

THE ACADEMIC ARCHIVIST

Newsletter of the College and University Section

Society of American Archivists

<http://www.archivists.org/groups/cnu/>

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Is Anything New or Safe Under the Sun?: Public vs Private E-mail in an Academic Environment

(Editor's note: What follows is the report from one of the Study-Discussion groups in Birmingham, led by Aaron Purcell)

1. Issues of academic freedom, privacy, and open records acts

There seems to be varying degrees of control imposed on email records from state to state. Nonetheless, there is widespread agreement that an electronic records management policy is a necessary component for all institutions, regardless of varying degrees of control.

Aaron distributed a handout which included the following useful websites:

The First Amendment Handbook, especially Chapter 9: Freedom of Information Acts

<http://www.rcfp.org/handbook/>

Access to Electronic Records: A Guide to Reporting in the Computer Age, state-by-state summaries of constitutional provisions, statutes, court decisions, attorney general opinions and gubernatorial executive orders that may assist you in your pursuit of electronic records at:

http://www.rcfp.org/elecres/er_stateindex.html

Freedom of Information Center, federal and state FOI resources and guides, at:

<http://www.missouri.edu/~foiwww/laws.html>

FOI Statutes By State, at:

<http://www.missouri.edu/~foiwww/citelist.html#Alabama>

The National Freedom of Information Coalition's State and National Freedom of Information Resources, at: <http://www.nfoic.org/web/index.htm>

The Freedom of Information Act: Electronic FOIA Amendments of 1996, at:

http://www.missouri.edu/~foiwww/foia_amend.html

The Digital Millennium Copyright Act, at

<http://www.educause.edu/issues/dmca.html>

2. Relationship with IT

It is important to have a strong relationship with the IT department, especially if the archives has a records management function. If IT folks have no idea what an archivist does, they will have little understanding

of why you are concerned with the long term storage and retrieval of electronic records.

3. Public and Private Institutions

This is the real divide as private institutions answer primarily to themselves and are not subject to the same open records guidelines that dictate policies at public institutions.

FOIA - Does not apply to private institutions except if they have accepted federal funding for particular projects.

Bill Morison - U. Louisville, KY - commented that the KY Attorney General says records stored on someone's PC are not private materials. The U. of Louisville had no policy for storing records on PCs, and its policy currently is that this use of university property for personal storage of records is no different than phone use.

4. What happened at UT

In May 2001, the President of the University resigned. Rumors that inappropriate activities with a co-worker had forced his resignation spurred the press to request emails between the two. Some of these messages were originally generated from non-university accounts but eventually got forwarded to some university accts, thereby making them subject to the open records act. The University initially refused to release a number of e-mails saying that those messages were "personal." After a number of weeks the University released the messages to the press and the reasons for the president's resignation were clearer. The incident brought privacy and public records statutes to the forefront.

5. How other institutions are handling email

Policy for email - One OIT office has the policy that whatever you write/create with university equipment is university property.

One idea is to develop a policy that currently requires all emails considered records to be printed out.

Chris Prom - University of Illinois - commented the university President put out a mass email to all employees stating "No university records may be destroyed without the approval of the Archivist" after a chancellor made a statement about the random deletion of email that could be considered records.

Claude Zachary - USC - the general counsel's office is creating a policy for email retention.

At another institution, a Records Management Committee with top administrators involved has been created. There is a records management program that new faculty have to get indoctrinated in.

Summary: Although we didn't solve the big problems of handling e-mail at C&U archives, we opened up the lines of communication between archivists at public and private institutions. Although state laws and institutional practices differ from place to place, there are numerous commonalities across the board. Perhaps a full session at next year's conference could deal more thoroughly with these issues.

