

**Society of American Archivists
Council Meeting
November 20, 2020
Virtual Meeting**

**Technical Subcommittee on Archival Facilities Guidelines:
Recommendation to Extend Term and Expand Group Size
(Prepared by Governance Manager Felicia Owens)**

BACKGROUND

The Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) of the SAA Standards Committee was created in August 2010 to oversee the ongoing maintenance and development of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*. Originally charged for a five-year term, or until revisions were completed, the technical subcommittee term has been extended multiple times to accommodate their ongoing work.

DISCUSSION

As the TS-AFG term was coming to an end in August 2020, current co-chair Michele Pacifico connected with the Standards Committee co-chairs, Council liaison Meg Tuomala, and staff to request that the technical subcommittee be extended through August 2022 to complete their revisions to the standard.

Pacifico cited a number of reasons for the delays to this project, most notably co-chair Tom Wilsted resigning (for personal reasons) and the untimely loss of subcommittee member Gregor Trinkaus-Randall. These changes meant that the subcommittee no longer had the subject matter experts necessary to properly revise distinct sections of the standard.

Pacifico recommended that eight individuals, including both previous subcommittee members and new members, constitute the group for the 2020-2022 term. Although the TS-AFG charge indicates that the group shall consist of five to eight members, Pacifico cited the various niche subjects that require specific expertise. The nine recommended subcommittee members (including Pacifico) would provide the necessary breadth of experience to confidently complete the current revision cycle. Vice President Courtney Chartier approved all recommended appointees.

RECOMMENDATION

THAT the term for the Technical Subcommittee on Archival Facilities Guidelines be extended through August 2022, and

THAT the following revisions to the technical subcommittee description and charge be approved (strikethrough = deletion, underline = addition):

Society of American Archivists Technical Subcommittee on Archival Facilities Guidelines

I. Purpose

The Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) of the SAA Standards Committee oversees 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. The Technical Subcommittee also investigates the feasibility of expansion of the Facilities standard to a national standard and/or a multi-organizational standard.

II. Subcommittee Selection, Size, and Length of Term

TS-AFG shall be charged for five years, beginning August 2010, or until revisions to the Facilities standard are completed as described in the [Procedures for Review and Approval of an SAA-Developed Standard](#). *[TS-AFG's original length of term was extended to August 2016 by the SAA Executive Committee on July 27, 2015. The term was further extended to August 2018 by the SAA Council in November 2016. The term was further extended to August 2020 by the SAA Council in February 2019. The term was further extended to August 2022 by the SAA Council in November 2020.]* After revision work is completed, if the Facilities standard continues to be an approved standard of SAA, the TS-AFG shall be re-charged for a subsequent review cycle.

The members and chair(s) of the TS-AFG shall be appointed for the length of time necessary to complete revisions to the Facilities standard, which shall not exceed five years.

The Technical Subcommittee shall be composed of five to ~~eight~~ nine individuals, including the chair(s), to be recommended by the Standards Committee for appointment by the Vice President. The chair(s) and at least four other member of the Subcommittee shall be a member of SAA with demonstrated experience in archival facility issues. However, the Technical Subcommittee may include one to three members from other professions who have significant knowledge of and experience with archival facilities.

Ex officio members of the TS-AFG shall include the following:

- Co-chairs of the Standards Committee;
- Liaison from Canadian Council of Archives (CCA).

III. Reporting Procedures

The chair(s) of the TS-AFG shall report at least annually to the chair(s) of the SAA Standards Committee at the SAA Annual Meeting. If extramural funding is obtained by the SAA, the chair(s) shall provide all necessary narrative reports to the SAA office in order that reporting requirements of SAA and funding source are met.

IV. Duties and Responsibilities

To fulfill its mission as described above, the TS-AFG is specifically charged to:

- Carry out the maintenance and development of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*, an SAA standard, in accordance with the schedules laid out by the charges and SAA's Procedures for Review and Approval of an SAA-Developed Standard.
- Investigate expansion of the Facilities standard to a national standard in conjunction with the American National Standards Institute. A report and recommendations will be submitted to the Standards Committee in 2013.
- Investigate expansion of the Facilities standard to a multi-organizational standard in conjunction with Canadian Council of Archives. A report and recommendations will be submitted to the Standards Committee in 2013.
- Promote the understanding and use of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* by the American and international archival community.
- Support SAA's educational efforts related to *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*.

V. Meetings

The TS-AFG shall carry out its charges primarily via electronic mail, regular mail, and conference calls. It may meet at the SAA Annual Meeting and as necessary provided that SAA Council-approved funding is available.

Revised by the SAA Council: January 2011; December 2013; July 2015; November 2016; February 2019; November 2020.

Support Statement: Expanding the number of committee members and extending the technical subcommittee's term will allow the group to properly and successfully complete the current revision cycle for the facilities standard.

Impact on Strategic Priorities: This action supports Goal 3: Advancing the Field – Professional knowledge expands to keep pace with an increasingly diverse archival record.

Fiscal Impact: No direct costs assumed or additional staff time associated with these changes.