

Council Minutes

August 19 & 23, 2003

Century Plaza Hotel
Los Angeles, California

August 19, 2003

President Peter Hirtle called the meeting to order at 8:30 am. Present: Vice President Tim Ericson, Treasurer Elizabeth Adkins, and Council members Thomas Battle, Danna Bell-Russel, Frank Boles, Tom Connors, Jackie Dooley, Elaine Engst, David Haury, Megan Sniffin-Marinoff, and Joel Wurl. Also present were incoming vice president Rand Jimerson, incoming treasurer Fynnette Eaton, incoming Council members Kathryn Neal and Christopher Paton, Executive Director Nancy Beaumont, and former Finance/Administration Director Carroll Dendler.

ADOPTION OF THE AGENDA

Bell-Russel moved and Adkins seconded adoption of the agenda as amended. PASSED.

APPROVAL OF THE MINUTES

Battle moved and Adkins seconded approval of the May 2003 Council meeting minutes as amended. PASSED.

REPORT OF THE EXECUTIVE COMMITTEE

Connors reviewed Executive Committee communications and votes since the May 2003 Council meeting. Communications included an exchange between Hirtle and Publications Editor Richard Cox, clarifying Council's high regard for the publications program; response to a request from Vicki Walch for a letter of support for a grant application from the Council of State Historical Records Coordinators (COSHRC); an exchange between Hirtle and Jim O'Toole regarding whether SAA should participate in an *amicus* brief seeking access to McCarthy-era records; and discussion of "Memoria, Voz y Patrimonio" (the First Conference on Latino/Hispanic Film, Print, and Sound Archives), which led to an Executive Committee decision to support the conference by placing an advertisement in the conference program.

The Executive Committee had voted at the request of the ALA/SAA Joint Committee to alter its charge and membership to include representatives from the American Association of Museums, renaming the committee as the ALA/SAA/AAM Joint Committee on Libraries, Archives, and Museums. The Executive Committee had also approved and submitted on behalf of SAA the comments drafted by the Technical Subcommittee on Descriptive Standards on the draft second edition of the International Standard Archival Authority Record for Corporate Bodies, Persons, and Families, or ISAAR(CPF).

REPORT OF THE PRESIDENT

Hirtle reported on a meeting that he and Ericson attended at the Association of Canadian Archivists (ACA) annual meeting to discuss creation of a "virtual" North American regional branch of the International Council on Archives (ICA). There will be a meeting with other national associations during SAA's Annual Meeting to discuss a draft description of the new organization prepared by Bryan Corbett of ACA. One proposed role for the new organization is to select a North American representative to the ICA Executive Committee.

Hirtle reported on his discussions with Shared Legal Capability, a library legal advocacy partnership consisting of representatives from the American Library Association, the Association of Research Libraries, the American Association of Law Libraries, the Medical Libraries Association, and the Special Libraries Association, regarding options for SAA's involvement in the group. He discovered that membership in SLC requires a large initial financial commitment as well as substantial annual dues. There was some concern within the SLC group as to whether there was enough commonality of interest with SAA to warrant the Society making this expenditure. SLC proposed instead that an SAA representative join its closed listserv to monitor and identify common issues. Hirtle has been added to the listserv; after 6 months, Ericson will determine if someone else should replace him.

Hirtle provided an update on the status of SAA's proposal to the Institute of Museum and Library Services (IMLS) for a grant to conduct a census of the archival profession. The notification date for IMLS decisions is October 31.

REPORT OF THE VICE PRESIDENT

Ericson reported that, effective August 25, he will teach full-time at the University of Wisconsin-Milwaukee School of Information Studies.

Ericson distributed a list of completed committee and task force appointments, and indicated that he has a new appreciation for the complexity of the appointments process. A final report on the SAA Executive Director search will appear on the Web site when it is complete.

He announced that Max Evans, executive director of the National Historical Publications and Records Commission (NHPRC), will join the Council at its August 23 breakfast meeting to discuss the Commission's new directions in strategic planning.

