**Date: August 10, 2016**

**Name of Section/Roundtable: Architectural Records Roundtable**

**Officers**

**Co Chairs:** Samantha Winn, Aliza Leventhal

**Steering Committee:** Joanna Groberg, Suzanne Noruschat, Tricia Gilson, Tim Walsh

**Report from annual meeting:**

Number of attendees: 46

Election results:

Samantha Winn

Junior Co-Chair, 2016-2018

Collections Archivist  
Virginia Tech

Tricia Gilson

Steering Committee Member, 2016-2019

Archivist and Curator

Columbus Indiana Architectural Archives

Summary of meeting activities:

The Architectural Records Roundtable had an update on our Google site from Tim Walsh, specifically on the inclusion of a discussion forum tab. Zach Vowell from the Software Preservation Network presented on the work the SPN is doing this year. The CAD/BIM Taskforce provided an update on our survey for archivists and architects that manage born digital design records. After the CAD/BIM Survey update, we broke into discussion groups focusing on the below four questions. The summaries of each group's show some common themes around training, outreach to records and software creators, as well as the plethora of questions we need answers to to help us become more strategic in our approach to preserving and providing access to digital design files.

**Completed projects/activities:**

Continue to support and, as necessary, help steer the CAD/BIM Task Force’s work to research, innovate, and publish solutions for preserving born-digital architectural records.

Surveyed repositories with born-digital architectural holdings to determine what file formats institutions have, what software they are using to view them, and what (if any) preservation actions they are taking.

**Ongoing projects/activities:**

Continue to build and support the development of the auxiliary website space with blog postings, a discussion forum, and updates on SAA happenings.

**New projects/activities:**

The Architectural Records Roundtable is devoting much of its energy to addressing digital records issues; an initiative the CAD/BIM Taskforce is spearheading. After surveying the larger Roundtable membership for interest to actively participate in research and guidelines drafting, the CAD/BIM Taskforce developed a first set of initiatives to investigate and address the difficulties with CAD/BIM records. These tasks include:

* Create a shared resource listing commonly encountered CAD file formats and software that is available for viewing and transforming them.
* Gathering of sample files to submit to the UK National Archives to be added to PRONOM for their file format database
* Develop a lobbying strategy and international partnerships to jointly lobby software vendors for open preservation licenses to software.
* Reach out to non-archivist groups that are also working on CAD preservation (such as LOTAR) to share knowledge.

These efforts are predominantly focused on preserving older technology/software, though we expect to expand the focus of this working group to tackle issues related to researching trends/future technology and software used by design disciplines, as well as engaging design professionals to establish proactive partnerships with records creators.

Several of the initiatives are presently underway, beginning with building international (Canada and United Kingdom) counterparts and hopefully formal partnerships. With about 20 Roundtable members contributing to these efforts, we expect to have significant progress to share in the coming year.

**Initiatives associated with the 2014-2018 Strategic Plan:**

**SAA Strategic Plan**

Goal 1: Advocating for Archives and Archivists  
1.2 Educate and influence decision makers about the importance of archives and archivists.  
We would like to collaborate more with record creators to create standards for the digital files they create, specifically standards for preservation worthy files for deposit in archives.

Goal 2: Enhancing Professional Growth

2.2 Deliver information and education via methods that are accessible, affordable, and keep pace with technological change. Continue to cultivate partnerships with other key SAA selections and roundtable. These alliances will enable us to better serve the needs of our increasingly diverse members. Many of our members are responsible for collections other than architectural records and spend only a fraction of their time preserving architectural collections, so it will be crucial to provide integrated, well-rounded professional development opportunities, resources, and networks.

Goal 3: Advancing the Field

3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge. Establish alliances with architectural records partners outside of SAA (includes: Society of Architectural Historians, American Institute of Architects (AIA), Committee for the Preservation of Architectural Records (COPAR), the Architecture Section of the Art Library Society of North America (ARLIS), Association of Architecture School Librarians (AASL), and the International Confederation of Architectural Museums (ICAM).

Goal 4: Meeting Members' Needs

4.2. Create opportunities for members to participate fully in the association. The ARR is going to examine the potential for a workshop between archivists and architects/record creators for 2018, specifically to further foster a collaborative working relationship to preserve these records and to train archivists on how to utilize the design software used to create these records.

**Questions/concerns for Council attention:**

With the move from Roundtable or Section to Group, we are concerned with ensuring that we continue to receive space at the annual conference for our business meeting. We are also concerned with ensuring that our eligibility is not removed. As a smaller group, we would run the risk of being terminated if status is entirely determinate on size. Our business meeting is an extremely important component of the annual meeting, and losing SAA’s support to congregate in a conference space would be a great loss.