

Summer 2013

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The Records Manager

The Newsletter for the Society of American Archivists



In This Issue



Welcome to the Summer 2013 issue of *The Records Manager*.

In this issue, our chair, Brad Houston updates us on what is happening with the Society of American Archivists Records Retention Working Group in the Chair's Message.

One of our members, Kate Bowers, does a very insightful review on the book, Records Management for Museums and Galleries: an Introduction.

She is followed by our Steering Committee Member, Meg Tuomala, with her article on UNC-Chapel Hill's Campus Records Management survey.

In the Members' Corner, we are introduced to Jessica Steytler. She discusses who she is and the challenges that she faces in her current position.

We are then updated with the innovative method that the Records Management Roundtable is using through Google Hangout to allow RMRT members to attend virtual meetings with experts in our field.

Another RMRT member, Brittany Turner, shares what is happening with a new Records Management program at Shreve Memorial Library in LA.

Enjoy the Summer 2013 issue of *The Records Manager*.

Lorette S. Weldon

Editor, *The Records Manager*

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Greetings to our Members . . .

Message from the Chair, Brad Houston

Happy summer (or what passes for it in your neck of the woods—it has been freezing up here in Wisconsin so far)! We have a pretty full newsletter this go-round, and a lot of what I would usually cover in the chair letter is being discussed elsewhere. So instead of repeating that information, I'm going to take this opportunity to talk a bit more about the activities of the SAA Records Retention Working Group.

Although the group was formally charged in January, we've only really started our work quite recently—but we're making up for lost time!

From our teleconferences so far, it is obvious that the members of the working group bring a number of different perspectives to the

table, which of course is as it should be. Some of our members have little to no records management experience at all, but bring a working knowledge of SAA's file system and important records. A couple more of us mainly deal with records management as filtered through acquisition of materials as an institutional archivist, which allows us to have different criteria for assessing primary and secondary value.

All of us, however, have an appreciation for records management as a tool to simplify the operational needs of the organization, and to help ensure that the "right" records find their way to the SAA Archives here at UW-Milwaukee. As I'm sure most people reading this don't need to be told, the proliferation of

electronic records formats and cloud storage platforms means that identifying those records is not always an easy process!

We've started to analyze the electronic file structure of the SAA main office thanks to a file list provided by Rene Mueller, and have identified some larger functional areas, such as advocacy, governance, financial, and membership, that we will dig down through over the coming weeks and months to identify appropriate records series and their dispositions. SAA actually has a lot of the same records concerns that face non-archival organizations—what to do with e-mail accounts, how to handle personal and shadow filing systems, the record status of documents held by third party vendors, etc.—which just goes to

show how massive and complicated these issues are, if even the archivists' professional organization is struggling with them.

One area we expect to spend a significant amount of time on is the issue of records maintained on the SAA website; governance documents and component group records (such as this newsletter!) in particular are often found there, so figuring out which records we can harvest online will greatly simplify our process, and make sure the SAA Archives can provide as comprehensive a picture of the historical development of our profession as possible.

We're still relatively early in the process, and a lot of what comes next is going to be the gruntwork—analyzing file plans, writing schedules, etc.—so this will probably be the last you hear from me on this for a while. In the meantime, though, as noted last time around, we do welcome your advice on this process. Which records are important, in your view, for SAA to retain on a permanent basis? Does your organization have best practices for retention and disposition of a particular kind of record? (The group is currently working off of a few general schedules as examples of where to start, but the more instances of schedules we get the better prepared we'll

be to write good ones for SAA.) Please feel free to discuss on the blog, the RMRT list, or send me your thoughts directly at houstobn@uwm.edu. Thanks in advance!

