

**Society of American Archivists
Council Meeting
August 24, 2025
Anaheim, California
Hybrid**

**Standards Committee: Request for Revision of the Technical
Subcommittee on Archival Facilities Guidelines (TS-AFG)
Charge**

(Prepared by: Dan Michelson, Co-Chair)

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. A full draft of the revised standard is nearing completion, but will still need to go through the public review process and the charge of the group expires at the end of the 2024-2025 year.

The one-year extension of the group's charge approved by Council in Fall 2024 was intended to provide time for a more permanent solution to the difficulties faced by this group.

DISCUSSION

The standard for archival facilities is a critical standard for the profession. It is a 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 this Spring resulted in an agreement that the standard would be best served by making TS-AFG a permanent subcommittee and shifting the standard to continuous revision, rather than attempting to change it all at once. This will allow the standard to be updated several chapters at a time and give TS-AFG more bandwidth to promote the use of the standard.

RECOMMENDATION

That SAA Council adopt the following as the TS-AFG charge (version with tracked changes available [here](#)):

I. Purpose

The Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) of the SAA Standards Committee oversees the ongoing maintenance and development of [*Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*](#) ("Facilities standard"), a standard adopted by SAA. The Technical Subcommittee also investigates the feasibility of expansion of the Facilities standard to a national standard and/or a multi-organizational standard.

II. Subcommittee Selection, Size, and Length of Term:

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

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

- Immediate past (co-)chair of TS-AFG;
- Co-chairs of the Standards Committee;
- Standards Committee Liaison to TS-AFG;
- Liaison from the Canadian Council of Archives (CCA).

III. Reporting Procedures:

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

IV. Duties and Responsibilities:

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

- Carry out the maintenance and development of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*, on an ongoing basis, in accordance with the [*Procedures for Review and Approval of an SAA-Developed Standard*](#).
- Investigate expansion of the Facilities standard to a national standard in conjunction with the American National Standards Institute.
- Investigate expansion of the Facilities standard to a multi-organizational standard in conjunction with the Canadian Council of Archives.
- Promote the understanding and use of *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers* by the American and international archival community.
- Support SAA's educational efforts related to *Archives and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*.

V. Meetings:

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

Support Statement: Establishing a sustainable path for long-term maintenance of the archival facilities guidelines is vital to support the work of archivists and allied professionals.

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