

**Society of American Archivists  
Council Meeting  
November 18/19, 2024  
Chicago, IL  
Hybrid Meeting**

**Consent Agenda: Ratify Council Interim Actions  
(Prepared by Jill Burgos, Assistant Director of Governance)**

**BACKGROUND**

Current parliamentary policy agrees on validating board decisions made remotely, and ratifying the Council's online and conference-call decisions via the Consent Agenda does not conflict with any existing SAA policy.

**DISCUSSION**

Given the Council's use of an e-mail discussion list to function as a group and make decisions remotely, approving interim Council actions via the Consent Agenda contributes to streamlining the group's work and improves access to the interim decisions of SAA's elected decision-makers.

**RECOMMENDATION**

- Ratify the Council's approval of the Standards recommendation for the assignment of responsibility for maintenance of the Guidelines for Primary Source Literacy to SAA's Reference, Access, and Outreach Section. (September 29, 2024 – Appendix A)
- Ratify the Council's approval of the Standards recommendation for the assignment of responsibility for maintenance of the *Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries* to SAA's Reference, Access, and Outreach Section. (September 29, 2024 – Appendix A)
- Ratify the Council's approval of the Standards recommendation for the revision proposal for the *Guidelines for Primary Source Literacy* submitted by the Reference, Access, and Outreach section. (September 29, 2024 – Appendix A)
- Ratify the Council's approval of the Standards recommendation for the adoption of the revised Guidelines for Accessible Archives for People with Disabilities. (October 1, 2024 – Appendix B)
- Ratify the Council's approval of the Standards recommendation for the extension of the revision cycle of the Guidelines for Accessible Archives for People with Disabilities from 3 to 5 years. (October 1, 2024 – Appendix B)

- Ratify the Council's approval of the Standards recommendation for the assignment of responsibility for maintenance of the Guidelines for Accessible Archives for People with Disabilities to the Accessibility and Disability Section of SAA. (October 1, 2024 – Appendix B)
- Ratify the Council approval to extend the TS-AFG charge to run through the end of the 2024-2025 year (all of whom have been serving on the TS since at least 2020. (October 23, 2024 – Appendix C)
- Ratify the Council approval Dictionary Working Group's revisions to its standing rules (October 23, 2024 – Appendix D)

**Society of American Archivists  
Council Interim Action  
November 18, 2024  
Chicago, Illinois**

**Standards Committee: Request for Council Approval for the Appointment of SAA's Reference, Access and Outreach Section as Group Responsible for the Guidelines for Primary Source Literacy and Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries and Council Approval for the Revision Proposal of the Guidelines for Primary Source Literacy**

**(Prepared by: Lara Michels and Jodi Allison-Bunnell)**

**BACKGROUND**

The Guidelines For Primary Source Literacy (2018) were developed by the SAA-ACRL/RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy (JTF-PSL), a group appointed in 2015. The Guidelines were approved by the ACRL Board of Directors in February 2018 and by the SAA Council in June 2018. RAO's Teaching with Primary Sources subcommittee has been acting as the de facto sponsor of the Guidelines, but has not been officially appointed and approved as the official technical subcommittee by the SAA Council. The Guidelines are now due for 5-year review according to the review schedules of both the ACRL/RBMS and SAA.

The SAA Standards Committee received a [request for standards revision](#) of the [Guidelines for Primary Source Literacy](#) from the Reference, Access, and Outreach section (RAO) of SAA in mid-June 2024. As part of this request, the RAO Steering Committee has asked that council formally request assignment by the SAA Council as the SAA component group responsible for the maintenance, review, development, and oversight of the Guidelines for Primary Source Literacy (2018) and the [Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries](#) (2018). A proposal for the revision of the latter will be forthcoming. The RAO Steering Committee also requests the allocation of a representative position on the Standards Committee from RAO as a Liaison to facilitate these efforts.