Before I sign off, a few quick hits:

- Our Business Meeting at SAA 2013 will be on **Friday, August 16**, from 4:00-5:30..
- You can now view archived video of both of the RMRT Google Hangouts held so far at <https://www.youtube.com/user/herodotusjr82/videos> (plus, um, some videos of my dog that I took. We're working on figuring out how to get a dedicated channel for the hangout recordings). Watch the list and the blog for the announcement of the next one sometime in the near future.
- NARA is doing some interesting stuff with its E-mail program and policies of late: They recently moved their entire e-mail system to Google Apps, complete with a Google Vault instance to deal with records management issues (more info: <http://gcn.com/articles/2013/05/24/nara-3-clouds-move-to-google-apps.aspx>), and even more recently made available a draft memo detailing a major change in the way they classify e-mail as permanent (See Arian Ravanbakhsh's post on Records Express, <http://blogs.archives.gov/records-express/2013/06/06/opportunity-for-comment-capstone-email-bulletin/>). Worth checking out, particularly if you're still looking for better ways to manage and archive your own organization's email.
- We're still always looking for guest posters for the RMRT blog, <http://saarmrt.wordpress.com>; if you're doing something cool with records management that you can summarize in between 500-1000 words, we'd love to hear from you.

Please send me an email if interested.

We look forward to seeing you in New Orleans!

Brad Houston, RMRT Chair, 2012-2013

Book Review: 'Records Management for Museums and Galleries: an Introduction'

Reviewed by Kate Bowers, Collections Services Archivist at Harvard University, MA

In [Records Management for Museums and Galleries: an Introduction](#), authors Charlotte Brunskill and Sarah Demb have delivered a thorough, accessible, and practical work that has multiple potential audiences. It fills a gap in the professional literature, being one of few works to address records management in this unique institutional setting.

For records managers (and archivists) who might be unfamiliar with the institutional records in museums and galleries, this book will help them understand the history of recordkeeping in museums, the unique records series that may be found in these settings, and the functions that museum staff perform. The book is rich with appendices and resources for implementing a records management program in a museum or gallery.

The book's origins in a program that provided training in records management to museum staff are apparent in its practicality and accessibility to those who

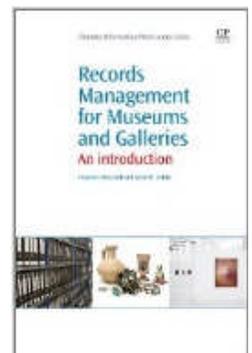
are not trained records managers.



The book explains what records and recordkeeping are, the goals and significance of records management, and how and why to implement a records management program. Any records manager who needs to introduce records management into a cultural history institution would do well to share this book with records producers.

Finally, as a primer in records management, this book is accessible to any audience. It would make a suitable text, not just for museum and gallery staff, but for anyone who needs to understand what records management is and why it should be undertaken. To this audience,

the specifics about museums and galleries serve as cases that illuminate records management concepts and practice. Key legal concepts and compliance issues will be recognizable to US and Canadian records managers and archivists, and to museum staff in the nearly 20,000 museums in the US and Canada.



Highly recommended. ■

Kate Bowers is the Collections Services Archivist at Harvard University Archives in Cambridge, MA and can be reached at kate_bowers@harvard.edu

UNC-Chapel Hill Conducts Campus Records Management Survey

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

In the spring of 2013 [University Archives and Records Management Services \(UARMS\) at the University of North Carolina at Chapel Hill \(UNC-CH\)](#) conducted a survey to assess campus records management practices and measure campus awareness of UARMS policies and services. The survey was designed by Carla Davis-Castro, a student at the School of Information and Library Science and School of Government at UNC-CH who is earning dual masters degrees in both Library Science and Public Administration and is a fellow in the Educating Stewards of Public Information in the 21st Century (ESOPI-21) program. It was distributed by UARMS staff via a records management list serve used to communicate with designated records management liaisons across the UNC-CH campus. Lawrence Giffin, records services archivist at UNC-CH, was instrumental in evaluating survey responses and reporting results.

The majority of survey respondents indicated that they

- Were aware of UARMS and its services, and reported satisfactory interactions with UARMS staff;



- Were familiar with UNC-CH's General Records Retention and Disposition Schedule, and found it easy to use (75%); and
- Turned to UARMS for answers to questions regarding both traditional (84%) and electronic records management (80%).

Some of the major challenges reported by survey respondents were

- Lack of time, space, and resources; and
- Lack of training in traditional records management (58%) and electronic records management (71%).

