

**Society of American Archivists  
Council Meeting  
November 2-3, 2018  
Chicago, Illinois**

**Status Report: Task Force to Revise  
Best Practices on Accessibility  
(Prepared by Kathy Marquis and Sara White, Co-chairs)**

**Current review of work:**

Task Force Members: Krystal Appiah, Daria D'Arienzo, Alan Lefever, Donna McCrea, Kathy Marquis (co-chair), Lydia Tang, and Sara White (co-chair).

The Task Force to Revise Best Practices on Accessibility is responsible for reviewing both of the 2010 Best Practices documents and exploring expansion of the Best Practices to include neuro-disability, temporary physical disabilities, and any other topics that should be considered within the scope of the document.

We are further charged to:

- Share draft Best Practices with selected individuals for comment and review;
- Share draft Best Practices with appropriate Sections, such as Archives Management and Records Management; and
- Seek member comment on a draft and revise accordingly prior to submitting a final draft to the Council.

The current status of the work of this Task Force is:

- A working draft of the Guidelines was sent out in early September to selected individuals and to the chairs of several SAA Sections, for comment and review. Comments were received and incorporated. The Core Values section of the document was a notable contribution from these comments.
- A final draft of the Guidelines was sent out for member review on October 1, 2018, with a deadline for member comments of October 19.
- The Task Force will review any comments and incorporate any which are useful by the end of October.
- The Guidelines will next be submitted to the Standards Committee for review; the Standards Committee will presumably either return it to the Task Force for further amendments or submit it to the Council for final approval.

The Task Force chairs apologize for not realizing that this Standards Committee step would mean that our document and final report would not be ready for Council's November 2018 meeting, as we had intended. However, we can present a final report to the Council as soon as we have received our review from the Standards Committee.

Council members may review the current version of the Guidelines at:

<https://www2.archivists.org/news/2018/call-for-member-comment-guidelines-for-accessible-archives-for-people-with-disabilities>. A pdf version of the Guidelines is here:

<https://www2.archivists.org/sites/all/files/Guidelines%20for%20Accessible%20Archives%20for%20People%20with%20Disabilities%20-%20DRAFT%20for%20review.pdf> and a Word version was also made available.

Please note that it is the intention of the Task Force that the table of contents for the Guidelines, once mounted on SAA's website, have hyperlinks to each section so that archivists can choose to read the entire document or skip to the section that they need at the moment. In addition, our final report will have recommendations about how to keep the document "alive" by encouraging submissions for the Resources section as new practices and technologies are developed.