

**Society of American Archivists  
Council Meeting  
November 10, 12, 2021  
Virtual Meeting**

**Annual Report: Standards Committee  
and Technical Subcommittees, Representatives  
(Prepared by Kira Dietz)**

**Membership**

Lindsay Wittwer (2016-2019; Co-Chair, 2019-2021)  
Kira Dietz (2017-2020, Co-chair, 2020-2022)  
Jennifer Coggins (2018-2021)  
Eric Sonnenberg (2018-2021)  
Wendy Pflug (2019-2022)  
Emily Toder (2019-2022)  
Faith Charlton (2020-2023)  
Rory Grennan (2020-2023)  
Gina Strack (2020-2023)  
Andrea McMillan, Early Career Member (2020-2021)  
Meg Tuomala, Council Liaison (2019-2022)

*Ex Officio:*

Rebecca Wiederhold (Immediate past Co-Chair)  
Sue Luftschein (TS-DACS Co-Chair)  
Matthew Gorham (TS-DACS Co-Chair)  
Karin Bredenberg (TS-EAS Co-Chair)  
Mark Custer (TS-EAS Co-Chair)  
Dara Baker (TS-GRD Chair)  
Michele Pacifico/vacant (TS-AFG Co-Chair)  
Bethany Anderson (Rep to ICA-EGAD)  
Sharry Watson (Rep from CCA CCAD)

*Incoming Members:*

Co-chair, TBD  
Jodi Allison-Bunnell (2021-2024)  
Lara Michels (2021-2024)  
Alex Waterman (Early Career Member, 2021-2022)

## COMPLETED PROJECTS AND ACTIVITIES

### Governance

The Standards Committee met on a monthly basis throughout the year and held a meeting at the Annual Conference via Zoom. See appendix A for Standards Committee annual meeting minutes.

### Technical Subcommittees and Task Forces

**TS-GRD** subcommittee's work continued to be impacted by the ramifications of the COVID-19 pandemic and some uncertainty about next steps. The Standards Committee has been in touch in July and August of 2021 and is now working with the TS to support some tangible next steps for gathering feedback prior to beginning a more extensive revision project. They are also requesting some new members to support additional directions. See "Questions and Concerns for Council Attention" below. See Appendix B for a summary of recent conversations and updates from TS-GRD.

**TS-DACS** revisited the tabled proposed Rights Statement for Archival Description. Following a request from Council, TS-DACS solicited additional feedback from the community, which was received and analyzed in the fall of 2020. TS-DACS submitted a revised proposal to the Standards Committee, which was approved and submitted to Council in March 2021. Following Council approval, TS-DACS has been working on updating documentation, education, and outreach strategies to address implementation of the Rights Statements for Archival Description (8.2) and the Rights Statement for Archival Authority Records (13.11). As part of this process, TS-DACS has also taken the lead in developing some guidance/best practices on gathering community feedback for revisions and new standards, which the Standards Committee hopes to help create documentation on for future groups.

**TS-EAS** is continuing to prepare for a major revision in 2021. In addition, they were able to pilot Standards Committee's new workflow for minor changes to technical standards on a continuous revision cycle by submitting some EAD changes. As our test case, they are helping us refine the use of our form and submission process to manage this workflow, which has allowed them to complete some bug fixes on a quicker timeline. This year saw release of the EAC-CPF 2.0 draft schemas and new Tag Library in March, and the group is also working to develop a Best Practice Guide for EAC-CPF 2.0 and EAD. Another highlight is the release an EAC 1.0 to EAC 2.0 conversion process.

**TS-AFG** terms were set to expire in 2020, but were extended by Council for an additional two years. Mid-way through this year, the current (and only) co-chair needed to step down. Work has continued on updating the 2009 Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects and Engineers, but was temporarily delayed from lack of leadership. The Standards Committee co-chair and our liaison to the TS has been meeting with the TS to encourage new leadership, connect members with additional SAA resources, and figure out next steps to keep work on track.

**SAA-ACRL/RBMS Joint Task Force** *Guidelines on Access to Research Materials in Archives and Special Collections Libraries* were submitted to Council at the end of last year and were approved in September 2020.

### **External representatives**

The Representative to the **ALA Committee on Cataloging: Description and Access (CC:DA)** and the **Library of Congress MARC Advisory Committee (MAC)** position is no longer active. There is some discussion/investigation currently underway to learn if this group was disbanded, as the SAA website indicates, or if we are still supposed to have a liaison.

Following discussion at the Standards Annual Meeting in 2020, which recommended continued representation, if possible, SAA representation to **NISO** was disbanded.

See Appendix F for the report from the representative to **ICA-EGAD**.

### **Liaisons**

The committee continues to use liaisons to SAA component groups for such purposes as calls for comments on draft standards, staying connected to groups that maintain standards, and bringing questions to co-chairs' attention.

