

**Society of American Archivists
Council Meeting
August 1, 2019
Austin, Texas**

Consent Agenda: Ratify Council Interim Actions
(Prepared by Governance Manager Felicia Owens)

BACKGROUND

Current parliamentary policy agrees on validating board decisions made remotely, and ratifying the Council's online and conference-call decisions via the Consent Agenda does not conflict with any existing SAA policy.

DISCUSSION

Given the Council's use of an e-mail discussion list to function as a group and make decisions remotely, approving interim Council actions via the Consent Agenda contributes to streamlining the group's work and improves access to the interim decisions of SAA's elected decision makers.

RECOMMENDATION

THAT the following interim actions taken by the Council between May 28, 2019, and July 9, 2019, be ratified:

- Reviewed a report from the SAA representative to the National Historical Publications and Records Commission, Dennis Meissner. (Appendix A) (May 28, 2019)
- Reviewed a report from the SAA representative to the International Council on Archives (ICA) Section of Professional Associations (SPA), Becky Haglund Tousey. (Appendix B) (May 29, 2019)
- Approved the SAA Strategic Plan 2020-2022 Dashboard. (Appendix C) (June 3, 2019)
- Approved a request from the *American Archivist* Editorial Board to increase the size and scope of the board. (Appendix D) (June 7, 2019)
- Approved the [May 20-22, 2019, Council meeting minutes](#). (June 11, 2019)

- Prepared and approved one Council Exemplary Service Award and six Council Resolutions, to be presented at the 2019 Annual Membership Meeting in Austin. (Text for these awards will be included in the August 2019 Council meeting minutes.) (July 3, 2019)
- Approved the “[SAA Statement on ICE Records and Government Transparency](#),” as drafted by the Committee on Public Policy. (Appendix E) (July 8, 2019)
- Approved revisions to the SAA Code of Conduct and the Equal Opportunity/Non-Discrimination Policy. (Appendix F) (July 11, 2019)

**Society of American Archivists
Council Interim Report
May 28, 2019**

SAA Representative Report: National Historical Publications and Records Commission (NHPRC) Meeting, May 7, 2019
(Prepared by Dennis Meissner)

Approved Grant Requests. At its semiannual meeting on May 7 the Commission approved funding 35 proposed projects at a total cost of \$3,447,890. They break down as follows:

- *Access to Historical Records: Archival Projects.* This grant category supports smaller projects (<\$100,000) that promote access to America's historical records to encourage understanding of our democracy, history, and culture. This is, of course, the grant category that is best known to archivists and most frequently utilized by repositories. 13 projects were funded from a pool of 30 applications for a total cost of \$978,363. Staff have been working hard to fund projects from a more diverse (size, geography, institutional type) and their work is bearing fruit.
- *Archives Collaboratives: Planning Grants.* This grant category supports projects to plan and develop working collaboratives designed to carry out tasks that enhance the capacity of small and diverse organizations with historical records collections. The lead applicant may often work to mentor the other partners. The later implementation grants, if awarded, may further enlarge the collaborations, bringing in still more small organizations. 6 projects were funded from a pool of 16 applicants for a total cost of \$128,989.
- *Public Engagement with Historical Records.* This grant category supports activities that encourage public engagement with historical records, including the development of new tools that enable people to engage online. These are the grants that effectuate NARA's "citizen archivist" stratagem, and typically go to fund collaborative projects driven by groups other than archival repositories. Two projects were funded from a pool of 7 applicants for a total cost of \$178,785.
- *Publishing Historical Records in Documentary Editions.* The documentary publishing project—letterpress and digital editions of archival documents—recommended funding 13 of the 16 applications submitted for a total cost of \$1,893,753. This initiative is the largest and longest running of the NHPRC grant programs. Many of the funded projects have been going on for many years, especially those focused on the papers of founding statesmen, iconic presidents, and the Civil Rights movement.
- *Institute for Historical Editing.* This project funds an annual institute to prepare and train editors of documentary editions in the future. The award of \$268,000 went to the University of Virginia in a competitive process.

250th Anniversary projects. The Commission has been collaborating with NEH over the past year in developing and communicating about shared and separate projects to honor the nation's 250th anniversary in 2026. The 2019 government shutdown has delayed this project, which remains in the idea gathering stage. Among ideas under consideration are digitizing selected microfilm editions from years past and

bringing some of the current documentary publications to a speedier conclusion. The budget, which will be a special appropriation, in unknown an will depend upon the attractiveness of the proposals submitted by NHPRC and NEH.

Digital Edition Publishing Cooperative program. This is the cooperative project funded by Mellon with a goal dramatically innovating digital publishing of historical documents. Mellon has increased funding to \$3 Million which, to date, has funded 8 planning grants. Out of those planning projects, they hope to fund three separate multi-institution cooperatives aimed at achieving three broad objectives:

- Innovating the technical platform and approaches;
- Innovating the staffing models for these sorts of projects;
- Innovating the sustainability of processes and products.

Online publications catalog. The staff is implementing a goal to put the entire catalog of NHPRC-funded publications on a dedicated web page. This would include all of its microfilm editions and would total about 300 publications.

Budget. At the time of the meeting, the 2019 budget had not yet been appropriated. The Commission has made grants in excess of its annual appropriations the past couple years as it worked to spend down a sizeable carryover from years past. That carryover balance is now down to around \$231,000, so the staff will have much less funding flexibility in the coming years.

Congressperson vacancy. As of the meeting date, the Democratic House majority had still not appointed a member of Congress to represent that body on the Commission. Representative Meadows had been a staunch supporter of NHPRC and a defender of its budget, so it is hoped that a strong supporter will be appointed soon.

NHPRC Strategic Plan Implementation

The NHPRC staff members are three years into implementing the Strategic Plan approved May 2016. The following is a summary of highlights for the six-month period, November 2018-May 2019.

