

**Society of American Archivists
Council Meeting
August 3, 2020
Virtual Meeting**

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 Meredith Evans called the meeting to order at 12:03 pm Central time on Monday, August 3. Present were Vice President Rachel Vagts; Treasurer Amy Fitch; Executive Committee Member Audra Eagle Yun; Council members Steven Booth, Eric Chin, Melissa Gonzales, Brenda Gunn, Petrina Jackson, Ricardo Punzalan, Mario Ramirez, and Meg Tuomala; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Guests included incoming Vice President Courtney Chartier and incoming Council members Stephen Curley, Derek Mosley, and Rachel Winston. Approximately 40 individuals attended some or all of the Council meeting via Zoom; they were excused during the Council's executive session.

I. COUNCIL BUSINESS

A. Adoption of the [Agenda](#)

Evans introduced the agenda, noting that Agenda Item IV.B. Selection of *American Archivist* Editor would be discussed in executive session at the end of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Jackson moved adoption of the agenda as revised, Chin seconded, and the agenda was adopted unanimously (**MOTION 1**).

Move: Jackson

Second: Chin

Vote: PASSED (unanimous)

B. Status of Council To Do List

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

II. CONSENT AGENDA

The following items were adopted by consent (**MOTION 2**).

Move Consent Items: Punzalan

Second Consent Items: Gonzales

Vote: PASSED (unanimous)

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between May 15 and July 27, 2020, be ratified:

- Approved “[SAA Council Statement on Black Lives and Archives](#)” (Appendix). (June 2, 2020)
- Approved the May 12-13 Council meeting [minutes](#). (June 24, 2020)
- Approved the [minutes](#) of the June 30 Council meeting at which the FY 2021 Budget was adopted. (July 17, 2020)
- The 2020 Council Exemplary Service Award and Council Resolution citations that were approved by the Council via its discussion list are appended for the record. (Appendix A)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between May 15 and July 27, 2020, be ratified:

- Signed on in support of the Library Stabilization Fund Act, an American Library Association-led legislative initiative that would establish a \$2 billion fund (administered by IMLS) to address financial losses and bolster library services, with priority to the hardest-hit communities. The bill was introduced on July 2 by Sen. Jack Reed and Rep. Andy Levin, with some three dozen bipartisan cosponsors. (July 1, 2020)
- Approved repurposing of funds in the FY 2021 budget that were to be used to exhibit at the Association of Tribal Archives, Libraries, and Museums conference, which has been cancelled. The Native American Archives Section requested that the \$750 instead be designated to provide NAAS-administered scholarships comprising complimentary SAA membership and complimentary annual conference registration for five tribal archivists. (July 14, 2020)

C. Create Crisis, Disaster, and Tragedy Response Working Group

THAT the following description of the Crisis, Disaster, and Tragedy Response Working Group be approved:

Crisis, Disaster, and Tragedy Response Working Group

Purpose

The Crisis, Disaster, and Tragedy Response Working Group was created in 2020.

The purpose of the Working Group is to maintain and update SAA's Documenting in Times of Crisis: A Resource Kit; develop and provide immediate and ongoing resources and response assistance to archivists, allied cultural heritage professionals, and their communities in times of tragedies, disasters, or other crises; and build partnerships with organizations focused on relief efforts and cultural stewardship and preservation.

Working Group Size, Selection, and Length of Term

The Working Group consists of nine members, including two co-chairs. At least one member of the Working Group shall be an international representative (that is, an individual who lives and works outside of the United States). Working Group members serve staggered three-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 and appoints the co-chairs.

Duties and Responsibilities

The Working Group has the following duties and responsibilities:

- Ensure continuous review of the tragedy response toolkit, develop and solicit contributions for new resources, and update as appropriate.
- Provide best practices and recommendations on collecting, documenting, and preserving materials related to crises, disasters, and tragedies.
- Respond in a timely fashion to requests from SAA leadership or staff, archivists, and allied cultural heritage professionals.
- Bring to the Council's attention possible areas of collaboration with other organizations that are interested in response efforts and, under the Council's direction and with approval, cooperate with such organizations in furthering SAA's core values and strategic goals.

Reporting

The Working Group works closely with its Council liaison, staff liaison, and the executive director to ensure that it is responsive to the needs of archivists, allied cultural heritage professionals, and their communities. In certain cases, when time is of the essence, the Working Group communicates directly with the SAA Executive Committee. The Working Group reports to the Council annually and upon request.

Support Statement: This description has been reviewed by the SAA staff and a Council member and has been determined to align with the SAA Governance Manual, Section XIII: Working Groups. This description provides the appropriate structure while allowing for flexibility as the working group develops.

Impact on Strategic Priorities: This description will provide the framework for this new working group in supporting all four goals outlined in the Strategic Plan. The new working group will build on the efforts of the task force and will continue to provide expertise and resources to SAA members and the archives profession.

Fiscal Impact: None.

D. Formation of Student Chapter at North Carolina Central University

THAT the petition to form an SAA Student Chapter at North Carolina Central University be approved.

Support Statement: The petitioner has met all requirements to form a new student chapter at North Carolina State University.

Impact on Strategic Priorities: Approving a student chapter at North Carolina State University supports Goal 2: Enhancing Professional Growth and Goal 4: Meeting Members' Needs.

Fiscal Impact: None.

III. STRATEGIC PLANNING

A. Current Strategic Plan 2020-2022

The current Strategic Plan 2020-2022, as adopted in May 2019, was provided for reference.

B. Current Strategic Plan Dashboard

The current 2020-2022 Strategic Plan Dashboard, as adopted in May 2019, was provided for reference. Beaumont noted that it had been updated with highlighting to indicate those activities that are complete or on which significant progress has been made. The Council will review and revise/update the Strategic Plan at its fall 2020 meeting.

IV. ACTION ITEMS

A. Recommended Revisions to SAA Core Values Statement and Code of Ethics

The Committee on Ethics and Professional Conduct (CEPC) is charged to conduct a periodic, comprehensive review of SAA's *Core Values of Archivists* and *Code of Ethics for Archivists* to ensure that the documents remain current. The most recent complete round of review, revision, and approval occurred in 2012. The CEPC began a thorough review of these texts at the 2018 SAA Annual Meeting, prefaced by an open call for SAA member feedback that took place in July 2018. The collected comments from this feedback round were considered during the CEPC's subsequent work. Multiple rounds of revisions were undertaken, both in person and remotely. In spring 2020, a final draft of both revised texts was approved by the CEPC and passed on to the SAA Council for consideration and approval.

The Council noted that these important and foundational documents should be put forward for member comment and possible revision at more regular intervals going forward (perhaps on a three-year cycle), with ample time for feedback.

MOTION 3

THAT the revised *Core Values of Archivists* and *Code of Ethics for Archivists* as submitted by the Committee on Ethics and Professional Conduct be approved. (Appendix B)

Support Statement: SAA's *Core Values of Archivists* and *Code of Ethics for Archivists* function as primers not only for those actively performing archival work and contributing to the profession's output, standards, and evolution, but also as a public resource for any individual interested in learning more about the guidelines that provide a foundation for the work of archivists and archival organizations. As revised, these texts explicitly support SAA's strategic priorities by providing aspirational yet attainable guidelines for engaging in archival work. They reflect the Society's commitments to equity, diversity, and inclusion, while also consciously acknowledging the complex ethical and moral dynamics at play within the archives profession.

Impact on Strategic Priorities: The Code of Ethics and Core Values Statement support numerous SAA strategic priorities and organizational values, including:

- Goal 1 (especially 1.1, 1.2, and 1.4) and Goal 3 (especially 3.1 and 3.4). These revised texts publicly clarify the diverse goals of archival work and the ethical underpinnings that guide those performing this work. The CVS and COE can be used as a bolster for advocacy efforts within institutions and within contexts in which the impact of archival work needs to be clearly defined. Moreover, these texts push for more informed best practices, concepts of leadership, and professional participation.
- Goal 2 (especially 2.4) and Goal 4 (especially 4.1 and 4.2). These revised texts help codify and contemporize our common professional aims and motivations, contributing to a shared language that communicates across all levels of expertise. By actively laying a solid foundation for more equitable professional engagement, these guidelines can help make archives and archival work more accessible and inclusive, not only to those working in these environments, but for anyone seeking to use the materials we collect.

