1-20-2005

LACUNY Archives and Special Collections Roundtable Meeting Minutes, January 2005

LACUNY

Follow this and additional works at: http://academicworks.cuny.edu/lacuny_meeting_minutes

Part of the Library and Information Science Commons

Recommended Citation

This Meeting Minutes is brought to you for free and open access by the Library Association of the City University of New York at CUNY Academic Works. It has been accepted for inclusion in Meeting Minutes by an authorized administrator of CUNY Academic Works. For more information, please contact AcademicWorks@cuny.edu.
Minutes of the LACUNY Roundtable for Archives and Special Collection
January 20, 2005

Meeting was held in the Library of LaGuardia CC.


The meeting was called to order by co-chairs. At 2:30.

Following the agenda

1. Keith, Marie and Ellen gave a brief report on CUNY records management meeting – re policy. Summary below:

Keith, Janet and Marie were invited to attend the Dec 2, 2004 meeting called by CUNY Deputy Chief Operating Officer, Ron Spalter.

/In attendance at that 12/2 meeting were over 20 people include Sr. VC Allan Dobrin and Prof. Phil Pecorino(UFS), in his capacity as a member of the Information Technology Steering Committee. That committee was established by Senior Vice Chancellor Allan Dobrin to coordinate technology policy at CUNY. Also in attendance were: Curtis Kendrick, University Librarian, Prof S, Bonk, Chief Librarian QC. and representatives from CUNY IT, Legal Affairs and various VPs and other officers from colleges in CUNY who have concerns about records retention. /

/Of interest was the lack of uniform compliance and misunderstanding of roles of Records Management, and no uniform or clear records retention policy. Also evident were some misconceptions about CUNY Archives and Special Collections. /

/Prof Pecorino had, according to Mr. Spalter, raised some questions about protocols and standards regarding archived materials/records retention and technology. /

/Mr. Spalter in an e-mail to M Spina on Dec 1. stated: /

/The purpose of the meeting ... to investigate the “place for such standards, as well as to determine who or what body in the University community should promulgate and monitor adherence to these tech standards, and see if there is a role for the IT Steering Committee.” /

/After lengthy discussion ranging from types of records in paper and those born digital it became evident that there was a lack of understanding and definitions. We, as representatives of the LACUNY were asked by Mr. Spalter to develop a statement and policy proposal. We began working on this almost immediately. /

//2. Discussion of our proposed statement/policy ensued. Some drafts of the statement were distributed with request for comments and suggestion. These were offered and many acted upon.

Among these was agreement to include the Hamm document that was done at the request of the Council of Chief Librarians and the first section of Mr. Barto’ extensive study completed in 1991. Suggestions from the group included addition references and resources for records management.

We are grateful to Prof Belcher for making copies of the Hamm
reports e to members of the meeting and to Mr. Barto for his report.

As agreed we sent our drafts to all members of the Roundtable and indeed all CUNY Archivists for review.

/Of interest was the revelation at the CUNY meeting on 12/2 that CUNY has developed a new records retention schedule./

In the final proposal/paper which was submitted to Prof D. Wood as Chair of the Council of Chief Librarians and to Mr. Kendrick, we strongly suggested that the LACUNY Roundtable be able to examine and suggest or make changes before that document is made final.

Based on the decision of the Council and Mr. Kendrick we will submit our paper to Mr. Spalter or take the action recommended by Chief and the University Librarian.

3. Announcements. Mr. Daly announced that a colleague from the University of Guyana will have a year of Leave Study to be taken at Medgar Evers. He requested collaboration and support from member at the Roundtable who would be willing to serve as mentor/host for brief periods with the year. There was unanimous agreement among those present to consider projects and to work with Mr. Daly when schedules and timetables for her arrival are definite.

4. We welcomed a brief visit by Prof Kenneth Schlesinger, President of LACUNY. He encouraged our work and endorsed our efforts to clarify the need of record management.

5. Discussion of establishment of co-chair position(s) Resulted in Agreement that K. Murkowski and M Spina would stay on until June. It was generally agreed that the position of co-chairs was a good precedent to follow.

6. Old business. They was short discussion about forms for use, and loan forms from the exchange done at the June 2004 meeting.

7. New business was based mostly on concern regarding meeting locations. LaGuardia will be available and the suggestion of John Jay was also made. A date to be decided upon before the end of June will be our next meeting with location to be announced.

8. The meeting adjourned at 4:30.