



**SOCIETY OF  
American  
Archivists**

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# The Records Manager

The Newsletter for the Society of American Archivists Records  
Management Roundtable

Lorette S.J. Weldon, Editor

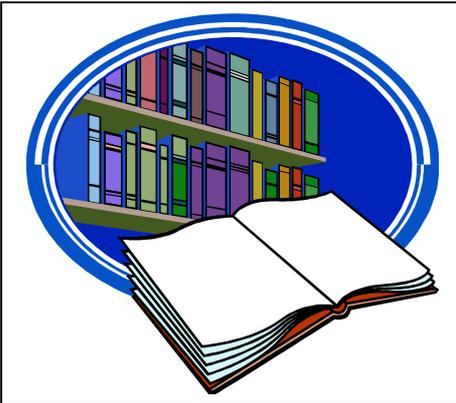


## Notes from the Chair, Michael Courtney

Greetings, I hope you are having a great summer and I hope you will be able to attend the SAA Annual Meeting in Washington, DC. The RMRT Annual Business Meeting will be held Wednesday, August 11 from 1:00 to 3:00 p.m. We will hear updates from the Functions Thesaurus Working Group, the Resume Guide Working Group, the Joint RMRT/AMRT Working Group on Diversity, and the Travel Grant Working Group. There will also be time devoted to new business, so if you have any new ideas or concerns, please bring them. After the business meeting, John (Jac) Treanor, Vice-Chancellor for Archives and Records Management for the Archdiocese of Chicago and a distinguished SAA Fellow, 2005, will present, "Building and Enterprise-Wide ERM Environment: Tales from the Trenches." Jac has been the archivist for the Archdiocese of Chicago since 1986. As archivist, Jac has established a successful archives and records management program. Because of his contributions to the archival profession, the Society of American Archivists named Jac a SAA Fellow in 2005.

In addition to our business meeting, I also want to mention a forum, organized by the Archives Management/Records Management Roundtables Joint Working Group on Diversity in Archives and Records Management, Archival Accessibility for All: An Awareness Forum. The forum is being held on Thursday, August 12 from 12:15 to 1:30 and is intended to be an open discussion about the issue of accessibility in archives. The speakers will include Daria D'Arienzo, Mark A. Greene, James Patrick Timony, and Venetia V. Demson. Formed in 2008, this working group was given the charge to "contact and network with persons with physical impairments 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." Since its establishment, this group has worked tirelessly to bring awareness to the archival and records management communities about the issues of access and accommodations in archives. For more on the joint working group or forum see: <http://www.Archivists.org/saagroups/archmgmt/diversity.asp> and Daria D'Arienzo and Debra Kimok, "Strategies for Accommodating People with Physical Impairment and Disabilities in Archives," *Archival Outlook*, November/December, 2009. I look forward to seeing you in Washington, DC. As always, if you have any questions, comments, or concerns, please feel free to e-mail me at:

[mikecourtney1974@yahoo.com](mailto:mikecourtney1974@yahoo.com).



## Report of the Joint RMRT/AMRT Working Group on Diversity in Archives and Records Management

Co-Coordinator, Daria D'Arienzo, CA

### **Please come Support Discussion of this Important Issue:**

Archival Accessibility for All: An Awareness Forum  
Thursday, August 12, 2010 from 12:15 - 1:30 p.m.  
SAA/CoSA Joint Annual Meeting  
Marriott-Wardman Hotel, Washington, D.C.

Presented by the AMRT/RMRT Joint Working Group on Diversity in Archives and Records Management

**Co-Coordinator**s, Debra Kimok (RMRT) and Daria D'Arienzo (AMRT)

Access and disability issues are human issues. They impact and include everyone. Join distinguished speakers and fellow archivists for SAA's first community forum focused on the very real issues of physical accessibility and access for colleagues and patrons in our archives. SAA has made a commitment as a professional organization to create accessible work places and research centers for all colleagues and patrons. Since 2008, a small SAA Working Group (Archives Management/Records Management Roundtables Joint Working Group on Diversity in Archives and Records Management) has been working to study and report on the status of employees and patrons with physical disabilities in archives, identify the challenges to accessibility, and develop tools and recommendations. The July, 2008 survey of employees with disabilities resulted in two documents (both 2009): Recommendations for Working with Archives Employees with Physical Disabilities and Recommendations for Working with Archives Researchers with Physical Disabilities.

(See: <http://www2.archivists.org/groups/amrtmrt-joint-working-group-on-diversity> for the group's work.)

This Forum will provide an opportunity for an honest discussion of accessibility issues in the archival profession. Come share ideas and help chart a course for the future as we work together to create a foundation on which the profession can build as we make addressing disability and access issues a priority.

