

**Society of American Archivists  
Council Meeting Minutes  
January 25 – 27, 2012  
SAA Headquarters, Chicago, Illinois**

*Agendas and background materials for SAA Council meetings are available  
via the SAA website at: <http://www2.archivists.org/governance/reports>.*

President Gregor Trinkaus-Randall called the meeting to order at 8:25 a.m. on Wednesday, January 25. Present were Vice President Jackie Dooley; Treasurer Aimee Felker; Executive Committee Member Scott Cline; Council members Terry Baxter, Tom Frusciano, Beth Kaplan, Bill Landis, Donna McCrea, Dennis Meissner, Deborra Richardson, and Kate Theimer; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Program Coordinator René Mueller.

**I. COUNCIL BUSINESS**

**A. Adoption of the Agenda**

Trinkaus-Randall introduced the agenda, with addition of an action item (under “Other Action Items” at III.L.) to consider preparing a grant proposal for the next iteration of A\*CENSUS. The Council adopted the agenda. “Other Discussion Items” (IV.J.) added during the course of the meeting included an update on the SAA Foundation, Council volunteers to monitor the A&A List, emergency planning at the Annual Meeting, and posting of Council materials. Given the full agenda, Council members agreed to timed discussions of some agenda items.

Move: Felker  
Second: Cline  
PASSED (unanimous).

**B. August 2011 Minutes (Adopted October 2011)**

Trinkaus-Randall noted that the August 2011 meeting minutes were adopted by online vote of the Council in October 2011 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

**C. Review of August 2011 “To Do” List**

Council members reviewed the August 2011 “To Do” List and provided updates on completed and pending action items. The group refocused and refreshed some older items, adjusting assignments and due dates.

## II. STRATEGIC PLANNING

At its winter meeting each year the Council devotes time and attention to the Society's Strategic Plan as a whole or to one or more of the priorities outlined in the Plan. At this meeting, the group had a brief discussion of the Strategic Plan as a whole and agreed to review the strategic priorities in light of the results of the Member Needs and Satisfaction Survey (conducted in January 2012) and the recommendations of the Annual Meeting Task Force (interim report due in June 2012, final report due in June 2013), targeting the winter 2013 meeting for that in-depth discussion.

### II.A. Current Strategic Plan

Council members reviewed the current strategic priority outcomes and activities.

### II.B. Review of Strategic Plan Activities and Timelines

Council members revisited activities and timelines that had been developed for FY 2010 – 2014 and suggested revisions and new ideas that might be incorporated into the activities.

## III. ACTION ITEMS

### A. Code of Ethics Revision

Following a multi-year review process that included several opportunities for member comment and a scan of other professional organizations' codes of ethics, the Committee on Ethics and Professional Conduct presented a revised *Code of Ethics for Archivists* for Council adoption. In a series of actions, the Council modified the Code as submitted; determined that it should appear in conjunction with SAA's *Core Values of Archivists* statement (adopted in May 2011) and should be moved from the Standards Portal on the SAA website to a page within "Position Statements and Resolutions," with a direct link from the main navigation bar; and approved a CEPC recommendation that the Committee develop a plan for creating other resources to complement the Code and Core Values statement. The Council extended its thanks to CEPC for the group's excellent and thorough work.

### **MOTION 1**

**THAT the *Code of Ethics for Archivists* be moved out of the Standards Portal on the SAA website and be co-published (with an introduction) with SAA's *Core Values of Archivists* statement.**

**Support Statement:** See Motion 2.

**Fiscal Impact:** None.

Move: Theimer

Second: Kaplan

PASSED (unanimous).

## **MOTION 2**

**THAT the *Code of Ethics for Archivists* as submitted by the Committee on Ethics and Professional Conduct and revised by the Council be adopted [underline = additions by the Council; strikethrough = deletions by the Council].**

### **Society of American Archivists *Core Values of Archivists and Code of Ethics for Archivists***

#### **Introduction**

Statements of ethics emerge from the core values of a profession. The *Core Values of Archivists* and the *Code of Ethics for Archivists* are intended to be used together to guide archivists, as well as to inform those who work with archivists, in shaping expectations for professional engagement. The former is a statement of what archivists believe; the latter is a framework for archivists' behavior.

#### **Core Values of Archivists**

*(Approved by the SAA Council in May 2011.)*

#### **PURPOSE**

Archivists select, preserve, and make available primary sources that document the activities of institutions, communities and individuals. These archival sources can be used for many purposes including providing legal and administrative evidence, protecting the rights of individuals and organizations, and forming part of the cultural heritage of society. The modern archives profession bases its theoretical foundations and functions on a set of core values that define and guide the practices and activities of archivists, both individually and collectively. Values embody what a profession stands for and should form the basis for the behavior of its members.

Archivists provide important benefits and services such as: identifying and preserving essential parts of the cultural heritage of society; organizing and maintaining the documentary record of institutions, groups, and individuals; assisting in the process of remembering the past through authentic and reliable primary sources; and serving a broad range of people who seek to locate and use valuable evidence and information. Since ancient times, archives have afforded a fundamental power to those who control them. In a democratic society such power should benefit all members of the community. The values shared and embraced by archivists enable them to meet these obligations and to provide vital services on behalf of all groups and individuals in society.

This statement of core archival values articulates these central principles both to remind archivists

why they engage in their professional responsibilities and to inform others of the basis for archivists' contributions to society. Archivists are often subjected to competing claims and imperatives, and in certain situations particular values may pull in opposite directions. This statement intends to provide guidance by identifying the core values that guide archivists in making such decisions and choices. Core values provide part of the context in which to examine ethical concerns.

## **CORE VALUES OF ARCHIVISTS**

**Access and Use:** Archivists promote and provide the widest possible accessibility of materials, consistent with any mandatory access restrictions, such as public statute, donor contract, business/institutional privacy, or personal privacy. Although access may be limited in some instances, archivists seek to promote open access and use when possible. Access to records is essential in personal, academic, business, and government settings, and use of records should be both welcomed and actively promoted. Even individuals who do not directly use archival materials benefit indirectly from research, public programs, and other forms of archival use, including the symbolic value of knowing that such records exist and can be accessed when needed.

**Accountability:** By documenting institutional functions, activities, and decision-making, archivists provide an important means of ensuring accountability. In a republic such accountability and transparency constitute an essential hallmark of democracy. Public leaders must be held accountable both to the judgment of history and future generations as well as to citizens in the ongoing governance of society. Access to the records of public officials and agencies provides a means of holding them accountable both to public citizens and to the judgment of future generations. In the private sector, accountability through archival documentation assists in protecting the rights and interests of consumers, shareholders, employees, and citizens. Archivists in collecting repositories may not in all cases share the same level of responsibility for accountability, but they too maintain evidence of the actions of individuals, groups, and organizations, which may be required to provide accountability for contemporary and future interests.

**Advocacy:** Archivists promote the use and understanding of the historical record. They serve as advocates for their own archival programs and institutional needs. They also advocate for the application of archival values in a variety of settings including, to the extent consistent with their institutional responsibilities, the political arena. Archivists seek to contribute to the formation of public policy related to archival and recordkeeping concerns and to ensure that their expertise is used in the public interest.

**Diversity:** Archivists collectively seek to document and preserve the record of the broadest possible range of individuals, socio-economic groups, governance, and corporate entities in society. Archivists embrace the importance of identifying, preserving, and working with communities to actively document those whose voices have been overlooked or marginalized. They seek to build connections to under-documented communities to support: acquisition and preservation of sources relating to these communities' activities, encouragement of community members' use of archival research sources, and/or formation of community-based archives. Archivists accept and encourage a diversity of viewpoints on social, political, and intellectual issues, as represented both in archival records and among members of the profession. They actively work to achieve a diversified and representative membership in the profession.

**History and memory:** Archivists recognize that primary sources enable people to examine the past and thereby gain insights into the human experience. Archival materials provide surrogates for human memory, both individually and collectively, and when properly maintained, they serve as evidence against which individual and social memory can be tested. Archivists preserve such primary sources to enable us to better comprehend the past, understand the present, and prepare for the future.

**Preservation:** Archivists preserve a wide variety of primary sources for the benefit of future generations. Preserving materials is a means to this end not an end in itself. Within prescribed law and best practice standards, archivists may determine that the original documents themselves must be preserved, while at other times copying the information they contain to alternate media may be sufficient. Archivists thus preserve materials for the benefit of the future more than for the concerns of the past.

**Professionalism:** Archivists adhere to a common set of missions, values, and ethics. They accept an evolving theoretical base of knowledge, collaborate with colleagues in related professions, develop and follow professional standards, strive for excellence in their daily practice, and recognize the importance of professional education, including lifelong learning. They encourage professional development among their co-workers, foster the aspirations of those entering the archival profession, and actively share their knowledge and expertise. Archivists seek to expand opportunities to cooperate with other information professionals, with records creators, and with users and potential users of the archival record.

**Responsible Custody:** Archivists ensure proper custody for the documents and records entrusted to them. As responsible stewards, archivists are committed to making reasonable and defensible choices for the holdings of their institutions. They strive to balance the sometimes competing interests of various stakeholders. Archivists are judicious stewards who manage records by following best practices in developing facilities service standards, collection development policies, user service benchmarks, and other performance metrics. They collaborate with external partners for the benefit of users and public needs. In certain situations, archivists recognize the need to deaccession materials so that resources can be strategically applied to the most essential or useful materials.

**Selection:** Archivists make choices about which materials to select for preservation based on a wide range of criteria, including the needs of potential users. Understanding that because of the cost of long-term retention and the challenges of accessibility most of the documents and records created in modern society cannot be kept, archivists recognize the wisdom of seeking advice of other stakeholders in making such selections. They acknowledge and accept the responsibility of serving as active agents in shaping and interpreting the documentation of the past.

**Service:** Within the mandates and missions of their institutions, archivists provide effective and efficient connections to (and mediation for) primary sources so that users, whoever they may be, can discover and benefit from the archival record of society, its institutions, and individuals. Archivists serve numerous constituencies and stakeholders, which may include institutional administrators, creators and donors of documentary materials, rights holders, un/documented peoples, researchers using the archives for many distinct purposes, corporate and governmental interests, and/or citizens concerned with the information and evidence held in archival sources. Archivists seek to meet the needs of users as quickly, effectively, and efficiently as possible.

**Social Responsibility:** Underlying all the professional activities of archivists is their responsibility to a variety of groups in society and to the public good. Most immediately,

archivists serve the needs and interests of their employers and institutions. Yet the archival record is part of the cultural heritage of all members of society. Archivists with a clearly defined societal mission strive to meet these broader social responsibilities in their policies and procedures for selection, preservation, access, and use of the archival record. Archivists with a narrower mandate still contribute to individual and community memory for their specific constituencies, and in so doing improve the overall knowledge and appreciation of the past within society.

## **Code of Ethics for Archivists**

*(Approved by the SAA Council in January 2012.)*

Archives are created by a wide array of groups and provide evidence of the full range of human experience. Archivists endeavor to ensure that those the materials, in entrusted to their care, will be available-accessible over time as evidence of human activity and social organization, and they support principles that bring transparency to their actions and that inspire confidence in the profession. ~~Archives are created by a wide variety of groups in the legal, scientific, religious, corporate, educational, governmental, and individual spheres, among others. The topography of ethical practices navigates boundaries intersected by public and private concerns. Archivists embrace principles that foster the transparency of their actions and that inspire confidence in the profession. A distinct body of ethical norms helps archivists navigate the complex situations and issues that can arise in the course of their work.~~

The Society of American Archivists is a membership organization comprising individuals and organizations dedicated to the selection, care, preservation, and administration of historical and documentary records of enduring value for the benefit of current and future generations.

The Society endorses this *Code of Ethics for Archivists* as principles of the profession. This Code should be read in conjunction with SAA's *Core Values of Archivists*. Together they provide guidance to archivists and increase awareness of ethical concerns among archivists, their colleagues, and the rest of society. As advocates for documentary collections and cultural objects under their care, archivists aspire to carry out their professional activities with the highest standard of professional conduct. The behaviors and characteristics outlined in this Code of Ethics should serve as aspirational principles for archivists to consider as they strive to create trusted archival institutions.

**Professional Relationships:** Archivists cooperate and collaborate with other archivists, and respect them and their institutions' missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.

