

Fall 2013- Winter 2014

Vol. 3, No. 12

The Records Manager

The Newsletter for the Society of American Archivists



In This Issue



Welcome to the Fall 2013-
Winter 2014 issue of *The
Records Manager*.

In this issue, our chair, Brad Houston, discusses how RMRT's goals match with the Society of American Archivists' strategic plan for 2013-2014 in the Chair's Message.

One of our Steering Committee Members, Meg Tuomala, informs us on how archives could preserve records that have enduring historical value.

Caroline Cartin, a new Steering Committee Member this term, informs us about her role as the ARMA Liaison and Communicator..

Our Vice-Chair, Beth Cron, shares two articles with us. The first one discusses how digital forensic methods could help archivists in their jobs. The second article talks about her continued work on the Functional Thesaurus.

Matthew Farrell shows us how to archive website content.

Finally, the Records Management Roundtable Committee members of 2013-2014 introduced themselves to you.

Enjoy the Fall 2013-Winter 2014 issue of *The Records Manager*.

Lorette S. Weldon

**Editor, *The Records
Manager***

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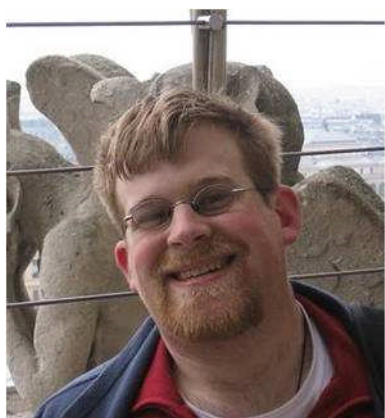
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Next issue: Spring 2014



Greetings to our Members . . .

Message from the Chair, Brad Houston

Greetings, RMRT members! 'Tis the season... for submitting the Records Management Roundtable Annual Report to SAA Council. Why, what did *you* think I was talking about?

In any event, the format for the Annual Report this year has changed a bit—we are still telling council about our annual meeting attendance and our programs from the past year, but with the recent adoption of SAA's strategic plan for 2013-2018, Council has also asked us to think about how our upcoming activities will further that plan. Coincidentally, I mentioned wanting to do something like this anyway at our annual meeting, so this year's report was somewhat easier to write than it has been in

years past. The report should have been posted on our SAA Microsite for your reading convenience, but I wanted to take some time to expand a bit on what the goals mean for the RMRT and how we can work to help further them, for us, for SAA, and for the Archives profession as a whole. In order:

GOAL 1: ADVOCATING FOR ARCHIVISTS AND ARCHIVES



This goal has traditionally been the most difficult for the RMRT to achieve, but over the past few

weeks we have been approaching it from an unlikely angle: The Schedule, AKA the RMRT official blog. A number of the posts there have been specifically about items of concern not just to records

managers, but to the institutions in which they are located—a post about new rules of e-discovery and the benefit of having records managers help with preparation for this legal process, or another post about some of the institutional benefits of using web archiving tools for records management. These posts are less direct advocacy and more about giving our members some talking points to bring back to their decision makers, helping their own advocacy needs.

If this was all we were intending to do for advocacy, it would be a pretty lame attempt to meet this goal. Fortunately, the RMRT intends to further this goal a lot more than that, particularly with our educational offerings. Our webinars and Hangouts will provide an opportunity to discuss advocacy and business cases in much broader terms. We've heard from a lot of you that help with 'selling' a records

management program would be appreciated, and we are working hard to make resources providing that help a reality. (For more on which, see below.)