Strategic Goal One: Connect the National Archives with the nation's archives.

- *Initiative on new publishing methods:* reported above.
- *Initiative on Early Legal Records.* In 2018, the Commission agreed to experiment with a new emphasis in the Access to Historical Records grant category, which had been suggested by Chris Eck. This involves encouraging projects to make the nation's early legal records more accessible to scholars. This proved attractive to repositories, and resulted in nine funded projects (31% of the projects in this grant category).

Strategic Goal Two: Expand access to the nation's historical records.

- *Complete current documentary editions and fund new projects.* Two long-running projects were completed: Correspondence of James K. Polk and the Robert Treat Paine Papers.
- *Support, where appropriate, the use of Creative Commons licenses, the building of application program interfaces (APIs) and other Open Access principles that promote use and reuse of collections and associated data.* Staff developed the online publications catalog mentioned above and also worked with the Wikimedia Foundation's Wiki Scholars program that is collaborating

with NARA on the 100th Anniversary of the 19th Amendment and provided NHPRC-funded sources for new or expanded Wikipedia articles.

Strategic Goal Three: Public engagement in preserving and discovering the American Record.

- *Implement a Public Engagement grants program.* Two applications were funded at the May 2019 Commission meeting.

Strategic Goal Four: Enhance the capacity of small and diverse organizations with records collections

- *Develop a grants program to encourage collaboration for small and diverse organizations.* NHPRC received 17 unique proposals, as described above, for this new grant category from lead institutions in 10 states.
- *Improve and streamline the application peer review process.* Subsequent to the November 2018 meeting, NHPRC staff reviewed grant announcement language on the website and simplified and streamlined some sections to make it less cumbersome to navigate. They seem to be getting some traction in receiving funding requests from a wider and more diverse range of repositories.
- *Support and offer workshops.* Due to the partial government shutdown from December 21, 2018 through January 26, 2019, the staff was unable to participate in several meetings and workshops that were scheduled. Dan Stokes and Chris Eck participated in a SHRAB Town Hall webinar sponsored by CoSA on February 28 to provide an update on NHPRC's activities and grants. Along with the Archivist of the United States, Chris Eck and Dan Stokes participated in CoSA's Mid-year Board Meeting held at the National Archives on March 25.

Staff appreciation shout-out. The NHPRC staff functioned in an extraordinary manner in keeping their agenda on track despite the obvious pressure caused by the partial government shutdown, during which they were all prevented from conducting any Commission business. Commission members paid tribute to them with impromptu remarks focusing on staff members' productivity and their commendable practice of routinely working with applicants to build capacity to succeed in their projects.

Respectfully submitted,

Dennis Meissner, SAA Representative to the NHPRC
May 25, 2019

**Society of American Archivists
Council Interim Report
May 29, 2019**

**SAA Representative Report: International Council on Archives
(ICA) Section of Professional Associations (SPA)**
(Prepared by Becky Haglund Tousey)

The International Council on Archives' (ICA) Section of Professional Associations (SPA) Steering Committee met in Santiago, Chile May 14-17, 2019. I attended as a representative of both the Society of American Archivists and the Academy of Certified Archivists.

STEERING COMMITTEE MEETING HIGHLIGHTS

The steering committee met over 4 days. Other represented associations were from Canada (Quebec), Catalonia, Chile, China, France, Germany, Israel, Netherlands, Norway, and Poland. Only the Senegal representative sent regrets.

Budget and Administrative matters

As usual, the committee spent time dealing with administrative matters related to budget, reports from the recent Executive Board (EB) and Programme Commission (PCOM) meetings, membership issues, SPA website and newsletter, and a review of our SPA 2017-2020 Business Plan.

Constitutional Change for Category B members Steering Committee (SPA)

My spring 2018 meeting report mentioned that we submitted a proposal to the EB that the category B member structure be changed from a section to a forum in order to be on par organizationally with category A members. Along with several other proposed constitutional changes, our proposal is going forward for formal approval by the EB at the annual meeting in Adelaide. And presumably final approval will be given at the 2020 General Assembly in Abu Dhabi. The exact name and leadership structure of this new Category B Forum has not been nailed down yet. I should be able to provide more details after the annual meeting in Adelaide.

Latin American Associations

Our host for this steering committee meeting in Santiago arranged for us to meet at the National Archives of Chile. Chile has never had a national archives law even though their archives holdings go back to the 16th century. But an archives law is now being considered by the Chilean Congress. The visibility and the importance of the National Archives of Chile are increasing. However, several other archival associations in Central and South America have not fared well in recent years. There are currently only two Latin American associations that are Category B members of ICA – the Chile association and the Uruguay association. The associations in Brazil, Argentina and Mexico have all disbanded. But we were able to meet with the leadership of both the Chile association (which has 40 members) and the Uruguay association (which has 100 members). They are strong and growing. It was so impressive to hear about the

incredible work of these two small associations! They have very limited resources. And yet they provide all the same types of programs and benefits to their members as we do in the U.S.

The Uruguay reps gave us a presentation about their association and the development of archival training in their country. The association was established in 1993. One university—the University of the Republic, provides archival training.

1982 – Degree in Archival Science was established – 2-year curriculum

1986 – the curriculum was increased to 3 years

2012 – Bachelors’ Degree in Archival Science - a 4-year program – was established

2017 – a Master’s Degree program in Archival Science was established

EXECUTIVE BOARD & PROGRAMME COMMISSION SPRING MEETINGS

SPA Chair Vilde Ronge (Norway) reported on the EB and PCOM meetings held in Abu Dhabi in late April. [NOTE: As section vice-chair I do not usually attend the spring EB meeting. But this year the Section on Business Archives (SBA) chair was not able to travel to Abu Dhabi. He asked me to attend in his place and I did so - with travel support provided jointly by ICA and UAE. So rather than reporting on the EB meeting “second-hand” I am able to report in first-hand detail.]

