

Mid-Year 2012

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The Records Manager

The Newsletter for the Society of American Archivists
Records

Lorette S.J. Weldon, Editor



New web address: <http://www2.archivists.org/groups/records-management-roundtable>

Message from the Chair

Happy New Year, RMRT members! 2011 was an uncharacteristically quiet year for the Records Management Roundtable, with a couple of exceptions. The biggest of these was of course the RMRT's annual business meeting at SAA in August, where Mark Myers from the Kentucky State Archives and Libraries spoke to roundtable members about his experiences with e-mail

management and answered questions about how people might use that information to start tackling the e-mail problem at their own shops. The other big accomplishment for the year was the update of the RMRT's resume guide for researchers, including changes reflecting new federal hiring procedures. You can read more about these changes in Nancy Freeman's article about

the revised guide elsewhere in this newsletter. The RMRT steering committee and I really appreciate Nancy's hard work on this project, and we hope you will find the new edition as useful as the guide's original incarnation.

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Updated RMRT Resume Guide

Several years ago, a sub-committee of the RMRT, put together Effective Resumes: Resources for Archivists and Records Managers. Committee members included Holly Geist, Nancy Freeman, Analisa Archer, Larissa Woo, Erin O'Meara, and Glenn Cook. The project focused on analyzing the similarities and difference between hiring managers at different organizations. To that end, those involved represented various archival and records management

entities including government, academic and private organizations.

The resume guide contains tips, practical advice, examples, and resources that are applicable for students and seasoned professionals, either looking to change jobs or just spruce up their resumes. Now updated, the biggest change in the guide is a new link to NARA's updated The Federal Resume Guide: What You Should Know When Applying for a

Federal Career. The federal government recently changed aspects of its application process. The new Federal Resume Guide is comprehensive and an excellent resource for those applying for federal employment.

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Message from the Chair *continued...*



"the RMRT has a full slate of projects and activities lined up, but in order to get them done, we need your help!"

For 2012, the RMRT has a full slate of projects and activities lined up, but in order to get them done, we need your help! There are many opportunities for members to get involved in the workings of the roundtable and our advocacy and education initiatives in the coming year, including:

- **RMRT Functions and Activities Thesaurus:** A blast from the past! To refresh people's memories, the Thesaurus was an attempt to standardize vocabulary for functional terms in Business, Academic, Non-Profit, and Government settings to assist archivists and records managers with classification, arrangement, and description of records, archival or otherwise, created in those settings. The original working group, which operated from 2007-2010, submitted the draft at <http://www.archivists.org/saagroups/recmgmt/resources/FunctionsThesaurus2010.pdf> to the SAA Publications committee in 2010, which in turn made a number of recommendations for revision. Unfortunately, the working group members went their separate ways before these revisions could take place. I am eager for the work put into this project not to have been in vain, and as such am looking for help completing these revisions and getting final approval for the finished document from Publications in 2012.
- **Student Chapter Outreach and Mentoring Program:** A key aspect of our mission as a roundtable is to provide outreach services to prospective and new members of the Archives profession who may have questions about Records Management in general or the RMRT as part of SAA in particular. We need members of the roundtable who are interested in spreading the good word about records management and are willing either to speak with student chapters about their records management questions or work more closely with new archives/records management professionals to assist them as they begin their journeys in the profession.
- **Resume/Cover Letter Critiques:** The RMRT offered this service a few years ago for new professionals looking for help putting their job application materials together. Like so much else, the program has fallen by the wayside recently, but we would like to revive it as a way of giving new archivists/records managers the benefit of veterans' experience when applying for that elusive archives job. Any roundtable member willing to share their job-hunting expertise is encouraged to submit their name for our reviewer pool.
- **Educational Programming:** Of the projects and subcommittees listed here, this is perhaps the most amorphous, but essentially we are looking for programs and ideas to enrich the professional development of our veteran members. Suggestions that have already been made include a workshop at SAA for taking the Certified Records Manager exam and a panel discussion between ARMA and RMRT members for next year's annual meeting, but we want to hear your ideas as well! For this item in particular, we would need to have subcommittee members to help develop these programs, but even suggestions for programming are very welcome.

If you are interested in contributing to any of these initiatives, please e-mail the associated member of the Steering Committee mentioned at the end of each point. Likewise, if there are other things you would like to see the Roundtable do (or think we should be doing!), let me know at houstobn@uwm.edu —we want to hear from you. We look forward to a productive year!

Brad Houston, RMRT Chair

Updated RMRT Resume Guide *continues...*

To access the updated RMRT resume guide, go to Documents Library on our website or go to http://www2.archivists.org/sites/all/files/ResumeGuideFinal_0.pdf .

To provide comments and feedback, please contact Nancy Freeman at nancy.a.freeman@aphis.usda.gov.