The survey was very beneficial in helping UARMS understand what we are doing well and what we need to work on. From respondent comments we already know that we need to ramp-up electronic records management training and policy--respondents specifically cited email

as a problem area. We will use the information gleaned from survey responses to formulate a strategy for more effective records management across the UNC-CH campus. As a first step, UARMS plans to hold focus groups for survey respondents to dig a little deeper and get specific ideas for how to better reach our community. ■

Meg Tuomala is a RMRT Steering Committee Member and the electronic records archivist at UNC-Chapel Hill and can be contacted at mtuomala@email.unc.edu

Members' Corner: Say "Hello" to Jessica Steytler

Reported by Jessica Steytler, Archivist at Congregational Library, Boston MA

Who, is Jessica Steytler?
I've been an archivist, since 2000, and as of this spring also records manager for the Congregational Library & Archive. We are governed by the American Congregational Association, a non-profit whose primary purposes are the oversight of the Library & Archive and our building at 14 Beacon Street. (Check us out! www.CongregationalLibrary.org).

I have been on staff for over a decade, so being adaptable has been a huge, never-ending challenge. I realize this is true for everyone who sticks to a career, but it's a specific kind of challenge to stay relevant within the organization, within the profession and community, and not get bored.

The Congregational Library & Archive is a small library/archive that has an



association as a governing body that is intermingled with the library's activities. I'm responsible for taking care of the old paper and I'm the one who's going to be overseeing the modern, digital on-the-server stuff. I have already been working in an unofficial capacity, but now it's official.

What Challenges have you faced?

I'm lucky to have management who is willing to take chances on new projects I have proposed.

One of my most successful ventures dove-tails with records management: I have created a stewardship class tailored for people tasked with caring for church records.

These people tend to be unpaid volunteers from within the congregation with no formal training on the topics discussed: archives, records management, and preservation. My class helps empower these people to be able to care for their church's records in a reasonable and judicious manner. It is geared towards those within the Congregational tradition, but most of it translates to any volunteer-based/non-profit group pretty well.

What is your background in records management, archiving, and/or libraries?

I am one of the legion of Simmons GSLIS grads who moved to Boston and

refused to leave. I graduated with an archive concentration. My experience with records management comes from my long tenure at the Congregational Library and processing the institutional records for the American Congregational Association.

Later, my work on my Stewardship for Church Records class provided a great deal more exposure to RM. Additionally, because we are both library and archive, I am library-adjacent and hear a great deal of the goings on from my more library-centric colleagues.

What are your favorite parts of your current job?

After years of being a Lone Arranger, one of my favorite parts of my job is the part where I get to collaborate with my colleagues who've joined the staff in recent years. It helps me feel connected to my work and provides very necessary feedback.

I would have never believed it when we started, but I've

been enjoying our latest group project, which has been to research and plan for implementing EAD for the archive. We finally have the right mix of people, skills, and interest to pull that off.

What other things do you love to do that our membership would find interesting?

One of my favorite parts of being in the profession is the opportunity to supervise interns and act as a mentor to budding professionals. Since we have such a vibrant program through Simmons, I get to meet a lot of students in the course of the year for formal internships, volunteering, and an occasional interview.

I also enjoy attending local meetings. To date, I've only really had a chance to go to New England Archivist events, as I only just rejoined SAA for the first time in 14 years. Hopefully I will get to venture out to an SAA meeting in the next year or so.

I hear there's life outside work: non-work loves include a very wide variety of hands-on crafty hobbies, bicycles, and toddler-chasing. ■

Jessica Steytler is an Archivist at the Congregational Library in Boston MA. She can be contacted at jsteytler@14beacon.org

Innovations: The Records Management Roundtable's Google Hangout

A virtual "exchange" of e-records practitioners to informally discuss ways of dealing with electronic records

Reported By: Lorette S. Weldon, SharePoint Librarian; Author; Professor

We launched a new service to student chapters of the Society of American Archivists this past spring on, March 1st. Committee Chair Brad Houston and the Steering Committee members planned a bi-monthly Google Hangout series to students and other members who were interested in the records management and archives profession.

