

# Standards Committee

Agenda for 2024 June 13 (9:05 am PST, 10:05 am MT, 11:05 am CST, 12:05pm EST)

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

<https://smith.zoom.us/j/91995537451>

Attending: Dan, Sue, Karin, Wendy, Lara, Heather, Anna, Maristella

Regrets: Jodi

Guests: none

Chairing meeting: Lara

Minutes: Dan

## Continuing Business

### Procedures

Almost all of our revised procedures are posted!

Standards Development and Review:

<https://www2.archivists.org/standards-development-and-review>

Procedures:

<https://www2.archivists.org/procedures-for-review-and-approval-of-an-saa-developed-standard>

Still to do: Form update (have requested SAA staff help with this)

Celebrating a project that is DONE!!

Some minor font issues to be fixed, but otherwise done

Lara will check if we have a version that indicates changes

## New Business

### RAO Inquiry

At the last Standards meeting, we approved the [Proposal](#) to have RAO subcommittees officially appointed to be the maintainers of the *Guidelines for Primary Source Literacy* and the *Standardized Statistical Measures for Public Services*.

We have asked them to prepare their revision proposals and to do so by June 21. We will need to review them asynchronously so that we can send all of these on to Council by **July 1** for the Summer Council meeting. The groups could begin their work after that meeting in August.

The revision proposal for the TPS guidelines was received by June 21. The Standards Committee voted by email. Eight members supported approval.

Lara and Jodi will prepare the Council agenda item to submit on July 1 for the August meeting.

## Accessibility Standard Draft

**Decision from Standards on 5/9/24:** Standards will draft the Committee's stance for a Council agenda item (for the July 1 Council meeting) and support the move to a 5 year revision cycle..

Lara and Jodi will prepare the Council agenda item to submit on July 1 for the August meeting.

## Standards Development Roadmap

Our new project!

Begin planning how we approach this.

### Standards relevant areas from [SAA Strategic Plan](#)

2.2.H. Support post-custodialism, radical empathy, communication, and ethics in collecting. [DEIA Work Plan - 4.3] **Standards Comm**, Education, Publications, AA Board, CEPC, AAA Section, Archives Mgmt Section, RAO Section

3.1.A – I updated this to Operational – it's ongoing work that you folks are doing

**3.1.B. Implement standards development roadmap. In progress. Standards Committee (I added CORDA as a collaborator)**

3.1.E. Support critical reexaminations of descriptive practices and language used for description, narratives, and exhibits. Promote inclusive language. [DEIA Work Plan - 4.1] Diversity Comm, **Standards Comm**, Description Section, RAO Section

3.1.F. Support post-custodialism, radical empathy, communication, and ethics in collecting. [DEIA Work Plan - 4.3] Ongoing. **Standards Comm**, Publications, AA Board, CEPC, AAA Section, Archives Mgmt Section, RAO Section, Labor Arch Section, NAAS

3.1. G. Create guidance on inclusive reference/reading room practices. [DEIA Work Plan - 4.6] Diversity Comm, Standards, **RAO Section**

3.1.H. Address the shortcomings of archival description and the presence of bias. [DEIA Work Plan - 4.4] Diversity Comm, Standards Comm, **Description Section (lead, updated)**

3.1.I. Address the shortcomings of archival collecting and the presence of bias. [DEIA Work Plan - 4.5] Diversity Comm, Standards Comm, Collection Mgmt Section, **AAA Section (lead, updated)**

Outline now, plan to feature at the annual meeting on July 16.

Discussion: Brainstorm how we want to approach the creation of a Standards roadmap for SAA. Considerations: themes, timelines, etc.

How do we want to approach this activity at the Standards annual meeting? Online whiteboard?  
Themed breakout rooms?

Discussion on what this means in practice: Is there a template? Probably not. The roadmap isn't necessarily a roadmap but how Standards is supporting existing goals of SAA?  
Groundwork for a more dynamic relationship between Standards and other groups and the general community (invite section leaders to meetings, etc.). How do we get the community involved?

