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RMRT Membership Survey – 2008

Introduction to the Survey

The following are the compiled results of the 2008 survey of the members of the Society of American Archivists Records Management Roundtable.   The survey was to be distributed to all members of the roundtable on or about November 1, 2008, and all survey responses were due by November 30, 2008. Roundtable membership at the beginning of November as 294 and at the end of the month it was 303. Sixty-seven respondents completed the survey and returned it, for a total of 22.1% of the membership.

The survey was distributed via the roundtable's electronic mailing list (listserv) to all 300 plus members on three separate occasions. Additionally, each member who had not yet filled out a survey was sent the survey in an email addressed to them individually by the roundtable chair the second week of the survey.

Each question was vetted by the Records Management Roundtable and the final version of the survey approved by the chair and vice chair.   The questions were written to determine 1) the occupational demographics of the respondents (questions 1-11) and their thoughts and feelings on the programs, activities, and initiatives of the roundtable (questions 12-19). The latter group of questions were presented as open-ended questions to elicit a more honest and detailed response from the roundtable's members.

The compiled responses to questions 1-11 will be analyzed by the steering committee in order to determine a statistical baseline for roundtable membership in order to determine possible future needs of the membership. Compiled responses to questions 12-19 will be divided up by question and distributed to active sub-groups within the roundtable, as indicated by the sub-group name below the question. Each sub-group will analyze the response and come up with an action plan, taking into account the responses and the advice offered by the respondent in the particular area.

The responses under the open-ended questions were sorted randomly to protect the respondent's identities. In other words, the fourth response to question 16 was answered by a different respondent than the fourth response to question 19, and so on. Some respondents did not answer the open-ended questions and not all respondents who answered some of the open-ended questions answered all of these questions. The same is true for the first section of the survey.

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RMRT Membership Survey – 2008

Section 1: Occupational Demographics
1. **What is your highest level of education?**
   a. High school diploma (1)
   b. Associate degree (1)
   c. Bachelor's degree (4)
   d. Master's degree (55)
   e. Specialist degree (1)
   f. Doctoral degree (5)
   g. Other (please specify)

2. **Which certifications do you currently hold? (You may choose more than one)**
   a. CA (15)
   b. CRM (3)
   c. PMP (0)
   d. CDIA+- (1)
   e. Other (please specify) - NARA certification (3), None – And totally okay with that, AIIM IOA Practitioner Certification, RPA, IRM from the National Defense University, RN – registered nurse

3. **How long have you been an archivist/records manager/information professional?**
   a. Less than one year (10)
   b. One year to four years (14)
   c. Five years to nine years (23)
   d. Ten years to fourteen years (2)
   e. Fifteen years to nineteen years (5)
   f. More than twenty years (11)

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4. **In what type of records industry are you currently employed?**
   a. Academic (19)
   b. Business/corporate (7)
   c. Consultant (4)
   d. Local government (7)
   e. State government (4)
   f. Federal government – (8)
   g. Historical Society
   h. Museum (2)
   i. Religious (6)
   j. Tribal (1)
   k. Other (please specify) - International Organization, Provincial Government , nonprofit, PhD candidate, Archival Educator, currently serving in an academic library, currently unemployed in the profession (2), Research/Development/Demonstration, Student (4), Trust/Foundation, Federal contractor

5. **How long have you been at your current position?**
   a. Less than one year (20)
   b. One year to four years (24)
   c. Five years to nine years (14)
   d. Ten years to fourteen years (2)
   e. Fifteen years to nineteen years (3)
   f. More than twenty years (3)

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6. **Which of the following records management related job duties do you perform on a regular basis?**
   a. Creation or use of retention schedules (38)
   b. Disposal of records (33)
   c. Maintenance of an electronic records management system (e.g. ERMS) (7)
   d. Supervision of employees (20)
   e. Policy making and implementation (46)
   f. Advising or consulting (35)
   g. Use/development of records inventories/surveys (40)
   h. Records Center and/or off-site storage management (23)
   i. Other (please specify)– (18)
      *****Just this semester I was given permission to start a RM program on my campus. It is
            something I advocated for while serving in an interim archivist position.
      *****Developing government-wide metadata standards for RM and other information
            management areas.]
      *****appraisal functions
      *****campus records management committee
      *****ERM staff training
      *****student
      *****Disaster/Vital Records plan creation and follow up; education about electronic records,
            including e-mail; outreach, mainly RIM month; work with agency secretaries to follow
            retention schedule properly deal with records; educate entire staff about privacy related
            information; participate in continuing education (it's part of my job duties); assist with
            policy making and implementation.
      *****Image management, intranet management
      *****working as a library assistant
      *****training local government and state agencies in RM policies and procedures
      *****strategic planning, space planning
      *****My function (Archives) reports into marketing, while the Records Management function
            reports into IT-Information Protection & Security.   Because of the complementary
            nature of our work, the records management director & I coordinate closely.
      *****appraisal functions
      *****Work as a team with IT and Legal on public records requests, litigation and discovery.
      *****bibliographic maintenance is the extent. I mostly work on the library side of things
      *****Development of software technology that enables preservation.
      *****Appraisal functions
      *****consulting specifically on electronic records issues
      *****Paper RMS system as well

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7. **How did you become a Records Manager?**
    a. I went to school intending to do RIM work (5)
    b. I used to be an archivist but chose to go into records management for the opportunities and/or the better salaries (1)
    c. My work as an archivist led to taking on records management duties (17)
    d. I got stuck with records management duties because nobody else would take it (4)
    e. I am part of a group/collaborative that does records management work (5)
    f.   I accepted a job that entails both archives and records management duties –(30)

8. **How would you classify yourself?**
    a. I am an archivist with no records management responsibilities. (3)
    b. I am an archivist with very few records management responsibilities. (17)
    c. I have equal records management and archival responsibilities. (26)
    d. I am a records manager with very few archival responsibilities. (9)
    e. I am a records manager with no archival responsibilities. (1)

9. **What other SAA sections/roundtables do you belong to besides the Records Management Roundtable?**
    Answers – Financial Services (task force) (1); Lone Arrangers Roundtable (10); Archival Educators Roundtable (3); Acquisitions & Appraisal Section (5); Metadata and Digital Objects Roundtable (4); Archives Management Roundtable (5); Electronic Records Section (14); Preservation Section (7); Description Section (3); EAD Roundtable (3); Government Records Section (8); Museum Archives Section (2); Oral History Section (3); Architectural Records Roundtable (1); Visual Materials Section (1); Reference, Access, And Outreach Section (5), Issues & Advocacy Roundtable (2); Archives of Religious Collections Section (5); LAGAR (2); Local Government Records Roundtable (2); College & University Archives Section (4); Archival History Roundtable (1); Archives & Archivists of Color Roundtable (1); Business Archives Section (5); Women Archivists Roundtable (1); Manuscripts Repositories Section (1); Visual Materials Cataloging and Access Roundtable (1).