Spring Executive Board meeting: The budget continues to be a concern. ICA has a healthy reserve but for the past several years ICA had to dip into its reserves to balance its budget. Eighty-five (85!) percent of ICA’s revenue comes from category A member (national archives) fees. There have been cost cutting efforts. But most recent annual meetings cost more than they brought in. The 2014 annual meeting in Gerona, Spain was the last annual meeting to end up in the black financially. ICA’s model is to call for national archives to host annual meetings and congresses. And each year the Secretariat staff “starts from scratch” to work with whatever local conference planning organization the host brings. And because ICA strives to be geographically diverse in where it meets, this often means paying to enhance conference capabilities in under-resourced countries. (i.e. installing Wi-Fi in the meeting venue). It is possible that ICA leadership may look at trying to increase revenue from member fees. But it is clear that ICA needs to look at more than membership fees for revenue. Annual meetings must make money, or at least not lose money. ICA needs to move to a different meeting model that includes hiring one vendor for conference planning every year.

Much of the EB meeting was taken up discussing the strategic planning and constitutional review processes. The leadership is reflecting on the constitutional recommendations of former Secretary General David Leitch. And secretariat staff is busy conducting member surveys to inform ICA’s Strategic Plan for 2020-2024. A progress report and recommendations will be shared at the Adelaide EB meeting. Final decisions will be made in Abu Dhabi in 2020. The key proposals being considered are:

- Allow all members to vote (currently category D individual members do not vote)
- Change the leadership entity for category B members from a section to a forum to raise the status of associations with the structure of ICA
- Look at how - and how often - annual meetings are held
- Clarify the relationship between sections and branches
- Raise the dues of Category C members by €50 (maybe sliding scale in the future)
- Suggest a sliding scale of fees for professional associations, category B members

As part of the strategic review process the secretariat staff completed a cleanup of its membership database to remove members who have not paid dues in 3 years. In the past, members in arrears were not automatically removed from the member rolls. This cleanup materially reduced the overall membership number - from about 1900 to just over 1700. Here are updated membership numbers:

- Category A (national archives) 160
- Category B (professional associations) 62 [*down from 87 last year*]
- Category C (institutions) 559
- Category D (individuals) 941

Expert groups are a “top down” entity within ICA. They are created by the EB and group members are appointed by the EB. There are currently about 12 expert groups. Two new ones were approved at this meeting: Expert Group on Indigenous Matters and Expert Group on Legal Matters. Membership in the indigenous matters group is incomplete. EB is in search of one additional group member from the U.S. Indigenous group members must be members of an indigenous group.

Reps for the 2019 annual meeting and the 2020 congress gave updates. This year’s annual meeting in Adelaide will be October 19-25. The theme is “Designing the Archives” and it will have a strong indigenous matters component. Online registration is already open. Plans for the 2020 Congress in Abu Dhabi are well underway. The theme is “Empowering Knowledge Societies” with three sub-themes: artificial intelligence, sustainable knowledge, and trust & authenticity. As I mentioned in a previous report, the UAE government is underwriting essentially all of the onsite hosting expenses including the conference venue costs, coffee breaks, reception(s), plenary speaker fees, and the like. So most of the registration fee revenues will go back to ICA.

Bids for the 2021 annual meeting were discussed. There are two bids, both from European countries. It was determined that more information was needed to make a decision. Anthea Seles will contact both bidders to ask additional questions and the EB will be make decision via electronic voting prior to the Adelaide annual meeting.

Spring Programme Commission meeting:

- New Professionals Programme: The 2019 call for applications closed April 1 with 52 applications (42 of which met all the required criteria). Geographically the applications come from: Canada, Uganda, United States, Australia, Nigeria, Brazil, England, Germany, Kenya, Scotland, Zimbabwe, Algeria, Benin, Costa Rica, Egypt, Ethiopia, France, India, Italy, Latvia, Lithuania, Oman, Samoa, Turkey, United Arab Emirates. About 7 are chosen each year.
- Training Programme: The ICA training officer, in collaboration with the Secretariat team, just launched in May the first full-length course to be made available for a fee in its new Learning Management System. “Introduction to Records Management” is now available in French and English and is based on the first 10 guidelines of the PARBICA Recordkeeping for Good Governance Took Kit, which provides the base texts. Progress has been made on developing materials for the following 3 courses:
 - The Universal Declaration on Archives
 - Preserving Digital Archives (thanks to Nancy McGovern)
 - Advanced Records Management

- Africa Programme: The Yaoundé conference last year was a key deliverable of the Africa Programme. Much of the work on developing training materials has been completed and the first two training sessions will be held this summer. One will be held in a Francophone country and one in an Anglophone country.

SPA Strategic Project: Film Festival

The bulk of our steering committee meeting was spent working on one of SPA's key projects, the 2019 Film Festival. The first film festival was held at the 2017 annual meeting in Seoul, South Korea. That festival was an "add on" to the program. In 2019 the festival will be more integrated into the meeting program. An announcement about the festival will be made during the opening ceremony. And there will be monitors throughout the meeting venue streaming the 12 finalists films, on a continuous loop, during the day. The award categories selected by the sub-committee this year are also different from the first festival. This year's categories are: content, artistic perspective (style), humor, and student films. Like last time, we picked three finalists in each of the 4 categories. And there will be open online voting for the month prior to the annual meeting so people can vote for a "People's Choice" winner. Winners in the 4 categories plus the People's Choice winner will be announced right before the closing ceremony.

