

Records Management Roundtable Committee Meeting March 15, 2013

Attendees:

Brad Houston
Beth Cron
Kris Lathrop
Alexis Antracoli
Lorette Weldon
Meg Tuomala

I. Committee Reports

- FTWG: Beth reported on the Functional Thesaurus Working Group. The group will be meeting next Friday, March 22 at 2pm to discuss updates to the document. They also started using The Metadata Registry to create a hierarchical display of the thesaurus terms. This tool will allow the group to export the terms with their relationships in XML.
- Student Liaison: Meg reported on the Google Hangout. The feedback we received from the participants was positive despite some technical difficulties. Brad thought it also worked well, but we should look for ways to make the talks available to those who cannot attend live. Brad brought up the idea of how we can encourage more discussion or questions at the end. The committee agreed that a mix of panel discussion about and presentation topics would be helpful for the Hangouts.

There is one complication with connected Google+ accounts and YouTube account. We may have to create a separate YouTube account for the RMRT. In the future, one member of the RMRT will have to be present on all Hangouts to start the meeting and moderate the discussion.

- ARMA Liaison: Kris did not have an update

II. Education materials analysis and pre-planning: Kris and Alexis have reviewed the educational materials and are determining the best way to approach creating webinars. Brad thought it would be helpful to use the records management background, filing and recordkeeping, scheduling and appraisal, program planning sections, and electronic records/special issues sections. Brad, Kris, and Alexis will meet before next month to create a draft plan.

III. Blog post scheduling for March-April

We will have do a round of introductions on Friday in this order

- Meg Tuomala (3/15)
- Alexis Antracoli (3/22)
- Lorette Weldon (3/29)
- Kris Lathrop (4/5)
- Beth Cron (4/12)

- Katie Nash (4/19)
- Brad Houston (4/26)

IV. Newsletter Recap and planning for Summer issue Lorette described the plans for the Summer 2013 newsletter:

1. SAA Records Management Task Force Section
Brad provide highlights in this column.
2. Annual Meeting RMRT committee Speaker Section
Ron Layal will be talking about records management at NASA and how they are complying with the Managing Government Records Directive.
3. Annual Meeting RMRT committee Business Section
Highlights
4. Annual Meeting RMRT Each committee Sections
Highlights from Student liaison, A R MA liaison, FTWG
5. Member Profile: each committee member to encourage members to share.

The committee discussed how to get more content from RMRT members. We suggested contacting members and doing an interview-type column for the newsletter.

V. Annual Meeting update: Brad contacted Nancy to request a move to Friday, so that we can have A/V support. Brad will work on completing the necessary form by April 1. We will have Ron Layal present and then have the business portion of the meeting. Each member of the RMRT will have a slide with their picture, information, etc.