



**SOCIETY OF  
American  
Archivists**

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# The Records Manager

The Newsletter of the Society of American Archivists Records Management Roundtable

Volume 3, Issue 3

July 2009

Debra Kimok, Editor



**Austin is for Archivists!**  
<http://www.archives2009.org>



## Notes From the Chair, Russell D. James, CA



Two years ago, the Records Management Roundtable was one roundtable among twenty-six, barely distinguishable from the others. Since taking over as chair, I have worked with an incredible group of people who have provided their time and talents to make our roundtable, if not the best, at least the most noticeable. They put together a bibliography of records management publications for the past ten years, completed a rigorous needle in the haystack operation to find the records of sections and roundtables and get them donated to the SAA Archives, gotten a travel award approved by SAA Council, created a new SAA continuing education course that is being offered as a pre-conference workshop in Austin, taken the lead in the “green archives” movement by getting a book proposal on that subject through the SAA Publications Board, had two full years of a newsletter published, put together an ARMA 2008 session proposal that was accepted, taken the lead on getting guidelines put forth that will ensure we comply with Section 508 of the Americans With Disabilities Act to give sight-impaired persons an easier task of reading our newsletter, recruited a large number of ARMA members to our ranks while increasing our membership to over 400, helped student members critique their resumes through our “Resume Builders” program,

formed a first-ever combined roundtable project on diversity in our profession with the Archives Management Roundtable, and administered a Mentoring Project that exceeded everyone’s expectations.

That last one, the Mentoring Project, deserves special attention from me. Katie Scanlan, recent graduate of the University of Wisconsin-Madison and future archivist for records management at the University of Notre Dame, ran this program. She took it from just an idea Debra and I had to a fully running machine. She has paired up almost two dozen persons in mentor/mentee matches. I affectionately call her the “Matchmaker” because of her efforts. She just won an award, too, from her school, basically for being the best damned student! We were lucky to have her services and she will again serve on our steering committee next year – I can’t wait to see what she does next!

I want to whet your appetites a bit now. At the upcoming SAA Annual Meeting in Austin, the RMRT will get a de facto honor beyond any we could have hoped for before. It is a journey begun long ago and we will celebrate with much gusto! I am under a vow of silence about it, but it will be BIG BIG BIG! So come to our Annual Meeting and the get together that evening and find out just what great thing has happened to us. You will scream your voice hoarse and clap your hands until they hurt when you hear the news.

Now I want to thank the steering committees I have served with. First, the one that mentored me and got me prepared, Margaret Merrick, who suggested I take over the vice-chair duties in preparation to be chair. And I'd like to thank Alison and Debra for all the hard work they did keeping me in line the past two years. I can't underline this strongly enough – without the two of you, nothing would have happened during my service. Alison and Debra, I'd follow you into battle any day – just let me know when and where.

As I enter my golden year as the "Immediate Past Chair" on the steering committee, meaning I will do nothing but gripe and cuss to the new chair, I leave you with some parting thoughts paraphrased from a favorite saying of one of our members, Jac Treanor: *Archives management and records management are just two sides of the same coin*. Thank you all for letting me shine this side awhile.

### Thank You From the Vice-Chair/Newsletter Editor, Debra Kimok



Two years ago, when I volunteered to edit *The Records Manager*, I thought it would be a good way to fill out my tenure file. I warned Russell at that time that I had some understanding of records management, but that I would definitely need guidance. Until then, I had only been a lurker with the roundtable, trying to educate myself about RM. By the end of year one, I had become so involved in, and intrigued by, roundtable projects that Russell asked me to join Alison Stankrauff as the Co-Vice Chair. I hesitated because I thought it would add too much to my already overwhelming workload. I still hold a cheerful grudge against Alison for bowing out almost the minute I agreed to the bargain!

I can tell you all now that my journey with the newsletter and as Vice-Chair has been one of the most interesting,

educational, and satisfying ones of my life. I've made some great friends, worked on things I never had considered doing, and learned more than I ever thought possible about records management.

As a result, it is with mixed feelings that I relinquish both of these duties to compile that tenure file by January 2010. Hopefully that task will also be satisfying and educational, but I'm positive it will not be as much fun!

I plan to remain a member of the Steering Committee, if you'll all allow that, the Joint Working Group on Diversity, and the RMRT Travel Awards Committee, and am eagerly anticipating what our new officers will bring to us over the next few years.

Thank you to everyone who collaborated, advised, and tolerated me during this last year.