There were film 62 entries this year, 57 of which met all the criteria. We watched all 57 films. Films were submitted from Belgium, Canada, Catalonia, China, France, Germany Israel, Italy, Netherlands, Norway, Poland, Scotland, Spain, and the U.S. We spent most of two days reviewing and discussing the films and selecting the finalists in the 4 categories. The discussion this year was challenging and often uncomfortable because there were some clear cultural differences in the films. Film entries from China varied greatly in style and content from what those of us in North America and Europe were used to seeing. The China films ranked very low in our first wave of voting. We had to recognize our bias and lack of understanding of the Chinese view of archives and records management. Also, in some cases it was difficult to determine whether a film should be in the "content" category or the "style" category. If the film festival is held again in the future we will not repeat these same categories. But everyone felt the frank discussion of cultural differences was very enlightening and helpful.

Call with Anthea Seles, ICA Secretary General

Each year we have a video-call with the ICA Secretary General. Anthea gave an overview of her first 15 months on the job. She is developing a Secretariat work plan to improve operational and financial effectiveness, creating an organizational risk register, reviewing communications and publications operations and also assessing future IT and systems needs which will likely mean producing an RFP for association management software and website migration. They must decide whether to stay with Druple or move to another platform.

As part of the strategic planning initiative, the Secretariat staff is sending out a survey to all category B members in June. She is especially interested in hearing what associations want and need from ICA. She hopes all associations will take the time to thoughtfully fill out the survey. The steering committee encouraged Anthea to include "exit interview" communications as part of membership services. ICA has never done exit interviews with members who stop paying dues. When members drop off it is important for ICA to find out the reason(s) why. This is especially important with association members because they represent large groups of professionals.

FUTURE ICA & STEERING COMMITTEE MEETINGS:

- 2019 – ICA annual meeting in Adelaide, Australia in October
- 2020 – Spring steering committee meeting in Beijing, China in May
- 2020 – ICA Congress, Abu Dhabi, UAE in November
- 2021 – Spring steering committee meeting in Barcelona

FOR SAA COUNCIL: DISCUSSION OR ACTION TOPICS

- Complete the Category B member survey from ICA being sent to all associations
- Publicize the call for a U.S. representative to serve on the Expert Groups on Indigenous Matters
- It is likely that by 2020 a new sliding scale for category B members will be introduced. But the nature of how that scale is determined has not been decided. It may be a simple “number of members” formula or a combination of the number of members and the country’s GNP.

Respectfully submitted,
Becky Haglund Tousey, CA
SPA Vice-Chair



Appendix C

Approved by the SAA Council, June 2019

Strategic Plan Actions and Timelines, FY 2020 – FY 2022

At its November 2018 meeting, the SAA Council reviewed the Society's [Strategic Plan 2014-2018](#) and discussed SAA's evolving priorities, with a goal of revising the plan to reflect those priorities in the mid-term future. In a facilitated session, Council members identified three major areas of focus—Advocacy, Research, and Culture—as well as its highest priorities. The facilitator then mapped these to SAA's four existing goals (Appendix).

Based on this work, the SAA staff drafted activities that staff members believe are 1) responsive to the Council's priorities and 2) achievable given SAA's resources. The activities were put forward in draft form for Council comment. The following reflects the revisions made during discussion at the May 20-22 Council meeting (in red). The staff recommends that the activities in this "dashboard" be approved, with an understanding that the Council and staff will monitor progress and adjust the activities as needed.

Note: Throughout the dashboard, "WE" designates our "Welcoming Environment" initiative, a reminder to all of us that SAA intends to provide an open, inclusive, and collaborative environment in which all members have the opportunity to participate fully.

Goal 1: Advocating for Archives

Society values the vital role of archives and archivists.

1.1 Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.

FY20	A. Publish <i>Creating Family Archives</i> . B. Provide media training for 5-7 members; create media opportunities.	Publications Board COPA / PR Counsel
FY21	C. Promote <i>Creating Family Archives</i> broadly. D. Provide media training for second cohort; create media opportunities.	Staff / Marketing Counsel COPA / PR Counsel
FY22	E. Develop service-oriented competency training that recognizes a continuum of advocacy and focuses on the need for archivists to cultivate non-custodial, reciprocal relationships.	Committee on Education / Diversity Committee / RAO Section / Council / Staff

1.2 Educate and influence decision makers **in any setting about the importance of archives and archivists.**

FY20	A. Update/enhance online Advocacy Guide and webcasts. B. Craft compelling messages to target audience(s) for SAA and member use. C. Develop letters/editorials on two key public policy issues for members' use.	COPP COPP COPA	
FY21	D. Draft legislation for national funding initiative; seek sponsors. E. Develop graphics, interactive map to track district visits; participation "count down" to all 50 states.	COPP / Joint Working Group / NCH Staff / COPP	
FY22	F. Seek co-sponsors for federal funding initiative; hold member fly-in to advocate. G. Use A*CENSUS II data to craft messages re: funding for archives/archivists. H. Produce guides and toolkits to assist archivists in advocating for support from public and private funders.	COPP / Joint Working Group / NCH CORDA / COPP Task Force to be determined	

1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.

FY20	A. Case study series on <i>Native American Protocols</i> ; ATALM exhibit. [WE] B. Complete "IP Guide" to <i>Native American Protocols</i> . [WE] C. Revise/distribute <i>Guidelines for Accessibility in Archives</i> . [WE]	NAAS / Publications Board IPWG Accessibility TF / Council	
FY21	D. Additional case studies on <i>Native American Protocols</i> ; ATALM exhibit. [WE] E. Webcasts on <i>Native American Protocols</i> and <i>Guidelines for Accessibility in Archives</i> . [WE] F. Publish <i>Archival and Special Collections Facilities</i> .	NAAS / Publications Board Committee on Education / Staff	

		TS-AFG / Publications Board
FY22	G. Webcast series on working effectively with community archives. [WE] H. Podcast series for community/public on keeping/donating materials.	Committee on Education / Staff COPA / Podcast Team

1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.