The RBMS Instruction and Outreach committee (IOC) has already established a review committee for this standard and has begun work to distribute a broad survey to begin the process of the review. Members of RAO's steering committee and TPS subcommittee have begun collaborating with these initial efforts. RAO will work together with the

Standards Committee to collaborate with the ACRL/RBMS to form Review Committees for both standards and develop a technical subcommittee charge and procedures for each review committee in line with established SAA requirements. RAO will amend their standing rules to accommodate the new Standards Liaison responsibilities and additional subcommittee responsibilities.

## **DISCUSSION**

The original Guidelines for Primary Source Literacy were created in order to help archivists and other instructional special collections staff develop successful instructional sessions and programs. The guidelines systematically identified, articulated, and described the primary literacy skills taught by instructors in archives and special collections. In recognition of the dynamic and evolving nature of instruction, especially in light of the events of the last few years, RAO is proposing to revise the standard by engage the two main stakeholders which originally involved in the creation of the original standard: SAA and ACRL RBMS. Additional feedback and participation by members of the Teaching with Primary Sources Collective and other allied groups is also anticipated.

Updated Guidelines for Primary Source Literacy will continue to aid archives and special collections professionals in developing learning outcomes, lesson plans, and assessment tools. Furthermore, RAO has identified that the current guidelines devoted little attention to instructional modes, such as in-person, online, hybrid, synchronous vs asynchronous, etc. Given how relevant these choices have become, the group thinks it seems timely and appropriate to take these modes into consideration in the revision of the guidelines.

In anticipation of these revisions, a survey is currently under development (led by the ACRL RBMS Instruction and Outreach Committee) which hopes to facilitate the collection of feedback from active users of the guidelines. The survey is expected to be sent out in the immediate future in order to make that feedback available as part of the preparation process for the review.

The scope of coverage and anticipated format of the guidelines will remain unchanged. The review committee will reference recent scholarship, the revision survey currently in development, and feedback from stakeholders across our organizations.

RAO anticipates recruiting members and beginning work on the revision within a few months. Furthermore, RAO anticipates completing the work, including the community review period, well within the standard two year task force duration. A sample timeline based on receiving permission in August, 2024, is below.

- September 2024 - Recruit task force members from SAA and ACRL RBMS
- October 2024 - First meeting of task force
- November 2024-April 2026 - Revision work with monthly check-ins

- May 2026 - Draft revisions made available to SAA and ACRL RBMS communities for
- comment
- June 2026 - Final draft changes made to incorporate community feedback
- July 2026 - Revisions submitted to SAA Council and ACRL Standards Committee for approval

The Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries (2018) were developed by the SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections, a group appointed in 2014. In 2017, an RAO subcommittee to promote the Measures and Metrics for Public Services was established by members of the Joint Task Force. In 2021, the subcommittee was approached by then exiting SAA Executive Director Nancy Beaumont and asked to stop all activities, as it was not an approved technical subcommittee. RAO leadership was then asked to hold off on requesting any new Section subcommittees until after the pending Section Health Assessment was complete. RAO would now like to move forward with requesting the re-initiation of the subcommittee and its assignment as the technical subcommittee maintaining this Standard.

#### **RECOMMENDATION(S)**

That the SAA Council approve the assignment of responsibility for maintenance of the *Guidelines for Primary Source Literacy* to SAA's Reference, Access, and Outreach Section.

That the SAA Council approve the assignment of responsibility for maintenance of the *Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries* to SAA's Reference, Access, and Outreach Section.

That the SAA Council approve the revision proposal for the *Guidelines for Primary Source Literacy* submitted by the Reference, Access, and Outreach section.

#### **Support Statement:**

Approval of this revision proposal for the *Guidelines for Primary Source Literacy* is a reasonable outcome given that the community is invested in this standard and it is scheduled for a five-year revision. Also, approval of the assignment for maintenance for the *Guidelines for Primary Source Literacy* and the *Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries* to the Reference, Access, and Outreach Section of SAA is a reasonable administrative choice given the involvement of RAO in the creation of the original versions of both standards.

