

**Society of American Archivists  
Council Meeting  
November 9 – 12, 2014  
Chicago, Illinois**

**Standards Committee Annual Report  
(Prepared by 2013-2014 Co-Chairs Lisa Miller and Dan Santamaria,  
with 2013-2014 Subcommittee Chairs)**

**Date: 22 August 2014**

**Membership**

Lisa Miller (Co-Chair, 2012–2014)  
Dan Santamaria (Co-Chair, 2013–2015)  
Kathryn Bowers (2013–2016)  
Beth Davis-Brown (2013–2016)  
Matthew Eidson (2011–2014)  
Rosemary Flynn (2011–2014)  
Jeffrey Suchanek (2011–2014)  
Trevor Thornton (2013–2016)  
Meg Tuomala (2013–2016)  
Tim Pyatt, Council Liaison (2013–2016)

William Stockting (TS-EAD Co-Chair)  
Laura Jackson (TS-GRD Chair)  
Terry Catapano (SDT Chair)  
Cory Nimer (Rep to CC:DA and MAC)  
Daniel Pitti (Rep to ICA-EGAD)  
Claire Sibille-de Grimouard (Rep from ICA-EGAD)  
Sharry Watson (Rep from CAA CCAD)  
Vacant (Rep to NISO)  
Vacant (Rep to ARMA)

***Ex Officio:***

Cory Nimer (Immediate Past Co-Chair)  
Michele Pacifico (TS-AFG Co-Chair)  
Tom Wilsted (TS-AFG Co-Chair)  
J. Gordon Daines (TS-DACS Chair)  
Anila Angieli (TS-EAC-CPF Co-Chair)  
Katherine Wisser (TS-EAC-CPF Co-Chair)  
Michael Rush (TS-EAD Co-Chair)

***Incoming Members for 2014–2017 term:***

Carrie Hintz  
Hillary Bober  
Caitlin Christian-Lamb

***Incoming NISO Rep:*** Genevieve Preston

***Incoming chair for 2014–2016 term:***

Meg Tuomala

**COMPLETED PROJECTS/ACTIVITIES**

**GOVERNANCE**

***Revisions to Standards Procedures***

In response to requests from the SAA Council and staff for a "fast track" procedure for standards development, the Procedures for Review and Approval of an SAA-Developed Standard were revised to include a new section VI, Council Fast-Track Procedures. The revision is meant to

enable flexible and agile Council action in response to membership needs while preserving appropriate mechanisms for review of proposed standards by the membership and Standards Committee (SC). The revision was approved by the Council in May 2014.

### ***Revisions to Task Force Description***

The SC reviewed and recommended approval of a revision of the description of the Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) to allow up to eight members. The Council approved this revision in December 2013.

Informal discussion concerning the composition of TS-EAD, TS-EAC, and the Schema Development Team took place in spring and summer of 2014. These discussions are ongoing as of August 2014.

### ***External Representatives***

In response to a request from the Council, the SC combined the charges of SAA's representatives to the MARC Advisory Committee (MAC) and the ALA Committee on Cataloging: Description and Access (ALA CC:DA) into a single representative position. This was the final step by the SC to review and report to the Council on standards-related external representatives, a request made by the Council in May 2013. The combined charge was approved in October 2013.

### ***Liaisons***

The list of liaisons from SAA component groups was updated in fall 2013.<sup>1</sup> The liaisons have been used by the committee for such purposes as calls for comments on draft standards. Communication with the liaisons is via the Standards Collaboration listserv, which was updated to reflect the revised roster by SAA staff.

## **ENDORSEMENT AND COMMENTS**

This year the SC participated in several document reviews, including the review and recommendation of (1) SAA-developed standards for action by the SAA Council; (2) draft standards being developed by external groups seeking feedback and comments; and (3) endorsement of SAA Annual Meeting session proposals.

### ***SAA Standards Recommended for SAA Council Endorsement***

- *Best Practices for Internships as a Component of Graduate Archival Education*  
<http://www2.archivists.org/standards/best-practices-for-internships-as-a-component-of-graduate-archival-education>

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<sup>1</sup> The roster of Standards Committee liaisons is available at <http://www2.archivists.org/groups/standards-committee/section-and-roundtable-liaisons-to-the-standards-committee>.

In November 2013 the SAA Council submitted this document for SC review. The SC recommended adoption to the SAA Council in December 2013. The Council adopted the standard in January 2014.

- *Best Practices for Volunteers in Archives*  
<http://www2.archivists.org/news/2014/call-for-member-comment-best-practices-for-volunteers>

In July 2014 the SAA Council submitted this document for SC review. The SC recommended adoption to the SAA Council in July 2014. Council action is pending.<sup>2</sup>

- *College and University Archives Best Practices* (revision of the SAA standard approved by the Council in 1999)

This proposal was received from the College and University Archives Section in April 2014. SC review raised questions about whether the SAA standards process was the appropriate path for this document, and it was returned to the section.

### ***External Draft Documents Comments***

- Revised edition of *Descriptive Cataloging of Rare Materials (Manuscripts)* (DCRM[MSS]), <http://rbms.info/dcrm/dcrmmss/DCRMMSSpublichearing201401.pdf> (SC submitted compiled comments.)
- *Guidelines for Digital Newspaper Preservation Readiness* drafted by the Chronicles in Preservation project, <http://publishing.educopia.org/chronicles/> (SC encouraged comments by individuals.)

### ***SAA Annual Meeting Sessions Endorsed***

- "Establishing a Description and Access Cooperative: From Project to Program" (Chair: Daniel Pitti) ACCEPTED
- "Word Up! SAA's New *Dictionary of Archives Terminology*" (Chair: Rosemary Flynn) NOT ACCEPTED

## **STANDARDS DEVELOPMENT**

Three proposals for joint standards development work with RBMS were received from SAA component groups and reviewed by the SC. All originated with the RBMS Task Force on Metrics and Assessment, which made its final report in August 2013.<sup>3</sup>

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<sup>2</sup> *Staff Note:* Approved in August 2014. See <http://www2.archivists.org/standards/best-practices-for-volunteers-in-archives>.

<sup>3</sup> [http://www.rbms.info/committees/task\\_force/metrics\\_assessment/](http://www.rbms.info/committees/task_force/metrics_assessment/)

- SAA-ACRL/RBMS Joint Task Force for the Development of Standardized Statistical Measures for the Public Services of Archival Repositories and Special Collections Libraries.

This proposal and task force description came from the Reference, Access and Outreach (RAO) Section in November 2013. The SC reviewed them and recommended in December 2013 that the Council approve them. The Council approved them in January 2014. RBMS approved the task force description in spring 2014.

- SAA-ACRL/RBMS Joint Task Force for the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries.

This proposal and task force description came from the Manuscripts Repositories Section in November 2013. The SC reviewed them and recommended in December 2013 that the Council approve them. The Council approved them in January 2014. RBMS approved the task force description in spring 2014.

- SAA/ACRL-RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy.

This proposal and task force description came to the SC from the Reference, Access and Outreach (RAO) Section in April 2014. The SC returned them to RAO for clarification. A revised proposal was received in July; the SC reviewed it and recommended in August 2014 that the Council approve it. This is pending before the Council.

## ONGOING PROJECTS/ACTIVITIES

### INITIATIVES ASSOCIATED WITH 2013–2018 STRATEGIC PLAN

#### ***Goal 1: Advocating for Archivists and Archives***

Reviewing the *Best Practices for Internships* and *Best Practices for Volunteers*, which help to delineate the roles of interns and volunteers in archives, contributes to advocacy on behalf of archivists as a profession (1.1).

#### ***Goal 2: Enhancing Professional Growth***

Reviewing the *Best Practices for Internships* supports the career development of members (2.3). After its approval by the Council, adding the *Best Practices for Internships* document to the Standards Portal delivers information effectively and affordably (2.2).

#### ***Goal 3: Advancing the Field***

Establishing the joint task forces with RBMS will develop new standards (3.1) and enable active participation in collaborations (3.3). Reviewing the *Best Practices for Internships* and *Best Practices for Volunteers* standards support participation in standards development (3.1).

#### ***Goal 4: Meeting Members' Needs***

Revising the liaison list, communicating with the liaisons through the Standards Collaboration listserv, and seeking wider comments on draft standards facilitates communication (4.1) and creates opportunities for more full participation (4.2).

In addition to convening multiple SC conference calls since the 2013 Annual Meeting, this year the SC co-chairs also sought SC member involvement in drafting Council agenda items and reviewing drafts of those items. The SC also provided remote access to those unable to attend the 2014 Annual Meeting via Google Docs: meeting minutes were taken in real-time in Doc, and remote participants were able to comment or use Google Talk to relay comments and discussion to those at the meeting. These new activities improve communication among SC members (4.1) and create opportunities for broader participation among SC members (4.2).