Fiscal Impact: None.

Move: Gunn

Second: Punzalan

Vote: PASSED (unanimous)

B. Confidential: Selection of *American Archivist* Editor (2021-2023)

In executive session, the Council reviewed and discussed the recommendation of the *American Archivist* Editor Search Committee. Amy Cooper Cary of Marquette University was appointed Editor of *American Archivist* for a three-year term beginning January 1, 2021.

MOTION 4

THAT Amy Cooper Cary be appointed to serve a three-year term (January 1, 2021, to December 31, 2023) as Editor of *American Archivist*.

Support Statement: Cary is well-qualified to serve in this important role as the Journal takes on new challenges.

Move: Gunn
Second: Fitch
Vote: PASSED

C. SAA Foundation Board Nomination of 2020-2023 Class B Member

Class B directors of the SAA Foundation Board are elected by the SAA Council based on a slate developed by the Foundation Board. Class B directors serve staggered three-year terms and may be reelected.

MOTION 5

THAT Lisa Mangiafico be elected as a Class B member of the Foundation Board, for a three-year term from August 2020 to August 2023.

Support Statement: Lisa Mangiafico is well-qualified to serve in the important role of Class B member of the SAA Foundation Board of Directors.

Fiscal Impact: None.

Move: Vagts
Second: Yun
Vote: PASSED

D. Council Working Group: Sections Assessment

The large number of affinity groups (specifically, 46 sections) in the Society present a challenge to the SAA Council and staff in terms of responsiveness to elections, assistance with governance, fiscal oversight, and other support. This has been a recurring issue in the Society for many years, exacerbated by ongoing concerns about member involvement in section leadership as well as active member participation in these sections. Some sections struggle to identify a slate of candidates to run for positions. Others have a small group of active volunteers, which makes it appear harder for newer members of the profession to step up into leadership positions. These and other issues led to formation in December 2019 of a Council working group (Yun, Chin, and Punzalan) with a charge to consider options for strengthening and ensuring the sustainability of member affinity groups.

Although no formal vote was conducted, the working group proposed—and the Council agreed to—the following actions:

- Modify the 2020 Leadership Orientation and Forum to foster conversations with new/continuing leaders about “creating our future” in terms of ways to connect as sections, gather ideas about shifts in the governance structure, etc.

- Have Council liaison conversations with section leaders more informally, with talking points, to encourage leaders to do general exploration of the “health” of their sections; create a shared space for Council members to continue the assessment process.
- Work with SAA staff to create a section leadership survey oriented to determining the health of the sections, or consider modifying the section annual reports to include question(s) about health, future plans, and needs.
- Ask the Executive Committee and staff to consider providing space, in 2021 or 2022, for “affinity groups” to have joint sessions at a larger scale as a pilot, without expectations for permanent changes. Section leaders should be involved in identifying affinity groups.
- As a Council, continue to explore models for affiliated groups to be consolidated and more broadly affiliated, as member input and leader participation is incorporated and better understood.

The working group noted that taking these actions will continue the work of ensuring efficient, accessible organizational resources and a more open and collaborative organization for SAA’s members.

E. Proposal for Diversity Statement Requirement for SAA Position Applications

Punzalan proposed that the SAA Council, in support of the organization’s commitment to supporting and advancing its core values of diversity, equity, and inclusion, require all those applying for certain SAA positions to submit a “diversity statement” as part of their application or nomination materials.

MOTION 6

THAT the SAA Council support and pursue the following actions:

1. Require all those applying or running for SAA positions (staff positions such as Executive Director; elected officers of the Society such as President, Vice-President, Treasurer, and Council; and appointed positions such as the *American Archivist* Editor and Publications Editor) to submit a “diversity statement” as part of their application/nomination materials;
2. Develop guidelines for writing and submitting such a document; and
3. Create opportunities for mentoring and teaching SAA leadership and membership on how to develop and evaluate a diversity statement.

Support Statement: SAA’s Core Organizational Values include “Ensuring the diversity of its membership and leaders, the profession, and the archival record.” SAA fosters a “Welcoming Environment” and strives to advocate for advancing DEI in all areas of the Society as indicated in its [Core Values of Archivists](#), [Code of Ethics for Archivists](#), [Code of Conduct](#), [Equal](#)

[Opportunity/Non-Discrimination Policy](#), [SAA Statement on Diversity, Equity, and Inclusion](#), and [Strategic Plan 2020-2022](#). Requiring a diversity statement will guarantee that SAA is appointing a candidate who is best positioned to promote DEI in SAA and beyond. It will also encourage applicants to see the diversity they bring to SAA and the profession.

Impact on Strategic Priorities: The proposed recommendations address Goal 4.3. of the Strategic Plan 2020-2022: “Foster an inclusive association and profession through educational and leadership opportunities.”

Fiscal Impact: None.

Move: Jackson

Second: Gunn

Vote: PASSED (unanimous)

F. Other Action Items from Council Members

No other action items were brought forward.

G. Executive Session (as needed)

See Agenda Item IV.B., which was moved to executive session for discussion and vote.

V. DISCUSSION ITEMS

A. [American Archivist Editorial Board: Proposal for a Strategy to Address Professional Mediation, Facilitation, and Conflict Management](#)

The *American Archivist* Editorial Board proposed that the Council form two task forces—one on professional mediation, facilitation, and conflict management and the second on publication ethics—to “support the *American Archivist* Editorial Board in promoting the journal as a respectful and inclusive space for discussion and debate, and the publication of scholarship in an ethically-centered and inclusive framework.” The Council was unable to complete discussion of the proposal due to time constraints, and asked Council liaison Mario Ramirez to work with the Editorial Board to ensure that the discussion is taken up again within an appropriate timeframe.

B. [Committee on Public Policy: Discussion of *Ahmad v. University of Michigan*](#)

Several member inquiries were received about whether SAA would take a position in the matter of an ongoing lawsuit, *Ahmad v. University of Michigan*, involving the status of personal papers held by the Bentley Library in relation to the state’s open records law. The Executive Committee asked the Committee on Public Policy to provide an [analysis and recommendation](#). Following a lengthy discussion, the Council agreed with COPP’s recommendation that, “SAA issue no statements and refrain from signing onto any briefs should a formal request come through. We recommend instead that SAA support COPP, the Committee on Public Awareness (COPA), and any other interested constituent groups in providing information and educational programming

about the case.” The Council urged COPP to include in its programming citations from other cases to illustrate the nuances in these situations.

C. Review of Governance Manual by Second-Year Council Members

Beaumont reminded the Council that second-year Council members are assigned to review the Governance Manual—in whole or in part—to ensure that the manual reflects current thinking. Because the Council had discussed recommending one or more changes to the Bylaws language for elections, she suggested that the group might focus on Bylaws revisions in 2020-2021. The Bylaws allow for amendments to be approved by the Council or by the membership. She noted that the matter of elections should probably be considered by the full membership in a referendum conducted in conjunction with the next SAA election cycle.

D. Debrief on Summer 2020 Council Forums

In furthering its commitment to encourage interaction with members and greater transparency in all that SAA does, the Council held three member forums in the summer: “SAA Community Reflection on Black Lives and Archives” on June 8, “Investing in Your Membership” on July 14, and the Diversity-Committee-led “Black Lives and Archives Listening/Strategy Session” on July 17. The sessions were both well-attended and well-received. Vagts noted that in the coming year she hopes that the Council will sponsor an interactive forum every other month.

E. 2020 Joint Annual Meeting

Council members and staff provided updates on plans for a variety of Annual Meeting-related events, including the Annual Membership (Business) Meeting, the two-part Leadership Orientation and Forum (on July 31 and August 21), the Diversity Committee Forum, and the virtual expo.

F. Other Discussion Items from Council Members

No other discussion items were brought forward.