#### **Impact on Strategic Priorities:**

The continued work of the RAO section on these standards is consistent with Strategic Priorities 2.2 and 3.1:

2.2 Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

**Fiscal Impact:** None

**Society of American Archivists  
Council Meeting  
August 14, 2024  
Chicago, Illinois**

**Standards Committee: Request for Council Approval of  
Revised Version of the *Guidelines for Accessible Archives for  
People with Disabilities*, Extension of Revision Cycle from 3 to 5  
Years, and Assignment of Responsibility for Guidelines to  
SAA's Accessibility and Disability Section  
(Prepared by: Lara Michels, Standards Co-Chair)**

**BACKGROUND**

The *Guidelines for Accessible Archives for People with Disabilities* serve as the archival standard for accessibility. While it touches upon practically every aspect of archival labor and practice, having a standalone standard is helpful to promote the visibility and continued advancement of accessibility and disability advocacy within the archival profession. Establishing and revising the standard has been a vital advocacy tool for archivists with disabilities and allies in implementing accessibility improvements in their local workplaces.

The Joint Archives Management/Records Management Roundtables Working Group on Accessibility in Archives and Records Management developed the [Best Practices for Working with Archives Researchers with Physical Disabilities](#) and [Best Practices for Working with Employees with Physical Disabilities](#), which was adopted by SAA in 2010. An SAA Task Force to Revise Best Practices on Accessibility was convened in November 2017, submitting the revised *Guidelines for Accessible Archives for People with Disabilities* in 2019. Per the recommendations of the 2019 group to revise the standard in a span of (approximately) 3 years, a [new revision](#) of the *Guidelines for Accessible Archives for People with Disabilities* is now being presented for review and approval by a 2023-2024 Task Force consisting of the following members:

**Co-chairs:**

Robert Dirig, ArtCenter College of Design  
Steve Duckworth, Oregon Health & Science University  
Lydia Tang, Lyrasis

**Members:**

Riley Griffin

Amanda McGory

Mariella Soprano

**DISCUSSION**

While the 2019 revision provided dramatic structural and de-duplication measures to combine documents which address visitors and staff respectively, this revision process was less dramatic in changing the overall structure of the document, but sought to iterate and build on the existing content. The revised standard addresses a rapidly changing archival profession, particularly expanding on telework, hiring, accommodations, and other workplace issues; online content; public services and outreach; and expanded perspectives on neurodiversity and other “invisible” disabilities.

Prior to this revision process commencing, the chairs of this working group created a form for gathering initial feedback about the standard, for both content and format, and also a form to gather volunteers for both the Working Group members and Peer Reviewers. We were intentional in including archival workers with a variety of perspectives within our Working Group, which include career stages ranging from a student/recent LIS graduate to a unit administrator with supervisory experience, and members with lived experiences of a range of disabilities.

Feedback on the content and format of the 2019 standard informed the revision goals as the group approached revising the document. Some highlights of that feedback included asking for more examples from real life situations, more options for telework, examining different issues people with invisible disabilities may encounter, more guidance around events and exhibits, and more attention on workplace and staff accessibility.

In January 2024, the group shared the entire draft revision throughout the SAA Connect community listservs and with several other archives and related groups (including regional and local archives groups, archival advocacy groups, the Digital Library Federation’s accessibility group, and more). The group shared both a Google doc with permissions to suggest changes and make comments, and both Word and PDF versions that showed the tracked-changes between the 2019 and 2024 versions of the Guidelines. In addition to suggesting edits and comments in the Google doc, the group also had a Google form that people could fill out to submit anonymous suggestions or comments (with the option to self-identify for any desired follow-up). The group received feedback from over 21 people via the form and through comments on the Google document.



After the closing of the call for public feedback in March, the group reviewed all the input received over the course of multiple meetings. Many suggestions were incorporated into the document; some were simple, some required discussion, some were out of scope or too locally-specific to be included.

The 2019 Revision Task Force recommended that the *Guidelines* be revised every three years. In practice, three years is a very quick turnaround time for the amount of effort and coordination that is required. The group asks that Council approve a shift from a 3 year to a 5 year revision cycle to make managing the standard less intensive.

Since the 2019 recommendation was made prior to the SAA Accessibility and Disability Section (ADS) being formed (August 2019), the members of this working group recommend that the responsibility of maintaining and updating this standard be the responsibility of the ADS steering committee going forward.