**Judgment:** Archivists exercise professional judgment in appraising, acquiring, and processing materials to ensure the preservation, authenticity, diversity, and lasting cultural and historical value of their collections. Archivists should carefully document their collections-related decisions and activities to make their role in the selection, retention, or creation of the historical record transparent to their institutions, donors, and users. Archivists are encouraged to consult with colleagues, relevant professionals, and communities of interest to ensure that diverse perspectives inform their actions and decisions.

**Authenticity:** Archivists ensure the authenticity and continuing usability of records in their care. They document and protect the unique archival characteristics of records and strive to protect the records' intellectual and physical integrity from tampering or corruption. Archivists may not

willfully alter, manipulate, or destroy data or records to conceal facts or distort evidence. They thoroughly document any actions that may cause changes to the records in their care or raise questions about the records' authenticity.

**Security and Protection:** Archivists protect all documentary materials for which they are responsible. They take steps to minimize the natural physical deterioration of records and implement specific security policies to protect digital records. Archivists guard all records against accidental damage, vandalism, and theft and have well-formulated plans in place to respond to any disasters that may threaten records. Archivists cooperate actively with colleagues and law enforcement agencies to apprehend and prosecute vandals and thieves.

**Access and Use:** Recognizing that use is the fundamental reason for keeping archives, archivists actively promote open and equitable access to the records in their care within the context of their institutions' missions and their intended user groups. They minimize restrictions and maximize ease of access. They facilitate the continuing accessibility and intelligibility of archival materials in all formats. Archivists formulate and disseminate institutional access policies along with strategies that encourage responsible use. They work with donors and originating agencies to ensure that any restrictions are appropriate, well-documented, and equitably enforced. When repositories require restrictions to protect confidential and proprietary information, such restrictions should be implemented in an impartial manner. In all questions of access, archivists seek practical solutions that balance competing principles and interests.

**Privacy:** Archivists recognize that privacy is sanctioned by law. They establish procedures and policies to protect the interests of the donors, individuals, groups, and institutions whose public and private lives and activities are recorded in their holdings. As appropriate, archivists place access restrictions on collections to ensure that privacy and confidentiality are maintained, particularly for individuals and groups who have no voice or role in collections' creation, retention, or public use. Archivists promote the respectful use of culturally sensitive materials in their care by encouraging researchers to consult with communities of origin, recognizing that privacy has both legal and cultural dimensions. Archivists respect all users' rights to privacy by maintaining the confidentiality of their research and protecting any personal information collected about the users in accordance with their institutions' policies.

**Trust:** Archivists should not take unfair advantage of their privileged access to and control of historical records and documentary materials. They execute their work knowing that they must ensure proper custody for the documents and records entrusted to them. Archivists should demonstrate professional integrity and avoid potential conflicts of interest. They strive to balance the sometimes-competing interests of all stakeholders.

**Support Statement:** A code of ethics is central to any profession. This revision is the result of a multi-year review process that included several opportunities for member comment and, in fact, incorporation of a significant number of member comments. The *Code of Ethics for Archivists* and SAA's *Core Values of Archivists* statement (adopted in May 2011) are complementary: *Core Values of Archivists* articulates principles that remind archivists why they engage in their professional responsibilities and the *Code of Ethics for Archivists* outlines behaviors and characteristics to which archivists should aspire. Together, they make a powerful statement about the impact of archives and archivists on society.

**Impact on Strategic Priorities:** The revised Code of Ethics supports SAA's Diversity (Desired Outcomes 2 and 3). In the section on "Judgment," for example, the Code states:

Archivists exercise professional judgment in appraising, acquiring, and processing materials to ensure the preservation, authenticity, diversity, and lasting cultural and historical value of their collections. Archivists should carefully document their collections-related decisions and activities to make their role in the selection, retention, or creation of the historical record transparent to their institutions, donors, and users. Archivists are encouraged to consult with colleagues, relevant professionals, and communities of interest to ensure that diverse perspectives inform their actions and decisions.

In addition, the Code's sections on "Access and Use" and "Trust" support the Public Awareness/Advocacy priority.

**Fiscal Impact:** Promoting and disseminating the revised Code with the Core Values statement via the website will incur no direct expenses.

Move: Landis  
Second: Felker  
PASSED (unanimous).

### **MOTION 3**

**THAT the Committee on Ethics and Professional Conduct draft a plan, for consideration by the Council at its June 2012 meeting, for repurposing existing case studies and developing other resources to be co-published with the *Core Values of Archivists* statement and the *Code of Ethics for Archivists*.**

Move: McCrea  
Second: Felker  
PASSED (unanimous).

**Support Statement:** Availability of case studies and other resources that address ethics issues may enhance the understanding and application of the *Code of Ethics for Archivists*.

**Fiscal Impact:** No direct expense if materials are published online only; potentially significant use of volunteer time if the plan is approved.

### **B. Revise Governance Manual: Briefing Papers**

A majority of members attending the 2011 Annual Business Meeting voted to adopt Council-proposed changes in the SAA Constitution and Bylaws that moved votes on constitution and bylaws amendments and dues changes to electronic referenda of all voting members. (To view the amendments as adopted:

<http://www2.archivists.org/news/2011/2011-annual-business-meeting-members-adopt->



[changes-in-voting-methods](#).) Among the changes was the addition of language to the bylaws requiring that briefing papers be prepared and presented with proposed amendments to assist members in considering those amendments. Given the limited time available at the Council's August 27 meeting, the group was not able to take action to revise the Governance Manual to support and clarify the concept of briefing papers.

#### **MOTION 4**

**THAT Section III, "Executive Committee," of the SAA Governance Manual be revised as follows [*underline = addition*]:**

### **Section III: Executive Committee**

#### **I. Composition**

The Society's bylaws state that the Executive Committee shall be composed of the president, vice president, treasurer, and one third-year Council member who shall be elected annually by the nine (9) Council members for a term of one (1) year.

#### **II. Duties**

Per the Society's bylaws, the duties of the Executive Committee include:

- Act for the Council in conducting the affairs of the Society between meetings of the Council. The president shall chair the Committee and convene its sessions.
- Approve all investments.
- Annually conduct a performance review of the executive director according to procedures mutually agreed to by the Executive Committee and the executive director.
- Review and approve briefing papers, prepared by the proposer(s) and/or by the Executive Director in accordance with Council guidelines, which shall be presented with motions for constitutional and/or bylaws amendments at the annual business meeting or at a special meeting called by the Council.

The Executive Committee also determines the annual level of compensation for the executive office staff within the policy guidelines established by the Council.

*Approved by the SAA Council: June 1991, January 2012*

**Support Statement:** The proposed change ensures consistency between the Bylaws and the Governance Manual.

**Fiscal Impact:** None.

Move: McCrea

Second: Landis  
PASSED (unanimous).

## **MOTION 5**

**THAT “Guidelines for Preparation of Briefing Papers on Proposed Constitutional and Bylaws Amendments” be adopted and included in the SAA Governance Manual.**

### **Guidelines for Preparation of Briefing Papers on Proposed Constitutional and Bylaws Amendments**

#### **INTRODUCTION**

Amendments to an organization’s constitution and bylaws have a significant potential to alter the organization’s strategic course. Informed decision making by an assembly is important in all matters, but particularly when considering revisions to charter documents. Therefore, Section 11 of SAA’s Bylaws charges the Executive Committee to “review and approve a briefing paper, prepared by the proposer(s) and/or by the Executive Director in accordance with Council guidelines, which shall be presented with the motion(s) at the business meeting or at a special meeting called by the Council.” The purpose of such briefing papers is to assist voting members in understanding the background, rationale, and ramifications of proposed amendments. Briefing papers should present a balanced view of the issue(s) under consideration.

#### **GUIDELINES**

Briefing papers on proposed constitutional and bylaws amendments will be attached as exhibits to a motion and will contain supplementary information that facilitates informed deliberation and decision-making.

#### **Authors**

The proposer(s) are encouraged to submit a draft briefing paper upon filing a motion with the Executive Director. The executive office will provide information and other assistance as needed, provided that the requisite number of eligible voting members, as specified in the Constitution, have signed on to the motion. If a briefing paper is not submitted or if the briefing paper is incomplete, the Executive Committee will charge the Executive Director to prepare one, in whole or in part. In doing so, the Executive Director will make reasonable efforts to solicit and incorporate input from the proposer(s), who will be entitled to review and submit comments to inform the Executive Committee’s review.

#### **Content**

The briefing paper should contain the following sections:

1. **Motion:** The main motion is the means by which a substantive proposal may be presented to the members for consideration and action. It should be concise, clear, and stated in the affirmative. In the case of constitutional and bylaws amendments, the motion typically is phrased, “THAT the SAA Constitution/Bylaws be amended as follows,” followed by the

verbatim language of the revisions, marked with strikethroughs for deletions and underlining for additions.

2. **Support Statement:** A summary of the findings presented in the Discussion/Analysis section. The support statement briefly articulates the rationale for the motion. Generally the Support Statement “travels with” the adopted motion in minutes and elsewhere and serves to explain the rationale for the action taken.
3. **Proposed By:** The names of the proposer and seconder. In the case of an amendment proposed by a group of members, primary and secondary contacts should be identified to enable communication among the proposers, the Executive Committee, and the Executive Director. A complete list of petitioners may be attached as an appendix.
4. **Background:** A brief description of prior events and/or discussions that helps explain why the motion is being presented. What problem will it solve? What issue will it resolve?
5. **Discussion/Analysis:** A detailed discussion/analysis that presents a fair and balanced review of the “pros” and “cons” of adoption of the motion. If applicable, some or all of the following questions should be addressed:
  - a. Is the proposal consistent with SAA’s strategic objectives, as articulated in Article II of the Constitution?
  - b. Is the proposal consistent with SAA’s legal and financial interests?
  - c. Does the proposal benefit SAA’s members as a whole?
  - d. Does the proposal correct an error or omission or add clarification to existing policies?

### **Criteria for Review**

The Executive Committee will assess the briefing paper on its clarity and capacity to inform voter deliberation and will provide feedback to the proposer and/or Executive Director.

*Approved by the SAA Council: January 2012.*

**Support Statement:** The guidelines provide guidance on preparation of briefing papers, whose purpose is to assist voting members in understanding the background, rationale, and ramifications of proposed amendments to the Society’s Constitution and/or Bylaws.

**Fiscal Impact:** None.

Move: Meissner

Second: Frusciano

PASSED (unanimous).

### **C. “Occupy Wall Street” Archives and Libraries**

Council member Terry Baxter proposed that the Council discuss the Occupy Wall Street archives in the following context: “The role of SAA with regard to purportedly legal actions of government officials is not clear. On one hand, interference with law

enforcement activities could expose SAA to negative reactions from the public and government officials. On the other hand, SAA is the professional association that advocates for archives and archivists. The purposeful destruction of archives (and libraries) by government officials would seem to warrant the official registration of concern.”

## **MOTION 6**

**THAT the SAA Issues and Advocacy Roundtable be charged to investigate and monitor the status of the Occupy Movement archives and libraries, with a report of its findings and recommendations to the Council at the August 2012 Council meeting.**

**Support Statement:** SAA has a responsibility to support the broadest possible archival record and to show solidarity with its sister professions. Determining an appropriate response to the destruction of the “People’s Library” is useful in this specific instance and can also provide guidance for future issues.

**Impact on Strategic Priorities:** Following the Roundtable’s report in August 2012, a review of Strategic Priority #2 related to diversity may indicate the need for changes to the desired outcomes and activities supporting it.

**Fiscal Impact:** None.

Move: Landis

Second: Frusciano

PASSED (unanimous).

## **D. ACA Student Poster Award Proposal**

The Academy of Certified Archivists (ACA) proposed to recognize outstanding student achievement as demonstrated by the poster presentations displayed at the Society of American Archivists Annual Meeting(s). After some discussion and consideration, the Council requested clarification from ACA about the award framework and criteria.

## **E. Standards Committee Policy/Procedure Revisions**

In February 2010 the Council approved a new charge and procedures for the Standards Committee that included some substantial revisions in how the Committee operated and provided it with broad latitude for establishing development and review teams and managing the standards development process. Based on its belief that further changes were needed to align the Committee’s description and charge with actual practice and to provide opportunities for greater oversight to the SAA Council, the Committee submitted a revision of its charge and procedures for Council consideration.

