

**Society of American Archivists  
Council Meeting  
November 8-10, 2015  
Chicago, Illinois**

**Standards Committee: Proposal to Amend the Charge for the  
Technical Subcommittee on Encoded Archival Standards  
(Prepared by Co-chairs Meg Tuomala and Carrie Hintz)**

**BACKGROUND**

The Standards Committee is recommending a revised charge for the Technical Subcommittee on Encoded Archival Standards (TS-EAS) to highlight the necessity for international participation in the ongoing development and maintenance of encoded archival standards. This recommendation is being submitted to the Council in response to feedback received during and after the Annual Meeting from members of the Standards Committee and technical subcommittees.

Appended as a reference is the TS-EAS charge as originally drafted by the Committee and submitted for the Council's consideration at its August 17-18 meeting.<sup>1</sup>

**DISCUSSION**

The combining of TS-EAD, TS-EAC, and the SDT represents a welcome streamlining of the administrative work around developing and revising encoded archival standards and related schemas. In addition, it consolidates the technical expertise needed to maintain these standards.

The standards in question are international standards that the Society hosts and administers on behalf of a global community. Because of the international nature of these standards, many members of the EAD and EAC-CPF communities felt that the charge for TS-EAS needed to be more explicit in calling out the global contributions to these standards.

Many members of the EAC-CPF and EAD communities requested a removal of the requirement that a majority of the TS-EAS members be SAA members, recognizing that many architects and users of these standards are located outside of the United States and pay dues to other professional organizations. Others responded that it is appropriate for a majority of members of an SAA component group to be paying dues into the organization

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<sup>1</sup> <http://www2.archivists.org/sites/all/files/0815-1-III-B-Stds-TS-EAS.pdf>

that is hosting and supporting standard development and maintenance. There was general consensus that the charge as approved by the Council could better reflect the international user groups for encoded archival standards.

In response to this feedback, the Standards Committee proposes revisions in three areas of the TS-EAS description adopted by the Council in August 2015:

- Addition of language in the Purpose statement to specifically call out collaboration with international partners generally and the International Council on Archives Expert Group on Archival Description (EGAD) in particular.
- In section II., revision of the statement on committee membership, allowing for adjustment of committee composition by the Council if necessary. (That is, the majority of TS-EAS members do not have to be members of SAA if necessary expertise is not available from within the SAA membership.)
- Addition of language that representatives from institutions hosting technical documentation for various standards should serve as *ex officio* members. (In the near term that that would include an *ex officio* representative from the Library of Congress [EAD] and one from the Staatsbibliothek zu Berlin, which hosts the technical documentation for EAC-CPF.)

## **RECOMMENDATION**

**THAT the TS-EAS charge be revised as follows (*underline = addition, strikethrough = deletion*):**

### **Technical Subcommittee on Encoded Archival Standards**

#### **I. Purpose**

The Technical Subcommittee for Encoded Archival Standards (TS-EAS) will be responsible for the ongoing maintenance of EAD and EAC-CPF, including all schemas and related code, as well as the development of future companion standards, such as the proposed Encoded Archival Context for Functions. Its membership will be sufficient to encompass the necessary domain expertise for each standard and schema development, and will include broad international representation including SAA members and other professionals from the international archival community. The members of the committee will foster the thoughtful evolution of archival encoding standards on behalf of and in consultation with the global archival community and in close collaboration with the International Council on Archives Experts Group on Archival Description.

#### **II. Committee Selection, Size, and Length of Term**

~~All members of the technical subcommittee shall demonstrate significant knowledge of and experience with archival schemas generally, and with EAD and EAC-CPF specifically.~~ The technical subcommittee shall be composed of between fifteen and twenty members (including two co-chairs) appointed by the SAA Vice President / President-Elect for staggered three-year terms so that a minimum of three individuals are appointed by the Vice

President each year. The committee will reflect the international nature of the standards it develops, and will include balanced representation from its user communities. A majority of the committee members will be members of SAA unless sufficient expertise is not available within the SAA membership, in which case the composition of the committee may be adjusted at the discretion of the Council. ~~SAA members will make up a majority of the subcommittee membership.~~ All members shall demonstrate significant knowledge of and experience with archival schemas generally, and with EAD and EAC-CPF specifically. The chairs and members of TS-EAS may be reappointed; ~~no member shall serve for more than nine years.~~

The Technical Subcommittee for Encoded Archival Standards co-chairs will be appointed by the SAA Vice President / President-Elect, and serve as the primary contact between TS-EAS, SAA, the Standards Committee, and other related organizations. At least one co-chair will be a member of SAA. ~~and the other will be a member of the international archives committee.~~

*Ex officio* members of TS-EAS shall include the following if they are not regular members of the subcommittee:

- Co-chairs of the Standards Committee;
- Chair or co-chairs of the EAD Roundtable;
- Representative from International Council on Archives Experts Group on Archival Description, Committee on Best Practices and Standards, or other groups as appropriate.
- Representatives from institutions hosting technical documentation for standards maintained by TS-EAS (e.g., Library of Congress for EAD and the Staatsbibliothek zu Berlin for EAC-CPF).

