




# SAA Annual Reports Sections

2023-2024

Society of American Archivists



## Contents

Archivists of Religious Collections Section (ARCS).....	3
Accessibility & Disability Section .....	5
Accessioning, Acquisitions, and Appraisal Section.....	8
Archives Management Section.....	10
Audio and Moving Image Section.....	12
Business Archives Section .....	15
Collection Management Section.....	18
College and University Archives Section .....	21
Congressional Papers Section .....	23
Crisis, Disaster, and Tragedy Response Working Group .....	25
Description.....	30
Design Record Section .....	33
Diversity Committee.....	35
Electronic Records Section .....	38
Independent Archivists.....	40
International Archival Affairs Section (IAAS) .....	42
Issues & Advocacy.....	45
Labor Archives Section .....	48
Local Government Records Section.....	51
Manuscript Repositories Section (MRS).....	53
Military Archives Section .....	56
Museum Archives Section.....	59
Native American Archives Section .....	62
Performing Arts.....	65
Preservation Section.....	68
Privacy and Confidentiality Section .....	71
Public Library Archives & Special Collections Section (PLASC).....	74
Reference, Access, and Outreach (RAO) Section.....	79
SAA Archivists and Archives of Color Steering committee .....	84
Sister M. Claude Lane, O.P., Memorial Award .....	86
Solo Archivists Section.....	88
Student and New Archives Professionals.....	91
User Experience .....	94
Visual Materials.....	97

Web Archiving Section .....99  
Women Archivists Section .....101

## Archivists of Religious Collections Section (ARCS)

Report Submitted by: Erin Louthen

Council Liaison: Michelle Ganz

### Steering Committee Roster 2023-2024

New secretary: Newly elected Secretary (Special Election): Name: Shoshana Traum  
Position Title: N/A Term: 2024-04-01 – 2026-09-01

### Activities

#### Completed:

Survey The Steering Committee developed a comprehensive survey of religious archives which was shared with the archival community from April 10 to May 11. There were 314 respondents. The data will be shared on the SAA Dataverse, and it is hoped at the SAA Research Forum. Special Election After the resignation of Elaine Nadeau, a special election was held for the Secretary position and Shoshana Traum was elected for a two year term. Models and Resources Committee: Members in 2024 were: Mary Grace Kosta (chair), Holly Fiedler, Thomas McCullough, Charlene Martin, Scott Keefer, Russell Gasero, Sarah Waits, Julia Armstrong, Mary Kenney, Jake Griffith-Rosenberger, Erin Louthen, Aly Rattansi, Vincent Barraza, Michelle Tolley, Jonathan Lawler, Jeff Anderson, Taffey Hall, Joel Thoreson, Roxane Orgill, Nan Cano (now retired from committee). The Committee collected samples of policies and manuals and uploaded these to the microsite as references for other archivists. From July 20, 2023 to October 17, 2024 Committee has organized 21 Lunch and Learn webinars which are available after live broadcast on our YouTube channel: <https://www.youtube.com/@saa-arcsresources6578/videos> This channel now has 368 subscribers. The Committee has also organized during this same time period, seven Archival Chat meetings which are summarized in the "Archival Spirit" newsletter after live broadcast. Archival Spirit The Section newsletter, "Archival Spirit," continued to be published and shared on the Section microsite. We thank Thomas McCullough for serving as editor.

#### Ongoing:

The Models and Resources Committee and the "Archival Spirit" newsletter will continue throughout 2024-2025.

#### New:

Upcoming Events: Annual General Meeting The Section is holding its 2024 annual general meeting on July 17 with a presentation about the survey of religious archivists. Election: An election for Vice Chair and a vacant Steering Committee member position will be held in September 2024.

### Goal 1: Advocating for Archives and Archivists

The ARCS Steering Committee meets this goal by continuing to offer programs and events pertinent to the section's membership base of archivists of religious institutions via the Models and Resources Committee, networking, and an active listserv, among other resources.

#### Goal 2: Enhancing Professional Growth

The ARCS Steering Committee meets this goal by continuing to offer programs and events pertinent to our membership base of archivists at religious institutions via the Models and Resources Committee, networking, and an active listserv, among other resources.

#### Goal 3: Advancing the Field

The ARCS Steering Committee meets this goal by continuing to offer programs and events pertinent to our membership base of archivists at religious institutions via the Models and Resources Committee, networking, and an active listserv, among other resources.

#### Goal 4: Meeting Members Needs

The ARCS Steering Committee meets this goal by continuing to offer programs and events pertinent to our membership base of archivists at religious institutions via the Models and Resources Committee, networking, and an active listserv, among other resources.

#### Annual Meeting 2024

Number of Attendees: N/A: Meeting is scheduled for July 17th, 2024.

Summary of Meeting Activities:

The Section is holding its 2024 annual general meeting on July 17th with a presentation about the survey of religious archivists.

Link to Meeting Minutes:

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The ARCS section's health and energy is strong, with an actively engaged membership.

#### Questions for the SAA Council

Communication between SAA Governance, section liaisons and section leadership could be vastly improved.

## Accessibility & Disability Section

Report Submitted by: Zachary Tumlin

Council Liaison: Alison Clemens

### Steering Committee Roster 2023-2024

Joe Schill, Chair, 2024-08-15 to 2025-09-01. Amanda McGrory, Vice Chair/Chair-Elect, 2024-08-15 to 2025-09-01. Anne Marie Hamilton-Brehm, Committee Member, 2024-08-15 to 2026-09-01. Talea Anderson, Committee Member, 2024-08-15 to 2026-09-01. Ruohua Han, Committee Member, 2024-08-15 to 2026-09-01. Elizabeth Pineo, Early-Career Committee Member, 2024-08-15 to 2025-09-01.

### Activities

#### Completed:

The Guidelines for Accessible Archives revision working group completed their service and we are awaiting Council approval. In October, we held an event for National Disability Employment Awareness Month (NDEAM) on “Navigating Workplace Culture as a Disabled Archivist.” There were around 12-18 attendees, but verbal and written discussion was lively and showed clear engagement. In April, we held an event in partnership with the UX Section on “UX, Accessibility, and Discovery.” There were around 60 attendees, which is the most that we have ever had for this kind of collaborative event. We responded to an email about service animals in the archive by soliciting member feedback on Connect. We provided feedback to the Standards Committee on their “DEIA in Standards” proposal. Our blog editor posted an interview with Ann Abney and two “Meet the Steering Committee” posts.

