

The Records Manager

The Newsletter for the Society of American Archivists

Winter
2015

Changes to come

[Work Halting on Records Management Functions Thesaurus](#)
January 23, 2015

Upcoming Events

[Records Management for Archivists #1580 Workshop](#)
Mon, Mar 23, 2015 -
Tue, Mar 24, 2015
9:00 AM - 5:00 PM

Fascinating Facts

[WordPress.com prepared a 2014 annual report on our blog, The Schedule.](#)

What to Expect in

- [Records Management](#)
- [Archival appraisal](#)
- [Web archiving with records management](#)

An Underground Records Officer

Records Officer has been an interesting juxtaposition to my archives training.

In archives, preservation is king, and while the fine art of reappraisal comes up in discussion from time to time, once a collection is processed, we don't typically expect for the contents of that collection to change. In contrast, what if the primary duty of a Records Officer role is to approve destruction of non-



permanent records that have met retention? So on while on one hand the position could call for jumping through hoops to ensure that the digital archives will be stable and viable for the foreseeable future, read on to see how this position could also ensure that records are destroyed "in the normal course of business" to ensure that our retention schedules are followed in a way that complies with the spirit of public records laws.

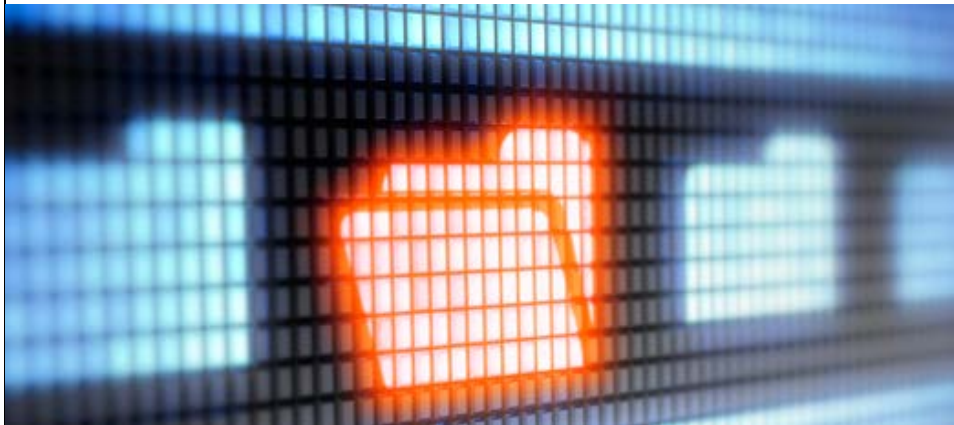
[Welcome to Jenny Mundy's world of the Underground Records Officer.](#)

Methods of Information Literacy series

The bond between information professional and customer may allow the customer to learn how to be information literate. Through a 4 part series, the method of the Three T's (Talking, Tinkering, and Traveling) is discussed. The information professional remembers past experiences with each client to help them reach certain levels of understanding their search requests. First, the customer's eyes are open to the [many different directions their search requests](#) could take them. Second, the bond formed allows the information professional and the customer [to feel comfortable with each other](#) while they talk about, tinkering with databases and other reference source, which allow them to travel to other information sites for various search requests. Third, allow the customers to tinker more with their new research skills through an Electronic Library Assistant (ELA). "She" would review what you had discussed with the customer and allow the customer to ask you more questions through the [Tinkering phase of information literacy and transparent accountability](#). Concluding, fourth, with the customer's sense of [computer savviness](#).

Replacing Archival Software

An Underground Records Officer helps to replace an agency's 20 year-old archival software with a new and improved system that would store digital objects, allow other authorized programs in an agency to log in and upload records, and allow the public the ability to search and view unrestricted electronic records through an integrated web portal. [This could be of the greatest interest to readers of *The Schedule*.](#)



Experience and Knowledge Needed

Share your knowledge and experience with the rest of the roundtable (and other interested SAA members) in the form of some webinars on more specialized topics. So, at the moment we're looking for: Content Presenters; Content Developers; Content Ideas.

Some suggested topics we received include:

- Records Management Outreach and Training
- Retention Schedule Development
- Managing Active Electronic Records
- Developing RM Policies
- RM in specific settings (Educational, Business, etc.)

Working on a webinar is a great way to get involved in SAA and the RMRT, add to your resume, and share your knowledge with your colleagues. If you are interested in contributing to any of the above three pools, [please read on...](#)



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We're on the
Web!

See us at:

Website:

<http://www2.archivists.org/groups/records-management-roundtable>

RMRT Blog:

<http://saarmrt.wordpress.com/>

Google Hangout:

<https://plus.google.com/u/0/118358692462079747504/posts>

Records Management Roundtable Steering Committee Members

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Past Chair: Brad Houston

Matthew Farrell
Matt McClelland
Jenny Mundy
Christie Peterson
Eira Tansey

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