I hope to see you all in Austin!

**Be sure to join us at SAA 2009 for an informal gathering with the  
Austin Chapter of ARMA on Wednesday, August 12th!**

**At the Moonshine Patio Bar & Grill**  
303 Red River Street  
<http://www.moonshinegrill.com>

**Just a short walk from the Hilton Austin:**  
Head East on East 4th Street  
Turn Right at Red River Street

**The festivities will begin at 5:30 pm, but we'll be there for some time, so stop in later if you can't come at 5:30!**



### Congratulations to Katie Scanlan! **Three Times!**



- She received her Master of Arts in Library and Information Studies with a Specialization in Archives and Records Administration from UW Madison.
- She received the Jack A. Clarke Scholarship at UW Madison  
<http://slisnews.blogspot.com:80/2009/05/2009-slis-student-award-recipients.html>
- She was hired as Archivist for Records Management at the University of Notre Dame.



### The Alaska State Archives is Moving Some Collections

Glenn S. Cook  
Alaska State Archivist



The Alaska State Archives and Records Management Services is preparing to move about 50% of the Archives collection into a new facility that is being built by a vendor and leased back to the

State Archives. In the process of preparing for the move the Archives staff is bar-coding the boxes of records within the collection, and verifying that the contents listed in the database match what is actually in the box. The current holding of the Archives is approximately 31,000 cu. ft. of permanent records. The new facility will have precise temperature and humidity controls, and both a regular storage area and a cold storage area for digital and micrographic storage. When this facility is completed in September the Archives will be able to move about 8,000 cu. ft. of records currently being stored with two off-site storage vendors; one in Juneau, and one in Anchorage. New shelving will be installed in the facility, and when the move of records is completed new shelving will replace the shelving in the State Archives. The current shelving in the State Archives is not braced for seismic activity, and being located in a seismic zone makes the upgrade essential.

### Your information could be here!

Now that I'm signing off, I want to thank everyone who contributed information for the Member News section. It wouldn't be much of a newsletter if we weren't sharing these things.

I must tell you, though, that very few have submitted information and I hope you'll be more forthcoming with the next editor. This really is the best part of *The Records Manager*.

## Website Design Committee

**Michael Courtney**

Since March, the Website Design Committee has been working hard revamping the RMRT web site. Committee members include Lorette Weldon, Tonia Sutherland, Deanna Ulvestad, Bruce Ambacher, Debra Kimok (ex-officio) and Russell James (ex-officio). Although we are stilling working out kinks, I can, however, give you a sneak preveiw of the improved website: sleek new colorful background, clearly labeled tabs, a New Members page, photographs, and RSS feed. The new web site will be up soon, so be on the lookout. I think the RMRT membership will be very happy with the revamped web-site.

## Records Retention Compliance Working Group

**Russell D. James, C.A.**

In order to fulfill the mission of the Records Management Roundtable (RMRT) and to utilize the particular records management talents of RMRT members toward the betterment of the Society of American Archivists, the RMRT Section/Roundtable Records Retention Compliance Working Group (RRC) was created in mid-September 2007 by the leadership of the RMRT, with advice and consent from then SAA president Mark Greene and SAA executive director Nancy Beaumont. The mission of the RRC was two-fold. First, the group was directed to contact and work with the current and former leaders of SAA sections and roundtables to get them to submit/donate non-current records of their particular subunit to the SAA Archives at the University of Wisconsin-Milwaukee. The second part of the mission was to create a guide for future/current leaders to make them aware of the SAA Archives' existence and prepare them to donate records when feasible.

RMRT vice-chair Alison Stankrauff led the RRC from 2007 to August 2008, when RMRT steering committee member, and RRC member, Melissa Gottwald, took over leadership. Other members included SAA Archivist Michael Doylen, Farris Wahbeh, Terry Baxter, Michael Courtney, Laura Edgar, Brad Houston, Greg Johnson, Alison Langmead, and Andy Potter.

To date, the RRC has contacted all former and current leaders of all present and now-defunct sections and

roundtables, made them aware of the RRC mandate and project goals, and invited the leaders to donate their subunit's non-current records to the SAA Archives. The complete records of four sections and seven roundtables have been delivered to the SAA Archives through the efforts of this group.

## Joint RMRT/AMRT Diversity in Archives and Records Management Working Group

**Debra Kimok**

This Joint Working Group is very close to having a draft of Best Practices ready for review. We also have a panel presentation planned at SAA in Austin. Look for details on Page 5 of this newsletter.