#### **QUESTIONS/CONCERNS FOR COUNCIL ATTENTION**

The external representative to ARMA International remains vacant pending additional research regarding a 2008 Memorandum of Agreement between SAA and ARMA International (item D.3, Council meeting minutes, August 12–13, 2013<sup>4</sup>). Our Council liaison reported to SC that SAA staff would investigate this matter. The SC simply wishes to remind the Council of this in case it is considered a priority.

Respectfully Submitted,  
Lisa Miller and Dan Santamaria, Co-Chairs, 2013–2014

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<sup>4</sup> [http://www2.archivists.org/sites/all/files/081213\\_Minutes\\_As\\_Adopted.pdf](http://www2.archivists.org/sites/all/files/081213_Minutes_As_Adopted.pdf)

## LIST OF APPENDIXES

**Appendix A:** Standards Committee meeting minutes, August 12, 2014

### *Technical Subcommittee Annual Reports*

**Appendix B:** Schema Development Team (Development and Review Team) (SDT-DRT)

**Appendix C:** Technical Subcommittee on Archival Facilities Guidelines (TS-AFG)

**Appendix D:** Technical Subcommittee on Describing Archives: A Content Standard (TS-DACS)

**Appendix E:** Technical Subcommittee on Encoded Archival Context—Corporate bodies, Persons, and Families (TS-EAC-CPF)

**Appendix F:** Technical Subcommittee on Encoded Archival Description (TS-EAD)

**Appendix G:** Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD)

### *External Representative Annual Reports*

**Appendix H:** ALA Committee on Cataloging: Description and Access (CC:DA) and MARC Advisory Committee (MAC) representative

**Appendix I:** Representative report: International Council on Archives Experts Group on Archival Description (ICA EGAD)

*Note:* Reports are not provided from the NISO and ARMA International representatives because the positions are vacant for 2013–2014.

## Standards Committee Annual Meeting Minutes

Tuesday, August 12th, 2014, at 1 p.m. EDT

Room Virginia C, Marriott Wardman Park, Washington, D.C.

**In attendance:** Lisa Miller, Dan Santamaria, Meg Tuomala, Kris Keisling, Michael Fox, Caitlin Christian Lamb, Rosemary Flynn, Bill Stocking, Daniel Pitti, Karin Bredenberg, Terry Catapano, Michele Pacifico, Angelique Richardson, Hilary Bober, Carrie Hintz, John Bence, Cory Nimer, Gordon Daines, Beth Davis-Brown, Jim Cross, Tim Pyatt, Kathy Wisser, Anila Angieli, Jackie Dooley, Mike Rush (*some additional attendees arrived late or came in and out*)

**Attending remotely:** Trevor Thornton

### Call to order (Lisa Miller)

- Introductions and new members
  - Announcement: New and current committee members invited to stay after the meeting for a conversation/orientation to committee procedure
- Recognition of outgoing members
  - Lisa Miller and Rosemary Flynn stepping down
  - Special thanks to Cory Nimer's work on the committee and as ALA Liaison
  - Special thanks to Lisa for her work as co-chair

### Standards Committee report (Dan Santamaria, Lisa Miller)

- Draft sent out last week
  - Lisa highlighted a few things:
    - Fast track process
    - Revised TS:ASG charge (changed membership numbers)
    - Started discussions w/ EAD-related groups about how these groups could be formed a little differently
    - Combined CC:DA and MAC into a single liaison
    - Updated liaison list
- Committee Reviewed this year:
  - Guidelines for Internships and volunteers
    - Endorsed
  - College and University Guidelines
    - Returned to section, did not pass on to Council w/ committee's endorsement
- Comments on Drafts submitted to committee
  - Description and cataloging Rare Materials
  - Newspaper digitization guidelines
  - Finalized descriptions of two new groups
    - Joint task force (w/ RBMS) on use metrics
    - Joint task force (w/ RBMS)
  - Primary source literacy guidelines

### **Council liaison report (Tim Pyatt)**

- Thanks to Lisa and Dan for their leadership
- Recap of committee activity this year
- Best Practices for VOLunteers approved
- 3rd Joint task force on Primary source literacy not approved , however council agrees in principle
  - Additional notes on this forthcoming
- External liaison to RBMS standards group, conversation ongoing
- Committee on Public Awareness (NEW)
  - As this work progresses: asked committee to think about ways standards could be an advocate
- HIPAA recommendations
  - Posting on website and soliciting comments soon
- Dan asked question about timing of Council meetings this coming year
  - January meeting tentatively moving to before Thanksgiving

### **Briefing on OCLC Research initiatives (Jackie Dooley)**

- ArchiveGrid
  - Last fall scope expanded to what types of MARC records are included in ArchiveGrid (mostly added visual materials, sound recordings and AV materials)
  - ArchiveGrid now includes 4.2 million MARC records
- EAD Tag Patterns implications on discovery report published by OCLC research in Code 4 Lib
- Faceted Application of Subject Terminology (FAST) Thesaurus
  - Jackie is suggesting its use by archives and highlighting it as a resource
- Linked Data research-- OCLC research very active in this area. Interested in what archives are (aren't) doing in this area, too
- They will be distributing handouts on all of this (and more!) all week

### **Constituent group reports**

*Discussion of submitted technical subcommittee, development and review team, and representative reports, see reports for additional details*

#### **TS-AFG (Michelle Pacifico)**

- Joint US/Canadian Standard? Publication in English, French, Spanish?
  - No luck in getting funding from US or Canadian sources, not sure what this means for publication
- Standard under revision, rough draft ready for informal review
- Open meeting tomorrow at SAA annual meeting (Weds, 13 August 2014)
- Not as far along as would have hoped, chapter on environmental standards proving most difficult
- Draft for full review and comment solicitation: shooting for October

#### **TS-DACS (Gordon Daines)**

- Revision published last year
- This year: functioning website [insert URL]



- Please announce to your groups that this is available
- It is free to access online
- DACS has not entered a continuous revision cycle
  - Talking about how this will work in TS-DACS meeting tomorrow (Weds, 13 August 2014)
  - They will specifically be discussing comments on institutions as collection creators and how that is or isn't included in the title element

### **Liaison to ALA Committees on Descriptive Standards (CC:DA and MAC) (Cory Nimer)**

- *Passed out hard copy of report*
- Highlight of a few items specifically relevant to archives
  - CC: DA
    - Production date
    - Changes to RDA Appendix K
    - MAC
    - Digital file info
    - Conference names/places
    - Field 388 change for creation of genre/form terms
  - Lisa asked: is Cory consulted on archival topics? Cory responded yes at times, but the role was largely informational.

### **TS-EAC (Kathy Wisser)**

- Submitted report, just highlighting a few things
  - Journal of Archival Organization Special issue on Use Cases for EAC-CPF coming out in the fall, 9 articles
  - Ad hoc meeting on EAC functions at ICA meeting last November
    - Talking about this at EAD RT meeting tomorrow (Weds, 13 August 2014)
    - How can EAC-CPF be repurposed/reformatted to work as a schema /format for other contextual description needs
  - Ad hoc working group working under supervision of TS-EAC to develop similar standards

### **TS-EAD (Mike Rush)**

- Gamma version of EAD 3 released in Feb
- Comment period closed and revisions made Spring
- Hoped to have finalized by SAA Annual Meeting, however that proved impossible
- Currently
  - Finalizing the schemas
  - Finalizing tag library
  - Developing migration tools
- Hoped to be wrapped up by end of calendar year

### **TS-SDT (Terry Catapano)**

- Tag library architecture
- Beta and gamma versions of schema released
- Call for test documents not too successful
  - So if you have any, please send to Terry
- Continuing work on conversion stylesheet soon

- Next version of EAC up next
- Suggested continuous revision/development cycle for bug fixes

### **Representative to ICA-CBPS (Daniel Pitti)**

Bringing to everyone's attention opportunities for collaboration

- Expert groups currently being put together:
  - Digital/electronic records
  - Intellectual property
  - Records management
  - ??? more
- Planning stages:
  - Appraisal
  - Theft (prevention)
  - Legal issues

*Contact Margaret Crockett (she is here at SAA this week?) if interested in participating in any of these*

Next meeting of ICA in Girona, Spain in October

### **TS-Guidelines for Reappraisal and Deaccessioning**

*Rep not present*

### **SAA Dictionary Working Group (Rosemary Flynn)**

- Update on work on the Dictionary
- Stickers being circulated at SAA
  - Encouraging contributions
    - #SAAwords
- First version expected 2015
- Looking at other technological solutions for the dictionary
  - Daniel Pitti suggested collaboration with the TS-SDT
- Word of the week live and over 500 subscribers
- Having a breakfast meeting Thursday (14 August) at 7 am

### **Discussion items**

- Review and revision of the ALA/SAA Joint Statement on Access - <http://www2.archivists.org/statements/alasaa-joint-statement-on-access-to-research-materials-in-archives-and-special-collection> (proposed by RBMS)
  - Other options for reviewing this standard?
    - Suggested approaching ALA and pushing time-frame for review to next year
    - Statement is very short. Seem like full working group/task force would be a bit overkill for this
    - Could RAO look at? (Yes, volunteered to take a look at this)
- Maintenance and review of older SAA standards that do not have a formal maintenance and review plan (such as the Joint Statement on Access)
  - Which ones are due/overdue?
  - Which ones are in good shape?

