

**Society of American Archivists  
Council Meeting  
August 22, 2011  
Chicago, Illinois**

**Action Item: Create a Glossary Working Group**

**(Prepared by: Peter Wosh, Print and Electronic  
Publications Editor and Publications Board Chair)**

**BACKGROUND**

For the past several years, the SAA Publications Board has been grappling with the issue of how to best sustain and maintain Richard Pearce-Moses's *A Glossary of Archival and Records Terminology* (2005). Because the *Glossary* content has been migrated to Drupal (not yet available to the public), and because the product remains one of SAA's most popular online publications and most-visited areas of the website, this has taken on a new urgency and importance. Specifically, the Publications Board recognizes the need to create some mechanism for allowing periodic updates and contributions of new content to the *Glossary*, as well as a way to ensure that this important resource adheres to the highest quality professional standards. Such a project is beyond the charge of the Publications Board to administer.

**DISCUSSION**

The Publications Board proposes that a working group be created to maintain and update the *Glossary*. Because an SAA working group is composed of experts who bring together their specific knowledge and experience to work toward one particular set of goals, the Publications Board recommends that Geof Huth, a trained lexicographer, be appointed as the initial Publications Board representative on the Glossary Working Group and that Richard Pearce-Moses, the original author of *A Glossary of Archival and Records Terminology*, also be appointed to serve on the Glossary Working Group.

**RECOMMENDATION:**

The Publications Board recommends the following:

**THAT the Council appoint a Glossary Working Group to maintain and update *A Glossary of Archival and Records Terminology* on a permanent basis; and**

**THAT the following description for the Glossary Working Group be adopted:**

## Glossary Working Group

### Official Charge

The Glossary Working Group maintains and updates *A Glossary of Archival and Records Terminology* (Richard Pearce-Moses, 2005) on a permanent basis.

### I. Purpose

The Working Group's purpose is to establish and maintain mechanisms and procedures for allowing periodic updates and contributions of new content to the *Glossary* and to ensure that this important resource adheres to the highest quality professional standards.

### II. Working Group Selection, Size, and Length of Term

The Working Group consists of five members, including one representative from the Publications Board and one from the Standards Committee. Working Group members serve staggered four-year terms with the possibility of reappointment. The Vice President, on behalf of the Council and with the recommendation of the Working Group, makes new appointments.

### III. Duties and Responsibilities

The Working Group has the following duties and responsibilities:

- Develop and implement effective mechanisms and procedures for soliciting contributions of new content to the *Glossary*.
- Develop and implement effective mechanisms and procedures to ensure periodic review and update of *Glossary* content as appropriate.
- Vet content for accuracy and consistency before addition to the *Glossary*.

### IV. Reporting

The Working Group reports to the Council annually and upon request.

**Support Statement:** A Glossary Working Group, comprising experts and with representation from two key appointed groups (i.e., the Publications Board and the Standards Committee), would allow SAA to build on the original publication and ensure that *A Glossary of Archival and Records Terminology* remains an enduring resource of the highest quality.

**Fiscal Impact:** Costs associated with setting up a listserv, providing for meeting space at the Annual Meeting, and the possibility of a mid-year meeting of the Working Group in the future.