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10. Are you a member of any other professional organizations related to records and information management?

a. AIIM (7)
b. ARMA (26)
c. ARMA Chapter (19)
d. PRISM (2)
e. Other (please specify)

Answers – ICA (1); Kentucky Council on Archives (1),; MARAC (1); MAC (3); NAGARA (3); ACM (1); ASIST (1); ALA (2); TLA (1); AIIP (1); SLA (3); AIMA (1); ICRM (1); Association of Canadian Archivists (2); American Indian Library Association (1); New England Archivists (1); IEEE Mass Storage System Technical Committee (1); Archives Roundtable of Metropolitan New York (1); PALMCOP (1); CALM (1); SCAA (1); SCFM (1); Archivists of Congregations of Women Religious (1); Seattle Area Archives group (1); Local government records association (1).

11. How many hours do you spend each week at volunteer activities related to your professional life?

a. None (18)
b. Not weekly (20)
c. Less than two hours (6)
d. Two to five hours (16)
e. More than five hours (7)

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Section 2: Roundtable Programming Questions

12. The Archives Management Roundtable/RMRT Joint Working Group on Diversity in Records Management and Archives is charged "To contact and network with persons with physical disabilities in the archives and records management profession (archivists, records managers, and researchers/patrons), identify and study the challenges for them in same, and develop tools to assist them in overcoming these challenges." What do you think should be the priorities and activities of this group in the upcoming year?
AMRT/RMRT JOINT WORKING GROUP

[answers of "none" or "no opinion" or the like were removed from this list]

*****I think this is a noble aspiration, but am not sure that this has a higher priority for this group than, say, the electronic records issues or even helping the Lone Arranger. I really think that SAA/ARMA as a whole should seek to maximize the involvement of everyone possible in the professions(s), whether disabled or not, minority or majority, gay or straight, etc.
*****I think the issues mostly involve the archival side of the house, but some issues to discuss are web access for persons who are sight impaired, and working on access issues for research purposes.
*****Determining the needs persons with disabilities who want to work in the RIM/Archival field.
*****Why? Why physical disability as opposed to any other "diversity" issue? Is there a problem? Show us the problems(s) and we can prioritize the solutions. I do not feel this issue has been sufficiently articulated to adequately address this question.
*****Outreach to those already in the profession and outreach to those in library/information school. I think they're the best judge of what activities can be done to help them as employees/users within our industry.
*****Prepare for the future (impact of technology, changing legal environment, etc.) If we dwell too much on the past and present the world will pass us by.
*****I'd say the group itself should/could define that, then ask for input from the larger archives community. I have no idea off the top of my head.
*****I think that the piece of developing a tool (or more than one) to assist persons with physical disabilities in the profession is the key.
*****Produce an impressive publication for ongoing distribution and reference. One group of people won't be able to make changes in archival repositories but a well-written resource can encourage changes.
*****I feel uneducated here … and hesitant to offer any suggestions.
*****Since they have already developed and sent out a survey to ascertain how many archival professionals are disabled, type of disability and what these people consider their most serious challenges, I would think the next step should be to work on ways to alleviate some of

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the problems and draw up a plan to convince the archival administrations of the wisdom implementing recommendations for better conditions for the physically challenged.   If the survey was limited to those on the Archivists Listserv, perhaps they should also ask related organizations to share their lists so there would be broader coverage and a more significant response.

*****to come up with a document that can be used by archivists and records managers to better deal with persons with disabilities that they work with or that they come into contact with.

*****Why is this working group focused only on physical disabilities? It seems like there is more to the issue of diversity in records management than just that. In any case, I think that the group should work on advocacy for these professionals who aren't getting the support they need, as the voice of these roundtables is more likely to be heard than that of individuals.

*****In reaching the goals of diversity in the archival and records management, it is important to make accommodations not only for with physical disabilities, like difficulties in mobilization, but for those with visual and hearing impairments. Just as furniture and office equipment can be ergonomically designed, there is technology for those who have hearing and visual impairments. For those who are visually impaired, there is Braille for print media and Braille keyboards. I'm sure there are options in computer technology for special software to aid in the work of those who wish to work with databases for the input of administrative and descriptive metadata. There should also be accommodations made for those who are hearing impaired who both provide and receive professional services. There should be comparable technology, like the TDDY used for telephone service.

*****Just to the word out there is group and maybe make sure people know that there is newsletter.

*****Review 'diversity in the workplace' books and articles and publish reviews on the Working Group's webpage, create materials centered around meeting the challenges of diversity in our professions (i.e. tip lists, best practices, etc.), facilitate focused roundtable discussions on a variety of diversity-centered questions (i.e. Are all of your levels and departments generally numerically representative of your organization?, are you externally recognized for your diversity policies and procedures? How do your peers and the community at large view you?, etc)

*****I'm not sure, I guess if you haven't identified the needs then that would be a good place to start.

*****I think that the development of tools, particularly those available through electronic media, should be the main focus.

*****Main focus should be on electronic records.

*****Determining the needs persons with disabilities who want to work in the RIM/Archival field.

*****I would like to see a partnering with the National Council for Support of Disability Issues. The term "physical disabilities" covers a large range of people, with different issues and needs. The more buy-in we have from differently abled people, the better we will understand the challenges, needs, and assistance that is required.

*****Once the people are identified, I think a survey to determine what the most limiting aspects are for these persons. I know from experience that in-house archives can be a challenge for a person without disabilities.

*****I think the priority should be to focus on the target group more directly by finding out who in

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these areas are our professionals and users. Perhaps conduct a survey to locate these groups and work with them more effectively. Next develop a research project to define and focus on their needs.

*****Investigate accessibility issues in both physical and virtual access to records. How do t he major ERMS' address ADA accessibility requirements?

*****Evaluate what challenges currently exist and prioritize which gaps are most critical to facilitate closing

*****Electronic records accessibility

*****Development of tools that automate administrative tasks.

*****Determining the needs persons with disabilities who want to work in the RIM/Archival field.

*****Development and implementation of tools to assist them in their specific challenges related to Records Management and Archives. Continued communication with them in this area and context.

*****I think it depends on whether the focus is initially on archivists/records managers or researchers/patrons. If it is on the former, then the group should reach out to those currently within the profession via listserv (and other?) and see if they would be willing to discuss the challenges that they have faced and overcome. The group could then use that information to go to schools and try to attract students with physical disabilities who may have not considered archives/RM as a career because of it. The survey in the most recent newsletter is a great start.

*****Maybe a newsletter should be put together to keep us informed of the activities of the group.

*****I am too new a member of SAA to comment on this topic.

*****Finding out what the persons with physical disabilities think are the challenges and possible suggestions from them for improvements.