### **RECOMMENDATION(S)**

- That the SAA Council approve the adoption of the revised [\*Guidelines for Accessible Archives for People with Disabilities\*](#).
- That the SAA Council approve the extension of the revision cycle of the *Guidelines for Accessible Archives for People with Disabilities* from 3 to 5 years.
- That the SAA Council approve the assignment of responsibility for maintenance of the *Guidelines for Accessible Archives for People with Disabilities* to the Accessibility and Disability Section of SAA.

**Support Statement:** Approval of this revision is a reasonable outcome given the investment and thorough community review of the standard. Also, approval of both the 5-year revision timeline and the assignment for maintenance to the Accessibility and Disability Section of SAA is a reasonable administrative choice.

### **Impact on Strategic Priorities**

The continued work of this subcommittee is consistent with Strategic Priorities 2.2 and 3.1:

2.2 Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

**Fiscal Impact :** None

**Society of American Archivists  
Council Interim Action  
September 30, 2024**

**Standards Committee: Request for Extension of the TS-AFG  
Charge and Roster**

**(Prepared by: Dan Michelson and Lara Lynn Michels, Standards Committee  
Co-Chairs and David Owings and Susanne Annand, TS-AFG Co-Chairs)**

**BACKGROUND**

The Technical Subcommittee on Archival Facility Guidelines (TS-AFG) was established in 2010 to revise the standard *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*, first issued in 2009, and had expected to complete that project by now. Currently drafts of nine of ten chapters have been completed. Once the final chapter has been revised, the public call for comments can begin.

In late 2023, SAA Council authorized an extension of the group's charge and roster through July 2024. For unclear reasons, the published roster on the SAA website omitted several of the members, but this was not noticed at the time. The Standards Committee and TS-AFG also inadvertently allowed the group's charge to expire in July 2024 without extension.

**DISCUSSION**

The standard for archival facilities is a critical standard for the profession. It is particularly tricky standard for SAA, because it requires expertise in areas such as architecture and engineering that are not widely present in the profession.

Discussions between the Standards Committee and TS-AFG in September made it clear that the members of the TS are committed to bringing this revision to conclusion and establishing a more sustainable method for long-term maintenance of the standard. Due to the urgency of reauthorizing the group, we concluded that a one-year extension of the charge without any other change to the bylaws would be the best approach and would provide sufficient time to develop and propose a more permanent solution to maintaining the standard to bring to Council at the 2025 annual meeting.

**RECOMMENDATION**

That SAA Council extend the TS-AFG charge to run through the end of the 2024-2025 year with the following membership (all of whom have been serving on the TS since at least 2020):

- David Owings (Co-Chair)
- Susanne Annand (Co-Chair)
- Fiona Graham
- Lisa Hennessey
- Jeremy Linden
- Scott Teixeira
- Bryan Whitledge

**Support Statement:** Completing the revision of the archival facilities guidelines is vital to support the work of archivists and allied professionals. A one-year extension of the TS-AFG charge and roster will allow time to complete the revision and determine the best approach to maintaining the standard over the long-term.

**Impact on Strategic Priorities:** The continued work of this subcommittee is consistent with Strategic Priorities 2.2 and 3.1:

- 2.2 Provide content, via education and publications, that reflects the latest thinking and best practices in the field.
- 3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

**Fiscal Impact:** No known impact

**Society of American Archivists  
Recommendation for Council  
October 2024**

**Dictionary Working Group:  
Revising the Working Group's Standing Rules  
(Prepared by: The SAA Dictionary Working Group)**

**BACKGROUND**

The SAA Dictionary Working Group, established by the SAA Council in 2011, produces the *Dictionary of Archives Terminology* and the popular *Word of the Week* e-newsletter. The group's charge is "to establish and maintain mechanisms and procedures for allowing periodic updates and contributions of new content to the *Dictionary* and to ensure that this important resource adheres to the highest quality professional standards."