### **Endorsements and comments**

Standards Committee did not participate in any external standards reviews this year. We expect to participate in at least one in the upcoming year.

### **Standards development and revision**

#### ***Describing Archives: A Content Standard (New required elements)***

- Sent change request to Council to add right statement for archival description (DACS 8.2) and Rights Statement for Archival Authority Records (13.11) to Council in February 2021. Approved via electronic vote and discussion by Council in March 2021.
- Started work on a plan for principles implementation, which will be a multi-year project, in March 2021.

#### ***SAA-ACRL/RBMS Joint Task Force to Revise Statement on Access: Guidelines on Access to Research Materials in Archives and Special Collections Libraries (Revision)***

- Approved by Council September 2020. (Item IV.A, Council meeting minutes, September 20, 2020)

#### ***Museum Archives Guidelines (Revision)***

- Museum Section is working on revised guidelines, delayed by COVID-19.
- Guidelines put out for comment, January 2021.
- Standards Committee expects to receive guidelines for review in September/October 2021.

#### ***EAC-CPF (Revision)***

- Call for comments released in February 2021, with feedback due by June 30, 2021.
- TS is working on including comments and changes from July-October 2021.

#### ***EAD (Revision)***

- Revision proposed to Standards in November 2020 and was approved by email vote.
- Minor changes to EAD3 submitted in Standards in May 2021 and were approved by email vote.

#### ***College and University Guidelines (Revision)***

- Submitted proposal for revisions. Following discussion at a Standards Committee meeting, proposal was returned due to concerns about timeline, feedback, and sustainability.
- Received revised proposal in June 2021 and voted by email to approve the revision.
- Waiting on final package (likely 2022).

#### ***TS-GRD (Revision)***

- Plans for a survey were postponed.
- TS-GRD has identified some particular areas of emphasis for inclusion in the guidelines and is working on a plan to gather feedback.

#### ***TS-AFG (Revision)***

- Three new members were added to the roster in November 2020.
- Charge of existing members extended in December 2020.
- After the departure of co-chair in spring 2021, the TS is working on reforming, new leadership is volunteering, and a regular meeting schedule will be forthcoming to continue the work.

#### ***Guidelines for Accessible Archives for People with Disabilities (Custodianship change)***

- Accessibility & Disability Section is requesting custodianship of the Guidelines for Accessible Archives for People with Disabilities, which was originally placed under the custodianship of the Reference, Access, and Outreach Section at the time of its approval in March 2019.
- Accessibility & Disability Section (ADS) wasn't approved and formed until August 2019.
- Accessibility & Disability Section leadership approached the RAO with an eye toward the 2022 revision cycle.
- Standards Committee reviewed the joint proposal from ADS and RAO sections and voted to approve by email.
- Standards Committee expects a proposal for revision from ADS sometime in the upcoming year.

#### ***Best Practices in Accessioning (proposed standard)***

- Standards Committee received a proposal to begin development for Best Practices in Accessioning in October 2020. For now, work is expected to take place under the auspices of the Acquisitions and Appraisal Section.

- Standards Committee voted in favor of the standard’s development progressing with a joint task force and provided extensive feedback.
- A liaison was appointed to the working group in November 2020 and a new liaison will be appointed in fall 2021.

## **ONGOING PROJECTS AND ACTIVITIES**

### ***Continuous revision procedures***

Submission packed for revisions to section V.E. Ongoing Revision of Standards in the Procedures for Review and Approval of an SAA-Developed Standard was submitted to Council in September 2020 for approval. This included new definitions for major and minor changes to a standard, modified workflows for minor changes, and a new form for submitting minor changes to the Standards Committee. This was approved by Council. (Item II.C, January 13, 2021) We have been through this new process with TS-EAS once already this year, allowing for faster approval and improvement of the standard.

### ***Standards Portal Review and Updates***

Maintenance of the Standards Portal has been an ongoing concern for the Standards Committee for several years due to the complexity of the review process and multiple identified issues related to the inclusion of links to external standards. We completed the systematic review begun in October 2019 and were able to determine which SAA standards had not been updated in more than 5 years. A survey was conducted with five responsible sections and most were determined to either be planning a review or a review was underway. We also identified several orphan standards which raise some questions about future management. Our next steps involve working with Council to determine appropriate managers for those standards (see “questions and concerns for Council attention” below), creating a workflow for making edits to web pages for standards, and developing a sustainability plan for managing external standards linked to the portal.

## **INITIATIVES ASSOCIATED WITH THE 2020–2022 STRATEGIC PLAN**

### ***Goal 1: Advocating for Archives and Archivists***

The approval and inclusion of DACS 8.2 and 13.11 as required elements will help archivists develop descriptions that can be used, re-used, and re-purposed between archives and beyond, engaging not only with other archivists and archives, but also with scholars, in aggregators, and in the linked data environment (1.1), especially as descriptions and how we create them are becoming more inclusive in practice.

