

Lorette S.J. Weldon, Editor

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

Message from the Chair, Brad Houston

At their winter meeting in January, SAA Council took the first steps in addressing a longstanding problem of interest to this very roundtable. For many years, the University of Wisconsin-Milwaukee (coincidentally, my own institution) has been the repository for the Society of American Archivists' own archival records, which as I write this comprise a bit over 250 cubic feet of paper, plus

many more electronic files, audio cassettes, and publications. Yet, for most of that time, SAA itself has not had a comprehensive retention schedule for the vast majority of its holdings! It seems a bit unbelievable, but most of what has been sent to the UWM Archives for inclusion in the SAA collection has been at the discretion of SAA leadership and executive staff, as well as any

component leaders who remember to pass their records along. Further complicating matters has been SAA's recent practice of posting key information and documents on their website—great for getting to governance and other documents at a moment's notice, not as great for long term digital preservation of important records. **(Continued on page 2)**

ARMA chapters hold Spring Seminars in 2013

Need a RIM Refresher? Many ARMA chapters hold Spring Seminars, which are open to both ARMA members and non-members! These all-day educational events are designed to provide Records and Information Management Professionals of all levels with the latest information, trends and skills to provide more value to their organizations. They also offer a great chance to meet with vendors and to network with records professionals in a variety of industries. A few of the upcoming seminars are:

ARMA Metro New York City, in partnership with ARMA Central New Jersey, ARMA Northern New Jersey & ARMA Connecticut Chapters "2013 All-Day Educational Event"

Wednesday, March 20, 2013

8:00am – 5:00pm

New York Life Insurance Company

51 Madison Avenue, between 26th & 27th Streets New York NY 10010

Networking Reception

5:30pm-7:30pm, Location TBD, <http://www.armanyc.org/> (Continued on page 4...)



Brad Houston, RMRT Chair

Message from the Chair (continued from p.1)

Fortunately, Council has been aware of these issues for some time, and has been studying ways to get official records of the organization to the UWM Archives in a more systematic and efficient manner. A Council subgroup consisting of Beth Kaplan, Bill Landis, and Donna McCrea (the RMRT's Council liaison) has spent much of the last year gathering information about SAA's records retention needs, as well as assessing solution for the Society's born digital materials. You can read more about what they found in their report at <http://www2.archivists.org/sites/all/files/0113-IV-K-SAARecords.pdf>.

The upshot for the RMRT is in the last section, which recommends the formation of a Records Retention Guidelines Task Force to "draft comprehensive records retention guidelines for the Society of American Archivists" for approval at Council's August meeting. This task force will consist of the three Council members who wrote and submitted the report; a member of SAA Staff to be named later; Michael Doylen, head of the UWM Archives department, and myself, representing the Records Management Roundtable. As you will see from the above report, the task force has our work cut out for us, but also a lot of information and examples from which to draw.

This is an exciting opportunity to help make sure our professional organization is "practicing what we preach" with regards to records management, and helping make sure that the history of SAA is well-documented for years to come. As noted, I will be representing the RMRT on the task force, so I welcome the feedback of any and all of our members who have thoughts on what is important to include in these guidelines (as well as any findings from the above-linked report that might not be immediately obvious). I will undoubtedly have much more to report on this as it develops, so watch this space!

RMRT goes Web 2.0 (Better late than never...)

Beginning this month, the Records Management Roundtable will have a couple of new venues for encouraging communication between our members and promoting records management resources on the horizon. First up is *The Schedule*, the RMRT blog located at <http://saarmrt.wordpress.com/>. We hope to use this as a way to communicate with the membership about major RMRT initiatives (such as the above-mentioned task force), provide profiles of Steering Committee members and members-at-large, feature innovative records management practices from within and outside our membership, and—thanks to another Council recommendation that passed in January—post links to job and educational opportunities as they come across our radars. If you go there right now, you'll notice that our Resources page is pretty thin, so we welcome any suggestions for adding links to pages that you think RMRT membership might find useful. Likewise, if you are doing something cool or innovative with records and want to share with your professional colleagues, please contact any steering committee member—we'd love to feature you or your shop in a guest post or profile.

The other big Web 2.0 initiative the RMRT is launching this month is our Google+ page, <https://plus.google.com/118358692462079747504>. (Yes, that is an ugly string of numbers to type in—we'll put a link to it on the blog and component microsite.) We don't want to be that group that just provides a bunch of links to blog posts on their other social media outlets, so we are hoping to use this for more conversational purposes—posting images and videos of interest, creating discussion threads, etc. We are also planning on starting a series of Google Hangouts for educational and communication purposes (more on which elsewhere in this issue). (Continued on page 3....)

Message from the Chair (continued from p. 2)

Brad Houston, RMRT Chair, 2012-2013

I want to emphasize that neither The Records Manager nor the RMRT microsite is going anywhere for the foreseeable future. The microsite still has a role as a repository of static resources from the Records Management Roundtable, including our bylaws, publications, reports, meeting minutes, and information about officers and steering committee members. The Records Manager is still likely to be our publication of record for updates such as this and any long-form pieces about records management in general (and besides which, it reaches the largest number of our members, not all of whom have Google+ accounts or the inclination to add yet another blog to their feed readers).