#### Ongoing:

The Education Committee/SAA Education is receptive to us submitting a workshop proposal on navigating workplace culture as a Disabled archivist. The Mentoring Subcommittee submitted a funding request to Council for CART services for a possible third mentoring cohort around Disability. Alison asked for appointment recommendations to the Archival Worker Labor Task Force. The Chair provided feedback on the appointment process to the Membership Funding and Pathways for Diverse Archives Workers Task Force. We continue to await a new SAA website, which will hopefully be accessible.

#### New:

We hope that our NDEAM event this year can double as a launch event for Preserving Disability. We would like to continue the tradition of holding a spring event with another section and are considering the Diverse Sexuality and Gender Section (if it continues) or Description Section. In lieu of a mentoring cohort, a former Steering Committee member suggested a less formal structure that might

be more like quarterly office/coffee hours that people can drop in and out of with their questions. We could do much better when it comes to planning an in-person/virtual/hybrid meetup at the Annual Meeting and communicating this planning. There seems to especially be student interest in this, after a student organized a meetup in Chicago and did not think to ask us if we had any plans.

#### Goal 1: Advocating for Archives and Archivists

1.1.A is about webcasts on “Protocols and Guidelines for Accessibility.” We believe that you mean the Guidelines for Accessible Archives? If so, after the revised guidelines are approved, we would be happy to explore this, I assume as an episode of Archives in Context. One of our forming Steering Committee members is one of the hosts, which is convenient.

#### Goal 2: Enhancing Professional Growth

2.1.F is about contingent labor and pathways to a secure career. This is where we are still waiting for two task forces to start. We absolutely want to be involved, or at least stay informed.

#### Goal 3: Advancing the Field

3.1.C is about ensuring that physical and digital spaces and services are inclusive and accessible. We plan to ensure that the new website is accessible, whenever it is launched.

#### Goal 4: Meeting Members Needs

4.3.C is about developing training and educational opportunities on navigating workplace culture. We thought that we might work closer with the Committee on Education/SAA Education on this, but it seems like most of the work is on the person/group writing the proposal/leading the session. So, we need to step up if this is going to happen.

#### Annual Meeting 2024

Number of Attendees: Around 30.

Summary of Meeting Activities:

The Chair provided a summary of the past year. A representative from the Guidelines for Accessible Archives revision working group provided a summary of their activities over the last two years, including the revisions themselves. Representatives from six chapters of Preserving Disability each essentially gave a lightning talk, plus one of the editors.

Link to Meeting Minutes: We do not post meeting minutes or these annual reports on our microsite, and I was not aware that that was an option. Is that something that you would recommend?

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Our most recent election featured a full slate, including a competitive election for committee member vacancies (four people for three spots). We hope that the revision of the Guidelines for Accessible Archives and writing of Preserving Disability will continue to be sources of future Steering Committee members. In addition, we want to recognize two 2024 Annual Meeting sessions closely related to our work: 105 “Accessibility Accommodations” and 505 “Advancing Accessibility from Theory to Practice,” which were both led by current or former Steering Committee members and had around 140 attendees. We need to continue to get our name out there, show that we are an active section, and offer ways for members (and non-members) to get involved outside of the Steering Committee. It is not uncommon to receive a few emails a year asking “how can I get involved” and not have anything to tell them beyond when the next election will be.

### Questions for the SAA Council

We had someone nominate themselves for our election only to have Hannah inform us that they were not a member of SAA and needed to become one to run. This was an incredibly awkward situation and thankfully this person won after complying (without fuss, I will add). It makes perfect sense that you must be an SAA member to hold a leadership position, but it should not be a requirement to run. I want to recognize SAA for having captioning at the Annual Meeting (although it did struggle at times) and being clear about the accessible elevator. Our incoming Chair is an amputee who uses crutches and our incoming Vice Chair is a wheelchair and service dog user (and a former Paralympian). It will be important for SAA to continue to prioritize accessibility. I want to recognize the members of the Guidelines for Accessible Archives revision working group for their labor over the past two years. This process took longer than we anticipated, and I know that they tried multiple times to secure some form of compensation, at least for external reviewers. We are very happy that SAA is willing to put its name on these guidelines and make them official, but these people are archivists first and accessibility specialists second. It would be great to be able to pay people who are accessibility specialists first to ensure that these guidelines are as good as they possibly can be. Preserving Disability has been mentioned multiple times in this report. It should be noted that this book is not being published by SAA, but not for a lack of effort. I do not want to speak for the editors, but I know that between American Archivist and SAA, members in the past have expressed frustration over trying to be published by SAA.



## Accessioning, Acquisitions, and Appraisal Section

Report Submitted by: Lexy deGraffenreid

Council Liaison: Joyce Gabiola

### Steering Committee Roster 2023-2024

Jordan Jancosek → incoming Vice Chair/Chair-Elect (2024-2026) Yasmin Desouki and

Sara Ludewig → incoming Steering Committee members (2024-2026)

### Activities

#### Completed:

National Best Practices for Archival Accessioning Working Group Updated the abandoned property law website based on a member's update:

<https://www2.archivists.org/groups/accessioning-acquisitions-appraisal-section/abandoned-property-project>

Triple-A Talks (formerly Third Thursday series) November 2, 2023: Electronic Records Appraisal: 22 attendees

February 16, 2024: National Best Practices for Archival Accessioning Working

Group Update: 68 attendees May 9, 2024: Reappraisal & Deaccessioning: 131 attendees

#### Ongoing:

Triple-A Talks will continue this year AA&A Plans to review and update its website

#### New:

n/a?

### Goal 1: Advocating for Archives and Archivists

n/a?

### Goal 2: Enhancing Professional Growth

n/a?

### Goal 3: Advancing the Field

We continued to serve as the section sponsors for the National Best Practices for Archival Accessioning Working Group. Three Section members also served on the NBPAAWG and helped co-author the best practices. We also helped provide a platform for the NBPAAWG through Triple-A Talks, SAA Section Meeting, and serving as a support for the National Best Practices for Archival Accessioning seminar held at the SAA2024 Annual Meeting. These best practices will advance accessioning in the field by providing the first set of national best practices specific to archival accessioning. This document also serves as an advocacy document for archival labor.

#### Goal 4: Meeting Members Needs

Updating the abandoned property law website. This provides a resource which gives members information about the abandoned property laws in each state. We updated this resource at the request of a member (based on newly passed abandoned property laws in neighboring states) so that they could use the site as an advocacy tool in their institution. Triple-A Talks provide discussions on topics which are of high interest to Section members. This provides community and knowledge-sharing for our members.