FY20	A. Publish <i>Advocacy and Awareness for Archivists</i> (AFS III). B. Rally SAA members to conduct district visits. C. Pre-con course on conducting advocacy at state/district level. D. Enable Council/leaders to model district advocacy; publicize their activities.	Publications Board COPP / Joint Working Group COPP / Education Staff Council
FY21	E. Continue to build cohort of media-trained archivist/spokespersons; create media opportunities for them.	COPA / PR Counsel
FY22	F. Continue to build cohort of media-trained archivist/spokespersons; create media opportunities for them.	COPA / PR Counsel

Goal 2: Enhancing Professional Growth

Archivists have access to the professional community and resources they need to be successful and effective in their careers.

2.1 Mentor and support the career development of members to assist them in achieving their goals.

FY20	A. Develop a comprehensive Management Track. B. Publish <i>Leading and Managing Archives and Manuscript Repositories</i> (AFS III). C. Consider how to strengthen Mentoring Program/opportunities; implement.	Committee on Education / Staff Publications Board / Staff Membership Committee / Staff
FY21	D. Implement 50% of Management Track programs. E. Explore feasibility of train-the-trainer program (Instructor Academy) to build teaching expertise among current and prospective instructors.	Committee on Education / Staff Consultant / Staff
FY22	F. Implement remaining Management Track programs. G. If feasible, implement train-the-trainer program. H. Based on A*CENSUS II results: Work with O-Net, BLS, others to upgrade descriptions of archivist positions. (See 3.2.)	Committee on Education / Staff Consultant / Staff CORDA / Staff

2.2 Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

FY20	A. Publish <i>Arranging & Describing Archives & Manuscripts (AFS III)</i> . B. Retool/refresh DAS offerings as needed to remain current. C. Capture annual meeting audio + synched slides to enhance education value.	Publications Board / Staff Committee on Education / Staff Staff
FY21	D. Publish <i>Advancing Preservation and Providing Reference & Access Services</i> (AFS III). E. Retool/refresh DAS and other professional development offerings as needed to remain current. F. Convene group to consider leveraging Section-developed content for broader distribution to members.	Publications Board / Staff Committee on Education / Staff Council

FY22	<ul style="list-style-type: none"> G. Publish <i>Appraising & Acquiring Archives and Manuscripts</i> (AFS III). H. Implement advanced DAS track for “recertification.” I. Create sandbox for Sections to develop/vet content for broader distribution. 	Publications Board / Staff Committee on Education / Staff Council
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2.3. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.

FY20	<ul style="list-style-type: none"> A. Audio-record Section meetings (no charge to attendees, small fee to non-attendees). B. Webcasts on key topics in archives management. 	Staff Committee on Education / Staff
FY21	<ul style="list-style-type: none"> C. Enhance distribution options (via Amazon); make hidden content more accessible; consider reducing embargos. D. Regional rotation of “boot camps” with more advance notice. 	Publications Board / Staff Education Staff
FY22	<ul style="list-style-type: none"> E. Ensure that members may complete DAS certificate 100% online. 	Committee on Education / Staff

2.4. Foster communities for professional interaction.

FY20	<ul style="list-style-type: none"> A. “WE” Initiative: Explore and implement advanced features in Higher Logic to increase member engagement. B. Based on recommendations of Tragedy Response Initiative TF, develop implementation work plan. 	Staff Task Force / Council
FY21	<ul style="list-style-type: none"> C. Implement Tragedy Response work plan. 	Appointed Group / Council / Staff
FY22	<ul style="list-style-type: none"> D. Continue to refine use of technologies to support member communities. 	Staff

Goal 3: Advancing the Field

***Professional knowledge expands to keep pace with an
Increasingly diverse archival record.***

3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

FY20	A. Continuously update Standards Portal. B. Launch <i>Dictionary of Archives Terminology</i> .	Standards Committee Dictionary Working Group / Staff
FY21	C. Identify need for new standards and prepare development work plan. D. Survey external standards and recommend Council approval as appropriate.	Standards Committee Standards Committee
FY22	E. Continuously update Standards Portal.	Standards Committee

3.2. Foster and disseminate research in and about the field.

FY20	A. Determine most effective means to field A*CENSUS II; apply for funding. B. Draft Research Agenda for Council review/approval.	A*CENSUS II Task Force CORDA
FY21	C. Implement A*CENSUS II. D. Begin implementation of Research Agenda; seek out data repository. E. Seek effective means to elevate information presented at Research Forum.	A*CENSUS II Implementation Group CORDA CORDA
FY22	F. Publish A*CENSUS II results and special reports. G. Promote availability of data, encourage member engagement with it. H. Continue implementation of Research Agenda.	A*CENSUS II Implementation Group / CORDA / Journal Editorial Board A*CENSUS II Implementation Group

I.	Implement data repository.	CORDA
		CORDA

3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.

FY20	A. Continue discussions with RBMS re feasibility of joint annual meeting. B. Consider strategic advantages of partnering with other organizations; initiate conversations as appropriate.	Council / Staff Council / Staff
FY21	C. Pursue likely external sponsors/supporters to supplement SAAF's Strategic Growth Fund grants. D. Hire Foundation development officer.	Executive Committee / Foundation Board Foundation Board / Executive Committee
FY22		

3.4. Support development of executive leadership skills and encourage participation in leadership opportunities by archivists at all stages of their careers.

FY20	A. See 2.1., FY20. B. "WE" Initiative: Consider how to stimulate interest in developing leadership skills, becoming an SAA leader. C. Consider partnership with and/or alternatives to Archives Leadership Institute training.	Council / Staff Council
FY21	D. "WE" Initiative: Provide periodic online engagements with members to address questions, foster interest in leadership development. E. Implement partnership/other means to develop leadership training. F. Sponsor a half-day executive forum at the 2020 Joint Annual Meeting.	Council / Section Leaders Council / Staff Council / Staff

FY22	<p>G. “WE” Initiative: Build on successes to continue engagement with members in developing their leadership skills.</p> <p>H. Implement leadership education/training.</p>	<p>Council / Staff</p> <p>Committee on Education / Staff</p>
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Goal 4: Meeting Members’ Needs

SAA delivers outstanding service, fosters a culture of inclusiveness and participation, and is proactive and responsive to members’ needs.