GOAL 2: ENHANCING PROFESSIONAL GROWTH

This Goal is really the core of what the RMRT is focusing on this year, most notably by advocating for an expansion of official SAA offerings on records management. Right now, a few DAS courses notwithstanding, there's only one Records Management course on offer through SAA's education catalog, and it's a 2-day workshop, which is not the most accessible format for working archivists. Our goal is to expand that accessibility by distilling aspects of that workshop into a series of webinars, first available live through SAA's webinar interface, then later on-demand for archivists—or groups of archivists—who want a quick intro to aspects of RM they can use in the course of their duties. Our initial focus is going to be on providing training for new entrants to the field, but if our efforts are successful we may branch out to mid- or advanced-level topics as well. As I mentioned at the Annual Meeting, we're really interested in bringing new and experienced archivists/records managers together, so if you're interested in helping develop or present these sessions, please let us know.

Beyond these webinars, we're also continuing our more informal Hangout learning sessions, (the announcement for

the next one of which will be happening shortly), and continuing to develop textual resources for our members, such as the Functional Thesaurus. One project which we're really excited to work on this year is updating the RMRT Bibliography, which is well out of date at this point. We have a point person this year for this project, so we'll hopefully make better headway on it—and, of course, we will share the draft to allow our members to add articles as needed.

GOAL 3: ADVANCING THE FIELD

This goal seems like it would be the easiest for us to work on, since Records Management is specifically called out as an action item ("Reestablish an alliance with the records management community nationally"). And in fact, the steering committee has been maintaining an unofficial liaison with chapters of ARMA since last year, which has been useful in allowing us to pass along learning

opportunities (though perhaps not as diligently as we should be). But in fact, as a RM group in an Archives professional association, we're being pulled in two directions—not only to make SAA more cognizant of RM concerns, but also to make ARMA members and officers more aware of what the Archives profession can offer them.

Ultimately, what we will need to do as a roundtable is to advocate to SAA leadership on the importance of the archives-RM relationship, and to help the organization think about ways that SAA and ARMA (as well as the other RIM organizations, such as AIIM) can work together. This goal in particular will benefit from broad input, so please share with the steering committee your thoughts on how SAA can do more for records managers t—we'll pass your comments along to Council for their January meeting.

I can say that on the Annual Meeting front, we received a number of excellent RM-related proposals for endorsement for the 2014 meeting, so records management should be very well-represented in DC. That isn't an excuse for us to rest on

our laurels, though—we'll still be promoting RM and RM-related sessions and activities through the year, the Annual Meeting, and beyond.



GOAL 4: MEETING MEMBER'S NEEDS

This is a lofty goal even by the standards of the entire SAA organization, so how can we as a Roundtable contribute? Well, our activities here are really focused on Action Item 4.2 ("Create opportunities for members to participate fully in the association"). As noted above, we want to make it easier for our members to

benefit from RMRT resources, both by breaking down an in-person workshop into 90-minute webinars (the cost of which can be shared by groups, no travel needed) and by putting out low-cost or free resources, such as the LART/RMRT publication on Records Management for Lone Arrangers, that allow our members to gain immediate benefit from others' knowledge bases. We will be extending our outreach to students with our Hangouts program, and by offering them the same opportunity to shape RMRT activities they'd like to see. We're also exploring ways to make the Annual Meeting more inclusive, both by changing the format to include more member participation and discussion, but also by looking at ways to simulcast our meeting to those members who, for one reason or another, are unable to attend in person.

Summing Up

Thanks for reading this far! (Wow, that chair's letter escalated quickly.) In the end, we want to provide the best experience and resources we can for our members, and the strategic plan is just one framework for allowing us to do that. As always, we will be able to meet these goals much more easily with the help of our members, so please take a look at some of the other Steering Committee member articles in this issue, see what appeals to you, and get involved. Or, if you have an idea for an entirely new project you'd like to see, let us know that

too. Thank you for everything you do!.

Brad Houston, RMRT
Chair, 2013-2014

He blogs at <http://saarmrt.wordpress.com/author/herodotusjr/>



Archival Preservation of Nature

By Meg Tuomala , Electronic Records Archivist at UNC-Chapel Hill, NC

Documenting the history of our institution happens through the scheduling of records that have been appraised by archivists to have enduring historical value.