#### Annual Meeting 2024

Number of Attendees: 136

Summary of Meeting Activities:

We invited the National Best Practices for Archival Accessioning Working Group to provide an update on the best practices and day-long symposia in Chicago in August 2024.

Link to Meeting Minutes:

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Members have been very engaged with accessioning work and the new Accessioning Best Practices Working Group. There is continued interest in further programming about the Accessioning Best Practices in the forthcoming year. Triple-A Talks are well attended and seem to be well regarded.

#### Questions for the SAA Council

None

## Archives Management Section

Report Submitted by: Ashley Todd-Diaz

Council Liaison: Alison Clemens

### Steering Committee Roster 2023-2024

Vice-chair/Chair-elect: Leslie Van Veen McRoberts, Michigan State University (term end 2027) Secretary: Jess Hardin, Archives of Michigan (term end 2025) Steering

Committee members: Elizabeth Mubarek, Brandeis University (term end 2027)

Michelle Sweetser, Bowling Green University ( term end 2027)

### Activities

#### Completed:

This year we established the “Ask a Manager” series, which gathers managers from various areas of the field and experience levels to address important and timely topics for the section. We held one panel discussion on the topic of managing varying size institutions, which welcomed colleagues from a religious archives, a records center, and two differently sized academic institutions to share their expertise and insight. We made this session more relevant and engaging by asking for section members to submit questions or topics prior to the panel. Additionally, our annual meeting followed in this vein to co-organize a panel with SNAP on the topic of entering into an archival management role.

#### Ongoing:

We hope to move the “Ask a Manager” series forward into the coming year to address topics of interest that were shared by attendees, for example navigating/avoiding toxic work environments. Updating our microsite will also be an ongoing project with the hopes of building more resources into the site.

#### New:

We discussed implementing a less formal community discussion platform for the section, like Discord or Slack. This investigation will continue into the new year.

### Goal 1: Advocating for Archives and Archivists

We recognize that our section holds a lot of experience and expertise working with different stakeholders, advocating for their archives, mentoring team members, and advancing new projects. The more we can share this insight with one another, the better equipped we all will be to advance the field. The panel discussing managing different size archives touched on several advocacy topics and how to explain an archives' value to others.

### Goal 2: Enhancing Professional Growth

The “Ask a Manager” series is focused on the goal of enhancing our members’ professional growth and helping to both demystify management and provide strategies or ideas for how to handle challenging situations that arise as a manager.

### Goal 3: Advancing the Field

Our plan for the panel series, particularly the collaborative panel with SNAP, was to acknowledge archivists who may be looking to advance in their careers but aren’t sure about what management looks like or how to get into a management role. By welcoming panelists with very different backgrounds and areas of the field, we hoped to reinforce that there are many paths to management that can look very different.

### Goal 4: Meeting Members Needs

Our strategy for asking section members to contribute questions and topics for the panel discussions was to make these events as relevant as possible. The more we understand the challenges and questions our section members are facing, the better we are able to address those needs.

### Annual Meeting 2024

Number of Attendees: ~70

Summary of Meeting Activities:

Our annual section meeting opened with a brief business meeting to announce the newly elected steering committee members and then featured a co-organized panel with SNAP, as mentioned above. We welcomed four panelists, one with a background in government archives, one with a background in academic and public library archives, one with a background in museums and academic archives, and one with a background in academic archives. The topics discussed included the panelists’ paths to management, starting as a new manager, supervising challenges, and managing up when your manager isn’t an archivist. We received more questions than we had time to address, which suggests this is a topic that could be revisited.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

There is a core group of active members, though this could be enhanced. I think one challenge this section faces is many of us have a lot on our plates as managers/administrators, which can impact how much people can engage in the section. The discussion list is usually fairly quiet, though there is always participation when a call for input is put out and our events are generally well attended.

### Questions for the SAA Council

Not at this time.

## Audio and Moving Image Section

Report Submitted by: Felicia Boretzky  
Council Liaison: Jasmine Jones / Eira Tansey

### Steering Committee Roster 2023-2024

Chair: Tanya Yule, Description Services Manager for Archival Control, Hoover Institution Library & Archives, Stanford University (tyule@stanford.edu) Vice Chair: Felicia Boretzky, Media Collection Specialist, Audiovisual Media Preservation Initiative, Smithsonian Libraries & Archives (BoretzkyFM@si.edu) Steering Committee Members: Biz Gallo Statewide Digitization Initiatives Coordinator Library of Michigan GalloB@michigan.gov Bree'ya Brown Digital Archivist University of North Texas Bree'ya.Brown@unt.edu Melissa Hernández-Durán Lead Archivist for Audiovisual Curation Bentley Historical Library University of Michigan mhdez@umich.edu All term end dates will be one year.

### Activities

#### Completed:

We submitted a presentation as a Section for the Annual Conference and got accepted. Our presentation, "GLAM Workers Guide to the Media Galaxy", had four audio moving image specialists providing preservation and description basics that can be applied to a wide range of workers in a variety of GLAM institutional types and sizes. Panel presentations will cover core strategies, including identification and assessment, care and handling, storage, health and safety, collections management, prioritization, and description of AMI materials. Presenters will also provide resources, workflows, and tools used in AMI archiving. During our presentation we had a AMI "petting zoo" which was interactive and allowed SAA members to come and touch and learn was different formats. We also completed a very successful Section Meeting that had two presenters in our field within the performing arts archives about AMI description. We also have established a Section email (saa.amisection@gmail.com) and started a presence on social media specific to our Section with the instagram account saa\_audiomovingimage.

#### Ongoing:

We have started and continued monthly Steering Committee meeting to brainstorm and start thinking of future activities and meetings for our Section. Since we have been in the rebuilding stage for the last year, these ongoing meetings have started us off on the right foot.

#### New:

Since after the elections and Annual Conference are goals for new activities would be coffee chats, discussions and virtual presentations involving different aspects of audio and moving image (AMI) archival work, education and training.

#### Goal 1: Advocating for Archives and Archivists

By being apart of the leadership for an SAA Section we are promoting archival work even when most of us do not work in an actual archive. We work archive-adjacent, but since our work overlaps we advocate within our institutions by being apart of this Section. We are also are trying to be more present publicly, by creating a Instagram page for our Section. We can champion, promote and support archivists' work, archival collections and influence about the importance of Archives.

#### Goal 2: Enhancing Professional Growth

Our Annual Conference presentation really focused on enhancing professional growth in the understanding of basic knowledge when coming across AMI archival materials for not only our Section members, but for all of SAA members. Our presentation provided guidance, strategies and recommendations on identification and assessment, care and handling, storage, health and safety, collections management, prioritization, and description of AMI materials. At the end of our presentation we provided slides of Resources that included professional organizations, helpful guides and supportive tools. We also included a bitQR code for our slides, letting them be public were are providing a transparent and open way to learn, teach and spread knowledge to other archivists.

