

Fall 2014

Vol. 4, No. 3

# The Records Manager

The Newsletter for the Society of American Archivists



# In This Issue



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

In this issue, our chair, Beth Cron discusses how RMRT will help the members through Google Hangouts and other projects centered around records management topics.

Our new RMRT Steering Committee Members share their Long-Term and Short-Term goals during their term.

Jennifer Mundy, one of our RMRT Steering Committee members, announces the new format that the RMRT membership has voted on for the RMRT newsletter, The Records Manager.

Enjoy the Fall 2014 issue of *The Records Manager*.

**Lorette S. Weldon**

**Editor, *The Records Manager***

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**Next issue: Stay Tuned for New Format!**



# Greetings to our Members . . .

**Message from the Chair, Beth Cron**

Hello to all RMRT members! I'm Beth Cron and I'm the new chair of the Records Management Roundtable. I've been the vice chair for the last few years, so I've been around for a little while. As I'm stepping up and thinking about the new year, I'm thinking about all valuable things accomplished by Brad Houston in his tenure as chair. I'm excited that he is willing to be a continued resource for the Roundtable!

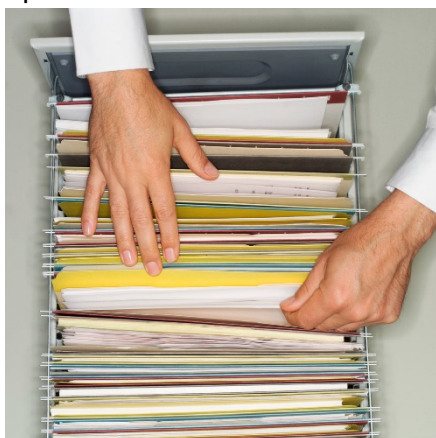


I would like to open it up broader and solicit blog posts from members. If you have anything you would like to share, send it over and we can post it!

I would also like to continue the Google Hangouts we started last year. Past Hangouts topics included web archiving, NARA's Capstone email policy, managing e-records, and archiving email. You can access all these sessions on the RMRT Youtube page. For the first Hangout of this year, we are going to have a session to get to the new and returning steering committee members. We can talk a bit about what we do, answer any questions, and hear feedback from you.



In the short term, I hope to continue many of the efforts started by the Roundtable over the last few years. We will continue to make use of The Schedule blog as a place to share ideas and discussions about records management topics. This year,



In the long term, I would like to come up with ideas for bigger projects that could be accomplished by concentrating member efforts on a task. What big issues are you facing in your work that could use the combined brainpower of a number of people?

would love to hear any other suggestions.

I'm looking forward to working with all of you over the coming year!



One ongoing project from the Roundtable is the Functional Thesaurus Working Group. I was the previous lead on this multi-year effort, but I'm looking for volunteers for a new lead to take this project to completion. A records management bibliography was a project suggested in the past - would this help you in your work? We

You can drop me a line at [bethany.cron@nara.gov](mailto:bethany.cron@nara.gov) or @bethcron on Twitter.

Beth Cron, RMRT Chair 2014-2015

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# The Long-Term and Short-Term Goals of our new RMRT Steering Committee Members

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Organized and Edited by: Lorette Weldon, RMRT Newsletter Editor

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**Your name:**

Christie  
Peterson

**Title:**

Records  
Management  
& Digital  
Archivist

**What challenges, if any, do**

**you foresee in achieving your  
short-term goals this term? I**

need interviewees! In fact, please  
contact me if you know of (or are)  
a records manager doing  
something notable that you think  
would make an interesting  
interview subject!

duties and responsibilities of my  
position as a steering committee  
member, and better understand  
the role we play in the SAA  
community

**How will your short-term goals  
for this term help you achieve  
your long-term goals? My short**

**term goals will assist me in**

identifying how I can better  
contribute to the  
community through my role  
as steering committee  
member

**Long-Term Goals for the year:**

To improve value & sustainability  
of the RMRT.

**Short-Term Goals for the year:**

To institute a new “get-to-know-  
a-records-manager” blog series

**How will your short-term goals  
for this term help you achieve  
your long-term goals? I’m**

hopeful that a blog series about  
actual, practicing records  
managers modeled after The  
Signal’s Insights Interview series  
with digital preservationists will  
raise awareness about what  
records managers do and  
increase communication and  
sharing among RMRT members.

**Your name:**

Jenny Mundy

**Title:**

Records  
Officer and  
Electronic  
Records  
Management  
Analyst,  
Multnomah County, Oregon



**Long-Term Goals for the year:**

Increase awareness and  
education around the intersection  
of electronic records and  
archives

**Short-Term Goals for the year:**

Become more familiar with the

**What challenges, if any,  
do you foresee in  
achieving your short-term**

**goals this term? We’re ramping  
up to implement a new ERMS, in  
addition to bringing a new  
RM/Archives professional on  
board. It’s a busy time for my  
program! My biggest challenge  
will be balancing my time.**



**Your name:** Eira Tansey

**Title:** Digital Archivist/Records Manager (University of Cincinnati)



help me stay in touch with the RMRT members, and their ideas for projects.

**What challenges, if any, do you foresee in achieving your short-term goals this term?**

### **Long-Term Goals for the year**

As a relatively new records manager who has been dealing with the challenges of being a dual archivist-records manager, many of the resources of the RMRT have been quite useful as I navigate my position. I am interested in contributing to the many projects furnished by the roundtable for the benefit of our colleagues.

### **Short-Term Goals for the year**

I have a couple ideas for stories to run on the blog, and plan to work on those shortly.

