

**Society of American Archivists
Council Meeting Minutes
November 14–16, 2016
Chicago, Illinois**

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes, but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see the SAA website.

President Nance McGovern called the meeting to order at 2:05 p.m. on Monday, November 14. Present were Treasurer Cheryl Stadel-Bevans; Executive Committee Member Rachel Vagts; Council members Courtney Chartier, Amy Cooper Cary, Pam Hackbart-Dean, Kris Kiesling, Michelle Light, and Bertram Lyons; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Solveig De Sutter, Web and Information Systems Administrator Matt Black, and Governance Program Coordinator Felicia Owens.

Attending via conference call were Vice President Tanya Zanish-Belcher and Council members Bergis Jules and Erin Lawrimore.

Also attending were DeEtta Jones and her colleague, Candace, of DJA Consulting, who facilitated a session on diversity, inclusion, and community engagement on Monday afternoon.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

McGovern introduced the agenda with changes proposed by the Executive Committee. The Council agreed to add a new item to the Action Agenda as IV.E.1. Reaffirmation of SAA Statement on Diversity and Inclusion and to re-order several agenda items to enhance the efficiency of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Stadel-Bevans moved adoption of the agenda as revised, Cooper Cary seconded, and the agenda was adopted (**MOTION 1**).

Move: Stadel-Bevans

Second: Cooper Cary

Vote: PASSED (Yes: Chartier, Cooper Cary, Hackbart-Dean, Kiesling, Lawrimore, Light, Lyons, Stadel-Bevans, Vagts, Zanish-Belcher. Absent: Jules.)

B. Status of Council Action List

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

II. CONSENT AGENDA

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

Move Consent Items: Stadel-Bevans

Second Consent Items: Hackbart-Dean

Vote: PASSED (Yes: Chartier, Cooper Cary, Hackbart-Dean, Kiesling, Lawrimore, Light, Lyons, Stadel-Bevans, Vagts, Zanish-Belcher. Absent: Jules.)

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between August 15, 2016, and October 5, 2016, be ratified:

- Published on the Council blog, *Off the Record*, and emailed a [message to all members](#) regarding a malicious flyer that was found at the Joint Annual Meeting in Atlanta (August 15, 2016).
- Adopted the [August 1](#) and [August 6](#) Council meeting minutes (September 1, 2016).
- Approved bylaws revisions for the Acquisitions and Appraisal Section (Appendix A) and Manuscript Repositories Section (Appendix B) (September 20, 2016).
- Elected five Class B members to the SAA Foundation Board: Janet Ceja (2016-2018), Scott Cline (2016-2019), Wilda Logan (2016-2019), Gina Minks (2016-2018), and Margery Sly (2016-2019) (October 5, 2016).

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between August 16, 2016, and November 3, 2016, be ratified:

- Signed on to a [letter to the House Committee on Armed Services](#), written by OpenTheGovernment.org, opposing the proposed Freedom of Information Act carve-out for the Department of Defense contained in the Senate version of the National Defense Authorization Act for Fiscal Year 2017 (August 16, 2016).
- Agreed to a \$1,500 sponsorship of the [Cultural Heritage and Social Change Summit](#) to support travel grants for archivists to attend the summit in New Orleans on November 5-6 (September 7, 2016).
- Endorsed an OpenTheGovernment.org “[Proposal to Strengthen Records Accountability](#)” that will be sent to the transition teams of the U.S. Presidential candidates (October 14, 2016).
- Signed on to a [letter](#), written by SAA’s Intellectual Property Working Group, to the Copyright Office regarding comments on Section 1201 (October 25, 2016).

- Endorsed a recommendation, written by OpenTheGovernment.org, to the presidential transition teams regarding over-classification (November 3, 2016).

C. Issue Brief (Revised): Freedom of Information Act

THAT the following revised issue brief on “Freedom of Information Act” be adopted (strikethrough = deletion, underline = addition).

Issue Brief: Freedom of Information Act

To ensure the public's right to equal and equitable access to government information found in archives, SAA supports all efforts to strengthen the federal Freedom of Information Act (FOIA) so that:

- Agencies follow both the letter and the spirit of the law.
- Delays and backlogs in the FOIA request process are reduced to a minimum.
- Communication between agencies and FOIA requesters and between the government and the public regarding FOIA matters is improved.
- Individuals whose records fall under FOIA are made aware of their responsibilities to make available all eligible records.

Detailed legislative agenda: ~~<http://www2.archivists.org/statements/detailed-legislative-agenda-related-to-the-freedom-of-information-act>~~

SAA also encourages state and local governments to acknowledge the right of citizens to access public records. SAA encourages state and local governments to:

- Adopt and enforce laws and policies that are based on the belief in the public’s right to these records.
- Assume that all public records are open for use unless specific and generally agreed upon reasons can be stated as to why access to a particular record must be denied.