#### Goal 3: Advancing the Field

Our Section Meeting is a prime example of advancing the field. We dived deep into description for sound and video recordings, especially within ArchivesSpace. Members from across of an array of institutions, libraries, museums and archives shared how they use it and ways to make it better for AMI recordings. We also discussed our problems and issues within it and by doing so we started trying to think of ways to make it better for our collections.

#### Goal 4: Meeting Members Needs

With our Annual Conference presentation we showed that AMI archives can be represented within SAA. We want to have a bigger voice within the Society for AMI collections and we hope to instill confidence in our Section members to start talking more about their work with AMI. Hopefully, by rebuilding our Section into more open chats and discussions we can shine more light on our members' work.

#### Annual Meeting 2024

Number of Attendees: 84+

Summary of Meeting Activities:

We provided Section updates and election results. We talked about our Section led presentation for the Annual Conference and about the CAW (Community Archiving Workshop) that was also happening in Chicago. We then had two virtual presentations with a discussion afterwards on the topic of Archival Description of Sound and Video Recordings. The presenters were Matt Testa,

Archivist, Arthur Friedheim Library at the Peabody Institute of the Johns Hopkins University and Elizabeth Surles, Archivist, Institute of Jazz Studies at Rutgers University-Newark. Their presentation asked what are some best practices for describing sound and video recordings in archival finding aids? When we don't have the luxury of full cataloging, how can we apply DACS and other metadata standards to describe individual recordings efficiently for our growing digital collections? This talk will present some of the questions that two performing arts archives have had to wrestle with. Attendees are invited to share their own case studies and challenges.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

From last year, when our Section was in danger of dissolving or merging with another, members voted to fight for our Section to stay its own! Members stepped up and helped me create a vision and goals for rebuilding our Section. All these members are now part of the Steering Committee. We are still rebuilding into a more involved community, but after our Annual Conference presentation and our Section Meeting the energy and health of Section has improved immensely!

### Questions for the SAA Council

I think more guidance and help throughout the year in understanding SAA protocols. Also, guidance on how to request funding/a budget for our Section, so that we could create more dynamic meetings, activities, tours, etc.

## Business Archives Section

Report Submitted by: Jennifer Henderson

Council Liaison: Lydia Tang

### Steering Committee Roster 2023-2024

Jennifer Henderson – Outgoing Chair, term ends 2025 Dave Moore – Chair, term ends 2025 (Outgoing Chair term ends 2026) Alison Quirion – Vice Chair/ Chair-Elect, term ends 2025 (Chair term ends 2026, Outgoing Chair term ends 2027) Stephanie Branas – Secretary, term ends 2025 Jennifer Steinhardt – Editor, term ends 2025 Samantha Citarella – Vice Editor/Editor-Elect, term ends 2025 (Editor term ends 2026) Samantha Bradbeer Stephens – Education Chair, term ends 2025 Michael Bullington – Member-at-Large, term ends 2025

### Activities

#### Completed:

Jennifer Henderson – Outgoing Chair, term ends 2025 Dave Moore – Chair, term ends 2025 (Outgoing Chair term ends 2026) Alison Quirion – Vice Chair/ Chair-Elect, term ends 2025 (Chair term ends 2026, Outgoing Chair term ends 2027) Stephanie Branas – Secretary, term ends 2025 Jennifer Steinhardt – Editor, term ends 2025 Samantha Citarella – Vice Editor/Editor-Elect, term ends 2025 (Editor term ends 2026) Samantha Bradbeer Stephens – Education Chair, term ends 2025 Michael Bullington – Member-at-Large, term ends 2025

PROJECTS AND ACTIVITIES SAA's sections are integral to SAA's work on behalf of our members and the profession. For many members, sections represent their primary experience with SAA. Please indicate all projects and activities that your section has completed this year, continues to work on, or plans to implement in the next year.

- 5. Completed: - Discontinued BAS Quarterly Newsletter due to the cost of hosting and desire for new methods of disseminating information (prior to discontinuation, ensured all pages were captured using the Internet Archive's Wayback Machine: basnewsonline.com).
- Implementation of Knowledge Shares on a bimonthly basis. These Knowledge Shares are an informal virtual discussion on a specific topic relevant to business archivists. Both Knowledge Shares were attended by over 50 people; topics included oral histories, and content management systems.
- BAS lost the use of Hootsuite for posting in our online platforms; this has resulted in an inability to login to our Facebook account. We continue to track down login information; and post to social media channels as possible.
- Updated BAS Corporate Archives Directory as needed.
- Received verbal confirmation from SAA leadership that BAS will continue to be provided a meeting room for use at the annual conference to host our BAS Colloquium in-person.
- BAS Colloquium 2024. In an effort to spotlight early career business archivists and provide a learning opportunity for students and new professionals, the colloquium focused on "The



Future of Business Archives”. Attendees heard from three new business archivists with experiences ranging from starting an archives from the ground up, working in an established archives, and arriving at business archives as a career change. Following their presentations, attendees broke into small groups for guided discussion, with a group share-out at the end. Informal post-colloquium feedback was overwhelmingly positive. Total of 76 in-person attendees. - BAS Social 2024 held at McDonald’s Corporation (Aug. 18). Total of 74 attendees (with two additional on the waitlist). - BAS Tour 2024 held at the Art Institute of Chicago (Aug. 15). Total of 24 registered, of which 23 attended.

#### Ongoing:

- Hosting BAS Knowledge Shares on a bimonthly basis - Tracking down Facebook login information - BAS Colloquium 2025 planning - Planning for BAS Social and Tours 2025

#### New:

- Collaborations with other sections for potential Knowledge Shares and other events - Encourage BAS members to present at the SAA annual conference - Reach out to students and recent graduates to advocate for business archives as a possible career track

#### Goal 1: Advocating for Archives and Archivists

Business archivists tend to focus primarily on advocating for archives within their organizations. One topic that often arises when business archivists gather is that of proving the value of archives to our corporate organizations. We discussed this during our breakout session at the BAS Colloquium.

#### Goal 2: Enhancing Professional Growth

- Our new Knowledge Shares have been a great method for discussing current issues facing BAS members. They are well-attended with great participation. - Our various in-person events prove to be a wonderful way for BAS members to network.