Examples of records that are often scheduled for permanent retention because of enduring historical value could include digital photographs from December 2002, when an early winter storm encapsulated UNC in a layer of ice ([see blog entry](#)) .

My own institution, the University of North Carolina at Chapel Hill (UNC), has created a list of the most common types of permanent records found in our university's departments and offices for quick reference. That list can be found [here](#).

An archives would want to acquire and preserve this type of material to ensure that these types of records are scheduled as permanent and transferred to an archival repository.



The following is how these photographs were mapped to the records lifecycle:

- (1) Photographs were created by the Department of Medical Illustration and Photography in UNC's School of Medicine;
- (2) Maintained and used by that department until they had met their retention period;
- (3) Transferred to the University Archives at UNC;
- (4) Accessioned into the archive's holdings.
- (5) Arranged and described by archivists;
- (6) Ingested into the Carolina Digital Repository (CDR), UNC's digital preservation repository;

- (7) Access them through the CDR. ■

Meg Tuomala is the electronic records archivist at UNC-Chapel Hill and can be contacted at mtuomala@email.unc.edu She blogs at <http://saarmrt.wordpress.com/author/mtuomala/>

ARMA Liaison and Communicator Activities

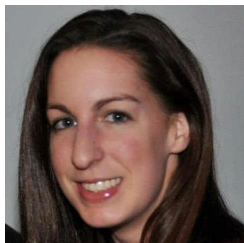
By Caroline Curtin, Archives and Records Management Department of the ACLU National Office, NY, NY

I am excited to be acting as the ARMA Liaison and Communicator and this year I have several goals for the Records Management Roundtable. I am interested in the evolving career roles, education requirements, and expectations of archivists and records managers.

Through our blog, The Schedule, I will bring forth topics and generate discussion of mutual interest between archivists, records managers, and the rapidly growing group of those who serve as both (or more!).

As an active ARMA member I plan on keeping you up to date on the happenings of the organization at the national level and calling attention to new publications and educational opportunities.

I am working to bring forth ARMA representatives to participate in our growing Google Hangout series to encourage further joint discussions.



you and the rest of the Steering Committee to achieve our goals. ■

Caroline Curtin is a RMRT Steering Committee Member and works at Archives and Records Management Department of the ACLU National Office, NY. She can be reached at ccurtin@aclu.org

This is an essential SAA Roundtable and I look forward to working with

Archival CSI

By Beth Cron, Records Policy Analyst at the National Archives and Records Administration

Cal Lee and Kam Woods, both of the School of Information and Library Science at the University of North Carolina, Chapel Hill, presented [a course](#), this past Summer 2013, on the application of forensic techniques to archival work. Digital forensics (or computer forensics) is “the process of identifying, preserving, analyzing, and presenting digital evidence in a manner that is legally acceptable” (Rodney McKemmish 1999). It is used to discover digital data, recover deleted, encrypted, or damaged file information, monitor live activity and detect violations of policies.

Archivists (and records managers) may be very good at dealing with paper, but may not have as much experience with processing and making available digital content that comes in the form of floppy disks, CDs, and hard drives. The field of digital forensics is very concerned with the same principles as archivists,

including provenance, original order, and chain of custody, to apply to criminal and civil investigations. By applying the techniques, archivists are able to identify, extract, and document information from digital media about how it was created without altering the content. It also focuses on finding sensitive or personally identifiable information that may need to be redacted or protected from public access.