- Process for being more proactive in survey and planning to maintain older standards is needed
  - Could component groups take leadership?
    - Standards cmte would still manage the process
    - But what would happen if component group did not want to/could not take on the revision
    - Sunsetting?
  - Automatic expiration date? Warning/statement that standard is out of date
    - “Historical Documents”
    - Versioning and structured releases
  - NEXT STEP: review and see which standards are up for maintenance/review
- Technical subcommittees and collaboration
  - Many touched on the need for standards to be developed more collaboratively, with less number of distinct and separate TSs, more cooperation between the TSs
  - More guidance from SAA leadership needed
- Suggestions of activities/projects/goals for 2014–2015 (none)
- Any additional announcements (none)

Meeting adjourned @ 3:30 pm EDT

### **Schema Development Team (Development and Review Team) Report, 2014 Society of American Archivists Annual Meeting**

The Schema Development Team had a productive year, passing several major milestones in both the EAD3 and EAC-CPF development process. Work on both is conducted openly, and progress may be followed at any time by anyone on the public GitHub Repositories:

<https://github.com/SAA-SDT/EAD-Revision>

<https://github.com/SAA-SDT/eac-cpf-taglibrary>

#### **Highlights of EAD3 Activity:**

- SDT Chair Terry Catapano and TS-EAD Chair Mike Rush had several in person and virtual “sprints” to resolve outstanding issues
- Released Beta version of revised EAD Schema on GitHub, August 2, 2013
  - <https://github.com/SAA-SDT/EAD-Revision/releases/tag/v0.2.1-beta>
- Analyzed and evaluated comments on Beta Schema.
- Incorporated approved fixes and feature requests and released Gamma version of Schema on February 5, 2014
  - <https://github.com/SAA-SDT/EAD-Revision/releases/tag/v0.3.1-gamma>
- Analyzed comments and feedback received on Gamma schema with TS-EAD and made relevant changes in development branch of GitHub repository in preparation of EAD3 1.0 release
- Worked with Tag Library TS-EAD subgroup to align work with Schema Development
- Activity on the EAD-Revision GitHub site during the year included: 247 comments created, 197 issues closed, 213 commits to master branch

#### **EAC-CPF Tag Library activities and accomplishments included:**

- Led by SDT member Karin Bredenberg, development continued on TEI-based infrastructure for maintenance and production of the EAC-CPF Tag Library. The same system will be used to maintain the upcoming EAD3 Tag Library as well
- Creation of English, German, and (soon) French versions of master TEI XML documents; other translations under development
- Creation of code for generation of PDF and HTML versions of Tag Library in each language

#### **Recommendations and Future Activities**

The SDT concurs with the proposal to consolidate TS-EAD, TS-EAC, and the SDT into a single TS-EAS (Encoded Archival Standards) group. This will enable better communication and more efficient development and maintenance of the encoding standards.

The primary goal in the upcoming year is the finalization, testing, and release of version 1.0 of the EAD3 schema. The release will include the RelaxNG schema used for development and maintenance, as well as derivative versions in the World Wide Web XML Schema (XSD) and

XML Document Type Definition (DTD) languages. Additionally, an XSLT stylesheet will be released to convert as automatically and losslessly as possible existing EAD 2002 instances to EAD3. Bug reports and comments will always be welcome on the GitHub issue tracker for the project (<https://github.com/SAA-SDT/EAD-Revision/issues>). The SDT recommends that going forward the EAD3 Schema be continually maintained, with bug fixes and, perhaps, backward compatible feature requests being implemented as needed rather than wait for a prescribed period of time to solicit, evaluate and implement all changes. This procedure should instead be performed for major version releases possibly introducing backwards incompatible changes.

The revision of EAC-CPF and the development of EAC-F will be the other major area of activity in the coming year. While the changes proposed should not be difficult to implement, a point of emphasis for both the proposed TS-EAS and Standards Committee should be the consolidation and integration of EAD, EAC-CPF, EAC-F into a coherent set of schemas.

A remaining and important activity related to the SAA schemas is the development of tools and resources for support of its schemas. Of great value would be exemplary or endorsed subsets of the EAD3 schema. Since EAD3 is a “big tent” schema accommodating the interests across the spectrum of the archival community, it consequently allows for a wide range of practices. While lowering the barrier for adoption and creation of EAD instances, diversity in practice raises considerably the costs of processing and exchange of EAD data. Well-established schemas in related fields – for example, the Text Encoding Initiative (TEI), The Journal Archiving Tag Suite (JATS) – offer endorsed subsets or tools to subset the general schema to facilitate use and implementation. Such subsetting can be accomplished directly to the RelaxNG schema for EAD3 and by the Schematron rules based schema language. Towards this end, the EAD3 RelaxNG schema is being designed to accommodate customization and has developed a Schematron schema containing some constraints better expressed external to the primary schema. Hopefully the community will learn by example from the released schemas.

Finally, it is advisable that all parties involved in discussions of archival descriptive standards and practices separate issues of standardized archival description from the formal expression of those practices in the appropriate schemas and knowledge management systems (e.g., OWL, SKOS, etc...). The former ought to be the mandate of the Standards Committee (or a subcommittee tasked to standardize descriptive practices) while the latter would be the domain of TS-EAS. Certainly the two activities overlap and there ought to be communication among those involved. However, at a time when archival description is undergoing significant reconsideration and revision, it will be helpful to disentangle issues so that proper decisions result.

#### **Schema Development Team (Development and Review Team) Members:**

Terry Catapano (Columbia University), Chair	Mark Matienzo (Digital Public Library of America)
Karin Bredenberg (National Archives of Sweden)	Daniel Pitti (University of Virginia)
Florence Clavaud (Ecole nationale des chartes)	Salvatore Vassallo (University of Pavia)
Michele Combs (Syracuse University)	

Respectfully submitted, Terry Catapano, Chair, Schema Development Team

**Society of American Archivists  
Technical Subcommittee on Archival Facilities Guidelines (TS-AFG)  
Annual Report to the SAA Standards Committee  
July 30, 2014**

**Annual Report of the TS-AFG: September 2013 to August 2014**

Current status: The Technical Subcommittee on Archival Facility Guidelines met in Washington, DC on August 26-27, 2013. The Minutes of that meeting were sent to the Standards Committee and SAA on September 16, 2013. We also sent an update to the Standards Committee, the SAA Publications Board, and SAA Leadership by email on May 6, 2016.

During the August 2013 meeting the subcommittee developed a timeline for revising the SAA Standard - *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* (2009). The subcommittee is currently behind its proposed schedule of having a final review draft completed by July 2014.

As of July 30, 2014:

- 7 of the 9 chapters have been revised by the primary author, are in first draft, and have been reviewed by their first reader.
- 4 chapters are out for review to the entire subcommittee and will soon be in final draft.
- Appendices and the Bibliography are in final draft.
- The Introduction is in first draft.
- Photographs, checklists and text boxes will be developed after all chapters are in final draft.

The subcommittee will meet at the SAA meeting in Washington, DC on August 13, 2014 from 8:00 a.m. to 10:00 a.m. From 10:00 a.m. to 12:00 p.m. the meeting will be open to all meeting attendees. Not all members of the subcommittee will be able to attend the SAA-DC meeting.

During the open meeting Tom and Michele will review the work of the subcommittee, summarize the proposed changes to the standard, and discuss the challenges of revising the standard. It will be noted that each chapter of the revised standard is still very much a working draft and still being reviewed by subcommittee members. At the open meeting the subcommittee hopes that colleagues will ask questions and offer comments on the proposed revisions to the facility standard. Notices of this open meeting will be posted on appropriate listservs.

Teresa Brinati is going to post the available draft chapters and appendices online on our subcommittee microsite so that interested members can review them. We will have a few paper copies of the available draft chapters at our meeting.

After the SAA meeting the subcommittee will continue its work to refine and finalize a complete draft of the guidelines that will be submitted to the SAA Standards Committee for review and then sent to other US and Canadian organizations for review and comment.

After the SAA meeting we will submit minutes of our meeting and a revised timetable to the SAA Standards Committee.

Funding: The subcommittee currently has no funding for the revised publication. We used the remaining funds left over from our 2007 Spacesaver grant to fund the subcommittee's 2013 meeting. To date our attempts at additional grants have not been successful. At our upcoming meeting we plan to discuss new ways to approach funding and begin again the process of funding this project.