If you would like to join this working group, or if you have questions or comments about our work, please contact

Debra Kimok, [debra.kimok@plattsburgh.edu](mailto:debra.kimok@plattsburgh.edu)  
or Casey Greene, [cgreene@rosenberg-library.org](mailto:cgreene@rosenberg-library.org)

## Resume Guide Committee

**Glenn S. Cook and Russell D. James, C.A.**

Because of the success of the Resume Builders program last Fall, the RMRT put together a committee to create a guide for producing resumes for records managers and future records managers. The Resume Builders program called upon ten experienced archivists and records managers to help student members of the RMRT craft the best resumes possible. Eleven students participated in the program.

The Resume Guide Committee is currently finishing up its activities, having spent the last six months reading all they could about proper and powerful resume productions. We are currently working on 10 best do's and 10 worst don'ts for writing resumes. Once that is compiled we will pull together samples of good and bad resumes and explain why they are good and bad.

Committee members are Glenn S. Cook, Nancy Freeman, and Larissa Woo.

## Mentoring Project

**Katie Scanlan, J.D.**

It has been an honor to serve as Coordinator for the RMRT Mentoring Project for almost a full year now! With support from the SAA Membership Committee, the RMRT has established eleven official Mentor/Mentee partnerships.

As the Project's first anniversary draws near, I would love to hear from our current Mentors and Mentees. What have you liked or disliked about the Mentor/Mentee experience? How can the RMRT strive to improve the Mentoring Project?

If you are interested in becoming a Mentor or Mentee, please contact me to learn more!  
kscanlan@wisc.edu

## Travel Awards Committee

**Debra Kimok**

This Committee is charged with raising money to fund members' attendance at RMRT meetings at SAA Annual. So far we have drafted procedures and guidelines for eligibility requirements, deadlines, award criteria, and fund-raising ideas. Our work is currently on hold, but will begin again in the fall.

Committee Members are Laura Elena Uglean Jackson, Debra Kimok, Cynthia Peterson, and Tonia Sutherland.

If you are interested in working with this committee, please contact Debra Kimok  
debra.kimok@plattsburgh.edu

## Records Management Roundtable Annual Meeting

**Wednesday, August 12th**

1:00 - 3:00 pm

### Agenda:

- I. Opening Remarks, Chair, Russell D. James
- II. Welcome student members
- III. Introduce 2008-09 steering committee
- IV. Review of 2008-09 activities
- V. Announce election results
- VI. Announce informal gathering with ARMA Austin Chapter
- VII. Introduction of Speaker by Debra Kimok, Vice-Chair
- VIII. Speaker Richard Marcus, "Splashing in Big Buckets: Applying the Flexible Scheduling Concept to NARA's Operational Records."
- IX. Meeting Adjourned

**5:30 pm to ???**

**Gathering with ARMA Austin Chapter**

**At the Moonshine Patio Bar & Grill  
303 Red River Street**

<http://www.moonshinegrill.com>



### About Richard Marcus

Richard Marcus is the Records Officer for the National Archives and Records Administration (NARA).

Before assuming that position in 1998, he was a senior records appraiser and team leader in NARA's Life Cycle Management Division for 13 years, working with Treasury Department and other fiscal agencies, TVA and the FBI.

Prior to coming to NARA, Richard was the director of an ethnic archives in Chicago and was a staff archivist at an archival institution in New York City.

He holds a BA degree from the City University of New York and graduate degrees from Columbia University.

Richard has taught a number of NARA's records management courses, including managing electronic records and records disposition. He is also on the faculty of NARA's Modern Archives Institute.

He is currently the product owner of NARA's RMAII project. This project is a successor to the RMA2000 test project conducted in 2000-2001.



SAA is pleased to present this new workshop developed under the auspices of the Records Management Roundtable! And, there's still space available...

## Records Management for Archivists (Pre-Conference Workshop)

**When:** Sunday, August 9th – Monday, August 10th  
9:00 am – 5:00 pm  
**Where:** Hilton Austin

You won't want to miss this practical, introductory records management workshop if you are an archivist with records management duties! In this workshop, you'll get an overview of records management principles and practices and tools to use for establishing or continuing a records management program.

### Upon completion of this workshop you'll:

- Understand basic records management terminology
- Conduct a records inventory at your institution
- Write a records retention and disposition schedule
- Be familiar with the legal requirements for records management
- Have a basic understanding of electronic records management

### Who should attend?

Archivists with beginning to intermediate knowledge of records management whose job description includes records management and/or who want to learn records management practices to enhance their job performance.