VI. 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 Council reviewed, but did not discuss, the following reports:

A. [President](#)

B. [Vice President/President-Elect](#)

C. [Treasurer](#)

D.1. Staff: Executive Director

D.2. Staff: Membership

D.3. Staff: Education

D.4. Staff: Publications

D.5. Staff: Annual Meeting

E. American Archivist Editor

F. Publications Editor

G. Final Report: 2020 Nominating Committee

H. SAA Foundation Board

I. Representative to International Council on Archives Section on Professional Associations

J. Other Reports from Council Members/What Are You Hearing from Members?

I. COUNCIL BUSINESS (continued)

A. Review of August 2020 To Do List / Talking Points

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

B. Adjournment

Vagts moved adjournment, Booth seconded, and the Council meeting was adjourned by unanimous consent at 3:00 p.m. Central time on Monday, August 3.

**Society of American Archivists
Council Exemplary Service Awards & Resolutions
2020**

**Society of American Archivists
Council Exemplary Service Award
Honoring
The Dictionary Working Group**

WHEREAS a working group was appointed by SAA in 2014 to expand on the 2005 edition of *A Glossary of Archival and Records Terminology* by Richard Pearce-Moses; and

WHEREAS this group, composed of Rosemary Pleva Flynn (chair), Kathryn Bowers, Tamar Chute, Kristy Darby, Pam Hackbart-Dean, Juli Folk, Lauren Haberstock, Cliff Hight, Geof Huth, Andrew Hyslop, Mary Elizabeth Ruwell, Dawn Schmitz, Margery N. Sly, Katy Sternberger, Joseph Turrini, and Diane Vogt-O'Connor, worked for six years to add hundreds of new terms, thousands of citations from more than 600 sources, and a new online platform; and

WHEREAS the *Dictionary of Archives Terminology* is a comprehensive and organically evolving intellectual resource that provides open access to authoritative archival lexicon; and

WHEREAS this group of individuals unwaveringly dedicated their time and intellect toward the development of the *Dictionary of Archives Terminology*;

NOW, THEREFORE, BE IT RESOLVED that the SAA Dictionary Working Group be honored with a 2020 SAA Council Exemplary Service Award for the compilation and launch of the *Dictionary of Archives Terminology*.

Society of American Archivists
Council Exemplary Service Award
Honoring
Elizabeth Yakel, Wendy Duff, and Helen Tibbo,
Archival Metrics Research Investigators

WHEREAS Archival Metrics has set a model for the archives profession to evaluate and understand the impact of archives in society; and

WHEREAS Through the expert leadership of its principal investigator, Professor Elizabeth Yakel (University of Michigan), and co-investigators Professor Wendy Duff (University of Toronto) and Professor Helen Tibbo (University of North Carolina, Chapel Hill), Archival Metrics has pioneered the development of user-based evaluation toolkits for assessing the impact of archives and their archival services and tools; and

WHEREAS Archival Metrics promoted a culture of assessment in the profession with its creation of survey questionnaires and other performance measures that assist archivists in measuring and articulating the value and impact of their tools and services; and

WHEREAS Archival Metrics has produced seven easy-to-use, publicly available, user-based evaluation toolkits that cover a broad range of archival services and tools (online finding aids, repository websites and access tools, student orientations, use of archives in teaching and instruction, economic impact of government archives, and use of the focus group method in data collection); and

WHEREAS The user-based evaluation toolkits developed by Archival Metrics and the findings generated through the continued use of these toolkits have helped archivists make evidence-based decisions to improve archival programs, services, and resources for their users; and

WHEREAS This group of scholars, throughout the duration of the Archival Metrics project, have mentored junior scholars to widen the pool of researchers who continue to engage in the area of user-based evaluation and assessment in the field;

NOW, THEREFORE, BE IT RESOLVED that the Archival Metrics project and its principal investigators, Professor Wendy Duff (University of Toronto), Professor Helen Tibbo (University of North Carolina, Chapel Hill), and Professor Elizabeth Yakel (University of Michigan), be honored with a 2020 SAA Council Exemplary Service Award.

Society of American Archivists
Council Exemplary Service Award
Honoring
Lori Lindberg

WHEREAS Lori Lindberg has been actively involved in the academic and archival professions, championing archival education as a member of the SAA Education Committee, the SAA DAS Subcommittee and as a longtime university faculty member;

WHEREAS serving as a lecturer at San Jose State University and other institutions, she advocates for education in archival science, records management, and digital preservation; and

WHEREAS she conducted extensive research to map 15 courses to the ACA and ICRM exam to create curriculum; and

WHEREAS she designed 15 weeks of lessons for each course using the SAA Code of Ethics, SAA Core Values, and her wealth of teaching experience and subject expertise; and

WHEREAS her work led to the creation of the first independent accredited Master of Archives and Records Administration (MARA) degree program in the United States; and

WHEREAS in 2008 the MARA degree at San Jose State University accepted enrollment of its first class; and

WHEREAS in 2010 and 2012 she received the WISE (Web-based Information Science Education) Consortium's Excellence in Online Teaching Award upon student recommendation after experiencing her course content and teaching effectiveness;

NOW, THEREFORE, BE IT RESOLVED that Lori Lindberg be honored with a 2020 Council Exemplary Service Award for her long-standing commitment to archival education and the betterment of archives professionals that has contributed to the modernization of the archives and digital curation curriculum.

Society of American Archivists
Council Exemplary Service Award
Honoring
Mark A. Puente

WHEREAS Mark Puente has been actively involved with diversity and leadership development since the beginning of his library career; and

WHEREAS while serving as director and senior director of Diversity and Leadership Programs at the Association of Research Libraries (ARL), he advocated for and taught about diversity recruitment strategies, racial equity, networking, and residency programs in academic libraries; and

WHEREAS in 2013, and in subsequent extensions through 2021, he administered grants from the Institute of Museum and Library Services (IMLS) to establish multiple diversity initiatives in partnership with professional associations, including the ARL/SAA Mosaic Program whose goal was to recruit and retain emerging professionals from historically underrepresented racial and ethnic minority groups; and

WHEREAS the ARL/SAA Mosaic Program provided financial support, practical work experience, mentoring, career placement assistance, and leadership development to 34 individuals in eight cohorts, contributing to a more diversified and inclusive archives and special collections workforce;

NOW, THEREFORE, BE IT RESOLVED that Mark A. Puente be honored with a 2020 SAA Council Exemplary Service Award for his long-standing commitment to diversity in the archives and special collections profession, and especially for his outstanding leadership of the ARL/SAA Mosaic Program.

Society of American Archivists
Council Resolution
Honoring
Organizers of the Archival Workers Emergency Fund

WHEREAS the Archival Workers Emergency Fund (AWEF) was established in 2020 by the SAA Foundation to provide financial assistance for archival workers experiencing acute, unanticipated financial hardship due to the COVID-19 pandemic; and

WHEREAS the AWEF was created based on a proposal developed by an *ad hoc* group of concerned archivists led by Jessica Chapel and Lydia Tang and comprising Steven D. Booth, Alison Clemens, Anna Clutterbuck-Cook, Jennifer Coggins, Courtney Dean, Steve Duckworth, Carady DeSimone, Rebecca Goldman, Irene Hauzinger, Katharina Hering, Hayley Hinsberger, Valencia Johnson, Carli Lowe, Bridget Malley, Sarah McLusky, Rebecca Thayer, Lauren White, Jen Wachtel, Amy Wickner, and Katrina Windon; and

WHEREAS the *ad hoc* group also gathered resources relating to remote work, archival labor, mutual aid, access to unemployment benefits, and other relief efforts for archival workers based in the United States who are navigating rapidly changing conditions during the COVID-19 emergency; and

WHEREAS since the launch of the fund 740 donors have contributed more than \$105,000 (as of July 2020), in addition to the SAA Foundation Board's contribution of \$21,000 in funding; and;

WHEREAS the AWEF Review Committee, comprising individuals from the *ad hoc* group and SAA Foundation Board members, has provided, as of July 2020, more than \$121,000 to 141 applicants;

NOW, THEREFORE, BE IT RESOLVED that the organizers of the Archival Workers Emergency Fund be honored with a 2020 SAA Council Resolution for their work in creating a relief aid program designed to support archival colleagues affected by the COVID-19 crisis.

