

**Society of American Archivists
Council Meeting
May 20-22, 2019
Chicago, Illinois**

**Committee on Public Policy: Work Plan, 2019-2021
(Prepared by Committee on Public Policy)**

The Committee on Public Policy met at Emory University in Atlanta, Georgia, February 18-19, 2019. Working with a facilitator, the committee set goals and identified priority focus areas for a three-year work plan.

In attendance were Committee Chair Sarah Quigley and Vice Chair Samantha Winn; members Rachel Greggs (intern), Wendy Hagenmaier, Daria Labinsky, Kathleen Roe, Eira Tansey, and Bryan Whitlege; SAA Executive Director Nancy Beaumont; and facilitators Renata Algalarrondo and Jenny Trautman of Same Page People, LLC.

Not in attendance were Committee member Virginia Millington and Council Liaison Audra Yun.

BACKGROUND

The Committee on Public Policy's last written [work plan](#) ended in 2018. Until this point, work plans had been for one-year periods and the committee had not done any mid-term or long-term planning. We decided to hold a mid-year, face-to-face meeting to create a multi-year work plan. We engaged a facilitator to guide our planning so that all committee members could fully participate in the process and to benefit from their expertise in engaging individuals and drawing out ideas.

DISCUSSION

During the planning meeting, the facilitator led the group through a number of visual planning exercises that enabled us to articulate a shared vision for the committee and begin to build a bridge between where we see ourselves now and where we'd like to be in three years. As part of this work, we wrote a brief mission statement:

The Committee on Public Policy advocates for and demonstrates the value of archives and archivists in public policy by mobilizing members and advising SAA leaders.

We mapped our accomplishments, current projects, and potential goals and identified three thematic areas in which to focus our efforts: Committee governance, communication and outreach, and legislative advocacy. The overall strategy for implementing this plan is to focus first on laying a strong foundation in the areas of committee governance and communication and

outreach, building up to a major initiative to increase federal funding for archives beginning in 2021. (See Goal 1.2., FY21 and FY22, in the SAA Strategic Plan, 2019-2022.) The funding initiative is timed to begin after the 2020 election. Not only will this give us ample time to lay the groundwork with standard operating procedures, increased visibility, improved communication processes, and a robust training program for members, we will have a better sense in 2021 of how to focus our message and who our allies are in the legislative and executive branches.

The work plan includes a RACI (Responsible, Accountable, Consulted, Informed) chart for 2019 that identifies all of the activities that we intend to undertake in this calendar year and who is responsible for, accountable for, consulted, and informed about each item. A new RACI chart will be completed each year.

There are some elements of the work plan that are necessarily vague. We could not work out every detail for each action item in two days and some items are large and complex enough that they will require more time to flesh out. Furthermore, as membership changes, organization priorities shift, and time passes, more specific due dates, individual assignments, and other details may change. COPP is committed to this document as a living document that will be updated, at minimum, each year.

RECOMMENDATION

THAT the following 2019-2022 Work Plan for the Committee on Public Policy be approved.

**Committee on Public Policy
Work Plan, 2019-2022**

Committee Governance	Due Date
1. Write work plan with timeline, tasks, and responsible parties.	May 2019
2. Develop standard internal operating procedures for COPP. <ul style="list-style-type: none"> - Onboarding documents for new COPP members. - Define roles and responsibilities for Chair, Vice Chair, and committee members. 	August 2019 Spring 2020
3. Develop a set of assessment metrics by which COPP can evaluate the success of its initiatives.	Spring 2020
Communication and Outreach	Due Date
1. Increase direct communication from the committee. <ul style="list-style-type: none"> - Make periodic contributions to internal SAA communications vehicles, including <i>Off The Record</i>, <i>In The Loop</i>, and <i>Archival Outlook</i>. - Plan a brown-bag lunch for the 2019 Joint Annual Meeting focused on illuminating COPP’s work and SAA’s advocacy procedures. 	Ongoing August 2019