*****Contact those persons with physical disabilities. Have them specify their disabilities. Ask them if they have ideas for helping them to meet their daily challenges. See where this leads. Perhaps rehab agencies may be able to help; also Carnegie Mellon University in Pittsburgh with their robotics program.

***** Possibly adjusting oneself to their working environment. What to do in circumstances Where the task isn't set up for ADA; how to get around it.

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13. The RMRT/Lone Arrangers Roundtable Joint Committee on the creation of a records management manual for lone arrangers is charged "to develop a procedures guide specifically useful for Lone Arrangers working in archives who are starting a records management program." What do you think should be included in the final product of this group's work?
RMRT/LART JOINT COMMITTEE

[answers of "none" or "no opinion" or the like were removed from this list]

*****A basic processing manual covering filing, arranging, weeding, preservation, access, budgeting and outreach.
*****I think the best thing to do here is to see what is already available on the basics of RIM and water it down so that it fits the needs of a lone arranger shop.
*****Retention schedule that is as complete with suggestions as possible and citations for consulting laws. Professional groups, etc. for retention lengths.
*****SAA should work with ARMA and other international associations and jurisdictions such as RMAA and ANZ which might already have developed similar tools and training/supporting materials.
*****A good understanding of the appraisal function because so much work follows from that function.
*****Specific details on how to start a program, bibliography of printed and online resources for starting a program, contact information for people who have recently started a program & of people who have an old, successful program (i.e., mentors).
*****How long is this manual supposed to be? Is it to be a brief introductory overview or an in depth "How-to"? There are plenty of RM resources out there do we need another?
*****This should be an online directory—Lone Arrangers generally have tiny budgets. Focus on minimal procedures and quick assessment tools/checklists.
*****How to find records schedules in their state or region or from similar institutions on which they can model their records schedules (seems obvious to me to be a first step, but for some reason I get asked that question a lot); seriously nitty-gritty details on conducting records surveys, including questions to ask; sample forms; how to find relevant laws in their state regarding records management
*****This makes the assumption that there is enough commonality between lone arrangers working in archives and enough commonality in the record management needs of organizations that such a guide could be written at all. But them, as a student I am probably not qualified to answer this.
*****That is one broad question! The manual should explain the basic aspects of a good records management program and give practical information on what to do to establish the basics. The recently developed brochures would be good places to start for manual content.
*****A strong section on taking an overview approach to the whole organization and understanding

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how the parts work together prior to starting to put the program together. Too often people start with one small part of the organization without understanding how what they are doing effects the rest of the Records Program they will be working on in the future. Development of general schedules that relate to records in all parts of an organization, then approach the unique records of individual departments.

*****If this group is interested in my particular opinion, I am happy to give it. They should contact me directly (adlangmead@gmail.com).

*****Case Studies that include actual policies created by lone arrangers for their very own shops. These "real world" examples are of terrific use.

*****Make use of resources that already exist, both for archivists and records managers. Don't try to reinvent the wheel. Acknowledge the valuable resources that already exist and merge them into a new product for this specific focus.

*****Ideas on how to create record schedules, basic information and "if I only knew" type of advice.

*****Checklists, forms, case studies

*****SINCE WE ARE A STATE INSTITUTION, WE WORK HEAVILY AND ARE GUIDED BY THE STATE RECORDS MANAGEMENT OFFICE.   ONE OF THE AREAS WE HAVE PUT A LOT OF WORK IN IS ON OUR RETENTION/DISPOSAL GUIDELINES. THIS HELPS US, BUT ALSO THE OFFICES WE ARE DEALING WITH AT THE UNIVERSITY.

*****Courtney Yevich has already begun to work on the project with input from those of us who are members of the roundtable.

*****there should be something in the final product that talks about the relationship between records management and archives management and lets them know that they are not that different and are very related.   An extensive bibliography should be included also – or a link to the one the RMRT has already created.

*****I'd include at a minimum: Guide to retention and disposition scheduling, Important legal considerations in records management, Guide to inventory-taking, Outreach tips, Introduction to EDMS and ERMS (specifically, qualities to look for in either)

*****In drafting a manual, one of the most important things is to have an introduction explaining how records management is akin to archival practice. There are some archivists, like myself who are new to records management. To make a manual useful from novices to pros, I suggest the following: have a section devoted to explaining how records management practices are applicable to archival practice. In this section, it could be explained that although there are archival documents of a personal nature in a manuscript or mixed collection, there are instances when legal, financial and business, and perhaps even medical records, are included. In these instances, it is necessary to review the life cycle of records to determine whether these records are inactive, or are still useful presently. For those containing personal information like Social Security numbers, bank account numbers and the like, there should be a description in a manual of the redaction process, along with a brief explanation of HIPPA laws. In addition, informational web links need to be included to direct practitioners to other information regarding privacy issues and policies for storing personal information. And of course, there needs to be a section describing retention and disposition schedules. For added reference at-a-glance, I also suggest a glossary of terms and sample

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forms illustrating what retention/ disposition schedules may look like. It might also be useful to include sample scenarios of records management cases as well as getting real stories from practitioners as to how they handled difficult or challenging issues of records management. Finally, there could also be a section devoted to more definitions of the types of records typically found when dealing in records management and proposed recommendations for retaining their data. The idea is to have as comprehensive a guide as possible, while providing quick information at a glance.

*****Understanding time and resources required to perform such a mandate, and impact upon the goals of the archives program. Determining what tasks would best be outsourced - in terms of time and expertise. Outline step approach to records management. Guidance, including resources, for doing legal research re record keeping requirements.

*****Standards of every type.

***** Information about: How to prioritize projects and activities effectively, How to effectively publicize your accomplishments, Best practices on a variety of applicable topics, How to use technology to perform your job more effectively, Personal anecdotes from Lone Arrangers .

*****Outreach, How to prioritize everything that needs to be done, The basic elements of a RM program (what needs to be done?)

*****Development of a schedule, so that they could advise on records retention, and know what records will be coming into the Archives.

*****Among other things, a bit of background on why/when RM & Archives became separate professions, and a list pointing out similarities and possible differences when considering records from an archival vs. records management point of view – will help lone arrangers to understand the two hats they wear.

*****A good resource list including contacts as well as samples of forms.

*****A good understanding of the appraisal function because so much work follows from that function.

*****A records manager's toolkit, which would include: how archives differ from records management; how to create a schedule; drafting policy documents; issues with email; etc. This should also contain a bibliography of resources.

*****Perhaps a bibliography of the best publications from ARMA that relate to establishment of a comprehensive RM program. Also, perhaps a compilation of challenges that RMs have faced and how they solved them. Sort of a what if/what happened and how the person solved the situation.

*****A list of colleagues outside of the Lone Arrangers that are willing and able to be contacted frequently for help. A wiki or a white board of some sort to help the Lone Arrangers work collaboratively with each other if they do not already have one through the roundtable.