4.1. Facilitate effective communication with and among members.

FY20	<p>A. Implement NimbleUser, focusing on those features that streamline member interaction and create a vibrant user experience.</p> <p>B. Tag member database with “persona” information to increase understanding of member preferences, enhance customer experience.</p>	<p>Staff</p> <p>Staff</p>
FY21	<p>C. Implement appropriate refinements in Higher Logic.</p>	<p>Staff</p>
FY22	<p>D. Conduct triennial member needs/preferences survey.</p>	<p>Marketing Consultant / Membership Committee / Staff</p>

4.2. Create opportunities for members to participate fully in the association.

FY20	<p>A. Create “Member Recruitment/Retention Plan 2020-2022,” including 1) initiatives to “welcome” member participation and 2) crafting and testing value proposition messages.</p> <p>B. “WE” Initiative: Complete first round of staff development on DEI.</p> <p>C. “WE” Initiative: Develop work plan of initiatives to “welcome” member participation in SAA.</p>	<p>Marketing Consultant / Membership</p> <p>Committee / Staff</p> <p>Staff</p> <p>Council / Staff</p>
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FY21	D. “WE” Initiative: Implement year 1 of work plan. E. Explore technologies that would enable greater participation via remote means (eg, virtual section meetings, hosted discussions, etc).	Council / Staff Staff
FY22	F. “WE” Initiative: Implement year 2 of work plan.	Council / Staff

4.3. Foster an inclusive association and profession through educational and leadership opportunities.

FY20	A. Review and recommit to Statement on Diversity and Inclusion. B. Ensure that management and leadership training opportunities explicitly address inclusion in the workplace and the profession at all levels. C. Diversify the instructor base for SAA education programs.	Council / Diversity Committee / Staff Committee on Education / Staff Committee on Education / Staff
FY21	D. Develop and promote training for members to transform practice and move beyond representative diversity in order to create inclusive workplace cultures. E. Develop training and educational opportunities on navigating workplace culture for archivists who are of color, who identify as LGBTQ+, and/or who have disabilities.	Diversity Committee / Committee on Education / Staff Diversity Committee / Committee on Education / Staff / Archives and Archivists of Color Section / Diversity Sexuality and Gender Section / LACCHA Section
FY22	F. Based on A*CENSUS II results, work with partner organizations to strategize on recruitment and retention of a diverse workforce. G. Expand training and educational opportunities on navigating workplace cultures for archivists from other marginalized groups (i.e., those not mentioned in 4.3.E.).	CORDA / Council / Task Force TBD / Staff Diversity Committee / Committee on Education / Staff / Others TBD

4.4. Ensure that leaders are accessible and that their work is transparent.

FY20	A. Conduct series of virtual “town hall” meetings at which Council / Staff members can interact with Council members, others.
FY21	B. Refine “town hall” meetings concept as appropriate. C. Refine “town hall” meetings concept as appropriate.
FY22	Council / Staff

Appendix D

REVISED Agenda Item 0519-IV-D

RECOMMENDATION

THAT the following revisions to the *American Archivist* Editorial Board description be approved [underline = addition, strikethrough = deletion]:

II. Board Size, Length of Terms, and Selection

The Editorial Board consists of the Editor, who serves as chair of the board, the Reviews Editor, and ~~eight ten~~ twelve individual board members.

The Editor is appointed by the Council. The Editor's term is three years and customarily begins on or about January 1; however, the exact date on which the individual selected assumes the responsibilities of editorship is negotiated by the individual and the Executive Director. An incumbent Editor may be re-appointed for one additional term as Editor. An individual may not serve more than two consecutive terms, but may apply for the position at a later time.

The Reviews Editor is appointed for a three-year term by the Editor. The Reviews Editor may serve no more than two consecutive terms. The Reviews Editor is selected based on demonstrated excellent writing and editorial skills and knowledge of current research and writing in the archives field.

The ~~eight ten~~ twelve individuals comprising the board are appointed for four-year terms that are staggered so that one-fourth are appointed each year. At least one member of the Editorial Board shall be an international representative (that is, an individual who lives and works outside the United States). Board members are nominated by the Editor and appointed by the SAA Vice President based on the list of nominees. In the event that the Vice President is unable to appoint a person nominated by the Editor, the Vice President asks the Editor to nominate another person for appointment. Individuals serving on the Editorial Board are selected because of their knowledge of archival theory, methodology, and practice; expertise in research strategies and methodologies; and experience in archival research and publication.

The Editorial Board also reflects a diversity of archival institutions and functional expertise and the demographic and geographic breadth of the profession. An individual may serve no more than two consecutive terms on the board.

The chair of the Publications Board serves as an *ex officio* member of the Editorial Board.

Support Statement: Increasing the number of individual members on the board ~~reflects current operational reality as well as reflecting the goals and priorities of the journal will broaden participation and expand the board's capacity to ensure timely review of an increasing number of submissions. Addition of at least one international representative will serve to build audience, reflect readership, and enhance the stature and ranking of the journal globally.~~

Relevance to Strategic Priorities: Addresses Strategic Goal 2: Enhancing Professional Growth; Goal 3: Advancing the Field; and Goal 4: Meeting Members' Needs.

Fiscal Impact: No direct expense in the short term. Estimated 2 hours of staff time to address this change. In the long term, if the Editorial Board holds a mid-year meeting, it will mean budgeting for an additional ~~two~~ four board members to attend.

