

Date: 1/9/15

Name of Section/Roundtable: Records Management Roundtable

Officers: Chair: Beth Cron
Vice Chair: Christie Peterson
Newsletter Editor: Lorette Weldon
Steering Committee: Matthew Farrell, Brad Houston, Matt McClelland, Jenny Mundy, Eira Tansey

Report from annual meeting:

- **Number of attendees:** 50
- **Election results:** Chair: Beth Cron, Vice chair: Christie Peterson will serve as interim vice chair, Steering Committee: Lorette Weldon, Brittany Turner, Matt McClelland, Jenny Mundy, Matthew Farrell, Christie Peterson, Eira Tansey
- **Summary of meeting activities:** The RMRT meeting started with a lively discussion of some proposed bylaws changes for the roundtable (read more about them on this blog's [previous post](#)). After the business portion of the meeting, we shifted the format to small group discussions around a few topics. Full notes (taken by participants) are compiled into [this document](#).

Completed projects/activities:

- Coordinated four Google Hangouts on Records Management issues. Topics included NARA's Email Capstone Policy, Web Archiving (joint presentation with Web Archiving Roundtable), Archiving Email, and Getting to Know the Steering Committee of the RMRT. See more about this in the Strategic Priorities section, below.
- The RMRT Steering Committee posted 36 posts on The Schedule blog in 2014. This content was viewed about 7,800 times in 2014. The busiest day of the year was February 7th with 309 views. The most popular post that day was Capturing Executive Email at the University of Michigan - Campus Case Studies.

Ongoing projects/activities:

- Continued work on the Functional Thesaurus. Progress on the Functional Thesaurus halted mid-year and the steering committee is making plans for transitioning leadership of the project.
- Put out four issues of *The Records Manager*, the RMRT newsletter. Following a discussion at the annual meeting, the steering committee conducted a survey of membership to ask what they would like to see in a newsletter. They responded that the RMRT should continue to have a newsletter, but in a shorter format with summaries of blog posts from The Schedule.
- Scheduling future Google Hangout sessions on records management topics.
- Brad Houston held a webinar on records management through the SAA education committee. The first session received positive feedback and future events will be planned for 2015.

New projects/activities:

- Conduct a formal survey of our membership as part of an effort to gather information on

how we can better serve our membership. .

Initiatives associated with the new 2013-2018 Strategic Plan:

Many, if not most, of our planned activities for the 2014-2015 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.

2014-2018 Goal: Advocating for Archivists and Archives

We are interested in helping SAA advocate the value of Archives and Archivists, especially as this goal relates to reestablishing a formal relationship with ARMA International.

2014-2018 Goal: Enhancing Professional Growth

As noted, RMRT has continued efforts to maintain our social media presence, most prominently in the form of our blog, Google+ account, and our Google Hangouts available on YouTube. 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 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. 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.

2014-2018 Goal: Advancing the Field

See above. Additionally, we looked to build additional awareness of the concerns of archivist/RM hybrids outside the profession this year; we are discussing how to better work with ARMA and how to discuss archives in the records management community.

2014-2018 Goal: Meeting Members' Needs

Our educational initiatives are intended to bring low- or no-cost training resources to members, including our student members. In particular, the development of the "Records Management for Archivists" webinar through SAA created an opportunity 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.

Questions/concerns for Council attention:

We would appreciate any guidance as to how the roundtable could help SAA with its stated goal to "Participate actively in relevant partnerships and collaborations to enhance professional knowledge," especially with 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).