

**Society of American Archivists
Diversity, Equity, Inclusion, and Accessibility (DEIA) Work Plan**

**DRAFT – August 2021
Call for Member Comments**

The SAA Council seeks member comment on a work plan for Diversity, Equity, Inclusion, and Accessibility (DEIA). The goal of this work plan is to incorporate DEIA and cultural competency into all aspects of SAA’s work, taking into account SAA’s Strategic Plan (2020–2022) and informed by existing goals and strategies developed by component groups.

Learn more and submit comments/feedback by Friday, September 24 at:
<https://www2.archivists.org/news/2021/call-for-member-comments-saa-work-plan-on-deia>.

1. RECRUITMENT AND RETENTION	
GOAL: Ensure practices support hiring and retention of a diverse archival workforce. Publish guidance and recommendations for archives and archivists to use at their repositories and places of employment.	
WHY: Hiring, supporting, and retaining BIPOC archives workers is the highest priority. This includes a wide range of outreach, including for K–12 and undergraduate students as well as at the graduate level. Equity is a concern, and SAA should contribute to transparency in the recruitment process (including requiring pay scales in job postings) and advocating for a living wage for all archivists. Community building at the local/organizational level should be addressed, archives workers should be hired into supportive and inclusive communities where they can thrive at and outside of work.	
Strategy 1	Task/Action Title
1.1	Salary reporting and inclusive job descriptions
	-require salary reporting on SAA job board [COMPLETED]
	-research and develop guidelines for appropriate (and aspirational) salaries for archival workers

	-develop and distribute guidelines for creating inclusive job descriptions and posting
	[-add additional line items as necessary]
1.2	Contingent labor and pathways to a secure career
	-review and adopt recommendations regarding contingent labor based on existing documentation
	-develop guidelines and best practices for making diversity fellowships a pathway to a secure career
	-research pathways to a secure career as an archivist or archival worker that doesn't require higher education credentials
	[-add additional line items as necessary]
1.3	Conduct A*CENSUS on a regular schedule
	[-add additional line items as necessary]
1.4	Provide/increase financial support for BIPOC archives workers
	-increase funding for Mosaic scholarships
	-provide support for a Mosaic scholarship network to build community among recipients
	-increase number of Mosaic scholarship recipients, and amount given for each recipient
	-create plan to retain Mosaic scholarship recipients as SAA members and archival workers
	-explore other ways to financially support BIPOC archives workers
	-strategy for retention of Mosaic scholars within SAA and the profession
	-support for Indigenous archival workers through NAAS, and work with ATALM to identify what's needed + partnering with them on implementation strategies
	-see 4.2
	[-add additional line items as necessary]
1.5	Recruit diverse students into the profession
	-work with grad and undergraduate programs and high schools to recruit diverse students into the profession
	-develop outreach programs for these audiences: grad, undergrad, high school
	-develop manager training on how to assist BIPOC staff in navigating PWIs
	-ensure grad programs are aware of SAA's Best Practices for Internships as a Component of Graduate Archival Education

	[-add additional line items as necessary]
1.6	Provide archives workers and archival organizations resources for community building
	-work with HR or organizations in the community to provide new hires with local guides promoting and showcasing BIPOC owned businesses and services (e.g., Black Pages)
	-pilot and/or create guidance for creating affinity or employee resource groups that bring together archives workers who share cultural commonalities
	-create training for archivists on community building/asset based development
	[-add additional line items as necessary]

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2. STRUCTURAL BARRIERS	
GOAL: Examine and eliminate structural barriers that exist within SAA, so that leadership represents membership. Design inclusive and accessible spaces for members, both physical and digital.	
WHY: Leadership, hiring committees, and panelists at our annual meetings should be as diverse as our membership. The services we provide should be inclusive and accessible to our membership.	
Strategy 2	Task/Action Title
2.1	Include consideration of equity and inclusion when determining membership costs.
	-collect data on compensation that includes race and disability status as a demographic dimension
	-investigate membership dues model - away from income-based, taking into account student loans, debts, etc.
	[-add additional line items as necessary]
2.2	Address the issue of predominantly white leadership.
	-research and implement models in use at other organizations
	-focus on recruitment and retention of BIPOC, LGBTQIA, and disabled members - with the Membership Committee, design a strategy for recruiting and retaining a diverse membership
	-eliminate "for life" positions within SAA component groups
	-examine guidelines and process for SAA fellows nomination and award to ensure it is inclusive of all members
	[-add additional line items as necessary]
2.3	Revise calls for participation in conferences and publishing opportunities to be more inclusive.
	-implement new guidelines for annual meeting panels (no all white or panels; encourage single papers that can be placed with panels missing a broad range of perspectives)
	-encourage/offer networking and/or affinity groups model for members (i.e. member resource groups/networks)
	-develop a mentorship program specific to publishing (w/ SAA)
	[-add additional line items as necessary]
2.4	With the Membership Committee, identify inclusive and supportive services for members.
	-see 1.6; 2.7

