

Lorette S.J. Weldon, Editor

**Special Interest  
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- Preservation Model
- Remembering Don Post

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

## Message from the Chair, Brad Houston

Originally the Chair's Letter was going to be about everything we had in store for the Annual Meeting, but life got in the way (as is its unfortunate tendency) and we weren't able to get the newsletter out in time. It was an exciting annual meeting for the Records Management Roundtable, as we had the opportunity to co-sponsor (with the Government Records Section) discussion of the

presidential memorandum on records management and the NARA directive that would come out of the records office as a response to same. The directive in question was released by NARA on August 24, and may be viewed at <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-18.pdf>. There is some good records management "red meat" in

there, including a requirement that Federal agencies maintain their electronic records solely in electronic format by the end of 2019, and that they have a plan to do so by the end of 2013. It looks to be a busy, but exciting, time ahead for NARA!

**(Continued on page 2)**

## Call for Proposals: SAA 2013 sessions

The Records Management Roundtable steering committee invites its members and all other interested professionals to submit ideas and proposals for the Society of American Archivist's 2013 Annual Meeting in New Orleans (See official CFP at <http://www2.archivists.org/conference/2013/new-orleans/call-for-session-proposals-archives-new-orleans-2013>).

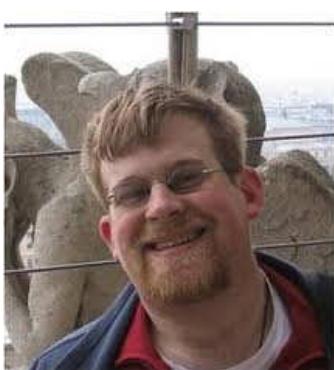
As in previous years, the Roundtable is able to endorse up to two sessions of relevance to the RMRT's mission and membership for inclusion in the SAA 2013 program; endorsements from sections and roundtables do not

guarantee acceptance of a session proposal, but are considered as a factor in evaluation.

Additionally, if you have an idea for a records management-related session but no proposal to go with it yet, we invite you to put forward your idea, either to the list as a whole or to me directly at this address.

The deadline for session proposals is October 5

Contact: Brad Houston, Chair,  
Records Management Roundtable  
(houstonb@uwm.edu)



*"We look forward to a productive 2012-2013 session!-*

*Brad Houston, RMRT Chair"*

## Message from the Chair (continued from.1)

At our own business meeting, we heard from Lisa Schmidt about Spartan Archive, a Preservation Model for Institutional electronic records. This NHRPC-funded project was put forward with the intent to create a scalable OAIS-based preservation environment for born-digital records of long-term value, and Lisa walked us through how

the MSU Archives was doing just that, providing direct ingest pipelines for Spartan Archive to take in structured data from the MSU Registrar and move it through a Fedora Commons repository. Slides from Lisa's presentation are available at <http://www2.archivists.org/groups/records-management-roundtable/slides-from->

rmrt-presentations-at-the-saas-2012-annual-meeting- for anyone who missed it, or anyone who wants a refresher.

We look forward to a productive 2012-2013 session!

**Brad Houston, RMRT Chair, 2012-2013**

## A Preservation Model at SAA 2012 Conference

At the RMRT meeting in the SAA Conference in San Diego, Lisa Schmidt gave a presentation on the "Spartan Archive: A preservation Model for Institutional Electronic Records. She is the Electronic Records Archivist at the Michigan State University Archives & Historical Collections. Her work includes managing the development of the

NHPRC-funded <sup>3</sup>Spartan Archive<sup>2</sup> preservation environment for electronic institutional records and creating appraisal, accessioning, transfer, and storage plans for the university's digital content of enduring value.

Lisa is also working with librarians at Michigan State to develop research data management support initiatives, and she managed the university's

digital curation planning project as well as an NHPRC-funded project to preserve the H-Net e-mail lists. She holds an MS in Information Studies from the of Texas at Austin.