Society of American Archivists
Council Resolution
Honoring
Tragedy Response Initiative Task Force

WHEREAS in January 2018, at the request of the SAA Diverse Sexuality and Gender Section, the Council recognized that archivists and communities who must deal with sudden tragic events and circumstances need help and support from the archival community during these times; and

WHEREAS the Council charged a task force to create and compile material for ready accessibility by archivists who are facing a disaster or sudden tragedy; and

WHEREAS that charge also included consideration of the creation of a volunteer tragedy response team; and

WHEREAS the task force, chaired by Lisa Calahan with members David Benjamin, Jackie Esposito, Kara McClurken, Allen Ramsey, Patricia Rettig, Vanessa St. Oegger-Menn, and Susan Tucker, worked for more than two years to create resources for use during dire and unfortunate circumstances; and

WHEREAS the work resulted in *Documenting in Times of Crisis: A Resource Kit* (SAA website), complete with templates, examples, and guidelines for communities that need assistance collecting after a disaster or tragic event; and

WHEREAS their work has been profiled by NPR news stations in Massachusetts, North Carolina, and Southeast Missouri, and used by Johns Hopkins University, University of North Carolina-Charlotte, Parkland History Society, and History Colorado; and

WHEREAS the task force forged relationships with representatives from the American Alliance of Museums, American Association for State and Local History, Oral History Association, American Library Association, National Heritage Responders, and LYRASIS; and

WHEREAS the task force has laid the groundwork for SAA to form a cross-professional cultural heritage advisory group on tragedy response;

NOW, THEREFORE, BE IT RESOLVED that the SAA Tragedy Response Initiative Task Force be honored with a 2020 SAA Council Resolution for creating critical resources and offering its support for archivists and communities during traumatic moments in time.

Society of American Archivists
Council Resolution
Honoring
Task Force to Revise Best Practices on Accessibility

WHEREAS in 2017, the Council convened the Task Force to Revise Best Practices on Accessibility to review two standards, *Best Practices for Working with Archives Researchers with Physical Disabilities* and *Best Practices for Working with Employees with Physical Disabilities*; and

WHEREAS this Task Force, co-chaired by Kathy Marquis and Sara White with members Krystal Appiah, Daria D'Arienzo, Alan Lefever, Donna McCrea, Lydia Tang, and Samantha Cook, conducted far-reaching-research to learn how to improve archives accessibility based on users' experiences, and current innovative and best practices, and drafted a set of guidelines that incorporated expert, member, and user feedback; and

WHEREAS this group, working in close consultation with many stakeholders including the SAA Standards Committee, the Reference, Access, and Outreach Section, and the Diversity Committee submitted the *Guidelines for Accessible Archives for People with Disabilities*, which was approved by the Standards Committee and adopted by the Council in 2019; and

WHEREAS the *Guidelines for Accessible Archives for People with Disabilities* is a freely available resource that provides a set of core values, best practices, recommendations, and resources to help archivists provide services and spaces that are accessible and inclusive;

NOW, THEREFORE, BE IT RESOLVED that the SAA Task Force to Revise Best Practices on Accessibility be honored with a 2020 SAA Council Resolution for its diligence in creating a comprehensive set of guidelines that expands the conversation to include neuro-diversity, temporary physical disabilities, access to digital resources, and the concept of an accessibility spectrum.

Society of American Archivists
Council Resolution
Honoring
The SAA Diversity Committee's
Mosaic Program Task Force

WHEREAS in October 2010 SAA President Helen Tibbo appointed a Task Force of the Diversity Committee to support the strategic priority related to Diversity; and

WHEREAS the Task Force was charged to 1) develop a proposal regarding what the Mosaic Program might be and 2) prepare a work plan for achieving that vision; and

WHEREAS that charge also included evolving the Mosaic Scholarship into a program that encompasses a broad set of activities, including conference attendance, enhanced mentoring, and cohort development; and

WHEREAS the Task Force, chaired by Terry Baxter, with members María R. Estorino, Bergis Jules, Debra Kimok, and Farris Wahbeh, worked to create a vision for the Mosaic Program; and

WHEREAS the work resulted in a partnership with the Association of Research Libraries (ARL); and

WHEREAS the partnership resulted in grant funding from the Institute of Museum and Library Services as a result of a collaboration between Bergis Jules, Task Force member, and Mark Puente, senior director of Diversity and Leadership Programs at ARL; and

WHEREAS in 2013 the ARL/SAA Mosaic Program was established; and

WHEREAS the vision from the Diversity Committee and success in attaining funding resulted in diversification of the archives and special collections professional workforce, mentoring, and leadership development; and

WHEREAS the success of the Mosaic Program has resulted in 34 fellows and an increase in the diversity of SAA leadership;

NOW, THEREFORE, BE IT RESOLVED that Terry Baxter, María R. Estorino, Bergis Jules, Debra Kimok, and Farris Wahbeh be honored with a 2020 SAA Council Exemplary Service Award for their long-standing commitment to diversity in the archives and special collections profession, especially through the vision of expanding the Mosaic Scholarship and support of the ARL/SAA Mosaic Program.

Society of American Archivists
Council Resolution
Honoring
Accessibility and Disability Section Steering Committee

WHEREAS the SAA Accessibility and Disability Section was established in 2019, with a steering committee composed of Lydia Tang and Michelle Ganz (co-chairs), Jessica Chapel, Veronica Denison, Jade Finlinson, Bridget Malley, Cheryl Oestreicher, Lindy Smith, Chris Tanguay, Zachary Tumlin, Lauren White, and Sara White; and

WHEREAS this group drafted an advocacy tool for developing a more flexible concept of archival labor for archivists working from home due to COVID-19 or archivists with disabilities, including readings, project ideas, and related resources; and

WHEREAS this document, “Archivists at Home,” has been widely shared, used, and re-used by archivists across the United States and the world, including the Association of Canadian Archivists, the International Council on Archives, Archivist Memes, Archivists’ Think Tank, and SAA; and

WHEREAS their work is an exemplar of cooperative information sharing in support of “archival resilience” for closures, remote work, students and contingent archival workers, archivists with disabilities, and others affected by the global COVID-19 pandemic;

NOW, THEREFORE, BE IT RESOLVED that the SAA Accessibility and Disability Section Steering Committee be honored with a 2020 SAA Council Resolution for their groundbreaking grassroots effort in developing and distributing the “Archivists at Home” resource.

Society of American Archivists
Council Resolution
Honoring
Human Rights Archives Section

WHEREAS in 2019 the SAA Human Rights Archives Section created the “Rights and Records” webinar series under the leadership of Itza Carbajal and Natalie Bonds (co-chairs); and

WHEREAS the webinar series, produced in partnership with SAA Education, provided SAA members, the archival community, and allied cultural heritage professionals with two free, web-based, live recordings; and

WHEREAS the SAA Human Rights Archives Section collaborated with the SAA Native American Archives Section (Rose Buchanan and Caitlin Haynes), the National Native American Boarding School Healing Coalition (Christine Diindiisi McCleave, Dr. Rose Miron, and Stephen R. Curley) and WITNESS (Yvonne Ng and Arul Prakkash) to highlight initiatives and research on Human Rights issues and records, and their presence in various archival settings and scenarios; and

WHEREAS the webinar series had a global reach with attendees from North America and Europe, and speakers based in Prague and Kuala Lumpur; and

WHEREAS the SAA Human Rights Archives Section fostered rich, relevant, and meaningful conversations on the role and responsibility of archivists working towards the adoption of ethical and moral practices;

NOW, THEREFORE, BE IT RESOLVED that the SAA Human Rights Archives Section be honored with a 2020 SAA Council Resolution for developing “Rights and Records,” the first webinar program involving multiple SAA component groups, affiliated archival organizations, and SAA Education.

