**Date: July 27, 2017**

**Name of Section/Roundtable: Architectural Records Section (becoming Design Records Section)**

**Officers**

**Co Chairs:** Samantha Winn, Aliza Leventhal (outgoing)

**Steering Committee:** Joanna Groberg, Suzanne Noruschat (outgoing), Tricia Gilson, Tim Walsh

**Report from annual meeting:**

Number of attendees: 75

Election results:

Kate Neptune

Junior Co-Chair, 2017-2019

Project Processing Assistant

Harvard Planning Office

Property Information Resource Center

Harvard University

Pamela Casey

Steering Committee Member, 2017-2020

Architectural Archivist

Avery Drawings & Archives

Columbia University

Approved referendum to revise standing rules, including name change

**Summary of meeting activities:**

Following updates from Council Liaison Courtney Chartier, the Architectural Records Section hosted a series of presentations from section members Tricia Gilson, James Hanks, Elizabeth Muller, Nicole Greenleaf, and Adria Seccareccia. Co-Chair Aliza Leventhal shared an update from the CAD/BIM Taskforce, including a new software glossary and takeaways from a survey of practitioners. Eric Witter of Princeton shared his research outcomes following a survey of document management and records retention practices used by facilities staff at 13 American universities. Joanna Groberg spoke with the Section about organizing a hands-on CAD workshop to coincide with SAA in 2018.

**Completed projects/activities:**

The Steering Committee has continued to support and, as necessary, help steer the CAD/BIM Task Force’s work to research, innovate, and publish solutions for preserving born-digital design records. As part of this, the discussion around adjusting the scope of the section’s focus from architectural to broader design records ended in the proposed alteration to the section’s guidelines. This alteration was voted on by members in the 2017 ballot.

The CAD/BIM Taskforce followed up on the 2016 survey around born-digital design software and files to collect qualitative data about the experience archivists have had with the digital materials in their collections thus far. The results of those 13 interviews were shared at SAA’s research forum.

**Ongoing projects/activities:**

Under guidance from the CAD/BIM Taskforce, the Section continues to dedicate resources to addressing digital design records issues. In the coming year, the Section will continue to support CAD/BIM Taskforce strategic priorities:

* Create a shared resource, such as a glossary,that will cover commonly encountered digital design file formats and software
* Keeping a pulse on collections of digital design software and files

**New projects/activities:**

* Developed a comprehensive software glossary for CAD/BIM preservation
* Address FAQ topics to lower the barrier to engagement with digital design records

**Initiatives associated with the 2014-2018 Strategic Plan:**

**SAA Strategic Plan**

*Goal 1: Advocating for Archives and Archivists  
1.2 Educate and influence decision makers about the importance of archives and archivists.*  
We would like to collaborate more with record creators to create standards for the digital files they create, specifically standards for preservation worthy files for deposit in archives.

*Goal 2: Enhancing Professional Growth*

*2.2 Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.*

Continue to cultivate partnerships with key SAA sections and allied organizations. Seek out and plan professional development opportunities for section members

*Goal 3: Advancing the Field*

*3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.*

Promote research and publications by section members with extensive subject expertise. Establish alliances with design records partners outside of SAA (includes: Software Preservation Network,Society of Architectural Historians, American Institute of Architects (AIA), Committee for the Preservation of Architectural Records (COPAR), the Architecture Section of the Art Library Society of North America (ARLIS), Association of Architecture School Librarians (AASL), and the International Confederation of Architectural Museums (ICAM).

*Goal 4: Meeting Members' Needs*

*4.2. Create opportunities for members to participate fully in the association.*

The Section continues to examine the potential for a workshop between archivists and architects/record creators for 2019, specifically to further foster a collaborative working relationship to preserve these records and to train archivists on how to utilize the design software used to create these records.

**Questions/concerns for Council attention:**