Respectfully submitted, Michele F. Pacifico and Thomas Wilsted, Co-Chairs, SAA Technical Subcommittee on Archival Facilities Guidelines

# Technical Subcommittee on *Describing Archives: A Content Standard* (TS-DACS) Annual Report

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Submitted July 2014

The Technical Subcommittee on *Describing Archives: A Content Standard* (TS-DACS) has had a good year. TS-DACS is responsible for overseeing the timely and ongoing intellectual and technical maintenance and development of *Describing Archives: A Content Standard* (DACS). This report covers the period August 2013-July 2014.

The major accomplishment of TS-DACS this year was the production of an online version of the second edition of *Describing Archives: A Content Standard* that is available at <http://www2.archivists.org/standards/DACS>. The subcommittee also began discussions on revising the existing DACS workshop and creating new workshops. The revised DACS workshop has been offered 3 times during this reporting cycle.

During the report year, the subcommittee proposed placing DACS on a continuous revision cycle and submitted proposed changes to the TS-DACS charge and membership terms to the Standards Committee. These proposals were accepted by the Standards Committee and ratified by the SAA Council. The new rotating membership appointments began in July 2014 and are indicated below. Another appointment was made to complete the term of Sibyl Schaefer who resigned in May 2014 to become a member of SAA's Digital Archives Specialist Subcommittee.

## TS-DACS Membership

### Service 2010-2014

Mary Lacy  
Sibyl Schaefer (Rockefeller Archive Center)

### Service, 2010-2015

J. Gordon Daines III (Brigham Young University), chair  
Claudia Thompson (University of Wyoming)

### Service 2014-2015

Cynthia Harbeson (Appalachian State University)—new appointee (completing Sibyl Schaefer's appointment; eligible for reappointment)

### Service 2010-2016

Hillel Arnold (New York University)  
Jacqueline Dean (University of North Carolina, Chapel Hill)



## Service 2014-2017

Elise Dunham (University of Connecticut)—New appointee

Maureen Callahan (Yale University)—New appointee

## Ex Officio Members

Lisa Miller (Standards Committee co-chair)

Dan Santamaria (Standards Committee co-chair)

## Revision of the charge of the Technical Subcommittee on *Describing Archives: A Content Standard (DACS)*

At the annual meeting in New Orleans in August 2013, TS-DACS met to discuss the proposed changes to the charge for TS-DACS and the revision cycle of DACS. SAA Council had previously reviewed the proposed changes and submitted feedback for TS-DACS to consider. This feedback was reviewed at the in-person meeting and appropriate changes were made to the TS-DACS charge and the proposed TS-DACS Procedures Manual. The committee also discussed a proposal to commission a work to be called *Implementing DACS*. TS-DACS agreed that this was a good idea and commissioned Cory Nimer of Brigham Young University to author the work. Nimer is currently working with the SAA Publications Board on the publication. TS-DACS also reviewed the work being done on the online version of DACS. The second edition of *Describing Archives: A Content Standard* was released as a publically accessible website (<http://www2.archivists.org/standards/DACS>) in November 2013.

## TS-DACS meeting Minutes New Orleans, LA 14 August 2013

Attending: Claudia Thompson, Mary Lacy, Gordon Daines, Jackie Dean, Hillel Arnold, Sibyl Schaefer, Cory Nimer, several visitors (Matt Black, Bill Landis, Tim Pyatt)

- I. Change to TS-DACS charge and rotation of membership
  - a. Reviewed the proposed change to the TS-DACS charge. Council has requested a minor change and will then approve the change. TS-DACS will become a standing committee with rotating members and DACS will be placed on a continuous review cycle.
  - b. Reviewed rotation of members to transition to the new subcommittee structure: 2014 (Kate Bowers, Mary Lacy), 2015 (Gordon Daines, Claudia Thompson, Sibyl Schaefer), 2016 (Hillel Arnold, Jackie Dean).
  - c. Gordon announced that Kate Bowers has resigned her membership on TS-DACS to accept a position on the Standards Committee.
  - d. Once Council approves the TS-DACS charge change, then the archival community will need to be notified of how to submit change proposals for DACS. It was suggested that an article be done for *Archival Outlook*.
- II. Educational Outreach
  - a. Publications

- i. Cory Nimer has completed an outline for *Implementing DACS* and is working with Chris Prom to make sure the product meets the Publications Board's needs. Hopes to start writing in early September and have a draft done by December/January and the final product done by April/May 2014. Will be taking the EAD3 revision into account.
- b. Workshops
  - i. MARC according to DACS
    - 1. Revision is about halfway done
    - 2. Looking at DACS guidelines and RDA guidelines and how they operate together
  - ii. DACS
    - 1. The workshop has been taught twice and has gone well.
    - 2. Emphasizing rules in Part II
    - 3. Workshop is meant to be output neutral
    - 4. Interest from participants in understanding how to use DACS to describe electronic records
  - iii. Processing Manual workshop (how to develop a processing manual including a discussion of how to implement DACS)
    - 1. Online course that occurs over 4 weeks
    - 2. Makes us of a virtual study group
  - iv. Possible workshops to develop
    - 1. Part II workshop

### Other meetings

No other meetings were held during this reporting period. The bulk of our work was carried out via email.

**Technical Subcommittee for Encoded Archival Context (TS-EAC) Report,  
2014 Society of American Archivists Annual Meeting  
July 2014  
Submitted by Anila Angjeli and Katherine M. Wisser**

The Technical Subcommittee for Encoded Archival Context is happy to report a busy and successful year of work focused on three main initiatives: the compilation and publication of a special issue focused on use cases for the standard, a kick off meeting for the formation of an XML schema for Encoded Archival Context – Functions, and the completion and publication of the EAC-CPF Tag Library.

**JAO Special Issue on EAC-CPF Use Cases**

Angjeli and Wisser worked with Tom Frusciano, editor of the *Journal of Archival Organization*, to put together a Call, coordinate peer review of proposals and completed manuscripts, and construct an special issue that focuses on use cases for the implementation of Encoded Archival Context – Corporate bodies, Persons and Families (EAC-CPF). The double-issue will consist of an introduction, written by Angjeli and Wisser, and nine articles that range from local focused projects to national initiatives. Articles were submitted from France, Spain, Australia and the United States. All manuscripts are with the publisher and we will be continuing to pursue an aggressive publication schedule.

**EAC-F Kick Off meeting**

With the agreement of the SAA Executive Director and President, Angjeli and Wisser convened a kick-off meeting "Building a schema for encoding Archival Functions" on 22 November 2013 at the Royal Library of Belgium. This kick off meeting was intended to initiate the work for developing a schema on Archival Functions in collaboration with professionals from the international community that have given considerable thought to the issue of encoding functions and have already carried out experiments on that topic. Twenty representatives attended this meeting, including members of TS-EAC and other interested professionals from archival institutions all over the world. Four presentations on alpha schemas for the encoding of the description of functions were presented. A discussion on the feedback from these initiatives then took place. A list of principles was then agreed upon for the development of a communication standard for encoding functions:

**Summary of decisions on EAC-F construction principles**

1. A new schema will be built in **compliance with ISDF**. Functions will be **extended to “persons”** (ISDF +)
2. The design architecture will be **based on EAC-CPF**
3. **Shared blocks, and shared elements/attributes** approach will be adopted
4. **Element naming**: principle of expanded names and camelCase conventions will be adopted
5. **Relations model**: The schema should provide the adequate architecture for expressing with precision the complex semantics of relations. The aim would be both, to satisfy the

implementation needs of different business applications, and to allow for flexible expression of the semantics with alternative technologies. Working on relations design could provide the opportunity to revise the model for relations in both contextual-entities-related schemas, and in EAD. The Italian approach could be considered with benefit (a unique parent element <relation> used for all categories of relationships, as in EAD3). The group will also consult with EGAD, as the latter considers relations a strategic issue.

6. **Scope of “Function”**: Function will be understood as covering a broad variety of activities, though it will not be the responsibility of the Working Group to settle on a terminology. The Group will rely on EGAD for concepts and definitions related to the granularity of functions and their subdivisions. EAC-F should only provide the mechanism for encoding such a typology. The Group will initially experiment with @localType strategy as implemented in EAC-CPF.

Most of the participants volunteered to be part of the ad-hoc Working Group for the development of the new schema on Functions. The SAA has agreed that the process for the development of the schema on Functions falls under the responsibility of TS-EAC. As the schema on Functions will be inseparable part of the apparatus for describing archives, along with EAD and EAC-CPF, the organization of work should be discussed with the TS-EAC and the SDT.

The minutes of the meeting were circulated also to the SAA Standards Committee as part of the reporting process to the SAA.

### **EAC-CPF Tag Library**

A thorough review and revision of the EAC-CPF Tag Library took place with input from the international community, particularly the translation initiatives. Working with the SDT, a TEI template was generated and workflow for minor edits is still being worked out. A revised version of the Tag Library has been published online at the EAC website and revisions have been communicated to those stewarding the translations so they can quickly identify the locations of the minor changes made.