C&U Archives Reader: Status Report

(submitted by Ellen Swain)

Ellen Swain and Chris Prom, both from the University of Illinois, Urbana-Champaign, are co-chairing the committee which is working on a revision to *College and University Archives: Selected Readings*, published in 1979 by SAA. Other committee members are: Brenda Burk (Indiana University-Purdue University Indianapolis), Tamaar Chute (Ohio State), David Gartrell (UC Santa Barbara), Stephen Janick (Drexel University), Nancy Kunde (University of Wisconsin-Madison), Christopher Laico (Columbia University Law School), Aaron Purcell (University of Tennessee), Elizabeth Slomba (University of New Hampshire) and Claude Zachary (University of Southern California). Over the fall the committee has discussed content, put together draft table of contents, and made assignments for topics to be researched. In April, the committee will come together with their bibliographies and start thinking about ideas for articles. By the Los Angeles meeting Ellen and Chris expect to have a pretty good idea of what will be going into the book.

Anniversary Celebrations

(Editor's note: another of the Study-Discussion groups from Birmingham, led by Sarah Frazer)

Archivists from 15 institutions gathered to discuss anniversary celebrations. The participants were from institutions celebrating anniversaries from 75 years 300 years. Institutions represented were: Eastern Kentucky U. (100 years) Yale (300), Penn State (150) U. of Florida (100), Washington U. St. Louis (150) U. of Oregon (125), Queens U., Charlotte (150) Emory (100), U. of St. Thomas (125), Western Kentucky U. (100) Clemson (150), Wofford College (150), Columbia Law School (75th anniversary of admitting women), and U. of Houston (75). Some of the institutions were about to start an anniversary, others were in the midst of one, still others were finished with their anniversaries.

Issues discussed: (1) Memorabilia and co-branding - Sara Frazer shared with the group some anniversary items from U. of Houston: lapel pin, 75th anniversary book, calendar. U. of H. also had a web site and a branding campaign. (2) Special projects in Archives: At Penn State, the anniversary was the spark for an oral history program. Anniversaries can be a time to improve the Archives - at Yale, records management was instituted and 7 new positions came out of it. Pitfalls: Biggest one discussed was that history is forgotten as soon as the anniversary is over. Another issue was "fuzzy logic" regarding the founding date of the institution (date of a charter vs. date of first classes, etc.) The group also discussed strategies for dealing with increased workload.

Committee Report: Revisions to Section Bylaws

(submitted by William J. Maher, University of Illinois)

Following discussions at Section meetings in Washington (2001) and Birmingham (2002), the following amendments to the Section Bylaws have been prepared for discussion and voting at the 2003 meeting of the Section. These amendments are the result of discussions following several calls for comment on the Bylaws. In those comments, the only, but also often repeated, concern was that the Section should separate the responsibility of Section Vice-Chair from that of Section Newsletter editor. Identifying Vice-Chair candidates who also have a background or interest in newsletter preparation has made the job of finding candidates more difficult. Further, while having a fixed term for the Vice-Chair is widely accepted, many have commented that there is an advantage to longer terms of service for a newsletter editor. Therefore, the following amendments have been prepared to accomplish the suggested change.

1. Article 4, Section D. (Duties of Officers), paragraph 2, presently reads: "2. Vice-Chair. In the absence of the Chair, the Vice-Chair shall assume the Chair's duties. The Vice-Chair shall serve as editor of the Section's newsletter." The first amendment would delete the second sentence of this paragraph.

2. In Article 6 (Committees), insert a new Section C (and "renumber" the subsequent paragraphs accordingly) reading:

"C. Section Newsletter. Consistent with the Guidelines for SAA Sections, to promote communication of Section activity within the Section and to the Society at large, there shall be a College and University Archives Newsletter. The newsletter is the responsibility of the newsletter editor who shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, renewable with approval of the Steering Committee. The newsletter editor serves as a non-voting member of the Steering Committee, unless the editor also holds elected membership in which case the editor shall have all voting privileges. The editor should not serve concurrently as chair of the roundtable."