Society of American Archivists
Council Resolution
Honoring
Samantha Winn

WHEREAS, Samantha Winn launched a grass-roots fundraiser to assist “QTBIPOC, BIPOC, LGBTQ+, disabled, and multi-marginalized archives workers in their efforts to engage with the profession”; and

WHEREAS, she illustrated through the #52Fund how a community of archivists can work for positive change by helping each other in the spirit of social justice movements; and

WHEREAS, she developed options for directing funds to the SAA Foundation’s Mosaic Scholarship Fund, the Brenda S. Banks Award, the Harold T. Pinkett Student of Color Award, or to a mutual aid fund that she administered directly; and

WHEREAS, through her efforts, 36 people received support from their archival colleagues;

NOW, THEREFORE, BE IT RESOLVED that Samantha Winn be honored with a 2020 SAA Council resolution for her commitment and support of archivists and her example of peer-to-peer mutual aid as positive change for the betterment of the profession.

**Proposed Revisions to
*Core Values of Archivists and
Code of Ethics for Archivists*
("Clean" Version)**

Overview

The *Core Values of Archivists* and the *Code of Ethics for Archivists* are intended to be used together to guide individuals who perform archival labor or who work in archival environments. These aspirational values and ethical principles help shape SAA's expectations for professional actions and engagement.

In summary, archivists should strive to:

- Expand access and usage opportunities for users, and potential users, of archival records.
- Actively contribute ideas and resources to our field's body of theoretical and practical scholarship.
- Cultivate collaborative opportunities not only with creators, users, and colleagues, but with any interested parties who wish to engage with archival records.
- Develop and follow professional standards that promote transparency and mitigate harm.
- Respect the diversity found in humanity and advocate for archival collections to reflect that rich complexity.
- Recognize the importance of professional education and development by supporting lifelong learning for themselves and others.
- Devise environmentally sustainable techniques for preserving collections and serving communities.
- Create mentorship opportunities for library school students, new professionals, and any individual in the archives field who seeks to enrich their work experience.
- Actively share their knowledge and expertise with creators, users, and colleagues.

While many archivists are committed to incorporating these ethical and core values into their work, we acknowledge that, both historically and currently, not all members of the profession abide by these beliefs or guidelines. We also acknowledge that archivists and archival practices are never neutral. The goal of this document is to move the profession toward a more inclusive, ethical, and accountable community of archival practice.

Core Values of Archivists

Archivists conduct vital work, including:

- Identifying and preserving essential records that document the cultural heritage of society.
- Organizing and maintaining the documentary record of institutions, groups, communities, and individuals.
- Assisting in the process of interpreting documentation of past events through the use of primary source materials.
- Serving a broad range of people who seek to locate and use the information found in evidentiary records.

The modern archives profession endeavors to ground its theoretical foundations and functions in a set of core values that guides all the practices and activities of archivists, both individually and collectively. These core values embody what our field stands for and should inform the professional actions of SAA's membership. But it should be noted that the historical records held within archives often afford the most power to those who create and control the archive itself. In a democratic society, such power should benefit each individual equally. Hence, archivists should ensure that their professional guidelines empower them to equitably provide labor and resources in service of all members of society.

Accordingly, this statement of core archival values articulates a set of principles that serve both as a reminder of how archivists should strive to engage professionally and as a primer for contextualizing archivists' role in a greater societal sense. Archivists are often subjected to competing claims and imperatives that may pull in conflicting directions. These core values can guide archivists when making professional decisions, serving as a lens through which they can examine complex ethical concerns that may arise during their work.

Access and Use: Access to records is essential in all personal, community, academic, business, and government settings. Archivists should promote and provide the widest possible accessibility of materials, while respecting legal and ethical access restrictions including public statutes, cultural protections, donor contracts, and privacy requirements. While access may be justifiably limited in some instances, archivists still seek to foster open access and unrestricted use as broadly as possible when appropriate.

The goal of use should be considered during every phase of acquisition, description, and access. Even individuals who do not directly use archival materials still benefit indirectly from research, public programs, and other forms of archival work, including an increased awareness that records exist, are being cared for, and can be accessed when needed. Accordingly, use of documentary records should be actively promoted and protected by archivists.

Accountability: Archivists help maintain documentary evidence of actions by individuals, groups, and organizations. By preserving records of societal experiences, functions, activities, and decision-making, archivists provide important resources for contemporary and future entities seeking accountability.

In the public sphere, 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. In the private sector, archival documentation assists in protecting the rights and interests of consumers, shareholders, employees, individuals, and communities. Preserving evidentiary records for both public and private entities creates a mechanism to cultivate transparency within organizations and can help make power imbalances visible.

Advocacy: Archivists promote the use and understanding of the historical record, while also serving as advocates for their own archival programs and organization's needs. Advocacy for archivists and archival work can take many forms, including: contributing to the formation of public policy related to archival and recordkeeping issues, ensuring that archivists' expertise is used in the public's interest, and making the utility and value of archival work understood locally and beyond. Building support and understanding for all forms of archival labor is necessary to secure the vital resources required to continue our work and to ensure continued access to materials held within archives.

Diversity: Archivists collectively seek to document and preserve the record of the broadest possible range of individuals, communities, governance, and organizations. Archivists respectfully work to build and promote archival collections that document a multiplicity of viewpoints on social, political, and intellectual issues.

Within our organizations: Archivists must embrace the importance of identifying, preserving, and working with communities to actively document those whose voices have been underrepresented or marginalized. It is critical to forge connections with under-documented communities and individuals, support preservation of records relating to those communities' activities, encourage use of archival research sources, and support the formation of community-based archives. Building collections that reflect the diversity of humanity is key to preserving a historical record that encompasses the stories of all peoples, instead of just those who wield enough power and influence to ensure their lives are documented.

Within our field at large: Archival education programs, professional organizations, and hiring institutions must work to develop practices and policies that center the recruitment, retention, and ongoing support of inclusive communities of practice. It is not enough to collect the history of diverse peoples—the archives profession must constantly work toward creating anti-oppressive environments that encourage participation from people across the spectrum of experience.

The *SAA Statement on Diversity, Equity, and Inclusion* provides further guidance in this area.

History and Memory: Archival materials provide digital and physical surrogates for human memory, both individually and collectively, and serve as evidence against which individual and social memory can be compared. While the historical record cannot be defined by a single document, collection, or memory, archivists recognize that primary sources allow people to examine past events and gain insight into human experiences.

Preservation: Archivists serve as stewards for primary sources in all formats, striving to identify

sustainable preservation strategies so that materials can be accessible for continued future use. Preserving materials is a means to this end, not an end in itself. Within prescribed law and best-practice standards, archivists must determine how original materials can best be preserved through a combination of activities including condition monitoring, creation of physical and digital surrogates, and environmental controls in areas where materials are processed, used, and stored.

Responsible Stewardship: As responsible stewards, archivists commit to making ethical and transparent decisions about how to provide care for the documents, records, and materials entrusted to them. Archivists should develop stewardship models that account for internal and external needs, creating best practices that not only reflect archival expertise, but that can also adapt in response to stakeholders' needs and suggestions.

Responsible stewardship also means considering a repository's realistic capacity for care when deciding to acquire or deaccession materials. To maintain trustworthy relationships with creators and support the institutional mission of an archival organization, ethical distribution of available resources should be a part of every strategic conversation throughout the lifecycle of all materials in a repository's holdings.

Selection: Archivists make choices about which materials to steward based on a wide range of criteria. They accept the responsibility of serving as active agents in shaping and interpreting the documentation of the past. The cost of long-term preservation and ongoing challenges of accessibility prevent most of the documents and records created in modern society from being kept in perpetuity. Understanding this, archivists recognize the wisdom of seeking advice from other stakeholders during all processes that result in the selection of materials for an archive's holdings. They also acknowledge that the power wielded to select materials does not diminish or usurp the authority held by the creators or sources of these materials.

Service: Archivists serve numerous constituencies and stakeholders. Within the mandates and missions of their organizations, archivists provide connections to primary sources so that (any) users, whoever they may be, can discover and benefit from the archival record of society, its institutions, and individuals.

