

**Society of American Archivists
Council Meeting Minutes
May 16-17, 2017
SAA Headquarters, Chicago, Illinois**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes, but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see the SAA website.

President Nancy McGovern called the meeting to order at 8:35 a.m. on Tuesday, May 16. Present were Vice President Tanya Zanish-Belcher; Treasurer Cheryl Stadel-Bevans; Executive Committee Member Rachel Vagts; Council members Amy Cooper Cary, Courtney Chartier, Pam Hackbart-Dean, Bergis Jules, Kris Kiesling, Erin Lawrimore, Michelle Light, and Bertram Lyons; and SAA Executive Director Nancy Beaumont, Education Director Kara Adams, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Web and Information Systems Administrator Matt Black, and Governance Coordinator Felicia Owens.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

McGovern introduced the agenda. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Stadel-Bevans moved adoption of the agenda as revised, Kiesling seconded, and the agenda was adopted unanimously (**MOTION 1**).

B. Status of Council Action List

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

II. CONSENT AGENDA

Jules asked that item II.C.1. Committee on Public Policy Issue Brief: Police Mobile Camera Footage as a Public Record be moved to the Action Agenda for further discussion.

The following items (II.A., II.B., II.C.2., II.C.3., II.D., II.E., and II.F.) were adopted by consent (**MOTION 2**).

Move Consent Items: Zanish-Belcher

Second Consent Items: Stadel-Bevans

Vote: PASSED (unanimous)

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between January 31 and May 5, 2017, be ratified:

- Published a [statement](#) addressing the Trump administration’s Executive Order Restricting Entry into the United States by Individuals from Seven Muslim-Majority Countries. (January 31, 2017)
- Adopted the [February 6, 2017, Council conference call meeting minutes](#). (February 23, 2017)
- Adopted revisions to the SAA Governance Manual Section IX. Sections and approved a plan to restructure the governing documents for member affinity groups. (See Appendix.) (May 5, 2017)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between February 9, 2017, and March 28, 2017, be ratified:

- Signed on to a [letter](#), drafted by OpenTheGovernment.org, requesting that the Office of Management and Budget “issue guidance to federal agencies reminding them that they are required under the Paperwork Reduction Act to give public notice before removing online government information.” (February 9, 2017)
- Approved release of a letter to Indiana Governor Eric Holcomb regarding funding and facility issues for the Indiana Archives and Records Administration storage facility. (See Appendix) (March 14, 2017)
- Signed on to a [letter](#), drafted by OpentheGovernment.org, to Department of Homeland Security Secretary John Kelly and Attorney General Jeff Sessions regarding data provisions in the recent executive orders related to immigration and refugees. (March 16, 2017)
- Approved a [letter](#), drafted by SAA’s Intellectual Property Working Group, to the U.S. House and U.S. Senate Judiciary Committees regarding HR-1695, legislation that would remove the Register of Copyrights from the direction of the Librarian of Congress. (March 28, 2017)

C. Committee on Public Policy Issue Briefs

2. Declassification of Federal Records

THAT the following issue brief on “Declassification of Federal Records” be adopted.

Issue Brief: Declassification of Federal Records

SAA Position

The federal government should strive for the greatest possible openness when declassifying national security information, including when applying the automatic declassification provisions detailed in Executive Order 13526 (“Classified National Security Information Memorandum,” December 29, 2009).

When an automatic classification event has occurred, the duration of classification should be extended only under extraordinary and limited circumstances.

As part of their records management responsibilities, the National Declassification Center (NDC) and government agencies should support the declassification review process with adequate resources and the development of new technologies. SAA supports efforts to improve declassification and strengthen the NDC according to the following recommendations:

- Agencies should conduct mandatory consultations with the NDC before they prioritize records for declassification and transfer to the National Archives.
- Topic-based declassification should be used as the normal basis for declassification.
- The NDC should work with the public and agencies to create standard government-wide topics for declassification.
- The burden on agencies of automatic declassification should be reduced in support of such topic-based reviews.
- The NDC and agencies should end pass/fail determinations in declassification in favor of line-by-line review and specific redactions, thus enabling release of portions of documents rather than the withholding of entire documents.
- An expedited review option should be made available for subjects of high public interest being reviewed by the Interagency Security Classification Review Panel, and this option should be available in the Mandatory Declassification Review process.
- The NDC and agencies should work together to develop and improve declassification policies and procedures based on a risk management approach.
- The NDC and agencies should develop new technologies to assist and improve declassification review.
- A member of the public should be added to the Interagency National Declassification Center Advisory Panel.
- Congress should appropriate more funding directed to declassification for training, quality control, and development of technologies to assist and improve declassification review.
- The provisions of Executive Order 13526 should be given the force of law through the enactment of appropriate legislation.