## **MOTION 7**

**THAT the following revisions to the Standards Committee charge and procedures be adopted [*underline = additions; strikethrough = deletions*]:**

## **Standards Committee**

**Established: 1990**

### **I. Purpose**

The Standards Committee is responsible for initiating and facilitating the development of standards;\* providing review and comment on standards that are relevant to archival theory and practice; educating the archives community about the value and role of standards; and partnering with related information management professional organizations on standards of mutual concern and interest.

\* For the purposes of this document, the term "standards" includes standards, technical standards, conventions, rules, guidelines, and best practices. See [Standards Development and Review](#) for more information.

### **II. Committee Selection, Size, and Length of Term**

The Standards Committee consists of nine appointed members ~~who serve (including two co-chairs) appointed by the SAA Vice President for staggered three-year terms, one of whom shall serve as chair.~~ The Committee also shall include *ex officio* members, including chairs of all technical subcommittees and development and review teams that report to the Standards Committee, representatives of other SAA groups whose interests and activities closely interact with those of the Standards Committee, and members who serve as SAA's representatives to external organizations that deal with matters within the Committee's area of concern. *Ex officio* members shall include:

- The immediate past co-chair of the Standards Committee, who shall serve as an *ex officio* member for one year;
- SAA representatives appointed *to* standards-developing organizations [\[Include link to list of representatives\]](#);
- ~~SAA's representative *to* the American Library Association's Committee on Machine Readable Recording of Bibliographic Information (ALA MARBI), responsible for maintaining MARC21;~~
- ~~SAA's representative *to* the Association for Information and Image Management (AIIM);~~
- ~~SAA's representative *to* the ARMA International Standards Development Committee (ARMA-SDC);~~
- ~~SAA's representative *to* the International Council on Archives Subcommittee on Archival Description (ICA-SAD);~~
- ~~SAA's representative *to* the National Information Standards Organization (NISO);~~
- ~~A representative *from* the Canadian Council of Archives' Canadian Committee on Archival Description (CCA-CCAD);~~
- ~~A representative *from* the International Council on Archives Committee on Best Practices and Standards (ICA-CBPS);~~
- SAA representatives appointed *from* standards-developing organizations [\[Include link to list of representatives\]](#);

- Other SAA representatives appointed to standards developing organizations; and
- Those Chairs of each technical subcommittee and development and review team who are not appointed members of the Standards Committee.

The SAA Vice President annually appoints three members based on recommendations from Standards Committee co-chairs, whose terms begin at the end of the Annual Meeting. ~~The Vice President biennially appoints the chair. The chair shall serve a two-year term after serving for at least one year on the Standards Committee. The co-chairs are appointed for staggered two-year terms, and are normally appointed based on the recommendation of the co-chairs by the Vice President from among the current and previous members of who have served one year on the committee.~~ Following the co-chair's two-year appointment, the co-chair shall become an *ex officio* member for one year.

**Technical subcommittees.** The Standards Committee may recommend that the SAA Council form (and disband) technical subcommittees. The Committee-SAA Council will may charge a ~~these~~ technical subcommittees to oversee all SAA-adopted-developed standards. Technical subcommittees are responsible for the maintenance and review of the assigned standard (which requires that they monitor all feedback and calls for revision of the standard) and for promoting the standard and educating appropriate communities about it. ~~Technical subcommittee chairs serve as regular or ex officio members of the Standards Committee.~~

With the recommendations of the Standards Committee co-chairs, the SAA Vice President appoints technical subcommittee chairs and members. Technical subcommittee members must have expertise related to the standard that they are responsible for maintaining. ~~Technical subcommittees may be disbanded by the Standards Committee if the standard for which they are responsible is not scheduled for review.~~ Technical subcommittees are ongoing as long as the adopted standard remains in use. Technical subcommittee chairs serve as regular or ex officio members of the Standards Committee.

**Development and review teams.** The Standards Committee may recommend that the SAA Council form (and disband) development and review teams around a project to research and develop a specific standard, review a specific standard, study the need for a standard, or address a particular topic (such as description or preservation). ~~All groups that are researching and developing a standard are given the development and review team designation. When the Standards Committee identifies areas that require specialized or technical expertise in which the number of standards, the degree of technical expertise required, and the speed of change in the standards landscape are such that the Standards Committee by itself could not keep pace, it appoints a development and review team to monitor and review these standards. Development and review teams might also be built around a particular topic to study the need for standards in that area.~~ Development and review teams are *ad hoc* and will be charged for an appropriate period of time as determined by the Council in consultation with the Standards Committee, not to exceed three years; and with the possibility of renewal.

For all approved standards development projects, the Standards Committee assigns a development and review team to be responsible for developing the standard, which will most often be the group that proposed the original project. ~~Development and review team chairs shall be appointed by the SAA Vice President and With the recommendations of the Standards Committee co-chairs, the SAA Vice President appoints development and review team chairs and members. Development and review team members must have expertise related to the topic being addressed, and will most often be from the group that proposed the original project. Development and review team chairs serve as regular or ex officio members of the Standards Committee.~~

### III. Reporting Procedures

~~The chair prepares an annual report and submits it to the Council in accordance with established procedures~~ Standards Committee reports to the Council, providing a formal written report annually and reporting on special initiatives as necessary or requested. The ~~co-chairs is~~ are responsible for coordinating the formulation and evaluation of the annual report and other planning documents as needed, in consultation with Standards Committee members. The chair of each current technical subcommittee and development and review team is responsible for preparing and submitting an annual report of the group's activities to the Standards Committee ~~co-chairs.~~

### IV. Duties and Responsibilities

To fulfill its mission as described above, the Standards Committee is specifically charged to:

- Oversee the process of standards development by identifying standards needs; ~~establishing~~ recommending to the Council the establishment of technical subcommittees or development and review teams, as necessary, to research, prepare, monitor, and review standards; and recommending action on proposed standards to the SAA Council.
- Develop, implement, and periodically review a profession-wide plan to address all standards needs across all the core competencies of the profession.
- Monitor and review, and recommend for endorsement when appropriate, other national and international standards that affect archival practice.
- Implement a process for the periodic review of all standards that are relevant to archival theory and practice.
- Conduct maintenance reviews of SAA-adopted standards in accordance with established review cycles.
- Publicize and promote standards-related news and information to the archives community.
- Work in concert with the Program and Education committees and SAA staff to endorse and develop workshops, conference programs, and other educational opportunities related to archives standards.
- Collaborate with international and national associations on standards development projects, with an understanding that the SAA Council must approve in advance all contractual and financial obligations.
- Coordinate the work of SAA representatives to standards organizations [Include link to list].
- Investigate for all SAA-developed standards the feasibility of adoption by the American National Standards Institute as a national standard.

### VI. Meetings

The Standards Committee meets once per year at the SAA Annual Meeting. Depending on operational need and contingent on SAA Council funding, the Committee or subgroups of it may meet midyear. Periodic conference call meetings may be scheduled as needed. Although regular meetings are open to any SAA member who wishes to attend, the Committee shall also hold public meetings as needed at the SAA Annual Meeting to report on the progress of ongoing standards development or to review projects and to receive questions and suggestions.

*Approved by the SAA Council: June 1991 (for a period of three years); June 1992, extended to June 1995  
Revised: June 1998, February 2010, January 2011, January 2012*

## Standards Development and Review

### [Back to Standards Committee](#)

#### **Responsibilities of the Standards Committee**

The SAA Standards Committee, created by the Council of the Society of American Archivists in 1990, is responsible for initiating and facilitating the development of standards; providing review and comment on standards that are relevant to archival theory and practice; educating the archives community about the value and role of standards; and partnering with related information management professional organizations on standards of mutual concern and interest.

A primary responsibility of the Standards Committee is to ~~establish, with Council approval, procedures for~~ oversee the process of initiating, developing, reviewing, and approving all standards developed by the Society of American Archivists through its subgroups, as well as ~~procedures for~~ reviewing standards submitted by external groups to SAA for its endorsement.

The Standards Committee works with groups on standards and standards-related projects from the initiation of the proposal, through development or review, to submission of the standard to the SAA Council for final approval.

~~The Standards Committee also coordinates the work of SAA representatives to standards organizations, including the National Information Standards Organization (NISO), the Association for Information and Image Management (AIIM), the American Library Association (ALA), the American Institute for the Conservation of Historic and Artistic Works (AIC), and ARMA International (per a 2008 Memorandum of Understanding for Standards Development between ARMA and SAA).~~

For additional information about Standards Committee procedures:

- [Procedures for Review and Approval of an SAA-Developed Standard](#)
- [Procedures for SAA Endorsement of an External Standard](#)

#### **Standards**

The SAA Standards Committee defines a “standard” to be an industry agreement that establishes qualities or practices that make possible sharing of information, development of common vocabularies and practices, and more effective interaction among archivists, librarians, records managers, information managers, preservation administrators, historians, and other allied professionals. SAA standards must be approved by the SAA Council and they are maintained and periodically reviewed by professionals in the community.

Standards of many types are now central to archival practice. This document will generally use the term “standards” to refer to all of these types, including standards used in automated information systems, in preservation management, and in other technical areas, as well as standards and guidelines relating to professional practice.

Standards can take many forms:



- The most exacting are **technical standards** (e.g., Z39.50, the standard for intersystem data searching and retrieval) which, if applied correctly, can be expected to produce uniform and consistent results.
- **Conventions** or **rules** are more flexible and can accommodate more variation in local practice (e.g., *Describing Archives: A Content Standard [DACS]*). They will produce similar, but not necessarily identical, results when applied consistently.
- **Guidelines** provide models of preferred practices and/or serve as criteria against which to measure products or programs (e.g., *Archival and Special Collections Facilities Guidelines for Archivists, Librarians, Architects, and Engineers*).
- **Best practices** are procedures and guidelines based on experience and research that demonstrate that they are optimal and efficient means to produce a desired result.<sup>1</sup> ~~Although best practices will not be considered to be official SAA standards, they~~ Best practices represent consensus on archival practice ~~within the Society.~~

The Standards Committee will not be concerned with the creation and maintenance of *thesauri*.

### **Best Practices**

~~SAA is involved in developing best practices, which may be drafted by the Society's committees, sections, roundtables, or other designated groups. Best practices are procedures and guidelines based on experience and research that demonstrate that they are optimal and efficient means to produce a desired result. In contrast to standards, best practices:~~

- ~~• Generally are developed in emerging areas;~~
- ~~• May eventually become formal standards if they become widely accepted and used, and~~
- ~~• Are monitored periodically, but are not subject to a formal and regular review and maintenance cycle.~~

~~The procedures for best practice development and review are less formal than those for other standards' development and review. The developing group submits a completed best practice document along with a proposal form to the Standards Committee for consideration. The Standards Committee votes on the proposed project and, if it is approved, the chair of the Standards Committee forwards the documentation to the SAA Council for official endorsement. The Standards Committee posts all SAA-adopted best practices to the standards webpage on the SAA website.~~

### **Developing Standards within SAA**

The Society of American Archivists recognizes the central importance of consensus to the development of standards. However, consensus on a specific standard may not always equate with unanimous and unqualified approval by all concerned, for in most cases this will be difficult to achieve.

The Standards Committee procedures for standards development within SAA mandate broad review of any proposed standard by all groups, both inside and outside of SAA, that have an interest in the standard. Important features of the review process are:

- Establishment of the need for the standard through a formal "request for initiation of a standards project";
- Publication of notices in appropriate SAA media about initiation and ongoing progress in standards development projects;
- Publication and/or distribution of full texts of proposed standards by the SAA office; and

- Formal invitations to representatives from outside organizations to participate in the development and/or review of drafts of proposed standards.

The Standards Committee is concerned both with the development of new standards and with the process of standards maintenance and review.

The best possible effort will be made to ensure that all reasonable opinions are considered in the development process and that most disputes are resolved before a document is deemed ready for consideration by the Council as an SAA standard. ~~Responsibility for the content of a standard rests both with the group that is developing or revising the document and with existing subgroups within SAA that are developing a standard.~~

Final adoption of a document as an SAA standard rests with the ~~Officers and~~ Council of the Society of American Archivists.