#### Goal 3: Advancing the Field

- BAS Colloquium 2024 focused on new business archivists and was even attended by people who were not business archivists, but were just curious. - We hope to continue to reach out to other archivists, students, and recent graduates to encourage their interest in business archives.

#### Goal 4: Meeting Members Needs

- BAS strives to meet our members’ unique needs. We provide many opportunities for members to participate; this is reflected in attendance at events. - We polled members to ensure the use of the virtual meeting platform that the majority are permitted to use (most corporations place restrictions on which platforms are allowed on their networks), thus making our virtual events as inclusive as possible.

#### Annual Meeting 2024

Number of Attendees: 54

Summary of Meeting Activities:

- Following tradition, the meeting began with every member introducing themselves
- Terry Baxter filled in for Lydia Tang and provided an update from SAA Council
- Reports from Steering Committee members
- Sharing BAS-related events and sessions to attend at the annual conference
- Following tradition, the meeting ended with an unrecorded, informal discussion among members

Link to Meeting Minutes: n/a

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

BAS is an incredibly active section. Both our virtual and in-person meetings/events are well-attended. Members actively engage in discussions, seek advice, and offer recommendations on the BAS listserv. BAS members are passionate about what they do, and specifically the fact that they are business archivists – having carved a unique niche for ourselves in the profession.

### Questions for the SAA Council

We appreciate the support leadership has given BAS. We continue to advocate for conference sessions that include business archivists, to better enable connections among diverse types of archivists.

## Collection Management Section

Report Submitted by: Jane Gorjevsky  
Council Liaison: Selena Ortega-Chiolero

### Steering Committee Roster 2023-2024

Megan Mummey, Chair Jonathan Kirkwood, Vice Chair Hilary Streifer, Web Liaison  
Matt Gorzalski, Steering Committee Member (2024-26) Samantha Schafer, Steering  
Committee Member (2024-26)

### Activities

#### Completed:

-Tested jamboard app as the way to gather topics, questions, or ideas (October 2023) Conducted special Vice-Chair Election (February 2024) following the vice-chair's resignation in late November 2023 Organized Spring Collection Management Section/Description Section joint webinar on backlog surveying and accessioning, collection moves, and artifact management ( April 29, 2024)  
Updated Repository Profiles and Documentation Portal (throughout the year)  
Conducted Annual Meeting with a business portion, a council liaison update and 3 presentations on managing backlogs and legacy collections (July 15, 2024)

#### Ongoing:

Incorporating new ideas from members. Solicit new submissions or updates of the existing entries for the Repository Profiles and Documentation Portal. The chair of the CM section serves as a liaison on the TS-EAS Outreach and Communications team.

#### New:

Identify further opportunities for collaboration on joint projects with other SAA sections. Host other webinars on topics of interest and usefulness to the section.

### Goal 1: Advocating for Archives and Archivists

The CM section is a place where archives professionals share information with each other about tools and processes relating to collection management. This group connects the most with goal 1.4, and helps strengthen the ability of those who manage archives to articulate their value by implementing collection management practices that reflect institutional priorities and serve the users' needs.

### Goal 2: Enhancing Professional Growth

The CM Section organized a spring webinar in April on on backlog surveying and accessioning, collection moves, and artifact management. We received so many good proposals from the section members (15 proposals total) that we ended up including additional presentations on managing backlogs and legacy collections on our Annual

Meeting. The CM section also continues to maintain the Documentation Portal and Repository Profiles on its microsite

### Goal 3: Advancing the Field

The CM section worked toward this goal through its educational events described under Goal 2, which showcased the experiences of SAA members with specific processes and tools in the field, and benefited attendees through their practical experiences that could be adopted by others. The spring webinar was a successful collaboration with the Descriptions Section, in line with our plans to develop joint projects with other SAA sections. The chair of the CM Section served as a liaison to the TS-EAS Outreach and Communications team.

### Goal 4: Meeting Members Needs

The high numbers of attendees at both the spring webinar and the annual meeting indicate that our programming resonates with SAA members. In the prior years, we solicited so many ideas about the types of programming and topics that would be of most interest to our membership, that some of them are still waiting to be developed. The CM section listserv is also utilized for members to solicit advice and answers to questions, although it is more commonly used for announcements in recent years. Our documentation and repository portals document common collection management tools and policies to be utilized and built upon by other member institutions. The CM section microsite is updated regularly.

### Annual Meeting 2024

Number of Attendees: 82

Summary of Meeting Activities:

\*Introduction \*Selena Ortega-Chiolero with SAA council updates \*Business Meeting \*Presentations William Hardesty Georgia State University Library Coordinator of Archival Collections Management will talk about a Shelflist project that was leveraged for backlog exposure/minimal records: . Maya Naunton American Museum of Natural History Project Archivist will talk about Consolidating legacy collections: Mae Casey Pennsylvania State University Libraries Accessioning and Collections Management Archivist will talk about Curatorial review/backlog project \*Q&A

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The health and energy of this section is strong. We had great presenter response, attendance and audience engagement for our spring webinar (218 attendees!) as well as for our annual meeting (82 attendees). We successfully recruited new candidates for our open leadership positions. On the other hand, the activity on the SAA Collection Management Section Discussion List has been quite low and mostly limited to the announcements.

### Questions for the SAA Council

-The microsite CMS is so clunky that substantial updates to its organization and/or rubrics is close to impossible -We need a more robust system for archiving the section working materials 2014-present that are currently on a shared google drive - many files are owned by people who are no longer active in the section

## College and University Archives Section

Report Submitted by: Helena Egbert

Council Liaison: Terry Baxter

### Steering Committee Roster 2023-2024

Nick Richbell - Vice Chair/Chair Elect 2024-08-15-2025-09-01 Ruth Cody - Committee Member 2024-08-15-2027-09-01 Jennifer Gathings - Committee Member 2024-08-15-2027-09-01

### Activities

#### Completed:

Statement of Support for Academic Archivists Coffee Chats program\* (we completed several Coffee Chats, but it is also an ongoing program, but it seems wrong to not include it in this section, since many events were "completed")

#### Ongoing:

Coffee Chats Level up using ArchivesSpace. (i.e. hoping to go beyond the known basics, and do some tutorials around "next level" things that may help users of ArchivesSpace There has been discussion and planning around this, but not public facing output on it yet.

#### New:

Research Connections (helping archivists/archival workers connect with each other and brainstorm and implement research. Often starting research (especially the first time) is intimidating.

### Goal 1: Advocating for Archives and Archivists

Statement of Support for Academic Archivists (I feel like this speaks for itself!)

