

SOCIETY OF AMERICAN ARCHIVISTS  
**RECORDS MANAGEMENT ROUNDTABLE  
NEWSLETTER**

Vol. 1 No. 1

August 1997

***From the Chair:***

The SAA Records Management Roundtable is nearly a year old. We held our first meeting in San Diego last August and established a steering committee to get things off and running. During the past year we have been advertising the Roundtable and now have over 50 members. We worked hard to get a session proposal together and have made contacts with both the SAA/ARMA Joint Committee and the new ARMA Industry Specific Group on Archives. Now that we're established and on the books, it's time to set our agenda and plan for the upcoming year and beyond. The agenda at the right will outline our activities scheduled for SAA in Chicago - our only meeting of the year.

We hope you will be able to attend the meeting. Tell your colleagues. Everyone is welcome and encouraged to attend. Now is a great opportunity to get in on the ground floor of a new and potentially exciting organization.

Remember, membership in the SAA Records Management Roundtable is open to all, SAA member or not, and there are no dues!

See you in Chicago.

Ed Galvin, Chair

***Office Hours***

We've signed up for our own office hours at SAA on Thursday August 28 from noon to 1 p.m. at Booth #30 in the exhibit area. Please stop by and meet members of your steering committee, offer your suggestions and find out where our social gathering will be.

***Roundtable Meeting Agenda***

We're still pretty new, so we want to make sure you, the membership, have a say in the agenda and how the annual meetings are run. Please come to the meeting with ideas. If you can't make it to Chicago, please feel free to contact any of the Steering Committee with your thoughts and ideas. We welcome your input for the direction that the Roundtable should take from the point forward.

**Thurs., August 28, 1997; 4 to 6 p.m.**

[Check program booklet for location]

**PROPOSED AGENDA**

Terms/ duties of Steering Committee members and chair; Web Master; Newsletter Editor

News from the new ARMA Archives ISG  
News from the SAA/ARMA Joint Committee  
News from our Council liaison

Session proposals for SAA '98

Other business and ideas

***Socialize... Socialize***

Last year the members suggested that we find time to get together and get to know each other better. Never ones to let a good time roll on by unnoticed, we have arranged for an informal social hour on Thurs. Aug. 28, after the banquet, about 9 p.m. We're still working on where [either at the hotel or in a local pub]. We'll let you know where the get-together will be at the Roundtable's office hour and the meeting. Hope you can join us!

### **SAA Sessions in Chicago**

SAA '97 in Chicago is offering 67 sessions of interest to archivists and all records custodians. Some however are of special interest to Records Managers as well – especially those dealing with electronic records. Some of those are:

# 9 Managing Electronic Records in the Networked Office Environment

#26 Getting More Bang for Your Byte

#34 Archival Strategies for the Third Millennium from the ICA Committee on Electronic Records

#42 Front End Management of Electronic Records: Shared Perspectives [NOTE: This session is an effort of the SAA/ARMA Joint Committee and was also offered at ARMA '96.]

#43 Where are the Records of Multi-institutional Collaborations?

#62 Updates on the Indiana University and Philadelphia Electronic Records Project

and more...

For more information on SAA's annual meeting contact SAA at 312 / 922-0140 or e-mail them at [info@archivists.org](mailto:info@archivists.org)

### **And for Next Year???**

Want more sessions dealing with issues those of us who deal with archives and records management face? Then put on your thinking caps and come to the Roundtable meeting armed with ideas. We co-sponsored one session proposal last year. We're looking for ideas and the people to see those ideas through to a hopefully positive conclusion. And remember, next year's in Orlando!

### **Web Page**

Should we establish our own web site? If so, what would we include? SAA has website guidelines that we would need to follow if we want to link to SAA's site, but we can pretty much design our own page.

If you have an opinion bring it to the Roundtable meeting and we'll discuss it. If we do decide to set up a web site, we'll need a web master and a host server.

### **From SAA Council:**

#### ***The Future of Sections and Roundtables***

The following was received from Council's Committee on Sections and Roundtables.

The Committee has proposed a single self-generating SAA component, called a "member interest group" or MIG, that would cover most units currently designated as SECTION and ROUNDTABLE. A group's designation as an official SAA member interest group would depend on the number of SAA members that had expressed an interest in the group's focus.