**Instructor:** Mike Miller, Director, RIM Consulting Practice, Lockheed Martin

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## Tuesday, August 11th

8:30 am -- 12 pm and 1:30 pm—5:00 pm  
**Achieving Email Account Preservation with XML**  
(Pre-Conference Workshop)

## Thursday, August 13th

8:30—10:00 am  
**Session 102: Herding Your Cats: Implementing Sustainable Museum Records Management**  
  
10:30 am -- 12:00 pm  
**Session 203: How I Learned to Stop Worrying and Love Electronic Records Preservation**

10:30 am - 12:00 pm  
**Session 207: Preserving Data, Building Relationships: Two Experiences with Distributed Digital Preservation**

## Friday, August 14th

8:30 - 9:30 am  
**Session 304: If We Go Beyond Record / Non-Record, What Comes Next?**

8:30 - 9:30 am **(RMRT-Sponsored Program)**  
**Session 307: Strategies for Accommodating People with Physical Impairments and Disabilities in Archives**

**Speakers:**  
**(Members of the AMRT/RMRT Joint Working Group on Diversity in Archives and Records Management)**  
Daria D'Arienzo (Chair)  
Dr. Frank H. Serene  
Avery Olmstead  
Casey Edward Greene  
Debra Kimok

8:30 - 9:30 am  
**Session 310: Implementing Digital Records Preservation Research in Small Organizations: InterPARES 3**

10:00 - 11:30 am  
**Session 407: Scheduling Transitory Records as Part of a Sustainable Information Management Strategy**

## Saturday, August 15th

8:00 - 9:00 am  
**Session 503: Archives and Records Management Programs: Making the Case to Local Government Officials**

9:30 - 11:00 am  
**Session 603: Getting at the "Good Stuff": Declassifying the Most Sensitive Records of the Federal Government**

1:30 - 3:00 pm  
**Session 705: Engaging Your Chief Information Officer in Records Retention and Access**

**Vote Online from July 1st-July 31st!**

For the first time, the RMRT election of officers is being held online.

To make your selections, go to <http://www.archivists.org/surveys.asp>

**2009 Candidates****Candidate for Chair and Steering Committee****Michael Courtney**

I hold a bachelors degree in history from the Catholic University of America and two masters degrees from Loyola University, Chicago: one in history and the other in theology. Currently, I am a processing archivist/records analyst for the Archdiocese of New Orleans Archives. Before coming to New Orleans, I was employed full-time as a cataloging assistant at the Loyola University, Chicago School of Law Library. While at Loyola, I also worked part-time in archives, first at the Japanese American Service Committee of Chicago and later at the Archdiocese of Chicago.

I first became active in the Records Management Roundtable by joining the Records Management Bibliography Working Group. In August 2008, I became a member of the Steering Committee. Since joining the Steering Committee, I have been involved in the Roundtable Records Retention Compliance Working Group and I am currently chair of the RMRT Website Design Committee.

**Statement of Interest:**

As chair of the Records Management Roundtable, I would like to continue building on the strong foundation Russell established as chair of the RMRT. In particular, I want to continue to work on implementing suggestions made in the RMRT's recent membership survey. I am also interested in better informing archivists of the importance of records management and bridging the gap between archives and records management. In my opinion, both archives and records management are interrelated and interdependent upon each other. I think that RMRT is the perfect vehicle to do this by supporting and developing continuing education initiatives. For example, RMRT could use the website to post case studies and papers on issues relating to records management. These are my interests, but I really want to hear more ideas from the RMRT membership. Working together, we can make RMRT an even stronger roundtable.

**Candidate for Vice-Chair and Steering Committee****Brad Houston**

Brad Houston is the University Records Officer at the University of Wisconsin-Milwaukee, serves on the steering committee of the Records Management Roundtable, and has presented on electronic records and records reformatting to professional groups such as the Southeast Wisconsin Archivists Group and the International Institute of Municipal Clerks. He received a Bachelor of Arts with honors in History/Western European Studies from Grinnell College in 2004 and a joint Master of Arts in History and Master of Library Science with an Archives/Records Management specialization from the University of Maryland-College Park in 2007. Before coming to UW-Milwaukee, he worked as a records management intern at the Executive Office of the President, and performed archival and records management work at the Truman Presidential Library, National Geographic, the United States Holocaust Memorial Museum, and the University of Maryland Archives. As UWM Records Officer, he oversees and consults on records management functions and policy for over 200 offices and departments, including records inventory and scheduling, retention policies, records disposition, electronic records management, and long-term preservation of university records.

