

Name of Section/Roundtable: Enter_name_here
Date: Enter_date_here

Officers:

- Brad Houston (Chair) 2011-2012
- Prisca Giordani (Vice Chair) 2011
- Don Post (Vice Chair) Jan-Apr 2012
- Beth Cron (SC) 2011-2012
- Lorette Weldon (SC-Newsletter) 2011-2012
- Michael Courtney (SC) 2011-2012
- Katie Nash (SC) 2011-2012
- Nadia Dixson (SC-Interim) 2012
- Alexis Antracoli (SC-Interim) 2012
- Kris Lathrop (SC-Interim) 2012
- Meg Tuomala (SC-Interim) 2012

Report from annual meeting:

Number of attendees: #42
Election results:

Brad Houston (Chair)
Beth Cron (Vice Chair)
Lorette Weldon (SC-Newsletter)
Katie Nash (SC)
Alexis Antracoli (SC)
Kris Lathrop (SC)
Meg Tuomala (SC)

Summary of meeting activities:

Our meeting schedule was somewhat derailed by the resignation of our Vice Chair in January 2012, and the death of the replacement Vice Chair in April 2012. Our main areas of discussion were focused around revitalizing the roundtable after its moribund period in late 2011/early 2012. To this end, we assigned Steering Committee members specific roles and responsibilities to ensure that everyone had an active role to play, and brainstormed ways to make the Roundtable more relevant to its members as a whole.

Completed projects/activities:

- Completed a revision of the RMRT resume guide. The guide, which was put together originally in 2008, was in need of some revision, and now includes specific advice for tailoring resumes to NARA and other Federal Government Jobs.
- Hosted Lisa Schmidt, Michigan State University, at annual meeting to discuss Spartan Archive electronic records management system.

- With the Government Records Section, co-hosted Paul Wester and Arian Ravanbakhsh presentation at annual meeting to discuss Presidential Electronic Records memorandum/directive.
- Completed and disseminated two issues of The Records Manager, the Roundtable's newsletter.
- Administered a membership survey to determine partial demographic makeup of Roundtable membership and better respond to desires of membership. Analysis is ongoing.

Ongoing projects/activities:

- Functional Thesaurus Working Group: Review of the Functional Thesaurus is ongoing; hoping to submit version with corrections to the Publications Committee during this fiscal year.
- Mentoring and Resume Review databases—formally restarted these programs intended to allow experienced members to help new archivists/records managers on their way up. New for this year, we are maintaining the database in the cloud for better continuity of operations in the event the primary administrator is inaccessible.
- Education Committee: The RMRT continues to explore ways in which we can bring educational opportunities to its membership, whether through collaboration with outside groups or through creation of original material.

New projects/activities:

- Student Liaison and speaker database: we assigned a Steering Committee member as Student Chapter Liaison to keep up to date with student concerns and to promote Records Management as a professional option for ARM students. In conjunction with this, we started a Speaker Database to better connect student chapters and local records management professionals.
- External Organization contact: We assigned a Steering Committee member to reach out to other Records Management and related professional organizations to explore collaboration and educational opportunities. This is not an official liaison position, since we do not speak for SAA as a whole, but more of an informal understanding/line of communication with these groups.
- Collaborated with LART on a handbook for Records Managers in small or one-person shops.

Strategic Priority - Technology initiatives:

The RMRT has begun storing key working documents in Google Docs to improve access, collaboration, and sharing between Steering Committee members and RT members as a whole. Additionally, we have begun using online tools such as Survey Monkey and Doodle to plan and disseminate surveys and meetings. One

of the outreach opportunities we are exploring is the possibility of a Google Hangout to allow membership to share their concerns directly with the Steering Committee.

Strategic Priority - Diversity initiatives:

None directly, although the RMRT/AMRT Joint Committee on Diversity and Accessibility did complete its report, which is available on the RMRT homepage.

Strategic Priority - Advocacy/Public Awareness initiatives:

We are working on ways to extend awareness of the Roundtable to Students and New Professionals in particular—the chair attended the SNAP Roundtable Annual Meeting session and discussed records management with a number of students, and our Student Chapter Liaison is working on addressing the concerns of the various SAA student groups. More generally, we are looking for ways to expand our reach into the Records Management community as a whole—there is still a disconnect between that community and the Archives world, and we are hoping to be able to help bridge that gap from inside SAA.

Questions/concerns for Council attention:

A clear statement on what is and is not appropriate for educational programming would be very helpful for our goals for 2012-2013. We are cognizant of the need to avoid direct overlap with SAA's own educational programming (especially the paid programming) but we would also like to solicit members to provide training and practical demonstrations, especially on Records Management basics. Is this a case where it may be more useful for the RMRT to work with SAA's education committee directly and help to develop "official" educational materials? If so, how do we go about doing so?