Once a standard is adopted, an ongoing technical subcommittee of the Standards Committee is assigned maintenance responsibilities to ensure that the document is promulgated widely, monitored in its application, and reviewed (and, if necessary, revised) on a regular schedule.

The Standards Committee has prepared detailed procedures for standards development and review.

SAA also plays an important role as a participant in work undertaken by other organizations that develop technical standards, such as the National Information Standards Organization (NISO) and the Association for Information and Image Management (AIIM) ~~that develop technical standards.~~

### **For Information or Assistance**

The Standards Committee is ready to assist any SAA subgroup or outside organization to devise a strategy for developing a new standard or for reviewing and/or revising an existing document so that it can be considered for formal adoption as an SAA standard. Please contact the co-chairs of the Standards Committee for further information. [Member Roster]

<sup>1</sup> The Standards Committee has modified the best practice definition from: A Glossary of Archival and Records Terminology. Retrieved May 26, 2009, from: [http://www.archivists.org/glossary/term\\_details.asp?DefinitionKey=1770](http://www.archivists.org/glossary/term_details.asp?DefinitionKey=1770).

*Approved by the SAA Council: June 1995*

*Revised: February 2010, January 2012*

## **Procedures for Review and Approval of an SAA-Developed Standard**

[Back to Standards Committee](#)

### **I. Submission of a Proposal for a Project to Create, Revise, or Review an SAA-Developed Standard**

Proposals must be submitted by official groups within the SAA. Individuals interested in the development of a standard may consult with the Standards Committee about groups that are appropriate for submission of a standards proposal.

***I.A. The proposing group shall:***

I.A.1. Download a blank PROPOSAL FORM from the Standards Committee webpage.

I.A.2. Complete the PROPOSAL FORM and submit it to the Standards Committee. The form which shall include:

- Name of sponsoring group and name of individual to contact;
- Concise statement of identified need for standard;
- Expected effect/impact on individuals and institutions;
- Scope of coverage/application;
- Anticipated format and content of the standard;
- Known existing standards that are closely related to or affected by the proposed standard;
- List of other SAA subgroups, outside organizations, and experts who will be consulted during the development or will be asked to review the standard before it is submitted for adoption by the SAA Council;
- Time table for development process; and
- Budgetary implications for SAA, including direct costs for meetings, travel, copying, and postage as well as indirect costs for SAA staff time.

Refer to [\[link\]](#) for application instructions on the Standards Committee webpage.

~~I.A.3. File the PROPOSAL FORM with the Standards Committee.~~

***I.B. The Standards Committee co-chairs shall:***

~~I.B.1. Enter receipt of the PROPOSAL FORM in the STANDARDS PROJECT LOG on the Standards Committee webpage and send acknowledgement of receipt to the proposing body. Acknowledge receipt of the PROPOSAL FORM to the proposing body and notify the Standards Committee of the proposal submission.~~

I.B.2. Distribute copies of the PROPOSAL FORM to the other members of the Standards Committee, including the subgroup chairs and the SAA Council liaison. Subgroup chairs may distribute the proposal to their technical subcommittee or development and review team for comment. The chair may also distribute copies of the proposal form to technical subcommittees or development and review teams for comment.

I.B.3. Collect comments and suggestions from members of the Standards Committee and other subgroups to which the proposal was distributed.

I.B.4. If comments warrant further discussion, arrange for additional communications to determine if there is a consensus to endorse the proposal.

**II. Standards Committee Action in Response to Proposal**

The Standards Committee will take a formal vote in response to the proposal, and will take one of the following actions in response to a proposal, as appropriate:

***II.A. Return for revision***

The Standards Committee will return to the proposing group a PROPOSAL FORM that is incomplete or that requires revision and request that it be revised and resubmitted.

### ***II.B. Decline proposal***

The Standards Committee may decline to ~~approve~~ recommend undertaking a standards project because

1. A similar standard already exists;
2. The proposed standard is in direct conflict with an SAA-adopted standard or policy;
3. Another group is already working on a similar standard (in which case the Standards Committee will suggest that the two parties work together toward common ends);
4. There is insufficient demand or potential benefit to SAA members to warrant the expense of its development; or
5. The proposed standard does not fall within the scope of the Standards Committee.
6. ~~The proposed standard would be more appropriate as a best practice (in which case the Standards Committee will advise the proposing group to follow the procedures for developing a best practice).~~

The Standards Committee will forward all declined proposals to the SAA Council along with the reason why the Standards Committee does not recommend ~~declined~~ the proposal. The proposing group may file an appeal with the SAA Council within 60 days of notification by the Committee.

### ***II.C. Submit request for Council approval to undertake project ~~(when necessary)~~***

~~Some proposals may require significant financial support from SAA (e.g., creation of an ad hoc task force). If the Standards Committee agrees that the proposal has merit but may require significant SAA funding is satisfied with the proposal, it will be submitted with a recommendation by the committee to the Council for final approval. The Standards Committee will send the PROPOSAL FORM and any accompanying correspondence or other documentation to the SAA Council for approval to undertake the project. The Council's Executive Committee may be able to grant approval in order to expedite the process.~~

### ***II.D. ~~Approve proposal and announce intention to initiate project~~***

~~If the Standards Committee the SAA Council agrees that the proposal has merit (and any necessary Council approval to undertake the project has been granted) approves the project, the following actions shall occur:~~

#### ***II C.1 Announcement of standards project.***

~~#~~ The Standards Committee will publish a "Notice of Intention to Initiate a Standards Development Project" via all appropriate SAA media. This step is taken to notify the membership that a project will soon be under way and to solicit comments and participation from interested parties. Official project approval will be granted automatically 30 days after publication of the "Notice" unless the comments received by the Standards Committee co-chairs are such that the proposal warrants reconsideration, in which case the Committee will refer the proposal and comments back to the proposing group for review and response.

#### ***~~II.E.~~ II C.2 Make assignment to primary group for development***

For approved standards development projects, the Standards Committee ~~co-chairs will assign a~~ prepare a draft charge for the development and review team to be responsible for developing the standard and make recommendations for its membership. In most cases, the members of the proposing group will ~~become the members~~ be included in the recommendation for membership of the development and review team. The charge must then be approved by the SAA Council before the SAA Vice President appoints the chair(s) and members of the development and review team. ~~In some cases, the Council may create an ad hoc task force or working group to take responsibility for the development process. Once the standard is adopted, the Standards Committee will assign the team will be disbanded by the SAA Council and the Council will create a technical subcommittee to maintain and review the adopted standard (see V.C.1.). In all cases, the SAA Vice President will appoint the chairs of the development and review teams and technical subcommittees.~~

### **III. Standards Development Process**

In the course of developing a new standard, development and review teams shall complete the following actions:

#### ***III.A. Consultation with other SAA subgroups and external organizations***

The ~~developing group (either a development and review team or a task force)~~ will engage in extensive consultation with interested parties inside and outside of SAA that are essential to the development of standards, and must submit to the Standards Committee evidence that such consultation has taken place. The ~~developing group~~ development and review team must address all written comments sent to the group and all comments made at an SAA open meeting. The Standards Committee will assist the ~~developing group~~ development and review team in publicizing the project and identifying consultants.

|  
Consultation should be pursued through several means, such as:

III.A.1. Letters sent at the beginning of the project to heads of organizations known to have an interest in the standard under development, inviting their comments and/or participation in the development process, as appropriate.

III.A.2. Publication of notices in the newsletters or on the websites of these organizations about the intention to develop the standard and, later, providing updates on the progress of the development project.

III.A.3. Publication of the draft standard in appropriate SAA media.

III.A.4. Publication of the draft standard in external publications and/or circulation of the draft standard to heads of interested organizations.

III.A.5. Circulation of the draft standard to groups and individuals, inside and outside of SAA, with particular interest or expertise in the topic, including posting on electronic networks.

III.A.6. Joint meetings with interested organizations to discuss common concerns. These meetings could occur at the outset of the project or after circulation of a draft standard.

III.A.7. Open forums or hearings at the SAA annual meeting.

### ***III.B. Preparation of the package containing the final draft of the standard and supporting documentation***

Once it has completed the consultation process and prepared the final draft of the standard, the ~~developing group~~ development and review team will compile a package to forward to the Standards Committee for its review. This package will include: ➤

#### **III.B.1. Completed STANDARD APPROVAL APPLICATION FORM.**

#### **III.B.2. Full text of the proposed standard.**

#### **III.B.3. Introductory narrative.**

This section must include the scope of application, in particular:

- The purpose or objective of the proposed standard and
- The specific audiences, circumstances, or techniques to which it is directed.
- It should also contain background and other supplementary information, as necessary, that can provide a context for understanding how the standard was developed and when and how it will be used, including:
  - The purpose or objective of the proposed standard and
  - The specific audiences, circumstances, or techniques to which it is directed.
  - It should also contain background or other supplementary information, as necessary, that can provide a context for understanding how the standard was developed and when and how it will be used, including
  - Brief history and methodology of its development,
  - Participants in the development process,
  - Relationship to predecessor documents,
  - Significant changes from earlier versions,
  - Glossary or definitions of terms, if necessary,
  - Illustrations or examples of how the standard can be applied, and
  - Bibliography, if necessary.

#### **III.B.4. Documentation of the consultation process.**

The ~~developing group~~ development and review team must submit documentation that the consultation process has taken place and that a reasonable agreement has been reached on the contents and intent of the proposed standard. This evidence may take the form of:

- Copies of correspondence from other organizations supporting the proposed standard;
- Clippings from publications and/or websites that publicized the development project or published drafts of the standard;
- Copies of correspondence discussing areas of dispute in the proposed standard; and
- In case of unresolved disputes, explanations from the group responsible for development of efforts made to accommodate the expressed concerns and/or justification for approving the standard in the absence of universal agreement.

#### **III.B.4. Maintenance and review plan.**

The ~~developing group~~ development and review team must recommend a plan for maintenance and review of the standard it has developed. ~~All adopted SAA Standards developed by the SAA~~ will be assigned to an SAA component group, such as a technical subcommittee, for necessary maintenance and review. Each will be assigned to a review cycle of no more than five years, at

which time the SAA Council will be asked to reaffirm, revise, or rescind the standard. The "Maintenance and Review Plan" will suggest the appropriate subgroup for assignment and length of the review cycle. (See V.C.)

### ***III.C. Notice of abandoned project.***

In the event that the ~~developing group~~ development and review team fails to reach general agreement on a draft standard or, for whatever reason, chooses to discontinue its work on the proposed standard, it shall notify the Standards Committee that it has abandoned the project. The Standards Committee shall publish a notice in appropriate SAA media that the project has been discontinued.

## **IV. Standards Committee Review of Draft Standard**

Upon receiving the final draft package from the ~~developing group~~ development and review team, the Standards Committee will take the following actions:

### ***IV.A. Review package***

The Standards Committee will review the package to ensure that it is complete and that adequate consultation and review have taken place. It may return the package to the ~~developing group~~ development and review team if significant elements are missing.

### ***IV.B. Notice of project completion/publication of revised draft standard***

#### **IV B.1. Notice of project completion.**

When the final draft package is deemed complete, the Standards Committee will publish a notice in the appropriate SAA media announcing that the standards development project has been completed and the draft standard has been forwarded to the Council. (See IV.C.)

#### **IV B.2. Publication of revised draft standard.**

Based on the substance of the revisions, the potential breadth of impact, and any apparent remaining substantive conflicts on content, the Standards Committee may determine that the entire revised text should be published via an appropriate SAA medium in order to ensure the broadest possible participation in and awareness of the standards development process. The Standards Committee will accept written comments on the revised draft addressed to the Standards Committee co-chairs within 30 days of publication of the revised draft or notice of the availability of the revised draft.

If additional comments received after publication of the revision indicate widespread disagreement about the revised draft within the SAA membership, the Committee may determine that the draft should be referred back to the ~~developing group~~ development and review team for response. Substantive changes to the draft standard as a result of these additional comments may require publication of a new "Notice of Completion" and notification or publication of a new revised draft.

The Standards Committee may determine that issues raised in the additional comments were already addressed adequately during the development and consultation process. The Standards

Committee will then publish the notice of completion and forward the package to the SAA Council.

#### ***IV.C. Recommendation to the SAA Council***

At the conclusion of the development process, the Standards Committee will send to the SAA Council a report on the process and a recommendation.