These virtual conferences are first offered live and then saved as a video for viewing in our Chair's YouTube Channel (later to be phased into the RMRT's YouTube Channel) and RMRT's WordPress blog.

The method we have been using is that the first 10 users to log on could participate in the discussion via video chat, and stream live via the

RMRT's Google+ account, our YouTube Channel, and on our blog.

Through interests you, our members, have shown through the RMRT discussion List, Membership Survey 2012, and a Friday, January 4, [2013 Twitter Conversation](#) between archivists talking about what we can do to better share actual digital



preservation practices, the Steering Committee created *The Records*

Management Roundtable's Google Hangout.

In order for our first virtual conference to take place, we followed [Google's instructions](#):

To start broadcasting:

1. Visit plus.google.com/hangouts
2. Click **Start a Hangout On Air**.
3. Give your broadcast a name and invite the people you want to join.
4. Click **Start Hangout On Air**.
5. Once everyone's joined and you're ready to go live, click **Start broadcast** at the top of the screen.

*Once you click **Start broadcast**, you're officially "On Air" and the public will be able to watch your live broadcast.*

RMRT chair, Brad Houston, tested out a presentation that he was going to be giving at the 2013 Midwest Archives

Conference annual meeting for our inaugural Hangout.

Houston's presentation was entitled, "Everyone's a Mechanic: The Least You Should Know About Managing E-records." Only 10 students were able to *hangout* with our Chair live (due to Google's limits), but the feed was streamed from our Google+ page, our blog, and a YouTube channel.

Our second virtual hangout was on Friday, May 24, 2013. Our panelists (Peg Eusch, University of Wisconsin–Madison, and Tom Wellman, Michigan State University) brought a huge amount of experience in records management program administration in various decentralized environments, and in outreach to end-users in particular. We wanted to give people an opportunity to ask questions about their effectiveness and about improving outreach and compliance in general.

This virtual hangout was based on our speakers' presentation at the [Midwest Archives Conference in Indianapolis on April 18](#). For your reference, the summary

information for that session is reprinted below:

As the digital age matures and we move further into the twenty-first century, responsibilities for records and information management have become increasingly decentralized and dispersed. How do we effectively convey requirements and guidelines for best practices across our institutions? In this session, four records and information management practitioners will share approaches taken, their successes, and their failures in developing and deploying training strategies and resources within their organizations.

Since there is a 10 person limit in the hangout, members of the steering committee have helped to keep those outside of the hangout well connected to the discussion and have enabled members to be a part of the discussion by monitoring various social media platforms, such as posts to [RMRT's WordPress blog](#), Google+, and Twitter (#rmrthangout) for your questions and comments.

They are related to the moderator of our hangout

as the comments would come in so everyone would have access to the livestream and be able to still contribute to the discussion!

We will also accept questions ahead of time. If you do have questions or points of discussion in advance of our *Google Hangouts*, please post them on RMRT's WordPress blog, Google+ page, or email them directly to our Chair, [Brad Houston](#).

We'll also post various reminders closer to the date, so hopefully we can have a good mix of prebaked and spontaneous questions for our panelists or speaker in future virtual hangouts. ■

Lorette S. Weldon is a SharePoint Librarian; Author; Teacher. She is also a member of and newsletter editor for the RMRT Steering Committee and she can be contacted at chapter_archivist@weldon-researchers.org

Evaluating Tools for a Brand New RM Program

By Brittany Turner, Records Manager and Special Projects Librarian, Shreve Memorial Library, LA

The Shreve Memorial Library (SML) is located in Shreveport, LA, and serves approximately 257,000 people in Caddo Parish. The library is supported by roughly 250 staff members working in 21 branches, one Bookmobile, and one “e-Branch.” SML operates under the umbrella of both Caddo Parish as well as the City of Shreveport, making us a public entity subjects to all applicable public records and freedom of information laws.

In November 2011, SML selected our first-ever Records Manager/Special Projects Librarian. The position requires substantial RM responsibilities, including inventories, retention scheduling, training, and communications. This position was created at the urging of the Louisiana State Archives Records Services department in an attempt to usher SML and other LA libraries toward full compliance with existing records laws.