In accordance with this position, SAA will:

- Advocate for pertinent legislation and development of appropriate agency regulations to streamline the declassification process, and will support NDC and other agencies in pursuit of these goals.
- Advocate for additional funding from Congress to improve declassification, especially in the areas of training, quality control, and technology to assist and improve declassification review.
- Work with other organizations concerned about declassification to improve the process and ensure timely access to government records.

The Issues

Historians, researchers, journalists, and the general public expect to have access to records of their government for purposes of historical research and government accountability. The National Archives and Records Administration (NARA) should be commended for creating the National Declassification Center in 2010 and significantly reducing the backlog of classified materials awaiting declassification review.

Despite the best efforts of NARA and NDC, however, the overall approach to and process for declassifying government information is inefficient and errs on the side of non-disclosure. Declassification is further complicated by the fact that significant variation exists across agencies in the processes and standards used to review records.

In 2009, President Obama signed Executive Order 13526, “Classified National Security Information Memorandum,” which required classifying authorities to establish a specific date or event upon which the information is automatically declassified. The Executive Order also stipulated that if a specific date or event cannot be determined, information should be marked for automatic declassification in either 10 or 25 years, depending on the nature of the material. This Executive Order further provides for “exceptional cases” in which the public interest outweighs the potential damage that might come from disclosure. In practice, however, such automatic declassification does not occur and agencies engage in lengthy, resource-intensive review. Furthermore, the Order in effect created an unfunded mandate and left it to individual agencies to fund declassification programs from within existing resources or seek additional budgetary appropriations. As a result, declassification programs are not always sufficiently resourced to carry out their responsibilities.

The Public Interest Declassification Board (PIDB), established in 2000, has consistently pointed to the need to adopt a government-wide technology strategy to manage classified records. In 2015 the PIDB established a technology working group at NARA, representing 14 Executive agencies and departments. According to the PIDB, most agencies have not implemented basic workflow applications to assist human review of classified information and lack the basic technological infrastructure to support automating the review process.¹

Declassification (and classification) comes at a cost. In the latest figures available (2015), the cost of declassification—the resources used to identify and process information that is subject to various declassification programs established by executive order or statute as well as discretionary declassification activities—was \$105.5 million.² The cost of classification management—the resources used to identify, control, transfer, transmit, retrieve, inventory, archive, or destroy classified information—was \$367.44 million.³ The total cost for security classification, which in addition to the costs already noted includes the costs for personnel, physical security, protection and maintenance for classified information systems, training, and other related costs, was \$16.17 billion.⁴ Costs have been rising steadily since 1997, when the total cost for security classification was \$3.37 billion.⁵ Streamlining the declassification process and increasing the use of technology could help bring down these costs.

Among the core values of archivists as defined by the Society of American Archivists on behalf of the archives profession are accountability and access and use: “In a republic ... 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.”⁶ Use is one of the tenets of archival ethics as well: “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.”⁷ Declassification plays an essential role in ensuring the access needed for open and transparent government as demanded by both our [Core Values of Archivists and Code of Ethics for Archivists](#).

[1] “The Importance of Technology in Classification and Declassification: A White Paper of the Public Interest Declassification Board,” June 2016.

[2] “2015 Report to the President,” Information Security Oversight Office, July 15, 2016, p.31-32.

[3] Ibid.

[4] Ibid, p.32.

[5] Ibid, p.34.

[6] <http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>.

[7] Ibid.

Additional Resources

Executive Order 13526, Classified National Security Information (2009). <https://www.archives.gov/isoo/policy-documents/cnsi-eo.html>

Office of the Director of National Intelligence, “Improving the Intelligence Community’s Declassification Process and the Community’s Support to the National Declassification Center,” December 2016.

https://www.dni.gov/files/documents/Newsroom/Reports%20and%20Pubs/CDA3-23-2015-Improving-the-IC-Declass-Process-and-IC-Support-to-NDC_Final.pdf

Office of the Director of National Intelligence, “Principles of Intelligence Transparency for the Intelligence Community,” February 2015.

<https://www.dni.gov/index.php/intelligence-community/intelligence-transparency-principles>

Open the Government coalition. <http://www.openthegovernment.org>.

Public Interest Declassification Board reports:

“Improving Declassification” report (2007). <https://www.archives.gov/declassification/pidb/improving-declassification.pdf>

“Transforming the Security Classification System” report (2012)

<http://www.archives.gov/declassification/pidb/recommendations/transforming-classification.pdf>

“Setting Priorities: An Essential Step in Transforming Declassification” report (2014)

<http://www.archives.gov/declassification/pidb/recommendations/setting-priorities.pdf>

“The Importance of Technology in Classification and Declassification” white paper (2016)

<http://www.archives.gov/declacation/pidb/recommendations/technology-whitepaper.pdf>

All sites were accessed on April 1, 2017.

Support Statement: This issue brief supports SAA’s Public Policy Agenda by providing members and other prospective audiences with SAA’s considered opinion on the topic of the declassification of federal records as it relates to ensuring government transparency and the public’s right to access government information found in archives.