Ericson led a brief discussion of SAA's preferred role in the selection of the next Archivist of the United States. He recommended, and Council agreed, that he appoint a Council working group to update the 1993 selection criteria (which Council members had reviewed prior to the meeting) and formulate a strategy in advance of any formal announcement of a vacancy in the position.

Ericson then reported on his experience as coordinator at the two-week Institute for Native American and Tribal Archivists in early August. Specifically he reflected on discussions with attendees about SAA membership. He had heard statements that SAA teaches the "one way" to do archival work, and that one must pass a test or have an advanced degree to join SAA. Wurl described his conversations at the Latino/Hispanic Film, Print, and Sound Archives conference, which reinforced Ericson's experience at the Tribal Institute. They agreed that one of the consequences of moving to "professionalization" of archivists is the creation of an "us vs. them" mentality, and that future membership development efforts must take into account, and attempt to overcome, these perceptions.

REPORT OF THE TREASURER

Adkins reported a net gain at year-end FY2002-2003 of \$40,000, which she attributed largely to reduced salary and benefits expenses due to the absence of an executive director. She suggested placing \$5,000 of the net gain in the General Reserve fund and splitting the remainder among Education, Publications, and Membership Development. Given the uncertainty of the pending IMLS grant to conduct a census of the profession, which would affect membership development efforts, she urged the Council to delay a decision regarding the split until news of the grant is received in October.

The net revenue from the 2002 Annual Meeting exceeded budget targets. Publications revenue did not meet projections, however, and the Council speculated on a variety of reasons for this. Dendler reported that the Publications budget was based on historical trends, and that several publications were not meeting sales projections. Further, some books that were projected for completion were not yet in the income stream. Four new books were to premier at the 2003 Annual Meeting, and several more would be coming out in the remainder of FY2003-2004. The Education program did well in FY2002-2003; both income and expenses were higher than budgeted, but net income remained strong at more than \$68,000.

Adkins indicated that unexpended funds from the executive director search will be returned to the General Reserve fund. Currently the Society has a 4-month reserve, down from 4.5 months in previous years.

Hirtle thanked Adkins and Dendler for providing an analysis that includes salary and overhead allocation, as he believes such an analysis assists Council in understanding the extent to which various programs are subsidized.

In a brief discussion of SAA's investment policy, Adkins noted that the Society's stock investments are in a managed account that requires a higher fee than would a mutual fund. She discussed the benefits of both approaches. Eaton and Beaumont will confer with SAA's new client representative at Merrill Lynch to get his advice regarding account management. Beaumont will discuss with Merrill Lynch the Council's desire to issue a request for proposal for services.

To inform Council's ongoing discussion of the possible need for a dues increase, Dendler provided a written analysis of the current cost of servicing a member. As of year-end 2002, the average cost of servicing a member was \$139, compared with \$124 in 1997. The average dues income per member was \$126 in 2002, compared with \$104 in 1997. Dues were last increased in 1998.

Adkins urged Council members to pay significant attention to developing and implementing a fundraising strategic plan in follow-up to 2003 Planning Day discussions, perhaps appointing a working group to accomplish this function. She offered to assist in these efforts.

REPORT OF THE EXECUTIVE DIRECTOR

Headquarters Office Update: Beaumont indicated that she will provide frequent periodic headquarters updates that will enable Council members to be better informed between meetings and less dependent on formal reports. Examples of items to be included are monthly updates on membership, timely updates on the outcomes of education offerings, and periodic review of economic issues regarding publications.

Education Update: Beaumont highlighted the Education Office's plan to launch online offerings ("Web seminars") in the fall, beginning with topics in ethics and encoded archival description.

Publications Update: Beaumont briefly reviewed the written reports on international activity and publication sales prepared by Publishing Director Teresa Brinati. There was no discussion of these reports.