### **Speakers:**

Chair, Daria D'Arienzo, Co-Coordinator, Joint Working Group

Mark Greene, Director, American Heritage Center, University of Wyoming; Past President SAA

Patrick Timony, Adaptive Technology Librarian, Martin Luther King, Jr. Memorial Library, Washington, D.C.

Venetia V. Demson, Chief, Adaptive Services, D.C. Regional Library for the Blind and Physically Handicapped, Washington, D.C.

## Join the Discussion: Undergraduates in the Archives!



The American Archivist Editorial Board invites you to participate in its first-ever discussion group from Noon to 1 PM on Friday, August 13, at the Marriott Wardman Park during the DC 2010 conference.

The group will discuss "Undergraduates in the Archives: Using an Assessment Rubric to Measure Learning" by Magia G. Krause, forthcoming in *American Archivist* 73:2 (Fall/Winter 2010).

This article, which will be distributed ahead of time in PDF format to participants, introduces the use of a rubric to assess student learning from archival instruction. Krause undertook a field study to examine what students in an undergraduate history course at a large state university learn from archival instruction. The study also builds upon previous work in the archival literature to introduce a reliable measure of archival literacy skills. The results of this study demonstrate that archival instruction can have a positive impact on student learning.

Participation is limited in order to facilitate a congenial atmosphere for discussion and engagement. If you would like to join this discussion group, please e-mail Bill Landis at [blandis@unc.edu](mailto:blandis@unc.edu).

Participation will be confirmed via e-mail and the meeting room location provided. The American Archivist Editorial Board looks forward to gauging interest in this type of activity and, if feasible, considering ways of expanding it in the future. So join the discussion!

## Congratulations: RMRT Steering Committee 2010 Election Results

### Chair and Steering Committee Michael Courtney



My name is Michael Courtney. I am originally from Bedford, New Hampshire. In 1997, I graduated from the Catholic University of America with a BA in history. Later, I earned two masters' degrees from Loyola University Chicago: one in history and the other in theology. While living in Chicago, I worked part-time in archives: first, at the Japanese American Service Committee of Chicago and then at the Archdiocese of Chicago. In January 2009, I moved to New Orleans and began working for the Archdiocese of New Orleans as a processing archivist and records analyst.

I became active in the Records Management Roundtable by joining the Records Management Bibliography Working Group. Since being elected to the Records Management Roundtable Steering Committee in 2008, I have served on the Roundtable/Section Records Retention Compliance Working Group, the RMRT Website Design Committee, and I am currently serving as chair of the Travel Grant Committee. In August 2009, I was elected Chair of the RMRT. Besides the Society of American Archivists, I am also involved in the Greater New Orleans Chapter of ARMA and was recently elected treasurer of that chapter.

For my second term as chair, there are two issues I would like to focus on: outreach and education. During my first term, the RMRT Steering Committee contacted student chapters, advisors, and the general RMRT membership, informing the different groups about opportunities the RMRT offers and asking for greater involvement in the RMRT. I will continue in this effort. The second issue I would like to focus on is education. Because so many archivists have taken on records management duties, I would like to make the RMRT a resource for archivists to turn to for help. I would like to work with SAA, ARMA, and other roundtables to create educational opportunities, such as bibliographies, brochures, and classes. These are my interests but I really want to hear more ideas from the RMRT membership. Working together, we can make the RMRT an even stronger roundtable.

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



Brad Houston is the University Records Officer at the University of Wisconsin-Milwaukee, and current vice chair of the Records Management Roundtable. He 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, and last year led an effort to create online education modules for records management across the University of Wisconsin system. 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.

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 immediate effect on roundtable members' skills and practices, including best practices manual, and the functional 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.

**Newsletter Editor and Steering Committee  
Lorette Weldon**



Lorette Weldon, Special Library Association Project Archivist, University of Maryland Baltimore County, Baltimore, MD since 2008, obtained her MLS from University of Maryland. She has articles in *Computers in Libraries*, *Information Outlook*, *Association of Governing Boards of Universities and Colleges' Trusteeship*. She has been a speaker at the Special Libraries Association 2009, Computers in Libraries 2009 and 2010 Conferences. Lorette has been Webinar Instructor and *Board Professionals Newsletter* editor for Association of Governing Boards of Universities and Colleges, *The Records Manager Newsletter* editor for the Society of American Archivists.

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.

**Steering Committee  
Debra Kimok**



Debra is an Associate 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 Introduction to Information and Technology Literacy 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 accessibility in archives. Debra's full CV can be viewed at <http://faculty.plattsburgh.edu/debra.kimok/default.htm>

Having served on the RMRT Steering Committee and as the Vice-Chair and newsletter editor, I know that this is a dynamic and hard-working group, dedicated to providing resources for records managers, students, and archivists with records management duties. I feel privileged to have been a part of the many worthwhile projects completed by this roundtable during the last several years and hope to continue working on RMRT projects in progress.