The Standards Committee is all about making sure that good, solid guidelines and best practices exist, that they are accessible to professionals in our field, and that documentation is up-to-date. The 2020-2021 year for the committee has seen the launch of revisions, reviews, and new standard proposals that will significantly impact the way in which archivists accession, describe, and provide access to archival materials (1.3, 1.4).

### ***Goal 2: Enhancing Professional Growth***

The Standards Committee hosted its first early-career member in 2020-2021 (2.1) to provide experience in SAA operations and we look forward to hosting our second one in 2021-2022.

Improving the continuous revision cycle by allowing Standards Committee control over approving minor changes means we are facilitating more up-to-date, accurate information to archivists doing the work and using the standards (2.2).

### ***Goal 3: Advancing the Field***

The approval of to begin the process of a set of best practices for accessioning is indicative of Standards Committee's willingness to support new guidelines where they are needed (3.1). Appointing a liaison to help usher this process along, since it may also relate to the creation of a new section, assures that the committee stay up-to-date and provide expertise where needed.

Inclusion of early career archivists in the Standards Committee and technical sub-committee membership supports the development of leadership skills (3.4).

### ***Goal 4: Meeting Members' Needs***

While the discussions around the approval of DACS 8.2 and 13.11 were sometimes challenging, the big takeaway from the experience has been more guidance on the community feedback process (4.2) and potentially improved workflows for the process. The Standards Committee is hoping to create some guidance for future revisions of documentation and we are working with TS-DACS, since their efforts led to some great ideas about the community feedback process. This information has already been shared via the Standards Committee Annual Meeting.

While Standards Portal updates are on-going, completing our survey of the portal has allowed us to identify targeted standards that need updating, workflows that could be improved, and next steps for a sustainable portal management plan. This will, we hope, create more opportunities for section leadership to manage their content and convey updates more easily (4.1, 4.2).

## **QUESTIONS AND CONCERNS FOR COUNCIL ATTENTION**

This has been a busy year for the Standards Committee and not surprisingly, this has brought a number of questions forward. We're grateful for the support from our Council Liaison, SAA staff, and Council as a whole, as we have begun to deal with changes, issues, and concerns. That being said, we have several outstanding questions/concerns:

- The service terms for Standards' external rep to NISO and the rep to ALA/Description & Access and MAC both ended September 1, 2020 and we are not aware of new appointments to replace these two ex officio members of the committee. This note was from last year and as far as we know, this is still the case. However, we recently received a question from someone about our representation on CC:DA and there is some confusion about whether this group has disbanded or whether Standards missed information on a reappointment.
- TS-GRD currently has four members and the terms of all members expire in August 2022. Work was delayed and while the TS is regrouping, they are considering some new

directions and have requested new members with additional expertise. We will work with the TS to identify some potential new members (and this could help us with the issue of staggering terms, since the work will not likely be done within the year).

- TS-AFG is regrouping and with new co-chairs nearly confirmed, they are in the process of figuring out the status of various sections. Standards is going to assist in connecting them to Publications for some questions they have. More of the actual writing is done than not, but it's possible they will need an extension on their terms, which are all set to expire in 2022.
- In working on the Standards Portal overhaul, we have identified several orphan standards, created either by defunct task forces, ad hoc working groups, and in one case, Council. We may need some assistance in identifying the appropriate owner/manager for these standards, several of which need updating, or support to dissolve their use. It's also possible we may want to keep them, but we want to consult with SAA leadership about how to manage those going forward.

## Appendix A: Standards Committee Annual Meeting Minutes

### Standards Committee Annual Business Meeting Agenda 2021

(times currently listed in EST)

[Link to calendar/registration](#)

Total attendance: 22

Meeting recording:

[https://www.pathlms.com/saa/events/2635/event\\_sections/12225/video\\_presentations/206067](https://www.pathlms.com/saa/events/2635/event_sections/12225/video_presentations/206067)

1. 12-12:05: Welcome and call to order
  - a. Introductions and New Members
  - b. Recognition of outgoing members
2. 12:05-12:10: Council Liaison update (Meg Tuomala)
3. 12:10-12:15: Standards Committee updates (Lindsay Wittwer and Kira Dietz)
4. 12:15-12:40: Constituent Group updates (5 min per group)
  - a. TS-Guidelines for Reappraisal and Deaccessioning (Dara Baker)
  - b. TS-DACS (Matthew Gorham)
  - c. TS-EAS (Karin Bredenberg)
  - d. TS-Archival Facilities Guidelines (rep: David Owings)
  - e. External Groups
    - i. Expert Group on Archival Description/ICA (Bethany Anderson)
5. 12:40-1:10: Lightning Talks (4 talks - 7 min each [5-6 min talk + 1-2 min questions] )
  - a. Records in Context (Daniel Pitti and Florence Clavaud)
  - b. Community Feedback (Matthew Gorham)
  - c. Diversity Committee: Feedback and Recommendations Following Black Lives and Archives Forums (Kelly Wooten and Teresa Mora)
  - d. Standards Portal (Kira Dietz)
6. 1:10-1:40: Break out sessions (30 min)
  - a. Records in Context (moderators: Eric)
  - b. Community Feedback (moderators: Jennifer and Wendy)
  - c. Diversity (moderators: Faith and Rory)
  - d. Standards Portal (moderators: Kira and Gina)
  - e. Questions about Standards/Other breakouts in main room (Lindsay)
7. 1:40-1:55: Report Back (20 min)
8. 1:55-2:00: Wrap up and closing remarks (Kira)