Annual Meeting Update: Beaumont reported that, as of July 30, a total of 1,087 registrations for the 2003 Annual Meeting had been processed, surpassing the budgeted goal of 1,025 registrations. In addition, as of the date of the Council meeting, 55 booths had been sold, exceeding the planned exhibit hall space and requiring some expansion of that space. A total of \$26,800 had been contributed in sponsorships, not including the \$10,000 in-kind contribution from the Getty Institute for the all-member reception. Beaumont thanked Council members for their fund-raising efforts, and encouraged them to continue those efforts on site by completing their "exhibitor visits" tasks. Pending on-site registrations and cancellations, it appeared that the Annual Meeting budget would exceed income projections.

Expenses for the meeting also are running above budget, due to food and beverage costs associated with receptions and to audiovisual expenses. Beaumont assured the Council that staff members were paying particular attention to containing costs, and cautioned that in the future we will have to give careful consideration to what can realistically be offered with limited sponsorship support.

She noted that the 2004 Annual Meeting hotel in Boston will present some significant challenges for conducting programming, special events, and the exhibit hall due to space shortages. The room configuration will require creative thinking regarding the timing and sequencing of events, and will likely mandate some changes in the "typical" Annual Meeting program. She will keep Council informed as planning progresses.

Membership Update: Beaumont led a brief discussion of the most recent Membership Update provided by Membership Committee Chair Scott Schwartz. The group discussed several of the conclusions presented in the report, and agreed that, if funded, the IMLS-supported census survey could provide badly needed information about the membership.

DISCUSSION WITH ARCHIVIST OF THE UNITED STATES

John Carlin, Archivist of the United States, and Lew Bellardo, Deputy Archivist of the United States, participated in the Council meeting via conference telephone.

Carlin expressed regret that he would not be attending the SAA Annual Meeting, but said the National Archives and Records Administration (NARA) would be well represented at the meeting in Los Angeles in the person(s) of Lew Bellardo and others. He was happy that NARA could provide financial support for the International Business Reception, and expressed his best wishes for its success. He then complimented outgoing SAA President Peter Hirtle on his leadership during the preceding year.

Bellardo described NARA's recently completed records lifecycle business process reengineering project focusing on records management processes and electronic records. Following a benchmarking process, NARA developed a "to be" model that will be posted on its Web site within the week. Now on the NARA Web site is a Strategic Directions Document on Records Management (issued in 2002 as a proposal that received both internal and external feedback) that lays out strategies that the agency intends to follow in the coming months and years, with an emphasis on building in sufficient flexibility to adapt to changes in the record-keeping environment in government. Carlin has prepared an article about the document for the September/October 2003 edition of *Archival Outlook*.

Also available via the Web site within a week of the Annual Meeting will be NARA's appraisal policy, which was issued for comment in the spring. The document lays out overall strategies, objectives, and guidelines that appraisal archivists should follow when looking at functions of government. NARA's custody policy, issued in February 2003, deals with legal and physical custody of archival records and the concept of affiliated relationships with other agencies, educational institutions, and organizations. One of the changes from the previous policy is to acknowledge the possibility of a variety of affiliated relationships.

During the week prior to the Council meeting, NARA signed a memorandum of understanding with the Government Printing Office that deals with GPO Access online information products. NARA will legally accession files on GPO Access, but GPO will assume responsibility for permanent public access. NARA will serve as a backup. When there are major system upgrades to GPO Access, the older version will go to NARA. The agency will use persistent object preservation to ensure preservation of the files over time.

The Strategic Plan that NARA sent to SAA for comment will be issued at the end of September, with printed copies available in early October. The document incorporates more changes than originally were thought to be necessary. For example, in response to OMB comments, the plan more accurately reflects the challenges associated with records management reengineering.

Hirtle commented that Congress's consideration of the NARA budget appeared to be positive. Bellardo indicated that the president's proposal for \$5 million in unencumbered funds for the National Historical Publications and Records Commission had been increased to \$10 million in House of Representatives deliberations, but that increase could face significant challenges in the Senate subcommittee.