*****Definitely a set of templates (e.g. disaster response, vital records, email policy, etc.). Lone Arrangers don't need to reinvent the wheel.

*****Guidelines for evaluating institutional structure for creating records management schedule, training and implementation strategies, checklist for evaluating various records management requirements, suggestions on how to accomplish federal and state legal due diligence/compliance research, A big picture idea - how often to re-evaluate records retention

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schedule, what forms to keep to document past practices, what an evolving records retention schedule would look like, etc.

*****This is a great idea and much needed. How to create surveys that departments will respond to and return; How to conduct an inventory of records generated by a department; How to map workflow within a department and within an organization; How to archive websites; Best practices for storing/refreshing/migrating electronic records

*****A reference implementation is needed that provides a starter kit for enforcement of preservation policies.

*****To be useful, besides some basic steps, include some references for further study.

*****A good understanding of the appraisal function because so much work follows from that function.

*****It is tempting to put everything they need to know into one guide. However, I would recommend two products. One would be very introductory. The second could even follow the same outline as the first but be more in depth. Unfortunately, what often happens is a person picks up a guide that is to intense and then decides they won't do anything. I think you want something that will ease them into the concepts and help them gain some control before unleashing in depth procedures.

*****Links to conservation/preservation manuals, products, societies, and the like.

*****An outline or How To Guide that includes: which parties to consult in setting it up, sample schedule or type of materials, and guidelines for born digital materials.

*****It should be pretty basic and dealing with fundamental principles to start out with. The lone arranger is probably already overworked and will not have a lot of time to deal with details of RM. The manual should focus on how to help records creators help themselves with RM. Simplified ways to explain and help people use retention schedules, fill out basic records control sheets, and why RM is important. Also information about how to find and use off-site storage vendors would be helpful.

*****I think the final product should include contact names for those "lone arrangers" that have questions. There could be a contact person for different types of archives – religious, industry, university, etc.

*****The Primer on the web site looks like it covers the basics: Overview of pieces of a RM program, Sample disposition procedures, Samples/typical retention schedules, Sample training, Sample policy

*****Mission statement, position description for lone arranger and potential volunteers,, electronic application system suitable for size and type of collection, policies and procedures for processing the collection, retention guide, setting priorities—day to day, short term, and long term.

***** Conservation or restoration of archival/historical documents. Stages of deterioration and what to do.

***** Checklists are always good. Lists of daily activities that make their jobs easier, better, or more successful. Advice on how to keep RM on the brains of your boss.

*****Samples of records schedules, information about FERPA/HIPPA/Sarbanes-Oxley. Lots of references to frequently-needed sources that are often mentioned but rarely cited.

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14. The RMRT is currently working with the Electronic Records Section to develop an SAA continuing education workshop on the preservation of electronic records and is working independently on developing a workshop to introduce archivists to records management. What suggestions do you have for other SAA continuing education workshops that might be developed specifically for records managers?
EDUCATION SUBCOMMITTEE

[answers of "none" or "no opinion" or the like were removed from this list]

*****Electronic media characteristics
*****A more advanced workshop that helps archivists set up a records management program at their institution (not just an introduction to the idea of records management)
*****2.0 tools for records management
*****Current legislation regarding records management – I realize that not all institutions must adhere to all federal or state laws regarding records, but very often best practice for records management comes from the ideas found in changing or new legislation; General records management workshop for archivists – a way to make it less intimidating for them, as well as helping them see the enormous benefits to an archives when an RM program is implemented
*****I always wondered why we are in the continuing education business when we have community colleges, colleges and universities, private education organizations, etc. whose business it is to create education and training programs. Would we not multiply our effect by building education and training needs for the future and letting others to develop the workshops?
*****The two aforementioned workshops sound the best to me. Anything else I'd think an archivist can get from ARMA.
*****I think an intermediate level class on understanding electronic records and how they impact our jobs both for discovery, access and other related topics. Many of the sessions out there are either too basic or way too I/T orientated for those in the middle that are trying to become more aware.
*****If this group is interested in my particular opinion, I am happy to give it. They should contact me directly (adlangmead@gmail.com).
*****One that would be designed for those in small shops and/or lone arranger shops. This could entail ALL aspects – from creating policies to management to working with the "higher ups" to get what you need done.
*****Electronic records are a great way to connect archivists with records management, so tapping into the partnership with the Electronic Records Section seems wise. RM does go beyond electronic records though. Perhaps a workshop for experienced/practicing records managers, beyond the introductory level, but welcoming all SAA members. The practicing records managers would learn, and any "newbies" that attend would get a better sense of the RM field.

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*****I THINK IT IS VITAL THAT WE CAN CLEARLY EXPLAIN RECORDS MANAGEMENT POLICIES AND PROCEDURES TO OUR CONSTITUENTS, INCLUDING INFORMATIION ON ALL FORMATS. PERHAPS SOME TYPE OF WORKSHOP DEALING WITH WORKING WITH CONSTITUENTS. I THINK RECORDS MANAGEMENT TENDS TO SCARE OR THREATEN, AT LEAST WE'VE FOUND THAT HERE. PERHAPS SOMETHING ALONG THE LINE OF INTRODUCING RECORDS MANAGEMENT TO ORGANIZATINOS/INSTITUTIONS, WITH THE FOCUS ON HOW TO WORK WITH THE INDIVIDUALS WHO ARE RESPONSIBLE FOR ACTUALLY CARRYING OUT RECORDS RETENTION/DISPOSAL IN THEIR DEPARTMENTS.

*****this is a great idea! We need something like this. I think maybe a workshop on how to deal with records management of non print collections (film, floppy disks, filmstrips, photographs), possibly in conjunction with the Visual Materials Section or its roundtable. Also, since these Native American Protocols have come out, I wonder if there isn't some way to come up with some stuff that might help them better understand records management for Native American records and help them to merge these with whatever comes of the protocols.

*****Nothing at this time, but I do think the E-recs workshop will be very useful.

*****I think that this is of the utmost importance. I believe such offerings should be made in more locations at reduced rates. Perhaps, the repository or institution that an archivist works for could cover part of the cost of the workshop and possible travel expenses through a sort of scholarship program. It is important for new professionals to have access to these resources. Most of the time, we do not have the money to attend such classes or they are out of state beyond our reach. In terms of content, I would suggest that any such class cover the main points I described in question # 13. Workshops should have enough information for the beginning records manager, including an overview of the field and current issues facing records managers. This would also be appropriate for existing professionals, as it would be a refresher course and have the added benefit of discussing issues that experienced records managers deal with on a day-to-day basis.

*****There is a business archives workshop that perhaps could be marketed to records managers if such an effort has not already been made.

*****Have leaders/instructors who have worked with different kinds of software – not just one management system their who life. Also, have an instructor who has "colorful" work background and has seen things just not read about them.