	-empower the Host Committee to implement inclusive and supportive services at physical and virtual venues at annual meetings
	-encourage/offer networking and/or affinity groups model for members (i.e. member resource groups/networks)
	-focus on recruitment and retention of BIPOC, LGBTQIA, and disabled members - with the Membership Committee, design a strategy for recruiting and retaining a diverse membership
	-develop a new member onboarding program with DEIA focus
	-implement new member cohort program for connection and networking
	[-add additional line items as necessary]
2.5	Transparent and inclusive planning and leadership.
	-implement diversity statements as a requirement for SAA leaders [COMPLETE]
	-implement a more inclusive strategic planning process
	[-add additional line items as necessary]
2.6	Provide more local and regional opportunities for participation
	-examine annual meeting model and provide recommendations for accessible (physically and financially) meeting cadence and location
	-host or partner on joint meetings, pop-ups, and other outreach efforts with regional, local, and allied professional organizations
	[-add additional line items as necessary]
2.7	Ensure physical and digital spaces and services are inclusive and accessible, considering learning styles and abilities, physical/sensory and cognitive abilities, and lived experiences
	-explore WCAG 2.0/2.1 compliance for SAA website
	-provide accessibility guidance to component groups for microsites and other websites and services
	-ensure SAA-developed communications, presentations, publications, and education programming is accessible and inclusive
	-provide guidance, in the form of best practices, to presenters to improve presentation accessibility
	[-add additional line items as necessary]

3. DEI TRAINING AND EDUCATION FOR ARCHIVES WORKERS	
GOAL: Develop and offer DEI training for members and incorporate issues of equity and inclusion in all course and certificate offerings.	
WHY: The work of inclusion is both personal and institutional. We want to provide resources to archives workers that ensure they can make changes to discover their own bias, and help push the profession forward.	
Strategy 3	Task/Action Title
3.1	Review SAA’s educational offerings, and ensure that courses and certificates cover issues of diversity, equity, inclusion, accessibility, community building, anti-racism, and trauma-informed archival practice
	[NOTE, this has been identified by the Diversity Committee as a desired first step/set of actions]
	-establish ongoing review of course offerings via course evaluation forms and regular audits
	-hire an outside reviewer to evaluate current SAA educational offerings and establish courses that address cultural humility
	-offer free webinars that advance cultural humility
	-offer free webinars that guide members through evolving professional standards
	-explore adding a DEIA course program
	-see 4.4
	[-add additional line items as necessary]
3.2	Provide easy access to existing resources for archivists on these issues.
	-create a core reading list and advocate inclusion of those same resources on ACA reading list and exam
	-facilitate discussion, learning, and accountability groups
	-develop an anti-racism toolkit geared towards archivists
	-create a train the trainer program for DEIA and anti-racism curriculum
	[-add additional line items as necessary]
3.3	DEIA foundations training for SAA staff and leadership
	[-add additional line items as necessary]

3.4	Advocate for DEIA informed curriculum at graduate archival programs
	-work with programs to include DEIA and cultural competency programming/training as part of curriculum
	-provide toolkit for students to start conversations with administration/faculty and/or form resource or affinity groups
	[-add additional line items as necessary]

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4. ARCHIVAL PRACTICE	
GOAL: Ground our core archival practice in DEI principles.	
WHY: Our collecting and descriptive practices should represent our DEI work and re-center the narrative within our collections by fostering relationships with the communities in which we work, revisiting legacy description, and contextualizing the historical record.	
Strategy 4	Task/Action Title
4.1	Support critical reexaminations of descriptive practices and language used for description, narratives, and exhibits. Promote inclusive language.
	-create or endorse guidance or best practices reparative description
	-create or endorse guidance or best practices for public service audits
	-ensure new and existing standards are evaluated for biased and harmful language and/or practices and revised accordingly
	-create new/revise existing standards related to DEIA in consultation with the SAA Diversity Committee
	-create training or guidance on advocating with funders (institutional or donor) to support community building projects and other types of inclusive outreach
	[-add additional line items as necessary]
4.2	Build and sustain relationships with BIPOC communities to better support community archives.
	- SAA Foundation grant for community archives fellow program (or another sponsor or funder)
	- Funding that supports archival projects that do not require an archivist on staff, which is a barrier for many community archives to qualify for existing funding
	- create resource toolkit ("backpack") for community archives
	-build strategies for the direct and undirected support of memory workers in community settings
	-See 1.6
	[-add additional line items as necessary]
4.3	Support post-custodialism, radical empathy, communication, and ethics in collecting.
	-offer trainings and educational offerings on these topics to membership
	-develop and/or endorse standards, guidelines, or best practices on these areas/topics

	-create training or guidance on advocating with funders (institutional or donor) to support community building projects and other types of inclusive outreach
	-See 1.6
	[-add additional line items as necessary]
4.4	Address the shortcomings of archival description and the presence of bias.
	-create a statement/guidelines/best practices that address the shortcomings of archival description and the presence of bias.
	-promote and encourage the use of this statement publicly, on archival description/finding aids
	[-add additional line items as necessary]
4.5	Address the shortcomings of archival collecting and the presence of bias.
	-create a statement/guidelines/best practices that addresses the shortcomings of archival collecting and the presence of bias.
	-promote and encourage the use of this statement publicly, on archival accession records and in donor agreements.
	[-add additional line items as necessary]
4.6	Create guidance on inclusive reference/reading room practices
	-promote and encourage the adoption and use of these practices
	[-add additional line items as necessary]