

IRC Meeting December 15, 1998

Present: Bob DeSieno, Alice Dean, Leo Geoffrion, Chris Doherty, Mehmet Odekon, Jennifer Taxman, Joe Thornton, Roy Meyers, Ann Henderson, Viviana Rangel, Fran Hoffmann, Ruth Copans, Michael Gittleman, Ken Hapeman, Colleen Bodane

- I. Minutes of December 8<sup>th</sup> Meeting were approved as submitted.
- II. Proposed Skidmore College Policy on Rights and Responsibilities for Electronic Mail

Bob asked if the document was satisfactory, and could now be moved out of the committee to the next steps in a review process. A typographical error in the first paragraph was corrected.

Next steps were discussed with Bob saying the proposed policy should be sent first to the college's attorney as Phyllis had suggested. Questions were raised about whether the policy should be included in the Faculty and Student Handbooks.

To be inclusive of the entire college community, the committee agreed to send the proposed policy to All College Council for approval after the attorney's review.

- III. Archival of Electronic Mail on College Lists

Bob began by saying that he made the decision to hold the meeting today to hear Ruth's perspective on the issue of archiving e-mail distributed through the college lists.

Ruth said that the issue is more complicated than it had initially seemed when Elizabeth Corbett in Special Collections asked her if, for historical purposes, Scribner Library should archive e-mail discussions about the Presidential search. There would be no screening of the materials on the lists if they were archived, because there was no staff available to do the work.

Several members of the Council opposed archiving these discussions. Ruth said that the library had no formal policy for archiving, and she was consulting the Council for guidance in this matter.

The Council entered into long and conflicted discussion about institutional archiving of electronic records. In the end, there was no basis for agreement. The Council concluded that, in this matter, the concerns of those for privacy should prevail over Scribner's wish to add this e-mail collection to the archives of the College. Ruth expressed her belief that this choice would result in a loss to the institution, but she would withdraw the request for now.

Colleen Bodane  
Secretary