### Goal 2: Enhancing Professional Growth

Our Coffee Chats serve as a way to enhance professional growth, they work to serve as a place for section membership to discuss topics relevant to them such as research, ArchivesSpace, sharing and celebrating good news, and so on.

### Goal 3: Advancing the Field

I think our support of professional growth is a way of leading to advancements in the field. Advancements come from archivists who are supported in their research, and connections to others. Additionally our section provides the opportunity for people to submit case studies, and have those case studies peer reviewed and potentially published by SAA/our section.

### Goal 4: Meeting Members Needs

For the past two years at our annual meeting we have had a breakout room to hear what members are interested in, and care about, and this is reflected in our programming.

### Annual Meeting 2024

Number of Attendees: unsure - I can't find documentation of this. People came, though!

Summary of Meeting Activities:

Business meeting/updates on: Coffee chats, Statement of Support, Research Connections, Campus Case Studies, Election results. Presentation on Imposter Phenomenon. Breakout rooms on the following: Choice 1: What's Your C&UA Topic(s) of Concern? Coffee Chats and Beyond, Discussion about support of tenure/librarianship for archivists, Thinking about joining our section?, Research ideas/Scholarship class possibility?, Space Renovation/Collection Moving  
Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

I think the health and energy of the section is good, I think our members are fairly engaged. I do think Coffee Chat attendance has lagged, and not through any fault of the programming- coffee chats were started during the beginning of COVID-19, and now that most people are back to working in person, and have regular meetings, and in person work less people necessarily make space in their day to come sit on a zoom call, since they don't necessarily need a place of connection like they did originally. I think this will be an area our section explores how to navigate and ways to increase engagement, or alter our approach to Coffee Chats.

### Questions for the SAA Council

I can't think of any.

## Congressional Papers Section

Report Submitted by: Kate Gregory

Council Liaison: Jasmine Jones

### Steering Committee Roster 2023-2024

New Vice-Chair - Dawn Sueoka, Univ. of Hawaii, Congressional Papers archivist - will end her three year commitment as Past Chair in 2027 Steering committee members - Shir Bach, Congressional Papers Archivist, Univ of Vermont and Lori Schwartz, Hagel and Technical Services Archivist, University of Nebraska at Omaha - terms end in 2026

### Activities

#### Completed:

This year we held a successful informal midwinter coffee chat virtual meeting where we really just spent the time networking and visiting with one another. We also held a meaningful annual meeting with a focused topic on quantifying the cost of transferring congressional collections with the goal of helping us all become better, more informed advocates for funding and donations to support this work at our institutions.

#### Ongoing:

Our technical supplement to the Managing Congressional Section has made significant strides this year. Our working group/task force is currently in the process of soliciting authors for the chapters and developed along with SAA publishing an agreement, outline, and timeline for publication.

#### New:

The Electronic Records Subcommittee is actively working to update its blog to provide fresh and relevant content to the members of the section that are interested in resources in this area of our record management.

### Goal 1: Advocating for Archives and Archivists

Our group regularly updates each other through our message boards about professional development, job opportunities, grant opportunities and updates and other possibilities for collaborative work. In this way, we advocate for each other to have the best resources available to us and support knowledge sharing.

### Goal 2: Enhancing Professional Growth

Through our annual meeting and a mid winter coffee chat meeting we provided two robust opportunities for the whole section to meet and discuss major issues in our field and learn from each other's solutions and challenges. We also advocate for other interest groups that enhance membership in SAA's CPS such as the Association of Centers for the Study of Congress.



### Goal 3: Advancing the Field

The primary area where we are contributing is our collaborative task force with the Association of Centers for the Study of Congress to publish a technical supplement on managing digital congressional collections, a supplement to a seminal work in our field, the book *Managing Congressional Collections*. We are working with funding from the Everett Dirksen Center to carry out this project. CPS has formed a task force in conjunction with SAA publishing and ACSC to complete this project.

### Goal 4: Meeting Members Needs

We have a regularly updated chat board that receives timely responses from the community when members have questions. The steering committee is committed to monitoring and participating here so that our fellow members feel supported.

### Annual Meeting 2024

Number of Attendees: 40

Summary of Meeting Activities:

The primary agenda of our meeting was to discuss quantifying the cost of transferring congressional collections to their respective repositories. We arranged a full panel program of archivists from the U.S. Senate, History Associates, the University of Vermont and Stanford University to discuss their experience and expertise in this area as well as resources for both congressional members and their staff as well as archivists at potential final destination repositories nationwide.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

I think we are a fairly healthy section and the energy is strong considering we are pretty much entirely virtual. I do think a move toward in person section days would be good for community building as we move out of the Covid era. People do use the message boards, they are generally supported in their membership of SAA and the section by their institutions and we all agree that CPS is one of the best and strongest avenues for professional networking and developing and I don't see that changing any time soon.

### Questions for the SAA Council

None

## Crisis, Disaster, and Tragedy Response Working Group

Report Submitted by: Kara McClurken

Council Liaison: Michelle Ganz

### Steering Committee Roster 2023-2024

Co-Chair (Report Submitter) Information Kara McClurken, kmm6ef@virginia.edu  
Vanessa St.Oegger-Menn, vlstoegg@syr.edu (outgoing co-chair) Rebecca Tinker, rebecca.tinker@yale.edu (incoming co-chair) Roster Updates Appointment ending Sept. 1, 2024 Evelyn Davis (early-career member) Appointment/re-appointment beginning Aug. 15, 2024 Kostas Arvanitis (re-appointment) Erik Bauer (new appointment) Jennifer Coggins (re-appointment) Catherine Howell (new appointment) Vanessa St.Oegger-Menn (re-appointment) Mackenzie Spahn (early-career member)

### Activities

#### Completed:

The Crisis, Disaster, and Tragedy Response Working Group (CDTRWG) continues to meet monthly and has maintained its three subgroups to fulfill the areas of its charge. In addition to monthly meetings, the CDTRWG continued to staff CCAT (a webform-based assistance network that provides support and guidance to archivists, other cultural heritage professionals, and organizations engaged in documenting crises in their communities); provided invited public presentations on the work of CDTRWG to an affiliated organization; and hosted an installment of our virtual speaker series and an open virtual meeting during the Annual Meeting. Members have also included information about CDTRWG in individual presentations to other groups of which they are members or to which they were invited to present. Completed On 23 February 2024, the CDTRWG co-chairs presented the invited talk “Resources and Support for Crisis Collecting” for the Art Libraries Society of North America (ARLIS/NA) to over 60 registrants. This presentation provided information about CDTWRG’s work, services, and resources. On April 8, 2024, a member of the CDTRWG tabled at the Mid-Atlantic Regional Archives Spring Symposium in Philadelphia, PA to share information on the work, services, and resources of the work group. The group has also developed structured onboarding and offboarding processes for incoming and outgoing members, particularly as the work of CDTRWG relies upon the shared expertise of colleagues.

