

**Society of American Archivists  
Council Meeting  
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**Technical Subcommittee on *Describing Archives: A Content Standard*: Request to Update the Standing Rules**

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TS-DACS is requesting to update the language of Section II of the Standing Rules, “Committee Selection, Size, and Length of Term,” as published at <https://www2.archivists.org/governance/handbook/section7/groups/Standards/TS-DACS> .

**BACKGROUND**

The purpose of the requested updates is to

1. bring the list of ex officio members of TS-DACS in line with actual practice and
2. expand the size of the subcommittee to be commensurate with the scope of its responsibilities.

**DISCUSSION**

**Update ex officio membership**

To ensure the continuity of the subcommittee’s work over time and facilitate its strong communication with the Standards Committee, TS-DACS requests that the following roles be added to the list of ex officio members. This change will recognize lived practice, as both have been attending the TS-DACS meetings for years:

- Immediate past co-chair of TS-DACS
- Standards Committee Liaison to TS-DACS

TS-DACS further requests that the following roles be removed from the list of ex officio members of TS-DACS, since in practice they communicate through and attend the meetings of the Standards Committee, rather than TS-DACS:

- Society of American Archivists’ representative to Committee on Cataloging: Description and Access (CC:DA)
- Society of American Archivists’ representative to the MARC Advisory Committee

**Expand the size of the subcommittee**

The volume of work of TS-DACS is such that the current size of the all-volunteer subcommittee is insufficient to address all tasks on deck in a timely manner.

All members of the subcommittee serve on one or more of the 5 subgroups (Change requests; Documentation; Communication and Outreach; Education; Companion Standards) while also being expected to make significant contributions to the ongoing revision of DACS, plan community meetings, and respond to community feedback.

It has been especially challenging to tackle major updates to DACS, which require a significant and sustained time commitment.

TS-DACS requests to expand the subcommittee to ten regular members, in addition to two co-chairs.

## **RECOMMENDATION(S)**

### **Support Requested from Council**

In consultation with SAA Standards, TS-DACS asks to re-word Section II of the Standing Rules as follows:

The technical subcommittee shall be composed of ten regular members and two co-chairs. All members shall be appointed by the SAA Vice President / President-Elect for staggered three-year terms so that a minimum of two individuals are appointed by the Vice President each year. All members must demonstrate significant knowledge of and experience with archival description generally, and with DACS specifically.

All members of TS-DACS shall be recommended by the Standards Committee for appointment by the SAA Vice President. The chair(s) will be selected from existing TS-DACS membership and appointed for a three year term. The chair(s) and members of TS-DACS may be reappointed for one consecutive term.

Ex officio members of the Technical Subcommittee on DACS shall include the following if they are not regular members of the subcommittee:

Immediate past co-chair of TS-DACS;  
Co-chairs of the Standards Committee;  
Chair of the Description Section;  
Standards Committee Liaison to TS-DACS

### **Impact on Strategic Priorities:**

Action on this item is consistent with the following items from the Strategic Priorities:

- 1.4. Strengthen the ability of those who manage and use archival materials to articulate the value of archives.
- 2.2. Provide content, via education and publications, that reflects the latest thinking and best practices in the field.
- 3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.
- 3.2. Foster and disseminate research in and about the field.
- 4.1. Facilitate effective communication with and among members.

**Fiscal Impact:** No fiscal impact.