### **Updates on the translations of the Tag Library**

A TEI encoded version of the German translation is close to completion. The translation is in compliance with the 2010 release of the EAC-CPF tag library.

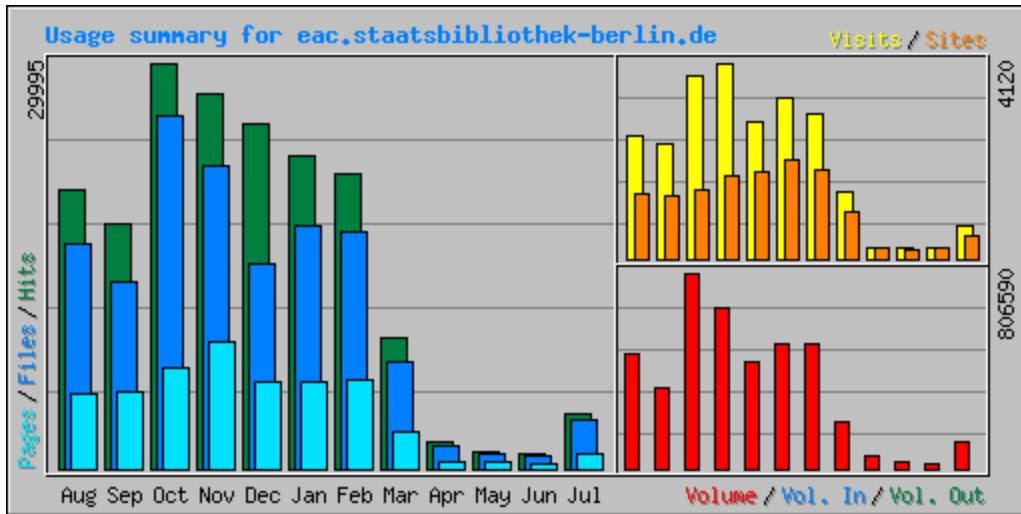
The French translation has been encoded in TEI. The text is currently being updated to comply with the 2014 release of the English version. The updated version is expected to be published in August 2014.

### **EAD3 Gamma comments**

Wisser and Angjeli have provided comments on EAD3 Gamma focusing on the compatibility of EAD with EAC-CPF.

### **Other work**

*EAC-CPF Website*



During August 2013 to July 2014 the website has been visited by 25024 unique visitors, 2085 unique visitors on average per month. Since June 2014, the tag library is hosted on the EAC website server ([http://eac.staatsbibliothek-berlin.de/fileadmin/user\\_upload/schema/cpfTagLibrary.html](http://eac.staatsbibliothek-berlin.de/fileadmin/user_upload/schema/cpfTagLibrary.html)). (Submitted by Gerhard Muller, Staatsbibliothek zu Berlin)

### Examples

Examples continue to be collected to illustrate various implementations of different aspects of the standard. An initiative for the 2014-2015 year will be an examples project that will categorize and describe examples to provide better access to specific tag use and to identify areas for expansion of the example pool.

### Membership

- Anila Angjeli, Bibliotheque Nationale de France, Co-chair
- Katherine M. Wisser, Simmons College, Co-chair
- Kerstin Arnold, Bundesarchiv, Committee member
- Erica Boudreau, John F. Kennedy Presidential Library and Museum, Committee member
- Karin Bredenberg, National Archives of Sweden, Committee member
- Basil Dewhurst, National Library of Australia, Committee member
- Tammy Peters, Smithsonian Institution Archives, Committee member
- Victoria Peters, University of Glasgow, Committee member
- Christopher Prom, University of Illinois, Urbana-Champaign, Committee member
- Aaron Rubenstein, University of Massachusetts at Amherst, Committee member
- Jerry Simmons, National Archives and Records Administration, Committee member
- Stefano Vitali, State Archives of Florence, Italy, Committee member
- Lina (Vasilki) Bountori, Ionian University, Ex-officio
- Daniel V. Pitti, University of Virginia, Ex-officio
- Gerhard Mueller, Staatsbibliothek zu Berlin, Ex-officio
- Ex-officio positions:
  - TS-EAD co-chair *Ex-officio*
  - TS-EAD co-chair *Ex-officio*
  - SDT-DRT chair *Ex-officio*

- EADRT co-chair *Ex-officio*
- EADRT co-chair *Ex-officio*
- OCLC Research *Ex-officio*
- Standards Committee co-chair *Ex-officio*
- Standard Committee co-chair *Ex-officio*
- Council Liaison

Abbreviated minutes from 2013 Society of American Archivists Annual Meeting

### **Technical Subcommittee on Encoded Archival Context – Corporate Bodies Persons and Families (TS-EAC-CPF)**

#### **Welcome and introductions, review of minutes and agenda**

Angjeli provided an overview of the year's progress for TS-EAC. While the subcommittee had a list of primary tasks for the year, there were changes over the course of the year. The primary issue for the subcommittee was the revision and editing of the tag library; revision of the tag library ended in December and a version of the tag library highlighted with all the changes was produced for the translation process. In the mean time, work has been done to create an infrastructure for the encoding of the tag library, for publication and to promote the work of the translations. That infrastructure work was done by the SDT, led by Karin Bredenberg and Florence Clavaud, and an encoded version is ready. Additional comments have been submitted from the translators.

For the translations of the tag library, a lot of work has been done. The French translation and Spanish translations has been published. A Greek translation is underway. Lina Bountori recently reported that the translation is in the final stages. She also apologized for not being present at the meeting, but with the crisis in Greece, she was unable to be funded. A German translation is currently under internal review and is hoped to be published at the end of the month. An Italian translation has been done and is waiting for permission from parent institution to publish and a Portuguese translation has been planned. There is comprehensive information regarding translations on the EAC-CPF website. All translators have expressed a willingness to keep their versions updated with the original English version

On-going issues with the tag library have been submitted from the translators. These issues, which were distributed to the TS-EAC but will not be discussed today, demonstrate that there are still issues to be taken into consideration. Two kinds of issues have surfaced: issues related to the schema and issues of clarification needed in the tag library itself.

Another issue that has been on our year's agenda is the development of a schema for the description of functions. Two experimental efforts, both based on EAC-CPF (French and Spanish), are very close to one another. Karin has also made an experiment, based on EAC beta. In November, Angjeli had contact from Swiss individuals who on their own have been engaged in creating an experimental schema for EAC-F. The chairs have been in contact with the standards committee regarding the process. In order to act in a timely way and take advantage of the innovations taking place, we have decided to start working on this in an exploratory way. A first meeting will be held in Brussels in conjunction with the annual conference of the ICA. At

this meeting we will gather those who are able to travel to Brussels. The idea is to take advantage of those experiments that have already been underway. We will report to the standards committee once that meeting has been completed.

For the six months, we have been in discussions with Tom Frusciano, editor of the *Journal of Archival Organization*, regarding a special issue on use cases of EAC-CPF. There are many innovative implementations of EAC, and we thought it would be interesting and timely to report to the community and make known those implementations of the standard. There are many surprising uses (e.g., the Australian “Find and Connect” project, a service that provides evidence for people that are looking for their identity. This service helps individuals who are looking for their family roots. The project provides information about the organizations that housed them). There are also scholar projects that have chosen the schema because of its richness in comparison to other authority structures. We have started making a list of those projects that we are aware of and will be also distributing a call for participation.

Statistics from the website show that there is a growth in the visits of the pages of the website. For example, there is an increase of more than 1,000 visits January-July 2013, as compared to the same period last year.

Project Updates were then provided:

- a) SNAC (Pitti)
- b) NAAC (Pitti)
- c) APEnet (Arnold)
- d) EAC-CPF in France (Sibille)
- e) EAC-CPF in Germany (Mueller)

### **TS-EAC Composition**

Wendy Duff has been in touch with Angjeli and will now retire from the TS-EAC. Other members will be contacted to confirm their on-going participation; Duff will be contacted to provide a suggestion for another Canadian member.

## **Technical Subcommittee for Encoded Archival Description (TS-EAD) 2014 Annual Report**

The Technical Subcommittee for Encoded Archival Description is pleased to report a busy year of work focused on the revision of EAD.

At our meeting during the 2013 SAA Annual Meeting, TS-EAD agreed that the new version of Encoded Archival Description shall be called EAD3.

After our meeting at last year's SAA Annual Meeting, TS-EAD had the following goals:

1. Share the progress report to the 2013 EAD Roundtable meeting via the SAA Standards Portal
2. Receive comments on the EAD3 Beta release through October 1, 2013.
3. Complete EAD3 and submit to the Standards Committee by the end of 2013.

TS-EAD posted the slides for the progress report delivered to the EAD Roundtable to the SAA Standards Portal soon after last year's Annual Meeting. Recognizing that the EAD user community needed more information about the pending changes to EAD, in September TS-EAD co-chair Mike Rush posted a series of six emails to the EAD list highlighting those changes and fostering further community discussion.

