

Records Management Section

Council Liaison: Meg Tuomala

Report Submitted by: Courtney Bailey

2019-2020 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Courtney Bailey	5/1/2019	9/1/2020
Vice Chair / Chair-Elect	Jessika Drmacich	8/15/2019	9/1/2020
Steering Committee Member	David Brown	8/15/2019	9/1/2022
Steering Committee Member	Elizabeth Carron	7/29/2017	9/1/2020
Steering Committee Member	Hillary Gatlin	8/22/2015	9/1/2020
Steering Committee Member	Ingi House	9/12/2019	9/1/2021
Steering Committee Member	Krista Oldham	8/15/2019	9/1/2020
Steering Committee Member	Ivy West	7/29/2017	9/1/2020
Council Liaison	Meg Tuomala	7/24/2019	9/1/2022

ACTIVITIES

Completed: We held monthly steering committee meetings (September - July)

Ongoing: We had regular steering committee member and guest contributions to our section blog (41 posts), The Schedule (<https://saarmrt.wordpress.com/>). April RIM month: We continued last year's effort to generate productive conversations on our listserv during RIM month in April. We also collaborated with the SNAP Section for a Twitter chat. We continued updating resources in our Zotero bibliography. We launched a toolkit of best practices on our SAA microsite.

New: We began a new blog series of testimonials from archivists on the value of records management to their work. We began a new blog series of literature reviews investigating the intersections of archives and records management. We revamped our SAA microsite to make it more user-friendly. We also began publishing monthly steering committee meeting updates to the listserv as well as to the microsite.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

Our section plays a critical role in advocating for the importance of records management among the sea of archivists.

Goal 2: Enhancing Professional Growth

We have proposed to SAA Education an RIM certificate program. We are working to launch a case study series through SAA Publications.

Goal 3: Advancing the Field

Our dynamic bibliography of RM resources helps disseminate research in the field. We launched a collection of RM best practices on our microsite.

Goal 4: Meeting Members' Needs

We designed a records storage calculator to enable cost estimates for storing both paper and electronic records. We hosted virtual coffee chats to afford members the opportunity to talk about teleworking and reopening procedures.

ANNUAL MEETING

Number of Attendees: about 130

Summary of Meeting Activities: After a request for RM-related submissions from American Archivist editor Cal Lee and updates from our Council liaison, we had a brief business meeting to recap activities by the steering committee over the past year and shared election results. The highlight of the meeting were lightning presentations, with 6 panelists discussing their efforts to create new partnerships and techniques in carrying out their records management responsibilities in academic settings. (see also <https://saarmrt.wordpress.com/2020/08/04/archives-records-2020-rms-virtual-annual-meeting/>)

Link to Meeting Minutes:

SELF-ASSESSMENT

How would you describe the health or energy of your section? How engaged are your members?

Membership of the section in SAA Connect ranges from 900-1000 people. Obviously, circumstances have been unusual for much of 2019-2020, but we've still seen good dialogue on the listserv. Where there are many queries that get cross-posted to numerous SAA sections, we see a good number of questions that are unique to our section, which certainly indicates our community is filling a needed role for SAA members. We also have a healthy following on our blog.

What forms of communication work best for your section members? (For example: email listserv, conference calls, in-person meetings)

We frequently communicate with our section members through the SAA Connect listserv and our blog, The Schedule. We host occasional virtual meetings to discuss a particular topic of interest, some of which are recorded and uploaded to our YouTube channel. We also always hold a meeting during the SAA annual meeting.

SAA is exploring programming and topical affinities between sections. ([Learn more here.](#)) Does your section share issues or scope overlap with other sections? If so, which sections?

The Records Management Section has a long history of collaboration with other SAA sections. The occasions when we have held independent annual meetings have been largely shaped by the lack of RM sessions in a given annual meeting, leading us to try to fill that void while providing practitioners an opportunity for professional presentations. -2019: Zoom meeting with Privacy & Confidentiality section about GDPR -2018: joint SAA annual meeting with Acquisition and Appraisal section, focusing on Transparency in Appraisal and Retention Scheduling -2016: joint SAA annual meeting with Local Government Records section, focusing on the lifecycle of records -2014: Google Hangout with Electronic Records section about archiving email -2012: joint SAA annual meeting with Government Records section, focusing on Presidential Electronic Records memorandum/directive -Numerous Twitter chats with SNAP section

If your section were to be part of an umbrella of affiliation with other sections, how would you describe the overarching theme of that umbrella?

In all honesty, records management is the umbrella that encompasses the focus of many SAA sections. Issues of appraisal, privacy and confidentiality, and managing electronic records cannot be separated from records management. Records managers have to consider Security protocols. Records management is also the connective tissue for groups like Government Records, Local Government Records, College and University Archives, and Business Archives.

Do you have any concerns or questions about the potential for your section to merge or affiliate?

Records management practitioners used to have a much more prominent role in SAA. While we regularly partner with other sections about topics of common interest, we feel it imperative to preserve a place for records management within SAA.

QUESTIONS FOR COUNCIL

Not at this time