### Meeting Notes

1. Welcome and call to order
2. [Council Liaison update](#) (Meg Tuomala)
  - a. Council hasn't had annual meeting yet
  - b. Per strategic plan, work plan for furthering DEI, accessibility, and cultural competency is forthcoming; open forum is on Friday, August 6
  - c. Current strategic plan:
  - d. New executive director starts on July 15!
  - e. A\*Census 2 is probably coming out soon, starting in September; open forum on Friday, August 6



- f. Budget deficit approved, component groups were not funded
- g. Register for SAA (early bird is still available this week)
- h. Section and committee meetings happening in July
- i. Elections close 7/16
- 3. Standards Committee updates (Lindsay Wittwer and Kira Dietz)
  - a. Wrapping up the year, working on annual report
  - b. It's been a busy year and we know more revisions are on the horizon in the upcoming year
- 4. Constituent Group updates
  - a. TS-Guidelines for Reappraisal and Deaccessioning (Dara Baker)
    - i. Current TS took over from the originally appointed group
    - ii. Hoping with Standards support to add some new members and address some newer issues in the field
    - iii. Happy hour during SAA, info forthcoming
  - b. TS-DACS (Matthew Gorham)
    - i. [Annual business meeting 7/12](#)
    - ii. Successfully added 8.2 and 13.1 Rights Statement elements to DACS
    - iii. Discussions and brainstorming around revising DACS to reflect the Principles
      - 1. Goal for next year: draft plan/roadmap for doing this
  - c. TS-EAS (Karin Bredenberg)
    - i. New committee appointments, reappointments, and an early career member
    - ii. Webinars and tutorials this part year (available on SAA YouTube)
    - iii. EAC-CPF major revision in progress; planned release for 2.0 by January 2022
    - iv. EAD major revision process started
    - v. [Link to slides](#)
  - d. TS-Archival Facilities Guidelines (rep: David Owings)
    - i. Regrouping after change in leadership
    - ii. Gathering information and drafts of what members are doing
    - iii. Most chapters are ready for peer review
    - iv. TS and Standards need to follow up with Publications re: peer-review process; TS leadership
  - e. External Groups
    - i. Expert Group on Archival Description/ICA (Bethany Anderson)
      - 1. Release of RiC and RiC-CM in 2020
      - 2. Release of [RiC-O](#) in 2021
      - 3. New document in process, RiC-IAD (Introduction to Archival Description), forthcoming
      - 4. [Issues template](#) for community feedback
      - 5. [Link to projects using RiC](#)
- 5. Lightning Talks
  - a. Records in Context (Daniel Pitti and Florence Clavaud)

- i. Mappings from EAD2002 and EAC-CPF files to RiC-O (as implemented in RiC-O Converter): <https://github.com/ArchivesNationalesFR/rico-converter/tree/master/ricoconverter/ricoconverter-doc/src/main/resources>
        - b. Community Feedback (Matthew Gorham)
        - c. Diversity Committee: Feedback and Recommendations Following Black Lives and Archives Forums (Kelly Wooten and Teresa Mora)
        - d. Standards Portal (Kira Dietz)
6. Q&A/Conversations
  - a. We skipped breakouts and had a general Q&A!

#### Presentation Links

(Note: most presenters did not have slides, but everything was recorded and will be on the SAA website)

- Diversity Committee: Feedback and Recommendations Following Black Lives and Archives Forums ([Report Link](#))
- [Standards Portal Revision](#) (Kira Dietz)

#### Breakout Rooms

Note: Due to low attendance, we did not have breakout rooms, just a general Q&A.

## Annual Report: Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD)

### Membership

Dara Baker, TS-GRD chair  
Dainan Skeem  
Danielle Emerling  
Elizabeth Russell

### Activities/Summary

**Note:** Due to the impending annual report deadline, this summary was compiled by the Standards Committee from recent email exchanges and the report provided at the Standards Committee Annual Meeting in July.

TS-GRD work continued to be impacted by COVID-19 and in recent conversations, the TS has expressed that they feel their work has changed some (noted below) and want to focus on some additions to the guidelines. Standards Committee members will be meeting with them this fall to talk about the new direction, their strategies for feedback gathering, and how we can support creation of this addition/revision.