After the completion of the Beta review period, comments from the community and ongoing discussion within TS-EAD made it clear that significant additional changes were necessary and that it would be impossible to complete the revision by the end of 2013. TS-EAD held eight conference calls throughout the fall and winter working through variety of issues.

Because the changes made after the Beta release were significant, TS-EAD chose to release a Gamma version of EAD3 for comment by the community. The Gamma comment period ran from February 5<sup>th</sup> to March 1<sup>st</sup>, 2014.

After initially planning to complete EAD3 in time for the tag library to be published in time for the 2014 SAA Annual Meeting, it proved impossible for TS-EAD to complete all of the necessary work on the schemas and tag library on that schedule. The remaining work includes testing and refining the EAD3 schemas, completing the tag library, and completing the migration style sheets. TS-EAD will discuss the timeline for that work at the upcoming Annual Meeting, with the hope of completing EAD3 by the end of the 2014 calendar year.

TS-EAD will hold a joint annual meeting with the Technical Subcommittee for Encoded Archival Context and the Schema Development Team on Wednesday, August 13th, 2014, from 8:00 AM to 12:00 PM, in Balcony B of the Marriott Wardman Park. The agenda for the TS-EAD portion of the meeting is as follows:

TS-EAD meeting agenda:



- Updates and reports
  - Revision: progress and recap (Rush)
  - Schema Development Team (Catapano)
  - Tag Library Editorial Team (Shepherd)
  - Library of Congress EAD site report (Gardner)
- EAD3: Remaining work and timeline (Rush, Catapano, Shepherd)
- Post release activities
  - Workshop update (Fox, Kiesling)
  - “What’s new?” webinar (Rush)
  - EAD Cookbook (Fox?)
- Governance for EAD post-revision – discussion (all)
- Any other business

Respectfully submitted by Michael Rush and Bill Stockting, TS-EAD co-chairs, July 2014.

TS-EAD Members:

Michael Rush, Co-Chair (Yale University)  
 Bill Stockting, Co-Chair (British Library)  
 Michael Fox (Minnesota Historical Society)  
 Kris Kiesling (University of Minnesota)  
 Angelika Menne-Haritz (Bundesarchiv)  
 Kelcy Shepherd (University of Massachusetts Amherst)  
 Claire Sibille-de Grimouard (Direction générale des patrimoines)  
 Henny van Schie (Nationaal Archief / Bibliotheek)  
 Bradley Westbrook (Lyrasis)  
 Karin Bredenberg, ex officio, Schema Development Team (National Archives of Sweden)  
 Terry Catapano, ex officio, Schema Development Team (Columbia University)  
 Florence Clavaud, ex officio, Schema Development Team (Ecole nationale des chartes)  
 Michele Combs, ex officio, Schema Development Team (Syracuse University)  
 Mark Matienzo, ex officio, Schema Development Team (Yale University)  
 Daniel Pitti, ex officio, Schema Development Team (University of Virginia)  
 Salvatore Vassallo, ex officio, Schema Development Team (University of Pavia)  
 Merrilee Proffitt, ex officio, OCLC Research (OCLC Research)  
 Glenn Gardner, ex officio, Library of Congress (Library of Congress)  
 Jodi Allison-Bunnell, ex officio, EAD Roundtable (Orbis Cascade Alliance)  
 Mark Custer, ex officio, EAD Roundtable (Yale University)  
 Lisa Miller, ex officio, Standards Committee (Stanford University)  
 Cory Nimer, ex officio, Standards Committee (Brigham Young University)  
 Anila Angjeli, ex officio, TS-EAC (Bibliothèque Nationale de France)  
 Katherine Wisser, ex officio, TS-EAC (Simmons College)

**Annual Report: Technical Sub-Committee on Guidelines for Reappraisal and  
Deaccessioning (TS-GRD)**

August 2013-July 2014

Members:

Laura Uglean Jackson (Chair)

Chela Weber (Committee Member)

Mark Shelstad (Committee Member)

Margery Sly (Committee Member)

Virginia Hunt (Ex Officio, Acquisitions & Appraisal Section)

Lisa Miller (Ex Officio, Standards Committee Co-Chair)

Dan Santamaria (Ex Officio, Standards Committee Co-Chair)

Timothy Pyatt (Council Liaison)

During the TS-GRD's second year, we did not receive any proposed changes or suggestions for the guidelines. In June 2014 a general call for comments was sent to SAA members, but no feedback was received. The members of the TS-GRD will meet at the SAA Annual Meeting in Washington D.C. to begin planning for the formal review, which is scheduled to commence in May 2015.

**Society of American Archivists  
Representative to American Library Association (ALA)  
Committee on Cataloging: Description and Access (CC:DA) and the MARC Advisory  
Committee (MAC)  
Annual Report 2013-2014**

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**ALA Midwinter Meeting**

I attended the meetings of CC:DA and MAC at the ALA Midwinter meetings in Philadelphia, Pennsylvania (January 24-27, 2014). These meetings continued the work and discussions on changes to *Resource Description and Access* (RDA), as well as accommodating the needs of specific constituencies and institutions. In the case of CC:DA, much of the discussion centered on the actions taken by the Joint Steering Committee on the Revision of RDA (JSC) in their meetings in November 2013.

While some of the topics covered in these two committees did not necessarily impact archival descriptive work, there continue to be various proposals that may be of interest to our community and should be considered by SAA technical subcommittees in associated areas. I have included a summary of summary of the discussion of these points below, with an additional list of other CC:DA and MAC actions.

## **CC:DA**

### **Recording of Production Date**

At the meeting the ALA representative to the JSC brought a proposal for changes to RDA to resolve a conflict between the instructions for selecting and recording the date of production of unpublished materials. In the proposal, it was recommended that the guidelines be aligned with the instructions for date of publication, which would make production dates a transcribed element. This change was opposed by both myself and a liaison from the rare books/manuscripts community, both on the basis of compatibility of practice and on the principle that dates given on items do not necessarily reflect its date of production. It was recommended that the general section on sources of production (RDA 2.2.4) be revised instead to clarify that this should not be a transcribed element, and a revised proposal is expected for ALA Annual.

### **Relationship Designators in RDA Appendix K**

It was announced that the JSC had not approved the ALA proposal to expand the list of relationships designators provided in RDA for linking creators. Among their recommendations were the creation of a separate list for generic relationship designators (those that apply to more than one FRBR Group 2 entity), the introduction of a greater number of hierarchical levels, the removal of one-to-many relationships, and reconciliation with terms listed in FRAD. While some of the terms may be submitted as Fast Track proposals, it was determined that the task force would make the requested changes and a revised proposal would be prepared for ALA Annual and the 2014 JSC meetings.

The expansion of the relationship designator vocabulary in RDA should be quite useful in archival authority work, both in the Library of Congress Name Authority File and in other applications. Work continues to make this vocabulary available through the Open Metadata Registry for use in linked data applications, which will also likely benefit the archival community once these changes have been made.

### **Machine-Actionable Data Elements in RDA**

The discussion paper on machine-actionable data submitted by ALA was closely reviewed by the JSC, and it was requested that the task force work to put together a proposal for consideration at ALA Annual and the 2014 JSC meeting. This work is to be coordinated with a JSC RDA/ONIX Framework Working Group, and will focus on elaborating the Aspect-Unit-Quantity model described in the discussion paper (<http://www.rda-jsc.org/docs/6JSC-ALA-Discussion-1.pdf>). Gordon Dunsire, the chair of the JSC, spoke in the CC:DA meetings on both the representation issues and collaboration with ONIX, focusing on the need for changes to improve compatibility with linked data principles.

While this work is being undertaken independently of the ongoing revision of EAD, it seeks to address similar issues to the proposed <physdescstructured> element. This should not necessarily slow the EAD revision process further, but it is hoped that the new version of EAD will be compatible with the RDA model.

### **Creator Proposals from Other Constituencies**

There were a few proposals for RDA changes from other constituencies related to describing creators that may be of some value to the archival community. The first of these was a small revision proposed by the British Library to allow for recording a period of activity as a date for a corporate body (e.g., "active 1980s"), which was accepted. Similarly, the Library of Congress had proposed that the rules allow for the language of a family to be recorded. This was also accepted by the JSC.

However, the JSC did postpone action on the proposals that had been submitted regarding places and subjects. In the case of place names, a JSC working group was established to consider the issues and develop new proposals. It is unclear when this group's work is to be completed. With the subjects discussion paper, it was decided to hold off on changes until after the revision of the FR models in 2015.