For our shorter or day-to-day updates, however (and we hope to provide many more of these), we will be moving to our blog and social media presences. As of this writing, we haven't taken the plunge on Facebook, Twitter, or LinkedIn, but depending on member interest and/or steering committee availability, that may change in the future. (Conveniently enough, we can announce creation of those accounts on the blog.) We look forward to a lively discussion!

--Brad Houston

Chair, RMRT, 2012-2013

ARMA chapters hold Spring Seminars in 2013 , continued from p. 1

ARMA Mile High Denver "Are You Ready for a Change? Moving Forward in 2013!"

Tuesday, April 16, 2013

7:30am – 5:30pm

Warwick Hotel

1776 Grant Street, Denver CO 80203

<http://www.armadenver.org>

ARMA's Northern California Chapters "Information Privacy – It's More than Personal"

Thursday, April 18, 2013

9:00am – 4:00pm

Wendall, Rosen, Black & Dean LLP

1111 Broadway, Oakland CA 94607

http://armamtdiablo.org/NorCal_Seminar

Not in one of these areas? Check out your local ARMA Chapter at <http://www.arma.org/about/chapters> to see what they have to offer!

----- Kris Lathrop, RMRT Steering Committee

Member Profile: Meg Tuomala

Q: Who are you and what do you do?

A: My name is Meg Tuomala, and I am on the RMRT Steering Committee. I work in University Archives and Records Management Services at the University of North Carolina at Chapel Hill (UNC), where I am the electronic records archivist.

Q: What type of responsibilities does your position entail?

A: I am responsible for ensuring the proper management, acquisition, appraisal, description, and preservation of born-digital institutional records with historical, evidential, or administrative value to the University. I support UNC faculty, students, and staff with information, training, and assistance in depositing digital materials into UNC's digital repository, the Carolina Digital Repository (CDR); and I work with other library staff to define and implement repository policies, workflows, and capabilities. (Continues on page 6...)

RMRT to Launch Virtual Hangouts with Students

By Meg Tuomala, RMRT Steering Committee

The Records Management Roundtable is launching a new service to student chapters of the Society of American Archivists this spring. Started in late February, we offered monthly video conferences where students interested in the records management and archives profession could come to learn more about who we are and what we do. The conferences will be hosted through Google Hangouts, and stream live via the RMRT's Google+ account and YouTube Channel.

Our chair, Brad Houston has offered to test out a presentation that he will be giving at the 2013 Midwest Archives Conference annual meeting for our inaugural Hangout.

Please join Brad at 12 noon EST on Friday, March 1st for "Everyone's a Mechanic: The Least You Should Know About Managing E-records."

RMRT Chair Brad Houston has, over the past few years, gradually fallen into the role of managing electronic records policies and procedures at the UWM Archives, with minimal support from institution IT. He has been teaching himself what he needs to know as he goes along, which unfortunately for him means a lot of extra work. The upside: now you get to learn from his efforts. In this Google Hangout, Brad will briefly discuss what he's done with e-records at his institution, what he's learned, and what he wishes he had known before he started.

If you are interested in hosting a Hangout, or have ideas for Hangout topics, please email Meg Tuomala at mtuomala@email.unc.edu. These sessions can be on the casual side, for example an open Q & A on a current issue in records management, or a more structured presentation.

Look for more announcements about RMRT Hangouts with Students on our list serve and blog!



About Our SAA Records Management Roundtable...

Society of American
Archivists
17 North State Street
Suite 1425
Chicago, IL 60602-4061
tel 312/606-0722
fax 312/606-0728
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

Member Profile: Meg Tuomala (Continued from p. 4)

Q: Describe a typical day at work for you.

A: Well, it varies widely from day to day. Some days I am out of the office giving records management trainings or visiting campus departments for records management consultations, some days I am at my desk working with actual electronic records, and some days it seems I have nothing but meetings from 9 to 5. Most days are a combination of all those things. But I'll describe what's on my plate the day I'm writing this to give a general idea of what types of things I do...

We're on the Web!

See us at:
<http://www2.archivists.org/groups/records-managementroundtable>

- 8:45 am—Check emails; write replies; review calendar and to-do lists to prepare for the day.
- 10 am—Respond to a records management inquiry from a campus department. Spend some time planning a test-crawl of University websites in preparation for the launch of our web-archiving program.
- 11 am to 1 pm—Weekly shift at the special collections reading room reference desk. It was a slow day so I was able to catch up on some professional reading and review and edit some documents.
- 1 pm—Lunch break.
- 2 pm—Work with archivists in special collections' technical services to test Curators' Workbench, a tool we use to accession and process born-digital archival materials.
- 3:15 pm—Meeting with University Archives and Records Management staff to brainstorm ideas for a NHPRC Electronic Records Projects grant.
- 4:15 pm—Check emails, edit and submit a proposal for an internal technology request, and answer these questions for the RMRT newsletter!
- 5 pm—Workshop on documenting student life for campus organizations (I'm not leading this workshop, just sitting in for support, and to answer any electronic records questions that arise).