



**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

Dear RMRT Members:

First, I wanted to thank the RMRT members who attended the meeting for coming. We had a great turnout. For those of you who could not attend the meeting, I will briefly update you on what took place during the meeting and update you the activities of the RMRT. At the business meeting, the RMRT heard from our Council Liaison Bruce Ambacher, Resume Guide Working Group, Functions Thesaurus Working Group, the Joint AMRT/RMRT Working Group on Diversity, the RMRT Travel Grant Committee, and the SAA Program Committee. Brand Houston and I discussed the Steering Committee's outreach efforts and the RMRT's negative response to the Steering Committee's suggestion that the RMRT move from a roundtable to a section. After the business meeting, John J. Treanor, Vice Chancellor for the Archives and Records at the Archdiocese of Chicago, gave an outstanding presentation titled, "Building an Enterprise-Wide ERM Environment: Tales From the Trenches."

The AMRT/RMRT Working Group on Diversity in Archives and Records Management organized an excellent forum for the annual meeting titled "Archival Accessibility for All: An Awareness Forum." Daria D'Arienzo, CA opened the forum with some introductory remarks about the problems employees and patrons with physical disabilities face in archives. Mark Greene gave a personal account on what working in an archives is like for a person with a physical disability. Venetia Demson and James Timony, both of the District of Columbia Public Library, discussed, using real life examples for the DC Public Library System, the ways in which archives and be made accessible to individual with physical disabilities. Sixty one individual attended this event. Finishing their work, the Resume Guide Committee created a new for resumes, titled Guide to Effective Resumes: Resources for Archivists and Records Managers, which is available on the RMRT website. Also, this spring the Functions Thesaurus Working Group finished its draft of the function thesaurus. In May, a copy was sent to the steering committee and general RMRT membership for comment. In May, with the support of the RMRT general membership, the steering committee voted to approve sending the functions thesaurus onto the SAA publication board for review.

I am working with the Government Records Section to start a committee to create a guide/ best practices for e-mail. If you are interested in this committee, please e-mail: mikecourtney1974@yahoo.com .

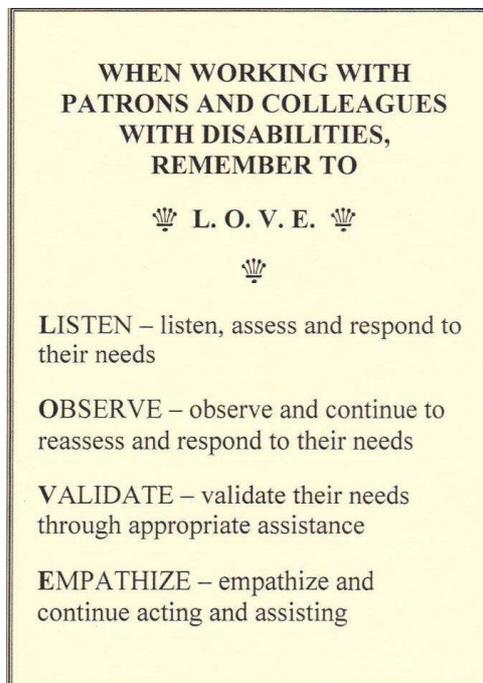
**Report of the AMRT/RMRT Joint Working Group on
Accessibility in Archives and Records Management**
(formerly the Joint Working Group on Diversity)
Fall 2010

We have changed our name!

Since 2007, this group has been working exclusively on ways to make archives more accessible for researchers and employees with physical disabilities and we continue to work on this still. As a result, we have changed our name to better reflect the work that we do and to reduce confusion with the work of the SAA Diversity Committee.

SAA has provided us with a new web site so that we can share more of the information we've gathered and the publications we have produced. We're just getting started adding things to our web site, so look at

<http://www2.archivists.org/groups/amrtmrt-working-group-on-accessibility/>



Recommendations are now Best Practices:

This group's 2009 recommendations documents ("Recommendations for Working with Archives Researchers with Physical Disabilities"; "Recommendations for Working with Archives Employees with Physical Disabilities") were approved as Best Practices by SAA Council at their August 9, 2010 meeting in Washington, D.C. Minor revisions were suggested by Council and will be completed very soon and added to the SAA web site.

SAA Annual Meeting:

Sixty-one people attended the "Archival Accessibility for All: An Awareness Forum," hosted by this group at the SAA annual meeting! This makes it a huge success, especially considering that it occurred at the same time as two very popular forums: one on Native American Protocols and one on SAA Ethics.

At the Accessibility Forum, Daria D'Arienzo discussed the importance of accessibility in archives, SAA Past President, Mark Greene provided insights into his own experiences with accessibility in his career, and Venetia Demson and Patrick Timony from the Adaptive Services Division of the Martin Luther King, Jr. Memorial Library in Washington, D.C., explained how their adaptive services program works and demonstrated how some of their adaptive technology is used.