~~SAA will consider joining legal actions to ensure proper and thorough application of FOIA, advocate for pertinent legislation and agency regulations, and suggest alterations to both court filings and proposed legislation in pursuit of these goals.~~

THE ISSUES

Although the current federal FOIA law has improved citizen access to government records and overall government transparency, it still suffers from some significant flaws:

- A number of federal agencies are resistant to fully implementing FOIA.
- Exemptions granted under federal law for certain types of information are often too broadly applied. This is especially true for Exemption 1 (national security information), and Exemption 3 (exempted by statute), and Exemption 5 (the “deliberative process” privilege, in which the internal processes of the executive branch are immune from disclosure).
- Most federal exemptions have no mechanism that allows the public interest in seeing information released to be balanced against the potential harm of releasing the information.
- ~~There is no single federal standard for ensuring the public’s “right to know,” resulting in varying interpretations of the law by the President and individual agencies. For example, various Executive Orders have significantly affected the ways in which the Act has been administered. Although recent~~

amendments to the law attempt to address issues related to the consistent application of its provisions, it remains to be seen whether the public's "right to know" will be subject to varying interpretations of the law by the President and individual agencies.

- The federal FOIA process itself suffers from persistent delays and backlogs due to the interagency referrals process, the policy of the Department of Justice to defend all actions undertaken by federal agencies under FOIA, the tendency of agencies to litigate FOIA requests due to this policy, out-of-date regulations, and a lack of incentives for agencies to follow the law.
- Communication between federal agencies and FOIA requesters and between the government and the public can be problematic. ~~Requesters currently have to visit one of more than 100 sites to track FOIA requests.~~ In the case of interagency referrals, it can be difficult to find out to whom the request has been referred and its status.
- Legislation affecting FOIA can be difficult to ascertain because provisions that affect FOIA may not be clearly stated. This can lead to inadvertent loopholes or to deliberate loopholes that are enacted without the chance for public input.
- ~~There is no federal advisory committee regarding FOIA that would allow non-government FOIA experts to help shape FOIA policy.~~
- Individuals who are responsible for records that are eligible for FOIA requests often are unaware of 1) the eligibility of their records, 2) the policies that apply to the records, and/or 3) the record-keeping responsibilities that accrue to their position.

BACKGROUND

In 1966 President Lyndon Johnson signed the Freedom of Information Act (U.S. Code Title 5) into law, and it became effective the following year. The Act was designed "to clarify and protect the right of the public to information" and sought to balance the public's "right to know" with the sensitivity of some government information and private interests. However, President Lyndon Johnson opposed the law, citing concerns over national security, privacy, personnel matters, investigatory records, and records relating to the government's deliberative process. Amendments to the original legislation followed in 1974, 1976, 1986, 1996, 2002, 2007, and 2010.

1974: The 1974 amendments, part of the Privacy Act of 1974, made substantial revisions to the original Act by establishing judicial review of executive secrecy claims; enumerating the specific instances in which Exemption 7, the investigatory file exemption, could be used; and changing certain definition and administrative procedures. Additional amendments in the Privacy Act of 1974 regulated government control of documents that concern a specific individual. President Gerald Ford vetoed the bill over concerns about these changes and the constitutionality of the Act, but Congress overwhelmingly overrode his veto.

1976: The Government in the Sunshine Act of 1976 amendments further specified the exemptions under Exemption 3 of the original Act relating to material exempted by statute. Amendments under the 1986 Omnibus Anti-Drug Abuse Act related to the scope of access to law enforcement and national security records and the fees that various categories of requesters were charged.

1996 and 2002: The Electronic Freedom of Information Act Amendments of 1996 addressed electronic access to records. These amendments also doubled an agency's required response time to 20 days. In response to the 2001 terror attacks, Congress in 2002 precluded disclosure of records by U.S. intelligence agencies in response to FOIA requests by foreign governments or international governmental agencies, whether directly or through a representative.

2007: The Openness Promotes Effectiveness in our National (OPEN) Government Act of 2007 defined who constituted a "representative of the media;" extended the 20-day deadline by up to 10 days between the FOIA office of an agency and the part of the agency that actually holds the records; required agencies to assign a tracking number to FOIA requests that take longer than 10 days and create a system for determining their status; and directed that attorney's fees be paid from the agency's own appropriations. The Act also codified agency annual reporting requirements; directed that data used to create reports be available electronically; required that agencies specify the exemption used for each deletion or redaction; and defined an agency record to include those held for an agency by a government contractor. Finally, the Act required agencies to designate a FOIA Public Liaison to assist in dispute resolution and established the Office of Government Information Services within the National Archives and Records Administration to review agency FOIA compliance.

2010: Congress passed legislation that would have shielded the Securities and Exchange Commission from FOIA disclosure, but then almost immediately repealed those provisions.

2014: The FOIA Federal Advisory Committee was established pursuant to the United States second Open Government National Action Plan (NAP) issued on December 5, 2013. Comprising government and non-governmental members of the FOIA community, the Advisory Committee fosters dialogue between the government and the requester community, solicits public comments, and develops recommendations for improving FOIA administration and proactive disclosures.