Social Responsibility: Undergirding the professional activities of all archivists are their responsibilities to society and the greater public good. Archivists, in their various roles and duties, contribute to preserving individual and community memory for their specific constituencies and, in so doing, help increase the overall social awareness and understanding of past events. The archival record is part of the cultural heritage of all members of society. As such, archivists strive to uphold their social responsibilities through equitable, clearly defined policies and procedures for selection, preservation, access, and use of the archival record.

Sustainability: Archivists should root their work in an ethics of care that prioritizes sustainable practices and policies. Caring for collections and serving communities—along with developing acquisition, processing, storage, and service models—must necessarily involve an ongoing awareness of the impact of archival work on the environment. As stewards of the historical record, archivists should be mindful of the ways in which their professional work can function

both as harmful force and reparative resource.

(Approved by the SAA Council in May 2011, revised August 2020)

Code of Ethics for Archivists

Archives are created by a wide array of individuals and groups, providing and protecting evidence of human activity and social organization. Archivists endeavor to ensure that materials entrusted to their care will be accessible over time. They should embrace principles that foster the transparency of their actions and that inspire confidence in the profession. A distinct body of ethical norms helps archivists navigate complex situations and issues that can arise during the course of their work.

The Society of American Archivists is a membership organization comprising individuals and organizations dedicated to the selection, care, preservation, access to, and administration of historical and documentary records of enduring value for the benefit of current and future generations.

The Society endorses this *Code of Ethics for Archivists* as principles of the profession. This Code should be read in conjunction with SAA's *Core Values of Archivists*. Together they provide guidance to archivists and address and increase awareness of ethical concerns among archivists, their colleagues, and the rest of society. As advocates for collections under their care, archivists aspire to carry out their professional activities with the highest standard of professional conduct. The behaviors and characteristics outlined in this *Code of Ethics for Archivists* should serve as aspirational principles for archivists to consider as they strive to create trusted archival organizations.

Case studies that are drawn from real life and that address one or more of the areas covered by the *Code of Ethics for Archivists* have been published by SAA's Committee on Ethics and Professional Conduct (CEPC).

Professional Relationships: Archivists strive to cooperate and collaborate with other archivists in the profession, as well as with all individuals, communities, and organizations performing archival work. In their professional relationships with donors, records creators, users, communities, and colleagues, archivists should be as respectful, honest, transparent, empathetic, and equitable as possible.

Judgment: While no element of archival work is unbiased or neutral, archivists still strive to exercise their ethical, professional judgment in the appraisal, acquisition, and processing of materials. Decisions should always be made mindfully, aiming to ensure the preservation, authenticity, diversity, and lasting cultural and historical value of materials. Archivists should be transparent about their role in the selection, retention, and creation of the historical record by carefully documenting all collections-related policy decisions, including preservation treatments, descriptive work, processing activities, and access guidelines. Archivists are encouraged to consult with colleagues, relevant professionals, creators, and constituent communities to ensure that diverse perspectives inform their actions and decisions throughout the stewardship process.

Authenticity: Archivists use appraisal and evidentiary provenance documentation to provide transparent information about the authenticity and origin of archival materials. Using archival description, they document the unique archival characteristics of records, including their intellectual, digital, and physical integrity. Archivists should not willfully alter, manipulate, or destroy data or records to conceal facts or distort evidence. Archivists thoroughly document any actions they take that may cause changes to the records in their care or raise questions about the records' authenticity.

Security and Protection: Archivists protect all materials for which they are responsible. They guard all records against accidental damage, vandalism, and theft. They take steps to minimize the deterioration of records and implement security policies to protect all records in every format. Archivists have well-considered plans in place to respond to any situation that might threaten the safety of their holdings, their patrons, and their staff.

Access and Use: Archivists actively promote open and equitable access to records in their care as much as possible. They strive to minimize restrictions and maximize ease of access. They facilitate the continuing accessibility of archival materials in all formats. Archivists formulate and disseminate access policies that encourage ethical and responsible use. They work with creators, donors, organizations, and communities to ensure that any restrictions applied are appropriate, well-documented, and equitably enforced. When repositories require restrictions to protect confidential and proprietary information, such restrictions should be applied consistently. Archivists should seek to balance the principles of stewardship, access, and respect.

Privacy: Archivists recognize that privacy is an inherent fundamental right and sanctioned by law. They establish procedures and policies to protect the interests of the donors, individuals, groups, and organizations whose public and private lives and activities are documented in archival holdings. As appropriate and mandated by law, archivists place access restrictions on collections to ensure that privacy and confidentiality are maintained, particularly for individuals and groups who have had no voice or role in collections' creation, retention, or public use. Archivists should maintain transparency when placing these restrictions, documenting why and for how long they will be enacted. Archivists promote the respectful use of culturally sensitive materials in their care by encouraging researchers to consult with those represented by records, recognizing that privacy has both legal and cultural dimensions. Archivists respect all users' rights to privacy by maintaining the confidentiality of their research and protecting any personal information collected about the users in accordance with their institutions' policies.

Trust: Archivists should not take advantage of their privileged access to and control of records and collections. They execute their work knowing that they must ensure proper custody for the materials entrusted to them. Archivists should demonstrate professional integrity and avoid potential conflicts of interest. They seek to balance the rights, interests, needs, and suggestions of all people and groups affected by archival decisions.

(Approved by the SAA Council, February 2005; revised, January 2012 and August 2020)

Proposed Revisions to Core Values of Archivists and Code of Ethics for Archivists (With Tracked Changes)

(Approved by the SAA Council in May 2011; revised, August 2020)

Introduction

~~Statements of ethics emerge from the core values of a profession. The Core Values of Archivists~~ Overview

~~The Core Values of Archivists and the Code of Ethics for Archivists~~ Code of Ethics for Archivists are intended to be used together to guide ~~archivists, as well as to inform those individuals~~ who ~~perform archival labor or who work with archivists, in shaping~~ archival environments. These aspirational values and ethical principles help shape SAA's expectations for professional actions and engagement. ~~The former is a statement of what~~

In summary, archivists believe; the latter is a framework should strive to:

- expand access and usage opportunities for archivists' behavior, users, and potential users, of archival records

~~In addition, case studies drawn from real life that address one or more of the areas covered by the Code of Ethics for Archivists have been published by SAA's Committee on Ethics and Professional Conduct (CEPC).~~

* * *

- actively contribute ideas and resources to our field's body of theoretical and practical scholarship
- cultivate collaborative opportunities not only with creators, users, and colleagues, but with any interested parties who wish to engage with archival records
- develop and follow professional standards that promote transparency and mitigate harm
- respect the diversity found in humanity and advocate for archival collections to reflect that rich complexity
- recognize the importance of professional education and development by supporting lifelong learning for themselves and others
- devise environmentally sustainable techniques for preserving collections and serving communities
- create mentorship opportunities for library school students, new professionals, and any individual in the archives field who seeks to enrich their work experience
~~— mentor and support individuals entering the archives profession~~
- actively share their knowledge and expertise with creators, users, and colleagues

While many archivists are committed to incorporating these ethical and core values into their work, we acknowledge that both historically and currently, not all members of the profession abide by these beliefs or guidelines. We also acknowledge that archivists and archival practices are never neutral. The goal of this document is to move the profession towards a more inclusive, ethical, and accountable community of archival practice.

Core Values of Archivists

(Approved by the SAA Council in May 2011, revised May 2020)

Archivists ~~select, preserve, and make available primary sources~~ conduct vital work including:

- identifying and preserving essential records that document the activities of institutions, communities, and individuals. These archival sources can be used for many purposes, including providing legal and administrative evidence, protecting the rights of individuals and organizations, and forming part of the cultural heritage of society.
- organizing and maintaining the documentary record of institutions, groups, communities, and individuals
- assisting in the process of interpreting documentation of past events through the use of primary source materials
- servicing a broad range of people who seek to locate and use the information found in evidentiary records

The modern archives profession ~~bases~~endeavors to ground its theoretical foundations and functions ~~on~~in a set of core values that ~~define and guide~~s all the practices and activities of archivists, both individually and collectively. ~~Values~~These core values embody what our field stands for and should ~~form the basis for~~inform the ~~behavior of its members~~professional actions of SAA's membership. But it should be noted that the historical records held within archives often afford the most power to those who create and control the archive itself. In a democratic society such power should benefit each individual equally. Hence, archivists should ensure that their professional guidelines empower them to equitably provide labor and resources in service of all members of society.

