

# Standards Committee

Agenda for 2024 October 10, 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, Dan, Alexis, Jen, Heather, Sue, Anna, Kelli, Karin, Maristella, Mary

Regrets: Lydia

Leading the meeting: Dan

Minute taker: Anna

## Operations

Roster issues:

- There were a number of problems with the appointment process this year. For the most part these have been ironed out and safeguards put in place to prevent reoccurrence.
- [Extension of TS-AFG term](#) through end of this year was submitted to Council as an interim action and is being voted on this week
- We only had one new appointment this year, when it should have been three. As a result, two mid-term appointments are anticipated in addition to the three normal appointments for next-year.
- If members whose appointment is ending this term want to be reappointed, you need to respond to the upcoming call for volunteers.

[Liaison](#) expectations and assignments

- Expectations
  - In all cases:
    - Make sure the group's leadership is aware of its responsibility for the assigned standard(s) and the next scheduled dates of revision
    - Be the point of contact for the Standards Committee if the group has any questions
    - Report any relevant news to the Standards Committee
  - When a group is planning or undertaking the revision of a standard:
    - Assist the group in following the [Procedures for Review and Approval of an SAA-Developed Standard](#)
    - To the extent feasible, attend meetings relating to the revision. If unable to attend, review minutes.
- New assignments:
  - Education Committee and its Graduate Archival Education Subcommittee
    - Will probably require a lot of work this year

- Alexis will take this on
- Reference, Access and Outreach Section
  - Also anticipating a lot of work
    - Jen will take this on
- Accessibility and Disability Section (minimal work anticipated): Sue
- Accessioning, Acquisitions, & Appraisal Section (minimal work anticipated): Sue
- Museum Archives Section (minimal work anticipated): Anna

## Continuing Business

- [Accessibility Standard Revision and proposal](#)—APPROVED by Council
- [RAO proposal](#)—APPROVED by Council
- [Archival Accessioning Best Practices Submission Package](#)
  - Standards approved. Will be submitted to Council by October 17.
- [Archival Continuing Education proposal](#) from the Education Committee
  - Intend to submit to Council by October 17
  - Action Item: Committee Members should review and send approval by October 16
- [Internship Best Practices proposal](#) from the Graduate Archival Education Subcommittee
  - Intend to submit to Council by October 17
  - Action Item: Committee Members should review and send approval by October 16
- [TS-EAS constituent group funding proposal](#) for 2025 annual meeting
  - Will be submitted to Council by October 17

## New Business

1. Initial planning/brainstorming for a survey to inform development of a standards roadmap (in alignment with the [SAA Strategic Plan](#))
  - a. What information are we hoping to gather from this survey?
    - i. Heather: How open-ended should this be? We need to make sure we have specific enough answers so that we can take action. We can ask if people have ideas about what is missing from current standards?
    - ii. Lara: We need to find out which standards people actually use. What are the barriers for use?
    - iii. Sue: The wording in the Strategic Plan is so broad. Maybe we could frame the survey in a way to educate people about what standards are out there.
    - iv. Dan: Strategic Plan wording doesn't preclude adding to existing standards
    - v. Heather: Maybe a list of all standards, check which you use, ask what is missing

- vi. Sue: that could be followed up with open-ended questions about use, missing information, etc.
- vii. Lara: useful to know how archivists think about standards in their day-to-day work. What are the differences between best practices, guidelines, standards? Many people also have local standards and best practices. We should probably provide some definitions up front.
- viii. Regine: in TS-DACS community meeting in the spring people expressed that they would like more flexibility in DACS, she was surprised because standards are supposed to be rigid
- ix. Karin linked to TS-EAS survey  
<https://www2.archivists.org/groups/encoded-archival-standards-section/eas-2019-2020-section-survey-results>
- x. Maristella in chat: "De facto" standards as a fact of what systems underlie archival work are also a major part of the picture.
- xi. Dan: we need to decide which standards we are talking about. Only SAA maintained standards? Include related standards approved by SAA?
- xii. Lara: We can start a shared document where people can draft questions, link to existing surveys
- b. Who is our target audience?
  - i. Anna: Broad topic, Standards in general are relevant to all SAA members so our audience should be broad
  - ii. Lara: send to all of the regional lists
- c. How should we carry out the survey?
  - i. Dan: we want to have the survey done by the end of the year, so we have something to share at the annual meeting. The survey should go out by spring
  - ii. Lara will create and circulate a Google doc

## Updates (if any)

### Co-chairs (Lara and Dan)

No additional updates

### Council (Lydia)

No updates

### Technical Subcommittees (liaisons to)

#### TS-DACS (Dan)

- First meeting of the term was on Tuesday, focused on getting organized after the confusion around appointments

- Anticipated areas of focus this year:
  - Principles project
  - RiC
  - Authority records
  - Updated Education video

#### TS-EAS (Lara, Karin, Mary)

- TS-EAS has been in communication with Standards Co-Chairs about goals for the year
  - Align their three standards
  - Receive funding for next annual meeting. Request for funding for 2025 conference being submitted to Council by Oct. 17
  - Restructure subteams
  - Improve alignment with EAS section
- On October 3, EAF extended the call for comments on the draft of Encoded Archival Functions. Submit here: <https://forms.gle/KRUtrASBfyb7umZP7>
- TS-EAS meeting on October 24

#### TS-AFG (Heather)

- Annual report submitted in September
- Reached out to co-chairs for update on revision progress

#### TS-GRD (Heather)

- According to the charter, revision is scheduled to be completed this year, and they are hopeful this will be possible
- The group may ask for an extension this spring if they need more time

## Other Groups (liaisons to)

### Accessibility and Disability

College and University Archives (Sue): Working with Jen to arrange for me to attend one of their section meetings, at which point we will discuss the standard. More updates to follow at a later date.

### Education Committee

- Standards co-chairs working with the Education Committee on a proposal to revise Archival Continuing Education Guidelines. It should go to Council by October 17.
- Standards co-chairs have been working with the Graduate Archival Education Subcommittee on a proposal to revise the Best Practices for Internships. It should go to Council by October 17.

### Intellectual Property WG (Anna)

- No updates

Museum Archives (Anna)

- Anna reached out to introduce herself and found the current chair—no other updates.

Reference, Access and Outreach Section

Accessioning, Acquisitions and Appraisal Section (Sue)-- where is the standard in the approval process?

## Liaisons from Other Groups

Experts Group on Archival Description (Stephanie)

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

## Action Items:

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Next meeting: 2024 November 14

- Lara will send email reminding us to vote on proposals
- Lara will create Google doc for survey planning