You can view the slides from her presentation on the RMRT website <http://tinyurl.com/8c38em2>



Lisa M. Schmidt,  
Electronic Records  
Archivist

## Help RMRT by Volunteering

Brad Houston, RMRT Chair, 2012-2013

We have a number of exciting volunteer opportunities for members looking to get more involved in the RMRT. I've talked about some of these already in emails to the list, but here they are again with additional info:

### --Functional Thesaurus

**Working Group:** Complete revision and review of Functions Thesaurus project. We're heading down the home stretch on this project that has been in the works since 2008(!) to provide records managers with some of the vocabulary they need to describe and delineate functions in their workplaces. The group has already started its work, but any help is welcome. Contact: Beth Cron ([bethany.cron@nara.gov](mailto:bethany.cron@nara.gov))

### --Bibliography update

**subcommittee:** Update the RMRT bibliography for 2012. The existing bibliography is still a good resource for foundational knowledge, but at 4 years old it is really starting to show its age. Members of this working group will help us update the document by looking for articles, books, and other resources that might be of interest and were published between 2008-2012. Additionally, to keep this problem from happening again, we're also exploring moving the bibliography to a more dynamic format (Zotero was suggested at the Annual Meeting). Contact: Beth Cron

### --RIM Primer update

**subcommittee:** Update the RMRT RIM primer for 2012. This

is another document which is still useful, but aging—it was last updated in 2008 as well. We would like to include a lot more information in this document, including tips and talking points for dealing specifically with e-records, social media, and cloud computing. Extensive RIM experience and/or Lone Arranger experience is a particular plus on this committee, since we are attempting to cover a very wide swath of the RIM field, but not necessary. Contact: Kris Lathrop ([kris@thorndalefarm.com](mailto:kris@thorndalefarm.com))

### --SAA records and e-records compliance subcommittee:

ensure that SAA component groups are following best practices for management and submission of analog and digital records to SAA Archives. This is another group that was running when I signed on with the RMRT in 2008, so we thought it was about time to check in with components again and make sure that they are preparing their archival records for transfer and following appropriate SAA records schedules for the rest. Contact: Brad Houston, RMRT Chair, 2012-2013 ([houstobn@uwm.edu](mailto:houstobn@uwm.edu))

### --Student subcommittee:

Consult with steering committee on student issues and concerns and assist with outreach. I attended the

Student and New Archives

Professionals business meeting at SAA 2012 and talked to a number of students about Records Management—there's a lot of interest out there, even if the students who might be interested don't know it yet. If you're a student and want to help us figure out how to better suit your needs, this is the subcommittee for you. Contact: Meg Tuomala ([mtuomala@wustl.edu](mailto:mtuomala@wustl.edu))

--Mentoring/Resume Review: assist newer members with navigating profession/polishing resumes. This isn't really a "committee" so much as putting your name in a database of available persons, though certainly if you have thoughts on how we can improve either of these practices we're certainly willing to listen.

Contact: Brad Houston, RMRT Chair, 2012-2013 ([houstobn@uwm.edu](mailto:houstobn@uwm.edu))

--The three subcommittees I promised more information about in mid-September (Survey plan working groups; Social media advisory; Education/Professional Development) are still in progress, so watch the RMRT list for more

## **Officers and Steering Committee Election Results**

The officers and steering committee for the Records Management Roundtable for the 2012-2013 Term are as follows:

**Chair, Brad Houston:** Brad Houston is the University Records Officer at the University of Wisconsin-Milwaukee, and current vice chair of the Records Management Roundtable. He has presented on electronic records and records reformatting to professional groups such as the Southeast Wisconsin Archivists Group and the International Institute of Municipal Clerks, and has been heavily involved in preparing instruction and documentation for UWM researcher compliance with the National Science Foundation's Data Management Plan requirement.

**Vice Chair, Beth Cron:** Beth Cron is a Program Specialist at the National Archives and Records Administration in College Park, MD in the Office of the Chief Records Officer. She is a member of the Electronic Records Management (ERM) Policy Team that develops guidance for Federal agencies to help them comply with records management laws and regulations. She is past administrator of the Toolkit for Managing Electronic Records (<http://toolkit.archives.gov>) and is the membership coordinator for the National Archives Assembly. She previously worked on the Digital Preservation Management Workshop at the Inter-university Consortium for Political and Social Research (ICPSR).

**Newsletter Editor, Lorette Weldon:** Lorette Weldon, author of SharePoint without Coding: My Notes for Embedding the Librarian, Volume 1 and Volume 2, obtained her MLS from University of Maryland. She has articles in Computers in Libraries, Information Outlook, Association of Governing Boards of Universities and Colleges' Trusteeship. She has been a speaker at the Special Libraries Association 2009, Computers in Libraries 2009 and 2010 Conferences. Lorette has been Webinar Instructor and Board Professionals Newsletter editor for Association of Governing Boards of Universities and Colleges, The Records Manager Newsletter editor for the Society of American Archivists. She was the chapter archivist for SLA's Maryland Chapter and webmaster for SLA's DC Chapter. She is the webmaster for RMRT's website.