Accordingly, this statement of core archival values articulates ~~these central~~a set of principles that serve both ~~to remind~~as a reminder of how archivists ~~why they should strive to~~engage in

~~their professional responsibilities and to inform others of the basis for archivists' contributions to society.~~ professionally and as a primer for contextualizing archivists' role in a greater societal sense. Archivists are often subjected to competing claims and imperatives, ~~and in certain situations particular values that~~ may pull in conflicting directions. ~~This statement intends to provide guidance by identifying the~~ These core values ~~that can~~ guide archivists ~~in~~ when making ~~such professional decisions and choices.~~ Core values provide part of the context in, serving as a lens through which ~~to~~ they can examine complex ethical concerns that may arise during their work.

Access and Use: ~~Archivists.~~ Access to records is essential in all personal, community, academic, business, and government settings. Archivists should promote and provide the widest possible accessibility of materials, ~~consistent with any mandatory~~ while respecting legal and ethical access restrictions, ~~such as including public statute statutes, cultural protections, donor contract, business/institutional contracts, and privacy, or personal privacy. Although requirements.~~ While access may be justifiably limited in some instances, archivists still seek to ~~promote~~ foster open access and unrestricted use ~~when as broadly as possible.~~ Access to records is essential in personal, academic, business, and government settings, and use of records when appropriate.

The goal of use should be both welcomed and actively promoted, considered during every phase of acquisition, description, and access. Even individuals who do not directly use archival materials still benefit indirectly from research, public programs, and other forms of archival ~~use, work~~ including ~~the symbolic value of knowing; an increased awareness~~ that ~~such~~ records exist, are being cared for, and can be accessed when needed. Accordingly, use of documentary records should be actively promoted and protected by archivists.

Accountability: Archivists help maintain documentary evidence of actions by individuals, groups, and organizations. By ~~documenting institutional~~ preserving records of societal experiences, functions, activities, and decision-making, archivists provide ~~an important means of ensuring~~ resources for contemporary and future entities seeking accountability. ~~In a republic such accountability and transparency constitute an essential hallmark of democracy. Public~~

In the public sphere, 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.~~ In the private sector, ~~accountability through~~ archival documentation assists in protecting the rights and interests of consumers, shareholders, employees, ~~and citizens.~~ individuals, and communities. Preserving evidentiary records for both public and private entities creates a mechanism to cultivate transparency within organizations and can help make power imbalances visible.

Advocacy: ~~Archivists in collecting repositories may not in all cases share the same level of responsibility for accountability, but they, too, maintain evidence of the actions of individuals, groups, and organizations which may be required to provide accountability for contemporary and future interests.~~

~~Advocacy: Archivists promote the use and understanding of the historical record. They serve, while also serving as advocates for their own archival programs and institutional organization's needs. They also advocate for the application of archival values in a variety of settings, including, to the extent consistent with their institutional responsibilities, the political arena. Archivists seek to contribute~~ Advocacy for archivists and archival work can take many forms including: contributing to the formation of public policy related to archival and recordkeeping concerns and to ensure issues, ensuring that their archivists' expertise is used in the public interest. public's interest, and making the utility and value of archival work understood locally and beyond. Building support and understanding for all forms of archival labor is necessary to secure the vital resources required to continue our work and to ensure continued access to materials held within archives.

Diversity: ~~Archivists collectively seek to document and preserve the record of the broadest possible range of individuals, socio-economic groups, governance, and corporate entities in society. Archivists~~ communities, governance, and organizations. Archivists respectfully work to build and promote archival collections that document a multiplicity of viewpoints on social, political, and intellectual issues.

Within our organizations: archivists must embrace the importance of identifying, preserving, and working with communities to actively document those whose voices have been ~~overlooked~~ underrepresented or marginalized. ~~They seek~~ It is critical to build forge connections ~~to~~ with under-documented communities ~~to and individuals,~~ support: acquisition and preservation of sources records relating to ~~these~~ those communities' activities, ~~encouragement of community members' encourage~~ use of archival research sources, and for support the formation of community-based archives. ~~Archivists accept and encourage a~~ Building collections that reflect the diversity of viewpoints on social, political, and intellectual issues, as represented both humanity is key

to preserving a historical record that encompasses the stories of all peoples, instead of just those who wield enough power and influence in archival records and among members of the profession. They work actively to achieve a diversified and representative membership in the profession order to ensure their lives are documented.

Within our field at large: archival education programs, professional organizations, and hiring institutions must work to develop practices and policies that center the recruitment, retention, and ongoing support of ~~a-inclusive communities of practiced~~ **diversified and representative membership**. It is not enough to collect the history of diverse peoples—the archival profession must constantly work towards creating ~~an-anti-oppressive environments~~ **that encourage participation from people across the spectrum of experience.**

The SAA Statement on Diversity and Inclusion provides further guidance in this area.

History and Memory: ~~Archivists recognize that primary sources enable people to examine the past and thereby gain insights into the human experience.~~ Archival materials provide **digital and physical** surrogates for human memory, both individually and collectively ~~and, when properly maintained, they, and~~ serve as evidence against which individual and social memory can be tested. Archivists preserve such primary sources to enable us to better comprehend the past, understand ~~compared. While the present, and prepare for the future~~ **historical record cannot be defined by a single document, collection, or memory, archivists recognize that primary sources allow people to examine past events and gain insight into human experiences.**

Preservation: ~~Archivists preserve a wide variety of~~ serve as stewards for primary sources for the benefit of **in all formats, striving to identify sustainable preservation strategies so materials can be accessible for continued future generations use.** Preserving materials is a means to this end, not an end in itself. Within prescribed law and best-practice standards, archivists ~~may~~ **must** determine ~~that the~~ **how** original ~~documents themselves must~~ **materials can be best preserved, while at other times copying the information they contain to alternate media may be sufficient. Archivists thus preserve materials for the benefit through a combination of the future more than for the concerns **activities including condition monitoring, creation of the past physical and digital surrogates, and environmental controls in areas where materials are processed, used, and stored.****

Responsible Stewardship: As responsible stewards, archivists commit to making ethical and transparent decisions about how to provide care for the documents, records, and materials entrusted to them. Archivists should develop stewardship models that account for internal and external needs, creating best practices that not only reflect archival expertise, but which can also adapt in response to stakeholders' needs and suggestions.

Responsible stewardship also means considering a repository's realistic capacity for care when deciding to acquire or deaccession materials. In order to maintain trustworthy relationships with creators and support the institutional mission of an archival organization, ethical distribution of available resources should be a part of every strategic conversation throughout the lifecycle of all materials in a repository's holdings.

Selection:- Archivists make choices about which materials to select for preservation steward based on a wide range of criteria, including the needs of potential users. Understanding that because of the cost of long-term retention and the challenges of accessibility most of the documents and records created in modern society cannot be kept, archivists recognize the wisdom of seeking advice of other stakeholders in making such selections. They acknowledge and. They accept the responsibility of serving as active agents in shaping and interpreting the documentation of the past. The cost of long-term preservation and ongoing challenges of accessibility prevent most of the documents and records created in modern society from being kept in perpetuity. Understanding this, archivists recognize the wisdom of seeking advice from other stakeholders during all processes that result in the selection of materials for an archive's holdings. They also acknowledge that the power wielded to select materials does not diminish or usurp the authority held by the creators or sources of these materials.

Service:- Archivists serve numerous constituencies and stakeholders. Within the mandates and missions of their institutions/organizations, archivists provide effective and efficient connections to (and mediation for) primary sources so that (any) users, whoever they may be, can discover and benefit from the archival record of society, its institutions, and individuals. Archivists serve numerous constituencies and stakeholders, which may include institutional administrators, creators and donors of documentary materials, rights holders, un/documented peoples, researchers using the archives for many distinct purposes, corporate and governmental interests, and/or citizens concerned with the information and evidence held in archival sources. Archivists seek to meet the needs of users as quickly, effectively, and efficiently as possible.