Wurl asked whether NARA has been tapped to participate in international efforts regarding the Iraqi archives. Bellardo discussed NARA's involvement in two missions: 1) a preservation team that looked at documents rescued from water in the basement of secret police headquarters that appeared to be the archives of the Iraqi Jewish community in Baghdad, and 2) an individual who was asked to advise on maintaining the integrity of individual files as they are discovered. The individual recommended development of an emergency manual on the protection of chain of custody and original order for evidential reasons. Currently attempts are being made to maintain original records in Iraq.

OLD BUSINESS

Diversity

Wurl discussed his representation of SAA at "Memoria, Voz y Patrimonio," the First Conference of Latino/Hispanic Film, Print, and Sound Archives. He noted that SAA had supported the conference by purchasing an advertisement in the onsite program. He was given the opportunity to provide a greeting to the 75-100 registrants and served as a moderator for a session on the second day. Very few attendees were SAA members; many were members of REFORMA (a group made up of librarians who are interested in Latino issues). Wurl indicated that he would alert Publications Editor Richard Cox to the fact that proceedings of the conference will be published, and may be appropriate for distribution via the SAA publications catalog.

Diversity Committee Charge

Hirtle had assigned a Council Working Group on Diversity (chaired by Wurl, and including Bell-Russel, Connors, and Sniffin-Marino) to draft for Council consideration a charge for the Diversity Committee. The working group looked at existing committee charter documents and focused on the statement of purpose, believing that other parts of the charge should be developed in consultation with committee appointees.

MOVED THAT the following charge for the Diversity Committee be adopted:

The SAA Committee on Diversity works to ensure that the organization's services, activities, policies, communications, and products support the goal of a more diverse SAA and professional archival community. It functions as a catalyst for new diversity-related initiatives, developed in coordination with various SAA entities, and as the organization's "conscience" in monitoring, evaluating, advocating, and reporting on matters pertaining to the diversity of archival practitioners and documentation. [Moved by Engst, seconded by Battle] PASSED.

Hirtle noted that criteria for the Committee (e.g., number of members, reporting requirements) should be included in the Council Handbook. Wurl and Bell-Russel stressed that the Committee may have to be larger than is typical in order to represent the diversity of groups within SAA. The Committee's first assigned task will be to draft its own roles and responsibilities. It should be encouraged to meet in January 2004 if possible, and not later than June. Connors has drafted a list of twelve possible responsibilities that he will forward to the group as a starting point.

Wurl will report on Council action regarding the Diversity Committee at the 2003 Annual Business Meeting.

Awards Committee: Proposed Revisions in Awards Descriptions

Council members considered a series of questions posed by Bell-Russel, who was assigned to review the Awards Committee's proposed revisions to awards descriptions. In discussion, Council determined that:

1. Staff should ensure that what appears on the Web site is consistent with written materials as adopted;
2. Section chairs should be considered full voting members of their respective awards selection subcommittees;
3. The Awards Committee should revisit the issue of whether online publications qualify for any or all of the publications awards, understanding that the decision may depend on the nature of the award;
4. Submission requirements should be changed to allow for hard-copy or electronic submission of awards nominations;
5. Associate members of SAA may not serve on the Awards Committee; and
6. If the Awards Committee feels strongly that Council should create a service award recognizing service to the profession by individual archivists regardless of their institutional affiliation, the Committee should make a formal recommendation to that effect.

Council members also briefly discussed the issue of whether there is any limit on the number of honorary members in the society. Eaton was assigned to look into the issue of honorary members and report back to the Council in January.

Beaumont was charged with standardizing the language among the awards descriptions based on the Council discussion and with making the following changes:

1. Include in each appropriate description the notation that, "The senior co-chair recommends one member of the subcommittee to be appointed annually by the president-elect."
2. Council Exemplary Service Award: Under application deadline, add "Written nominations must be received by Council four weeks in advance of its summer meeting."
3. Edit the descriptions of the Colonial Dames of America and Donna Catt Scholarships to clarify that the Catt scholarship is the third scholarship from the Colonial Dames and that it is named in honor of one of the Dames.
4. J. Franklin Jameson Archival Advocacy Award: Edit the award description to make it clear that individuals who are directly responsible for archival work and institutions that are directly responsible for an archival program are not eligible for this advocacy award.
5. Theodore Calvin Pease Award: Clarify that the member of the selection committee who has experience in archival research and is appointed by the president-elect serves a one-year term.
6. Harold T. Pinkett Minority Student Award: Clarify that both appointees to the selection committee serve one-year terms.