<ul style="list-style-type: none"> - Review and update COPP microsite. 	August 2019
2. Develop internal and external communications plans.	Spring 2020
3. Collaborate with COPA to identify, write, and schedule “evergreen” press releases/statements about recurring archival issues.	Fall 2020 (tentative pending COPA’s agreement)
4. Renew and revitalize partnerships with allied groups. <ul style="list-style-type: none"> - Joint Working Group on Issues and Awareness (with CoSA, NAGARA, RAAC). - National Coalition for History. - Map areas of overlap/synergies with COPA. - Implement in-reach strategy to encourage relationship building/new partnerships with SAA constituent groups. 	Ongoing Ongoing Aug 2020 (pending COPA) Fall 2020
5. Draft/revise statements and issue briefs. <ul style="list-style-type: none"> - Continue to respond to and advise the Council on legislative and policy issues as they arise. - Assess existing documents to identify gaps and need for rewrites or revisions. - Schedule and assign briefs and statements. - Write and submit for approval issue brief on judicial records. 	Ongoing Fall 2020 Spring 2020 Spring 2020
Legislative Advocacy	Due Date
1. Revise Public Policy Agenda.	May 2019 and May 2021
2. Revise Legislative Agenda.	May 2019 and May 2021
3. Develop and implement legislative advocacy training. <ul style="list-style-type: none"> - Create pre-conference workshop to train SAA members in state and local legislative advocacy. - Develop advocacy training for the SAA Council. - Roll out workshops/training as regular offering (in collaboration with SAA Education staff). 	August 2019 August 2020 2021
4. Develop and implement federal legislative advocacy strategy. <ul style="list-style-type: none"> - Assess 2018 Archives on the Hill (AOH) initiative. - Build on AOH and subsequent trainings to increase capacity for future advocacy events, such as NHA Advocacy Day and/or additional AOH initiatives. 	Spring 2020 Ongoing
5. Create a new long-term federal funding campaign for archives. (See SAA Strategic Plan, Goal 1.2.) <ul style="list-style-type: none"> - Prepare a white paper to initiate discussion with members and partner institutions about what federal funding is most needed by/for archives. - Identify next steps and proceed. 	August 2020 2021

Committee on Public Policy RACI Chart for 2019

Activity	Responsible	Accountable	Consulted	Informed
Committee Governance				
Work plan	Quigley, Winn, Greggs	Council	COPP	SAA Members, Partner Groups
SOP: Onboarding documents	Quigley, Tansey	Winn	COPP, SAA Staff	SAA Council
SOP: Define committee roles/responsibilities	Quigley	SAA Council	COPP	SAA Members
Communication and Outreach				
Brown-bag lunch forum (August 2019)	Tansey, Winn	Quigley	COPP, SAA Staff	SAA Members, SAA Council
Review and update COPP microsite	Hagenmaier, Tansey, Whitledge	Quigley	COPP, SAA Staff	SAA Members, SAA Council
Federal Legislative Advocacy				
Public Policy Agenda revision	Hagenmaier, Winn	Quigley SAA Council	COPP, Relevant Committees & Sections	SAA Members, Partner Groups
Legislative Agenda revision	Roe, Whitledge, Labinsky	Quigley SAA Council	COPP, Relevant Committees & Sections	SAA Members, Partner Groups
Pre-conference workshop in Austin 2019	Winn, Whitledge, Roe, Greggs, Hagenmaier, Millington	SAA Education	Quigley, COPP, SAA Staff	SAA Members, SAA Council

Support Statement: SAA Council approval of the three-year work plan for the Committee on Public Policy will serve to structure and focus the work of the committee so that it can be more efficient and effective, advance SAA's legislative and policy advocacy goals, increase awareness of COPP's activities within SAA, and increase capacity among SAA members to engage in legislative and policy advocacy.

Impact on Strategic Priorities: This work plan directly addresses Goal 1 of SAA's Strategic Plan: Advocating for Archives and Archivists, and most specifically 1.2: Educate and influence decision makers about the importance of archives and archivists. Various action items in this

work plan will help SAA achieve the following key performance indicators for Goal 1:

- SAA provides an increasing range of resources that are useful in articulating the vital role of archivists and archives.
- A cadre of influential advocates is available and eager to speak on behalf of archives as needed.
- SAA works effectively with partners on advocacy and public relations activities.

Fiscal Impact: The draft FY20 budget for Advocacy (Program 107) includes \$9,130 for activities (2.b., 2.d., 2.f., and 3.b.) that will directly support the COPP work plan. In addition, staff time allocations reflect staff involvement in those activities. The Committee hopes that SAA's FY 2021 budget will include funding for a face-to-face mid-year meeting.