2016: The FOIA Improvement Act of 2016 (P.L. 114-185) amended the law in several key aspects, most importantly in codifying the legal standard that agencies should adopt a presumption of openness when responding to requests. This includes allowing partial disclosure of information as well as segregating nonexempt information. The law also amended the Federal Records Act (44 U.S.C. § 3102) by requiring that agencies establish proactive disclosure procedures. The new law intended to streamline the overall FOIA process by requiring the creation of a consolidated online request portal allowing the public to submit requests to any agency. The law further established a sunset provision for the deliberative process privilege, stating such exemption shall not apply to records more than 25 years old. Agencies are also required to make publicly available in electronic format any records that have been requested at least three times. The amendment aimed to improve communication methods and standards between agencies and requesters, including in terms of dispute resolution and response letters, as well as various annual reports, agency regulations, and FOIA reference guides. Finally, the law revised the duties of agency Chief FOIA Officers, creating a Chief FOIA Officer Council, and revising the duties of NARA's Office of Government Information Services.

Executive Orders: A number of Executive Orders have greatly affected the administration of the law, including the following:

- President Ronald Reagan's Executive Order 12356 allowing agencies to withhold a wider variety of information under Exemption 1 (national security information),
- President William Clinton's Executive Order 12958 releasing previously classified material more than 25 years old and of historical interest,
- President George W. Bush's Executive Order 13233 restricting access to Presidential records, and
- President Barack Obama's Executive Order 13489 rescinding EO 13233, and Executive Order 13526 allowing retroactive classification of material after it has been requested.

ADDITIONAL RESOURCES

The following government resources include reports and statistics that are useful in tracking the implementation of FOIA by government agencies, as well as information about FOIA generally.

- United States Department of Justice FOIA page: <http://www.foia.gov/>
- United States Department of Justice Office of Information Policy: <https://www.justice.gov/oip>
- National Archives and Records Administration's Office of Government Information Services (OGIS) page: <https://ogis.archives.gov/>

The National Security Archive FOIA site includes the text of the Act, an extensive legislative history, as well as articles on FOIA, National Security Archive FOIA audits, and Knight Open Government surveys.

- National Security Archive Freedom of Information Act page: <http://www2.gwu.edu/~nsarchiv/nsa/foia.html>

OpenTheGovernment.org is a coalition of 80+ organizations (including SAA) that are interested in government openness and accountability. Its website includes articles on FOIA, activities by members regarding FOIA, and Open the Government's Secrecy Report, which includes statistics on FOIA requests and backlogs, use of exemptions, and cost of processing FOIA requests.

- <http://www.openthegovernment.org/>

The following watchdog group websites include articles on each group's FOIA litigation, reports on FOIA, and suggestions on how to improve both the Act and the process.

- Center for Effective Government [formerly OMB Watch] Freedom of Information page: <http://www.foreffectivegov.org/category/categories/open-accountable-government/freedom-information>
- CREW: Citizens for Responsibility and Ethics in Washington Open Government page: <http://www.citizensforethics.org/policy/>
- Judicial Watch page: <http://www.judicialwatch.org/>
- Public Citizen Freedom of Information and Government Transparency page: <http://www.citizen.org/Page.aspx?pid=3194>

All sites were accessed on ~~October 15, 2013~~ September 5, 2016.

Originally Adopted by the SAA Council in May 2014. Revisions adopted by the SAA Executive Committee in September 2015 and by the Council in November 2016.

Support Statement: This issue brief supports SAA's Public Policy Agenda by providing members and other prospective audiences with SAA's considered opinion on the topic of access to federal records, as well as transparency and accountability of government agencies.

Impact on Strategic Priorities: Addresses Goal 1: Advocating for Archives and Archivists, Strategy 1.2. Educate and influence decision makers about the importance of archives and archivists, and 1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.

Fiscal Impact: Approval of the issue brief does not commit SAA to expend funds on any particular advocacy effort at this time.

D. Standards Committee: Guidelines for a Graduate Program in Archival Studies

THAT the proposed revisions to the Guidelines for a Graduate Program in Archival Studies be approved (*strikethrough = deletion, underline = addition*).

The final revisions to the Guidelines for a Graduate Program in Archival Studies can be found in Appendix B of Agenda Item 1116-II-D-Stds-GPAS, found here: <http://www2.archivists.org/sites/all/files/1116-II-D-Stds-GPAS.pdf>.

Support Statement: The Guidelines for a Graduate Program in Archival Studies (GPAS) define the academic preparation that graduates need and identify a common core of archival knowledge that all graduate programs in archival studies should deliver so that all graduates can excel in their professional duties. Ongoing review and revision of these Guidelines ensures that a set of guidelines that remain in line with the needs of the profession and adequately address new and emerging educational needs of students in archival programs.

Impact on Strategic Priorities: Adopting the revisions to GPAS supports SAA's strategic goal of enhancing professional growth through establishing robust guidelines for the education and training of new archivists.

Fiscal Impact: None.

E. Extend Term of Technical Subcommittee on Archival Facilities Guidelines (TS-AFG)

THAT the term of the Standards Committee's Technical Subcommittee on Archival Facilities Guidelines be extended until August 2018 so that the current revision may be completed, reviewed, edited, and published.

