

## Minutes--RAO Electronic Records Working Group Call, 12.2.14

Attending: Amy Schindler, Rachael Dreyer, Stacey Lavender, Greg Kocken, Alexis Adkins, Jarrett Drake

### I. Brief over-view of agenda for call

- what we've talked about and how to implement, progress reports, and a general discussion of what's working and what isn't, how to best work with such a large and disparate group

### II. Communications within subgroups

#### A. Is it working? How's it working? Feedback?

- Greg—Initial Research Group—active in the initial few months, has been using Google
  - Groups for major communications, reports, etc. For most of us, communicating via email for day to day, Zotero to manage and track citation. Problems: difficult to assess progress within individual subgroups
- Jarrett—Bib group—using Google Groups primarily, with individual messages to members on occasion.
  - Going forward, will break people down into smaller teams. 3 smaller groups to tackle the work to be done; set up Google Drive to share and edit documents.
- Stacey—Survey—survey won't really start until other groups finish their work.
  - Using Google groups for major communications, but haven't really had much—will use Groups, but haven't yet. Sending individual emails, when necessary.
- Jarrett—who is on the list that doesn't want to be?
  - Alexis, Jarrett, Stacey—add to other Google Groups list. Rachael will do this.
  - Fine to lurk on other groups' lists.
  - Three other names on Bib group list, didn't come to initial Bib group meeting—still involved—Pamela Casey, Bill Hair, Kaci Resau?

#### B. Communication preferences between subgroups/working group at large

What would be helpful?

- If something is useful to the entire working group, feel free to send out to the main working group list.
- Reports, updates on progress/activities each month or as needed?
- Share meeting notes with larger group? Things of substance.
- Resources from wider sources—news, Twitter, FB, etc.
- Determination: share “things of substance” with larger working group.

### C. Communication preferences – RAO and beyond

- RAO newsletter, 2x each year. WG will have article to update each issue to share progress.
- RAO Blog—would take submissions from anyone—Greg confirms, “yes!”
- Inviting working group members to write topics of interest for the blog
- Jarrett—will ask subgroup to share the responsibility of writing a blog update for the Bib group. Will add to agenda for upcoming call.
- Stacey—once subgroup is up and rolling, will also ask her sub-group to help generate blog content.
- Deadline for winter issue of newsletter—Jan. 16th, another deadline in April or May.
- Blog posts—add any additional posts at any time.
- Goal—WG sharing something publicly every other month. Blog or newsletter or listservs.

### D. How best to reach the larger SAA population?

- Avoid duplication, over-saturation, etc.
- In the Loop emails
- Regional/State archives groups
- Local archives association gets more attention since is close-by and relevant.

### E. Where to share content publicly?

- Other groups, in past, have generated outside websites—wikis, etc.
- We want to keep it streamlined, on SAA microsite—Shaun Hayes is webmaster, can grant access to edit

## III. Progress Reports

- Greg—Initial Research—split ourselves into 3 smaller subgroups
  1. Current best practices
  2. Technology
  3. Challenges and Obstacles
- First two of these groups have reported.
- Current BP—conclusion: no current best practices—discussion of OAIS model—no requirements listed, technical language, only states that e-records should be made available.
- Technology—explored state by state technologies, explored the current technology available; what is in this group’s report could influence survey and really help the bibliography
- Challenges—technology report certainly covers some of the major challenges, but haven’t yet heard from this sub-sub-group.

- Alexis and Jarrett--Bibliography
  - Have had one call at end of October; come up with sub-sub-groups—working on identifying other bibliographies on topic from the library/archival professions—hope to have something assembled by the start of next meeting. Looking at these bibs to see how things are arranged and organized and how to produce WG own finished product.
  - Jarrett—when will Greg’s group reach the end of their work? End of calendar year was original deadline. Haven’t heard from the Challenges group, but by January, work will be complete.
  
- Stacey—Survey Group
  - Haven’t yet started, since waiting on the Initial Research and Bib group’s work. Should wait until other parts are complete? Or go ahead without having these pieces in place?
  - Greg—suggests looking at recent post to RAO listserv on the survey on “Access to Born-digital Cultural Heritage Materials”—data can help WG customize own survey
  - Makes sense to hold off a bit, to see data and the focus from other survey, as well as to have the bib and initial research groups’ work to go on.
  - Timeline—aim for June for Bibliography group; Survey group, we might not do our survey until later than we had initially anticipated; makes sense to push our survey back a bit further.

#### IV. Other Business

Greg—if initial research group wraps up their work, what becomes of the group after January?

- Amy—whatever the members want to do. Members can either stop there, or perhaps be absorbed into other subgroups, if leaders think they need additional members. Multi-year effort, so things may evolve over time.
- Alexis—see how it plays out
- Jarrett—we might want to keep those members on standby.

Jarrett—how are we as a larger working group defining electronic records? Err on the side of more inclusive? Should we agree on something to define that term?

- More inclusive vs. exclusionary definition
- Use SAA’s definition? Glossary defines as “Data or information that has been captured and fixed for storage and manipulation in an automated system and that requires the use of the system to render it intelligible by a person”
- All—definition works for our purposes; Jarrett can contact SAA’s Dictionary Working Group on fine-tuning this definition, if he wishes.
- Inclusivity, all agree, is the way to go for WG’s purposes.

Q for Greg, from Jarrett—split IR group into 3 subgroups—how often did smaller groups meet? Didn't meet, did work by email.

Amy—how often do we want to meet (leaders of WG)? Every six weeks sounds like a good interval.

11:02—adjourned.