Social Responsibility: ~~Underlying all~~ Undergirding the professional activities of all archivists ~~is~~are their ~~responsibility~~responsibilities to a variety of groups in society and to the greater public good. ~~Most immediately, archivists serve the needs and interests of~~ Archivists, in their employers and institutions. ~~Yet the~~various roles and duties, contribute to preserving individual and community memory for their specific constituencies, and in so doing, help increase the overall social awareness and understanding of past events. The archival record is part of the cultural heritage of all members of society. ~~Archivists with a~~As such, archivists strive to uphold their social responsibilities through equitable, clearly defined ~~societal mission~~strive to meet these broader social responsibilities in their policies and procedures for selection, preservation, access, and use of the archival record.

Sustainability: Archivists ~~with a narrower mandate still contribute to individual and community memory for their specific constituencies, and in so doing improve the overall knowledge and appreciation~~should root their work in an ethics of care that prioritizes sustainable practices and policies. Caring for collections and serving communities—along with developing acquisition, processing, storage, and service models--must necessarily involve an ongoing awareness of archival work's impact on the environment. As stewards of the historical record, archivists should be mindful of the past within society. ways in which their professional work can function both as harmful force and reparative resource.

Code of Ethics for Archivists

(Approved by ~~the~~ SAA Council ~~in~~, February 2005; revised, January 2012-); revised, May 2020)

Archives are created by a wide array of individuals and groups, providing and provideprotecting evidence of ~~the full range of~~ human ~~experience~~activity and social organization. Archivists endeavor to ensure that ~~those~~ materials entrusted to their care will be accessible over time ~~as evidence of human activity and social organization.~~ Archivists—they should embrace principles that foster the transparency of their actions and that inspire confidence in the profession. A distinct body of ethical norms helps archivists navigate ~~the~~ complex situations and issues that can arise ~~in~~during the course of their work. -

The Society of American Archivists is a membership organization comprising individuals and organizations dedicated to the selection, care, preservation, access to, and administration of historical and documentary records of enduring value for the benefit of current and future generations.

The Society endorses this "Code of Ethics for Archivists" as principles of the profession. This Code should be read in conjunction with SAA's "Core Values of Archivists." Together they provide guidance to archivists and [address and](#) increase awareness of ethical concerns among archivists, their colleagues, and the rest of society. As advocates for [documentary collections and cultural objects](#) under their care, archivists aspire to carry out their professional activities with the highest standard of professional conduct. The behaviors and characteristics outlined in this Code of Ethics should serve as aspirational principles for archivists to consider as they strive to create trusted archival ~~institutions~~[organizations](#).

[Additionally, case studies drawn from real life, and that address one or more of the areas covered by the Code of Ethics for Archivists, have been published by SAA's Committee on Ethics and Professional Conduct \(CEPC\).](#)

Professional Relationships

Archivists [strive to](#) cooperate and collaborate with other archivists,~~and respect them and their institutions' missions and collecting policies.~~ [in the profession, as well as with all individuals, communities, and organizations performing archival work.](#)

In their professional relationships with donors, records creators, users, [communities,](#) and colleagues, archivists ~~are~~[should be as respectful,](#) honest, ~~fair, collegial~~[transparent, empathetic,](#) and equitable. [as possible.](#)

Judgment

~~Archivists~~ [While no element of archival work is unbiased or neutral, archivists still strive to exercise their ethical, professional judgment in appraising, acquiring the appraisal, acquisition, and processing of materials. Decisions should always be made mindfully, aiming to ensure the preservation, authenticity, diversity, and lasting cultural and historical value of their collections materials.](#) Archivists should ~~carefully document their collections-related decisions and activities to make~~ [be transparent about](#) their role in the selection, retention, ~~or~~[and](#) creation of the historical record ~~transparent to their institutions, donors, and users.~~ [by carefully documenting all collections-related policy decisions, including preservation treatments, descriptive work, processing activities, and access guidelines.](#) Archivists are encouraged to consult with colleagues, relevant professionals, [creators,](#) and [constituent](#) communities ~~of interest~~ to ensure

that diverse perspectives inform their actions and decisions [throughout the stewardship process](#).

Authenticity

Archivists ~~ensure~~ [use appraisal and evidentiary provenance documentation to provide transparent information about](#) the authenticity and ~~continuing usability~~ [origin](#) of ~~records in their care. They~~ [archival materials. Using archival description, they](#) document ~~and protect~~ the unique archival characteristics of records ~~and strive to protect the records', including their~~ intellectual, [digital](#), and physical integrity ~~from tampering or corruption.~~ Archivists ~~may~~ [should](#) not willfully alter, manipulate, or destroy data or records to conceal facts or distort evidence. ~~They~~ [Archivists](#) thoroughly document any actions [they take](#) that may cause changes to the records in their care or raise questions about the records' authenticity.

Security and Protection

Archivists protect all ~~documentary~~ materials for which they are responsible. [They guard all records against accidental damage, vandalism, and theft.](#) They take steps to minimize the ~~natural physical~~ deterioration of records and implement ~~specific~~ security policies to protect ~~digital~~ [all](#) records [in every format](#). Archivists ~~guard all records against accidental damage, vandalism, and theft and~~ have well-~~formulated~~ [considered](#) plans in place to respond to any ~~disasters~~ [situation](#) that ~~may~~ [might](#) threaten records. ~~Archivists cooperate actively with colleagues and law enforcement agencies to apprehend and prosecute vandals and thieves.~~ [the safety of their holdings, their patrons, and their staff.](#)

Access and Use

~~Recognizing that use is the fundamental reason for keeping archives, archivists~~ [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. They~~ [as much as possible. They strive to](#) minimize restrictions and maximize ease of access. They facilitate the continuing accessibility ~~and intelligibility~~ of archival materials in all formats. ~~Archivists formulate and disseminate institutional access policies along with strategies that encourage ethical and responsible use. They work with creators, donors, organizations, and originating agencies~~ [communities](#) to ensure that any restrictions [applied](#) are appropriate, well-documented, and equitably enforced.

When repositories require restrictions to protect confidential and proprietary information, such restrictions should be ~~implemented in an impartial manner. In all questions of access, archivists~~ applied consistently. Archivists should seek ~~practical solutions that to~~ balance ~~competing the~~ principles of stewardship, access, and interests ~~respect.~~

Privacy-

Archivists recognize that privacy is an inherent fundamental right and sanctioned by law. They establish procedures and policies to protect the interests of the donors, individuals, groups, and ~~institutions~~ organizations whose public and private lives and activities are ~~recorded~~ documented in ~~their~~ archival holdings. As appropriate and mandated by law, archivists place access restrictions on collections to ensure that privacy and confidentiality are maintained, particularly for individuals and groups who have had no voice or role in collections' creation, retention, or public use. The archivists should maintain transparency when placing these restrictions, documenting why and for how long they will be enacted. Archivists promote the respectful use of culturally sensitive materials in their care by encouraging researchers to consult with ~~communities of origin~~ those represented by records, recognizing that privacy has both legal and cultural dimensions. ~~Archivists respect all users' rights to privacy by maintaining the confidentiality of their research and protecting any personal information collected about the users in accordance with their institutions' policies.~~

Trust

Archivists should not take ~~unfair~~ advantage of their privileged access to and control of ~~historical records and documentary materials-~~ collections. They ~~execute~~ their work knowing that they must ensure proper custody for the ~~documents and records~~ materials entrusted to them. Archivists should demonstrate professional integrity and avoid potential conflicts of interest. They ~~strive~~ seek to balance the ~~sometimes competing~~ rights, interests, needs, and suggestions of all ~~stakeholders.~~

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Case Studies in Archival Ethics

Case studies drawn from real life that address one or more of the areas covered by the "Code of Ethics for Archivists" have been published by SAA's Committee on Ethics people and Professional Conduct (CEPC). groups affected by archival decisions.