Society of American Archivists
The American Archivist Editorial Board Meeting
Atlanta, GA | August 3, 2016

MINUTES

In attendance: Greg Hunter (Chair), Bethany Anderson (Reviews Editor), Scott Cline, Adriana Cuervo, Karen Gracy, Tom Hyry, Cal Lee, Katie McCormack, Jennifer Meehan, Heather Soyka, Karen Trivette, Josh Schneider, and *ex officio* members Gloria Gonzalez (Coordinator of the Reviews Portal), Chris Prom (Publications Board Chair), Tim Pyatt and Erin Lawrimore (Council Liaisons), and SAA staff member Abigail Christian.

Unable to attend: Todd Daniels-Howell, Jennifer Davis McDaid, and SAA staff Teresa Brinati.

I. REVIEW OF TO-DO LIST—Greg Hunter:

- **Developing an International Editorial Board:** One criteria for journal rankings is having an international editorial board. The board has not actively pursued this because of the number of people interested in being on the board already. Should the board identify international members specifically to nominate to the board? Continuing to be conscious of international representation on our board will be kept as an active to-do list item.
- **Managing Dark Content:** If a reader searches for an author whose content was bundled together in a section of shorter features, the reader won't be able to find it. It's dark content. Much of SAA's history—obituaries, reviews, letters to the editors, meeting minutes—aren't currently accessible. A new intern, Dana Bronson, will take on the project of making this dark content available on Allen Press and JSTOR.

I. REPORTS

A. Council Liaison Update—Tim Pyatt
- The SAA Council is implementing changes to member affinity groups. Distinctions between sections and roundtables will be eliminated—all will be sections. There will be no limit to the number of sections members can join; nonmembers can be on up to three listservs. Sections will now need standardized bylaws and to conduct online elections annually.
- Diversity and inclusion initiatives continue to be high on the Council's priority list and may result in articles for *The American Archivist*.

B. Publications Board Update—Christopher Prom
- In July, SAA released two new books in the series Trends in Archives Practice: *Teaching with Primary Sources* and *Digital Preservation Essentials.* A forthcoming book in the series, *Appraisal and Acquisition Strategies* should be available by October.
- The Publications Board is working with potential authors to submit proposals for new manuscripts.
- Last spring the Publications Board successfully administered a survey on SAA books, which garnered more than 1,600 responses. The board is working on a report of the survey results.

- The Archival Fundamental Series III, edited by Peter Wosh, is in progress with authors contracted for seven volumes. The volumes are anticipated in 2018-2019.

C. **Publishing Program Overview—Abigail Christian**
- The SAA Publications Programs has licensed translation into Korean, publishing, and distribution of *Archives Power: Memory, Accountability, and Social Justice*. The same group would also like to translate *Managing Congressional Records*.
- A new reading initiative—"One Book, One Profession"—has just launched and the recently published *Teaching with Primary Sources* is the inaugural selection.
- The second annual Archives Short Fiction Contest was launched this summer after the success of 2016's inaugural contest. It runs through October 31.
- JSTOR Royalties: The revenue share for calendar year 2015 is $7,342.96, which represents a 15% increase from the preceding year. SAA signed a contract with JSTOR—a digital library of academic journals, books, and primary sources—in 2009. *The American Archivist* was digitized and added to the Arts & Sciences Collection VI in 2010. Since then, SAA has received from the JSTOR revenue share program a total of $35,541.26.

III. JOURNAL UPDATE

A. **Reviews Report—Bethany Anderson**
- Submission of reviews is strong, averaging about six reviews per issue. The reviews section has begun to include reviews of scholarly reports along with monograph reviews.
- Alexandra Orchard has stepped down from Coordinator of the Reviews Portal for a position as editor of *Archival Issues*. Gloria Gonzalez is her successor and will begin incorporating reviews of grant projects and regional conferences.
- In the works is a new Wordpress site for the Reviews Portal, which will make it more engaging. Content is all moved to the new site and waiting on final design changes before launching.

B. **Article Submissions—Greg Hunter**
- The number of articles submitted remains about the same year to year, approximately 18.
- Submitted articles go in one of three categories: accept, reject, revise and resubmit. Each article undergoes three peer reviews. If passed, then the article is accepted. If rejected, the article will go through another round of peer reviews if resubmitted. Authors of articles under revise and resubmit work with Hunter before resubmitting in order to address the concerns of the peer reviewers.
- Meg Moss has been copyediting for *The American Archivist* since the 1990s and does a fantastic job—she is one of the journal's unsung heroes.
- With regard to submissions for the Theodore Calvin Pease Award for best student paper, there were four this year. Four years ago there were 19 submissions, mostly made by two faculty members. Since changing the submission guidelines to limit the number of submissions a faculty member may submit, the number has been more manageable.

C. **Allen Press Implementation—Greg Hunter**

- *The American Archivist*'s production transitioned to Allen Press in 2015 after MetaPress ceased hosting online journal content. Phase 1 of the transition consisted of moving existing content over to Allen Press's system. In phase 2, Allen Press took over layout, print and online production. The journal has gone through two issues now with Allen Press and the process continues to get better as we adapt to this culture change.
- Phase 3 is implementation of PeerTrack to track manuscripts and peer review, which the editors will begin using in the fall. Authors will submit manuscripts to that system and editors can assign the manuscripts to reviewers and keep track of progress. The goal is a smoother production flow and the ability to release articles as soon as they're done.

D. **Overview of Google Analytics—Abigail Christian**
- Visitors to AmericanArchivist.org stay on average about three minutes and top users come from the U.S., Canada, the UK, China, South Korea, Australia, and Brazil.
- In the last year, the highest trafficked pages get about 500 to 650 views. Mark Greene and Dennis Meissner's piece on "More Product, Less Process" (Fall/Winter 2005, Vol. 68, No. 2) and Mario Ramirez's "A Critique of Whiteness as an Archival Imperative" (Fall/Winter 2015, Vol. 78, No. 2) were the most visited articles.

E. **Editorial Board Transition—Greg Hunter**
- Because of the four-year length of the term for editorial board service, which is the longest term in SAA, Hunter has decided not to reappoint anyone during the rest of his term as editor. Hunter believes that eight years of service it too much to ask. Hunter thanked outgoing editorial board members Todd Daniels-Howell, Tom Hyry, Katie McCormack, and Cal Lee, as well as reviews portal coordinator Alexandra Orchard, for their service. He noted that Cal's eight years of prior service on the Publications Board means that he is ending sixteen years of service to SAA's publication enterprise.