Transcripts of the presentations given by Daria D'Arienzo and Mark Greene are available on the SAA conference website at

http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/eventdetail.html?Action=Events_Detail&InvID_W=1681



Mark Greene speaking at the Accessibility Forum



Daria D'Arienzo speaking at the Accessibility Forum

We are extremely grateful to Michele Pacifico, who coordinated the Forum with Daria D'Arienzo.

We also created an accessibility-in-archives pamphlet and card for distribution at the annual conference, both of which were very popular. Thanks especially to Michelle Ganz for her hard work on our pamphlet, to Russell James for his idea for the card, and to Daria D'Arienzo and her husband, John Lancaster, for designing and printing copies of the card for us.



Left to Right: Debra Kimok, Michele Pacifico, Michelle Ganz, and Daria D'Arienzo at the Exhibitor Reception

New Working Group Members:

As a result of the forum, we also have three new group members:

Anna K. Kresmer, Project Archivist at the National Federation of the Blind Jernigan Institute: "The National Federation of the Blind Jernigan Institute leads the quest to understand the real problems of blindness and to develop innovative education, technologies, products, and services that help the world's blind to achieve independence." http://www.nfb.org/nfb/Jernigan_Institute.asp

Lisa Snider, President, The Snider's Web (web design, domain hosting, etc.): <http://www.thesnidersweb.com/>

Richelle C. Brown, University of Maryland, College Park archives student.

The Work Continues:

Several new projects are already underway for this group:

Lisa Snider and Elias Tzoc will be managing our new SAA website.

Although we had hoped to also hold an Accessibility Mini-Expo for SAA 2010, we ran out of time before we could complete the arrangements. Good news though! We're already planning the Mini-Expo for 2011 in Chicago. Michelle Ganz will again coordinate the work of this subcommittee, which includes Avery Olmstead, Sara Marie White, Greg Johnson, Steven Thompson, and Anne Kresmer.

Elias Tzoc is translating our best practices, pamphlet, and card into Spanish and Jane Callahan is working on creating audio files for those materials, all of which will be added to our website.

Michele Pacifico is working with "10 questions" that Mark Greene raised in his Accessibility Forum talk to provide a practical tool for archivists' to evaluate accessibility in their workplaces.