Until our retention schedule has been developed and approved, we are bound by a three-year minimum retention of all library records.

Initial efforts included one-on-one meetings with all Branch Managers and Administrative staff in each facility where records are created and maintained. These meetings highlighted additional gaps in SML’s RIM policies and procedures, necessitating the review and revision of existing guidelines as well as the creation of new structures in order to create an environment conducive to sound retention, retrieval, and disposition practices.

At present, the most manageable aspect are the physical records. Rough estimates suggest that there are approximately 250 CF of active records and 500 CF

of inactive records, although the inventory is in the earliest stages. Although the bulk of these records stem from Finance, Human Resources, and Administration, there are also various series held at the spatially-constrained branches.

Electronic records pose a greater challenge. SML currently has no ECM in place, although select staff have limited access to a handful of shared drives/fileshares. There has been no inventory of electronic records at present, and no clear plans to transition toward an ECM system.

There are no standard file naming conventions or version controls in place. Backups are generally administered on a case-by-case basis, with no policies currently in place to govern technology use or stewardship. The collaborating and sharing needs of staff members have, thus far, been met by emailing various versions back and forth,

the creation of Dropbox accounts that are only known to those using them, or the development of local versions of system-wide documents at the branch level.

SML is also faced with the difficulty of capturing and maintaining records currently created and stored on various websites, both internal and third-party. These include our Joomla-based public website, Moodle-based intranet, Facebook, YouTube, Twitter, Pinterest, ContentDM, to name a few. There are at least a dozen instances of users who do the majority of their work using personal accounts, despite SML providing each staff member with a unique e-mail address and content creator privileges to the various sites upon request.

No cloud services are currently used, as there is a reluctance to explore this area due to concerns about information security.

As the administrative issues continue to be assessed and improved, SML is simultaneously faced with the need for budget proposals in an environment where Records Management simply did not exist in any

organized form. SML is also currently in the process renovating a new building which will transition into an Administrative Support Center in 2014/2015, with the current expectation that there will be some space carved out for records storage.

Current designs suggest a 20' x 20' x 9' room which may be used for any combination of storage, processing, special collections, or digitization.

To address these needs, various solutions are currently being considered in conjunction with the timeline for budget proposals. Although it is unlikely that SML will need more complex tools, such as ECM, for many years, the costs associated with these programs require early evaluation and planning.

As SML develops the new RM program, budgetary constraints are unusually absent – having never explored these options before, each item will require individual assessment and exploration.

SML welcomes the advice, ideas, suggestions, and concerns of other RIM

professionals who have worked through similar issues. This feedback is particularly helpful in the area of ECM and Web Archiving vendors, as well as providers of physical records storage, management, and destruction.

Furniture and shelving will need to be considered for the new building, and ideas for presenting the purpose of RIM to novice employees at all levels of an organization is always appreciated. Finally, guidance regarding RM software is invaluable in this situation. It is likely to be the first “big ticket” purchase, and our options are endless.

Ideally, our software package will provide for the automation of retention/disposition, transfer, retrieval, chain of custody, legal/financial holds, and public records requests. The program would also be able to provide SML with statistical data about our records use and needs. As we begin building our program from the ground up, we're hoping to explore options that may allow for future integration with an offsite storage vendor (if selected), as well as being compatible

with barcode and/or RFID solutions.

SML, although anxious, is also excited to be embarking into unknown territory. As information professionals in the business of public information service, we are eager to explore the many ways that improved RIM will benefit our staff, users, and community. We've already gotten some great feedback from the collective expertise of other Records Managers, particularly with regard to ECM, specific vendors, and cloud storage. With the continued help of the RMRT members, listservs, and Hangouts, we're optimistic that we can develop a roadmap to help guide us through the infancy of our RM program. ■

Brittany Turner is a Records Manager and Special Projects Librarian at the Shreve Memorial Library in LA. She can be contacted at bturner@shreve-lib.org

Nominations for Steering Committee members, including Chair, Vice Chair, and Newsletter Editor

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

On July 1, 2013, all RMRT members can vote for the following RMRT members who are each running for a Steering Committee membership role. We will send e-mail reminders and the link for the voting as the time gets closer. These nominees are in good standing, including students and new professionals. Please read the following statement of interests and biographies on our nominees.