*****Highlight the benefits of electronic records to providing access , Share success stories from archives using electronic methods

*****I don't know, maybe something on creating records retention schedules and how to encourage depts. To use the RM program

*****Too many records managers do not have continuing contact with IT. It is crucial for records management to have a role in the creation of new systems, to ensure that IT knows how long records are to be retained, and to make provision for ensuring that occurs, particularly for long-term records.

*****Issues in e-discovery, litigation discovery in general – what lawyers need, Sedona Principles, why good archives appraisal and disposing of "junk" (I am talking about records that are not needed or used, not "smoking guns") on schedule is important.

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*****Make the educational workshops available online and don't charge such as high fee for the course.

*****What suggestions do you have for other SAA continuing education workshops that might be developed specifically for records managers? Electronic media characteristics.

*****I have taken the SAA Advanced Electronic Records management workshop. I The course was so poorly developed and unclear it boarder on miss information. I was highly disappointed with the two instructors. One of the instructors was completely rude to people who asked questions, and would only answer "it depends on your intuition." They would not give practical examples (only theoretical) and nor answer any practical questions. I would never recommend anyone to take the course. When you develop the curriculum for the new course, give CASE STUDIES

*****I would love to attend a seminar covering the basics of what an archivist does and how they do it – an Archiving 101 if you will.

*****Education on creation and management of retention schedules This especially with electronic records and how to schedule e-systems that may contain a number of differing records and their different schedules.

*****Archives and RM collaboration, especially in the digital age. I have a very collaborative relationship with the archivist at my institution. We are able to pool resources and accomplish so much more together than if we were doing things alone.

*****Records Managers and Email management – practical solutions that have been successfully implemented. What size organization does it make sense to keep all email? For example, small org of less than 500 people, just keep. What size organization is it not cost-effective? For example, Microsoft doesn't keep all email, neither do any large Federal organizations. Does the cost of discovery outweigh the cost of storage?

*****Starting a records management program from scratch, while not easy, is more straight-forward than an inherited one that has failed to follow guidelines. In some ways a workshop focused on "troubleshooting" would help those who have little background but have inherited an 'active' program.

*****Any of the topics indicated in question 13. Electronic documents are the norm now and we need to know how to identify and preserve them.

*****Identification of the policies and procedures that should be enforced by a viable records management system.

*****Electronic media characteristics.

*****I think SAA should consider some workshops more related to creation/maintenance as much as preservation of electronic records, because if the steps aren't taken right away, things will get lost, regardless of what the archivist does when they finally get a hold of the electronic records.

*****Having taught SAA workshops several times this year, I think it is great that the roundtable is looking at developing workshops. However, I do caution that you need to make sure there are enough people wanting to take the workshops in order to present that information to Solveig. Perhaps you will want to do a follow up survey to see how many people might take x, y, and z

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workshops. Also, I know she is looking for people who are willing to develop the online workshops.

*****As a student I feel I can only guess. It is important to keep current with technology and practical needs of employers in this field.

*****Lists that go along with offsite files entered into a DB with keywords and named as a number.

*****This may be covered in the electronic records workshop, but a separate workshop dealing with email retention would be helpful. Also how to run a RM program if you have limited organizational "higher up" support and ways to make the RM program a higher priority within the organization.

*****I think a workshop to introduce archivists to records management is a good start. There could be a class offered to discuss federal and state laws regarding records retention and there could be different workshops for specific industries – religious, industry, state institutions, etc.

*****Please distinguish the preservation workshop from the PDF-A workshop and the SAA E-Records Summer Camp. I think Records Managers look to ARMA for their training, so from my perspective RMRT's focus would be on those who carry both RM and Archivist roles.   I'm interested in learning more about e-records and the OAIS model, but that may be out of scope for the RMRT. I'm a big fan on online training since travel is limited for many of us.

*****I think the two continuing education workshops listed would help me as I'm so new to records management.

*****A system of transfer of records, internally and externally with appropriate forms signed by the department head or person in authority for the transfer of same.

***** Filing systems, indexing, and Metadata. Electronic and hard copy management.

***** Maybe workshops for different sized RM programs. There must be different tidbits of useful training for Records managers in different settings.

*****I think this depends on whether the audience is records managers that are attending meetings/members to network with archivists, or whether this is the sole information source of records management info for archivists that have RM duties. Electronic records storage/retrieval/use/access/issues are of concern to both groups, and the focus could be easily tweaked for the audience.

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15. *What suggestions do you have to improve the RMRT newsletter,* The Records Manager*?*
(http://www.archivists.org/saagroups/recmgmt/newsletters.asp)
OPERATIONS COMMITTEE

[answers of "none" or "no opinion" or the like were removed from this list]

*****I am in awe that we can come up with a 32 page newsletter – how could it be better?

*****Topic – What metadata do archives need that would be transferred from a records management environment to a preservation environment? Understanding preservation metadata requirements could enable RM folks to implement EDRMS systems with the long term in mind, not focusing just on active records management. How can PREMIS and other standards be made understandable and usable from the beginning of the life cycle?

*****What a great newsletter! The pictures really add to the articles and make us feel like we're part of a community.

*****Nothing I can think of, except maybe having some "themed" issues where you get a number of articles written about the same topic. I think it's one of the best, if not the best, roundtable newsletter.

*****I really like it. It provides an interesting mix of philosophy, RM practice, and RMRT news. It is about the right length. We should not mess up a good thing.

*****Just keep it going.

*****I'm not sure this is a helpful thing. It is a lot of work for the editor, and I've never been sure what it does apart from make it clear that this roundtable is not dead. Surely a more consistently-updated (monthly?) Web presence with little snippets of information each time is more desirable than a quarterly periodical.

*****I don't have any – I think it's truly a well-put together resource.

*****I think our newsletter is quite strong, particularly in comparison to publications by other roundtables.

*****The newsletter contains a lot of good information on both the profession and its members, but if you're going to use photos (especially "mugshots", I think they should be very crisp and clear; otherwise the newsletter looks less professional than it is.   Perhaps instead of using color to outline text you might try using black, either single or double lined, to make the text stand out.

*****Perhaps some reviews of records management products like software and systems?

*****I think that it is currently too long. With all the other newsletters and professional development material I see on a regular basis, I don't have time to truly appreciate this. But, Records Management isn't my focus, so perhaps if it was, I'd feel like I could devote more time to it.