### **III. Reporting Procedures**

The co-chairs of TS-EAS shall report at least annually to the chairs of the SAA Standards Committee. They will coordinate meeting logistics at the SAA annual meeting and elsewhere, establish TS-EAS priorities and agendas, coordinate dissemination of news from TS-EAS, work with related SAA section and roundtable leaders, and oversee and support the work of various TS-EAS standard leads. If extramural funding is obtained by SAA, the co-chairs shall provide all necessary narrative reports to the SAA office in order that the reporting requirements of SAA and the funding source are met.

### **IV. Duties and Responsibilities**

Within TS-EAS, a member will be designated by the co-chairs as the lead for each standard being maintained or developed. Each standard lead will be responsible, with the support of the co-chairs, for soliciting and compiling comments, logging bugs, leading discussion of proposed changes, articulating and justifying changes to the international community, and coordinating as necessary with other standard leads. There will also be a lead for schema design who will be responsible, with the support of the co-chairs, for coordinating work on schemas and related code and maintaining appropriate GitHub repositories. The TS-EAS co-chairs will also designate a committee member to serve as a secretary, responsible for taking and distributing meeting minutes.

Additional *ad hoc* subgroups within TS-EAS may be formed to address specific issues on a project basis (e.g., a tag library editorial team).

## **VI. Meetings**

TS-EAS shall carry out its charge primarily via electronic mail, regular mail, and conference calls. It shall meet at the SAA annual meeting and as necessary with funding from SAA or from extramural sources (with prior approval by the SAA Council).

**Support Statement:** Encoded Archival Standards are international standards that have been developed and maintained by a global community of archivists, and therefore the constituent make-up of the Technical Subcommittee for Encoded Archival Standards should reflect the international user community for those standards.

**Impact on Strategic Priorities:** This recommendation supports Goal 3.1 (identify the need for new standards, guidelines, and best practices and lead or participate in their development) and also reflects Goal 4.1 (facilitate effective communication with and among members) in that it is a result of member feedback and promotes robust information sharing and collaboration with the international archival community.

**Fiscal Impact:** None.

**Appendix:**  
**TS-EAS Charge (as previously submitted to the Council)**

**Technical Subcommittee for Encoded Archival Standards (TS-EAS)**

**I. Purpose**

The Technical Subcommittee for Encoded Archival Standards (TS-EAS) will be responsible for the ongoing maintenance of EAD and EAC-CPF, including all schemas and related code, as well as the development of future companion standards, including Encoded Archival Context - Functions. Its membership will be sufficient to encompass the necessary domain expertise for each standard and schema development, and will include broad representation from SAA and the international archival community.

**II. Committee Selection, Size, and Length of Term**

The technical subcommittee shall be composed of between fifteen and twenty members (including two co-chairs) appointed by the SAA Vice President / President-Elect for staggered five-year terms so that a minimum of three individuals are appointed by the Vice President each year. A minimum of eight committee members will be members of SAA to insure a majority of the committee membership. All members shall demonstrate significant knowledge of and experience with archival schemas generally, and with EAD and EAC-CPF specifically. The chairs and members of TS-EAS who are members of SAA may be reappointed for one consecutive term. The chairs and members who represent the international archival community may be reappointed for two consecutive terms.

The Technical Subcommittee for Encoded Archival Standards co-chairs will be appointed by the SAA Vice President / President-Elect, and serve as the primary contact between TS-EAS, SAA, the Standards Committee, and other related organizations. One co-chair will be a member of SAA and the other will be a member of the international archival community.

*Ex officio* members of TS-EAS shall include the following if they are not regular members of the subcommittee:

- Co-chairs of the Standards Committee;
- Chair or co-chairs of the EAD Roundtable
- Representative from ICA Experts Group on Archival Description or Committee on Best Practices and Standards?

**III. Reporting Procedures**

The co-chairs of TS-EAS shall report at least annually to the chairs of the SAA Standards Committee. They will coordinate meeting logistics at the SAA annual meeting and elsewhere, establish TS-EAS priorities and agendas, coordinate dissemination of news from TS-EAS, work with related SAA section and roundtable leaders, and oversee and support the work of various TS-EAS standard leads. If extramural funding is obtained by SAA, the co-chairs shall provide all necessary narrative reports to the SAA office in order that the reporting requirements of SAA and the funding source are met.

**IV. Duties and Responsibilities**

Within TS-EAS, a member will be designated by the co-chairs as the lead for each standard being maintained or developed. Each standard lead will be responsible, with the support of the co-chairs, for soliciting and compiling comments, logging bugs, leading discussion of proposed changes, articulating and justifying changes to the community, and coordinating as necessary with other standard leads. There will

also be a lead for schema design who will be responsible, with the support of the co-chairs, for coordinating work on schemas and related code and maintaining appropriate GitHub repositories. The TS-EAS co-chairs will also designate a committee member to serve as a secretary, responsible for taking and distributing meeting minutes. Additional ad hoc subgroups within TS-EAS may be formed on a project basis (e.g. a tag library editorial team).

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