**Privacy and Confidentiality Roundtable meeting minutes**

Friday, August 5, 2016

P&C Chair Valerie Gillispie called the meeting to order at 7:35 a.m. and welcomed the approximately 35 members who were in attendance.

1. **Council update**
   1. Change in member affinity groups is now official
      1. All member groups are now sections
      2. Members may join as many sections as they desire
      3. Non-members may participate in up to three section discussion lists
      4. Sections must have standardized by-laws
      5. All sections must conduct an online election, with candidates submitted by June 1
      6. Annual reports are due September 1
      7. Sections must submit a request for space at the annual meeting by March 1
      8. The process for forming new groups has not changed, with submission of a petition signed by 100 SAA members
      9. Sections can be discontinued if they do not meet one or more of the requirements set forth here. This will only be done after serious consideration by the group’s leaders.
   2. An information brief on Archives and the Environment has been approved
   3. The EAD Roundtable’s name has officially change to the Encoded Archival Standards (EAS) Roundtable
   4. Mark Matienzo will conduct an environmental scan to provide observations on SAA’s current approach to metadata and digital practice
2. **Privacy and Confidentiality business**
   1. New steering committee and chairs announced
      1. Incoming Chair – Jeremy Brett
      2. Incoming Vice-Chair – Heather Oswald
      3. Incoming Steering Committee members – Dan McCormack and Katherine Duvall
      4. Incoming Intern – Laurin Wittek
   2. P&C will revise the website to include additional resources
   3. Meg Tuomala and Lorrain Wang, outgoing Steering Committee members, thanked for their service
   4. Past Chair Amy Fitch thanked for her service
3. **Gary M. Stern, General Counsel of NARA and Chief Freedom of Information Act (FOIA) Officer, and**[**Stephannie Oriabure**](http://www.archives.gov/careers/employees/oriabure.html)**, Presidential Materials Staff, NARA present on their work with records at the federal level, including presidential libraries.** 
   1. NARA motto - Release what we can, protect what we must
   2. NARA holds both archival and operational records
   3. All 3 branches of government represented, but judicial records not subject to FOIA
   4. Personnel records of all government employees housed in St. Louis – held 62 years then released to NARA
   5. NARA receives over 4,000 FOIA requests per day
   6. 3 archivists in office of General Counsel just for operational records
   7. Presidential Records Act of 1978 requires all textual and electronic records to be transferred to NARA
      1. All presidential staff fall under Act
      2. Richard Nixon’s records fall under their own act, Presidential Recordings and Materials Preservation Act
   8. Records not subject to FOIA for 5 years after administrations
   9. Archival staff conduct a line-by-line review of every record proposed for release
   10. Privacy ends at death for all records
       1. Only two exceptions in which privacy extended for survivor consideration
          1. Challenger disaster audio
          2. Vince Foster suicide photographs
   11. Three levels of classification for records – Confidential, Secret, and Top Secret
4. **Lively Q&A period with membership on procedures, specific laws such as HIPAA and FERPA, etc.**
5. **Ceremonial passing of the P&C Key and keyhole from outgoing Chair Valerie Gillispie to**

**incoming Chair Jeremy Brett**

Following the passing of the Key, Valerie Gillespie adjourned the meeting at 9:00 a.m.

Minutes submitted by Heather Oswald, P&C Vice Chair.