Impact on Strategic Priorities: Addresses Goal 1: Advocating for Archives and Archivists, Strategy 1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society, 1.2. Educate and influence decision makers about the importance of archives and archivists, and 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.

Fiscal Impact: Approval of the issue brief does not commit SAA to expend funds on any particular advocacy effort at this time.

3. Federal Grant Funding for Archives

THAT the following issue brief on “Federal Grant Funding for Archives” be adopted.

Issue Brief: Federal Grant Funding for Archives

SAA Position

The Society of American Archivists encourages and supports robust federal funding for grants to archival programs to ensure that the historical record of our collective human experience is preserved and accessible for use by the American public, including teachers and students, scholars, scientists, family historians, the business community, and governments themselves.

SAA recognizes that public funding for archives has a critical impact on local communities and represents an excellent return on investment. Furthermore, federal funding is an indication to the private sector of the important role that archives serve in preserving essential aspects of our country’s social, political, scientific, and cultural heritage.

SAA supports the continued work of the National Historical Publications and Records Commission (NHPRC), the National Endowment for the Humanities (NEH), and the Institute of Museum and Library Services (IMLS) as the three leading federal entities that provide grants to archives and have a proven track record for cost-effective and meaningful use of taxpayer funds. Federal grants spur innovation and creativity in advancing best practices in archives, developing new technology, publishing historical documents, and connecting citizens to their records. Current funding is modest, yet it is vital to the cultural and economic health of the nation and cannot be substituted from private foundations or other sources.

In accordance with this position, SAA will:

- Advocate with Congress and the Administration for robust funding of federal programs that support archives.
- Advocate for the continued existence of the NHPRC, NEH, and IMLS as the three primary federal entities that provide funding to archives programs.
- Collaborate with allied organizations to support federal agencies that provide critical funding to archives programs.

The Issues

Archives are essential to ensuring that a complete and accurate record exists of America’s people, events, and history. They are the foundational information resource to which teachers, lawyers, scholars, scientists, government officials, business people, community groups, individual citizens, and countless others turn to assess the past, think critically about the present, and consider directions for the future. Just as this country is a union of states, our history is not one story but a blended series of narratives that together form the American experience. As federal funding comes from all 50 states, it is appropriate that it be used to ensure that those narratives survive for use by all citizens in all states.

Grants to archives and archival projects are a productive and positive investment of very modest federal funds. They ensure that documentation, especially in electronic form, is preserved and made accessible to

a wide array of users. These grants create jobs in archives, libraries, museums, historical societies, and other cultural heritage institutions, and they enable the purchase of goods and services in local communities. Visitors to archives spend tourism dollars on housing, food, and entertainment during their stay and further contribute to the local economy. The Council of State Archivists estimates that visitors to state archives alone contribute between \$2.5 million and \$5 million annually to local economies. Similarly, the U.S. Bureau of Economic Analysis estimates that the arts and cultural sector, in which archives serve a vital function, is a \$704 billion industry that represents 4.2% of the nation's GDP (as of 2013, the latest figures available).

Grant recipients typically are required to match federal funds up to 50 percent of the overall project budget. In this way, federal funding stimulates private support for archival projects and offers potential donors the incentive of doubling the impact of their contributions. Federal matching funds may not be released before third-party gifts have been raised. In this way, federal funding acts as a catalyst that cannot be substituted from private sources. Grants from the NHPRC, NEH, and IMLS catalyze private investment and enable archives to leverage these grants to attract additional private, local support.

The NHPRC, NEH, and IMLS have supported work in every state in the U.S., funding archival repositories within academic institutions, local and state governments, museums, and public libraries. Federal grants demonstrate a commitment on the part of the government—on behalf of the American people—to ensure that the nation's social, cultural, economic, scientific, and political experience is available to future generations. Without the leadership of these programs, Americans' understanding of our cultural heritage would be greatly diminished.

National Historical Publications and Records Commission

As the grant-making arm of the National Archives and Records Administration, the NHPRC is the only federal program that focuses solely on records programs and archival projects, and thus the only federal program that supports Americans' right and need to know both their heritage and the workings of their public offices. NHPRC has a distinguished record of supporting innovation at state and local levels that has a major impact on federal records. NHPRC provides opportunities for the American people to discover and use records that increase understanding of our democracy, history, and culture. During the past 40 years, NHPRC has awarded \$175 million in grants to more than 4,500 state and local government archives, colleges and universities, and other institutions and non-profit groups. Funds are used for various purposes—preserving historical records, digitizing collections, producing oral histories, publishing documentary editions, establishing new archives programs—to preserve and provide access to records of national impact and importance. These grants create jobs that make accessible records and documentary editions for use by classroom teachers, students, biographers, local historians, lawyers, genealogists, surveyors, documentary filmmakers, and many others.