### **Updates from Other Organizations**

As part of their meetings, CC:DA also receives a number of reports from other organizations and representatives, including the ALA Representative to the JSC, the Library of Congress, and ALA Publishing. Some points of interest to archivists from these reports include the following:

- The Library of Congress representative reported that a stable version of BIBFRAME had been completed, and is available to the community for testing throughout 2014. The project has also released a collection of test records, conversion tools, and an entry module. More information is available at <http://www.loc.gov/bibframe/>.
- The Library of Congress representative also announced that due to the government shutdown in late 2013, updates to the Library of Congress Program for Cooperative

Cataloging Policy Statements in the RDA Toolkit have been delayed until the February 11, 2014 update.

- The Program for Cooperative Cataloging liaison announced that beginning in January 2015, all records submitted through their program must be encoded as RDA.

## Other Issues

A number of other proposals and discussion items with lesser impact on archival practice were addressed at the CC:DA meetings. These included the following:

- A proposal to clarify the requirements for recording a publication statement for published works. This proposal, referred to as the "cascading vortex of horror," was referred to a small working group for revisions.
- Further discussion on the recording of performer and artistic credits, begun at the previous meeting, were continued. The JSC is looking for a principled approach to these potential changes, and the Music Library Association and OLAC liaisons agreed to develop a proposal for ALA Annual.
- A discussion paper was circulated examining the differences in the RDA rules between recording Playing Time of recordings and recording Performance Time of notated music. This will be developed as a proposal for consideration during ALA Annual.
- A proposal for changes to the list of relationship designators between FRBR Type 1 entities was reviewed by the committee, the effect of which was to clarify the terminology for catalogers and researchers. These terms will be submitted as fast track proposals to the JSC.

## MAC

### Conference Name Location Qualifiers

The Canadian Committee on MARC (CCM) submitted a proposal requesting that subfield \$c be made repeatable for the X10 and X11 fields of the MARC Bibliographic and Authority formats, in order to allow location information associated with conferences to be recorded in a more granular fashion (see <http://www.loc.gov/marc/mac/2014/2014-02.html>). For example, instead of recording

110 2# \$a American Library Association. \$b Conference \$c (Washington, D.C. and London, England)

this would instead be recorded as

110 2# \$a American Library Association. \$b Conference \$c (Washington, D.C.; \$c London, England)

Implementing these changes would require modifications in encoding practice, as well as in the creation of these authorized access points. The proposal was approved by the committee, although implementation of its provisions will be determined by the Program for Cooperative Cataloging (PCC).

## Recording Digital File Characteristics

The British Library submitted a proposal requesting the renaming and redefinition of field 347 subfield \$f to clarify the information recorded as the encoded bitrate of a streaming audio or video file, rather than its current label "Transmission speed" (see <http://www.loc.gov/marc/mac/2014/2014-03.html>). This proposal was accepted by the committee, and the MARC documentation will be updated accordingly.

## Other Issues

Other items discussed in the committee with a lesser impact on archival descriptive practice included:

- Defining indicator values for Field 588 (Source of Description note). This proposal, primarily benefiting serials catalogers, was approved with limited wording changes. The full proposal is available at <http://www.loc.gov/marc/mac/2014/2014-01.html>.
- Defining a subfield value for "miscellaneous information" in the 65X fields of the Bibliographic and Authority formats. This discussion paper will likely be revised as a proposal based on feedback from the committee, though perhaps only implemented in the context of German libraries. The full discussion paper is available at <http://www.loc.gov/marc/mac/2014/2014-dp03.html>.
- Designating a serials record as never published. This discussion paper was reviewed and returned with comments to the German National Library. The full discussion paper is available at <http://www.loc.gov/marc/mac/2014/2014-dp01.html>.
- Recording relationships between terms from different thesauri in the MARC 21 Authority format. This discussion paper will be revised as a proposal based on feedback from the committee. The full discussion paper is available at <http://www.loc.gov/marc/mac/2014/2014-dp02.html>.
- Recording RDA relationships designators in the MARC 21 Bibliographic and Authority formats. This discussion paper was reviewed by the committee, but based on the discussion it appeared that the first option proposed (relying on local best practices) will be followed, requiring no additional action. The full discussion paper is available at <http://www.loc.gov/marc/mac/2014/2014-dp04.html>.

## ALA Annual Meeting

The biannual meetings of CC:DA and MAC were held as part of the ALA Annual meetings in Las Vegas, Nevada from June 28-30, 2014. The focus of discussion in these meetings were revision proposals for improvements associated with *Resource Description and Access* (RDA). For CC:DA, this resulted in a number of proposals that have been forwarded to the Joint Steering Committee on the Revision of RDA (JSC) for their consideration in November 2014. In preparation for these meetings, CC:DA will also be reviewing a number of proposals submitted by other constituencies.

While much of the discussion in CC:DA and MAC was tangential to archival practice, there are a number of proposals that may impact the description of archival materials and that should be considered by SAA technical subcommittees associated with descriptive standards. A summary of these proposals is provided below, as well as a list of other CC:DA and MAC actions.

## CC:DA

### Recording of Production Date

Based on feedback from CC:DA at the Midwinter meetings, a discussion paper was prepared by the liaisons from the Rare Books and Manuscripts Section and the Art Libraries Society of North America regarding the recording of production dates. The paper reviewed the issues surrounding the transcription of dates from unpublished materials, and recommended that the RDA section on Production Statements (2.7) be revised to allow recording of supplied information. The paper has been forwarded to the JSC for consideration in their fall meetings (<http://www.rda-jsc.org/docs/6JSC-ALA-Discussion-4.pdf>).

While the current guidelines in RDA do not prevent recording of supplied production date information, additional clarity in the rules would assist archival catalogers and would better represent archival principles in RDA.

### Recording Statements of Responsibility

A proposal to make significant changes to how statements of responsibility are recorded for music and film items was submitted by the Music Library Association and the OnLine Audiovisual Catalogers liaisons. This proposal would remove the exceptions given in RDA 2.4.1 for these materials, while adding an alternative to allow recording this information in a note. This would allow performers and other contributors to be added to statements of responsibility, though for many institutions the implementation of these rules would depend on national implementation guidelines. This proposal was forwarded to the JSC for consideration in their fall meetings (<http://www.rda-jsc.org/docs/6JSC-ALA-32.pdf>).

Changes in these provisions should not impact most archivists, though it may impact descriptive work in motion picture archives.

### Relationship Designators in RDA Appendix K

Due to leadership changes, little work was reported at the ALA Annual meeting about the proposal to revise Appendix K. The membership of the task force was reconstituted, and a revised draft of the proposal will be prepared for the Midwinter 2015 meetings. However, any immediate needs can be submitted separately to the JSC for consideration as Fast Track proposals.

### Updates from Other Organizations

As part of their meetings, CC:DA also receives a number of reports from other organizations and representatives, including the ALA Representative to the JSC, the Library of Congress, and ALA Publishing. Some points of interest to archivists from these reports include the following:

- The Library of Congress representative reported that a new phase of experimentation with BIBFRAME has now begun to test the published model, which is expected to last one to two years. Testing is available to any interested institution or group. To assist in testing, an editor interface has been developed for creating BIBFRAME descriptions. Plans for developing a profile editor and search/display interface are currently underway.

More information on BIBFRAME development is available at <http://www.loc.gov/bibframe/>.

- The Library of Congress representative announced that updates to the Library of Congress Program for Cooperative Cataloging Policy Statements in the RDA Toolkit were added to the online tool as part of the April 2014 update. The next release of policy statement updates is scheduled for October.
- The Library of Congress also noted that the sale of print copies of cataloging documentation ended on July 1, 2014. All documentation will now be available through the Acquisitions and Bibliographic Access (ABA) website (<http://www.loc.gov/aba>) or through Cataloger's Desktop.
- It was announced that the RDA element set has now been published for linked data purposes, and is available at <http://www.rdaregistry.info/>. The elements have been made available in both FRBR-based and unconstrained forms. Gordon Dunsire (JSC chair) suggested in another session that they are hoping to further discussions on RDA compatibility/integration with Semantic Web communities during the coming year.

## Other Issues

A number of other proposals and discussion items with lesser impact on archival practice were addressed at the CC:DA meetings. These included the following:

- A proposal to create a priority order for sources of the Date of Manufacture element was approved and forwarded to the JSC (<http://www.rda-jsc.org/docs/6JSC-ALA-28.pdf>).
- A proposal to allow the omission of varying information from the preferred title of a work was approved and forwarded to the JSC (<http://www.rda-jsc.org/docs/6JSC-ALA-30.pdf>).
- The ALA Subject Analysis Committee (SAC) forwarded a proposal with basic guidelines for recording subject relationships to RDA, which was forwarded on through the ALA Representative to the JSC (<http://www.rda-jsc.org/docs/6JSC-ALA-31.pdf>).
- A proposal clarifying the instructions for recording the extent of a sequence of plates as part of a manifestation was approved and forwarded to the JSC (<http://www.rda-jsc.org/docs/6JSC-ALA-33.pdf>).
- A proposal simplifying the instructions for recording date information for religious works was approved and forwarded to the JSC (<http://www.rda-jsc.org/docs/6JSC-ALA-34.pdf>).
- A proposal to add instructions for using the nominative case when recording titles of works, names of persons and corporate bodies, and place names was approved and forwarded to the JSC (<http://www.rda-jsc.org/docs/6JSC-ALA-35.pdf>).
- A proposal extending the guidelines for recording playing time, running time, performance time, and other measures of duration was approved and forwarded to the JSC (<http://www.rda-jsc.org/docs/6JSC-ALA-36.pdf>).



