TS-DACS Teleconference Call Minutes

13 June 2011

**Attendees**: Gordon Daines, Kate Bowers, Sibyl Schaefer, Steven Hensen, Lyn Holdzkom, Claudia Thompson, Hillel Arnold, Chatham Ewing, Cory Nimer, Jerry Simmons, Mary Lacy, Dennis Meissner, Marcy Flynn

1. Proposal to revise Parts II and III of DACS (see Names of Creators proposal)
	1. Interest was express in consolidating 2.6 and chapters 9-10.
	2. Plan to emphasize companion standards
	3. Will recommend removal of Part III. Will recommend pointing to appropriate companion standards.
	4. Recommendation was made that Part III of DACS be made available online for a transitional period if it is removed.
	5. General consensus was that this proposal is moving in the right direction.
2. Proposal to create a website for examples and remove the majority of the examples from DACS
	1. There was strong feeling that the illustrative examples should stay in DACS and that they should be augmented.
	2. There was general agreement that it would be a good thing to move the encoding examples out of DACS and potentially to a companion website. This would allow the inclusion of standards beyond MARC and EAD. Possible additions could include MODS, METS, and EAC.
		1. A concern about who would be responsible for maintaining the website was raised
	3. There was general agreement that TS-DACS should strongly urge SAA to consider an electronic version of DACS.
		1. Recommendation was made to suggest that only an electronic version be created. There was concern expressed about doing away with a print publication. The suggestion was made that PDFs be made available for printing if desired.
3. Preliminary review of the community feedback
	1. DACS was meant to be a framework for making descriptive decisions. It was not intended to be a proscriptive standard.
	2. We need to make sure that the rules in DACS are clear and that we have enough illustrative examples to help people make appropriate decisions.
	3. The question was raised as to whether DACS should recommend a preferred implementation. The general consensus was that this is something that we don’t want to do. The suggestion was made that the SAA Publications Board be encouraged to commission a guide to DACS—something along the lines of *Maxwell’s Guide to Authority Work*.
	4. The minimum, optimum, and added value recommendations of DACS were recognized as very useful. The suggestion was made that this information be promulgated throughout DACS and not be left only in the introductory text.
	5. Whatever we produce needs to be format neutral. We don’t want to privilege one record type over another.
	6. Had a discussion about what the role of DACS is in establishing authenticity. The consensus was that it should have a role. We just need to sort out what the role is. Does authenticity information belong in a Note field or somewhere else?
	7. Had a discussion about the terms *papers* and *records*. The general agreement was that we need to come up with better terms in light of electronic materials.
	8. There was general agreement that it would be okay to change *supplied* to *devised.*
4. DACS open forum (August 25, 2011 12:00-1:15 pm)
	1. Gordon will give a brief description of what TS-DACS has accomplished and open it up for comment from attendees.
5. TS-DACS working meeting in Chicago (August 24, 2011 9:00 am to noon)
	1. Gordon asked that each subgroup formulate a written change proposal that the rest of TS-DACS can review prior to the meeting. Change proposals should be submitted to Gordon by July 29, 2011.
	2. Subgroups are:
		1. DACS Part I (Describing Archival Materials)—Claudia, Steve
		2. DACS Part II (Describing Creators) and Part III (Forms of Names)—Chatham, Hillel, Lyn
		3. DACS illustrative examples—Kate, Jerry
		4. Appendices—Sibyl, Mary
6. Talked about the best way to share information. It was decided that Gordon will create a Google Docs collection in which we can share documents.
	1. Gordon will create a photo directory of TS-DACS members.
7. **Action Items**
	1. Gordon will talk to Teresa Brinati and Peter Wosh about item II as well the possibility of creating an online version of DACS
	2. Each subgroup will create a written change proposal and send it to Gordon by July 29, 2011.
	3. Gordon will create a Google Docs collection.
	4. Each team member will send Gordon a digital photograph of themselves by June 24, 2011.
	5. Each team member will carefully review the community feedback and the subgroup change proposals and come prepared to discuss them in Chicago.