

Standards Committee

Agenda for 2025 May 8, 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:

Regrets: Heather, Lydia

Leading the meeting: Dan

Minute taker: Anna

Operations

Roster issues:

- Minor issues with listing
 - Everything is weird, but it isn't really a problem
- Hoping for an early career member next term
- Heather is the (provisional) incoming co-chair

Deadlines for council item submission:

- Annual meeting: July 21, 2025
 - Will affect committees with end of term dates

[Liaison](#) assignments (no change for now)

Continuing Business

- Proposal for Standards Development Form—ongoing
 - [Draft](#) of Google form to replace the form linked from [this page](#)
 - Lara will ask SAA staff to update the link on the Standards page and take down the other form
 - Email sent this morning
- [Standards survey results](#) and analysis
 - Heather, Jennifer, and Regine
 - Regine put together the pivot tables for each survey question
 - Everyone should read through the free text answers to get a sense of the feedback
 - Jen Gathings did some reformatting to make it more readable
 - Jennifer Brcka created a [heatmap](#) for type of institution

- Regine and others noticed that many people said they didn't know about some of the standards, several comments reference AI, Lara notes desire for training and outreach
- Dan notes most respondents were from larger institutions, which isn't unusual, and many respondents hold technical services roles
- Accessioning standard already third most used, behind DACS and EAD, chat about how many archivists might not know they're using EAD necessarily
 - Sue: is it worth doing outreach about what EAD can do for you?
 - Dan: Confusion between DACS and EAD
 - Dan: Maybe standards committee can take outreach role for smaller standards/standards without a dedicated group
- Jen: some people wanted fewer standards, but to make commonly used standards more helpful. Are we giving survey results to groups maintaining standards? Hold open forum sharing results and asking for more feedback?
- Dan: We can do what we want! This was first step to creating roadmap for standards (part of strategic plan). Thinks an open forum might be a good idea for the annual meeting.
- Lara: Results remind her of how standards work in certain institutional environments, level of support for archival standards.
- Lara: sees that there may be a need for outreach to people who work with archival materials, but aren't professional archivists, like Western Archives Institute
 - Sue: Western Archives Institute is coming back!
- Next Steps: We need something to report out before the annual meeting, get people interested so that they will participate in annual meeting
 - Format: Report on Results? Lara volunteered to work on this. She may have something the rest of us can give feedback on by the June meeting
 - Dan says it doesn't need to be long, 1-2 pages
 - Jen suggests having committee members reach out to individual sections
 - Lara suggests publishing summary of results in In the Loop
 - Dan: if certain constituencies seem very interested we could ask to attend their meetings
- **Best Practices for Internships**—request from Graduate Archival Education Subcommittee of the SAA Committee on Education for Standards Committee approval of revision of standard
 - [Submission memo](#)
 - [Text of standard](#)
 - Diversity Committee gave a thumbs up and we will pass to Council unless there are any objections
 - Dan/Lara will submit to Council for final approval
- **Principles in Indigenous Archival Repatriation (PINAR)**—request from SAA Archival Repatriation Committee for Standards Committee approval of new standard
 - [Submission memo](#)
 - [Text of standard](#)

- As requested, submitters are sending to Diversity Committee and Accessibility section and will decide as a group about the revision cycle
- Version control for standards—deferred
- **Annual Meeting scheduled July 23, 1:00-2:30pm CDT**
 - Agenda preliminary discussion
 - Report out what we've been doing
 - Sue: maybe we can invite any groups that maintain a standard to the annual meeting to give information about standards revision, a la request from GAES. This can happen every year as leadership cycles.
 - Bulk of the meeting dedicated to survey results

New Business

- Graduate Archival Education Subcommittee (GAES) suggested having formal meetings each fall with component group leaders who are revising standards to ensure they understand the process.
 - Idea to add general orientation to our annual meeting

Updates (if any)

Co-chairs (Lara and Dan)

- Draft council item for Archival Management section to take on responsibility of *Best Practices for Volunteers in Archives* sent to section co-chairs for their review.
- Lara asked SAA staff to edit Standards portal to move *Best Practices for Archival Term Positions* to its appropriate place on the site

Council (Lydia)

Technical Subcommittees (liaisons to)

TS-DACS (Dan)

- Not met since last Standards Committee meeting
- Working on preparing the call for comments on a group of major changes. Identified wording issue (“guidelines” versus “rules”) with two of the pull requests and will revise them before finalizing the call.

TS-EAS (Lara)

- Annual Meeting Zoom invite sent out–August 11-14
- Annual committee meeting of TS-EAS is July 22 6PM CEST
- Next quarterly meeting May 21.
- EAD call for comments out, closes on the 16th

TS-AFG (Heather)

No updates

TS-GRD (Heather)

Heather attending May 12 TS-GRD meeting

Other Groups (liaisons to)

Accessibility and Disability (Sue)--no updates

College and University Archives (Sue)--no updates

Education Committee (Alexis)

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Intellectual Property WG (Anna) – no updates

Museum Archives (Anna) – no updates

Reference, Access and Outreach Section (Jen)

- Task Force on Primary Source Literacy met again April 29 and began discussion of their goals for the revision and what they want the guidelines to be.
- They're putting together a timeline for their work, and had some questions. They were looking for guidance on SAA deadlines and date of completion for their revision. I provided responses with Dan's confirmation. There's still a lingering question about the date of completion. They posted in the survey that they will be done in 2028, but their revision proposal said 2026.
- Next meeting is in June

Accessioning, Acquisitions and Appraisal Section (Sue)--no updates

Joint SAA/RBMS BIBFRAME-ARM Taskforce

- kicked off a 2-year revision cycle on April 17
- subteams on Art, Archives, Rare Books, Manuscripts, and a Tech Team
- SAA appointees have not yet received their appointment letters

Liaisons from Other Groups

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

- ALA annual overlaps my wedding/honeymoon, but I have two colleagues from my institution that are also part of CCDA who will take my notes and make my small report for me. MAC meetings have not been announced yet but will be virtual.
- RDA AAWG work is beginning

Action Items:

Next meeting: June 12, 2025