### Last update from the chair (July 2020):

The profession has moved in a direction that we think supports the work of the TS-GRD in a much more direct fashion than when we started. Initially, we were tasked with determining if a revision to the guidelines was needed--and we had a hard start up due to the replacement of all the previous members with new faces--and minimal transition work or documentation.

All the members agree that two key areas are directly applicable to the Guidelines and our work: reparative description and digital reprocessing. The need to reassess, reappraise, and reprocess collections based on reparative description principles and actions; deaccessioning based on decolonization of collections and the desire to expand collection scope for underrepresented/populations disadvantaged by majority history; and digital reprocessing. That said, we do not believe that the full guidelines do not need to be revised, we just need an addition--focused on these two areas.

To do this, we request, and support the recommendation to add 2-3 new voices preferably with experience in one or both of those areas to the group. We strongly support the idea of bringing on 2-3 new members with specific areas of specialization, discussed above, to ensure continuity for the TS, presuming this is desired by the Standards Committee and SAA writ large and to address our own DEI needs. We represent different parts of the country, different types of archives, different archival experience, but we could do more.

## **Report: Technical Subcommittee on *Describing Archives: A Content Standard (TS-DACS)***

The Technical Subcommittee on *Describing Archives: A Content Standard* (TS-DACS) remains active and productive in fulfillment of its charge to oversee the timely and ongoing intellectual and technical maintenance and development of *Describing Archives: A Content Standard* (DACS). This report covers the period July 2020-June 2021.

### **Overview**

This year was an unusual one for TS-DACS, due primarily to the ongoing impact of the COVID-19 pandemic. Due to the challenges that the pandemic posed to the subcommittee's members in both their professional and personal lives, the co-chairs made an intentional choice to set modest and realistic goals for the year, while still striving to keep the subcommittee's members engaged, and be responsive to the needs of its user community. The year was also unusual because TS-DACS found itself at a bit of a crossroads, having just completed, or nearing completion of many significant projects, and trying to determine the next phase of its ongoing work. Due to both of these circumstances, TS-DACS's work this year was largely exploratory, and focused on discussing and planning for its next major initiative, the Principles alignment project (detailed below).

### **2020 Annual Meeting**

TS-DACS held its 2020 annual meeting virtually on July 27. The subcommittee discussed its accomplishments for the previous year, including the launch of the new DACS website, resolving the process for publishing the DACS blue book, and the publicity/education around the adoption of the revised DACS Statement of Principles. Members of the subcommittee gave presentations on the DACS version control schema and the use of Github to submit and manage change requests to DACS. Lastly, the committee discussed goals and priorities for the upcoming year, chief of which was the successful adoption of the proposed rights statement elements for archival description and archival authority records.

### **Change Requests**

Following discussions with SAA Council in Spring 2020 about its decision to reject the DACS rights statement proposal, TS-DACS conducted an additional round of feedback on the proposal from the DACS user community in July and August. The feedback from the user community was significant both in number (over 100 individuals responded) and in its overwhelming support for adopting the rights statement elements. As a result, TS-DACS submitted a revised proposal that was approved by both the Standards Committee and SAA Council in early 2021. The rights statement elements were officially adopted as required DACS elements in April. This was a major milestone for the subcommittee, as the approval process for the new elements took nearly four years and involved several revisions to the proposal. These are also the first two new

required elements to be added to DACS since the standard switched to a continuous revision cycle in 2013.

As a result of its discussions with SAA Council about this change request, Council also developed new guidelines for what constitutes sufficient and appropriate community feedback for proposed changes to SAA-approved Standards. TS-DACS also developed a new, more targeted and strategic approach for gathering feedback on its own change requests. Taken together, these changes will help both TS-DACS and other Technical Subcommittees by establishing a more clear and transparent process for gathering and assessing community feedback on changes to standards.

### **Publicity and Outreach**

TS-DACS continued to perform active and regular outreach to its user community via Twitter and postings to SAA listservs, particularly around the call for feedback on the rights statement proposal, as well as publicity around its successful adoption.

### **Principles Alignment Project**

Ever since the revised DACS Statement of Principles was written and adopted, TS-DACS has recognized that the rules of DACS would need to be revised in order to fully align the standard with the new principles, which differ significantly from the previous iteration of the Statement of Principles. The adoption of the rights statement elements were a first step toward this effort, since they bring DACS into alignment with principle 8. With this in mind, the subcommittee spent the bulk of its virtual meetings in 2020-2021 discussing, brainstorming, and planning for a major revision of DACS to bring it in full alignment with the principles. The preliminary work that the subcommittee completed this year has prepared it to begin work on a draft proposal for the revision, which it hopes to complete in the upcoming year.