Ericson, as SAA archivist, agreed to look up biographical information and confirm dates for each of the persons for whom awards are named; to confirm that awards were not made in years that indicate no award; and to determine who were the contributors associated with the 1998 Leland Award recipient.

MOVED THAT the Council Handbook be updated to reflect the changes recommended by the Awards Committee, as edited by the Council at its August 2003 meeting. [Moved by Bell-Russel, seconded by Boles] PASSED.

Funding for International Travel

Hirtle reported on the outcome of his query to the National Historical Publications and Records Commission regarding the availability of funding to support international travel for such activities as attendance at International Council on Archives (ICA) conferences and meetings. This need is made more critical by the fact that National Commission on Libraries and Information Science (NCLIS) funding to SAA will expire at the end of 2003 following three very active years. Hirtle indicated that the NHPRC response was not encouraging, stressing the need to tie proposals to specific outcomes and to seek co-supporters. He suggested that SAA consider other possibilities in order to continue to support international outreach.

SAA Mission Statement/Slogan

Council members agreed that this topic would be more appropriately discussed in a retreat environment, and that it should be postponed until the group's Planning Day in January 2004.

Electronic Publishing Working Group

Progress Report. Wurl, Council liaison to the working group, presented the Working Group's report. He acknowledged Chair Rob Spindler for his outstanding work in following through on the EPWG initiatives, and praised Teresa Brinati and Brian Doyle for their staff support of the various projects outlined. Council reiterated the importance of following up on many of the recommendations made in the final report of the Electronic Publishing Task Force, and directed Wurl to follow up with Spindler regarding whether he would like to appoint working group members or continue to work on his own.

Electronic Section Newsletters. Wurl encouraged all Council members to use the 2003 Annual Meeting as an opportunity to solicit feedback from sections on their willingness to convert to electronic-only newsletters, as proposed by the EPWG.

Online Membership Directory—Privacy Policy. Hirtle indicated that the SAA online membership directory is up and running, but that the Privacy and Confidentiality Roundtable has expressed some concerns about it. He explained that when the directory was ready to go online, no SAA privacy statement had been finalized. He delegated the development of an interim policy to staff, with the full knowledge that staff would consult with appropriate parties, including the Roundtable chair. The directory was launched once the privacy statement had been reviewed and approved by the Roundtable chair and Hirtle.

The Council reviewed four documents submitted to Boles and Wurl by the Privacy and Confidentiality Roundtable on July 10, 2003: Privacy and Confidentiality Policy, Directory License Notice, "I Agree," and "Remember Me." Boles indicated that the Roundtable had expressed strong concerns about confidentiality issues associated with the online directory. Council members discussed at length the intent of language within the proposed policy (e.g., how does one define "SAA business"?). Ericson suggested that a group of volunteers be assigned to work with Boles to speak with Roundtable members during the Annual Meeting and to revisit the issue at the Council's meeting on August 23. At that meeting, he would propose setting a timeline and due date for further action.

Staff was asked to re-label the current Web site policy as "Interim Policy."

Museum Archives Guidelines

Battle reported that the long process of developing guidelines for museum archives had been completed by the Museum Archives Section, and that those guidelines were now presented for Council endorsement.

MOVED THAT the Museum Archives Guidelines developed by the Museum Archives Section of the Society of American Archivists and dated July 2003 be endorsed and disseminated via the Web site and other means as recommended by the Section. [Moved by Engst, seconded by Battle] PASSED.

