

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

**Request to Extend Term of Technical Subcommittee on  
Archival Facilities Guidelines (TS-AFG)  
(Prepared by Michele F. Pacifico and Carrie Hintz)**

**BACKGROUND**

The Technical Subcommittee on Archival Facilities Guidelines<sup>1</sup> (TS-AFG) was charged in August 2010 with the ongoing maintenance and development of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* (“Facilities standard”), a standard adopted by SAA. TS-AFG also investigates the feasibility of expansion of the Facilities standard to a national standard and/or a multi-organizational standard.

TS-AFG set out to revise the 2009 standard for archival facilities while expanding it to be a joint US-Canadian standard. A draft has been completed by the past US-Canadian Council on Archives members of the subcommittee and is currently undergoing significant revision. The details of the joint nature of the standard and how it will be reviewed still need to be finalized.

TS-AFG’s term originally expired in August 2015. The term was extended to August 2016 due to ongoing development and maintenance of the standard. The revisions to the standard have not been completed during its five-year review cycle (extended to six years). The TS-AFG requests that its term be extended until August 2018.

**DISCUSSION**

Since the last publication of the Facilities standard, there has been new research, new preservation standards, and “new thinking” about archives facilities and how their special needs can be addressed in a changing environment. TS-AFG has spent the last two years following the issues and challenges related to sustainability, climate change, and resiliency, and the Technical Subcommittee is working to properly address these trends and findings in the revised Facilities standard.

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<sup>1</sup> <http://www2.archivists.org/governance/handbook/section7/groups/Standards/TS-AFG>

TS-AFG remains an active and engaged group. The Technical Subcommittee holds open forums at the SAA Annual Meeting to discuss the challenges in developing the revised Facilities standard and the “new thinking” about preservation, systems, and sustainability for archives; review the open issues; pose questions; and seek comments on the kind of information members would like to see in the revised standard. In 2015 and 2016 attendance was very high and members were very interested in having current facility standards address these issues.

Additionally, the guidelines remain meaningful to the SAA membership. SAA sold out the first run of the standards publication and has ordered more to address the demand. This demonstrates the need for an ongoing set of guidelines around archival facilities, and indicates that the community sees value in this work.

### **RECOMMENDATION**

**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.