National Endowment for the Humanities (NEH)

The National Endowment for the Humanities (NEH) is an independent federal agency that was created by Congress in 1965. As one of the largest funders of humanities programs in the United States, NEH provides critical support for research, education, preservation, and public programs, including vital support to archives nationwide. NEH funding supports research that leads to new digital tools, technologies, national standards, best practices, and other methodologies for the preservation of archival collections and cultural resources. NEH grants also support the training of archives staff in the appropriate procedures for preserving and enhancing access to archival collections. Such funding helps sustain basic preservation activities at small and mid-sized archives, libraries, and other historical organizations. Through its cost-sharing requirements, NEH leverages private sector contributions of the nation's

businesses, foundations, and philanthropic-minded individuals on behalf of archives and humanities projects and programs.

Institute of Museum and Library Services (IMLS)

The IMLS is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums, many of which maintain archives and special collections that enrich scholarly learning and civic engagement. IMLS believes in a democratic society in which communities and individuals thrive with broad public access to knowledge, heritage, and lifelong learning. As such, IMLS investments in research and development yield long-term benefits to the public. IMLS funding enables institutions to develop the latest technology and embrace innovations and opportunities to digitize and share their collections, as well as to develop new standards and protocols to preserve and provide access to born-digital data and records. In its role as a federal agency, IMLS provides critical leadership through its support for research and policy development, as well as helping to develop best practices to enable archives, museums, and libraries to improve their services and processes.

Additional Resources

Council of State Archivists, The Importance of State Archives, 2013.

https://www.statearchivists.org/files/7114/4071/0454/Importance_of_State_Archives.pdf

National Endowment for the Arts, "Arts and Cultural Production Contributed \$704.2 Billion to the U.S. Economy in 2013," February 16, 2016. <https://www.arts.gov/news/2016/arts-and-cultural-production-contributed-7042-billion-us-economy-2013>

National Endowment for the Arts, "Taking Note: Trending Now – An Arts Imperative in Economic Policy," February 2, 2016. <https://www.arts.gov/art-works/2017/taking-note-trending-now%E2%80%9494-arts-imperative-economic-policy>

National Endowment for the Humanities, Impact Reports. <https://www.neh.gov/news/impact-reports>

U.S. Department of Commerce, Bureau of Economic Analysis, "Arts and Culture Grows at Faster Pace in 2013," February 16, 2016. <https://www.bea.gov/newsreleases/general/acpsa/acpsa0216.pdf>

Yakel, Elizabeth, Wendy Duff, Helen Tibbo, Adam Kriesberg, and Amber Cushing. "The Economic Impact of Archives: Surveys of Users of Government Archives in Canada and the United States". The American Archivist: Fall/Winter, Vol. 75, No. 2, pp. 297-325.

<http://americanarchivist.org/doi/pdf/10.17723/aarc.75.2.002033qg27366gvt>

All sites were accessed on April 1, 2017.

Support Statement: This issue brief supports SAA's Public Policy Agenda by providing members and other prospective audiences with SAA's considered opinion on the topic of the importance of federal grant support to archives, and in support of the public's need for strong and adequately funded institutional stewardship of the American historical record.

Impact on Strategic Priorities: Addresses Goal 1: Advocating for Archives and Archivists, Strategy 1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society, 1.2. Educate and influence decision makers about the importance of archives and archivists, 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record, and 1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.

Fiscal Impact: Approval of the issue brief does not commit SAA to expend funds on any particular advocacy effort at this time.

D. Guidelines for Reappraisal and Deaccessioning

THAT the proposed revisions to *Guidelines for Reappraisal and Deaccessioning* (Appendix A) be adopted; and

THAT the charge of the Technical Subcommittee on *Guidelines for Reappraisal and Deaccessioning* be extended for another 5-year review cycle, to be completed by August 2022.

Support Statement: The SAA-Approved Standard: *Guidelines for Reappraisal and Deaccessioning* provides valuable guidance to archivists across the profession in small, mid-size, and large archival institutions as they review their institutional holdings. The minor revisions to the *Guidelines* clarify and update definitions while maintaining the value of the *Guidelines* to the profession.

Relation to SAA Strategic Plan: The work of the TS-GRD assists in achieving Goal 2 “Enhancing Professional Growth and Goal 3 “Advancing the Field.”

Fiscal Impact: None.

E. SAA Student Chapter, University of Missouri

THAT the petition to form an SAA student chapter at the University of Missouri be approved.

Support Statement: The University of Missouri has met all requirements for establishment of an SAA student chapter.

Impact on Strategic Priorities: Approving a student chapter at the University of Missouri would support “Goal 2: Enhancing Professional Growth” and “Goal 4: Meeting Members’ Needs.”

Fiscal Impact: None.