Canadian-U.S. Task Force on Archival Description (CUSTARD) Project

Dooley reported on the status of the NEH grant-supported project to develop a joint American-Canadian descriptive standard that would draw upon and reconcile American descriptive practice (as found in *Archives, Personal Papers, and Manuscripts*, or APPM) and Canadian practice (represented by *Rules for Archival Description*, or RAD). Development of the standard went well until review of the final draft, when the American representatives decided that they could not accept the document. Dooley indicated that both groups intend to proceed in their own directions with the work that had been done jointly.

Publications Board Mission and Governance Statement

Council members deferred this agenda item to the August 23 meeting in order to get more information about the changes proposed in the document.

Planning Day

Discussion of Planning Day was deferred to the August 23 Council meeting.

Brack Fund Description

MOVED THAT the following description of the Bernice Brack Membership Development Fund (formerly the Survey Fund) be adopted:

The Bernice Brack Membership Development Fund is an unrestricted fund established to enhance SAA membership development and services. Disbursements may be used to identify and assess member and prospective member wants and needs, to develop and implement membership marketing initiatives, and to develop membership services as identified by Council. The fund is named in memory of former Membership Services Coordinator Bernice Brack, a beloved, long-time SAA employee whose communications with and assistance to SAA members helped attract and retain countless Society members. [Moved by Wurl, seconded by Bell-Russel] PASSED.

Discussion with Tim Slavin, President-Elect of the National Association of Government Archives and Records Administrators and the Council of State Historical Records Coordinators

Slavin discussed various collaborative activities among COSHRC, NAGARA, and SAA, including a proposed joint meeting of the three organizations' boards of directors in January 2004, consideration of a joint statement on restricting the sale of public records via e-Bay, and exchange of complimentary registrations for annual meetings. Slavin stressed the need for the archival

community to emphasize advocacy for the profession, and noted that archivists need to identify our primary message(s) and market the product of archives.

COSHRC's strategic plan calls for development of a "report card" on the state of historical records in our states and local communities. The Council would use past reports as part of this program, but the primary goal is to secure current assessments of state archives programs. He has submitted a proposal to conduct this assessment. A second COSHRC initiative is to develop mechanisms for advocacy, which is why he would like to have SAA Council participate in advocacy and media training at the January meeting in Washington. He has requested COSHRC funds to support such training.

Finally, he encouraged Council to consider a joint annual meeting of NAGARA, COSHRC, and SAA in Washington, DC, in the summer of 2006. He will put together a business model for the joint meeting for discussion with SAA. Council members expressed general support for the idea of exploring a joint meeting in 2006.

NEW BUSINESS

SAA Student Listserv/Communications

As liaison to the student chapters, Adkins had developed some ideas about how to enhance student communications with each other and with SAA. She will convert her ideas into suggestions for Council Handbook revisions, and will submit those suggestions to Council for consideration at its January 2004 meeting.

Council Handbook Revisions: Section Newsletter Text

Staff had submitted a recommendation that Council consider Handbook revisions codifying procedures for electronic section newsletters, pending the outcome of discussions with section leaders about the Electronic Publishing Working Group's recommendation that all section newsletters be made available exclusively by electronic means. Beaumont noted that, in light of preliminary discussions with section leaders at the Annual Meeting, adoption of Handbook revisions would be premature.

NAGARA Liaison

Hirtle explained that some confusion had arisen during the past year as to who was SAA's primary liaison with NAGARA. Council approved his suggestion that the President and Executive Director serve as the primary contacts with the organization.

Visual Materials Section Request

The Visual Materials Section requested, via an e-mail message from Section Chair Laurie Baty to Wurl, that Council confer "official" status on the mid-winter meeting of the section in order that some section members might attend. Hirtle noted that Council applauds the industriousness of the section, and asked Wurl to communicate to the Section leaders that they should feel free to publicize the mid-winter meeting as an "official" section meeting.

Position on Survivor Privacy

Hirtle noted that the Supreme Court would consider in the fall of 2003 a case examining the survivor privacy rights associated with Vincent Foster's autopsy records. The Privacy and Confidentiality Roundtable would like Council to develop a position that opposes a law regarding survivor privacy based on the opinion that, because archivists abide by a professional code of ethics that recognizes records creators' rights and the rights of their families, additional privacy protections are unnecessary.