The Dictionary Working Group seeks to revise its standing rules in order to reflect the group's needs and bring the rules into better alignment with the general guidance on working groups provided in Section XIII of the SAA Governance Manual. Over the last few years, the DWG has struggled with the annual SAA appointments process because (1) we desire an increased number of members in order to support our work, but our current standing rules only allow for nine members; (2) our work requires specialized skillsets, training, and at least four hours of work every month, so we seek participants with a high level of commitment; and (3) the working group relies on its members' expertise and long-term service, but there has been a departure from the current governance manual in regard to reappointing members.

The DWG members hold a very unique job, and the duties include developing a proficiency in lexicography; understanding archival theories, practices, and trends; and conducting data entry using XML. This knowledge takes a lot of time to build but adds significant value to SAA. The revised standing rules as proposed will clarify the group's (re)appointment procedures and ensure the sustainability of the *Dictionary* as a vital resource for the archival profession.

**DISCUSSION**

**Historical Context for Proposed Revisions**

The DWG has been taking steps to revise its standing rules since 2019.

- Although the standing rules on the SAA website were not updated accordingly, it was our understanding that the group would no longer have a Publications Board representative when our representative at the time transitioned to a full, appointed group member in October 2019. With the focus on releasing the *Dictionary* online in April 2020 and disruptions due to the COVID-19 pandemic, we did not notice that the change had not been formally made to the standing rules until we began our review in 2021.

- In 2021, we determined that we needed to increase the number of group members as we sought to address the backlog of data to be entered into the dictionary production system, the continuation of the archival literature reading program, and the ongoing development of dictionary content.
  - The vice president/president elect appointed two additional members for the 2022–2023 year in anticipation of updating the standing rules.
  - We were also concerned our working group appointments had gotten off schedule; half of our members’ terms were slated to expire in 2022. We could not afford to lose that many members’ valued expertise at once.
  - We prepared a proposal for SAA Council’s August 2022 meeting but were asked to table it due to outstanding governance questions and SAA staff departures.
- The migration of the dictionary production system in 2023 delayed further updates.

According to Section XIII of the SAA Governance Manual on working groups, “In recognition that the type of expertise needed on a working group may be in short supply, there is no set term length for participation . . .” and “Working groups have no fixed size.” Historically, SAA’s working group members have been reappointed indefinitely because of the specialized nature of their labor. Indeed, the Dictionary Working Group’s current standing rules explicitly state that “members serve staggered four-year terms with the possibility of reappointment.”

### **2024 Appointments Process**

During the 2023–2024 year, the working group consisted of eleven appointed members. As part of the SAA appointments process in January 2024, the chair recommended that she and another long-time member, both with terms slated to end in August 2024, should be reappointed to the working group, in accordance with the current standing rules. In her message, she noted that the group was deep into the process of migrating to a new dictionary production system and that any potential new members should understand participation in the DWG is a weekly commitment with many additional hours expected.

In June 2024, the Dictionary Working Group was shocked to learn that neither the chair nor the other long-term member had been reappointed to the group as requested. Meanwhile, another long-time member was appointed as chair but for only one year. In addition, the group was assigned one new member and one early-career member. Thus, the group’s appointed members remain at eleven, even though the current standing rules specify nine members.

On June 21, 2024, the chair and the incoming chair met virtually with SAA publications and governance staff to address the challenges raised by the abrupt changes to the working group’s leadership. During the meeting, all agreed:

- The chair and the long-term member would serve as *ex officio* members while awaiting reappointment.
- The DWG would revise its standing rules for submission in the fall.
- The incoming chair accepted the role of chair for 2024–2025 year with the understanding that the duties would be shared with the previous chair as *ex officio* until reappointment.

Upon the leadership change on September 1, the agreed *ex officio* roles were not implemented, and both members were removed from the group. After inquiries from the now previous chair

and the new chair, SAA staff requested the DWG to submit revised standing rules in order to reinstate both former members, although the process remained unclear and uncommunicated.

### **Succession Planning**

In January 2024, the previous chair had asked SAA staff what steps we needed to take to add the role of vice chair; the question went unanswered. (The group now realizes that we should actually set up co-chairs.) The chair recognized that the DWG needed to start building a more robust leadership structure for the group. We were trying to avoid a leadership transition like the one DWG suddenly faced six months later when the person recommended for the position of vice chair was appointed chair and other key leaders were not reappointed.