**Society of American Archivists
Council Interim Action
July 1, 2019**

Approve SAA Statement on ICE Records and Government Transparency

(Prepared by SAA Committee on Public Policy)

RECOMMENDATION

THAT the following statement on ICE records and government transparency be approved:

SAA Statement on ICE Records and Government Transparency

Substantial concern is being raised about recent action by the U.S. Immigration and Customs Enforcement agency (ICE) regarding the presentation of two sets of records on their website. A collection of speeches and testimonies made by agency leaders was removed in 2017; the record of detainee deaths while in ICE custody remains on the website but is no longer updated. Both types of record are considered permanent by the National Archives and Records Administration and are part of records schedules that are applicable to ICE. Currently agencies are responsible for maintaining their own websites and they may add or remove documentation of their activities at will. In the cases of the aforementioned records and numerous others, the public has come to expect access to up-to-date online information, whether or not required by law. *With agencies under particular scrutiny, such as ICE, provision of documents online supports government transparency and allows the public to hold the government accountable for its actions.*

Equitable public access to government information is a cornerstone of our democracy. The Society of American Archivists (SAA) strongly endorses records scheduling and permanent retention that ensures protection of individual rights, accountability of governments and organizations, and accessibility of historical information. SAA continues to call on government agencies to provide the American public with access to records—transparently and proactively—and we urge government agencies to refrain from unauthorized destruction or removal of essential documents from public review.

**Society of American Archivists
Council Interim Action
June 28, 2019**

**Proposed Revisions: SAA Code of Conduct and
Equal Opportunity/Non-Discrimination Policy**

BACKGROUND

At the November 2018 meeting, the Council noted that the SAA Code of Conduct, Equal Opportunity/Non-Discrimination Policy, and Diversity Statement were scheduled for review in May 2019. Steven Booth, Brenda Gunn, and Audra Yun volunteered to review the documents and prepare revisions in time for the 2019 Annual Meeting.

After conducting a thorough review of the Code of Conduct and Equal Opportunity Policy, including review by the Council and staff as well as legal counsel, the proposed revisions were posted to the SAA website for a 2.5-week open member comment period. Booth, Gunn, and Yun then reviewed the handful of comments received and incorporated additional changes accordingly, primarily to clarify language.

Revisions to the SAA Statement on Diversity and Inclusion will be forthcoming, following the Annual Meeting. The group has received feedback from the Diversity Committee and will review those suggestions soon.

RECOMMENDATION

THAT the following revisions to the SAA Code of Conduct and Equal Opportunity/Non-Discrimination Policy be approved (underline=addition, strikethrough=deletion):

SAA Code of Conduct*

About SAA

SAA does not tolerate harassment in any form. In keeping with the core principles stated in its Code of Ethics for Archivists and Equal Opportunity/Non-Discrimination Policy, the Society of American Archivists is committed to providing a harassment-free environment for its members and others who participate in its conferences, events, meetings, formal mentoring relationships, and online spaces, regardless of age, color, ~~erred beliefs~~, disability ability, family

relationship, gender identity/expression, individual lifestyle, marital status, national origin, physical appearance, race, religion, sex, sexual orientation, or veteran status.

Expectations for Conduct

As written in the SAA Code of Ethics, “Archivists cooperate and collaborate with other archivists and respect them and their institutions’ missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.”

Harassment is any verbal, non-verbal, or physical contact that threatens, intimidates, silences, or coerces. The following types of harassment are prohibited and may include, but are not limited to:

- Abusive or derogatory verbal comments, slurs, epithets, and/or discriminatory images in public and online spaces;
- Threats or acts of violence;
- Intimidation or stalking;
- Harassing photography or recording;
- Purposeful or repeated acts of misgendering;
- Sustained verbal and physical disruption of talks or other events; and/or
- Inappropriate physical contact and unwelcome sexual attention.

All SAA members, as well as all attendees, speakers, presenters, and exhibitors at any SAA-sponsored event, are subject to the Code of Conduct and agree to acknowledge and abide by the Code of Conduct when they register for an event (including the SAA Annual Meeting) and/or when they join or renew their membership in SAA.

Harassment may include abusive verbal comments and/or discriminatory images in public spaces, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

What to Do

If you are being harassed or are a bystander when someone else is being harassed, you may contact SAA staff or the presiding instructor immediately.¹

If you are experiencing or witness an emergency in violation of the Code of Conduct, contact the facility front desk or dial 911.

¹ Reviewing bystander intervention techniques can be helpful in case you find yourself in a position to safely and visibly interrupt a situation in which someone is being targeted for harassment. See Additional Resources for more information.

~~If you feel that you are in immediate danger at any time during an SAA Annual Meeting or event, contact law enforcement (by dialing 911) or the facility front desk without delay.~~

~~If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, or if you have other concerns, please contact the SAA Executive Director immediately.~~

At During the SAA Annual Meeting: Go to the Onsite Registration Desk and ask the SAA staff member ~~there to contact the Executive Director for assistance and/or locate the SAA Executive Director~~. You may be asked ~~for to provide~~ a cell phone number at which the Executive Director can reach you. ~~You may also submit an anonymous Code of Conduct violation form online at [hyperlink forthcoming], contact the SAA Headquarters office at saahq@archivists.org, write to the SAA Executive Director privately, or call our 24-hour voicemail line at [number forthcoming].~~

At During Other SAA Events/Meetings: Discuss your concerns with the presiding ~~SAA leader~~ officer or instructor and/or ~~contact the SAA Executive Director at 866 722 7858~~ or nbeaumont@archivists.org ~~submit an anonymous Code of Conduct violation form online at [hyperlink forthcoming], contact the SAA Headquarters office at saahq@archivists.org, write to the SAA Executive Director privately, or call our 24-hour voicemail line at [number forthcoming].~~