*****I think it looks and reads very nice! I would think about adding internal links to the Table of Contents to the articles, however, so that readers didn't have to scroll through everything if they want to get to a specific article. I'm pretty sure Acrobat pro allows this…

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*****I like the fact that the newsletter showcases new faces. I also like how various records management programs are showcased. What I would like to see is more information geared toward the new professional. The newsletter seems to focus on current students and those who are already established records managers. I think there should be articles and brief biographies from those recent graduates who are either newly employed or seeking employment. To solicit these types of articles, the newsletter might post a call for submissions on the listserv, both the RMRT and Archives and Archivists Listserv requesting recent graduates to submit their educational and personal experiences. I think the most important thing when we are discussing any records management program, is to publish the fact that these individuals come from diverse backgrounds. Not everyone who works with records completed a program in library science. Some of us have Master's degrees in history, social science and philosophy, to name just a few. It is vital that in the newsletter, on the website and in any training class or manual, that opinions and the experiences of those of us outside of library science are solicited, included and published. The nice thing about archival work and records managers, is that individuals have varied educational experiences and work backgrounds. Rather than having a singular identity, we all contribute something different to these fields. It is this diversity that make our professions unique and rich. Given the nature of information, how it is organized and analyzed, it is vital to have records management programs which include all of us. While many may think that records managers deal with current records, there are those of us who, as archivists, deal with similar informational records of great age. The nature of information is relatively constant, but it uses and formats change. What unites us as professionals is the very diversity that manages to draw us into the profession. There are few professions that can boast such a claim, and it is this that is our strength. We all contribute something different, but yet are united in our common quest to preserve and make information available. That is what makes a successful archivist/ records manager.

*****It is full of information; if anything, it is too long for reading online.

*****The last one was wicked long, maybe make it shorter

*****I like highlighting an institution or historical society on how they are dealing with records management—tools used, how they handle electronic records.

*****I don't have any suggestions. I think it looks great.

*****Case studies.

*****I do like seeing the photos. Particularly for new people, it helps to put a name to the face (or a face to the name, whichever the case may be.)

*****I was unable to open it on the link, but as was able to access on the website. To be honest I hadn't read it before, but I think it is great! Lots of interesting news from around the profession and very nicely put together.

*****The newsletter could feature a federal records retention law in each issue.

*****It is very nice. But for me, I think there is too much there.   This is the first time I've looked at it so I don't know the frequency, but I suggest a smaller issue published more frequently.

*****It is a very well-designed publication, choc full of content. I've only seen one issue so far but I'd say you are doing an outstanding job for a volunteer group in a professional society.

***** **Shorter; More frequent.**

***** **Honestly I haven't read one yet. I will get around to reading the most recent newsletter. Based on a quick scan though, it looks great.**

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16. What suggestions do you have to improve the RMRT website? (http://www.archivists.org/saagroups/recmgmt/)
WEBSITE SUBCOMMITTEE

[answers of "none" or "no opinion" or the like were removed from this list]

*****To be honest I don't go there unless I need something – funny to say after operating the RMRT web site myself for so many years. I think the look of it and the entire SAA web site is very off-putting. It does not make me want to go beyond page 1 at all.

*****A clearer and better layout. There is a lot of good information, but it's difficult to extract.

*****One page devoted to newsletters. It's not intuitive that these are "resources." I might be biased.

*****More resources for archivists with records management duties in general; posting any types of presentations, papers, resources, whatever that RMRT members have created for their institutions would be great – why reinvent the wheel?

****The Website is adequate. I like the library one as well but have not had time to pursue it.

*****Seems fine to me

*****This is the location to make it clear that this roundtable is active and interesting.

*****I cannot think of any suggestions for improvement.

*****Some roundtable websites are designed quite differently (Architectural Records, Archivists & Archives of Color, Labor Archives, Lesbian & Gay Archives, for examples), but I like the RMRT website. I like that it retains the look and feel of the SAA site. It might be beneficial to have one webmaster and one "web-subservient" with password access, to help correct errors and post updates quickly if the master is unavailable.

*****There's a lot of good information on everything you want to know about the roundtable, and the links are easy to use. However, I think it could use a little more pizzazz. Perhaps some action photos of members (not mug shots), or perhaps something like the page from the last newsletter entitled "Is It a Record?"

*****the colors suck. I think it also needs some kind of "current news" link (RSS feed?) and maybe a blog or two. Also, links to other blogs for records management might be nice – a one-stop shop for getting the news and opinions.

*****I think the website is good. I am wondering why there aren't more web 2.0 features though…what about a blog format for updates on group activities or something like that.

*****It's a little boring, but I'm not sure we can do anything about that. I was going to suggest adding the RIM primer, but I see that's already been done to some extent. Perhaps put content there instead of just the links?

*****I think that the website should look differently. Rather than just be a link from the SAA's main page, the website needs to have its own identity. The RMRT page should appear as a link from the SAA's main page, but not follow the same format as the SAA. There should be sections devoted to new members, individuals seeking employment, a section from which one can upload a resume, a section on some of the most relevant issues facing records managers/

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archivists and links to federal government sites that explain privacy issues and where more information can be obtained about these issues.

*****Excellent and easy to use. Provide a link to it on the listserv messages if they do not already.

*****Looks good- I think I'll use some of its resources now

*****Just keep it user friendly.

*****There should be links to other associated groups internet sites, such as AIIM, ARMA, PRISM, ICRM, etc.

*****A links page to other RIM related sites and information.

*****Provide some information about the links in the navigation bar on the left (didn't know they were there and have visited several time), Perhaps offer sample records retention schedule so that a newbie would have something to work off of?, Links to pertinent legal sites if need to do legal diligence for retention

*****It is about as good as it can be with the current SAA template. There are a few symbol errors (which always bothers me). There is a fair amount of information on the site.

*****I actually think the website is pretty good. I hadn't been on it before but I really like all the resources about RIM that are available. I'm not sure if you can, due to the restraints of the overall SAA page, but perhaps just organize it is a little better?

*****We should have a list of names and emails for everyone in the group. That way if anyone is interested in joining or has questions about records management they can contact someone from the group. Also it would be nice to see a list of programs across the country that specialize in records management.

***** I have not used it as a resource very much yet.

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17. What do you think are the most beneficial aspects of RMRT membership?

MEMBERSHIP SUBCOMMITTEE

[answers of "none" or "no opinion" or the like were removed from this list]

*****Networking
*****Connecting with people who deal with the same issues I do.
*****Networking and offering an entry point for newer archivists to begin their volunteer activities to the profession
*****Tapping into the knowledge base of longtime records managers.
*****The high level of participation of its members and the many opportunities to work on projects.
*****The newsletter, and the discussion list. But have not had time to participate as much as I would like.
*****I think that virtual networking/community through the listserv should be a primary benefit, but folks don't seem to use it very much
*****The ability to network with archivists who also do records management. Also, to advocate that archivists need to know basic records management principles.
*****I think the ability to network with others in the profession that have similar duties and responsibilities. I really like the idea of the new mentor program to place students or new to the profession individuals with experienced Archivists/Records Managers. I hope a great number of people can benefit from this program.
*****Being able to talk to people bridging the archives-records management relationship.
*****The opportunity to connect with other professionals.
*****It encourages activity and involvement.
*****Right now, it is helping me learn more about the profession.
*****Find the newsletter and website helpful.
*****Ability to interact with other archivist/records managers
*****Having someone in the RM field with whom to network when needed and the good information that's available on records management.
*****networking is also valuable, but the biggest thing is the opportunity to get involved. I wish that someone could come up with some way of letting people know there are opportunities available other than the newsletter and email list. If there is something here for everyone, then it has to be publicized somehow.
*****I am mostly a member to learn more about records management since I think it is an important aspect of archives that is often overlooked. I am hoping upcoming education offerings will help me to learn more about RM.
*****It's a good place to talk with people about RIM issues, particularly for someone like me who is new to the profession and needs all the help he can get.
*****I would say being able to post messages and questions on the listserv, access to reliable information from current professionals and a venue in which newcomers can feel welcome to participate and seek information about employment and issues facing information professional today.