F. DAS Subcommittee Description Revisions

THAT the Digital Archives Specialist (DAS) Subcommittee description be revised as follows (*strikethrough* = deletion, *underline* = addition):

Digital Archives Specialist (DAS) Subcommittee

I. Purpose

The Digital Archives Specialist (DAS) Subcommittee is responsible for ensuring that the Digital Archives Specialist curriculum remains up-to-date. Because the curriculum is likely to require frequent changes, the Subcommittee suggests and implements changes to the curriculum (including the examinations) as needed. In addition, the Subcommittee is responsible for ensuring the currency of the core competencies for a DAS certificate, overseeing the learning outcomes to ensure that they support the core competencies, and supporting the development of new courses.

II. Committee Selection, Size, and Length of Terms

The Digital Archives Specialist (DAS) Subcommittee consists of eight members (including a chair) appointed by the SAA Vice President for staggered four-year terms. The chair serves for a one-year term, followed by a one-year term as Past Chair to assure continuity of knowledge and progress. The chair must be in the second or third year of her/his four-year term. The subcommittee chair serves as an *ex officio* member of the Committee on Education. The SAA Education Director serves as an *ex officio* member of the subcommittee.

The membership of the subcommittee shall comprise a mix of practicing archivists with e-records/digital experience and or knowledge, teaching experience, technical skills, expertise covering the archival spectrum, and administrative or supervisory experience. Ideally, the subcommittee as a whole will reflect individual and institutional diversity. ~~It is preferred that subcommittee members~~ Members must have a DAS certificate to serve on the subcommittee.

Outgoing committee members will be granted a two-year grace period to allow adequate time for the necessary requirements to maintain and renew their DAS Certificate. Courses for which a committee member serves as a course shepherd (i.e. liaison) do not apply toward DAS Certificate renewal.

Members can expect to spend four to five hours per month on subcommittee work.

III. Reporting Procedures

The subcommittee reports to the Committee on Education, providing updates at each meeting and intermittently as appropriate.

The subcommittee works closely with the Education Director, serving in an advisory capacity on education-related projects and programs operated out of the executive office.

IV. Duties and Responsibilities

- Assess and recommend changes to the DAS curriculum as needed.
- Ensure the currency and relevance of the core competencies for a DAS certificate.
- Oversee course learning outcomes to ensure that they support the core competencies.
- Identify new topics for development.
- Liaise with developers/instructors to ensure high-quality offerings.
- Author the Comprehensive Examination and assure its integrity.

V. Meetings

When resources are available, the subcommittee meets up to two times each year and via monthly conference calls.

Approved by the SAA Council: May 2011

Revised: April 2012, January 2014, June 2016, February 2017, May 2017.

Support Statement: These changes will allow for more leadership opportunities while ensuring there is no loss of knowledge or continuity. The change to DAS certificate renewal will allow subcommittee members to fulfill the necessary requirements on a more realistic timeline.

Relation to Strategic Plan: These changes support Goal 4.2. Create opportunities for members to participate fully in the association, and Goal 4.3. Continue to enrich the association and the profession with greater diversity in members and expanded leadership opportunities.

Fiscal Impact: None.

III. STRATEGIC PLANNING

A. Current Strategic Plan

The current [Strategic Plan 2014-2018](#), as adopted in January 2014, was provided for reference.

B. Review of Strategic Plan Actions and Timelines

A Council subgroup comprising McGovern, Zanish-Belcher, Cooper Cary, Hackbart-Dean and Beaumont presented proposed updates of and revisions to the Strategic Plan dashboard, which lists specific activities directed to the strategic priorities. The Council reviewed the dashboard in detail, identifying additional deletions and updates. The Council will focus on the next iteration of the Strategic Plan (2019-2022) at its November 2018 meeting.

IV. ACTION ITEMS

A. Proposed Fiscal Year 2018 Budget

SAA Treasurer Cheryl Stadel-Bevans provided an overview of the budget development process, including review by the Finance Committee prior to the Council's consideration. The staff had prepared a draft based on 1) activities outlined in the current Strategic Plan and 2) operational needs and trends, with an overall goal of ensuring sustainability and growth of key programs. Carlson noted that the Technology Fund, established by the Council and contributed to with net gains from several of the past fiscal years, is now sufficient for the staff to proceed with purchase and implementation of a new association management software (AMS) system, scheduled for launch in early 2018.

The Council considered three funding requests from component groups and, based on recommendations from the Finance Committee, agreed to fund a request from the Acquisitions and Appraisal and Privacy and Confidentiality sections for a speaker at the groups' joint annual meeting in Portland; to partially fund a request from the Women Archivists Section to support a non-archivist speaker at the group's annual meeting in Portland; and to decline a request from the Archival History Section to fund a new SAA award. It was noted that if the Council were to

create a new award, it would be funded out of the SAA Foundation's Awards Fund rather than SAA operating funds.