The Council discussed a number of issues related to developing and disseminating such a policy, including whether SAA might file an amicus brief or issue a statement to the press and whether the Society should reaffirm its position on free and open access to information. Sniffin-Marinoff then pointed out that the Society's Code of Ethics is under review and that the position might become outdated very quickly if the Code changes. Boles suggested, and the group agreed, that this issue should be referred to the Committee on Ethics and Professional Conduct for its consideration while reviewing the Code.

Tax Deductions

Hirtle informed Council that legislation heavily promoted by the Association of Art Museum Directors to restore the charitable deduction for the fair market value of self-generated work (including literary compositions) had passed the U.S. Senate and had been introduced in the House of Representatives. He proposed that SAA actively support the legislation. Due to the lateness of the hour, he agreed to develop his idea and make appropriate recommendations for Council action.

Fellows Steering Committee

Hirtle noted that a description of the Fellows Steering Committee had been forwarded to SAA Headquarters for inclusion in the Council Handbook, and that overdue appointments to the Committee will be handled by Ericson during the 2003 Annual Meeting.

Intellectual Property Working Group

Council created the Intellectual Property Working Group as a working group of Council in May 2001 after a discussion of the need for an advisory group with special expertise in this complex area. The group initially comprised two members of Council and one former Council member. Since then, two SAA members (Heather Briston and Gary Peterson) have been added to the group. Hirtle noted that with his departure from Council, no active members of the Council would be left serving on the working group. Council members indicated that they were comfortable with the membership of the working group as constituted. Beaumont asked that she be added to the group's e-mail list for the purposes of monitoring intellectual property issues.

Liaison Appointments

Sniffin-Marinoff, who, as the fourth member of the Executive Committee, is responsible for making Council liaison appointments, distributed the list of appointments. She added that Wurl would serve as liaison to the Diversity Committee.

Letter Regarding the Health Insurance Portability and Accountability Act (HIPAA)

Hirtle reported on communication that he had had with Steve Novak, chair of SAA's Science, Technology, and Health Care Roundtable, regarding the implications for archives of the privacy standards issued in 2003 as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Novak drafted a letter to be sent to U.S. Department of Health and Human Services Secretary Thompson asking for clarification of certain aspects of HIPAA in regard to archival and historical repositories. Council agreed that the letter should be sent over the signatures of the SAA president and the president of the Archivists and Librarians in the History of the Health Sciences (Jodi Koste). Ericson will confer with Koste, complete preparation of the letter, and send the letter to Secretary Thompson.

"Political Pressure and the Archival Record" Conference

Due to lack of time, Connors indicated that he would provide Council members with an e-mail report on his attendance at the international conference on "Political Pressure and the Archival Record," held in Liverpool, England, July 22-25. He will also prepare a brief article about the meeting for the World View column in the September/October 2003 issue of Archival Outlook.

REVIEW OF THE "TO-DO LIST"

Eaton agreed to provide a "to-do" list to Council members at the August 23 meeting.

The meeting was adjourned at 5:30 pm.

August 23, 2003

President Tim Ericson called the meeting to order at 7:00 a.m. Present: Vice President Rand Jimerson, Treasurer Fynnette Eaton, and Council members Danna Bell-Russel, Frank Boles, Elaine Engst, David Haury, Megan Sniffin-Marinoff, Kathryn Neal, Christopher Paton, and Joel Wurl. Also present were Max Evans, executive director of the National Historical Publications and Records Commission, and SAA Executive Director Nancy Beaumont.

COUNCIL LIAISON REPORTS

Ericson asked each Council member to report on action items and concerns stemming from meetings with their assigned groups during the course of the SAA Annual Meeting.

Haury reported that the Security Roundtable had expressed hope that Council would take a position on the USA PATRIOT Act.