In addition, to be consistent with the 1997 revision of SAA's Bylaws, we should replace the reference in Article 7 (Parliamentary Authority) to Robert's Rules of Order with Sturgis' Standard Code of Parliamentary Procedure.

College and University Archives Section of the Society of American Archivists 2003 MEMBER SURVEY

Thank you for taking the time to provide information that will greatly help the leadership of the section decide how to best run the section. It should only take ten to fifteen minutes to record your choices. You can either go to <http://libref.clarku.edu/offices/library/survey> to fill out the form online or you can fill out the survey below and mail it to Mott Linn, Clark University Archives, 950 Main Street, Worcester, MA 01610. If you have any questions about this form please contact Mott Linn at 508-793-7572 or via e-mail at mlinn@clarku.edu

- Claude Zachary, C&U Archives Section Chair

About You & Your Institution

1. How many years have you been a member of the C&U Archives Section (round off to the closest year)? ____

2. Which one of the following types of institutions best describes your place of employment? (Check one)

Elementary school, secondary school, or academy

2-year community college or post-secondary technical school

4-year college (no graduate programs)

Comprehensive (undergraduate and graduate programs, but no doctoral programs)

University (including doctoral programs)

Religious training

None: retired

None: student

Other (please specify): _____

3. What is the total student enrollment at your institution (approximate number is acceptable)? _____

4. How long have you worked in your current position (round off to the closest year)? _____

5. What type of job do you have (check one)?

Director or head of one or more other archivists and/ or special collections librarians

One archivist among other archivists and/ or special collections librarians

A lone archivist/ special collections librarian

Other (please specify): _____

6. How many employees work in your department? Please give the full-time equivalence for the permanently hired archivists/librarians and staff (for example, two people working half of the time would be the equivalent of one full time person). Please, exclude counting temporary project and student workers. _____

If you answered "retired," "student," or "other" to question #2, please skip to question # 7.

7. Which of the last three SAA Annual Meetings did you attend? (Check all that apply)

Denver 2000 Washington, D.C. 2001 Birmingham 2002 None

8. Which of the following C&U positions have you held? (Check all that apply)

Section Officer

Steering Committee

Discussion group leader at the section's annual meeting

Member of an ad hoc committee

Never held a position

Other (please specify) _____

9. If you are willing to volunteer, please indicate your preference(s) and include your name and email below:

Section officer (e.g. Chair, Vice-Chair)

Steering Committee (these members officially assist in the running of the section)

Member of an ad hoc committee

Discussion group leader at the section's annual meeting

None of these

Name (optional): _____

email (optional): _____

10. What, if anything, is there that the C&U section could do that would make it more likely that you would volunteer to help the section?

Your Views on Various Archival Issues

11. How important is each of the following topics to you? (Give an answer for each)

1.Very important 2.Important 3.Somewhat important 4.Not very important 5.Not at all important

Acquisition	1	2	3	4	5
Appraisal	1	2	3	4	5
Changing roles of archivists	1	2	3	4	5
Collaboration/ partnerships with other repositories	1	2	3	4	5
Description	1	2	3	4	5
Digital/ technology developments	1	2	3	4	5
Distance/ distributed learning	1	2	3	4	5
Electronic records	1	2	3	4	5
Fundraising	1	2	3	4	5
Governance of the C&U section	1	2	3	4	5
Instruction/ information literacy	1	2	3	4	5
Knowledge management	1	2	3	4	5
Leadership and management	1	2	3	4	5
Licensing/ copyright	1	2	3	4	5
Oral history	1	2	3	4	5
Outreach	1	2	3	4	5
Preservation/ conservation	1	2	3	4	5
Records management	1	2	3	4	5
Reference/ access	1	2	3	4	5
Research	1	2	3	4	5
Visual materials	1	2	3	4	5

Rating the C&U Section

12. How satisfied are you with the C&U section?

Very satisfied Satisfied Somewhat satisfied Not very satisfied Not at all satisfied Do not know

