

Society of American Archivists
Description Section Meeting
20 August 2015
Meeting Minutes

- I. Announcements
 - a. Chair Gordon Daines welcomed attendees.
 - b. Rachel Vagts, filling in for Council Liaison James Roth, provided the following SAA Council updates:
 - i. The Council released its Proposed Changes in Member Affinity Groups and asked for feedback.
(<http://www2.archivists.org/news/2015/council-seeks-comment-on-proposed-changes-in-member-affinity-groups>)
 - ii. The Committee on Education's proposal to Council for an Arrangement & Description certificate program was passed.
 - iii. The business meeting on Saturday was scheduled to discuss a proposed dues increase, which would be followed by a referendum on the topic 20-90 days after the meeting.
 - c. Bill Stockton, co-chair of EAD, announced the release of EAD3 and its approval by Council in July. Documentation has been made available on GitHub. A style sheet to aid in EAD2 to EAD3 migration was expected to be completed within the coming weeks. Other future work would include the encoding of the tag library.
 - d. Jackie Dooley spoke on two research efforts at OCLC.
 1. ArchiveGrid and linked data work, including experimentation with a discovery system based on entities.
 2. Analysis of MARC records in ArchiveGrid, looking into archival MARC practice. Slides from her presentation on these efforts would be made available with other materials from the 2015 SAA Research Forum.
- II. Presentation by Karin Bredenberg of the Swedish National Archives- An Update on Swedish Common Specifications FGS:ER project
 - i. The FGS:ER project has put their developed common specifications in the context of related regulations and laws
 - ii. Created a common specification model for exchange formats
 - iii. New document hierarchy created, including a guidance document, common specifications, and amendments.
 - iv. Publications have been made available online:
Specifications (in Swedish): <http://riksarkivet.se/fgs-earkiv>
XML schema: <http://xml.ra.se/e-arkiv>
 - v. Discussion of work with management in the Public Information Management section of the Swedish National Archives.
 - vi. Project's final report delivered Feb. 16, 2015.
 - vii. Common specifications (CS) published in first version Aug. 14, 2015.

- b. Presentation by Katherine Wisser and Anila Angjeli, co-chairs of TS-EAC: Fitting in Functions
 - i. Kathy Wisser presented background information on functions in archival description, functional approaches to archival description, and existing standards (including ISDF).
 - ii. Anila Angjeli discussed the Technical Subcommittee on EAC (TS-EAC)'s work
 - 1. 11/22/13 meeting in Brussels regarding developing a schema. Along w/ ICA annual conference and EGAD meeting. 20 professionals involved. Created an ad-hoc working group on functions
 - 2. Brussels meeting- decided on: compliance with ISDF; architecture based on EAC-CPF; approach of sharing elements with other archival encoding standards (EAD/EAD-CPF) to ensure interoperability; focus on relations & expressing complexity of relations; and to work closely with EGAD.
 - 3. Result- EGAD has addressed functions (business-related concepts) and defining entities
 - 4. Announcement of the Working Group on a Schema for Functions has been posted on the SAA website (<http://www2.archivists.org/groups/technical-subcommittee-on-eac-cpf/announcement-of-the-working-group-on-a-schema-for-functions>)
 - 5. Invited emails with examples of functions that the working group hasn't already covered (email to wisser@simmons.edu)
- III. Description Section Survey Results (from November survey) presented by Gordon Daines
 - a. Results have been shared via section listserv
 - b. Presented overview of results and some highlights, with a focus on DACS compliance
 - c. Mentioned the Section's current work into creating a portal to share processing manuals
 - d. Slides will be available on the microsite (<http://www2.archivists.org/groups/description-section/reports-presentations-from-the-annual-meeting>)
- IV. Election results presented by Gordon Daines
 - a. Thanks to Kira Dietz and Audra Eagle Yun, both rotating off the steering committee
 - b. Vice chair: Molly Marcusse
 - c. Steering committee member: Meghan Lyon
- V. Remarks by incoming chair Jenny Mitchell
 - a. Discussed Section's plans to create a processing manual portal following the Collection Management Tools Roundtable's model

(using Google Drive for a submission tool, and the Section microsite as an access point)

- b. Encouraged Section members to look at the Proposed Changes in Member Affinity Groups
- c. Encouraged suggestions from the membership regarding steering committee projects for the upcoming year
- d. Recommended involvement in SAA Committee on Education's proposed Arrangement and Description certification program
- e. Invited description-related session proposals for section endorsement for SAA 2016 in Atlanta

Submitted by
Katrina Windon
Secretary
24 Aug. 2015