Minutes of the Design Records Section meeting

August 15th, 2018

SAA Annual Meeting 2018; Washington, DC,

1. SAA Council Liaison Update (Courtney Chartier)
	1. The council approved a motion to create a taskforce based on member feedback. This includes developing guidelines for considering SAA vendors and advertisers that SAA conducts business with.
	2. The revisions of Best Practices for Internships as part of archival education went back out for comment and was referred to the graduate subcommittee for review.
	3. The Task Force to Revise Best Practices on Accessibility’s draft for table of contents was reviewed.
	4. SAA Council Endorsement of Protocols for Native American Archival Materials can be found on the SAA website (here: <http://www2.nau.edu/libnap-p/protocols.html>). (SAA endorsement here: <https://www2.archivists.org/statements/saa-council-endorsement-of-protocols-for-native-american-archival-materials>).
	5. Karen Trivette put out a call for *American Archivist* writers. There was some discussion on having a design record dedicated issue in the coming year(s).
2. Introduction of new officers: Jessica Quagliaroli (co-chair) and Emily Vigor (steering committee
3. Presentations
	1. Molly Tighe, Archivist & Public Services Librarian for Chatham University
		1. Molly’s presentation discussed the Eden Hall Campus Construction Documentation project, which has digitized over 300 architectural drawings and over 1000 photographs. This project is part of Chatham University’s participation in the Council of Independent Colleges (CIC) Consortium on Digital Resources for Teaching and Research.
	2. Jade Snelling and Rebecca Fitzsimmons, Virginia Tech
		1. Jade and Rebecca gave an update on the IAWA’s Women of Design: Revealing Women’s Hidden Contributions to the Built Environment project, made possible by the CLIR Digitizing Hidden Special Collections and Archives grant. The IAWA has accomplished tremendous work digitizing 30 collections, including the Melita Rodeck Collection and the Marie Laleyan Collection.
	3. Building 4 Tomorrow Forum Review
		1. Ardys Kozbial and Kate Neptune gave an update (for Ann Whiteside) on the Building 4 Tomorrow Forum, which took place April 17th – 18th, 2018, in St. Paul, MN
		2. Some of the action items that came out of this forum were the development of Digital Architectural Design and Engineering (DADE) Coalition Strategic Directions.
	4. CAD/BIM Taskforce Update
		1. Aliza Leventhal began the update with a review of the FAQ:
		2. There are three main categories to the FAQ: Technology, Access, and Description. In each of the technology and access categories, the areas to be addressed are:
			1. Technology: standards, work flows of digital preservation practice, and software dependencies
			2. Access: subject knowledge, file types, preservation, and donor agreements
		3. Particular attention was given to the Deeds of Gift. Aliza and Jody Thompson have been collecting institution’s Deeds of Gift to analyze legal and collecting challenges. In their survey of 9 deeds, they found:
			1. Born digital design files are not addressed in the main body of the Deed, but typically as an addendum
			2. Language regarding born digital files mostly deals with Personal Identifiable Information (PII)
		4. The next steps for the Taskforce are: continue collecting deeds of gift and working on the FAQ; identify ways to collaborate/contribute to research within the larger context of IMLS grants and national meetings
4. Wrap-up/Q&A
	1. Announcement of the 2019 ICAM North America Conference in Chicago
	2. Q: How are architectural historians of the future going to conduct research? A: DRS should look at all available funding grants for more research projects.
		1. Example: Existence and Location of Originals: Gathering and Documenting Archival Repository Location Data project, supported by SAA Foundation Grant, which supported hiring a research assistant