

**Society of American
Archivists Council Meeting
October 31 – Nov 1, 2023
Hybrid Meeting (Chicago, IL)**

**Annual Report: Standards Committee
(Prepared by: Jodi Allison-Bunnell & Lara Michels)**

Steering Committee Roster

Alexis Antracoli (2023-2025)

Anna McCormick (2023-2025)

Daniel Michelson (2023-2025)

Stephanie Luke (Rep to ICA-EGAD)

Rebecca Wiederhold (Rep to MAC)

Elizabeth Russell (TS-GRD Co-Chair)

Maristella Feustie (TS-DACS Co-Chair)

Activities 2022-2023

Completed:

Technical Subcommittees:

TS-GRD received a renewed charge from SAA Council for an extension and the recruitment of new members in 2022-2023. The subcommittee reviewed recommendations for new members and will appoint new members in 2023-2024.

TS-DACS completed several activities, including building relationships with the other Technical Subcommittees and interfacing with EGAD to coordinate with on archival standards, especially RiC. The Subcommittee also expressed interest in and stressed the importance of funding opportunities to support work on the growing backlog of big revisions necessary on the DACS standard. This past year, the Subcommittee focused on lower hanging fruit, including the addition of examples to various elements of the standard. The team also started working on another DACS instructional video. The subcommittee will be thinking about possible formats to translate the current engagement with the Principles into concrete progress on some of the heavier lifts in the revision.

TS-EAS followed up on the release of EAC-CPF 2.0 with webinars to promote the revised schema. The EAD team drafted a minor revision of EAD 3.0 and is currently working on a

major revision of EAD. With the assistance of the Documentation and Outreach Team, the EAD team hosted, transcribed, and provided recordings to a number of webinars on controlled vocabularies (with around 100 persons attending each webinar). These webinars are on SAA's YouTube channel. The Functions team is continuing to push the discussion of the proposed format forward.

TS-AFG is working towards a revision. The Standards Committee Chair joined the monthly TS-AFG meeting in June and the issue of whether it might make more sense to convert the AFG to an electronic document was discussed. Also the group discussed the possibility of shifting the AFG to a continuous revision model so that the guidelines could be updated in sections on a rolling basis. That would also mean yearly, staggered appointments to the TS, rather than just having a new group start from the ground up every 4-5 years.

Standards development and revision:

Describing Archives: A Content Standard (New required elements)
Minor changes approved by the Standards Committee (see Appendix B)

EAC-CPF (Revision)
EAC-CPF 2.0 version was released 3rd of August 2022.

College and University Guidelines (Revision)
Revision approved by Council, July 2023

Guidelines for a Graduate Program in Archival Studies (Revision)
Approved by Council, June 2023

Best Practices for Archival Term Positions (External) (Request for Endorsement)
Received, review in process
Archives for Black Lives in Philadelphia Anti-Racist Description Resources (A4BLiP) (Request for approval)
Approved by SAA Council in August 2023.

Best Practices for Internships
Standards Committee recommended that Best Practices for Internships (orphan standard) be placed with the Graduate Archival Education Subcommittee for maintenance. Council approved June 2023.

Standards Committee continuous revision procedures:

The Standards Committee approved minor changes this year from both TS-DACS and TS-EAS submitted minor changes this year were approved by the Standards Committee and are detailed in Appendix B of our report.

Ongoing:

EAD (Revision)

EAD team is currently working on a major revision

EAD team offered an open session webinar in July 2022 to socialize the revision and the revision process.

Team is reviewing EAC-CPF 2.0 with regard to potential impact on EAD (keyword: reconciliation)

Minor revision of EAD3 Tag Library was completed

TS-GRD (Revision)

TS-GRD has received support from SAA Council for extension

New members have been recruited and work will begin in 2023-2024

TS-AFG (Revision)

Work is on-going

Guidelines for Accessible Archives for People with Disabilities (Revision)

Custodianship of this standard was moved to the Accessibility and Disability Section

Standards has assigned a liaison

Revision is in progress

Best Practices in Accessioning (Proposed Standard)

Standard is in progress

During 2022-2023, the team created an outline and a first draft and met as a group at an Accessioning Best Practices Summit in Providence, R.I.

New

Procedures for Review and Approval of as SAA-Developed Standard Revision/De-Mystifying the Revision Process

Standards is working on a draft revision of the procedures that we hope will accomplish several things:

Provide additional guidance on what the committee would like to see both on proposals for creation/revision and in submission packets (particularly in summaries)

Provide additional guidance on gathering feedback, which we know has been a concern from Standards and Council in the past

Encourage collaboration/feedback gathering from other SAA committees (in particular, the Diversity Committee) and other relevant sections during a review process

Provide a brief flowchart to offer a useful overview of the process.

We once again focused the annual meeting on many updates from both component groups and external entities including EGAD and the National Finding Aid Network (NAFAN). The second in particular seeks to provide a simplified method for creating and hosting descriptions of archival materials.

Standards Portal/Managing Maintenance

We are still working on plans for standardizing the way items are displayed on the portal pages, as well as a sustainability plan for the portal. There are some challenges around providing information to the committee each year about what standards may be due for revision and what the notification process should be.

Goal 2: Enhancing Professional Growth

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). Standards Committee approved two minor changes (see Appendix B for this list).

Goal 3: Advancing the Field

We recommended approval of two revisions and are shepherding four revisions/one standard creation through the process, and we are in conversation with the Diversity Committee to improve the process of revision/creation to reflect DEIA efforts within standards, where appropriate (3.1 + 3.3). This work also builds on recommendations from the diversity strategic plan.

Goal 4: Meeting Members Needs

Planning for improved management and sustainability of existing standards and the Standards Portal reflects our committee's commitment to facilitating communication among members of new and revised standards (4.1).

Annual Meeting 2023

Number of Attendees: 22

Summary of Meeting Activities:

The meeting included the following:

Updates from constituent groups, including TS-Guidelines for Reappraisal and Deaccessioning, TS-DACS, TS-EAS, TS-Archival Facilities Guidelines. We also had updates from the Expert Group on Archival Description/ICA, and the National Finding Aid Network.

Lightening talks presented include the following: Meaghan O'Riordan from the Accessioning Working Group; Alison Clemens from the LUX: Yale Collections Discovery project; Faith Charlton and Betts Coup on the A4BLiP adoption; Daniel Pitti and Florence Clavaud on Records in Context, and Kerstin Arnold on the revision of EAD.

The meeting ended with thanks to Kira Dietz, outgoing chair, and a welcome to new members and the new chair and co-chair.

Link to Meeting Minutes:

https://drive.google.com/drive/folders/1IjLPUhDDuWT8WmzREO_nU9o1okxMB-v?usp=sharing

Self Assessment

Lara Michels' comments: The Technical Subcommittees are very engaged and very active. TS-DACS is active but has felt a bit restricted by the fact that they do not have the funds to meet in person to address some major revisions of the standard. That committee is mostly focusing on smaller revisions at this point. The Standards Committee itself seems a bit lacking in energy and engagement. The reasons for this might need to be pondered a bit.

Questions for the SAA Council

We anticipate that TS-AFG will need to request an additional extension of terms. In their annual report (attached), they express confidence that they will finish and publish the new standard in 2024, and we are happy to support them in this endeavor.

The Standards Committee, in collaboration with the Diversity Committee, has opened a conversation about the role of the Diversity Committee in the creation and revision process of new and existing standards. In addition, given the large number of standards we have seen in the last year, our committee is working on recommendations for updates/revisions to the Procedures for Review and Approval of an SAA-Developed Standard.