Boles indicated that the Privacy and Confidentiality Roundtable favored working with SAA national to develop a policy on privacy after death, and that he and Roundtable Chair Aimee Felker intended to work together to provide language by October 1.

Sniffin-Marinoﬀ reported that the Committee on Ethics and Professional Conduct would likely request a mid-year meeting in order to achieve its charge of reviewing and revising the SAA Code of Ethics.

Paton indicated that the Preservation Section would like information from SAA regarding how we will archive online newsletters if the Society moves in the direction of online-only newsletters.

Bell-Russel reported that the Manuscripts Section also questioned how online newsletters would be archived; that the Reference, Access, and Outreach and Manuscript Repositories sections were interested in SAA taking a position on the USA PATRIOT Act; and that the Archivists and Archives of Color Roundtable had asked whether surplus funds from the Publications Fund might be allocated to the Brack Membership Development Fund.

Wurl reported that the Membership Committee strongly encourages Council to continue a regular schedule of student chapter visits, and suggests that Membership Committee members might be tapped to fill in any gaps in the schedule. Eaton will coordinate student chapter visits. Further, he indicated that the Membership Committee may request funding for resume consulting services. The group discussed the merits of conducting a student survey, and came to the conclusion that such a survey might best be scheduled to take place every other year. Bell-Russel suggested that Membership Coordinator Jeanette Spears may require assistance in the on-site Career Center. Wurl concluded his report by indicating that the Visual Materials Section does not favor limited (i.e., member-only) access to online newsletters.

Jimerson reported that the Committee on Education and Professional Development had voted to recommend that the PACE Guidelines be replaced with overall guidelines for continuing education, and that a subcommittee would be working on drafting a proposal for Council consideration in January 2004.

Eaton reported from the meeting of the Electronic Records Section that there is a perception of a divergence in what the Section and SAA are trying to accomplish.

Engst indicated that the Standards Section is looking at revising Walch's *Standards for Archival Description*.

DISCUSSION WITH MAX EVANS OF NHPRC

NHPRC Executive Director Max Evans provided to Council an overview of preliminary discussions that are taking place as the agency is developing a new strategic plan. In general, the agency hopes to encourage increased access to and increased use of America's documentary heritage. It intends to do this by 1) continuing to do what's been done in the past (e.g., supporting projects that support the feasibility of archival digitization), 2) enhancing education efforts to create a cadre of archivists who can lead, 3) obtaining more money from Congress (i.e., increasing the appropriation to the \$10 million that is authorized), and 4) increasing the authorization level to \$100 million in order to fund a nationwide program that is State Historical Records Advisory Board (SHRAB)-based and that re-grant monies can be awarded by SHRABs to local organizations. A draft of the strategic plan will be available for the November meeting of the NHPRC board and will be posted on the Web site soon thereafter.

PUBLICATIONS BOARD MISSION AND GOVERNANCE DOCUMENT

Following discussions with the Publications Board to clarify its submission of a revised mission and governance statement, Wurl made the following motion:

MOVED THAT the Publications Board Mission and Governance Statement be adopted. [Moved by Wurl; seconded by Sniffin-Marinoﬀ] PASSED.

JANUARY COUNCIL MEETING

Ericson briefly outlined his intent to have a one-day planning session in conjunction with the January Council meeting in Washington, D.C., and indicated that he would inform Council via e-mail when we have received clarification from COSHRC and NAGARA about having a joint meeting of the three organizations' boards in conjunction with that meeting.

DUES REVIEW

Eaton indicated that she will be working closely with staff to analyze the Society's financial position and to determine whether and when a dues increase may be necessary.

She will report back to Council on this issue as more information is available.

OTHER BUSINESS

Bell-Russel suggested that SAA consider developing a workshop on advocacy.

Bell-Russel reported that she had received a complaint from an exhibitor that the conference schedule allowed too much “dead time” in the exhibit hall. Beaumont agreed to e-mail to Council members a copy of the exhibit hall visits form for their use in completing their survey assignments.

The meeting was adjourned at 8:00 a.m.