**Society of American Archivists**

**Security Roundtable**

**August 13, 2014**

**3:30 pm – 5:00 pm**

**Marriott Wardman Park – Washington, D.C.**

**Present:**

Fred Augustin, Library of Congress

Mimi Bowling, Consultant

Richard Dine, National Archives and Records Administration

Ryan Hendrickson, Boston University

Matt Logie, Colonial Williamsburg

Kara McClurken, University of Virginia

Mary Morganti, California Historical Society

Tim Murray, University of Delaware

Naomi Nelson, Duke University

Kim Sims, William and Mary

Brian Tilley, National Archives and Records Administration

Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners

Bonnie Weddle, New York State Archives

Bryan Whitledge, Central Michigan University

**1. Welcome**

No current officers present, one incoming officer present. Kara McClurken, former chair of the Security Roundtable presiding in place of absent officers.

**2. SAA Council Liaison Report**

Terry Baxter, SAA Council Liaison for the Security Roundtable reported highlights of the Archives-Record 2014 SAA Council Meeting.

 Revised best practices for volunteers

 Adopted points of consideration for joint meetings in the future

Adopted recommendations for how SAA interacts with Archives and Archivists listserve

 Bob Wharton from IMLS spoke about new grant initiative

 Bill Maher spoke about WIPO and ICA

Pam Hackberg Dean will be the new SAA Council Liaison for the Security Roundtable

**3. Introductions**

Participants introduced themselves and their organizational affiliation.

**4. SAA Program Committee Update**

Kim Sims from the Program Committee updated the Security Roundtable about the 2015 SAA meeting

No theme for 2015

SAA-only meeting

Convention center will be the venue rather than a conference hotel

Proposals focusing on advocacy or those featuring opposing views are sought

All session formats welcome

No group endorsements (Roundtables / Sections) for 2015

Unstructured sessions formats to be encouraged

October 8 is the deadline for proposals

**5. 2014 Security Roundtable Election Results**

Per the Roundtable bylaws, Junior Co-Chair for 2013-14, Daniel Hammer is the Senior Co-Chair for 2014-15. Rachel Seale is the Junior Co-Chair for 2014-15. Bryan Whitledge is the Secretary for 2014-15.

**6. Approval of 2013 Security Roundtable Minutes**

Minutes approved

**7. Round Table Discussions**

 Informal discussion among the entire group about a variety of topics. Topics included:

An example from Mary Morganti of the California Historical Society (CHS) re: the return of materials that had been stolen by Barry Landau. Lessons learned from the incident were discussed, which included new policies limiting staff duties while researchers are present in the reading room. Another issue touched upon was how the CHS has worked to check the returned items against those in their holdings and how they are working to return materials that were not taken from the CHS to their rightful institutions, especially considering many of the materials are not labeled.

Further questions about the limiting of staff duties was discussed

Further discussion focused on changes made at institutions in reaction to unfortunate incidents. Some changes included using a buddy system for accessing the stacks (i.e. no staff allowed to be alone). This prompted a discussion on budget constraints vs. appropriate staffing to ensure protection of materials.

Question of effectiveness of CCTV monitors vs. human presence – is there is a study about the effectiveness of one vs. the other.

Discussion of how to patrol a reading room, how to patrol the stacks, and monitoring employees who have access to materials.

Discussion of damage and defacement of materials, particularly controversial materials in one’s holdings.

A suggestion was made for further discussion and study of the protection of digital archives. With the increase of born-digital materials being held by archives and special collections libraries, there is a need for protection of those materials. This protection is, in part, from theft if the information held in the archives is sensitive. Mostly, the concern is that born-digital documents could be hacked and altered to change the historical record.

**8. Meeting Adjourned**

At 5:00 pm the meeting adjourned and all attendees were thanked for attending and for the engaging discussion.

Minutes prepared by Bryan Whitledge, SAA Security Roundtable Secretary, 2014-15.