Steering Committee Member Nominee

Caroline Curtin is a graduate of CUNY Queens College's Master of Library Science Program with a certificate in Archives, Records Management, and Preservation of Cultural Heritage Materials. She received a B.A. in History and Philosophy from The University of Scranton. Caroline currently works for the Archives and Records Management Department of the ACLU National Office in New York, NY. At the ACLU, she is responsible for the functions of this unique hybrid department which manages archival collections to



serve the reference needs of staff members, processes records for Princeton University's Mudd Manuscript Library to preserve the organization's historical posterity, and negotiates the organization's legal and operational records management needs. She has been involved with ARMA events in the New York Metro area. Caroline also serves as a Reference and Adult Services librarian at a public library where she works closely with local history collections.

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 Nominee

Beth Cron is a Records Policy Analyst at the National Archives and Records Administration. She is a member of the



Records Management Policy Section within the Office of the Chief Records Officer. The Records Management Policy Section has produced guidance on social media records, cloud computing, and email archiving applications. Beth is a 2008 graduate of the School of Information at the University of Michigan and she specialized in Archives and Records Management. While in graduate school, she worked at the Gerald R. Ford Presidential Library and served on the board for the SAA Student Chapter. She previously worked at the Inter-university Consortium for Political and Social Research (ICPSR). She currently serves as the vice chair of the Records Management Roundtable.

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 Nominee

Matthew Farrell earned his MLS from the University of North Carolina at Chapel Hill. He recently joined Brown University Archives as Records Services Archivist. In this position, Matthew is responsible for using the university's records management policy as a starting point for creating an active records management program. Prior to this posting, Matthew volunteered for Lafayette College Special Collections and College Archives, and worked as a student at UNC's University Archives & Records Management Services.



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 Nominee

Meg Tuomala is the electronic records archivist at the University of North Carolina at Chapel Hill (UNC).



In this position, Tuomala leads efforts within UNC's archives and special collections to manage and preserve born-digital archival materials. She also supports UNC faculty, staff, and student organizations in managing electronic records. Tuomala was most recently digital archivist at the University Archives of Washington University in St. Louis, MO. She worked previously at UNC as the records services archivist. In addition to her MSLS from the School of Information and Library Science at UNC, she holds a B.A. in Comparative Literature and Romance Languages, also from 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 Nominee

Brad Houston is the University Records Officer at the University of Wisconsin-



Milwaukee, and current chair of the Records Management Roundtable. He has presented on electronic records and records reformatting to professional groups such as the Midwest Archives Conference, the Southeast Wisconsin Archivists Group and the International Institute of Municipal Clerks, and has been heavily involved in preparing instruction and documentation for data management and curation planning at UWM. As UWM Records Officer, Brad oversees and consults on records management functions and policy for over 200 offices and departments, including records inventory and scheduling, retention policies, records disposition, electronic records management, and long-term preservation of university records. Brad received a Bachelor of Arts with honors in History/Western European Studies from Grinnell College in 2004 and a joint Master of Arts in History and Master of Library

Science with an Archives/Records Management specialization from the University of Maryland-College Park in 2007. Before coming to UW-Milwaukee, he worked as a records management intern at the Executive Office of the President, and performed archival and records management work at the Truman Presidential Library, National Geographic, the United States Holocaust Memorial Museum, and the University of Maryland Archives.

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 Nominee

Lorette S. Weldon, information professional, professor and author of SharePoint without Coding: My Notes for Embedding the Librarian,

[Volume 1](#) and [Volume 2](#), and [Librarians using SharePoint](#),

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 and Webmaster for the Society of American Archivists Records Management Roundtable for four years. For two years, she was the chapter archivist for SLA's Maryland Chapter and webmaster for SLA's DC Chapter.

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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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.