## MAC

### Recording Corporate Body Existence Dates

The British Library submitted a discussion paper recommending the addition of two new subfields in the MARC Authority format 046 field, in order to allow recording the dates of establishment and termination of a corporate body (see <http://www.loc.gov/marc/mac/2014/2014-dp05.html>). The existing fields commonly used for this purpose (subfields \$s and \$t) are defined as "Start period" and "End period" and were meant to be used for periods of activity. The discussion paper was approved with the recommendation that Option 1 be used, and will be reviewed again at the Midwinter 2015 meetings.

Implementing these changes would require review of existing authority data held in the 046 subfields \$s and \$t, and the selective migration of this data to the newly defined subfields.

### Recording Period of Creation Terms

The Subject Analysis Committee (SAC) submitted a proposal to define field 388 in the MARC Bibliographic and Authority formats to allow the recording of time of creation terms separately from genre form terms (MARC Bibliographic format field 655) (see <http://www.loc.gov/marc/mac/2014/2014-06.html>). This recommendation was based on work within SAC to accommodate the development guidelines of the Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT) thesaurus. This will allow the separate recording of entries like

655 \_0 \$a English poetry \$y 19th century.

instead as

388 1\_ \$a 19th century

655 \_0 \$a Poetry.

This proposal was accepted by the committee, and the MARC documentation will be updated accordingly. Implementation guidelines are currently under development.

### Other Issues

Other items discussed in the committee with a lesser impact on archival descriptive practice included:

- Adding Miscellaneous Information in Topical Term and Geographic Name Fields. This proposal defined a new subfield \$g ("Miscellaneous information") in the MARC Bibliographic 650 and 651 fields, and redefining subfield \$g in the MARC Authority 150, 151, 450, 451, 550, 551, 750, and 751 fields. The aim of this proposal by the German National Library was to provide increased granularity for recording qualifying information in headings. The proposal was approved to meet German requirements, but

there is no anticipated use in the American community. The full proposal is available at <http://www.loc.gov/marc/mac/2014/2014-04.html>.

- Designating Relationships Between Subject Headings from Different Thesauri. This proposal defined a repeatable subfield \$i ("Relationship information) and repeatable subfield \$4 ("Relationship code") in MARC Authority format fields 700, 710, 711, 730, 748, 750, 751, 755, 762, 780, 781, 782, and 785, and the associated definition of a list of relator codes for subfield \$4. This proposal, also from the German National Library, is intended to allow mapping between different thesauri. The proposal was approved, and is available at <http://www.loc.gov/marc/mac/2014/2014-05.html>.
- Broaden Usage of Field 088. This discussion paper recommended limited changes in the definition of the 088 field to allow recording of government and technical report numbers. The full proposal is available at <http://www.loc.gov/marc/mac/2014/2014-dp07.html>.
- Defining Values for Indicator 1 in Field 037. This proposal by the British Library sought to allow defining the role of an acquisition source in the MARC Bibliographic format, designating these as Earliest, Intervening, or Latest. There was significant concern about designating vendors this way in a shared cataloging environment, and recommendations were made to define a subfield \$3 or \$5 to clarify the local nature of this information. The full discussion paper is available at <http://www.loc.gov/marc/mac/2014/2014-dp06.html>.

Respectfully submitted,  
Cory Nimer, SAA Representative to CC:DA and MAC

**ICA Experts Group on Archival Description (EGAD)  
Report to the SAA Standards Committee  
Society of American Archivists Annual Meeting  
July 2014**

**Prepared by Claire Sibille, ICA EGAD representative to SAA SC, and  
Daniel Pitti, SAA SC representative to ICA EGAD**

The International Council on Archives Programme Commission (PCOM) is responsible for establishing and overseeing several Expert Groups and Working Groups that focused on, among other objectives, establishing and developing standards and best practices. The following Groups are currently established and working:

- Expert Group on Archival Description (EGAD)
- The Human Rights Working Group (HRWG)
- Photographic and Audiovisual Archives Working Group (PAAG)
- Working Group for Intellectual Property (WGIP)

The following Groups are currently being formed:

- Digital Records Expert Group
- Expert Group on Archive Buildings and Environments
- Expert Group on International Support in Emergencies
- Records Management Expert Group
- Advocacy Expert Group

Finally, the following Groups have been approved and are in the planning stages:

- Appraisal Expert Group
- 
- International Theft of Archives
- Expert Group on Legal Issues Pertaining to Archives and Records Management

For current information on the Groups and the work underway or planned, please see <http://www.ica.org/134/ica-professional-programme/our-professional-programme.html>

For SAA members interested in serving on an ICA Expert Group, please contact Margaret Crockett at ICA: [crockett@ica.org](mailto:crockett@ica.org)

The EGAD is in the second of a four-year effort to develop a conceptual model for archival description that integrates and reconciles the four existing ICA descriptive standards:

- ISAD(G): General International Standard Archival Description
- ISAAR(CPF): International Standard Archival Authority Records – Corporate Bodies, Persons, and Families
- ISDF: International Standard Description of Functions
- ISDIAH: International Standard Description of Institutions with Archival Holdings

The EGAD is building on more than twenty years of ICA standards development, national or project-based modeling work in the archival community, and the modeling work of allied professional communities, in particular CIDOC CRM, and IFLA's FRBR as aligned with CIDOC CRM and FRBRoo. This work has as its core objective developing a conceptual model that reflects an international professional consensus and positions the archival community to take full advantage of opportunities presented by current and emerging communication technologies, including the opportunity to work cooperatively within and outside of the archival community in a shared quest to provide enhanced access to and understanding of the human record.

EGAD held its first face-to-face meeting immediately before the 1<sup>st</sup> Annual Conference of ICA in Brussels, Belgium, and was hosted by the Archives Générales du Royaume (AGR; National Archives of Belgium), 19-21 November 2013. Fifteen members of EGAD attended the meeting, representing Austria, Australia, Brazil, France, Italy, Ivory Coast, Finland, Romania, Spain, the U.K., and the U.S.

The initial discussion focused on the principles of archival description: Provenance, Respect des fonds, and Respect de l'ordre interne (also "respect de l'ordre originel" or "respect de l'ordre primitif"). The members had an intense discussion of the principles, concluding in the end that while there was a broad consensus with respect to what each means, that cultural and linguistic differences led to nuanced differences. In the end, the members decided that while the conceptual model would honor the principles, it would do so under a broader term that incorporates the principles: records in context. Thus archival description fundamentally is about describing records as such, and their contexts. Further, context should address the history of the records, and not only the original context.

It was further decided that EGAD would produce three primary products: 1) A statement on principles and a glossary of terms; 2) a conceptual model for archival description as such (expressed in textual description and diagrams); and 3) a formal ontology expressed in OWL (W3C Web Ontology Language). The ontology will address the broader cultural heritage context within which archival description exists, to facilitate both a good understanding of the fundamentals concepts, and interrelating archival description with allied cultural heritage description.

Four "work packages" were formed: WP1, EGAD secretariat; WP2, Principles and Terminology; WP3, Ontology; and WP4, Conceptual Model. Leaders and members of each work package were appointed.

Since the face-to-face meeting in Brussels, EGAD has held two plenary teleconferences, and WP4 has held one teleconference. In addition, EGAD uses a list to discussion papers and discussion. While initial progress has been slow, the members of EGAD are beginning to focus on particularly productive intellectual strategies, and the pace is beginning to pick up.

The next face-to-face meeting of EGAD will take place in October 2014, after the 2<sup>nd</sup> Annual Conference of ICA in Girona, Spain. EGAD hopes to begin circulating drafts of the various work products no later than January 2015.

## Members of EGAD

Nils Brübach, Sächsisches Staatsarchiv | Saxon State Archives (Germany)  
Florence Clavaud, Archives nationales (France)  
Adrian Cunningham (corresponding), Queensland State Archives (Australia)  
Bärbel Förster, Federal Department of Foreign Affairs (Switzerland)  
Beatriz Franco Espiño, Subd. Gral. De Archivos Estatales (Spain)  
Pete Johnston (corresponding), Cambridge University Library (U.K.)  
Jaana Kilkki (corresponding), National Archives (Finland)  
Padré Lydie Gnessougou Baroan-Dioumency, Directeur de la Documentation et des Archives (Ivory Coast)  
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Salvatore Vassallo (corresponding), Archivum Romanum Societatis Iesu (Rome, Italy)  
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