MOTION 3

THAT the Fiscal Year 2018 Proposed Budget, as submitted by the Finance Committee and staff and modified by the Council, be adopted, with revenues of \$2,627,416, expenses of \$2,623,767, and a projected net gain of \$3,649.

Move: Stadel-Bevans

Second: Zanish-Belcher

Vote: PASSED (unanimous)

B. Proposal to Create Task Force on Research (Data) and Evaluation

In his 2016 Presidential Address, Dennis Meissner proposed the concept of forming a group to be "a standing entity responsible for conducting or facilitating research that is practical, meaningful, and useful for SAA and the archival community." After discussion at the November 2016 meeting, the Council determined it would be best to form a Task Force on Research (or Data) and Evaluation that would develop a potential operational model for a standing body and that might also undertake one or two pilot projects as a means of testing initial assumptions.

MOTION 4

THAT a Task Force on Research (or Data) and Evaluation be charged per the following description, with a final report to the Council of not later than November 2018.

SAA Task Force on Research (or Data) and Evaluation

I. Purpose

The Task Force on Research (Data) and Evaluation is responsible for exploring the feasibility of creating a standing body within SAA to conduct, facilitate, and/or evaluate research that is practical, useful, and meaningful for SAA and the archival community. The Task Force may take on one or more pilot projects if it believes that this experience would aid in making recommendations about a standing body.

II. Selection, Size, and Length of Term

The Task Force is charged for an 18-month period that begins in May 2017 and continues through the Council's November 2018 meeting.

The Task Force will comprise six SAA members, one of whom will serve as chair. Task Force members will be appointed by the vice president/president-elect.

III. Reporting Procedures

The Task Force chair will prepare a written status report for each of the Council's spring and winter meetings, and will prepare for Council consideration at its fall/winter 2018 meeting a final written report

with recommendations. Should the Task Force recommend that a standing group be created, it should include in its final report a draft charge/description for that group.

IV. Duties and Responsibilities

To fulfill its purpose as described above, the Task Force is specifically charged to:

- Determine whether sufficient need exists to justify the effort and costs associated with establishing a standing body to conduct, facilitate, and/or evaluate research that is meaningful for SAA and the archival community.
- Determine how such a standing body should be structured, staffed, and governed.
- Determine how such a standing body might be financed and supported.
- Propose how such a standing body might interact with other SAA groups.
- Propose how such a standing body might interact with external groups.

In addition to the deliberative work assigned above, the Task Force should actively pursue one or two pilot projects as a means of 1) testing initial assumptions and 2) incrementally developing a potential operational model for a standing body.

Reference: See [“Proposal for a Committee on Research and Evaluation”](#)—and particularly “A Conceptual Framework” on pages 3-5 of that document—prepared by Immediate Past President Dennis Meissner for the November 2016 SAA Council meeting.

V. Meetings

The Task Force will carry out its charge primarily via electronic mail, conference calls, online meetings, and face-to-face meetings held in conjunction with the SAA Annual Meeting. Should the Task Force determine that an additional face-to-face meeting would be beneficial, it must apply to the Council (through the Executive Office) for funding.

Support Statement: Many organizations have created standing research arms within their operating structures to commission, gather, and evaluate information that is critical for their members in better serving their audiences, demonstrating their value to society, and expanding their professional knowledge base. The Council seeks advice and recommendations from a task force charged specifically to evaluate whether sufficient need exists to justify the effort and costs associated with establishing a standing body within SAA to conduct, facilitate, and/or evaluate research that is meaningful to SAA and the archival community and, if so, how such a group might be structured, financed, and supported.

Fiscal Impact: None unless funding for a face-to-face meeting is specifically requested.

Move: Lawrimore

Second: Stadel-Bevans

Vote: PASSED (unanimous)

C. Proposal to Create Archival History Article Award

The SAA Archival History Section proposed that an “Archival History Article Award” be created to focus on rewarding excellent short peer-reviewed pieces. After discussing the proposal

at length, Council members agreed that the section should consider expanding the scope of a current SAA award, such as the Leland Award, to include recognition of articles regarding archival history. A proposal for modification of an existing award could be considered at the Council's next meeting.

D. Proposal to Create Brenda S. Banks Travel Award

The Archivists and Archives of Color Section (AAC) proposed creation of the Brenda S. Banks Travel Award to honor Past President Brenda Banks and to be given annually to an archivist of color who is working in the archives profession to support that individual's attendance at her or his first SAA Annual Meeting. The Council modified the original proposal to limit the award to one individual per year. The SAA Foundation Board must separately approve inclusion of the award in the Foundation's Awards Fund. If approved, the award will be given beginning in 2018.

MOTION 5

THAT the Brenda S. Banks Travel Award be established and awarded for the first time at the 2018 Annual Meeting;

THAT the SAA Awards Committee be responsible for administering the award; and

THAT the following language be incorporated into the full award description, as amended by the Council:

Brenda S. Banks Travel Award

Purpose and Criteria for Selection:

Created in 2017, this award recognizes and acknowledges individuals of color employed in archives, such as those of African, Asian, Latinx, Native American, Alaska Native, or Pacific Islander descent, who manifest an interest in becoming active members of the Society of American Archivists.