<p>Archives and Library Accessibility</p> <p>AMRT/RMRT Joint Working Group on Diversity in Archives and Records Management</p> <p>Working Group 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.</p> <p>"Recommendations for Working with Archives Researchers and Employees with Disabilities" AND 2009 SAA Presentation: "Strategies for Accommodating People with Physical Impairments and Disabilities in Archives" http://www2.archivists.org/groups/amrt-rmrt-joint-working-group-on-diversity</p>	<p>Archives and Library Accessibility</p> <p>"Making Archives Accessible for People With Disabilities" Frank Serene www.archives.gov/publications/misc/making-archives-accessible.pdf</p> <p>"Library Accessibility -What You Need to Know" ASCLA, Monique DeLatté, editor Includes an extensive accessibility "toolkit" http://www.ala.org/ala/mgops/divis/ascla/asclap/atools/accessibility/pshets/default.dfm</p> <p>"Archives and Libraries Accessibility for All" Avery Olmstead Video You Tube Video discusses how accessibility is a benefit to everyone. http://www.youtube.com/watch?v=bBdVcWu03IU</p>	<p>Accessibility Is For Everyone!</p> <p>A Quick Guide to Accessibility and Archives</p> <p>Compiled by the Society of American Archivists AMRT/RMRT Joint Working Group on Diversity in Archives and Records Management August 2010</p> <p>Compilers: Michelle Ganz Debra Kimok Daria D'Arienzo</p> 	<p>Featured Institution</p> <p>Martin Luther King, Jr. Memorial Library Adaptive Services Division</p> <p>Offers a wide range of services and technology to ensure that the library can serve the needs of any and all patrons in the community.</p> <p>"The DC Public Library, through its Adaptive Services Division, helps the deaf community, visually impaired, older adults, veterans and injured service people better use the library"</p> <p>Contact Information: Room 215, Martin Luther King Jr. Memorial Library 901 G St. N.W., Washington, DC 20001 Telephone: 202-727-2142 Videophone: 202-559-5368 Video Relay Service: 1-866-570-7364, ask for Janice Rosen TTY: 202-727-2255 E-mail: lbpn.dcp@dc.gov www.dclibrary.org/services/adaptiveservices</p>
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<p>Accessibility Information Resources</p> <p>Definitions:</p> <p>Glossary of Disability-Related Terms University of Washington https://www.washington.edu/doit/Brochures/Programs/glossary.htm</p> <p>Laws and Regulations</p> <p>U.S. Department of Labor http://www.dol.gov/doit/topc/dsability</p> <p>International and Comparative Disability Law Web Resources Syracuse University Law Library http://www.law.syr.edu/iawlibrary/ledron/c/humanrights.aspx</p> <p>Disability Studies:</p> <p>Academic Literature University of Washington http://depts.washington.edu/led/ledresources.html</p> <p>Video:</p> <p>Accessibility: For Everyone's Benefit: You Tube Video discusses how accessibility is a benefit to everyone http://www.youtube.com/watch?v=U86FW0VdxEA</p>	<p>Disability-Related Organizations</p> <p>Access Board http://www.access-board.gov/links/dsability.htm</p> <p>International Disability Alliance United Nations http://www.internationaldisabilityalliance.org</p> <p>Web Accessibility Initiative (WAI) http://www.w3.org/WAI/</p> <p>The Disability-Research Discussion List International http://www.leeds.ac.uk/disability-studies/discuss.htm</p> <p>Trace: Research to Make Everyday Technologies Accessible & Usable University of Wisconsin, Madison trace.wisc.edu</p> <p>Accessibility and Mobile Devices</p> <p>For the I-Phone: http://na.blackberry.com</p> <p>For Blackberries: http://na.blackberry.com</p> <p>Find general information about mobile devices and accessibility: http://www.w3.org/WAI/mobile/</p>	<p>Accessibility Tools and Gadgets</p> <p>Voice Recognition Devices For people who have limited physical dexterity. Use speech to input information into a computer and to navigate applications, menus, and the Internet.</p> <p>Text-to-Speech Software For people with reading difficulties and/or visual impairments. Written text on a computer, including email and web pages, is converted to audio files.</p> <p>Screen Readers and Talking Browsers For people with visual impairments. Software that can "speak" graphics and text.</p> <p>Screen Magnification Software For people with low vision. Used to enlarge sections of computer screens.</p> <p>Portable Note-Takers with Braille Display For people with visual impairments. Lightweight devices that include speech synthesizers. Some use Braille input, others use regular keyboard input.</p> <p>Visual Organization Software For people with learning disabilities. Mind-mapping software that helps with note-taking and organizing information for reports.</p> <p>Scanning and Literacy Software For people with learning disabilities or who are blind.</p>	<p>Closed Circuit Television Video Magnifiers For people with low vision. Cameras that project images of documents, graphics, etc. on a television screen, computer monitor, etc.</p> <p>Ergonomic Pointing Devices Help to prevent strain and tension of upper extremity muscles. Used to point or type on a keyboard—can be worn on the hand, held in the hand or in the mouth, or strapped to the chin.</p> <p>Head Tracking and On-Screen Keyboard For people who have limited physical dexterity. A reflective dot is worn on the forehead and a camera and software track the positioning and translate this into mouse movements and clicks.</p> <p>Augmentative Communication Devices Portable, lightweight devices that let users with physical disabilities communicate by punching various programmable labeled buttons.</p> <p>Find More Tools and Definitions Family Center on Technology and Disability Assistive Technology Glossary http://www.fttd.info/factsheet/glossary</p>
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Debra Kimok and Daria D'Arienzo, Co-Coordiators

Liaison in the SAA Standards Committee

The SAA Standards Committee (SC) would like each SAA Section and Roundtable to consider participating in standards development and review pertaining to the group's area of expertise. We invite Section and Roundtable steering committees to appoint an SAA member to serve as their standards liaison, with a goal of fostering greater awareness and participation in the standards process throughout the organization. The standards liaison would not have voting privileges on the SC, but instead would serve as a conduit to communicate information about standards initiatives between the component group and the SC.

The SC is routinely asked to review standards originating inside and outside SAA that pertain to archival practice. Current standards tend to be highly specialized and diverse as well as time sensitive. We are equally interested in the liaisons sharing information regarding relevant standards with which they are familiar that SAA should consider, including providing feedback about the content of the SAA Standards Portal currently in development.

We anticipate the appointment should be a 2- or 3-year commitment. We do not expect standards liaisons to engage in this role more than an hour or two every few months.

Feel free to contact us with the following information: your component group's name, the individual who will serve as your liaison, that individual's contact information. If your group decides not to participate, it would be helpful to us if you would let us know that, too.

Please join us in taking an active role in SAA standards!

Marcy Flynn (silverim@mindspring.com) and Cory Nimer (cory_nimer@byu.edu)

Co-Chairs Standards Committee



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RMRT is on the Web!

See us at

[http://www.archivists.org/saagro
ups/recmgmt/](http://www.archivists.org/saagro
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.