##### **IV.C.1. Recommendation to consider adoption.**

When the Standards Committee is satisfied that the development and consultation process has been completed satisfactorily it will, after publication of the notice, forward the package to the SAA Council with a recommendation that the Council consider adopting the draft document as an official standard of the Society of American Archivists.

##### **IV.C.2. Report on "irreconcilable differences."**

After reviewing all documentation, the Standards Committee may determine that disagreements raised represent substantive irreconcilable differences of views or professional positions. In this situation, the Standards Committee will forward the package to the SAA Council with an explanation of the remaining problems and, depending on the type of standard and breadth of impact, may or may not recommend that the Council consider adopting the draft as an official standard of the Society of American Archivists.

#### **V. Promulgation, Maintenance, and Review of Adopted Standards**

The Standards Committee shall ensure that the following actions are taken for each standard that is formally adopted by the SAA Council. Often the group that developed the standard will be actively involved in or have primary responsibility for these activities.

##### ***V.A. Publication of the standard***

###### **V.A.1. Full text in the SAA newsletter.**

The preferred method of publication will be to publish the full text of the adopted standard in the Society's newsletter and on the SAA website.

###### **V.A.2. Notice of availability in newsletter.**

Some standards may be too long to publish in the newsletter. For these, a notice of their approval and a summary of their contents will be published in the next SAA newsletter and/or on the SAA website, along with information about how to obtain a copy from the SAA website.

###### **~~V.A.3. Notice in the *American Archivist*.~~**

~~Both SAA's journal of record, the *American Archivist*, and the SAA website carry official Council meeting minutes, which will record all formal approvals of SAA standards.~~

###### **V.A.4~~3~~. Added to ~~Standards Committee~~ Standards Portal webpage.**



The Standards Committee SAA staff will post all formally adopted standards on the Standards Committee Standards Portal webpage with the following information: 1) the name of the standard, 2) a description of the standard, 3) a link to the full text of the standard or a description of where the standard can be obtained, 4) the date on which the standard was adopted, 5) next review date of the standard, 6) information about how comments and feedback for revision can be submitted, and 7) any additional supporting documents or information.

### ***V.B. Promotion of the standard***

#### **V.B.1. Notice to heads of allied professional organizations.**

The President and/or Executive Director will send a letter and copy of the adopted standard to all interested outside organizations to notify them of SAA's action. The Standards Committee will assist the group that developed the standard in drafting the letter and identifying which groups to contact.

#### **V.B.2. Press release to editors of professional journals and newsletters.**

The Executive Director will, in cooperation with the Standards Committee and ~~developing group~~ development and review team, ensure that a press release is distributed to editors of allied professional journals and newsletters to announce the development and approval of the standard, providing its full text when possible.

#### **V.B.3. Other publicity.**

For standards of interest beyond professional circles, the Executive Director, Standards Committee, and ~~developing group~~ development and review team will determine how best to publicize their approval. Working in concert with the Program and Education Committees and the SAA staff, the Standards Committee will assist the subgroup in developing workshops, conference sessions, or public forums on the new standard.

### ***V.C. Maintenance of the standard***

Immediately upon adoption of an SAA standard, the following actions shall occur:

#### **V.C.1 ~~Subgroup~~ Technical Subcommittee responsible for maintenance and review assigned.**

As part of the approval process, ~~the SAA Council will assign the standard to an ongoing SAA component group for maintenance and review. the Standards Committee will assign the standard to an ongoing SAA technical subcommittee may be established for this maintenance and review.~~ The Standards Committee co-chairs will prepare a draft charge for the subcommittee and make recommendations for its membership. In most cases, the technical subcommittee will include members of the development and review team who that has been were actively involved in its the development of the standard will be included in the recommendation for membership of the technical subcommittee. The charge must then be approved by SAA Council before the chair will be appointed by the SAA Vice President appoints the chair(s) and members of the subcommittee.

#### **V.C.2. Review cycle set.**

All adopted SAA standards will be assigned a review cycle of no more than ~~5-five~~ three years, with a formal review commencing no later than ~~3-three~~ three years following adoption or reaffirmation.

However, comments and revisions to the standard and proposals to revise adopted standards may be submitted at any time. At the end of the review cycle, the SAA Council will be asked to reaffirm, agree to revise, or rescind the standard.

#### V.C.3. Monitoring and promulgating use begins.

The maintaining technical subcommittee will be responsible for promoting the proper and effective use of the standard and will regularly obtain comments and feedback on the standard for future review and revision.

#### ***V.D. Review of the standard***

At least two years before the review cycle expires, the Standards Committee will notify the maintaining technical subcommittee that it should initiate a formal review of the content and use of the standard. The following actions shall be taken:

##### V.D.1. Review plan prepared.

In consultation with the Standards Committee, the technical subcommittee will prepare a plan that will ensure consensus using the same kinds of broadly based consultation and review that occurred when the standard was originally developed. The plan may include:

- Other SAA subgroups and interested organizations outside of SAA that the technical subcommittee plans to consult;
- Proposed joint meetings with some of these subgroups and/or organizations to discuss proposed revisions;
- Proposed public hearings at the SAA annual meeting;
- Proposed publications, websites, or other communication media via which comments and proposed revisions will be submitted and be made publicly available; and
- Financial resources needed for review, such as travel or editorial support.

##### V.D.2. Standards Committee and SAA Council review plan.

The technical subcommittee will submit the plan to the Standards Committee, at which point the Standards Committee will decide whether the review process is adequate. If significant financial resources are required for review, the Standards Committee will forward the plan to the SAA Council with a recommendation for funding.

##### V.D.3. Recommendation to revise, reaffirm, or rescind the standard.

Once the review plan has been approved, the technical subcommittee ~~shall~~will commence the formal review. When adequate consultation has taken place, the technical subcommittee ~~shall~~will recommend one of the following:

*Revise the standard:* Revision will be necessary if substantial changes to the standard are required.

*Reaffirm the standard:* The technical subcommittee may decide that a standard does not need revision at this time if comments are relatively minor and the standard is still current and widely used. The technical subcommittee may also delay revision while awaiting the development or revision of another standard or project that may affect the standard under review.

*Rescind the standard:* The technical subcommittee may recommend rescinding the standard if the standard is no longer relevant or another standard has replaced it.

#### ***V.E. Recommendation to the SAA Council***

V.E.1. The maintaining technical subcommittee will submit a package to the Standards Committee containing its recommendation to reaffirm, revise, or rescind the standard along with documentation about the review process (as in III.). If the technical subcommittee recommends revision, the technical subcommittee will also submit a completed proposal form (as in I.A.2.).

V.E.2. The Standards Committee will review the package to ensure that the review plan was adequate. Assuming that no procedural questions remain unresolved, it will forward the package to the Council with the recommendation to reaffirm, revise, or rescind.

V.E.3. The SAA Council votes on whether to reaffirm, revise, or rescind the standard. If the Council votes to *revise* the standard, the technical subcommittee will continue the revision work. Once the revision has been completed, the technical subcommittee will follow the same process for submission and approval of a new standard, as outlined in sections III.B. and later.

If the Council *reaffirms* the standard, a new review cycle will be set, which may be shorter than ~~5~~ five years. A new technical subcommittee may be appointed, if necessary. The technical subcommittee and the Standards Committee will inform all relevant parties that the standard has been reaffirmed and does not require revision at this time.

Should the Council vote to rescind the standard, the technical subcommittee and the Standards Committee will inform all relevant parties that the standard has been rescinded. The Standards Committee will then either remove the standard from the Standards Portal webpage or mark the standard as "rescinded."

V.F. Notice and publication of reaffirmed, revised, or rescinded standards.

An information dissemination process similar to that outlined under V.A. and V.B. for new standards will be followed to ensure broad awareness of SAA actions concerning reaffirmed, revised, and rescinded standards.

*Revised June 1995, February 2010, January 2012*

## **Procedures for SAA Endorsement of an External Standard**

### **I. Submission of a Proposal to Endorse an External Standard**

Proposals must be submitted by official groups within the SAA. Individuals who are interested in submitting a proposal for the endorsement of an external standard may consult with the Standards Committee on appropriate groups to which they may wish to submit a proposal.

I.A. The proposing group shall:

I.A.1. Download a blank PROPOSAL FORM from the Standards Committee webpage on the SAA website.

I.A.2. Complete the PROPOSAL FORM and submit it to the Standards Committee. The form, which shall include:

- Name of the standard;
- Brief summary of the standard;
- Sponsoring organization;
- Location of the standard (website link, publication details, etc.);
- Effect/impact of the standard on archival practice;
- A discussion of how the standard is being used in the archives profession (Who is using it? How is it being used? Is it widely used?);
- Review and revision procedures of the standard (Who reviews the standard? How often is the standard reviewed? Is the review process open?); and
- Known existing standards that are closely related to or affected by the standard being proposed for endorsement.

Refer to [\[link\]](#) for application instructions on the Standards Committee webpage.

I.A.3. File the PROPOSAL FORM with the Standards Committee.

I.B. The Standards Committee co-chairs shall:

I.B.1. Enter receipt of the PROPOSAL FORM in the STANDARDS PROJECT LOG on the Standards Committee webpage and send acknowledgement of receipt to the proposing body. Acknowledge receipt of the PROPOSAL FORM to the proposing body and notify the Standards Committee of the proposal submission.

I.B.2. Distribute copies of the PROPOSAL FORM to the other members of the Standards Committee., including the subgroup chairs and the SAA Council liaison. Subgroup chairs may distribute the proposal to their technical subcommittee or development and review team for comment. The chair may also distribute copies of the proposal form to technical subcommittees or development and review teams for comment.

I.B.3. Collect comments and suggestions from members of the Standards Committee and other subgroups to which the proposal was distributed.

I.B.4. If comments warrant further discussion, ~~a~~ Arrange for a discussion to determine whether there is a consensus to endorse the standard.

## **II. Standards Committee Action in Response to Proposal**

The Standards Committee will take a formal vote in response to the proposal, and will take one of the following actions in response to a proposal, as appropriate:

II.A. Return for revision.

The Standards Committee will return to the submitting group a proposal form that is incomplete or that requires revision and request that it be revised and resubmitted.

II.B. Decline.

The Standards Committee may decline the endorsement of an external standard because:

- 1) The external standard is in direct conflict with an SAA-adopted standard or policy;
- 2) There is insufficient demand or potential benefit to SAA members;
- 3) The standard is not widely adopted or used in the archives field; or
- 4) The review process does not allow for SAA contribution or comment.

#### II.C. Endorse.

If the Standards Committee agrees that the external standard has benefit to the SAA community, it will recommend the standard to the SAA Council for endorsement. If the SAA Council endorses the standard, the Standards Committee It will then take the following actions:

1. Publish the full standard or link to the standard on the Standards webpage Portal along with the endorsement proposal.
2. Notify the SAA community about the endorsement through appropriate SAA media.

*Adopted by the SAA Council: February 2010*

*Revised: January 2012*

**Support Statement:** Revision of the Standards Committee charge and procedures aligns the documents with the current work of the Committee and provides the Council with greater oversight of the Committee's activities.

**Impact on Strategic Priorities:** The proposed changes do not alter the Committee's current contributions to SAA's strategic priorities.

**Fiscal Impact:** No anticipated direct costs associated with the changes.

Move: Meissner

Second: Dooley

PASSED (unanimous).

#### F. Definition of Working Group

Based on feedback from one Working Group, the Council agreed that it would be helpful to provide a general definition of a “Working Group” in SAA’s Governance Manual. The descriptions of existing Working Groups will be modified to be consistent with this definition.

#### **MOTION 8**

**THAT the following definition of “Working Groups” be added to Section XIV of the Governance Manual:**

#### **Working Groups**

##### **Purpose**

Working Groups of the Council may be created by the Council as it has determined a need for a standing body of experts in a particular issue area. Working Groups differ from standing committees in that 1) they are populated with acknowledged experts in a given topic area and 2) their members may be reappointed indefinitely so that their expertise remains available to the Council. Working Groups differ from task forces in that their charge is ongoing and not (necessarily) time-limited. Working Groups are advisory to the Council and may be created and disbanded by the Council as appropriate.