This award supports the Society of American Archivists' Archivists and Archives of Color Section's objectives of:

- Providing individuals of color employed in an archives with an opportunity for professional development and networking through engagement with SAA; and
- Promoting increased participation in SAA by individuals of color employed in an archives by exposing first-time Annual Meeting attendees to the experience of attending national meetings and encouraging them to join and remain members of the organization.

Recipients will be selected based on their submission of a completed application and the strength of their letter of support and personal statement. Personal statements will be evaluated on:

- Overall clarity;
- Understanding of professional goals;
- Description of benefits of attending the SAA Annual Meeting; and
- Explanation of commitment to SAA, diversity, and the profession.

Eligibility:

The applicant:

- Must be of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latinx, or Native Hawaiian/Pacific Islander descent;
- Must be currently employed in an archives; and
- Shall not have previously attended an SAA Annual Meeting.

Sponsor and Funding:

Sponsored by the SAA Archivists and Archives of Color Section and funded through the SAA Foundation, the award is named in honor of Brenda S. Banks, Fellow and Past President of SAA and co-founder of the Archivists and Archives of Color Section.

Prize:

~~Up to two awards may be given during an awards cycle. One award may be given during each awards cycle. Each~~ The recipient receives full complimentary registration and related expenses for hotel and travel to attend the SAA Annual Meeting during the year in which the award is received. In addition, ~~each~~ the recipient receives a complimentary one-year membership in SAA.

Selection Committee:

The Brenda S. Banks Travel Award Subcommittee of the SAA Awards Committee is comprised of four members of the Society of American Archivists (one of whom will be the current junior co-chair of the Archivists and Archives of Color Section) and one of the co-chairs of the Awards Committee (*ex officio*). Of the three remaining members, one shall be appointed each year by the SAA President-elect to serve a three-year term, and shall serve as chair of the subcommittee in her/his third year.

Application Deadline and Requirements:

All applications shall be submitted to SAA by February 28 of each year.

Applications must include the following documents:

- A cover letter stating interest in the award and how the applicant meets eligibility requirements;
- Essay of no more than 500 words discussing the applicant's professional goals and experience with and/or commitment to working with, or documenting and preserving the histories of communities of color;
- CV or resume;
- [Click here to download application form.](#)

Brenda Banks Travel Award Subcommittee
Society of American Archivists
17 North State Street, Suite 1425
Chicago, IL 60602-4061

Questions should be directed to the Chair of the Brenda S. Banks Travel Award Subcommittee.

Support Statement: The Brenda S. Banks Travel Award provides SAA with an opportunity to honor the legacy of Brenda Banks, support its commitment to diversify the organization and

profession, and provide individuals of color employed by archives with opportunities for professional development and networking by supporting their attendance at their first SAA Annual Meeting.

Impact on Strategic Priorities: Addresses Goal 4: Meeting Members' Needs, Strategy 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: This award would cover the annual meeting registration and associated travel costs for up to two individuals to attend the SAA Annual Meeting, as well as with one year of membership in SAA. The average fiscal impact of this award should approximate the fiscal impact of the Harold T. Pinkett Minority Student Award.

Move: Chartier

Second: Jules

Vote: PASSED (Yes: Chartier, Cooper Cary, Hackbart-Dean, Jules, Kiesling, Lawrimore, Light, Lyons, Vagts, Zanish-Belcher. Abstain: Stadel-Bevans.)

E. Select 2017-2018 Executive Committee Member and Nominating Committee Members

By anonymous ballot, the nine Council members who are not officers elected Kris Kiesling to serve as the 2017-2018 Executive Committee member and Amy Cooper Cary and Bergis Jules to serve on the 2017-2018 Nominating Committee.

F. Other Action Items from Council Members

1. Committee on Public Policy Issue Brief: Police Mobile Camera Footage as a Public Record

Following posting of this agenda item with the Council materials, several individuals commented via social media with concerns about the language in the background document (not in the issue brief itself). The Council agreed to return the issue brief to the Committee on Public Policy for revision and resubmission.

G. Executive Session

The Council met in executive session to discuss potential recipients of the Council Exemplary Service Award and Council Resolution, the search for the next editor of *The American Archivist*, and Beaumont's annual performance review.

V. DISCUSSION ITEMS

A. Joint Committee on Archives/Libraries/Museums

At their most recent meetings, members of the ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums (CALM) had reviewed the committee's charge to determine if it is still

relevant. For the past several years there has been little participation by the American Alliance of Museums (AAM) representative. At the same time, the American Library Association and SAA have had numerous joint initiatives that involved appointed task groups that were completely separate from the membership of CALM. There has been little or no coordination between CALM and those Council-appointed groups.

