't listen to every single thing
 - ii. Six questions about private and sensitive data—allows interviewer to reflect on the information the interviewee provided. "Informed accessioning: questions to ask after the interview"
 - a. Personal info
 - b. Confidential or sensitive info
 - c. Criminal allegations
 - d. Slander/libel
 - e. Trade secrets
 - f. Culturally insensitive language
 - iii. APEX committee to discuss takedown requests and review of sensitive content that has been flagged
 - D. Doug's own oral history: "eye opening" event (he restricted it)
 - E. Oral History in the Digital Age <http://ohda.matrix.msu.edu/>
 - F. Questions
 - i. Restrictions: Yes, time-based
 - ii. Scraping data/true deletion: Hard to do with Internet/Web, perhaps impossible
 - iii. Storage of restricted interviews: Non-networked, NDAs for student workers

- iv. Redaction: Yes, transparency with what has been redacted
 - v. What about when interviewee DOESN'T want sensitive content restricted? Use legal liability test/risk assessment for final decision criteria
4. **Discussion of SAA/CAPP Draft Issue Brief on Confidentiality of Private Information in Public Records** (led by CAPP member Jeremy Brett)
- A. Question about 72-year recommendation: Based on federal guidelines for Census records
 - B. Concerns about development and distribution of draft: Written by one person, not widely distributed
 - C. What about nongovernment, nonpublic records? This is specifically about public records. but discussion of other models/methods were considered
 - D. Next steps/timetable: Comments on this draft, no deadline, but ASAP. The RT Chair will establish a deadline for delivery of comments
 - E. Comment on tone: Concept of "archival judgment"; Push-back expressed on that— individual sensitivities should not be part of these decisions
 - F. Finding balance in the brief and create a policy that speaks to all of the different types of records, finds balance between privacy and access
 - G. Question about the Privacy Act and SAA's position on that

Following these lively discussions, Amy Fitch adjourned the meeting at 6:00 p.m.

Minutes submitted by Meg Tuomala, P&C Steering Committee member