Support Statement: The SAA-approved standard *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* provides valuable guidance to small, mid-size, and large archival institutions as they seek to maintain, upgrade, renovate, or build archival facilities. The term for the Technical Subcommittee on Archival Facilities Guidelines should be extended until August 2018 so that the subcommittee can complete its revision to the standard.

Impact on Strategic Priorities: The work of the TS-AFG assists in achieving Goal 3, Advancing the Field.

Fiscal Impact: Should the facilities standard effort continue as a joint US-Canadian standard, some coordination by the SAA Executive Director will be needed. In addition, the final publication will require support from the Director of Publishing.

F. Appoint SAA Representative to NHPRC

THAT Dennis Meissner be appointed to serve as SAA's representative to the National Historical Publications and Records Commission from January 1, 2017, to December 31, 2020.

Support Statement: Given his thorough knowledge of the archives profession and its issues, his deep understanding of the practice of archives, and his long-standing involvement with SAA, Dennis Meissner is a most worthy representative of SAA to the NHPRC.

Relation to Strategic Plan: Particularly relevant to Goal 1.2., Educate and influence decision makers about the importance of archives and archivists and Goal 1.3., Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.

Fiscal Impact: All Commission meetings and expenses are funded by NHPRC.

G. Revise Description of Appointments Committee

THAT the following revision to the SAA Appointments Committee description be adopted (strikethrough = deletion, underline = addition):

Society of American Archivists Appointments Committee

I. Purpose

The Appointments Committee assists the vice-president/president-elect with the appointment process by identifying a pool of potential candidates for appointed positions to committees, boards, and task forces, and to official SAA representatives positions. The Committee uses the ~~provides a means to expand the pool of potential candidates by providing a mechanism for~~ volunteer self-nomination form, for those members who wish to be considered for appointments, and ~~consulting~~ consults with current appointed group chairs for possible candidates. The Committee surveys the overall list of current and potential appointments to achieve quality, balance, and diversity of appointees both overall and within each unit. At the same time, the Committee maintains an openness to appointing new people, especially through the intern program.

II. Committee Selection, Size, and Length of Term

The Committee consists of three to six members (including the chair) appointed by the newly elected SAA Vice President prior to the Annual Meeting at which s/he takes office. The Committee chair and members serve for one year to assist in the appointment process. ~~The chair from the previous year serves as an ex-officio member.~~ Membership should reflect the diverse groups represented within SAA.

III. Reporting Procedures

~~The committee chair prepares a list. After consulting the list of volunteers and leaders' recommendations, the Committee prepares a list of possible candidates for each committee, task force, board, or representative position to enable assist the Vice President to select in selecting~~ nominees for the various these posts. The vice president is responsible for contacting nominees to confirm acceptance of the appointment. The chair consults with the vice president as s/he works through the list, extending offers of appointment to these individuals. After the vice president receives the acceptances, the chair prepares a final list of committee members for presentation at the first Council meeting at the Annual Meeting.

IV. Duties and Responsibilities

The Appointments Committee is responsible for the following:

- ~~Requesting~~ Encouraging self-nominations by members and attendees at the Annual Meeting to give members a chance to express interest in serving on a committee, task force, or board or as a representative.
- Preparing announcements for *Archival Outlook* and ~~possibly other newsletters, as well as the archives list serve~~ SAA list serves or other electronic channels, other SAA media to encourage SAA members to submit their names for consideration for ~~committees~~ appointed groups on which they are interested in serving.
- ~~When necessary, canvassing~~ reviewing recommendations from current chairs, representatives, councilors, officers, and sections, and roundtables for suggestions in conjunction with self-nominations.
- Preparing recommendations for appointments to be forwarded to the Vice President.
- ~~Following the Annual Meeting at which the chair completes his/her service, he/she will transfer files as appropriate to the next year's chair and the SAA Archives.~~
- The Appointments Committee chair will remain available to serve in an advisory role to the President to assist with filling vacancies or appointing new groups that arise during the President's term.

Approved by the SAA Council: June 1998. Revised: November 2016.

Support Statement: These revisions reflect the current practices and procedures for the SAA appointments process, which will clarify the expectations and duties for all Appointments Committee members going forward.

Impact on Strategic Priorities: These revisions will help in achieving all aspects of Goal 4: Meeting Members' Needs.

Fiscal Impact: None.

III. STRATEGIC PLANNING

A. Current Strategic Plan

Council members participated on Monday, November 14, in a half-day session led by DeEtta Jones of DJA Consulting, who specializes in facilitating discussions on diversity, inclusion, and community engagement. The Council discussed how it might incorporate into SAA's Strategic Plan several of the key ideas stemming from the session.

B. Review of Strategic Plan Actions and Timelines (Dashboard)

Council members identified a number of goals and activities in the current Strategic Plan that could align with ideas generated during the facilitated session. A subgroup comprising McGovern, Zanish-Belcher, Cooper Cary, and Hackbart-Dean will work with staff to suggest revisions to the Strategic Plan that will be reviewed by all Council members.