**Statement of Interest:**

In running for vice chair, I am hoping to continue facilitating the excellent work of the RMRT under Russell James and Debra Kimok, particularly as regards the services the RMRT can provide to its new and existing members. I am especially hoping to work with the Chair of the Roundtable to implement some of the outreach action items suggested by the RMRT survey, including direct outreach to SAA student chapters at library schools across the country and active encouragement of member participation in ongoing projects. I am also interested in continuing the mentoring program and those projects which have im-

mediate effect on roundtable members' skills and practices, including the "welcome packet" for new members, the LART/RMRT best practices manual, and the func-

tional thesaurus for records of corporate bodies. Overall, I hope to both serve the needs of RMRT members and to work as their advocate both within and outside SAA.

## Meet the Rest of the 2009 Steering Committee Candidates

(in alphabetical order)



### Katherine Goodwin

Katherine graduated in May 2009 from the University of Michigan School of Information with a specialization in Archives and Records Management. While at the University of Michigan, she was very active, serving as Information Man-

ager for the School of Information Student Association (SISA), on the Curriculum Committee, and assisting the Faculty Search Committee in arranging meetings between faculty candidates and MSI students. She also worked at the University of Michigan Social Work Library and did research for Professor Paul Conway. On the national level, she is a member of SAA, involved with the RMRT Student Activities Committee, and was a recipient of the 2009 MER Conference Scholarship.

#### Statement of Interest:

Although I've been very involved at the local level; I still haven't done much nationally. I'd like to be a part of the RMRT Steering Committee because I think it will help me be more tuned in to the issues that affect large numbers of archivists and records managers. I enjoy working for the benefit of the greater community and find the challenges of records management fascinating.



### Debra Kimok

Debra is a Senior Assistant Librarian at the State University of New York (SUNY) College at Plattsburgh. She received her B.A. in history from the same institution in 1997 and her M.L.S. from the University at Buffalo

in 2000. She spends half of her time managing Feinberg Library's Special Collections and College Archives, with the other half working at the library reference desk, teaching a one-credit Information Management course,

and on various special projects. In addition to the RMRT, Debra serves on several college, local, and regional committees and working groups. She has presented on digitization strategies, the use of video tutorials in online instruction, and recently, with another SUNY Plattsburgh librarian, had a paper published in the *Journal of Library Administration*: "Visual Tutorials for Point-of-Need Instruction in Online Courses." (JLA 48.3/4, Fall 2008, 527-543).

#### Statement of Interest:

For the last two years I have edited *The Records Manager* and for the last year been the RMRT Vice-Chair. Both of these opportunities have been immensely educational, fascinating, and fun. While I am handing over the reins to these two positions, I do so reluctantly and out of necessity. However, I would love to continue as a member of your Steering Committee, the Co-Chair of the RMRT/AMRT Joint Working Group on Diversity, and Coordinator of the RMRT Travel Awards Committee if you will allow me this privilege.



### Laura Elena Uglean Jackson

I am an Assistant Archivist in the processing department at the American Heritage Center, University of Wyoming. In addition to my processing duties, I am the University Archivist and responsible for the University Archives and Records

Management Program. In this capacity I help departments better manage their records by creating retention schedules and consulting on file organization and records preservation.

I received my B.A. in art history from Colorado State University in 2004, and my M.L.I.S. from Simmons College in 2007. After library school I began working for the AHC on a grant to deaccession collections, and joined the AHC faculty in 2008.



**Statement of Interest:**

I would like to serve on the RMRT Steering Committee because I am interested in records management issues as they relate to the archival profession. As an archivist with records management duties, I am interested in conducting outreach for records creators and exploring ways to run records management programs more efficiently.



**Kathryn (Katie) Scanlan, J.D.**

I graduated in May 2009 from the University of Wisconsin-Madison School of Library and Information Studies, with a specialization in Archives and Records Administration. I am moving to Indiana this summer to begin work as Archivist for Records Management at the University of Notre Dame.

**Statement of Interest:**

The RMRT is an exceptionally active group within SAA and I hope to help keep it that way! It has been a pleasure to serve on the RMRT Steering Committee for the past year and I look forward to continuing my involvement.



