

**Society of American Archivists  
Council Meeting  
February 1, 3, 2023  
Virtual Meeting**

**Crisis, Disaster, and Tragedy Response Working Group: Update  
“Documenting in Times of Crisis: A Resource Kit”**

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**BACKGROUND**

The Crisis, Disaster, and Tragedy Response Working Group (Working Group) is charged with maintaining and updating SAA’s Documenting in Times of Crisis: A Resource Kit (Resource Kit). Responsibilities for maintaining the Resource Kit include ensuring continuous review of the tragedy response toolkit, developing and soliciting contributions for new resources, and updating as appropriate. As charged, the Working Group is recommending changes/additions to the Resource Kit.

Since its inception in 2019, the Working Group has engaged in the continuous review of the Resource Kit for needed immediate updates (such as fixing broken links) as well as the updating/revision of resources in response to changing practices and current needs of archivists, allied cultural heritage professionals, and their communities in times of tragedies, disasters, or other crises. In addition to conducting a thorough review of new resources in the areas of crisis collecting, the Working Group has been informed by the requests being made to them by individuals processing and documenting tragedies great and small. Through this ongoing review, the Working Group has noted the need to update the Resource Kit, through the inclusion of new resources in two sections: (1) Digital Content, and (2) Emotional Support.

**DISCUSSION**

The Working Group proposes three additions to the toolkit to provide additional useful resources to archivists and communities.

First, Documenting the Now (<https://www.docnow.io/>), a project developing open source tools for ethical collection and preservation of web data, provides Toolkit readers thoughtfully-created options to collect Twitter posts related to events. It complements the Guidelines for Twitter Captures and can be used in conjunction with the forms and templates currently in the Toolkit.

Second, the Australian Society of Archivists’ course “A Trauma-Informed Approach to Managing Archives” (<https://www.archivists.org.au/events/event/a-trauma-informed-approach-to-managing-archives>) is a self-directed course that several members of the Working Group have

taken and found helpful. Unlike some of the resources in the Toolkit which are focused on immediate need or response, this course helps individuals and organizations cultivate a better practice as preparation.

Third, the Emotional Support Guides

([https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/6082cc7ff587f165d92a9258/1619184767375/ARA\\_Emotional\\_Support\\_Guide\\_1.pdf](https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/6082cc7ff587f165d92a9258/1619184767375/ARA_Emotional_Support_Guide_1.pdf),

[https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/6082cc8a1641f833512a1f2f/1619184778323/ARA\\_Emotional\\_Support\\_Guide\\_2.pdf](https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/6082cc8a1641f833512a1f2f/1619184778323/ARA_Emotional_Support_Guide_2.pdf),

[https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/6082cc962a639259dd4250f2/1619184790816/ARA\\_Emotional\\_Support\\_Guide\\_3.pdf](https://static1.squarespace.com/static/60773266d31a1f2f300e02ef/t/6082cc962a639259dd4250f2/1619184790816/ARA_Emotional_Support_Guide_3.pdf)) created by the Archives & Records

Association of the UK & Ireland provide clear, actionable steps aimed at three distinct scenarios in archives organizations. They complement the existing list of resources as well as the Australian course also recommended for addition.

## **RECOMMENDATION**

**THAT Documenting in Times of Crisis: A Resource Kit webpage sections “Digital Content” and “Emotional Support” be updated as follows (*underline = addition*):**

### **Digital Content**

#### **Digital Submissions Terms and Conditions**

Template text to use when allowing digital content submissions.

#### **Digitization Guidelines Bibliography**

Bibliography of resources is provided for consultation when undertaking a digitization project.

#### **Documenting the Now**

Open source tools for collecting, using, and preserving publicly available web and social media content with a focus on centering communities and supporting ethical practice.

#### **Guidelines for Twitter Captures**

Offers short descriptions and links to existing (as of Fall 2018) best practices and guidelines.

#### **Web Content Crawling/Archiving Permission Form**

Form for use by site owners identified by a repository granting said repository permission to archive web content on the site.

### [Web Content Crawling/Archiving Permissions Templates](#)

Three templates that provide notification to website owner/creator to inform of intent to crawl and provide public access when legally possible.

### [Website Archiving Nomination Form](#)

Allows community members to nominate websites for content crawling.

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## **Emotional Support**

*Resources and ethical considerations when working with trauma-based collections.*

### [Australian Society of Archivists course “A Trauma-Informed Approach to Managing Archives”](#)

Self-directed online course to assist archivists and organizations in implementing a trauma-informed approach to work and services.

### [Grief, Trauma, and Self Care Resources](#)

Guidelines for responsibilities of managers and supervisors, tips for administration support, and links to national resources that may be helpful.

### [New Zealand Psychological Society, Emergencies and Traumatic Events Resources](#)

Links directly to resources on the impact of trauma and building resiliency for individuals, parents, teachers, supervisors and colleagues.

### **UK & Ireland Archives & Records Association Emotional Support Guides**

Guides to prepare and support archivists working with disturbing content and guide managers supervising archivists in that work.

[Emotional Support Guide One](#)

[Emotional Support Guide Two](#)

[Emotional Support Guide Three](#)

**Support Statement:** Inclusion of additional resources to the Digital Content and Emotional Support sections of the SAA’s [Documenting in Times of Crisis: A Resource Kit](#) would expand the Society’s efforts in providing current and timely information, assistance, and support to those collecting in the times of crisis.

**Impact on Strategic Priorities:** Additions to SAA’s [Documenting in Times of Crisis: A Resource Kit](#) would assist in achieving Goal 3: Advancing the Field and Goal 4: Meeting Members’ Needs of the Society’s Goals and Strategies.

**Fiscal Impact:** Adoption of the motion to make changes to the online Resource Kit would have negligible fiscal impact.