#### Ongoing:

Collaboration and Outreach subgroup: This subgroup’s scope includes gathering and sharing information about and with allied organizations in the US and abroad engaged in crisis collecting work; and networking with regional, national and international bodies in archives, museums and libraries to support collaborative work. In 2023-24, the subgroup continued a virtual speaker series with invited

guests working in archival crisis collecting and allied fields. The slate of topics and speakers for this year have included: 28 November 2023 - Pam Schwartz (Orange County Regional History Center), "Proximity and Oral History: Trauma-Informed Listening and Practice" - discussed the purpose, process, ethics, challenges, and use of oral history on topics including the Pulse nightclub shooting and Ocoee Massacre. This session was not recorded in accordance with the presenter's request. The session had about 70 attendees. 14 May 2024 - Jan Seidler Ramirez (9/11 Memorial and Museum), "Cautious Balance: Collecting and Presenting the Experience(s) of 9/11 Survivors" - noted some of the challenges faced by the 9/11 Memorial Museum as it strives to readjust the narrative balance assigned to the stories of survivors. This session was not recorded in accordance with the presenter's request. The session had 72 attendees. Following requests from the last two presenters that their talks not be recorded due to sensitive content, the Collaboration and Outreach subgroup has explored the option of providing written reflections of installments of the speaker series. The first of these reflections was completed for "Cautious Balance." In the future, the subgroup may wish to explore options for a small stipend for both the presenters and reflection writers of the speaker series. In addition to raising awareness of these topics and providing a space for archival and cultural heritage colleagues to learn and collaborate, the series has also served as a way for the CDTRWG to build relationships with allied professionals.

**Crisis Collecting Assistance Team (CCAT) subgroup:** The CCAT subgroup is responsible for coordinating administrative aspects of the Assistance team, including any necessary creation of or updates to documentation (e.g. webform, staffing schedules, FAQs, inquiry tracking, etc.) and ensuring the service is providing meaningful and accessible assistance to archivists, allied professionals, and communities faced with documenting a crisis. Services are currently available via a webform. During the past year, CCAT has provided support to organizations and independent archivists seeking advice and guidance on recovering materials and religious artifacts in the aftermath of a catastrophic fire; and documenting events surrounded by significant political tensions, specifically campus protests and encampments in spring 2024 and the assassination attempt on Donald Trump. In the first scenario, CCAT made use of our extended community and allied resources to direct the inquiry to more appropriate resources for disaster recovery, and connect them with a colleague and former CDTRWG member with expertise in religious collections. In the latter instances, CCAT provided compilations of resources, recommendations, and advice from members' own experiences in addition to directing the inquiries to the groups' Resource Kit. Although there have been just three requests to CCAT this past year, each has been a valuable experience in developing the groups' resources and response methodologies. In one instance, it was determined that a Zoom call would be most beneficial to an inquiring organization faced with a more immediate need. In responding to the request pertaining to campus protests, we were able to develop new and expanded response templates and lists of recommendations for future use when similar requests for support inevitably arrive.

**Resource Kit subgroup:** This past year, the sub-group

(with the assistance of the entire Working Group) has continued to maintain “Documenting in Times of Crisis: A Resource Kit” through ensuring the continued functionality and relevance of existing resources. The group was primarily engaged in reviewing and updating several sections of the Resource Kit in preparation for a translation pilot project to be conducted by Claire Ziamandanis and her students at California State University Long Beach. This project will provide Spanish language translations of key portions of the Resource Kit to provide greater accessibility to both cultural heritage workers and communities impacted by crises, disasters, and tragedies. The subgroup continues to review and discuss the creation of new resources for potential addition to the Resource Kit, with a particular focus on topics highlighted in our speaker series and requested through community feedback.

#### New:

**General** An ongoing key goal of the group is to continue increasing public awareness of the resources provided (Resource Kit and CCAT), and pursue further opportunities for collaboration with allied groups and individuals.

**Collaboration and Outreach subgroup:** The subgroup plans to continue hosting the speaker series, focusing on key themes relevant to crisis collecting. Topics under discussion include trauma-informed approaches to managing staff working with collections resulting from a crisis or tragedy, ethical archiving and publishing of social media content about traumatic events, and digital archives of disasters and tragedies. The subgroup is also interested in exploring compensation options for speaker series participants, and the addition of a community management system to provide more regular updates to those interested in the work of the CDTRWG.

**CCAT subgroup:** The subgroup continues to explore how we might best support archival colleagues documenting crises, including options for providing support before a crisis and ensuring we are leveraging expertise among current and alumni members effectively. Exploring ways to track and document past interactions in a useful manner while preserving the privacy of those seeking assistance is also an area requiring additional work.

**Resource Kit subgroup:** The subgroup is interested in hosting focus groups and soliciting other forms of feedback relevant to specific areas of the Resource Kit and the ongoing and emerging needs of archivists, allied professionals, and organizations engaged in crisis documentation. Ideally, these conversations would include individuals who have used the Resource Kit in real-world applications. Collaborations established through colleagues who have participated in our speaker series have presented one possible avenue to securing further feedback. The subgroup will also continue to make progress on translating selected portions of the Resource Kit into Spanish, and maintain a regular review schedule for the Resource Kit.

#### Goal 1: Advocating for Archives and Archivists

The CDTRWG addresses Goal One of SAA’s strategic plan by providing resources - both through “Documenting in Times of Crisis: A Resource Kit” and the Crisis Collecting Assistance Team (CCAT) to cultural institutions and workers in need of support during a

crisis. These resources, expertise, and assistance ensure that archives and archivists are better prepared to advocate for the historical and cultural significance of documenting crises and traumatic events in an accurate and inclusive manner, as well as to advocate for the resources (financial, staff, and personnel support services) necessary to conduct this essential work.

### Goal 2: Enhancing Professional Growth

The CDTRWG addresses Goal Two of SAA's strategic plan by developing and providing access to resources, individual expertise, and professional networks of archivists and allied professionals in order to begin forming a community of practice around the needs and concerns of archives and archivists documenting crises. These resources are provided free of charge to both SAA members and the general public alike. The CDTRWG also aspires to continue developing resources and educational opportunities, particularly in the form of an expanded Resource Kit and response team. The CDTRWG has found the inclusion of Early-Career Members to be a positive experience for both the member and the committee as a whole, specifically addressing Goal 2.1 while providing the Working Group with insights from new and emerging archives professionals. Our first Early-Career Member was so engaged with the work that she has since become a full member of the group and is now cycling on as a Co-Chair of the Working Group. The CDTRWG has in turn benefited from her enthusiasm and skills in developing the virtual speaker series.