Example: Is reparative description under an existing standard or should there be a separate one?

Maybe have an initial discussion at the annual meeting and then follow-up with a survey? Who will be doing the work?

Need clarification from Lydia on what is desired by SAA Council, is it an update or expansion of our charge or a full roadmap?

## Minor Change Requests

None received

## Annual Meeting

At this meeting, we'll present a program, summarize our work for the year, hopefully present our revised procedures, welcome new members and leadership, and bid farewell to members and leaders who have termed out.

### [Draft agenda](#)

Discuss ideas for agenda items (that are more specific!)

- Committee's work
- Component groups with new/revised standards development
  - Accessioning Best practices group: they are in
  - TS-DACS and inclusive practices?
  - TS-EAS and EAD revision
- Standards Development Roadmap brainstorm: as above
  - This is the interactive component: How do we want to do that?
- Applications of standards
- Tips for getting community feedback on standards in process (have specific group(s) talk to this point)

The meeting will be **July 16 at 9 Pacific/10 Mountain/11 Central/noon Eastern/18 Sweden** and can be as long as 90 minutes

Goal: Begin these discussions, complete agenda to send out after June meeting.

Have a poll? Maybe a whiteboard? Whiteboard to generate ideas of new standards and then get plus ones. Need one or two focused questions for this that will inform a future survey. Rough question: What is missing from existing standards? Does [missing thing] fit in an existing standard?

Whiteboard type options: Padlet, Menti

## Updates

### ***Co-chairs (Jodi and Lara)***

RiC/EGAD

- Any indication from SAA leadership about response from ICA? None yet.
- Lydia and Regine are working on a proposal for revamping liaisons/communications; [put proposal here]

### ***Council (Lydia)***

No updates.

### ***Technical Subcommittees (liaisons)***

TS-DACS (Dan)

- Met twice since last Standards Committee meeting. Primarily debriefed about virtual community meeting and planned annual meeting (latter will be RiC focused)

TS-EAS (Lara)

- TS-EAS meeting logistics troubles and what resolutions to date
  - In general SAA not providing support for logistics (Standards Committee leadership will try to push SAA on this next year)
- Agenda is ready for TS-EAS meeting and waiting on invitations to go our and room to be settled
- Still waiting to hear on new appointments or early career members.
- TS-EAS working on call for comments for Functions and EAD, the annual report to Standards and revision planning.
- EAD team assessing comments on EAD 4.0.
- EAD team discussion about ensuring that content management providers will uptake EAD 4.0.
- Link to [meeting](#)

TS-AFG (Heather)

- No response to emails

#### TS-GRD (Heather)

- Work is proceeding well. They have some external experts reviewing the guidelines in relation to digital archives practice, and we are working on updating outdated appendices, such as sample policies. They will have a larger update to share in the fall.
- The group is checking on availability for the Standards annual meeting, but it seems more likely that they will share a written update.

#### Other Groups (liaisons)

##### Accessibility and Disability (Jodi)

- No updates

##### Acquisitions and Appraisal (Wendy)

- Tentatively will be joining Standards meeting to talk about their experience developing the standard

##### College and University Archives (Sue)

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##### ALA CC:DA/MAC (Becca)

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##### Education Committee (Becca)

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##### Intellectual Property WG (Anna)

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#### **Action Items**

- Jodi and Lara will draft Standards Committee stance on RAO proposal
- Jodi and Lara will draft Standards Committee stance on Accessibility standard being moved to a 5 year revision cycle
- Wendy will reach out to Accessioning to confirm meeting presentation
- Confirm what interactive tool we are using at the meeting and work on prompt (question) for activity
- Provide TS groups date by which we need annual report
- Lara will ask Jodi if we are ready to share procedures and to send an email to the group indicating that sharing is fine.
- Jodi and Lara finalize the agenda for the annual meeting and send it out (part of this will be finalizing the question/prompt).