Standards Committee Meeting

November 18, 2021

[Zoom link for meetings](https://virginiatech.zoom.us/j/89631511588?pwd=eXdSYzVxNlowK2FwR3dUQ1o1NzJjUT09)

[Standards Committee shared folder](https://drive.google.com/drive/folders/106h7m1BsH9bw9ImtQH_eMWHlDFnaPKEe?usp=sharing)

Attendees:

1. Liaison openings for committee members
   1. [Current spreadsheet](https://docs.google.com/spreadsheets/d/17OzJYA4BVGu6p7L_pSM-qIs2Tuf0xErr/view)
   2. We still need liaisons for the Accessibility and Disability Section and the College and University Archives Section
2. Updates
   1. Co-chair
      1. See agenda items below
   2. Council
   3. Technical Subcommittees
      1. TS-DACS
         1. Subcommittee continuing to work on application of principles, more communication with the profession about how to contribute to that conversation via GitHub.
      2. TS-EAS
         1. EAC-CPF 2.0 revision is in progress with the expectation that it will be ready in early January
         2. Two approvals for minor revisions from Standards have been announced to the community
         3. EAD revision has started and the call for comments is out (through Feb 28 2022)--please share call widely
         4. Plan to start looking at creating a schema for creating description of archival functions
         5. EAC-CPF team would like some guidance on how to put together the packet
         6. Suggestion: infographic for relationships between archival standards
      3. TS-GRD
         1. Kira will be following up with Meg and Felicia regarding how we go about adding more people and extended terms.
      4. TS-AFG
         1. No updates since October meeting
   4. Others?
      1. Accessioning Best Practices
      2. Education Committee
         1. Committee and subcommittee working on feedback
         2. Goal: ready to send to Council for feedback for new year 2022
3. Guidelines for Accessible Archives for People with Disabilities
   1. [Comments back/Revised proposal](https://docs.google.com/document/d/1gCD_lrqGUnVkdSfHb8g1PSq5-oeiagux/edit?usp=sharing&ouid=114613486538548445006&rtpof=true&sd=true) (from ADS)
   2. Discussion/questions
      1. Do the comments we received/revised version address previous concerns?
      2. Are we ready to vote again about whether to forward this to Council with a recommendation?
4. Museum Archives Guidelines
   1. Documents were submitted on November 17 and are in a [shared folder](https://drive.google.com/drive/folders/1qGLP41JSPhfkIqY8hj72TXrxv6NINlkb)
   2. I know we probably haven’t all had time to look at this yet, so Kira will follow up via email, but we have a couple of questions to consider:
      1. Do we feel this submission meets the requirements of [Section III.B](https://www2.archivists.org/governance/handbook/section7/groups/Standards/Procedures-Review-Approval-SAA-Developed-Standard)?
      2. Do we feel there is anything requiring a need for Standards to solicit additional comments (IV B.2.)?
      3. Are we ready to vote on this revision?
5. RiC Comments
   1. I’ve put a [pdf of the document](https://drive.google.com/drive/folders/1RQGDCbCSw96ChRGe8DL2LCM9q9zSyv4u) in a Standards folder. It should be set to be accessed by anyone who has the link, so if you want to share it with your TS, you can do so.
   2. Please keep in mind the format for [submitting comments](https://docs.google.com/document/d/1NYFUQKno8VxTbHU1qVL8w1K3GodFgwu3/edit?usp=sharing&ouid=114613486538548445006&rtpof=true&sd=true), if you are commenting on the pdf. It would be helpful to include the reference, comment type, feedback, and the proposed change.
   3. Do we have a preference about using the pdf or the doc file for now? How do we want to submit comments later (doc file or github)?
      1. Use Doc File
6. Other items or updates?
7. Next meeting: December 9, 2021