- A transition like this should have started at least a year in advance, not two months before the required changeover. Given the skills and expertise needed to manage the working group according to its weekly schedule, we were not provided nearly enough time to ensure the transfer of twelve years' worth of knowledge and data. In particular the previous chair, who has chaired the group since its inception in 2012, possesses crucial contextual information, and the other long-time member's knowledge of XML has been critical as we continue to navigate the migration of our dictionary production system.
- Furthermore, it is not practical to appoint a chair for only one year, then appoint a new chair and transfer the knowledge and data again. As with all of SAA's working groups, the Dictionary Working Group is based on members' expertise and continuity; its people are not easily replaced. The unexpected changes brought about by the 2024 appointments process has huge implications for the sustainability of the working group.

### **Summary of Proposed Revisions**

While the DWG members recognize that larger, organization-wide conversations need to take place regarding SAA's governance manual as a whole, we must start with incremental change now in order to facilitate our group's ongoing work. SAA staffing changes over the last few years have resulted in aborted communications, unclear directives, and other inconsistencies that we are now grateful for the chance to address.

The DWG proposes the following revisions to its standing rules:

1. Increasing the group's size from nine to twelve members will help distribute the extensive work more evenly.
2. Moving to a co-chair model will allow for more sharing of collective memory and reduce the burden of managing the group's complex tasks.
3. Confirming the appointment and reappointment process recognizes members' specialized knowledge of lexicography, the professional literature, and data entry using XML.
4. Adding the roles of early-career and *ex officio* members formalizes the DWG's roster.
5. Introducing "additional contributors" allows for shorter-term participants while maintaining the core group of appointed members.

These revisions strengthen the Dictionary Working Group's efficiency, continuity, and ability to manage its critical tasks.

### **RECOMMENDATIONS**

That Council approve the following revisions to the Dictionary Working Group standing rules:

The Dictionary Working Group ~~maintains and updates~~ **produces the online** *Dictionary of Archives Terminology*, ~~which has its basis in A Glossary of Archival and Records Terminology (SAA, 2005).~~

### **I. Purpose:**

The Dictionary Working Group's purpose is to establish and maintain mechanisms and procedures for ~~allowing periodic~~ **ongoing** updates and contributions of new content to the *Dictionary* and to ensure that this important resource adheres to the highest quality professional standards.

### **II. Appointments to the Working Group Selection, Size, and Length of Term:**

The Working Group consists of ~~nine~~ **to twelve** members, including ~~one representative from the Publications Board~~ **two co-chairs**. Working Group members serve ~~staggered~~ four-year terms, ~~with the possibility of reappointment~~ **which are staggered so that no more than one-fourth of the members are appointed each year. Members may be reappointed indefinitely in recognition of the specialized knowledge and training required to carry out the group's duties and responsibilities. Co-chairs must be selected from the existing members of the Working Group, and they serve three-year, staggered terms for continuity. Co-chairs may be reappointed based on the recommendation of the Working Group. The Vice President, on behalf of the Council and with the recommendation of the Working Group, makes new appointments and appoints the co-chairs.**

~~The Working Group may also include one early-career member, whom the Vice President appoints for a one-year term in accordance with the protocols for the early-career member volunteer program.~~

~~Up to two *ex officio* members may participate in the Working Group, including at least one SAA staff liaison. The Dictionary Working Group and the Publications Board should share the same SAA staff liaison to facilitate any coordination needed between the two groups.~~

### **III. Additional Contributors:**

~~Occasionally, the Working Group will call for additional subject matter experts to assist with projects, such as data entry or defining specialized terms from the archival lexicon. The Working Group will select contributors who reflect a diversity of archival institutions and functional expertise and the demographic and geographic breadth of the profession. These contributors will be recognized for their involvement but will not be considered appointed members of the Working Group. These contributors may be added to the SAA communication platform for the Working Group at the request of the co-chairs.~~

### **III-IV. Duties and Responsibilities:**

The Working Group has the following duties and responsibilities:

- Develop and implement effective mechanisms and procedures for soliciting contributions of new content to the *Dictionary*.
- ~~Yet~~ Evaluate existing and new *Dictionary* content for accuracy and consistency before addition to the *Dictionary*. [Previously the third bullet.]
- Develop and implement effective mechanisms and procedures to ensure periodic review of and updates of to *Dictionary* content as appropriate. [Previously the second bullet.]
- Maintain a reading program across the professional literature, which forms the basis for *Dictionary* content. Follow professional trends and monitor the usage of archival terminology.
- Provide education on the archival lexicon through various methods, such as the *Word of the Week* e-newsletter.
- Coordinate the selection and maintenance of a dictionary content management system in consultation with SAA staff.

