

# Standards Committee

Agenda for 2024 September 12, 9-10 PDT, 10-11 MDT, 11-12 CST,  
12-1 EST

Zoom info: **You can join this meeting from your computer, tablet, or smartphone.**

<https://smith.zoom.us/j/92651039913>

Attending: Lara, Sue, Heather, Maristella, Karin, Kelli, Regine, Anna, Jen

Regrets: Becca, Stephanie, Dan

Leading the meeting: Lara

Minute taker: Sue

## Introductions

Welcome, new members! Welcome back, continuing members!

Round robin: Introduce yourself (name, institution, and also tell us what interests you about standards in general or the Standards Committee in particular)

## Operations

What to expect from your co-chairs

- Lara and Dan will alternate chairing meetings and other members will rotate as notetaker
- Members should expect to receive tools to prepare for upcoming meetings. Encourage checking in between meetings, if necessary.
- Any issues with Drive, email list, SAA roster? Please email Lara and Dan
  - Lara and Dan will meet with new members for an orientation

Review of Standards portal <https://www2.archivists.org/standards>

- All members should review the Portal
  - New members should review especially the [Procedures for Review and Approval of an SAA Standard](#)

[Liaison document](#) overhauled and updated to allow tracking of the current status of each SAA standard

- Continuing liaisons (Heather, Sue, Anna) should add information for their standard(s), Dan already put in info for the rest
- New liaisons needed for:
  - Education Committee
    - Will probably require a lot of work this year
  - Reference, Access and Outreach Section

- Also anticipating a lot of work
    - Accessibility and Disability Section (minimal work anticipated)
    - Museum Archives Section (minimal work anticipated)
    - Accessioning, Acquisitions, & Appraisal Section (minimal work anticipated)
- Liaison regularly checks in, attends some group meetings, helps track and assist the creation/revision process
- Liaisons should reach out to chair(s) of group and connect.
  - Lara and Dan will discuss liaison roles with new members

Review of current/upcoming Standards business for new members (continuing members)

- Continuing members should look back at notes and liaison groups and be up to date on the status of work.

## Continuing Business

Two items submitted to Council as interim items and one outstanding item:

1. [Accessibility Standard Revision and proposal](#)
2. [RAO proposal](#)
3. Archival Continuing Education proposal from the Education Committee
  - a. Items 1 & 2 submitted for an interim action by Council. Missed deadline for August meeting
  - b. Item 3 will be ready for October council meeting, as per Lara

## New Business

1. [Archival Accessioning Best Practices Submission Package](#)
  - a. Standards needs to vote on this, will do this offline.
  - b. Committee should read and comment and/or vote in the next 10 days. Lara will send email with action items
2. Major project for the year? Standards Road Map
  - a. [Brainstorming ideas from Annual Meeting](#)
  - b. [SAA Strategic Plan](#)
    - i. Council eager for Standards to tackle roadmap for standards development. Dan and Lara have questions, which committee will need to discuss.
    - ii. What is Standards' role? How does Council view our role? Current SAA road map is not clear
    - iii. Start with a survey for membership addressing standards, roles and responsibilities of committee, new standards?
3. TS-EAS request for funding for 2025 annual meeting

# Updates (if any)

## Co-chairs (Lara and Dan)

Roster issues

Lara and Dan will be meeting with SAA to discuss

## Council (Lydia)

## Technical Subcommittees (liaisons to)

TS-DACS (Dan)

TS-EAS (Lara, Karin, Mary)

- Updates from meeting in Chicago
  - 2 days of EAD revision with fruitful discussions going through revision comments.
  - 1 day of talking about TS EAS and the work ahead and having an open session online via Zoom about the status of all the work in TS EAS. The open session is recorded and will be on SAA Youtube channel
  - An BYOB session, introducing TS EAS, status of the EAD revision and the CfC on Functions. Ended with a give us your thoughts from the participants.
- Submitting request for funding for 2025 meeting

TS-AFG (Heather)

- No roster on SAA website
- Communication issues with SAA
- Group is interested in/exploring making standard a continuous revision instead of published book

TS-GRD (Heather)

- Confusion around roster and roles
- Currently looking at incorporating digital archives into the revision
- Looking out appendices, many of which are outdated
  - Heather will reach out for first meeting
  - Priority is to make sure Elizabeth is listed as chair

## Other Groups (liaisons to)

Accessibility and Disability

College and University Archives (Sue)

- Reached out to current chair and co-chair to get info on revision cycle; have not heard back
- Jen is a member of the steering committee and will invite Sue to attend

Education Committee

Intellectual Property WG (Anna)

- No updates

Museum Archives

Reference, Access and Outreach Section

## Liaisons from Other Groups

Experts Group on Archival Description (Stephanie)

ALA Committee on Cataloging: Description and Access and MARC Advisory Committee (Becca)

## Action Items:

- Lara will email everyone with action items. Accessioning standard, liaisons.
- Lara will get TS-EAS request for funding to Council for October meeting

Next meeting: 2024 October 10

## Business Conducted via Email