**Steering Committee  
Steve Thompson**



I would like to nominate myself for a seat on the Records Management Round Table Steering Committee. I hope that by serving in this capacity I will improve my ability as college archivist and make a contribution to the archives profession.

My position as Outreach Librarian and Archivist at Rock Valley College involves a variety of responsibilities. With a SAA-sponsored protégé-mentor relationship as an impetus, I intend to learn a lot more about records management and incorporate practices into my archival work. Mr. Ed Galvin, Archives and Records Management at Syracuse University suggested I get involved.

In looking at work of the Records Management Round Table, I quickly admired the work of AMRT/RMRT Joint Working Group on Diversity for their focus on enhancing opportunities within the archives professions for persons with disabilities and ensuring access to archive

collections through adaptations to finding aids. As a librarian, I became involved in the 1990s and 2000s with implementation of both section II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. I also taught use of assistive technology beginning in 1996 and took classes through EASI (Equal Access to Software Information) that gave me an appreciation for universal access issues.

As a result of assessing my knowledge of professional practices, I know that paying attention to the work and expertise of many who exchange ideas in the Records Management Round Table will be to my benefit. While my vantage point is from the University and College Section, I will appreciate archivists who are accountable to governmental standards since Rock Valley College where I work is also subject to Illinois Community College Board oversight. Formal archival training is recent but not extensive; I would like attend a records management workshop or seminar next.

In summary, I look forward to involvement in the Records Management Round Table.



#### Joint Annual Meeting of CoSA, NAGARA, and SAA

**Pre-Conference Programs:**

August 8, 2010 - August 10, 2010

**Conference Dates:**

August 10, 2010 - August 15, 2010

**Exposition Dates:**

August 12, 2010 - August 13, 2010

[Preconference Only](#)

#### Lodging & Travel Information

*Washington Marriott Wardman Park Hotel*  
2660 Woodley Road NW  
Washington, DC, 20008  
Phone: 800-266-9432  
See map: [Google Maps](#)

#### Pre-registration Closed

After July 13 you must register on site at the Registration Desk located in the **Washington Marriott Wardman Park Hotel**, 2660 Woodley Road, NW, Washington, DC 20008. Those registering after July 13 may not appear in the conference attendee roster.

**SCHEDULE:** View the most up-to-date version [here](#).

**PRELIMINARY PROGRAM:** For a printable PDF version (4MB), including full session descriptions, click [here](#).

If you've attended professional conferences before, you know the excitement that comes from hearing about innovative approaches to archives and records management challenges, from exploring new ideas, and from engaging with colleagues and renewing friendships. At DC 2010, you'll take that experience to a new level as we bring together the knowledge, wisdom, and interests of our members in a truly CAPITAL experience!

If you've never attended an annual meeting of CoSA, NAGARA, or SAA – or haven't joined us in recent years – you'll find a broad array of opportunities to learn, to explore, to collaborate, and to celebrate the world of archives and records.

The dynamic DC 2010 Program Committee has selected 65 education sessions that reflect the shared interests and values of CoSA, NAGARA, and SAA members and that provide the perspectives of both seasoned professionals and new voices. DC 2010 is the premier educational event of the year for archives and records professionals. Make your plans now to attend!

[David Ferriero and Juan Williams to Speak at DC 2010](#)

**Register to Exhibit at DC 2010!**

Don't delay, sign-up to sponsor or exhibit at the [Capital Idea! Expo](#). The Capital Idea! Expo is the place for Archives, Records Management, and IT professionals to learn about industry products and services, ask questions, and provide their perspectives. DC 2010 brings together – in one place and at one time – the purchasing decision makers at the national, state, and local levels. Take advantage of their CAPITAL IDEAS – and share a few of your own!





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**RMRT is on the Web!**

*See us at*

[http://www.archivists.org/saagro  
ups/recmgmt/](http://www.archivists.org/saagro<br/>ups/recmgmt/)

## About Our SAA Records Management Roundtable...

The Records Management Roundtable encourages discussion of current issues in records and information management and promotes better understanding of the importance of collaborative efforts between archivists, records managers, and other information professionals. The roundtable works with SAA to promote proactive and responsible records and information management practices that benefit SAA, archival and records management institutions and professionals, consumers of records and information management services, and society as a whole through the verification of authenticity and accuracy of records.

The roundtable endorses and upholds the profession's ethical standards and guidelines, while encouraging a strong commitment to professional development of its members through continuing education; developing professional standards and practices; and educating society about records and information management. The roundtable encourages diversity, initiates discussions and training in records management technologies, and promotes public awareness of the records and information management profession and its close ties to archives management.