**Tonia Sutherland**

Tonia Sutherland is the Records Management Coordinator for Bucknell University in Lewisburg, PA. With a BA in theater, history, and cultural studies from Hampshire College and an MLIS with an archives concentration from the University of Pittsburgh, Tonia has been working in libraries, archives, and cultural institutions for over twelve years. Prior to her position at Bucknell, Tonia served as University Archivist at the University of Massachusetts Amherst where, in addition to her archives and records management duties, she served as a member of the W.E.B. Du Bois Legacy Group and took part in campus oral history initiatives. Tonia has been an SAA member since 2005, and in that time has served on the Steering Committee for the Preservation Section; as editor for *Infinity*, the Preservation Section newsletter; as a Key Contact for the Membership Committee; as an SAA Men-

tor; and most recently as part of the Web Committee for the Records Management Roundtable.

**Statement of Interest:**

As an active member of SAA, I am eager to continue to serve the archives and records management communities in any way possible. Those who have worked with me will attest to my strong problem-solving and project management skills as well as my collaborative work ethic, compassion, and indefatigable sense of humor. I would be honored to serve on RMRT's Steering Committee, as we move, collectively, into a new phase of SAA leadership.



**Lorette Weldon, MLS, BSIFSM**

Lorette Weldon has been a librarian for over 14 years working in the government, private, and non-profit sectors. She holds MLS (Library Science) and BS (Information Systems Management) degrees from University of Maryland. She has managed various online databases for the National

Institutes of Health, the Community Transportation Association of America, and the Association of Governing Boards of Universities and Colleges. Presently, Weldon is the SLA Maryland Chapter Archivist. Her article, "Getting the Answers: One Consultant's Approach to Deciphering the Government," outlines her requirements analysis approach to understanding the needs of an organization for a business project (Special Libraries Association's Information Outlook, September 2005, p.33-34). This approach has helped her in document management projects and in the E-Collection she created and currently manages. Weldon has conducted several webinars to show and discuss the possibilities of an inexpensive reference interview experience that could take place wherever there is Internet access and a computer. She has written articles based on creating and creating an organizational tool that could help information professionals finish their assignments faster (Weldon, Lorette S.J. "Taking Your Library on the Road", Computers in Libraries. May 2009:12-16; Weldon, Lorette S.J. "Googlization of the Library Collection", Special Libraries Association's Information Outlook, April/May 2009 (Vol.13, No. 3); Weldon, Lorette S.J. "Tools for Communicating with Trustees in a New York Minute", Trusteeship. November/December 2007: 6; Weldon, Lorette S.J. "My Virtual Assistant Saves the Day", Computers in Librar-

ies, November/December 2007:18-23). Presently, Weldon is helping RMRT Website Committee to improve the website for members. She was an online newsletter editor last year for the Board Professionals at the Association of Governing Boards of Universities and Colleges. For over five consecutive years, she was the newsletter editor for Shiloh Baptist Church's Alpha Circle.

#### Statement of Interest:

As RMRT Newsletter Editor, I am prepared to serve the archival and records management communities on the Steering Committee by gearing the newsletter to report on matters placed before the roundtable by the SAA Council and staff. Through this position, I would improve marketing efforts based on a survey from last

year. The key elements that current members wanted were a newsletter that did the following: More focus on recent graduates; Articles that better demonstrate the diversity of our backgrounds; Case Studies. I would use my position within the Steering Committee to also make the newsletter marketable for lure new members and new ideas to the RMRT. I would enhance my creative energies into retrieving and inputting information that may help in guiding the chair and vice-chair on matters pertaining to the administration of the roundtable. I would also promote roundtable activities within various institutions. The newsletter would reflect the current issues of archival and records management. These issues, within the newsletter, would also be managed in an agreed retention policy and online repository that members could reach anytime of the day.

Thanks for your time and consideration.

### Featured Resources

Cisco, Susan. "How to Win the Compliance Battle Using 'Big Buckets'." *Information Management Journal* 42.4 (2008): 30-36.

[http://findarticles.com/p/articles/mi\\_qa3937/is\\_200807/ai\\_n28081953/?tag=content;col1](http://findarticles.com/p/articles/mi_qa3937/is_200807/ai_n28081953/?tag=content;col1).

"Guidance for Flexible Scheduling." *NARA Bulletin* 2008-04 (April 30, 2008).

<http://www.archives.gov/records-mgmt/bulletins/2008/2008-04.html>

#### Austin is for Archivists

<http://www.archives2009.org>

*Signing Off—  
Russell & Debra*