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*****I hope members gain knowledge of records management and how one might integrate archives and records management within an organization.

*****Having a group of people who you know you can turn to discuss important issues or concerns.

*****The willingness of people to share experiences and information

*****For me, it serves as a place to ask questions and get information about what's going on in the RM field

*****Learning what other folks in the profession are doing.

*****Appreciate the records management networking, content and point of view – believe it adds to my being a better-rounded archivist.

*****It is a place for networking, and allows you to contact other records managers if you have questions, etc.

*****I believe for me it will be a way to learn about the profession and listen to the viewpoints of others.

*****working with colleagues interested in RIM

*****Communication and having people to talk to with similar issues

*****The helpful group of people you can ask questions of.

*****I've just joined, but I am really interested in networking and finding out how other members are handling the same issues that I'm facing.

*****just joined, but I'd imagine it would be sharing what others have learned.

*****Networking & camaraderie.

*****Access to available online info.

*****Sorry – I'm not actually a RMRT member…I would like to be but you can only belong to two and records management is not my primary focus at the moment. I may switch next year! *[NOTE: The membership rolls were checked and this person is a member of the RMRT]*

*****The most beneficial aspects of the RMRT membership are getting to know others in similar programs and professions, our group discussions, the mentoring program, and having our resumes reviewed by experienced archivists and records managers.

*****I've just joined to get a sense of what you are about! Scanning the membership list is beneficial to find possible people with common interests on issues. I'm not yet on the discussion list.

*****I'm still learning about the profession in general and records management. Seems like an amazing resource.

*****Active involvement by the leadership

*****Sharing of ideas in an informal way and enabling contacts. During my first experience with the round table, I appreciated the voicing of problems and ideas for solution. I did not make any actual contacts even though I had some business cards or addresses.

***** Communication.

***** Eventually I know that RMRT will be very useful for networking and collaboration. As a first-semester grad student, not yet in a RM course even, I am just starting to get my feet wet in the membership. I hope to have increasingly more focus in my graduate studies to spend more time getting the most out of the membership (and also contributing more to it).

*****I enjoy hearing what others are doing in the world of RM, though it is a small part of my job. I'm

very interested in life-cycle management, and I've been steadily trying to add more RM duties to my position, though it has been difficult for reasons that are sort of irrelevant to this query.

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18. What projects, activities, and initiatives would you like to see the RMRT undertake in the future?

STEERING COMMITTEE

[answers of "none" or "no opinion" or the like were removed from this list]

***** Whatever it takes to heal the schism between archivist and records management activities. Their division into two professions has hurt them both in North America over the past half century.

*****I can't believe everything we're doing now.

*****Perhaps some records management-related issues (theories, etc.) being discussed on the list. Those of us who are not records managers could learn a lot through these discussions. Cafe Press sales to support SAA conference scholarships. I might be biased.

*****Your incredible rise in membership numbers alone indicates that more and more archivists are taking on RM responsibilities – figure out some way to capture those numbers for SAA as a whole in order to get a seat at the larger SAA table for RM issues – in other words, figure out a way to prove your value quantitatively

*****More emphasis on the future, particularly on the unification of records and archives in the business area and a closer cooperation between the professional training and education in colleges and universities. In businesses. The lines between records and archives are disappearing particularly in the electronic records and legal discovery areas. Yet we still teach records and archives as different subjects and we still have separate organizations ARMA and SAA, that maintain the professional separation. The SAA RMRT is in a unique position to shine a light on the growing commonality between the archives and records professions and perhaps could hasten the merger of the professions, at least for businesses.

*****Seems like the RMRT has plenty going on right now, all in good directions. And much more than has happened in at least my 9 years in the field and as a member.

*****I TRULY think that it has enough on its plate right now!!

*****I'd love to bridge the gap between SAA and ARMA.

*****there are a lot of CRMs in the RMRT. Perhaps they could be used to be an advisory board or committee of some sort and be used to give advice of things the RMRT should do Also, what about some type of official relationship between the RMRT and the organizations listed above that are for records management too? And we could have a dinner of some kind at the SAA annual conference like the Lone Arrangers do. In other words, try to build solidarity between records managers in SAA.

*****As I said before, the continuing education is probably the most useful tool for me. I hope projects can be geared toward this in the future.

****I think we'd benefit from doing activities for RM month—maybe a showcase of RM programs at different institutions, a la what UW-Madison students did for Archives Month? I'd like to see us continue to investigate scholarships for funding people's trips to SAA, and see if we can work with ARMA more from the other end—what do people who are RMs first have to learn from Archivists?

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*****I am going to combine my answers to questions #s 18 and 19, as I believe them to be interrelated. The information, classes, and other suggestions I provided in questions 14-17 are relevant here. In conclusion, I say that any successful records management initiative needs to include people of varied educational and employment backgrounds to obtain the best, most diverse and most comprehensive base of knowledge and experiences to aid all records managers as they deal with trends in the arrangement, storage and dissemination of information. Now more than ever, we all need to work together to help one another face the challenges of the 21st century as we face new technologies and new issues as more and more information becomes available.

*****It has lots of its plate but other survey responses will determine what's next

****I would love to see a directory of the record management programs (software) available for industries. It would also be cool to include who uses what.   I would also love to discussion – may live chats once a quarter or something like that.

*****Showcase information from archives on best practices and their experiences using different ERMS.

*****Maybe sending out the pros and cons of electronic records management tools, what institutions or facilities are using the tools.

*****A records manager's toolkit,

*****Working with RIM management systems and how to incorporate different systems together

*****Electronic records should be a big priority. Additionally, records schedules should be easy to understand and find.

*****Comparison of mechanisms for records management

*****I like a lot of the ideas that have been tossed around on the listserv – a new "textbook" to records management. I'm also really looking forward to the "lone arrangers" manual to RM. If a publication or guide could come out of the workshop introducing archivists to Records Management that would be helpful. Perhaps an introductory "meeting" or way to develop a relationship with ARMA?

*****I think we need to do a bibliography regarding state and federal laws for records retention. Researching these laws can be very time consuming and frustrating!!