IV. ACTION ITEMS

A. Issue Brief: Confidentiality of Private Information Held in Records Created by the Federal Government's Executive Agencies

The Committee on Public Policy (COPP) drafted an issue brief on “Confidentiality of Private Information Held in Records Created by the Federal Government’s Executive Agencies” to address the following priority within the SAA Public Policy Agenda: “To ensure the protection of citizen’s rights as well as the individual’s right to privacy, SAA will consistently take into account privacy concerns in certain categories of archival records.”

The Council had a number of concerns with policies and recommendations within the issue brief, particularly regarding the 72-year period for presumed date of death. The Council prepared comments to share with COPP for suggested revisions and asked the Committee to send a new draft to the Council for approval as soon as possible.

B. Reconvene Working Group on Joint Statement on Access to Research Materials

The Committee on Public Policy recommended that SAA reconvene a joint working group with the American Library Association (ALA) to revise and update the ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections, specifically updating for current changes regarding born-digital materials and procedures for documenting the existence of research materials.

The Council agreed that this important statement should be updated and that the ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums (CALM) is the appropriate group to contact the ALA to gauge that organization’s interest in reconvening the working group. The Council will await ALA’s interest before taking further action to convene a group.

MOTION 3

THAT the ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums (CALM) contact the American Library Association about that organization’s interest in reconvening a joint working group to revise the Joint Statement on Access to Research Materials in Archives and Special Collections Libraries.

Support Statement: This recommendation supports SAA’s Public Policy Agenda by seeking to update its position in relation to making accessible evidence of the diverse and complex elements of the human experience and preserving historical documentation for the next generation. Given CALM’s established relationship with the American Library Association, it seems fitting they should reach out to ask about reconvening the working group.

Fiscal Impact: None.

Move: Vagts

Second: Kiesling
Vote: PASSED (Unanimous)

C. Revise Description of Committee on Education / Create Graduate Archival Education Subcommittee

At its August 1, 2016, meeting, the Council discussed proposed revisions to the Committee on Education description and determined that further revisions were needed to address concerns about the Committee's increasing focus on continuing education, to the exclusion of graduate archival education issues. An internal Council working group, consisting of Cooper Cary, Kiesling, and McGovern, worked with Committee on Education Chairs Alison Clemens and Lauren Goodley and Education Director Solveig De Sutter, to discuss the issue. They determined that creation of a new Subcommittee on Graduate Archival Education would ensure that these issues are monitored appropriately.

MOTION 4

THAT the description of the Committee on Education be revised as follows (*strikethrough = deletion, underline = addition*); and

THAT a Graduate Archival Education Subcommittee of the Committee on Education be formed, per the revised description below.

Committee on Education

I. Purpose

The Committee on Education has ~~three~~ four complementary purposes: 1) to assess the profession's educational needs; 2) to prepare and promote standards for archival education programs, ~~those~~ based in graduate schools; ~~as well as~~ 3) to prepare and promote post-appointment and continuing education and training programs; and 4) to provide advice to the SAA Education Office.

The Committee on Education's work is based on the following assumptions:

- Education and professional development are essential to the continued advancement of the profession;
- ~~Graduate education and continuing education must be addressed in a coordinated manner, ensuring that developments in both areas are based on a common understanding of the needs of the profession at all levels;~~
- As the profession continues to grow and change, continuing education programs must be addressed in a coordinated manner, ensuring that developments in all areas are based on a common understanding of the profession at all levels;
- Education and professional development offerings must be responsive to the forces and circumstances that could or should shape the profession; and
- Education and professional development should be a cooperative enterprise involving various participants, including SAA; other national, regional, and local archival organizations; graduate-level academic programs; employers; and related professional associations.

II. Committee Selection, Size, and Length of Terms

The Committee on Education consists of ten members (including a chair and vice chair) appointed by the SAA Vice President for staggered three-year terms. The vice chair is appointed by the Vice President normally from among the committee members serving the second year of their appointment. The vice chair assumes the chair in his or her third year on the committee. The chair of the Digital Archives Specialist Subcommittee and the SAA Education Director serve as *ex officio* members of the committee.

The membership of the committee shall include a ~~balanced~~ mix of archival educators and ~~of practicing archivists with administrative or supervisory experience~~ expertise in one or more of the ACE categories and in continuing education development.

The vice chair of the Committee on Education serves as an *ex officio* member of the Theodore Calvin Pease Award Subcommittee of the SAA Awards Committee, ~~as a liaison to the Archival Educators Roundtable,~~ and as an informal advisor to the Student ~~Forum~~ and New Archives Professionals Section.

III. Reporting Procedures

The committee reports to the Council, providing a formal written report in the spring of each year and reporting on special initiatives as necessary or requested.

The committee works closely with the Education Director, serving in an advisory capacity in education-related projects and programs operated out of the executive office.

