

**Society of American Archivists
Council Meeting
November 17-19, 2025
Virtual**

**Standards Committee: Request for Council Approval of the
Revised *Archival Continuing Education Guidelines***

**(Originally prepared by: Lara Michels, Standards Committee Co-Chair, updated by Dan
Michelson, Standards Committee Co-Chair)**

PREAMBLE

This is a resubmission of the agenda item not voted on by Council at the August 2025 meeting on the grounds that no track changes version was provided.

Track changes has never been requested by Council for updated standards and is not feasible as clearly articulated by the Graduate Archival Education Subcommittee (GAES):

GAES is not able to provide a 'track changes' version of the revised standard because this document does not exist. Developing the revised standard proposal was a complex process involving many different kinds of documents: notes from meetings where the revision was discussed, marked up versions of the current version of the standard, and drafts of the revision shared to different stakeholder groups for comment and feedback, and subsequent drafts of the revision that incorporated that feedback. This was not a simple process of taking the standard as it currently exists and editing it in one go, but rather the synthesis of much work across diffuse documents. GAES suspects that our complicated process is comparable to processes that other SAA units undertake as they set out to revise standards.

It is also not necessary to provide such a document, as the agenda item provides an overview and explanation of the standard that is intended to allow Council to make an informed decision without needing to closely inspect the details of the standard.

The remainder of this agenda item is unchanged from the version submitted previously.

BACKGROUND

SAA's Committee on Education (CoE) has revised the Archival Continuing Education (ACE) Guidelines and is seeking SAA Council approval of the revised standard.

In 1997, SAA adopted "Guidelines for the Development of Post-Appointment and Continuing Education and Training Programs" (PACE), which had as its basis the Guidelines for a Graduate Program in Archival Studies (GPAS) guidelines. The ACE Guidelines resulted from a scheduled review and revision of PACE in 2005 – 2006. The ACE Guidelines adopted by the SAA Council

in 2006 incorporate information from SAA's 2002 GPAS guidelines and the Academy of Certified Archivists' 2003 Role Delineation Statement Revision.

The Guidelines were revised in 2017 to be in better accordance with a 2016 revision of the Guidelines for a Graduate Program in Archival Studies. During the 2017 ACE revision, an appendix referencing the 2004-2005 A*CENSUS was removed due to concerns about the census being outdated.

In May 2024 the Committee on Education submitted a proposal to the Standards Committee to revise the ACE Guidelines. This proposal was approved In October 2024 and the process of revision completed in late spring of 2025.

DISCUSSION

The Archival Continuing Education (ACE) Guidelines provide guidance on continuing archival education. ACE provides professional archival knowledge beyond the formal credit/hour structure of education institutions. ACE connects with individual archivists in all phases of their careers by delivering basic, intermediate, and advanced courses. The ACE Guidelines potentially affect all archival educators, archival workers, and those in allied professions because of their broad application to continuing archival education. The ACE Guidelines describe areas of archival knowledge that should be addressed in continuing archival education, delivery formats, and guidelines for assessment.

This revision of the standard seeks to address mainly the presence of outdated information in the 2017 version of ACE. For example, the 2017 version references and quotes from other standards, including [GPAS](#) and the Academy of Certified Archivists' [Role Delineation Statement](#). Both of these standards have been revised since 2017 and put the ACE guidelines out of step. Some of the appendices in the 2017 version of ACE, such as the section on Effective Delivery Formats, also include out of date information. The purpose of the 2025 revision is primarily to correct outdated information and to ensure the standard remains relevant to current archival educators and workers.

The Committee on Education consulted with the following individuals and groups in the revision process:

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

RECOMMENDATION(S)

That the SAA Council approves the revision of the *Archival Continuing Education Guidelines*.

Support Statement:

Approval of the revision of the *Archival Continuing Education Guidelines* will update the standard and ensure that the content of the standard is not outdated or incorrect. This will allow SAA's Committee on Education to bring the content of the standard in line with revisions of related standards and guidelines.

Impact on Strategic Priorities:

SAA Council's approval of the revision of the *Archival Continuing Education 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