**Steering Committee, Alexis Antracoli:** Alexis Antracoli is currently the Records Management Archivist at Drexel University Archives and Special Collections where she is working on implementing a University-wide outreach program to records creators and implementing procedures for acquiring, processing, and preserving electronic records. Previously she worked as Project Archivist and Archives Assistant at the University of Michigan's Bentley Historical Library. While at the Bentley Library, she worked on several electronic records and preservation projects. She is the author of the SAA \*Campus Case Study\* ""Podcasts in the Archives: Archiving Podcasting Content at the University of Michigan.""" Alexis received her Master of Science in Information in 2011 from the University of Michigan, where she served as Treasurer of the Special Libraries Association Student Chapter.

**Steering Committee, Katie Nash:** I hold a Masters in Library and Information Science from the University of North Carolina at Greensboro and a BS degree in Anthropology from Appalachian State University. Currently, I am the University Archivist and Special Collections Librarian at Elon University and have served in this position for seven years. Elon University is a selective private university in North Carolina with accredited schools of law, business, communications and education along with a Phi Beta Kappa chapter, which promotes the liberal arts and sciences. In this position, I am responsible for all aspects of University Archives and Special Collections including acquisitions, accessioning, arrangement, description, preservation, cataloging, digital projects, records management, and reference. In addition to these duties, I also supervise three volunteers, one student assistant, one full-time librarian, and occasional interns from local graduate schools.

**(Continued on page 6...)**

## Remembering Don Post

Brad Houston, RMRT Chair, 2012-2013

On April 10, we were stunned to learn of the passing of Don Post, owner of IMERGE Consulting and vice chair of the Records Management Roundtable for 2012. Don had been serving on the RMRT Steering Committee for the 2011-2012 term and had been an important motivator for getting the group back on track when our momentum stalled, and so he seemed like an obvious choice as a replacement for Vice Chair when Prisca Giordani resigned for personal reasons. Don quickly settled in to the role of Vice Chair and had been developing a number of exciting educational initiatives for the roundtable membership, in addition to his constant push to develop RMRT's relationship with external records management groups. I had been looking forward to working with him on these initiatives over the coming months and years; tragically, this was not to be.

Beyond his work with the RMRT Steering Committee, Don had been an active member of the Records Management Roundtable, and the records management community in general. He was greatly concerned with issues of imaging and digital preservation and founded a non-profit, Saving the Digital World, to help develop and collect solutions for averting a "Digital Dark Age." (Much of that group's work lives on at <http://www.LTDPRM.org>.) He was a constant presence on the professional development circuit, giving presentations at seminars and conferences throughout the United States and Canada, including keynote spots at the 2010 Midwest SharePoint Conference and the 2009 ARMA/AIIM SharePoint conference. On a personal level, Don was one of my early mentors in the profession, providing advice about starting out in records management and showing his belief in my potential by inviting me onto a conference session proposal in what was only my second full year in the profession.

Don's passing is a real loss to the Records Management Roundtable and to the community as a whole, and he will be missed.



*Don was greatly concerned with issues of imaging and digital preservation.*

## About Our SAA Records Management Roundtable...

Society of American  
Archivists  
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toll-free 866/722-7858

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

### The officers and steering committee for RMRT 2012-2013 (cont.)

**Steering Committee, Kristine Lathrop:** Kristine Lathrop is the Archivist/Records Manager for Thorndale Farm, LLC, a privately held single family office based in Millbrook, New York. Her responsibilities include establishing, implementing and managing the company's records management program, as well as documenting and preserving the family's corporate and philanthropic history dating back to the mid-18th century. She holds a B.A. in Art History from Northern Illinois University, where she was the recipient of back-to-back Undergraduate Special Opportunities in Artistry in Research grants.

**Steering Committee, Meg Tuomala:** Currently, I am the digital archivist at Washington University Archives at Washington University in St. Louis. In this position I manage the processing of archival materials, regardless of format. Previously, I was the records services archivist at the University of North Carolina at Chapel Hill where I was responsible for communicating state and institution mandated records management policies and procedures to the university community.

**Congratulations to all!**

We're on the Web!

See us at:

[http://www2.archivists.org/group/  
s/records-  
managementroundtable](http://www2.archivists.org/group/s/records-managementroundtable)