*****Getting roles of RM and archivists clear and developing a level of comfort without duplicating work.

*****Currently our religious repository has merged with our other four in the United States into one central repository in Des Plaines, Illinois. I am finishing up some collections in our area repository for transfer. I am not sure of the future, but my community has a vested interest in a corporate archives of our several sponsored organizations. If I am appointed corporate archivist, I would like the RMRT to focus on this type of collection.

*****I would like to see the RMRT actively working to raise awareness of the importance of records management and understanding, not only in the archivist community but in libraries, museums, and other institutions where records management is not considered to be a vital component of management and institutional import. Outreach to the museum and library worlds is particularly important, I think, because these are already marginal in terms of thinking about the life cycle of records in an archival sense, and because good RM practices tend to be overlooked in these worlds.

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19. what kind of programming or initiatives should RMRT undertake to help students?

MEMBERSHIP SUBCOMMITTEE and STUDENT ADVISORY BOARD

[answers of "none" or "no opinion" or the like were removed from this list]

*****Mentoring, working for deeper discounts for attending meetings, and strengthening the opportunities for connections between recruiters and applicants for jobs, post-graduation.

*****Outside of grants, networking in their field of interest would benefit students.

*****I think this is hard to address in any concrete manner, because most students are not going to school to become records managers. It is typically a profession that becomes a by-product of becoming an archivist or general business.

*****The above-mentioned list discussions would be good for them too! If SAA has any software available for use by roundtables, we might sponsor internal webinars for the students featuring individuals from our membership.

*****I didn't go to a traditional masters program, so I don't have much insight here – I have no knowledge about how RM is generally presented to students

*****Excellent question. I find in our program the emphasis in our school is on technology, websites, user studies, and libraries. For the spring semester we have dozens of courses but only one archives course and two records courses. The courses do not prepare us for what will be but what is now (or what was now). There are no courses on records management at the undergraduate level. Yet the majority of our records managers enter the profession with Bachelors degrees or less.

*****I'm not sure there is much to do with students, frankly. A possibility would be to advertise the Roundtable to those in charge of archival problems or who teach records management in archival programs. If a student joins RMRT, perhaps they could be welcomed personally with an e-mail and then invited to participate, although students are usually very busy. I'm not sure a roundtable is also the best venue for a student. They are just getting acquainted with professional groups and tend not to join except for the "big" group, like SAA. I'm just not sure students usually join roundtables and frankly, I'm not sure they'd have the time or inclination. I have a hard time getting students to join SAA or ARMA, mainly because of the cost.

*****I think it would be great to develop a program with University and College programs with business and government organizations to produce quality internship programs for students near the end of their educational programs, or immediately following school. So many of the internship programs are not well organized and there is little consistency between programs which results in some students getting very good training and others almost none at all. Maybe the development of standards for internship programs that would be beneficial to both the profession and the schools with a desire to offer such a program for their students.

*****I think the mentoring program is terrific. Perhaps a session at SAA that is RM 101 as well? This would be of good use to not only students, but many others in the profession.

*****I'd love to see more students explore Records Management. Perhaps an educational workshop catered to students or some sales pitch using statistics about the job market.

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*****The initiation of the student committee seems helpful – in my program, it seems that a
significant number of students are enrolling with little or no experience working in an archive
– other than as a researcher or volunteer. That said, as much basic demystifying of the
profession would be helpful.

*****I like the new idea of helping students by reading resumes.

*****How about a session at the annual conference on records management offered by the RMRT
that can be used to orient students to records management and the RMRT? We could also
offer some type of service for helping them get their resumes in line for when they apply for
jobs. And some kind of recognition for students who come to the annual meeting like the
clapping we did for them last year (good idea of chair).

*****We should be out there at the library schools and talking up Records Management—I did this at
UWM last year and it was a big hit. I think that a lot of archives students see RM as something
to fall back on if Archives jobs aren't working out, and we need to combat that—RM can be an
exciting opportunity all on its own.

*****I am going to combine my answers to questions #s 18 and 19, as I believe them to be
interrelated. The information, classes, and other suggestions I provided in questions 14-17 are
relevant here. In conclusion, I say that any successful records management initiative needs to
include people of varied educational and employment backgrounds to obtain the best, most
diverse and most comprehensive base of knowledge and experiences to aid all records
managers as they deal with trends in the arrangement, storage and dissemination of
information. Now more than ever, we all need to work together to help one another face the
challenges of the 21st century as we face new technologies and new issues as more and more
information becomes available.
AA – do not know

*****Mentoring programs – internship

*****have facilitated weekly/biweekly discussions that will provide insight about the profession of
records management and the issues we face.

*****Not sure, the mentoring program is great. What about sponsoring a scholarship? Or do we
already do that?

*****I would like to see more volunteering by students to work in the REAL world rather than all
theory. Theory is wonderful and needed but work experience and deal with budget cuts in
today's economic world, you must do what it takes to get the job done with the least amount
of cost.

*****Outside of grants, networking in their field of interest would benefit students.

*****RMRT should help students find internship in records management.

*****I really do not have an opinion about this yet as I have just begun to get to know my way around
the archive community but I would like to continue on studying about archives and eventually
get a certification. I think that reading what others had to say, and being able to chat with
other archivist has been a great help

*****Encouragement to attend SAA convention, increased awareness to the LIS student populations
at schools around the country.

*****Perhaps an introduction to records management workshop at SAA? As a student there weren't

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any classes at my institution to take that covered records management.

*****I'd like to see us develop programming not only for students, but for people who have been thrust into RM with little or no background. Educating them would go a long way towards making RM more effective.

*****Development of certification program.

*****Outside of grants, networking in their field of interest would benefit students.

*****I think students most opportunities. What would be nice would be making more of the opportunities for the activities to be web-based, since travel isn't usually an option. And web-based programs allow larger groups of people to participate for the cost of one.

*****I think you are doing a lot to help students. But, I think that more needs to be done to help mid-career archivists as well. I am hearing that a lot at conferences. They feel they are left out of a lot of the opportunities.

*****Student Lounge where students in this field can go online and chat or ask questions of each other. Would also be beneficial to have a few established professionals in the chat room to add their expertise as needed, Student Recommendations where students can find sources and recommendations that apply to them all in one place.   (Resume help, entry-level jobs, volunteering opportunities, recommended classes/subjects, recommended certifications, etc.)

*****I think the student advisory committee is a great idea. Also I think records management should be more widely taught in MLIS/Archives programs. I think the mentoring program is also a great idea.

*****We should try to generate a list of schools and programs specializing specifically in records management and have it uploaded to the SAA website. I did not see anything in the RMRT section.

*****I am too new a member of SAA to comment on this topic.

*****Electronic information management systems.

*****I'd like to see more archivists with a good understanding of RM, and I think that can start at the student level. How many archival programs have a good balance of understanding what a records manager does? How about RM internship planning help for curious students? Let's start there.