

Privacy and Confidentiality Roundtable
Annual Report for September 2008-August 2009
Submitted November 13, 2009

Officers for 2008-2009

Michelle Sweetser, Chair
Linda Long, Vice-Chair/Chair Elect
Mary Caldera, Steering Committee
Phoebe LeTocha, Steering Committee
Tim Pyatt, Steering Committee
Susan McElrath, Immediate Past Chair
Heather Dean, Web Liaison

I. Report from annual meeting (agenda attached):

- Number of attendees: 30

- Election results:

Vice-Chair/Chair Elect:
 Heather Dean, Yale University

Steering Committee:
 Beth Davis-Brown, Library of Congress
 Meredith Lowe, University of Wisconsin-Madison

- Section Meeting Program: Case Studies in Third-Party Privacy in the Large-Scale Digitization of Manuscript Collections

II. Completed projects/activities

- In October 2008, we submitted one session proposal coordinated by the roundtable, which was accepted by the Program Committee.

III. Ongoing projects/activities

- We continue to develop and update our online bibliography about privacy and confidentiality, accessible at <http://privacybiblio.pbwiki.com/>.

IV. New projects/activities

- Over the past year, the steering committee has discussed the need for a handy manual or handbook about privacy and confidentiality issues that would be a direct and easily accessible way for archivists to learn about these issues. For example, we could include descriptions of various ways to redact confidential information in documents, list and describe various federal laws relating to privacy, and so on. We discussed this at our meeting in Austin and various volunteers, experts and steering committee members aim to compile the handbook throughout the coming year so that we have a finished product to unveil at the meeting in D.C. in 2010. We expect and hope that the handbook will be an online handbook, not a print publication. A rough

outline has circulated amongst the steering committee and we have been in communication with our Council liaison about the project.

V. Diversity initiatives: None.

VI. Questions/concerns for Council attention: None at this time.

VII. Officers 2009-2010

Linda Long, Chair
Heather Dean, Vice-Chair/Chair Elect
Beth Davis-Brown, Steering Committee
Meredith Lowe, Steering Committee
Phoebe LeTocha, Steering Committee
Tim Pyatt, Steering Committee
Michelle Sweetser, Immediate Past Chair
Heather Dean, Web Liaison

AGENDA
Privacy & Confidentiality Roundtable Meeting
Wednesday August 12, 2009
3:15-5:15 PM

1. Welcome from the Chair: Michelle Sweetser

2. Announcements

3. Elections: Susan McElrath

Vice-Chair/Chair Elect

- *Heather Dean* is a processing archivist at the Beinecke Rare Book and Manuscript Library (Yale University). Prior to this position she worked at the University of British Columbia, University of Victoria, and Library and Archives Canada. She has an M.A.S./M.L.I.S. from the University of British Columbia and an M.A. from the University of Victoria.

Steering Committee

- *Beth Davis-Brown* is Executive Secretariat in the Office of the Associate Librarian for Library Services at the Library of Congress. Previous positions at LC were as confidential assistant to the Librarian of Congress, digital conversion manager for the National Digital Library Program, and subject cataloger of Hispanic materials in the social sciences. Her B.A. and M.S.L.S. are from the University of Tennessee.
- *Meredith Lowe* is currently an Associate Outreach Specialist in Continuing Education Services at the University of Wisconsin - Madison's School of Library and Information Studies. She previously worked at Rollins College in Winter Park, FL as the Visiting Archivist. She earned her MLS from the University of Wisconsin-Madison, specializing in Archives and Records Management.

4. Updates and Projects

- P&C Bibliography
- P&C Handbook: Linda Long

5. Program Ideas for 2009 – Linda Long

6. Program: Case Study Discussions – Third Party Privacy in the Large-Scale Digitization of Manuscript Collections

7. Election Results: Susan McElrath

8. Privacy and Confidentiality in the News (as time allows): Phoebe Letocha

9. Passing of the “keyhole” to Linda Long