In SAA Online Spaces: Contact the administrator or ~~the SAA Executive Director submit an anonymous Code of Conduct violation form online at [hyperlink forthcoming], contact the SAA Headquarters office at saahq@archivists.org, write to the SAA Executive Director privately, or call our 24-hour voicemail line at [number forthcoming].~~

~~Online spaces include the SAA website, all SAA-hosted discussion lists, and social media and blogs administered by SAA Headquarters.²~~

~~To report incidents **after** a conference, event, or meeting, submit an anonymous Code of Conduct violation form online at [hyperlink forthcoming], contact the SAA Headquarters office at saahq@archivists.org, write to the SAA Executive Director privately, or call our 24-hour voicemail line at [number forthcoming].~~

Content presented at SAA conferences or meetings or online may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in archival letters, nude photographs, or film or audio recordings). This policy is not intended to constrain scholarly or professional presentation, discourse, or debate, as long as these exchanges are conducted in a respectful manner.

² For more information on SAA online spaces, see the [Uniform Guidelines for SAA Websites and Online Communications](#).

What SAA Will Do

SAA takes your privacy and safety seriously. If you submit an inquiry detailing a possible violation of the Code of Conduct, you will receive an email confirmation to verify that your request was received. If you indicate that you are willing to be contacted, SAA staff may reach out to you.

Conference, event, meeting, and online participants who are asked to stop any harassing behavior are expected to comply immediately.

Those Anyone who violates these rules the Code of Conduct at a conference, event, or meeting may be expelled -from that event by the SAA Executive Director. Those who violate the Code of Conduct in an online space may be denied access to the online space at the discretion of the administrator or the SAA Executive Director.

The SAA Executive Committee or the Council, at its discretion, may banned violators from attending a specific SAA event, including attendance at the Annual Meeting, or from participating in governance activities, awards competitions, or other SAA programs. participation in/at a members' meeting, competition, or awards; and/or the Society altogether. or If an SAA member has failed in a materially or to a serious degree to observe the Code of Conduct, their membership in the Society may be terminated or suspended based on a good faith determination by the SAA Executive Committee.

Persons who have been expelled or denied access may appeal to the SAA Executive Committee.

All reports and inquiries will be handled in confidence with the SAA Executive Committee and/or the SAA Council.

Additional Resources

SAA suggests the following online resources³ for victims seeking additional support including mediation or legal action, and for bystanders who observe harassment.

American Friends Service Committee
Bystander Intervention
<https://www.afsc.org/bystanderintervention>

Anti-Violence Project
www.avp.org
212-714-1141

BetterBrave

³ This list of resources, while not exhaustive, is drawn heavily from the XFR Collective (<https://xfrcollective.wordpress.com/code-of-conduct/>).

www.betterbrave.org

Crime Victims Treatment Center

www.cvtcnyc.org

212-523-4728

Equal Rights Advocates

www.equalrights.org/legal-help/know-your-rights

415-621-0672

Hollaback! Bystander Intervention Resources

<https://www.ihollaback.org/resources/bystander-resources/>

Hogg Foundation

Language Matters in Mental Health

<https://hogg.utexas.edu/news-resources/publications/language-matters-in-mental-health>

Human Resources for the Arts

www.hrforthearts.org

800-606-3651

National Sexual Assault Hotline

800-656-HOPE (4673)

National Street Harassment Hotline

855-897-5910

Project Callisto

www.projectcallisto.org

Public Theater's Sexual Misconduct Resources

www.publictheater.org/Sexual-Misconduct-Resources/

Safe Horizon

www.safehorizon.org

212-227-3000

help@safehorizon.org

Southern Poverty Law Center

Bystander Intervention Guide

<https://www.splcenter.org/20171005/splc-campus-guide-bystander-intervention>

* This policy is based on *US OpenGLAM Friendly Space Policy* (https://meta.wikimedia.org/wiki/US_OpenGLAM_Launch/Friendly_space_policy),

which in turn is based on the *Geek Feminism Wiki sample policy* (http://geekfeminism.wikia.com/wiki/Conference_anti-harassment_policy).

~~** See particularly “Archivists cooperate and collaborate with other archivists, and respect them and their institutions’ missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.”~~

Adopted by the SAA Council: July 2014; reviewed May 2016. The Council agreed to review every three years this document, SAA's Statement on Diversity (January 2014), and SAA's Equal Opportunity/Non-Discrimination Policy (January 2013). Last Reviewed: May 2016 May 2019.

Equal Opportunity/Non-Discrimination Policy

The Society of American Archivists is a professional organization established to serve the educational and informational needs of its members. SAA promotes cooperation, research, standards, public awareness, and relations with allied professions and thereby advances the identification, preservation, and use of records of enduring value. Because discrimination and unequal treatment are inimical to the Society's goals, SAA hereby declares that discrimination on the grounds of age, color, ~~erred beliefs~~, disability ability, family relationship, gender identity/expression, individual lifestyle, marital status, national origin, race, religion, sex, sexual orientation, or veteran status is prohibited within the Society. SAA will vigorously pursue a policy of non-discrimination and equal opportunity through its programs, activities, services, operations, employment, and business contracts.

Adopted by the SAA Council in January 1992; updated February 2009; reviewed and reaffirmed in February 2010 and January 2011, 2012, and 2013; updated May 2016. The Council agreed to review every three years this document, SAA's Statement on Diversity (January 2014), and SAA's Code of Conduct (July 2014). Last Reviewed: May 2016 May 2019.

Support Statement: The proposed revisions clarify how Code of Conduct violations are handled, provides additional avenues for individuals to report violations, and includes valuable resources to encourage members to enforce the Code of Conduct among peers, when appropriate. All of these changes strengthen SAA's commitment to providing a safe environment for all members and attendees respectively.