Society of American Archivists

Security Section Annual Meeting

August 3, 2016, 6:00 pm

Max Lager’s Atlanta

Present: Jaime Burton (Secretary Elect), Richard Dine, Steve Mielke, Miranda Mims (Junior Co-Chair Elect), Michele Pacifico, Rachel Seale (Senior Co-Chair), Gregor Trinkaus-Randall, Bryan Whitledge (Junior Co-Chair)

1. Welcome and Introductions

--All participants introduced themselves and the new officers (Jaime Burton and Miranda Mims) were introduced to the group

2. Approve 2015 Annual Meeting Minutes

 --Approved

3. SAA Council Report

--Read by Rachel to the group

4. Security Section Mission Discussion

--Mission is in regards to prevention of theft and other crimes against archives. Question of whether anything specific about digital records and the authenticity of records should be added to the mission was brought up. A particular point was related to the chain of custody of digital records.

--General consensus was that the mission of the Security Section as currently written addresses digital archives in the scope of “the historical record”

5. Call for Volunteers

--Volunteers would assist with updating the Security Section with news related to archives, rare books, and cultural heritage crimes, information about specific state laws pertaining to crimes against cultural heritage objects, and other topics of interest.

--The listserv would be the venue for the production of volunteers. Information could also be sent along to other SAA Sections in order to be distributed as those groups see fit.

--Any case studies sent out via the Security Section listserv will also be reformatted and saved on the Security Section microsite for future reference.

-A call for volunteers will be sent out via the listserv in the early fall

6. Discussion about Retention of Surveillance Video

--This issue was brought to the attention of the Security Section prior to the Annual Meeting. In brief, is there an archives (or rare books / special collections library) standard for the duration of retention of video surveillance? If so, what is this standard?

--The answer to the question is that no such standard exists

--A discussion followed about current practices, with a variety of practices for retaining surveillance video – from zero to indefinitely – mentioned. Additionally, privacy concerns in many academic institutions limit the use of video in the reading room.

--It was mentioned that for state institutions in states with records retention policies related to surveillance video, this was the standard they must follow (question of whether there was a way of retaining video longer than mandated by a state records retention policy arose).

--General sense among the group was that the proliferation of digital recording has meant more reading rooms are outfitted with surveillance cameras and this has led to a decline in crimes of convenience.

-- Other than “as long as possible,” there was no consensus among the group as to a specific recommendation for how long an archives should keep surveillance video.

--As this topic generates interest within the Security Section, any recommendations for best practices developed by the Security Section can be brought to Standards Committee for future consideration.