~~The committee maintains close liaison with the Archival Educators Roundtable, using it as a means of informing and seeking comments from individual educators related to committee initiatives.~~

IV. Duties and Responsibilities

The Committee on Education's ~~is~~ is charged with ~~is~~ is to reviewing the needs for continuing education, assisting the SAA Education Office in developing relevant programming; ~~and to providing~~ and to providing guidance to the Society in this area. ~~Among the tasks or responsibilities that have been undertaken on a recurring basis are the following:~~ The tasks and responsibilities of the committee include:

- Advise the SAA Education Director in:
 - Establishing directions and priorities for the Society's continuing education program;
 - Monitoring the effectiveness of the offerings in light of professional needs and developments;
 - Ensuring that the education programs are of high quality;
 - Coordinating the work of the Education Office with other educational initiatives within SAA; and
 - Compiling a ~~directory~~ list of educational opportunities.
- Review educational initiatives proposed and/or undertaken by other SAA committees and ~~roundtables~~ sections, as appropriate;
- Review and assess information provided by the Education Office, the Digital Archives Specialist Subcommittee, and the Graduate Archival Education Subcommittee on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;
- Advise the Council on conditions and developments that affect educational program needs;
- Maintain contact with educational offices / committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts;

- ~~Develop and revise professional guidelines for continuing education. Revise and update Archival Continuing Education (ACE) guidelines in accordance with policy, including publishing revisions for member comment and submission to the Standards Committee per the internal approval process.~~

The Committee on Education is also charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. The committee establishes its own agenda except as otherwise directed by the Council to perform specific tasks. Among the tasks or responsibilities that have been undertaken on a recurring basis are the following:

- ~~Regularly assess existing guidelines for educational programs and, if necessary, propose appropriate revisions for Council approval;~~
- ~~Review and assess information provided by the Education Office on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;~~
- ~~Advise the Council on conditions and developments that affect educational program needs;~~
- ~~Maintain contact with educational offices/committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts;~~
- ~~Assist the Education Office with developing and maintaining the Education Directory;~~
- ~~Assist the Education Office with issues relating to student chapters.~~

V. Meetings

The committee meets at the SAA Annual Meeting. Additional mid-year meetings ~~are~~ may be scheduled depending on the availability of financial resources.

Approved by the SAA Council: August 2008.

Revised: January 1992, January 1998, May 2005, August 2008, May 2011, November 2016.

- [Digital Archives Specialist \(DAS\) Subcommittee](#)
- [Graduate Archival Education \(GAE\) Subcommittee](#)

Graduate Archival Education Subcommittee

I. Purpose

The Graduate Archival Education Subcommittee of the Committee on Education is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. The Subcommittee establishes its own agenda in conjunction with the Committee on Education, except as otherwise directed by the Council to perform specific tasks. Due to resource limitations, SAA and the GAE to do not address accreditation issues.

II. Committee Selection, Size, and Length of Term

The subcommittee consists of six members (including a chair and vice chair) appointed by the SAA Vice President for staggered three-year terms. The vice chair is appointed by the SAA Vice President normally from among the subcommittee members serving in the second year of appointment. The vice chair assumes the chair in her or his third year on the subcommittee.

The membership of the subcommittee shall include five archival educators and a student or new professional, all selected with an eye to including expertise, perspective, and community input from around the profession. The chair may bring on *ad hoc* volunteers for expertise as required. The chair serves as a member of the Committee on Education and as a liaison to the Archival Educators Section.

III. Reporting Procedures

The subcommittee reports to the Committee on Education. The subcommittee chair or designee provides updates during Committee conference calls and attends the Committee's in-person meetings.

The subcommittee works closely with the Education Director, serving in an advisory capacity on education-related projects and programs operated out of the Executive Office.

IV. Duties and Responsibilities

The Graduate Archival Education Subcommittee is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area.

Duties and responsibilities include:

- Regularly assess the Guidelines for a Graduate Program in Archival Studies (GPAS), publish appropriate revisions for member comment, and submit to the Standards Committee per the internal approval process;
- Research existing programs in graduate archival education to create a comprehensive list;
- Assist the Education Office with enhancing and maintaining the Directory of Archival Education based on the research;
- Maintain contact with graduate archival education programs and other groups in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts;
- Encourage communication about the role of continuing education in tandem with graduate programs, and communicate with SAA's membership about the role of the Committee on Education in the world of graduate archival education;
- Review and assess the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make appropriate recommendations; and
- Assist the Executive Office with issues relating to student chapters.

V. Meetings

The Graduate Archival Education Subcommittee meets via monthly conference calls and may conduct in-person meetings when a need is demonstrated and financial resources are available.

Approved by the SAA Council: November 2016.

Support Statement: Creation of a Graduate Archival Education Subcommittee of the Committee on Education will ensure that SAA is positioned to address critical issues associated with graduate archival education even as the Committee as a whole continues its focus on continuing education.

Impact on Strategic Priorities: The work of the proposed subcommittee will address SAA's Strategic Goal 2: Enhancing Professional Growth.

Fiscal Impact: Some additional staff time will be required to assist in managing the work of the subcommittee. All in-person meetings will be scheduled on an as-needed basis pending availability of financial resources via the SAA budget process.

Move: Light

Second: Cooper Cary

Vote: PASSED (Unanimous.)