The Council considered several questions posed by CALM liaison Rachel Vagts and reflected on the many other ways in which primarily ALA and SAA collaborate. Following a lengthy discussion, the Council determined that it would disband CALM, effective August 18, 2018, which would allow the group time to complete its a current activity to host a series of forums on diversity and to prepare and submit a white paper on its findings. The Council also agreed that SAA's elected and staff leaders should be engaged in regular communications with their ALA (and possibly AAM) counterparts.

MOTION 6

THAT the ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums (CALM) be disbanded with thanks, effective August 18, 2018.

Move: Vagts

Second: Kiesling

Vote: PASSED (unanimous)

B. Regionals Signing On to SAA Statements

Kiesling noted that, in light of recent statements put forward by the SAA Council, members of the Regional Archival Associations Consortium (RAAC) inquired about the possibility of allowing regional organizations to sign on to these statements. The Council welcomed this idea and asked Kiesling and Beaumont to develop a simple means to accomplish it.

C. *The American Archivist* Editor Search

This item was discussed in executive session.

D. Internships with SAA Appointed Groups and Sections

In January, SAA staff sent a message to the SAA Leader List inviting SAA committee and section leaders to request that an intern be added to their group to assist with a specific project or task for the coming year. A member complaint regarding use of the term "intern" led to a Council conversation about the term and the nature of the program. The staff recommended that, given that the current program is still in its first year, we wait to assess it until it has been through a full cycle. The Council asked that it be made clear to SAA leaders that these internships are a professional development opportunity and should be a worthwhile experience for each intern. Staff noted that evaluations by both group chairs and their respective interns are part of the process. The staff will report back to the Council regarding year one of the program. In the meantime, the Council agreed to issue a call for interns for year two.

E. Council Exemplary Service Awards / Resolutions

This item was discussed in executive session.

F. 2017 Annual Meeting Activities

The Council discussed various activities in preparation for the 2017 Annual Meeting in Portland, Oregon. Zanish-Belcher provided an overview of recent and upcoming diversity and inclusion efforts. Chartier, Lawrimore, and Lyons are planning an interactive Leadership and Orientation Forum that will focus on the Strategic Plan. The 2017 Program Committee chair has requested that a Council liaison be present at the Liberated Archive Forum unconference on Saturday afternoon. And Beaumont addressed the timing of the Council meetings and the importance of Council members “making the rounds” in the Expo Hall to thank exhibitors for their support.

1. Diversity and Inclusion Activities
2. Council Meetings
3. Leadership Orientation and Forum (Chartier, Larimore, Lyons)
4. Liberated Archives Forum Liaisons
5. Exhibit Hall Visits
6. Other

G. Future Mega Issue Discussion Topics

Zanish-Belcher primed the Council to begin consider a Mega Issue topic to be a focus at the November 2017 meeting.

H. Other Discussion Items from Council Members

As Council members discussed the component group funding requests included in the proposed budget for Fiscal Year 2018, they determined that it would be helpful to create more specific guidelines for evaluating component group funding requests. fairly. Cooper Cary, Hackbart-Dean, Stadel-Bevans, and Carlson volunteered to develop guidelines to present at the July 2017 Council meeting.

VII. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.

The following reports were reviewed in advance by Council members but were not discussed at the meeting:

A. Executive Committee

- B. President**
- C. Vice President/President-Elect**
- D.1. Treasurer**
- D.2. Auditor Selection**
- E.1. Staff: Executive Director**
- E.2. Staff: Membership**
- E.3. Staff: Education**
- E.4. Staff: Publications**
- E.5. Staff: Annual Meeting**
- E.6. Staff: Technology**
- F. *The American Archivist* Editor**
- G. Publications Editor**
- I. DACS Principles Meeting in March 2017**
- H. Member Affinity Group Transition Plan Update**
- J. Representative to Advisory Committee on Historical Diplomatic Documentation,
U.S. Department of State**

K. Representative to International Council on Archives Section on Professional Associations (ICA SPA)

The Council discussed Becky Haglund Tousey's discussion questions and determined that 1) Chartier would follow up with the International Archival Affairs Section about plans for International Archives Day and 2) Beaumont would contact the Itinerant Archivists group (who are planning a trip to Africa) to discuss assisting African archivists who are interested in learning archival practices.

I. COUNCIL BUSINESS (continued)

A. Review of May 2017 Action List

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

B. Review of May 2017 Talking Points

Council members reviewed the decisions made at the meeting.

C. Meeting Debriefing

Council members shared their comments and perspectives on the meeting and offered ideas for enhancing future Council meetings.

D. Adjournment

Zanish-Belcher moved adjournment, Cooper Cary seconded, and the Council meeting was adjourned by unanimous consent at 11:21 a.m. on Wednesday, May 17, 2017.