

**Date:** 11/5/13

**Name of Section/Roundtable:** Records Management Roundtable

**Officers:** Chair: Brad Houston

Vice Chair: Beth Cron

Newsletter Editor: Lorette Weldon

Steering Committee: Meg Tuomala, Kate Stratton, Matthew Farrell, Caroline Curtin, Christie Peterson

**Report from annual meeting:**

- **Number of attendees:** 40
- **Election results:** Matthew Farrell and Caroline Curtin won positions in the online elections held in June. Because we had fewer candidates than anticipated, we put out a call for additional steering committee volunteers in July to be confirmed at the annual meeting. Christie Peterson and Kate Stratton volunteered and were confirmed unanimously by the meeting attendees.
- **Summary of meeting activities:** A reasonably comprehensive recap of the activities at our business meeting can be found at <http://saarmrt.wordpress.com/2013/08/23/post-saa13-roundup-we-want-your-input/#more-303>, along with a link to slides from Ron Layel's presentation.

**Completed projects/activities:**

- Over the summer of 2012, we conducted a survey of our membership; much of the fall was devoted to examining and discussing the data we collected from this survey and developing goals accordingly. We hope to continue formally surveying our membership on a regular basis going forward (every two-three years).
- Coordinated two Google Hangouts on Records Management issues, one on electronic records and one on RM outreach. See more about this in the Strategic Priorities section, below.
- Endorsed two sessions for the 2013 Annual meeting, one of which (“Digital Preservation and Records Management in the Cloud: Challenges and Opportunities”) was accepted by the Program Committee.
- Completed work on Records Management for Lone Arrangers e-pub, in collaboration with the Lone Arrangers Roundtable. Overall the steering committee is very pleased with the quality of the document and we regularly refer questioners on the list to this document as a good starting point.

**Ongoing projects/activities:**

- Continued work on the Functional Thesaurus. The reconstituted working group is to a certain extent rebuilding the format of this document from scratch by looking for ways to make it more searchable and web-friendly, so the completion of this document may be further down the road than we anticipated, but we are still aiming for finishing and submitting it in 2014.

- Put out two issues of *The Records Manager*, the RMRT newsletter. Notably, the most recent issue includes a larger percentage of content from our general membership, which is important in maintaining the relevance of the newsletter to our membership.

#### **New projects/activities:**

- Began work with Solveig DeSutter on developing webinars for records management through the SAA education committee. These shorter webinars would replace/supplement the two-day workshop developed by Mike Miller in 2008. We submitted the draft proposal but have yet to receive feedback from the education committee.
- Expanded outreach and communication into the Web 2.0 realm with establishment of an official RMRT blog (<http://saarmrt.wordpress.com>) and Google+ page. More information on this below.
- In collaboration with SAA council members Bill Landis, Beth Kaplan, and Donna McCrea, as well as SAA Archivist Michael Doylen, began analyzing SAA's records structure to develop record schedules for SAA's electronic, web, and other records.

**2010-2013 Strategic Priority – Technology Initiatives:** As noted, RMRT has been spending a lot of energy on increasing our web 2.0 presence, most prominently in the form of our blog and our Google Hangouts. Both of these venues are intended to bring educational material and other items of interest to a wider audience than we can achieve through the listserv alone. In particular, by recording our Hangouts, we are able to provide asynchronous professional development to our membership. During both of the Hangouts we have conducted thus far, we have been monitoring social media and blog comments to give membership the opportunity to ask questions of the presenters and get answers in a prompt manner. We estimate that about 15 people were viewing each of our Hangouts live, and Our goal in this area for next year is to improve the consistency of Hangout frequency and to work out the technical and procedural glitches that have impeded the full potential of this powerful tool.

**2010-2013 Strategic Priority – Diversity Initiatives:** Although we have not focused explicitly on diversity, our educational initiatives are intended to help with the profession's economic diversity by bringing low- or no-cost training resources to members, including our student members. In particular, we are developing webinars through SAA to create opportunities for new archivists/records managers to get an introduction to records management basics without having to pay the entire cost of a two-day workshop (currently the main RM training on offer through SAA). Both of the publications on which the RMRT is working or has completed this year are or will be free-to-access, ensuring that as many professionals as possible can benefit from our work.

**2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives:** See above. Additionally, we looked to build additional awareness of the concerns of archivist/RM hybrids outside the profession this year; we appointed an unofficial ARMA liaison and worked to cross-promote ARMA and SAA events of interest on our various listservs/blogs.

**Initiatives associated with the new 2013-2018 Strategic Plan:** As noted, many, if not most, of our planned activities for the 2013-2014 session are educational in nature, which nicely complements Goals 2,3, and 4 of the 2013-2018 Strategic Plan. We would like to be able to

provide resources that grow both the profession and the relevant skillsets of our membership and SAA as a whole. As for Goal 1, we are obviously interested in helping SAA advocate the value of Archives and Archivists, especially as this goal relates to reestablishing a formal relationship with ARMA International.

**Questions/concerns for Council attention:**

As noted above, we submitted our proposal for a RM webinar in June, but have not had any indication of the status of that proposal. We would thus appreciate an update on the proposal one way or another, as well as feedback on how we can improve it as we develop the webinar itself.

Additionally, we would like to know how the roundtable can help SAA with its stated action item of rebuilding a relationship with ARMA international. Many of our members are also ARMA members, or even hold positions with ARMA or local chapters, and so we are in a good position to help bridge the gap. Ideally, we can help communicate to ARMA the value of working with Archives professionals (and vice versa).