D. TS-DACS Funding Request

The Technical Subcommittee on *Describing Archives: A Content Standard* requested that the Council allocate \$22,675 in the FY 2017 budget to fund a four-day meeting for 17 attendees to revise the DACS Statement of Principles. The Statement was last revised in 2004, and the Technical Subcommittee wishes to address changes in evolving professional practices, including shifts away from physical arrangement, changes in technology, new discourse around diversity and inclusion, and a call for increased transparency of archival intervention. Following a lengthy discussion, the Council asked Standards Committee liaison Bert Lyons to provide the subcommittee with its list of suggestions for achieving the subcommittee's objectives less expensively and to invite a revised funding proposal.

E. Other Action Items from Council Members

E.1. Reaffirmation of SAA's Statement on Diversity and Inclusion

In light of recent social and political tensions across the United States, the Council spent considerable time discussing the need for a statement reaffirming the organization's commitment to its diversity and inclusion priorities. It reviewed several drafts and adopted the statement below.

(The statement was posted to the SAA website and shared via social media immediately after the Council meeting adjourned. See the statement here: <http://www2.archivists.org/statements/saa-statement-reaffirming-our-commitment-to-the-importance-of-diversity-and-inclusion>.)

MOTION 5

THAT the SAA Statement Reaffirming Commitment to Diversity and Inclusion be adopted.

SAA Statement Reaffirming Our Commitment to the Importance of Diversity and Inclusion

With the recent rise in hate crimes, harassment, and divisive rhetoric in our country, the Society of American Archivists reaffirms its commitment to the importance of diversity and inclusion. SAA strongly rejects any acts of hate, discrimination, bias, or intimidation against anyone on the basis of ability, race, ethnicity, national origin, gender, sexual orientation, or religion.

We are committed to supporting our members in their work during these challenging times. We stand by the [Core Values of Archivists and the Code of Ethics for Archivists](#) to guide our practices and beliefs, and by our [Code of Conduct](#) for our members and others who participate in our conferences, events, formal mentoring relationships, and online spaces. SAA stands with our allied professional partners as we continue to select, preserve, and make available evidence of our nation's diverse cultural heritage.

We welcome our members to review SAA's Core Values, Code of Ethics, [Statement on Diversity and Inclusion](#), and [Public Policy Agenda](#), which underscore our responsibilities to preserve and provide access to a documentary record that protects rights, supports accountability, and reflects the diversity of society as a whole. This includes working actively with communities to document those whose voices have been overlooked or marginalized. We welcome your recommendations for how we can encourage diversity and inclusion within SAA, the archives profession, the historical record, and the communities we serve. Contact us at saahq@archivists.org.

Support Statement: In light of recent events, the Council determined that it was critical to reaffirm the organization's commitment to the importance of diversity and inclusion.

Fiscal Impact: None.

Move: Cooper Cary

Second: Hackbart-Dean

Vote: PASSED (Yes: Chartier, Cooper Cary, Hackbart-Dean, Jules, Kiesling, Lawrimore, Light, Lyons, Vagts, Zanish-Belcher. Abstain: Stadel-Bevans.)

F. Executive Session (as needed)

The Council met in executive session to discuss a confidential matter involving an appointed group.

V. DISCUSSION ITEMS

A. Committee on Research and Evaluation

Immediate Past President Dennis Meissner attended the Council meeting on Tuesday morning to discuss his proposal for creation of a Committee on Research and Evaluation (CORE), which he introduced in his presidential address at the 2016 Joint Annual Meeting in Atlanta. He explained that the purpose of CORE would be to provide a standing entity within SAA that is responsible for conducting or facilitating research that is practical, meaningful, and useful for SAA and the archives community. The Council enthusiastically agreed that CORE would be a welcome and useful committee for consolidating, evaluating, and conducting research for the benefit of the profession. McGovern, Stadel-Bevans, and Kiesling volunteered to assist Meissner in drafting a charge for a task force to plan for creation of a new committee.

B. Member Affinity Groups: Transition Work Plan

SAA staff, with oversight by the Council Working Group on Member Affinity Groups, prepared a work plan to implement all necessary changes for the member affinity groups proposal adopted

by the Council at its August 1, 2016, meeting. This work includes making changes to the SAA website, establishing a standard timetable for all group requirements, reconfiguring systems to allow SAA members to join an unlimited number of sections, reconfiguring the Annual Meeting schedule to remove the distinction between sections and roundtables, and revising the Governance Manual and updating all roundtable bylaws.

The Council determined that all member affinity groups would be called “sections” and adopted the work plan as presented. Staff and the Council Working Group will move forward with all necessary changes, with frequent updates to the Council.

MOTION 6

THAT all SAA member affinity groups be referred to as “sections.”

Support Statement: Changing all member affinity groups’ names to “sections” will create continuity and equity and reduce confusion over the long term.

Fiscal Impact: None.

Move: Vagts

Second: Kiesling

Vote: PASSED (Yes: Chartier, Cooper Cary, Hackbart-Dean, Kiesling, Lawrimore, Light, Lyons, Stadel-Bevans, Vagts, Zanish-Belcher. Absent: Jules.)

MOTION 7

THAT the Member Affinity Group Transition Work Plan be adopted.

Support Statement: This clear and feasible work plan presents realistic timelines for implementation of the changes that the Council has adopted.

Fiscal Impact: None.