### **How will your short-term goals for this term help you achieve your long-term goals?**

Engaging with the public “spaces” of the Roundtable will

I’m still getting my sea legs as a records manager and learning to distinguish what differentiates it from traditional archival practice – this perspective may be very useful in developing resources for “accidental” records managers.

**Your name:** Brad Houston

**Title:** University Records Officer, University of Wisconsin-Milwaukee; RMRT Immediate Past Chair



### **Long-Term Goals**

**for the year:** I’m interested in continuing to provide high-quality records management resources and professional development to our members. Our RM for Archivists Webinar has now

successfully completed (and is available to download from SAA), and I am looking forward to participating in the various hangouts we have planned; I’m also looking for ways to prepare some mid-level content to show our experienced members that we haven’t forgotten about them and their educational needs. Last, I hope we can continue to build relationships with other SAA sections and roundtables and with ARMA to increase our reach and the relevance of our content to a greater number of members.

### **Short-Term Goals for the year**

Very short term, get out of the way and let Beth get on with doing a great job as Chair. A little longer term, I’m hoping to be a little better about passing on records management resources to RMRT members via the listserv, our microsite, the Google+ site, Twitter, and the blog.

The last in particular I’m going to make an effort to contribute to more consistently—now that I’m done developing the webinar I

should have a bit more time to devote to my turn posting.

**How will your short-term goals for this term help you achieve your long-term goals?**

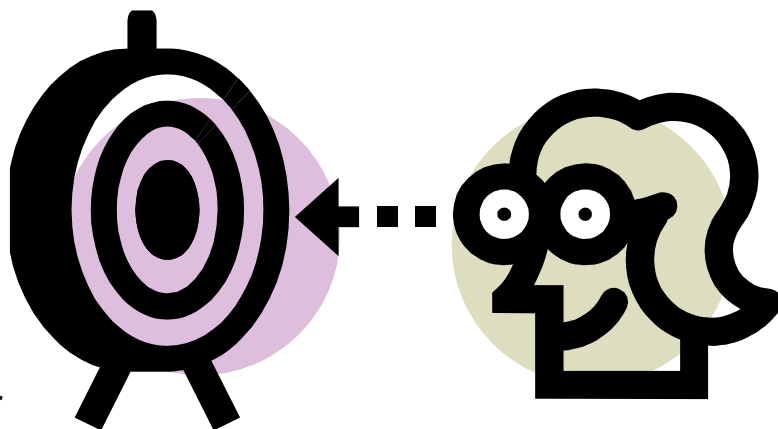
Well, I hope the former will lead into the latter! Really both my short and long-term goals are based around improving communication and learning opportunities for our membership, which was a goal of mine as chair last year and is always something that we as a steering committee should be working on.

actual job.) Hopefully, though, I will be able to squeeze out enough time to continue to make a meaningful contribution to the roundtable. If nothing else, not being chair anymore will make the monthly teleconferences less stressful for me! ■

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**What challenges, if any, do you foresee in achieving your short-term goals this term?**

Time makes fools of us all, as the saying goes, and I'm still feeling short on it what with being appointed to the SAA Education Committee and a number of leadership roles on campus. (Plus, you know, my



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# RMRT's Newsletter will have a new Format

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By Jenny Mundy, Records Officer & Electronic Records Management Analyst, Multnomah County Records Management and Archives

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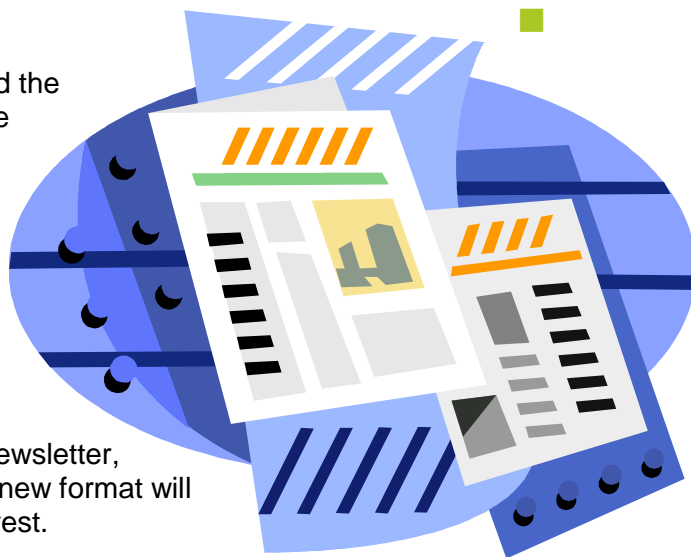
Our membership has spoken, and as a result we are changing our newsletter format, starting with the next issue. The largest group of survey responders (50%) supported switching to a digest format for our newsletter, where we will summarize posts on our blog, and help bring attention to other helpful articles, resources, and items of interest to the archivist slash records manager.



follower awaiting its arrival every quarter, you'll find something of value in our fresh new format. Please let us know if you'd like to write something for our blog, or if you find a resource you would like

discussed in more depth in the newsletter. Otherwise, expect some exciting, new changes in the next issue of the RMRT newsletter! .

Another 31% liked the newsletter just the way it was, so do let us know if something you enjoyed about the newsletter is missing in the new format. As for the 19% that encouraged us to discontinue the newsletter, we hope that the new format will capture your interest.



Whether you're an occasional newsletter reader or a die hard

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Jennifer Mundy is a Records Officer & Electronic Records Management Analyst, Multnomah County Records Management and Archives





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### We're on the Web!

*See us at:*

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.