

**Society of American Archivists  
Council Meeting  
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Chicago, Illinois**

**Standards Committee: Approval of Proposal to Revise the  
*Archival Continuing Education (ACE) Guidelines* by the  
Committee on Education**

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**BACKGROUND**

SAA's Committee on Education has responsibility for maintenance of the *Archival Continuing Education (ACE) Guidelines*, which provide guidance to the profession on designing and delivering continuing archival education opportunities. The *Guidelines* reach individual archivists in all phases of their career, shaping the delivery of basic, intermediate, and advanced courses. Archival educators, archival workers, and those in allied professions benefit from the best practices the *Guidelines* provide on matters such as delivery formats and methods of assessment.

The standard, first developed and adopted by SAA in 2006, emerged from a revision of an earlier standard, *Guidelines for the Development of Post-Appointment and Continuing Education and Training Programs (PACE)*. The *ACE Guidelines* were last revised in 2017 and the standard now contains outdated information. The Committee on Education has submitted a proposal to revise these guidelines and bring them up to date.

**DISCUSSION**

The Committee on Education would like revise the following elements of the *Guidelines*:

- Edit, replace, or remove references and quotes that are now outdated from other standards, including the Guidelines for a Graduate Program in Archival Studies (GPAS) and the Academy of Certified Archivists' Role Delineation Statement, both of which have been revised since 2017
- Edit, replace, or remove outdated information and resources in the appendices

The Committee on Education does not anticipate that the format and scope of the *ACE Guidelines* will change with this revision. The purpose of the revision is primarily to correct outdated information and to ensure that the standard remains relevant to current archival educators and workers.

The Committee on Education is committed to consulting with the following groups in the process of revision:

- Rana Salzmann, Director of Education at SAA and the SAA Department of Education
- SAA Archival Educators Section
- SAA Graduate Archival Education Subcommittee of the Committee on Education
- SAA Digital Archives Specialist (DAS) Subcommittee of the Committee on Education
- SAA Diversity Committee
- SAA Accessibility and Disability Section
- Academy of Certified Archivists
- All SAA members, through the SAA Announcements list.

The proposed timetable for this revision is as follows:

- May 2024: Committee on Education (CoE) resubmits Proposal for Standards Development form
- October 2024: Standards Committee approves request for revision and submits request to SAA Council
- November 2024: the CoE begins a draft revision of the *ACE Guidelines* and invites comments on the current version of the *ACE Guidelines*
- January 2025: CoE reviews and incorporates feedback on the current version of the *ACE Guidelines* into a completed first draft.
- March 2025: CoE distributes the first draft of the revised guidelines to organizations and stakeholders for review, requests feedback within one month.
- March-April 2025: CoE continues revisions based on comments from related organizations and other stakeholders
- June 2025: CoE submit revised *Guidelines* proposal packet to Standards Committee for review
- June-July 2025: Standards Committee reviews proposal packet, either submits to Council or follows up with feedback to CoE

## **RECOMMENDATION(S)**

That the SAA Council approves the proposal from the Committee on Education to revise the *Archival Continuing Education (ACE) Guidelines*.

### **Support Statement:**

Revision of the *Archival Continuing Education (ACE) Guidelines* will update the standard and ensure that the content of the standard is not outdated or incorrect. This will allow the Committee on Education to begin to bring the *Guidelines* in line with recent directions in archival practice and theory and provide a foundation for a more complete revision in the future.

**Impact on Strategic Priorities:**

SAA Council’s approval of the *Archival Continuing Education (ACE) Guidelines* 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