--Nancy Freeman, RMRT Member

Records Manager/Archivist, National Wildlife Research Center

The Records Management Roundtable and the Society of American Archivists Mentoring Program

The Records Management Roundtable and the Society of American Archivists Mentoring Program are working together to help identify individuals either interested in being mentored from an experienced records manager or experienced records managers interested in mentoring a protégée. This collaborative effort has been an ongoing effort for the past several years, yielding many successful mentor/mentee relationships. The RMRT is looking to continue this success by asking any RMRT members, interested in either being a mentor or protégée, to apply to the Mentoring Program. To apply, go to the Society of American Archivists website, go to

the Members tab, click the Mentoring Program Tab, and complete the form. When completing the form, please indicate that you are interested in records management only. This will help the Mentoring Committee easily identify and match individuals interested in records management, either as a protégée or mentor. Once a match is made, a member of the Mentoring Committee will notify both the mentor and mentee of the match. The mentee will contact the mentor. From here, the two will decide how you want to proceed with the relationship. The matching process takes about a month and commitment is for a year. If you have any questions about the Mentoring Program, please feel free

to contact, Michael Courtney, RMRT representative on the Mentoring Committee: mikecourtney1974@yahoo.com .

-Mike Courtney
Mentoring Committee

"any RMRT members, interested in either being a mentor or protégée, to apply to the Mentoring Program"

Joint Session of the Records Management Roundtable and the Government Records Section at SAA 2012

Business Needs, Rights and Interests, and Archival Records: Moving Beyond the Borders of Archives and Records Management through Transformation

"specific steps to reform records management policies and practices"

In November 2011, President Obama issued a Memorandum to Federal agencies calling for the reform of records management practices across the Federal Government. This is the first time since the Truman administration that the White House has shown a direct interest in records management and the related work of the National Archives and Records Administration (NARA). By the end of summer 2012, NARA, along with the Associate Attorney General at the Department of Justice and the Office of Management and Budget, will release a directive to Federal agencies with "specific steps to reform records management policies and practices" as well as a report to the President on recommended statutory and regulatory changes.

At a joint session of the Records Management Roundtable and the Government Records Section, the Chief Records Officer for the United States Paul M. Wester and Electronic Records Policy Specialist Arian Ravanbakhsh will discuss the Presidential Records Management Directive and other current activities, including efforts to create a Federal Government-wide "Information Management" job series and lessons-learned from high-level advocacy activities that emphasize the importance of records management and archives in meeting business needs; assuring rights and interests; and preserving and making available records of archival value. Many of the activities will have applicability for archival institutions regardless of their size or scope, including state and local governments.

Additional information about the directive and activities of the Office of the Chief Records Officer is available on the Records Express blog at <http://blogs.archives.gov/records-express/>.

- Bethany Cron, RMRT Member

"efforts to create a Federal Government-wide "Information Management" job series"

**Society of American
Archivists****The Beyond Borders EXPO**

SAA's 2012 Annual Meeting will convene August 6–11 in the spectacular beauty and diversity of San Diego, California. We invite our industry partners to join SAA as we explore moving beyond the imaginary borders of our past and leveraging the knowledge, experience, and opportunities that lie ahead....

The *Beyond Borders* EXPO is the place for archives, records, and IT professionals to learn about your products and services, ask questions, and provide their marketplace perspectives. The Expo brings together – in one place and at one time – the purchasing decision makers at the local, state, and national levels. Take advantage of their great ideas – and share a few of your own!

**At *Beyond Borders* You'll:**

- **Find your target audience** among more than 2,000 archives, records, and IT professionals representing libraries, universities, government, corporations, religious institutions, museums, and more.
- **Develop relationships** with archives, records, and IT professionals from the United States and throughout the world.
- **Continue connections** with current customers.
- Hear what archives, records, and IT professionals have to say about your products – and their **future product needs**.
- **Increase your knowledge and understanding** of the archives and records professions.
- **Enjoy 10 hours** of conveniently scheduled exhibit time, of which a full 5½ hours is unopposed by education programming.
- **Sell your products** on the show floor.

You'll have lots of time to interact with your current and prospective customers as the feeding frenzy continues! Attendees will be drawn to the Expo Hall for the Grand Opening Happy Hour on Thursday evening, the All-Attendee Brunch on Friday, and the hour-long "Last Chance" Break on Friday afternoon.

And you'll qualify for outstanding [sponsorship](#) and [advertising](#) opportunities to suit your level of commitment. (Prime exhibit space will be reserved for corporate sponsors.)

View a printable [Application and the Exhibit Rules and Regulations](#) (PDF). Note that certain fees from the Hilton San Diego Bayfront will apply.

Deadlines:

- Application Deadline (for inclusion in the Onsite Program): **May 31, 2012**
- Exhibitor Registration Deadline: July 13, 2012 (does not include Onsite Program listing)
- Hotel Reservation Deadline: **July 12, 2012**

*"convene August 6–11
in the spectacular
beauty and diversity of
San Diego, California."*

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We're on the Web!

See us at:

<http://www2.archivists.org/groups/records-management-roundtable>

About Our SAA Records Management Roundtable...

The Records Management Roundtable encourages discussion of current issues in records and information management and promotes better understanding of the importance of collaborative efforts between archivists, records managers, and other information professionals. The roundtable works with SAA to promote proactive and responsible records and information management practices that benefit SAA, archival and records management institutions and professionals, consumers of records and information management services, and society as a whole through the verification of authenticity and accuracy of records.

The roundtable endorses and upholds the profession's ethical standards and guidelines, while encouraging a strong commitment to professional development of its members through continuing education; developing professional standards and practices; and educating society about records and information management. The roundtable encourages diversity, initiates discussions and training in records management technologies, and promotes public awareness of the records and information management profession and its close ties to archives management.