## Report: Technical Subcommittee on Encoded Archival Standards (TS-EAS)

### Membership

2020-2021

- Karin Bredenberg, co-chair
- Mark Custer, co-chair
- Anila Anjeli
- Kerstin Arnold
- Florence Clavaud
- Wim van Dongen
- Alexander Duryee
- Glenn Gardner (ex officio)
- Iris Lee
- Anna McCormick
- Gerhard Müller (ex officio)
- Cory Nimer
- Noah Huffman
- Silke Jagodzinski
- Joost van Koutrik
- Caitlin Rizzo
- Aaron Rubinstein
- Sara Schliep (Early-career member)
- Ailie Smith
- Adrian Turner

Glenn Gardner and Gerhard Müller continue to serve as ex officio members and maintain the websites for EAD and EAC-CPF at the Library of Congress and the Staatsbibliothek zu Berlin respectively. Both also participate in one of the TS-EAS subteams.

We also had three liaison positions this year:

- Betts Coups (EAS Section liaison)
- Jane LaBarbara (Collection Management Section liaison)
- Eric Sonnenberg (Standards liaison)

For the upcoming year, we have four reappointments: Mark will continue to serve as our U.S. co-chair (term extended two years), and Kerstin and Silke have also been reappointed (with one-year and four-year terms respectively). Additionally, we will be welcoming nine members to TS-EAS (five International, four U.S.-based), replacing those members who are rotating off, as well as a new early-career member.

## General Meeting Schedule

TS-EAS continues to meet at the SAA Annual meeting and to meet virtually as an entire group three times per year. Additionally, each of the working subteams set their own meeting schedules throughout the year, with most teams meeting once per month.

## Annual Meeting, 2020

TS-EAS scheduled five online meetings focused on the EAC-CPF major revision, from July 27 - 31. Additionally, we scheduled five all-member meetings from August 2 - 6. Finally, to wrap up the conference, we also hosted an open meeting on August 13, during which time we provided the community a summary of our previous meetings as well as time for a Q&A period. Reports from those meetings were subsequently posted to our GitHub site. See:

- EAC-CPF meeting notes:  
[https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/eacpcf-subteam/meeting-minutes/2020/f2f-meetings/Chicago/20200727-31\\_EAC-CPF\\_notes.pdf](https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/eacpcf-subteam/meeting-minutes/2020/f2f-meetings/Chicago/20200727-31_EAC-CPF_notes.pdf)
- TS-EAS all-member meeting notes:  
[https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/TS-EAS-Notes/SAA20/TS%20EAS%20Meetings/TS\\_EAS\\_SAA\\_2020\\_Meeting\\_notes.md](https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/TS-EAS-Notes/SAA20/TS%20EAS%20Meetings/TS_EAS_SAA_2020_Meeting_notes.md)
- TS-EAS open meeting notes:  
[https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/TS-EAS-Notes/SAA20/TS%20EAS%20Open%20meeting/2020-08-13\\_TS-EAS\\_OpenMeeting\\_SAA2020\\_Notes.md](https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/TS-EAS-Notes/SAA20/TS%20EAS%20Open%20meeting/2020-08-13_TS-EAS_OpenMeeting_SAA2020_Notes.md)

## Highlights since 2020 Meeting

- The committee participated in SAA's early-career member program this year for a second time. Sara Schliep assisted the co-chairs in planning meetings and posting minutes to GitHub. Sara also participated in the EAC subteam and assisted the EAC-CPF team lead with writing updates as part of the EAC-CPF call-for-comments period.
- The EAC-CPF team (led by Jagodzinski) released the EAC-CPF 2.0 draft schemas and new Tag Library in March, which coincided with a call-for-comments period that lasted until June 30th. In addition to achieving this major milestone, the group is also working to develop a Best Practice Guide for EAC-CPF 2.0 and EAD.
- The EAD team (led by Arnold) drafted a minor revision of the EAD3 tag library, which was approved by the Standards Committee this year. Additionally, after receiving community feedback, the EAD team drafted a minor revision / final release of the EAD2002 schemas, which was also approved by the Standards Committee this year. The group also submitted a major revision proposal for EAD, which was approved by the SAA Council. Right now, most of the EAD team's work is focused on that major

revision process, specifically by reaching out for community feedback about EAD.