#### Working Groups:

- Respond in a timely fashion to requests from the Council for background information and recommendations on matters relating to the Group's area of expertise.
- Scan the environment and track issues that may be of interest or concern to archivists and suggest whether SAA should respond to an issue.
- Prepare drafts (for Executive Committee or Council approval) of position papers, statements, and/or other documents relating to the Group's issue(s) area.
- Contribute to the education of SAA members and staff on the set of issues assigned to them.
- Bring to the Council's attention areas in which collaboration with other organizations may advance SAA's efforts related to the set of issues assigned to them.

Working Groups may have short-term and medium-term measurable tasks and assignments, but they have a long-term advisory role.

#### **Selection and Length of Term**

Working Groups are composed of acknowledged experts in the issue areas assigned to them. In recognition that the type of expertise needed on a Working Group may be in short supply, there is no set term length for participation; members serve at the pleasure of the SAA Council. Nonmembers may be appointed, based on their expertise.

Working Groups have no fixed size. The Council may adjust membership according to the availability of expertise and the group's anticipated workload. The Vice President/President-Elect, on behalf of the Council and with the recommendation of the Working Group, makes new appointments and terminates appointments as needed.

Unlike other positions within SAA, there is no prohibition against a member of the Council serving on a Working Group.

#### **Reporting**

Working Groups work closely with their Council liaisons and the Executive Director to ensure that they are responsive to the needs of the Council. In certain cases, when time is of the essence, Working Groups may communicate directly with the Executive Committee.

[Note: The Council may create working groups that are subgroups of standing committees or boards. These groups have specific assignments that are executed on behalf of, and in conjunction with, the committee or board to which they report. Appointments are made per the policies and procedures that apply to standing committees and boards.]

**Support Statement:** Providing a definition of “Working Groups” in SAA’s Governance Manual serves to distinguish this type of SAA group from other bodies (such as standing committees and task forces), ensure some measure of consistency across Working Group charges, and clarify their roles and responsibilities for existing groups. The description of each Working Group should be modified to be consistent with this definition.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

Move: Meissner

Second: Frusciano

PASSED (Yes: Baxter, Cline, Dooley, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Theimer. Abstain: Richardson.)

### **G. Cultural Property Working Group Charge and Definition**

The Cultural Property Working Group was charged by the Council in August 2009, appointed in March 2010, and asked to submit a work plan with specific activities, outcomes, and timelines for the Council’s review and approval at its May 2010 meeting. CPWG requested guidance from the Council regarding the group’s focus, reaffirmation of the Council’s desire to have a Working Group dedicated to cultural property issues, and clarification of CPWG’s relationship to activities delineated in SAA’s Strategic Plan. In light of the newly adopted definition of “Working Group,” the Council discussed CPWG’s requests, clarified the group’s broad focus, and suggested attainable assignments for the group based on the Strategic Plan activities.

### **H.1. Petition to Form New Roundtable: Military Archives Roundtable**

A petition to form a Military Archives Roundtable was submitted via e-mail by SAA members Mike Miller and Jim Ginther on December 14, 2011. Additional materials (including the requisite 50 supporting signatures of SAA members) were provided by e-mail beginning on December 2. Beaumont warranted that the requisite 50 member signatures were obtained for the petition. The Council agreed that this new group fills a need of the SAA membership and approved the petition unanimously.

### **MOTION 9**

**THAT the petition to form a Military Archives Roundtable with the following Statement of Intent and Goals be approved:**

### **Military Archives Roundtable**

**Statement of Intent:** The purpose of the Military Archives Roundtable is to create a forum for SAA members to facilitate collaboration and information sharing among archival institutions, universities, governments, legal bodies, and nongovernment agencies that are documenting and preserving records of issues related to the military and military service.

#### **Goals**

- To foster dialogue among archivists working with military related collections and other stakeholders on a wide variety of Archival issues, including management, preservation, description and access to the wide spectrum of materials documenting the impact of military conflict. To facilitate collaboration and information sharing among archival institutions, universities, governments, legal bodies, and non-government agencies that are documenting and preserving records of issues related to the military and military service.
- To advocate for the collection and preservation of materials related to all issues emanating from military activities and to push for fair policies for open access to these resources with due consideration to balancing the very definite public need to know with responsible consideration of national security issues.
- To foster cooperation and leverage the resources, experiences, and ideas of a wide range of professionals, institutions, and stakeholders to establish policies, best practices, and address management issues and techniques to benefit the archival profession at large.
- To facilitate the dissemination of information concerning military holdings in repositories to researchers and other repositories.

To foster cooperation among institutions across this spectrum to specifically devise standardized descriptive nomenclature, access policies and greater access to military collections by the public at large.

*Approved by the SAA Council: January 2012*

**Support Statement:** The roundtable petition meets all submission requirements for the Council's consideration in approving a new SAA roundtable.

**Impact on Strategic Priorities:** Creation of a Military Archives Roundtable that represents a broad spectrum of military service archives, academic archives, museum archives, and archival educators is in alignment with all three of SAA's strategic priorities: 1) educating and training of SAA members to ensure that they are aware of the evolving standards for electronic records; 2) pursuing the relevance of archives to society and ensuring that SAA members and their collections reflect the diversity of society; and 3) advocating an active role in promoting the importance of archives and archivists to protect the accountability of organizations and governments, and the accessibility of historical records.

**Fiscal Impact:** Dedicated meeting space at the Annual Meeting going forward; additional time for volunteer Council liaison and staff.

Move: Cline



Second: Landis  
PASSED (unanimous).

## **H.2. Petition to Form New Roundtable: Students and New Archives Professionals Roundtable**

A petition to form a Students and New Archives Professionals Roundtable was submitted via email by SAA member Rebecca Goldman on December 21, 2011. Additional materials (including the requisite 50 supporting signatures of SAA members) were provided by e-mail beginning on December 21. Beaumont warranted that the requisite 50 member signatures were obtained for the petition. The Council agreed that this new group fills a need of the SAA membership and approved the petition unanimously.

### **MOTION 10**

**THAT the petition to form a Students and New Archives Professionals Roundtable with the following Statement of Intent and Goals be approved:**

#### **Students and New Archives Professionals Roundtable**

##### **Statement of Intent**

The Students and New Archives Professionals (SNAP) Roundtable will advocate for and address the needs of new archivists within SAA and the archives profession.

##### **Goals**

1. Advocate for students, interns, new professionals, early-career project archivists, and archivists who are still looking for their first professional jobs. Provide a forum for new archivists to share their concerns and learn from each other. Promote awareness of the needs of new archivists within SAA and the archives profession. Raise the visibility of new archivists within SAA and the skills and expertise we bring to the profession.
2. Provide a formal channel for representing the needs of new archivists on issues that affect new archivists, such as dues increases, participation in the Annual Meeting, policies on educational standards, and employment opportunities and compensation.
3. Bridge the gap between participation in SAA student chapters and participation in SAA. Help new archivists to move from leadership positions within SAA student chapters into leadership positions within SAA sections and roundtables.
4. Facilitate and encourage remote participation in the group through social media and other online resources. Provide a model for other SAA sections and roundtables for successfully engaging members online.
5. Support new archivists as they begin their archival careers and as they move from entry-level positions into mid-career or managerial positions. This can be accomplished through mentoring, facilitating networking, and making recommendations to the Committee on Education for relevant training and workshops. The roundtable will coordinate with SAA

sections and roundtables, as well as external organizations, to support new archivists and promote relevant services to its members.

*Approved by the SAA Council: January 2012.*

**Support Statement:** The roundtable petition meets all submission requirements for Council consideration in approving a new SAA roundtable.

**Impact on Strategic Priorities:** Per the group's petition, "The work of the proposed roundtable would assist in achieving the following strategic priorities:

- **Technology, Desired Outcome #1:** We hope to work with the Committee on Education to recommend education and training to meet the needs of students and new professionals. Since many of our prospective members will be new professionals or job seekers, we are sensitive to the evolving technology skills required of archivists in the current job market.
- **Technology, Desired Outcome #3:** Our blog has demonstrated how social media can be successfully used to engage SAA members, and we plan to explore new technologies to engage members who are unable to attend the Annual Meeting.
- **Diversity, Desired Outcome #1:** As new and aspiring professionals, we are in an excellent position to recommend how an expanded Mosaic scholarship program could attract and serve prospective archivists. The proposed roundtable itself would also be another method for SAA to help support Mosaic scholarship recipients."

**Fiscal Impact:** Dedicated meeting space at the Annual Meeting going forward; additional time for volunteer Council liaison and staff.

Move: Dooley  
Second: McCrea  
PASSED (unanimous).

## **I. Request to Rename RLG Roundtable**

In June 1986 the SAA Council established the RLIN Users Roundtable, and in January 2002 it approved a name change to RLG Roundtable. Research Libraries Group merged with OCLC in 2006 and no longer exists as a separate entity. The RLG Roundtable proposed a name change and a revision of its statement of purpose to emphasize that it is intended to promote innovation and investigation of issues common to archivists working in all research libraries, not just those that are members of a particular external organization.

### **MOTION 11**

**THAT the RLG Roundtable be renamed the Research Libraries Roundtable; and**

**THAT the roundtable's statement of purpose be revised as follows [*underline = addition, strikethrough = deletion*]:**

**Support Statement:** The scope of new initiatives for archival programs in research libraries is expanding at a phenomenal pace. Solutions may be found in or influenced by partnerships with external groups or they may be completely organic to a particular institution and applicable to the wider world of research libraries. A re-imagined Research Libraries Roundtable is an opportunity to provide a defined space within SAA to discuss the implications of these changes, gather input as to what is needed next, and envision the future of archives and special collections within all research libraries.

**Impact on Strategic Priorities:** None submitted.

**Fiscal Impact:** None, beyond the ongoing fiscal considerations of the current roundtable.

Move: Cline  
Second: McCrea  
PASSED (unanimous).

### **J.1. Component Bylaws Review/Approval: Government Records Section**

The Government Records Section proposed changes to the Section's bylaws with the intention of bringing the Section into compliance with Section IX of SAA's Governance Manual and to affirm that tribal archivists and archivists working in government archives outside of the United States who are SAA members may serve as Section officers. These proposed changes had been discussed and voted on at the Section's 2011 annual meeting.

### **MOTION 12**

**THAT the following changes to the Government Records Section bylaws be approved [*underline = addition; strikethrough = deletion*]:**

#### **Government Records Section Mission and Bylaws (As amended August 25, 2011)**

The membership of the Government Records Section is made up of individual Society of American Archivists (SAA) members who are concerned with the administration, organization, and care of the records of government.

#### **I. Membership**

Membership in the Government Records Section of the Society of American Archivists is open to any member of SAA who has an interest in government records issues.

#### **II. Officers**

The officers of the Government Records Section shall be the chair, vice chair, and newsletter editor. Only members of SAA and the Government Records Section may serve as officers of the Section.

**a. Chair**

The chair shall preside at all meetings of the Section and the Steering Committee; represent the Section in its relations with SAA in general and with the Council and other groups within SAA; serve on SAA committees, tasks forces, etc., as an *ex officio* member when required or appoint a representative to do so; appoint Section committees as needed; and submit an annual report of Section activities to the SAA executive office after the conclusion of his or her term. The vice chair shall serve as acting chair in the absence of the chair. The chair shall serve for a period of one year.

**b. Vice Chair**

The Steering Committee shall choose the vice chair from among the Steering Committee members in office after the annual elections. The vice chair shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. If for any reason the vice chair is unable to succeed to the office of chair, a new chair shall be chosen following the same procedures as for selection of the vice chair.

**c. Newsletter Editor**

The newsletter editor shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. The newsletter editor is responsible for issuing newsletters to the Section membership.

**III. Steering Committee**

The Steering Committee shall consist of the officers and four at-large members. The at-large members shall serve two-year terms, three members being elected ~~annually at each annual meeting~~ with additional members elected if for any reason unexpired terms need to be filled. The profile of the Steering Committee (excepting the newsletter editor) shall consist of two representatives of local government, two representatives of state/provincial/tribal government, and two representatives of federal/national/tribal government. However, a change in status of a Steering Committee representative shall not require the removal of that member from the Committee, even if that change would lead to an uneven balance of representation. The Steering Committee shall serve in an advisory capacity to the chair and its members may be assigned specific responsibilities by the chair. The Steering Committee shall plan each annual meeting of the Section.