Council has concluded: Council accepts the concept of self-generating interest groups as a desirable goal, but recognizes that the administrative implementation of such a concept requires additional investigation. The Society should continue to pursue examination of this goal, making a recommendation by the 1998 annual meeting.

Now is the time for us all to voice our opinions, perhaps as a group.

### ***SAA Rejects Proposed ISO Standard on Records Management***

In February our Roundtable was asked to comment on the ISO Draft International Standard 15489 (DIS), otherwise known as the Australian records management standard. ISO, the International Standards Organization, was fast-tracking this issue because of its recognition that sound records management policies and procedures are a keystone of the ISO 9000 initiative. In order for an organization to meet ISO 9000 quality guidelines it must certify its records management capabilities. But ISO had not developed standards for records management. Instead, ISO opted to fill the gap with the standard approved in Australia.

SAA was given only a few days to review the 6-part standard and make comments. The options given to us were to vote in favor of the draft, in favor with comments, or against. There was no line item veto power. SAA is only one of more than 20 voting members of NISO, the National Information Standards Organization. In addition, NISO is only one of dozens of nations voting on ISO standards.

Several SAA members, including our Roundtable chair, Ed Galvin, reviewed the document post haste and submitted comments to Paul Conway, SAA's representative to NISO. The comments received from the reviewers all recommended a positive vote with comment. The reviewers felt that it is important that there be an international records management standard in place. There was specific concern that a 'no' vote would interfere too greatly with the need to have a standard in place to comply with ISO 900 requirements. However, since NARA's detailed review which uncovered so many problems with the standard caused them to register a 'no' vote, SAA registered a 'no' vote with NISO as well.

In late March it was learned that NISO voted 'no' to ISO on DIS 15489.

Paul Conway will be holding office hours in Chicago on Wednesday at 11 a.m. He will also be reporting in *Archival Outlook* in the first issue following the annual meeting.

### ***ARMA Follows SAA to Chicago***

This is definitely the year for the Windy City. First SAA is in town August 25-31, and then ARMA sails in October 19-22. ARMA is of obvious interest to those of us in the Roundtable. If you would like more information contact ARMA at:

800-422-2762 or [hq@arma.org](mailto:hq@arma.org)

### ***Looking for an Editor!***

Do you think you have what it takes, the stamina, the fortitude, the inspirational wherewithal to be newsletter editor for the Roundtable? If so, let me know and we'll strike a deal. You do it and I breathe a sigh of relief.

We do have a small budget, at least for now, that should cover a couple of issues next year. If you're interested, call me at 315/443-9760 or e-mail me at [elgalvin@summon3.syr.edu](mailto:elgalvin@summon3.syr.edu). I'll be glad you did!

Ed Galvin

### **ARMA Forms New Archives Industry Specific Group**

ARMA has formed a new Industry Specific Group (ISG) for Archives. A suggestion of the SAA/ARMA Joint Committee, the Archives ISG was organized earlier this year.

The ISG was formed to

- ...provide a network for those with responsibility for archives management, but with more training or experience in records and information management.

- ...make publications and resources of archival organizations more accessible to ARMA members

- ...provide a forum for those in ARMA in sharing ideas about how both records managers and archivists' interests originate at the creation stage of records

- ...foster better communication among records managers and archivists, and

- ...recommend shared programming between ARMA and archival organizations through which records managers and archivists would learn more about the others' field.

Membership, which has now topped 50, is open only to ARMA members at an additional cost of \$10. Anyone interested in the Archives ISG can contact Albin Wagner at [awagner@darm.sos.state.nj.us](mailto:awagner@darm.sos.state.nj.us) or call him at 609/530-3204.

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### **Steering Committee**

Ed Galvin, Chair, Syracuse University (315/443-9760)

Stacy Gould, College of William and Mary (757/221-3094)

Randy Jones, Vanderbilt University Medical Center (615/343-8340)

Tom Norris, New York State Archives and Records Administration (518/473-8499)

Sarah Polirer, New York State Unified Court System (212/428-2881)

Call us with ideas, comments or questions!

### **SAA Chicago**

**August 25 – 31, 1997**

### **ARMA Chicago**

**October 19 – 22, 1997**