- The Schema team (led by Custer) assisted the EAC-CPF and EAD teams with schema updates as usual, but also updated its Schema Design principles this year, due to the EAD 2002 minor revision / final release process. Additionally, the team released an EAC 1.0 to EAC 2.0 conversion process, to assist with testing and community upgrade paths. Last, the team released a new experimental validation service (see <https://saa-sdt.github.io/eas-validator/>) based on feedback from the previous year's SAA meeting.
- Last, the Documentation and Outreach team (led by Nimer and Turner), continued the excellent work that it started last year. Additionally, this team worked on and released the following online webinars, all of which are now hosted on SAA's Youtube account:
  - How to Submit a Bug Report or Feature Request, 2020-08-13, <https://www.youtube.com/watch?v=DKe1R35EQ3k&t=4s>
  - Encoded Archival Standards: A Primer, 2021-02-19, <https://www.youtube.com/watch?v=WYWQeBRnhz0>, led by the EAS Section.
  - EAC-CPF 2.0 draft release webinar, 2021-04-27 and 29: <https://www.youtube.com/watch?v=AXZF5b2jHV8>
  - EAD webinar, 2021-06-02, [https://www.youtube.com/watch?v=7gNXWg\\_9JoQ](https://www.youtube.com/watch?v=7gNXWg_9JoQ)
  - EAD webinar, 2021-06-04, <https://www.youtube.com/watch?v=sXLnIfJJTjc>

### **Schedule for Annual Meeting, 2021**

This year, TS-EAS will hold its open meeting in collaboration with the EAS Section. That meeting is scheduled for 6 July. TS-EAS will host its all-member meeting the following day, on 7 July. TS-EAS will also share updates during other section meetings, such as the Collection Management Section.



## Annual Report: Technical Subcommittee on Archival Facility Guidelines (TS-AFG)

### Membership

Susanne Annand  
Angela Fritz  
Fiona Graham  
Lisa Hennessey  
Jeremy Linden  
David Owings  
Scott Teixeira  
Bryan Whitledge

### Activities/Summary

**Note:** Since TS-AFG doesn't officially have any co-chairs yet, this summary was compiled by the Standards Committee from recent meetings and emails with the committee and the report provided at the Standards Committee Annual Meeting in July.

Michelle Pacifico stepped down in May of 2021 and in recent meetings between the membership and Standards Committee, it seemed that she was managing much of the TS's activities and that individual members were writing separately. Since May, there have been two meetings with Standards Committee liaison to the TS, Rory Grennan, and co-chair, Kira Dietz. The committee members are working on the following:

- Identifying the status of sections and chapters, as well as collecting the files in a single location; we believe most chapters are ready for peer review.
- Working with Publications to understand what the peer review process looks like (since Publications staff has also changed in the interim, we want to try and get everyone on the same page!).
- Selecting co-chairs.
- Setting regular meetings and a rough timeline, to see if the project can be completed when terms end in 2022.

The last email from Michele Pacifico in May indicated some status updates:

- It might be possible to begin the publishing process for Building Site, Functional Spaces, Storage Equipment, Prohibited Materials List, and the Bibliography.

- Several chapters were in draft: Building Design and Construction (with Scott), Archival Environments (with Fiona and Jeremy), and Security (with Michele).
- There was a plan to shorten fire protection, but if someone else can draft it, I can contribute editing since there is new info in the 2019 codes about fire suppression and detection, or we just refer everyone to the NFPA codes, which are included in the Bibliography.
- Lighting - should be much shortened and perhaps some edits to the existing chart will suffice.
- Materials and finishes may be sufficient with the prohibited materials list and some general guidelines. Except for the big “not recommended,” the rest can be summarized with warnings about what to avoid. The Library of Congress refuses to publish anything on materials and finishes since the products keep changing and Canada has some great publications to refer to on this subject.

## **Update on TS-AFG from New Co-chairs David Owings and Susanne Annand**

### Summary Report, 2020-2021

This past year has seen some transitions for the Subcommittee on Archival Facility Guidelines. Our previous leader, Michele Pacifico, had limited availability this spring and unfortunately had to step down due to medical reasons. Her unexpected departure stalled our progress as we reorganized. Although we had many questions, thanks to the help from Rory Grennan and Kira Dietz of the Standards Committee, we are now back on track. We are pleased to report that we have resumed regular meetings and will soon be making progress to move the new standards toward peer review. Our last meeting saw the appointment of two new co-chairs, David Owings and Susanne Annand. We will coordinate regular monthly meetings and continue our subcommittee’s review and revisions of chapter drafts. Fortunately, most of the content has been finalized, and only a few chapters need substantial revisions. Thus, we are working towards having all chapter drafts completed and embarking on the peer review process in early 2022.

### Summary of Standards Progress

Before Michele’s departure, there was progress made on chapter revisions. Chapter work that took place last year includes:

- Building Site
- Functional Spaces
- Storage Equipment

## Roster Updates

Last year the subcommittee welcomed three new members, five returning members, one departure, and two new co-chairs. The full membership roster includes:

<b>Name</b>	<b>Role</b>	<b>Term</b>	<b>Organization</b>
David Owings	Co-chair	2017-05-03 – 2022-09-01	Columbus State University
Susanne Annand	Co-chair	2020-11-05 – 2022-09-01	Gates Archive
Fiona Graham	Committee Member	2017-05-03 – 2022-09-01	Graham Conservation
Lisa Hennessey	Committee Member	2020-11-05 – 2022-09-01	Library and Archives Canada
Jeremy Linden	Committee Member	2017-05-03 – 2022-09-01	Linden Preservation Services, Inc.
Scott Teixeira	Committee Member	2017-05-03 – 2022-09-01	Hartman-Cox Architects
Angela Fritz	Committee Member	2017-05-03 – 2022-09-01	Wisconsin Historical Society
Bryan Whitledge	Committee Member	2020-11-05 – 2022-09-01	Central Michigan University

**Annual Report: SAA Representative to  
ICA Expert Group on Archival Description (EGAD)**  
(Prepared by Bethany Anderson, Steering Committee Member, ICA EGAD, and SAA  
representative to ICA EGAD)

## Overview

Since 2012, the International Council on Archives (ICA) Expert Group on Archival Description (EGAD) has been developing a standard for archival description that will replace the current ICA standards: ISAD, ISAAR, ISDF, and ISDIAH.

The standard under development, Records in Contexts (RiC), will have four parts when completed:

- Introduction to Archival Description (RiC-IAD)
- Conceptual Model (RiC-CM)
- Ontology (RiC-O)
- Application Guidelines (RiC-AG)

The first draft of RiC-CM was released for public comment in September 2016. Comments were received from sixty-two individuals and groups representing 19 countries. 200 pages of comments were compiled and reviewed by EGAD. Since 2016, the group has been working on a second draft of RiC-CM and an alpha RiC-O version.

EGAD holds biweekly teleconference meetings. As noted in the 2020 report, EGAD held a face-to-face meeting October 1-3, 2019 at Windsor Castle. At the Windsor meeting, EGAD decided to release version 0.1 of RiC-O by early-December 2019. Because RiC-CM is important for understanding RiC-O, but version 0.2 RiC-CM was not yet ready for release, a “preview” version of RiC-CM was released in conjunction with RiC-O.

RiC-O v0.1 and a preview of RiC-CM v0.2 were released for public review on December 12, 2019. RiC-O v0.2 was released on February 22, 2021 (<https://www.ica.org/en/public-release-of-records-in-contexts-ontology-02>). The finalized version of RiC-CM v0.2 is planned to be released on July 22, 2021. In addition, a separate document, RiC-IAD (Introduction to Archival Description) was created to describe the intellectual foundation for RiC that builds and expands on traditional notions of provenance (and includes text that formerly comprised section 2 of RiC-CM, “Role and Philosophy”). RiC-IAD will also be released soon. To date, current public documentation for RiC includes:

- RiC-CM preview version 0.2: [https://www.ica.org/sites/default/files/ric-cm-0.2\\_preview.pdf](https://www.ica.org/sites/default/files/ric-cm-0.2_preview.pdf). (final version 0.2 is expected to be released July 22, 2021)
- RiC-O converter version 0.2 on GitHub: <https://github.com/ICA-EGAD/RiC-O>.

An issues template ([https://github.com/ICA-EGAD/RiC-CM/tree/master/.github/ISSUE\\_TEMPLATE](https://github.com/ICA-EGAD/RiC-CM/tree/master/.github/ISSUE_TEMPLATE)) has also been created in GitHub for RiC-CM v0.2 to collect feedback from the community once it is released.

Work on RiC-AG is contingent on RiC-CM and RiC-O being stable, with no additional major work on it anticipated until stable version 1.0 release of RiC-O and RiC-CM.

### **Recent Implementations of RiC**

A list of projects and tools using RiC-O is available here (a page which is a part of RiC-O information website): <https://ica-egad.github.io/RiC-O/projects-and-tools.html>

RiC-O v0.2 is now included in the Linked Open Vocabularies (LOV) platform (<https://lov.linkeddata.es>), where it is indexed and can be queried and displayed. For more information, see: <https://lov.linkeddata.es/dataset/lov/vocabs/rico>.

Social Networks and Archival Context Cooperative (SNAC) (<https://snaccooperative.org/>) plans to implement a subset of RiC-O primarily focused on the description of Agents (corporate bodies, persons, and families) and Record Resources. While the descriptions of Agents in SNAC are detailed, the descriptions of Record Resources are summary descriptions with links to full descriptions in the catalogs of the holding repositories. In addition to the descriptions of Agents and Record Resources, the RiC-O Relations will be used for relations among these entities. When the work is completed, the SNAC social-document network or graph will be exposed as a SPARQL endpoint.

The French Archival Portal FranceArchives (<https://francearchives.fr/>) has chosen RiC-O as the reference ontology for its future RDF web app.

On May 18, 2021, Memobase (<https://memobase.ch/>) was launched. This portal re-unites the audiovisual heritage of 80 institutions in Switzerland (mostly German/French/Italian). EGAD steering committee member Tobias Wildi was involved in the project and developed the data model based on RiC (v0.1) and EBUcore-ontologies.