**IV. Election of Officers and Steering Committee**

The Section shall conduct annual elections via an online ballot system provided by the Society of American Archivists.

There shall be a Nominating and Elections committee consisting of the immediate past chair of the Section (serving as chair of the Committee) and the three Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting. The Committee shall solicit from the Section members the names of volunteers or persons recommended for the positions to be filled in the next election. Formal calls for nominations shall be collected by June 1.

Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) shall be submitted to the SAA staff by June 15.

Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted to the section website by July 1.

Online ballots containing basic ballot information shall be prepared by SAA staff and made accessible during the first week of July and shall remain open for at least two weeks.

Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.

The Committee shall be responsible for ensuring that the number of nominees for membership on the Steering Committee is not less than the number of open positions. ~~The Nominating and Elections Committee shall announce the nominees to the membership of the Section in the last newsletter issued before the Annual Meeting. No additional nominations shall be proposed or accepted thereafter. If, however, the Committee did not recommend a nominee for that vacancy, nominations for that vacancy may be made from the floor at the Meeting.~~

~~Any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot from the chair of the Nominating and Elections Committee; such ballots must be received by the chair of the Committee at least seven days prior to the Annual Meeting. Voting at the Annual Meeting shall be by secret ballot if there are more nominees than can be elected; only members of the Section may vote. The Nominating and Elections Committee shall be responsible for tabulating and announcing the results of the election. In the event of a tie, the Nominating and Elections committee shall do an immediate recount. If that recount verifies the tie, the election will be decided by the flip of a coin, with one of the candidates choosing heads or tails.~~

Elected officers and Steering Committee members shall assume office at the conclusion of the annual meeting of the Section.

## **V. Meetings**

The Government Records Section shall meet once a year at the annual SAA meeting at the time and place scheduled by the SAA Program Committee and executive office. Additional meetings of the entire membership of the Steering Committee may be scheduled by the chair if needed to carry out the business of the Section.

## **VI. Amendments**

Any member of the Government Records Section may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the chair. The chair shall distribute proposed amendments to the membership through the last Section newsletter prior to the annual meeting and voting on the proposed amendments shall be by secret ballot at the annual meeting. A two-thirds majority of votes cast shall be required to amend these bylaws. Any member of the Section who is unable to attend the annual meeting may request an absentee ballot from the chair, such ballots must be returned to the chair at least seven days prior to the annual meeting.

## **VII. Vacancies in Office**

### **1. Steering Committee At-Large Members**

In the event of a vacancy caused by an at-large member of the Section Steering Committee during a term of office, the Steering Committee shall appoint a replacement. The person designated shall hold the position until the conclusion of the unexpired term.

## **2. Chair**

In the case of vacancy in the office of the Chair, the Chair-elect, when in office, shall assume the duties of the Chair. The Chair-elect shall complete the vacancy and thereafter shall assume his or her scheduled one-year term. When no Chair-elect is in office or if the Chair-elect declines to accept the appointment, the Steering Committee shall appoint someone to carry out the duties of the Chair until the next annual meeting of the Section.

## **3. Chair-elect**

In the case of vacancy in the office of the Chair-elect, the Steering Committee shall appoint someone to carry out the duties of the Chair-elect until the next annual meeting of the Section.

## **4. Editor**

In the case of vacancy of the office of the Editor, the Chair will appoint an Editor, with the advice of the Steering Committee.

**Support Statement:** The revisions to the Section bylaws achieve consistency with SAA requirements for the structure of elected positions.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

Move: Baxter

Second: Meissner

PASSED (unanimous).

## **J.2. Component Bylaws Review/Approval: Women Archivists Roundtable**

To bring its bylaws into compliance with SAA guidelines, the Women Archivists Roundtable (WAR) steering committee revised and approved the WAR bylaws, then presented the document to the Council for review. Changes included requiring SAA membership of any steering committee member and revision of voting methods and steering committee terms.

### **MOTION 13**

**THAT the following revisions to the Women Archivists Roundtable bylaws be approved [*underline = addition; strikethrough = deletion*]:**

## **Women Archivist Roundtable Bylaws**

### **I. Mission**

The Women Archivists Roundtable (WAR), formerly the Women's Professional Archival Issues Roundtable (WPAIR), exists to ensure that the Society of American Archivists (SAA) conscientiously deals with issues that affect the status of women within the

profession and the Society. The Roundtable also provides a Society-acknowledged forum for individual members to address issues of concern in this area.

## **II. Statement of Goals and Objectives**

WAR will:

- Monitor the status of women within the archives profession.
- Encourage the participation of women in all phases of SAA business and other activities as well as in the archival profession as a whole.
- Monitor gender balance on SAA programs.
- Nominate candidates for Fellow in SAA.
- Monitor the continuance of day care at the SAA Annual Meeting.
- Meet annually in conjunction with the SAA meeting.
- Conduct its business in accordance with the SAA's "Guidelines for SAA Roundtables."

## **III. Areas of Activity**

WAR activities may include:

- Monitor gender balance on panels at SAA's Annual Meeting.
- Conduct surveys among women relating to their work in the profession.
- Monitor day care at the SAA Annual Meeting.
- Nominate individuals to SAA Fellow.
- Work with the Women's Caucus to create a positive environment for women throughout SAA and the profession.
- Support and provide input to the SAA Salary Survey.
- Provide a report on its activities to the Council in time for the Council's winter meeting.
- Identify and look for ways to bring women's professional archival issues forward for consideration, to make recommendations to the Council, through memoranda or formal papers, and action, or a position the Roundtable believes appropriate for SAA.
- Propose program sessions for the SAA Annual Meeting.
- Communicate Roundtable activity within the Roundtable and to the Society at large.
- Hold networking get-togethers with women archivists.
- Conduct workshops on professional issues.
- Complete statistical work on salary surveys.
- Conduct a survey on women's professional archival issues.
- Caucus women about their professional experiences and what they would like to see the Roundtable accomplish.
- Promote and coordinate the Navigator program.
- Work with the Membership Committee to address the recruitment and retention of women members.
- Coordinate other related activities with other roundtables and other SAA units.

#### **IV. Governance**

WAR will have two co-chairs, sharing the leadership of the roundtable. They will be elected for staggered two-year terms. For the first election, one co-chair will be elected for a one-year term and one co-chair will be elected for a two-year term. These individuals must be SAA members in good standing.

There will also be a steering committee composed of the two co-chairs and from five to seven other SAA members in good standing. ~~These members may, but are not required to be members of SAA. The steering committee will have broad geographic representation. Each co-chair will serve on the steering committee for one year after her/his term as co-chair. The roundtable members will elect the remaining steering committee to serve three-year terms. A Council liaison will also serve on the steering committee.~~

Working groups may be established as needed.

#### **V. Meetings**

WAR will meet at least once during the Society of American Archivists' Annual Meeting and at other times as deemed appropriate by the steering committee.

#### **VI. Communication**

WAR will submit information to the WAR newsletter~~Women's Caucus newsletter~~, SAA's *Archival Outlook*, and the Archives & Archivists Listserv. The Roundtable will also disseminate information about its work through the SAA website, the WAR Web page, and other electronic communication.

#### **VII. Roundtable Leadership & the Council**

As appropriate, WAR leadership may meet with Council representatives to discuss matters of mutual concern.

#### **VIII. Amendments**

Amendments to the Bylaws may be made by majority vote of the ~~steering committee~~ Roundtable.

**Support Statement:** The revisions are consistent with SAA's policies and procedures.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

Move: McCrea

Second: Frusciano

PASSED (unanimous).

#### **K. Appoint Members to Fellows Selection Committee**



At its winter meeting each year, the SAA Council elects three individuals to serve on the Committee on the Selection of SAA Fellows. The Committee is composed of the five most recent past presidents of the Society and three Fellows who are elected by the Council. Past presidents, current members of the Council, and Society staff members are not eligible for election. It is permissible for elected Fellows to serve on the Committee more than once.

#### **MOTION 14**

**THAT Christopher Prom, William Wallach, and Peter Wosh be elected to serve on the 2012 Committee on the Selection of SAA Fellows.**

**Support Statement:** Prom, Wallach, and Wosh are well-qualified to serve in this important capacity.

**Fiscal Impact:** None.

Move: McCrea

Second: Landis

PASSED (unanimous).

#### **L. Other Action Items**

Beaumont noted that she and Immediate Past President Helen Tibbo had communicated with representatives of the Institute of Museum and Library Services about that agency's interest in considering a proposal to fund a planning grant for the next iteration of "Archival Census and Education Needs Survey in the United States" (A\*CENSUS). The purpose of the grant would be to bring together relevant stakeholders to discuss what should be included in the next survey and, to the extent possible, begin work on a research instrument that would update and enhance A\*CENSUS. She sought permission from the Council to pursue the planning grant. The Council discussed the potential benefits to the profession of conducting a second census as well as financial implications, including staff and volunteer time to complete the grant proposal.

#### **MOTION 15**

**THAT staff be charged to draft and submit to the Institute of Museum and Library Services, by the deadline of February 1, 2012, a proposal for funding of a planning grant to prepare for the next iteration of "Archival Census and Education Needs Survey in the U.S." (A\*CENSUS).**

Move: Landis

Second: Felker

PASSED (Yes: Baxter, Cline, Dooley, Felker, Frusciano, Landis, McCrea, Meissner, Richardson, Theimer. No: Kaplan.)

## **M. Executive Session**

The Council held an executive session to discuss the executive director's performance evaluation.

## **IV. DISCUSSION ITEMS**

### **A. Annual Review of Equal Opportunity/Nondiscrimination Policy**

The SAA Council reviewed the Equal Opportunity / Non-Discrimination Policy and made no changes.

### **B. ANSI Membership**

The Council had charged the Standards Committee to investigate the potential costs and benefits of becoming a member of the American National Standards Institute (ANSI) so that SAA-developed standards could also be certified as official ANSI standards. Standards Committee Co-chair Marcy Flynn presented her research in a written report. The Council noted that an ANSI membership would involve SAA with other industry standards, provide more direct access to policy makers in institutions, and promote SAA standards to a larger audience. However, based on its perception that SAA's standards do not necessarily match the scope of ANSI membership and its concern that SAA does not have the financial or staff resources to participate, the Council decided not to pursue the matter. The Council thanked Flynn for her work.

### **C. "Summit" Meeting with Regional Archival Organizations in 2012**

Trinkaus-Randall's written report summarized his research and discussions with the presidents of several regional organizations about the possibility of convening a Regional Summit at the SAA Annual Meeting in San Diego in 2012. Based on the positive response to the notion of a Summit at which organizations might discuss opportunities for collaboration and cooperation, the Council decided to move forward with plans for the meeting. Three Council members (Trinkaus-Randall, Baxter, and Meissner) will join three members appointed by the Society of California Archivists (the "local regional") to form a task force that will issue invitations and develop an agenda and organizational plan for the Summit, scheduled for Wednesday, August 8, noon to 5:00 pm, at the San Diego Hilton Bayfront.

## **MOTION 16**

**THAT SAA convene a Summit of Regional Organizations and SAA at the 2012 SAA Annual Meeting in San Diego to discuss areas in which the regional organizations and SAA might collaborate and cooperate for the benefit of all involved and for the benefit of the members of the archival profession at all levels.**

**Support Statement:** Convening a Summit of Regional Organizations and SAA to begin a serious discussion of ways in which SAA and the Regionals can collaborate and cooperate in providing services to their respective members will benefit all involved, but most of all the members of the archival profession. This Summit will widen the lines of communication among these groups and further the opportunities for collaborative activities in the future. No one group can do it all. By working collaboratively and cooperatively, more can be accomplished and more archivists will benefit in the end.

**Fiscal Impact:** The potential fiscal impact of hiring a facilitator may be mitigated by approaching archivists who have facilitation skills and who are active in SAA and in their respective regional organizations.

Move: Meissner

Second: Felker

PASSED (unanimous).

#### **D. Policies and Procedures for Sections and Roundtables**

In mid-December several Council members became aware that two petitions for new roundtables would come before the Council at its January 25–27 meeting (see agenda items III-H-1 and III-H-2). An online discussion of roundtable formation, benefits, requirements, and policies and procedures ensued, prompting the Council to examine SAA’s policies and procedures related to sections and roundtables. The Council agreed to review in greater detail the policies and procedures that now exist and have a more informed discussion in June 2012. In addition, the group agreed that all newly drafted or revised roundtable and section bylaws must be approved by the Council following adoption at the component level.