#### **IV-V. Reporting:**

The Working Group reports to the Council annually and upon request.

*Adopted by the SAA Council: August 22, 2011*

*Revised: August 2012, January 2014, October 2024*

In addition to approving the revised standing rules, it is crucial that the 2025 appointments process reinstates the staggering of the four-year terms. Currently, three members' terms are set to expire in 2025, and six members' terms are set to expire in 2026—at which point the group's collective memory will be lost, as no one with the needed experience will remain if reappointments are not made.

**Support Statement:** Revising the working group's standing rules reflects the current needs, goals, and priorities of the Dictionary Working Group and establishes a foundation for the group's sustainability.

**Impact on Strategic Priorities:** Revising the working group's standing rules will enable the working group to continue functioning smoothly and include more participants in its work, which in turn supports all of SAA's 2023–2025 strategic priorities. The Dictionary Working Group addresses each of the strategic priorities in the following ways:

- Goal 1: Advocating for Archives and Archivist—For archivists and nonarchivists alike, the *Dictionary* is the authoritative source to learn about our professional lexicon. The SAA publications program relies on the *Dictionary* in order to advocate for a shared understanding of archival terminology.
- Goal 2: Enhancing Professional Growth—The DWG consistently produces content to enhance archivists' knowledge of the field. Every week, we publish the *Word of the Week* e-newsletter to expose archivists to professional terminology. Since launching in April



2020, the online *Dictionary* is a heavily used resource that drives ten percent of SAA's website traffic.

- Goal 3: Advancing the Field—The *Dictionary* is based on citations from the professional literature, so the group continually educates archivists at all stages of their careers by exposing them to both historical and current archival theory and practice. In turn, we encourage archivists to add their voices to the professional literature so that we can continue building the archival lexicon.
- Goal 4: Meeting Members' Needs—Via the SAA website, the DWG regularly receives and responds to user feedback regarding archival terms for potential inclusion or revision in the *Dictionary*. The DWG has also sent its own calls for volunteers to help with projects such as data entry and defining specialized terms.

**Fiscal Impact:** The Dictionary Working Group expects minimal to no fiscal impact as a result of revising the group's standing rules. However, there are some limitations on the number of members the DWG can accommodate. The first consideration is that the number of members serving on the working group affects the number of licenses we need for our dictionary production system. The *Dictionary*'s back end is hosted by Elements Forge; SAA signed our current contract with Elements Forge in December 2023. Ongoing costs include monthly licensing fees per user. It is possible, though, that not all working group members will require access to the dictionary production system. The second consideration is that the DWG uses the free version of the project management tool Asana, which allows up to fifteen members. If we exceed fifteen members, we will need to upgrade to the paid version of Asana.

Although the DWG does not currently anticipate any major fiscal impacts as a result of the group's work, SAA runs the risk of incurring a huge loss of labor by not reappointing members who wish to continue serving. We foresee the SAA staff needing to take on the burden of learning the mechanics of writing an entry, scouring the breadth of the archival literature for citations, and encoding entries in XML in the dictionary production system because no one else will know how to do it.

SAA, its members, and the archival profession as a whole have come to rely on the Dictionary Working Group's countless hours of unpaid labor and unmatched expertise. In turn, the sustainability of this group depends on SAA's support, enabling the DWG members to do the work we are uniquely qualified to do.

## QUESTIONS FOR DISCUSSION

- Are there any changes to the SAA Governance Manual as a whole that will impact the needs of the DWG as outlined in the proposed revisions to its standing rules?