This course was particularly helpful because we got to perform hands-on exercises of the tools discussed in the class. These included:

- [BitCurator](#) (includes a number of free, open-source tools to be incorporated into workflows)
- [FTK Imager](#) (creates disk images)

- [Bulk Extractor](#) (scans and extracts information such as credit card numbers, email addresses, or keywords)
- [Fiwalk](#) (creates an output of files in Digital Forensics XML)
- [MD5summer](#) (generates and verifies checksums)

While we may not be seizing evidence from crime scenes, archivists do receive many types of media that require special care to process. I think some of the available tools could have applications in the records management sphere that we should examine and consider. ■

Beth Cron is a Records Policy Analyst at the National Archives and Records Administration. She can be contacted at bethany.cron@nara.gov. She blogs at <http://saarmrt.wordpress.com/author/bethcron/>

Continued work on the Functional Thesaurus

Reported By: Beth Cron, Records Policy Analyst at the National Archives and Records Administration

The Functional Thesaurus Working Group is continuing to meet on a monthly basis and moving forward in our work to create an electronic thesaurus for use in functional classification.

We have completed our research into finding aids and records schedules to find commonly used functions/terms. We compared this list to the terms we already had and voted on which terms to add to the Thesaurus.

We are currently working on building the relationship between terms and finding suitable definitions.

We are very grateful for the help provided by Anna



McWilliams, Research Assistant to Dr. Jane Zhang at the School of Library and Information Science at Catholic University of America.

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.



Beth Cron is a Records Policy Analyst at the National Archives and Records Administration. She can be contacted at bethany.cron@nara.gov. She blogs at <http://saarmrt.wordpress.com/author/bethcron/>

Should You Save the Website Content or Archive It?

By Matthew Farrell, Records Services Archivist at Brown University Archives

Much of the conversation, at least in the archives world, starts from a place where an institution has already decided that output on social media is something worthy of longterm (if not permanent) retention. And while that may be the right choice for one institution, larger institutions may end up with a lot content that is merely recycling content better suited for capture in a different format.

NARA Bulletin [2014-02](#) does not start with this assumption: “Some social media records may be temporary; with a transitory, short, or long term retention. Some may even be permanent...” By applying traditional records management concepts to the social media output and outlining the challenges to records management posed by social media the bulletin insists that agencies confront Twitter, Facebook, and the like instead of adopting a blanket

capture (or worse, blanket ignore)

strategy. Three tools employed by federal agencies for social media capture that I have experience (tangential in some cases) with are as follows:



- [ArchiveSocial](#) – which accesses the API provided by the network and harvests the raw output. The result is then parsed and rendered by their software. This was demo'd to the institution where I interned as a student. I remember being impressed, although the cost was not something we could handle at the time.
- [Archive-It](#) – I have had some difficulty successfully capturing Facebook content with the service, apart from public pages. The snapshots are useful to a point, but the dynamic nature of social media sites makes them even more a moving target than static sites. That said, the service has been tweaking their social media functionality for some time, and its comprehensiveness makes it appealing regardless.
- [ThinkUp](#) – the institution I have recently joined is pursuing this tool. I have not yet had much time to play around with it

What strategies do your organizations take in approaching social media as records?

Does anyone from a non-government agency go so far as to schedule social media records? ■

Matthew Farrell works at Brown University Archives as Records Services Archivist. He blogs at <http://saarmrt.wordpress.com/author/laissezfarrell/>. He can be contacted at m.farrell.0103@gmail.com

Our Steering Committee members, including Chair, Vice Chair, and Newsletter Editor (2013-2014)

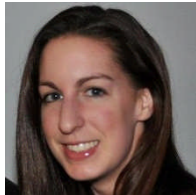
Presented by Lorette S.Weldon, SAA's RMRT Newsletter Editor

At our annual business meeting, August 16 in New Orleans, our Steering Committee was finalized for 2013-2014. The following are their introductions to RMRT's members.

Steering Committee Member

My name is Caroline Curtin and I currently work for the Archives and Records Management Department of the ACLU National Office in New York, NY.

I am enthusiastic about running for a position on the Records Management Roundtable Steering Committee. In my experience I have had the opportunity to work in an environment that succeeds in negotiating the intersection between archives and records management. I am an advocate for the knowledge and sensibility of an archivist in the records realm. Although compliance and regulation are keystones to successful records programs the historical and institutional



significance of records must not be forgotten. Additionally, I have an interest in privacy, confidentiality, and security regarding records and the information that they contain. I would like to serve on the Steering Committee to organize and promote the important relationship and intersections between archives and records management and expand our presence and meaning to the world at large.