#### **MOTION 17**

**THAT the SAA Council approve all Section bylaws (or substantive revisions to them) and all Roundtable bylaws (and substantive revisions to them, where the Roundtable has bylaws) following adoption of the proposed bylaws (or revisions) at the component level.**

**Support Statement:** Requiring that bylaws and bylaw revisions be submitted to the Council for review and approval ensures that these foundational documents are in compliance with SAA’s constitution and bylaws and that they are documented in the records maintained by the Society.

**Fiscal Impact:** Staff time to review bylaws documents; Council members’ time to discuss them at Council meetings or online.

Move: McCrea

Second: Landis

PASSED (unanimous).

### **E.1. Annual Meeting Planning: Leadership Orientation and Forum**

Council members discussed positive and negative feedback received from past offerings of the Leadership Orientation and Forum, the structure of which has varied significantly from one year to the next. The group concluded that it would be best for Council liaisons to seek feedback from their assigned group leaders about what they think would be most beneficial in a Leadership Forum. Trinkaus-Randall and Dooley will compile that feedback and draft an agenda for Council review and discussion no later than June 2012.

### **E.2. Annual Meeting Planning: New Member/First-Timer Orientation and Forum**

The Council discussed the New Member/First-Timer Orientation, noting that the timing and structure of the 2011 event (on Wednesday evening) seems to have been better received than the past schedule (early Thursday morning). Because the event is the responsibility of the Membership Committee, the Council agreed to make suggestions to the Committee regarding developing a handout and involving SAA Fellows in the event.

### **E.3. Annual Meeting Planning: Findings from the 2011 Social Media Forum**

Kaplan referred to page 7 of an item on the reports agenda, V.P. CTWG, indicating that findings from the 2011 Social Media Forum would be discussed in the context of the Communications Technology Working Group's report.

### **E.4. Annual Meeting Planning: Roundtable Meetings**

This item was covered in Agenda Item IV.D.

### **E.5. Annual Meeting Schedule**

Responding to Beaumont's request for feedback on the draft schedule, the Council discussed the need for and timing of its Saturday meeting; reviewed proposed changes in the scheduling of receptions; suggested that presentation of SAA awards be split up among a number of occasions (plenaries, Expo Hall opening, and Awards Ceremony); proposed a revision in the Saturday schedule (including elimination of the Closing Plenary in favor of considering a pre-taped video of the address to made available to all members via the SAA website); and reviewed the slate of proposed lunchtime forums on Thursday. Given the repetitive nature of Council liaison and Program Committee reports to Sections, Roundtables, and appointed groups, Council members recommended that those reports be eliminated and that component leaders be provided with bullet points summarizing the Council and Program Committee communications.

## **F. Incentives for Members of Regional Organizations to Attend SAA Annual Meeting**

In a written report, Baxter asked the Council to continue a discussion that began online in late 2011 about creating an incentive for western regional archives association members to attend SAA's 2012 Annual Meeting in San Diego. The Council encouraged staff to develop and implement a promotion plan targeting members of western regional organizations, with the goals of boosting meeting attendance and promoting SAA membership.

#### **MOTION 18**

**THAT SAA offer, for the 2012 Annual Meeting in San Diego, a promotional incentive targeting members of western regional archives associations.**

**Support Statement:** Offering a promotional incentive to members of western regionals may serve to boost meeting attendance and SAA membership while encouraging regional participation.

**Fiscal Impact:** To be determined.

Move: Meissner

Second: Landis

PASSED (unanimous).

#### **G. Provision of Conference Attendee E-mail Addresses to Exhibitors**

A small number of 2011 conference attendees complained, via Facebook or Twitter posts or email messages to Beaumont, when they received several promotional e-mail messages from Annual Meeting exhibitors and sponsors before and during the conference. Currently SAA members have two choices for opting out of messages: they may decline to receive *e-mail* announcements from SAA and they may decline to receive *mailed* promotional offers from external archival organizations and/or vendors. These options co-mingle two variables: message *medium* (e-mail and postal mail) and message *source* (SAA and others). The Council discussed how these preferences could be configured to address member objections to receiving promotional e-mails from vendors while retaining SAA's ability to communicate with members and to provide a benefit to exhibitors.

#### **MOTION 19**

**THAT SAA's member database be reconfigured to redefine the two current opt-out preferences to: 1) allow members to opt out of promotional e-mail messages from SAA and 2) allow members to opt out of promotional mail and e-mail from external organizations and vendors.**

**Support Statement:** Reconfiguration of the database begins to address member objections to receiving promotional e-mail messages from exhibitors while retaining SAA's ability to communicate with members and to provide an expected benefit to

exhibitors. Staff will follow up to ensure that exhibitors do not abuse the “one-use-only” policy for mailing lists.

**Fiscal Impact:** No direct expense; minimal staff time to reconfigure database options.

Move: Meissner

Second: Frusciano

PASSED (unanimous).

## **H. Focus and Reporting of Communication Technology Working Group (CTWG)**

Council members reviewed Beaumont’s written report and Technology Strategic Priority Desired Outcomes #3 and #4 and discussed Kaplan’s summary of member feedback emerging from the 2012 Social Media Forum. Based on its earlier adoption of language describing Council Working Groups (see III.F.), the Council agreed that the CTWG should be disbanded with thanks and that a subgroup of the Council should develop recommendations for forming one or more groups charged with examining how SAA might best communicate with members using various technologies.

### **MOTION 20**

**THAT the Communication Technology Working Group be disbanded with thanks.**

**Support Statement:** The Communication Technology Working Group, in all its iterations since being formed as the Website Working Group in 2007, has completed its assignments with distinction.

**Fiscal Impact:** None.

Move: Felker

Second: Theimer

PASSED (Yes: Baxter, Cline, Dooley, Felker, Frusciano, Kaplan, Landis, McCrea, Meissner, Theimer. Abstain: Richardson.)

## **I. Council Exemplary Service Award Ideas**

The Council discussed an array of potential nominees for the Council Exemplary Service Award and Council resolutions.

### **J.1. Other Discussion Items: SAA’s Response to Hurricane Irene**

The Council discussed SAA’s levels of response to emergencies at the Annual Meeting, and specifically to an issue raised by an SAA member who attended the 2011 Annual Meeting and encountered difficulties returning to the east coast following Hurricane Irene. Staff agreed to work with the meeting planners to develop a loose set of

procedures to address member communication in the event of emergencies, including a natural disaster outside of the meeting site that might affect member lodging and travel.

## **J.2. Other Discussion Items: A&A List Volunteers**

Meissner (a second-year Council member) agreed to assist Cline (a third-year Council member) in monitoring the A&A List.

## **J.3. Second Posting of Council Materials**

The Council discussed whether the current policy requiring a three-day review period for Council members before Council meeting materials are made public is necessary or desirable. Council materials were posted in Drupal for the first time in January 2012, and the staff has learned that making materials available simultaneously to the Council and to the public would streamline the process using this technology. The Council saw no need for the three-day review period and directed staff to eliminate the moratorium for both the first and second postings of Council materials.

## **V. REPORTS**

### **V.A. Executive Committee**

*Report available at: <http://www2.archivists.org/governance/reports>.*

In a written report, Executive Committee Member Scott Cline reviewed the Council's interim actions since its August 2011 meeting:

- Encouraged members and component groups to review and comment on the International Council on Archives' Principles for Access to Archives (at <http://www.ica.org/9400/news-events/principles-for-access-to-archives-give-your-opinion-now.html>). (September - December 2011)
- Adopted the minutes of the August 22 and August 27, 2011, Council meetings (passed unanimously on October 12, 2011).
- Voted to endorse the International Council on Archives' Universal Declaration on Archives (passed unanimously on October 12, 2011).
- Reviewed and submitted edits to the Bureau of Labor Statistics' Occupational Outlook Handbook Profile for Archivists (October 20, 2011).
- Reviewed and provided feedback to staff regarding the Member Needs and Satisfaction Survey launched in January 2012. (October – December 2011)
- Discussed news related to the Occupy Wall Street library and archives and asked the Issues and Advocacy Roundtable to monitor the situation. (November 2011)
- At the request of National Historical Publications and Records Commission Executive Director Kathleen Williams, discussed individuals who might serve as SAA's representative on an NHPRC group charged to draft a new Report to the President that 1) will summarize the agency's progress since its last report in 1978, 2) describe current conditions and the challenges ahead, and 3) recommend future

actions and initiatives. John Fleckner was appointed as SAA's representative. (December 2011)

- Conducted an online discussion of proposed cuts in the FY 12 budget that were recommended by the staff, the Finance Committee, and subsequently the Executive Committee, and agreed that all proposed changes should be made. (December 6 – 8, 2011)
- Approved an application to establish an SAA Student Chapter at the University of Oklahoma (passed unanimously on December 28, 2011).

In addition, it was noted that Past President and Intellectual Property Working Group member William Maher represented SAA at the November 21 – December 2, 2011, meeting of the World Intellectual Property Organization's Standing Committee on Copyright and Related Rights, which convened to discuss a proposal for a treaty on exemptions for libraries and archives. SAA was granted NGO Observer status on the first day of the meeting, thus giving Maher an opportunity to deliver a brief [statement](#) on behalf of SAA (November 21, 2011, see SAA website, "Position Statements and Resolutions"). Maher's attendance at the WIPO meeting was supported in full by a grant from the Sloan Foundation.

#### **V.B. President**

*Report available at: <http://www2.archivists.org/governance/reports>.*

#### **V.C. Vice President / President-Elect**

*Report available at: <http://www2.archivists.org/governance/reports>.*

#### **V.D. Treasurer**

*Report available at: <http://www2.archivists.org/governance/reports>.*

#### **E. Staff**

*Staff reports, including those of the Executive Director, Membership, Education, Publications, Annual Meeting, and SAA Website Development, available at: <http://www2.archivists.org/governance/reports>.*

#### **V.F. American Archivist Editor**

*Report available at: <http://www2.archivists.org/governance/reports>.*

#### **V.G. Publications Editor**

*Report available at: <http://www2.archivists.org/governance/reports>.*

#### **V.H. Diversity Committee (Annual Report)**



*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.I. Diversity Committee / Native American Archives RT: Native American Protocols Forum Final Report**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.J. Standards Committee (Annual Report)**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.K. Membership Committee (Annual Report)**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.L. Committee on Archives, Libraries, and Museums (CALM) (Annual Report)**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.M. 2011 Program Committee**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.N. 2011 Host Committee**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.O. Intellectual Property Working Group (Annual Report)**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.P. Communication Technology Working Group**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.Q. Cultural Property Working Group (Annual Report)**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.R. Fundamental Change (Publications) Working Group**

*Report available at: <http://www2.archivists.org/governance/reports>.*

**V.S. Partnership for the American Historical Record Task Force**

Report available at: <http://www2.archivists.org/governance/reports>.

#### **V.T. 75<sup>th</sup> Anniversary Task Force (Final Report)**

Report available at: <http://www2.archivists.org/governance/reports>. The Council reviewed the report, confirmed that the Task Force's work was complete, and disbanded the group with thanks.

#### **MOTION 21**

**THAT the 75<sup>th</sup> Anniversary Task Force be disbanded with thanks.**

**Support Statement:** The 75<sup>th</sup> Anniversary Task Force has completed its assignment with distinction.

**Fiscal Impact:** None.

Move: Frusciano

Second: Landis

PASSED (unanimous).

#### **V.U. World Intellectual Property Organization Meeting Report**

Report available at: <http://www2.archivists.org/governance/reports>.

#### **V.V. Section / Roundtable Annual Reports (Compiled)**

Report available at: <http://www2.archivists.org/governance/reports>.

#### **V.W. Other Reports from Council Members / What Are You Hearing from Members?**

No other reports were received.

### **VI. COUNCIL BUSINESS**

#### **A. Review of January 2012 "To Do" List**

Council members reviewed the draft list of action items stemming from the meeting.

#### **B. Review of January 2012 Talking Points**

Council members reviewed the decisions made at the meeting.

#### **C. Adjournment**

The Council meeting was adjourned by general consent at noon.