13. What could be done to improve the C&U section? _____

14. Please list any suggestions you have for topics for the discussion groups/breakout sessions that take place during the C&U Archives Section Business Meeting during the SAA Annual Meeting: _____

15. How much interest would you have in participating in each of these types of activities?

1.Very interested 2.Interested 3.Somewhat interested 4.Not very interested 5.Not at all interested 6.Do not know

Discussion groups during C&U's annual meeting	1	2	3	4	5	6
Discussion groups at another time during SAA Annual Meeting	1	2	3	4	5	6
Panel presentation during C&U's annual meeting	1	2	3	4	5	6
Panel presentation at another time during SAA Annual Meeting	1	2	3	4	5	6
Social gathering at another time during SAA Annual Meeting	1	2	3	4	5	6
Talk by an expert during C&U's annual meeting	1	2	3	4	5	6
Talk by an expert at another time during SAA Annual Meeting	1	2	3	4	5	6

16. How important is each of the following reasons in your decision to renew your C&U membership?

1.Very important 2.Importantly 3.Somewhat important 4.Not very important 5.Not at all important 6.Do not know

"The Academic Archivist" newsletter	1	2	3	4	5	6
Academic focus of the section	1	2	3	4	5	6
Advocacy for the section within SAA	1	2	3	4	5	6
Contact with other academic archivists	1	2	3	4	5	6
Discussion groups at the annual meeting	1	2	3	4	5	6
Involvement in committee or section activities	1	2	3	4	5	6
It addresses your professional concerns & interests	1	2	3	4	5	6
Networking opportunities	1	2	3	4	5	6
Professional development opportunities	1	2	3	4	5	6
The section's web site	1	2	3	4	5	6

17. Please indicate how satisfied you are with each of these C&U services.

1.Very satisfied 2.Satisfied 3.Somewhat satisfied 4.Not very satisfied 5.Not at all satisfied 6.Do not know

"The Academic Archivist"	1	2	3	4	5	6
Advocacy for the section within SAA	1	2	3	4	5	6
Discussion groups at the annual meeting	1	2	3	4	5	6
Professional development opportunities	1	2	3	4	5	6
The section's web site	1	2	3	4	5	6

18. What ONE C&U program, activity, or service is the most important to you? _____

19. What ONE program, activity, or service is the most important for C&U to add? _____

20. What, if any, programs, activities, or services should C&U discontinue? _____

21. How many issues of the last four issues of "The Academic Archivist" did you read at least part of?
0 1 2 3 4

If "0," please skip to question # 25.

22. How do you read your issues of "The Academic Archivist"?

Read entire issue Read specific articles/sections Scan entire issue Scan specific articles

23. How interested are you with these sections of "The Academic Archivist"?

1.Very interested 2.Interested 3.Somewhat interested 4.Not very interested 5.Not at all interested 6.Do not know

Announcements of meetings	1	2	3	4	5	6
Announcements from repositories	1	2	3	4	5	6
"From The Chair"	1	2	3	4	5	6
Minutes of the C&U Section Business Meeting	1	2	3	4	5	6
Profiles of repositories	1	2	3	4	5	6
Profiles of the candidates for section office	1	2	3	4	5	6
Summaries of the discussion groups/breakout groups	1	2	3	4	5	6

24. Please list suggestions for improving "The Academic Archivist": _____

25. How many times in the past year did you visit the C&U web site?

None Once 2 times 3 times 4 times 5 times 6 or more times

If "none," please skip to the end.

26. How useful/ of interest are various parts of the web site to you?

1.Very useful 2.Useful 3.Somewhat useful 4.Not very useful 5.Not at all useful 6.Do not know

"The Academic Archivist"	1	2	3	4	5	6
Chapter information (officers, bylaws, etc.)	1	2	3	4	5	6
Links to useful web sites	1	2	3	4	5	6

27. Please list suggestions for improving the C&U Web site: _____

Thank you for completing this questionnaire.