Vice-Chair

My name is Beth Cron. I work as the Records Policy Analyst at the National Archives and Records Administration.

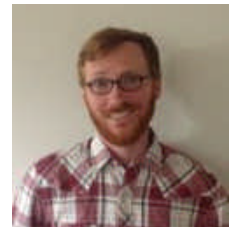
As vice chair of the Records Management Roundtable Steering Committee, I've led the Functional Thesaurus Working group in their development of a functional thesaurus for use by archivists and records managers. We've made good progress on this project and we anticipate sharing the completed product with RMRT members in the next year. I am also looking forward to creating a dynamic and



collaborative resource for managing the Records and Information Management Primer bibliography. The RMRT Steering Committee has made significant strides toward building connections and sharing knowledge and experiences between archivists and records managers and I look forward to continue to participate in this important work.

Steering Committee Member

I am Matthew Farrell and I work at Brown University Archives as Records Services Archivist. As a relatively new professional, and serving in a position whose goal is to create a program, I find myself turning to resources publicized on the Records Management Roundtable as well as projects spearheaded by RMRT members on a regular basis. A goal of mine in my local position is to increase awareness of records



management as something that affects all levels of activity, and at the same time not seem as imposing a topic as it sometimes does. A position on the steering committee would allow me to provide the perspective of a newer member of the records management community.

Steering Committee Member

My name is Meg Tuomala and I am the electronic records archivist at the University of North Carolina at Chapel Hill (UNC).



As a continuing steering committee member I would be able to carry forward the work I began in 2012-2013-- specifically as the steering committee's liaison to student chapters of SAA, and on the Records Management Functions Thesaurus working group. I would also like the chance to continue working on the series of virtual discussions started by the steering committee this spring, and have many ideas for how we can use technology to better communicate with our membership-- especially those new to the archival profession, or new to records management.

Chair

I am Brad Houston and I am the University Records Officer at the University of Wisconsin-Milwaukee, and current chair of the Records Management Roundtable.



For the 2013-2014 term, I hope to build on the progress we've made in making the Records Management Roundtable more useful as a resource to its members and more responsive to member needs. Our Google Hangout series still has some bugs to work out, but has the potential to be a great tool for member outreach and professional development on key issues.

Likewise, our new communications channels (the Google+ page and the RMRT blog) have a lot of room to grow as we determine the appropriate role for each and develop ways to build content that is most useful for members and others interested in Records Management. In more traditional realms, educational programming for new records professionals is in the works, our long-delayed Functions Thesaurus is ever-closer to completion, and our development of relationships with other records organizations is proceeding.

In serving another term as chair, I hope to see these defined projects through to completion, keep the ongoing ones going strong, and continue to search for better ways to

serve the membership's needs. Just as importantly, I intend this year as chair to be my last, so I hope to lay the groundwork to make sure my successor can keep up this good work and do an even better job in my place.

Newsletter Editor

My name is Lorette S. Weldon and I am an information professional, professor and author of SharePoint without Coding: My Notes for Embedding the Librarian, [Volume 1](#) and [Volume 2](#), and [Librarians using SharePoint](#).



As a returning RMRT Newsletter Editor, I am prepared to serve the archival and records management communities on the Steering Committee by gearing the newsletter to report on matters placed before the roundtable by the SAA Council and staff.

Through four years in this position, I have been working in making a newsletter that did the following: More focus on recent graduates; Articles that better demonstrate the diversity of our backgrounds; Case Studies. I would use my position within the Steering Committee to also make the newsletter marketable to lure new members and new ideas to the RMRT. ■



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We're on the Web!

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Website:

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

RMRT Blog:

<http://saarmrt.wordpress.com/>

Google Hangout:

<https://plus.google.com/u/0/118358692462079747504/posts>

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.