Move: Vagts

Second: Stadel-Bevans

Vote: PASSED (Yes: Chartier, Cooper Cary, Hackbart-Dean, Kiesling, Lawrimore, Light, Lyons, Stadel-Bevans, Vagts, Zanish-Belcher. Absent: Jules.)

C. Update from Council Working Group on Diversity and Inclusion

McGovern provided an update on recent activities of the Council Working Group on Diversity and Inclusion and asked the Council to consider what should be the working group’s focus in the near term. In light of a concept for “listening circles” that came out of the facilitated session on diversity, inclusion, and community engagement, the working group will take on the first step of implementing listening circles, i.e., holding one or more conference call listening sessions with various SAA members to learn more about the state of archives and what diversity and inclusion

efforts SAA members need and would like to see. The Council also asked the working group to consider whether SAA should create a webinar series focusing on diversity and inclusion for various aspects of archives management.

D. Archives-Library Collaboration

McGovern posed the following discussion question: Knowing that archives may organizationally exist within libraries and archivists may also be trained and identify as librarians, what are the opportunities and challenges for archives and archivists collaborating with libraries and librarians? Council members had a rich discussion and agreed to continue it at the May 2017 meeting.

E. Annual Meeting Site Selection

Beaumont provided an update on site selection for future annual meetings, as she is working to secure contracts in cities that the Council previously has discussed. SAA has been diligent in considering the Annual Meeting Task Force's recommendations, exploring convention centers, paying particular attention to issues of cost to attendees and social responsibility, and continuing to ensure that the meeting is rotated to different regions of the country. For the overall financial health of the organization, however, Beaumont recommended that SAA's rotation include "big draw" locations (e.g., Washington, DC, Chicago, Boston, or San Francisco) every other year. She currently is working on contracts for Texas (Austin or San Antonio) in 2019 and Chicago in 2020. The Council agreed that this is the best course of action for SAA's future and encouraged Beaumont to move forward with these contracts.

F. 2017 Leadership Orientation and Forum

Chartier, Lawrimore, and Lyons, the first-year Council members assigned to develop the 2017 Leadership Orientation and Forum, provided a brief overview of their plans for the forum and asked for Council members' input. The forum will provide an opportunity for component group leaders to brainstorm about ways to engage their groups in the coming year to advance various aspects of SAA's strategic priorities. The Council will make a more direct effort to encourage leaders' participation and increase attendance.

G. International Association of Sound and Audiovisual Archives

Lyons, who sits on the board of the International Association of Sound and Audiovisual Archives (IASA), led a discussion of how SAA might collaborate with IASA on standards development and promulgation and in other areas of mutual interest.

H. SAA Archives

McGovern reported on her recent visit to the SAA Archives at the University of Wisconsin-Milwaukee, where she met with SAA Archivist Abigail Nye for a tour. McGovern shared a variety of ideas she has for raising awareness of the SAA Archives with our members, including

inviting Nye to write a guest post for the *Off the Record* blog or creating a regular sidebar in *Archival Outlook* that highlights a photo or document from SAA's history.

VI. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report on the Consent Agenda, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.

The following reports were reviewed but not discussed:

- A. Executive Committee
- B. President
- C. Vice President/President-Elect
- D. Treasurer
- E.1. Staff: Executive Director
- E.2. Staff: Membership
- E.3. Staff: Education
- E.4. Staff: Publications
- E.5. Staff: Annual Meeting
- E.6. Staff: Technology
- F. *The American Archivist* Editor
- G. Publications Editor
- H. 2017 Program Committee
- I. Final Report: 2016 Program Committee
- K. Annual Report: Membership Committee / Mentoring Subcommittee
- M. Annual Report: Joint Committee on Archives, Libraries, and Museums (CALM)
- N. Annual Report: Dictionary Working Group
- O. Annual Report: SAA-ARCL/RBMS Joint Task Force on Holdings Metrics
- P. Final Report: Oral History Section Transcription Project
- R. Representative's Report: ICA Section of Professional Associations

J. Annual Report: Standards Committee

Lyons noted that the SAA Representative to ARMA International position is currently vacant. Beaumont will contact ARMA to follow up on filling the vacancy.

Q. Annual Reports (Compiled): Sections and Roundtables

The Council Liaisons reviewed their groups' reports and made brief notes to the Council as needed. Liaisons will follow up with their groups to answer questions or address concerns noted

I. COUNCIL BUSINESS (continued)

A. Review of November 2016 Action List

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

B. Review of November 2016 Talking Points

Council members reviewed the decisions made at the meeting.

C. Meeting Debriefing

Council members shared their comments and perspectives on the meeting and offered ideas for enhancing future Council meetings.

D. Adjournment

Stadel-Bevans moved adjournment, Light seconded, and the Council meeting was adjourned by unanimous consent at 11:35 a.m. on Wednesday, November 16 (**MOTION 8**).

Move: Stadel-Bevans

Second: Light

Vote: PASSED (Yes: Chartier, Cooper Cary, Hackbart-Dean, Jules, Lawrimore, Light, Lyons, Stadel-Bevans, Vagts, Zanish-Belcher. Absent: Kiesling.)