### Goal 3: Advancing the Field

The CDTRWG addresses all points of Goal Three of SAA's strategic plan by marshaling the expertise and experience of SAA members, allied organizations, and individuals to create resources and shared understanding of how best to support archives and archivists faced with documenting a crisis. The CDTRWG will continue this work through the expansion, maintenance, and translation of "Documenting in Times of Crisis: A Resource Kit," the continued growth of CCAT, and fostering collaborative partnerships with allied sections within SAA and external organizations, as well as with scholars in relevant fields. The continuation of our speaker series has directly contributed to advancing conversations pertaining to crisis collecting and trauma-informed archival practice in both the domestic and international archival field and among colleagues in allied fields.

### Goal 4: Meeting Members Needs

The Working Group has responded to requests for assistance forwarded from SAA staff and received through CCAT. The CDTRWG is also committed to addressing Goal 4 of the Strategic Plan by providing mechanisms for feedback from colleagues and communities. The Working Group continues soliciting such feedback through the "Documenting in Times of Crisis: A Resource Kit" Feedback Form. Further development of the CCAT workflow may also incorporate opportunities to solicit feedback and input from the wider SAA and archival community.

### Annual Meeting 2024

Number of Attendees: 57

### Summary of Meeting Activities:

On 12 June 2024, the CDTRWG hosted a virtual open meeting as part of SAA's Annual Meeting, welcoming members and non-members to learn about current initiatives of the group. This open meeting had 57 attendees and solicited notable engagement from those who joined, including offers to assist with future resource development, translation, and interest in volunteering for service during future appointment cycles.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The Working Group is very engaged with its charge, with monthly meetings and communication on the email list-serv. We are hopeful that the implementation of our new onboarding process, the appointment of additional members, and the new structure for co-chair will further encourage vibrant engagement and collaboration within the group. We will continue to explore the best ways to keep new and past members engaged in the work that we all feel passionately about, grow the community of practice we are establishing, and explore ways in which we can appropriately acknowledge the contributions of members of that community.

### Questions for the SAA Council

No

## Description

Report Submitted by: Will Clements

Council Liaison: Conor Casey

### Steering Committee Roster 2023-2024

-Elizabeth (Betts) Coup Chair 2024-08-15 – 2025-09-01 -Max Goldberg Vice Chair/Chair-Elect 2024-08-15 – 2025-09-01 -Mandy Bernard Lignelli Secretary 2024-08-15 – 2026-09-01 -Melissa Haley Member-at-Large 2024-08-15 – 2026-09-01

### Activities

#### Completed:

This year a subcommittee of steering committee members spent weeks reviewing and revamping our Inclusive Description Documentation Portal, which is an evolving list of resources for archivists seeking guidance on how to describe collections in a more inclusive way. The Section also collaborated with the Collection Management section to plan a virtual panel discussion on the intersection of archival description and collection management, that was attended by over 100 people. Another collaborator this year was the Visual Materials Section, with whom our secretary Phoebe planned a Bring your own breakfast event on Description and Cataloguing of Visual Materials at the in-person SAA annual meeting in Chicago. Our Section Annual meeting included updates from members of TS-EAS, TS-DACS, SNAC, and our Council Liaison, as well as a panel discussion on Project Management and Archival Description, with panelists from CCNY, NC State, and Northwestern University, followed by a robust Q&A and moderated discussion. This meeting was attended by over 100 people.

#### Ongoing:

Our Section's blog, Descriptive Notes (<https://saadescription.wordpress.com/>), has become a powerful tool for amplifying the work of archival description. Since last September, the blog has published 24 posts submitted by our section's members on topics ranging from inclusive description, to project management, to conference dispatches. Together, these posts have made our "invisible labor" visible to over 16,000 readers from 53 countries. The 2023-2024 editorial team consisted of Kate Madison (Lead Blog Editor), Ashley Gosselar, Betts Coup, Will Clements, Phoebe Nobles, Sarah Bush, Elizabeth Mubarek, Kate Morris and Cate Peebles.

#### New:

No new projects planned at this time.

### Goal 1: Advocating for Archives and Archivists

The Description Section has provided “leadership in ensuring the completeness, diversity, and accessibility of the historical record” by maintaining and adding to our Documentation Portal on our Section’s micro-site. Through our blog, Descriptive Notes, the Section provides a publication platform that allows archivists “to articulate the value of archives.”

#### Goal 2: Enhancing Professional Growth

The Section provides a publication forum through our blog, Descriptive Notes, about current and evolving descriptive practices in archives. Through our blog and our Documentation Portal, the Section provides free and accessible information about archival description and descriptive resources. We collaborated with the Collection Management and Visual Materials Sections on virtual and in-person programming that reached hundreds of members.

#### Goal 3: Advancing the Field

The Section “foster[s] and disseminate[s] research in and about the field” through our blog and our Documentation Portal. This year we again included updates from TS-EAS, TS-DACS, and SNAC in our annual meeting to keep our membership informed. Our collaborations with other sections on programming and our annual meeting panel provided a forum for ideas related to project management and description of visual materials to large numbers of participants.

#### Goal 4: Meeting Members Needs

The Section membership is regularly kept up to date on activities and opportunities to contribute via the Section’s listserv. A report was made to membership at our annual business meeting, where we also invited members to come forward with projects and ideas. Steering committee members are available for questions and comments. Chair Will Clements published a post on the Section’s blog this year summarizing Steering activities planned for the year and encouraging members to reach out to the Section’s Steering Committee with ideas. As outlined previously, our programming has reached hundreds of members this year alone, and our blog’s readership stats speak for themselves.

#### Annual Meeting 2024

Number of Attendees: over 100

Summary of Meeting Activities:

The outgoing Description Section Steering Committee welcomed over 100 attendees to our section’s annual meeting on July 10, 2024. Attendees heard a recap of 2023-2024 section business, a panel discussion on Project Management and Archival Description, with panelists from CCNY, NC State, and Northwestern University, followed by a robust Q&A and moderated discussion, updates on ongoing projects, and news about Description Section Steering Committee elections. In addition, representatives from SAA Council, TS-DACS, TS-EAS, and Social Networks and Archival Context (SNAC) provided updates on their groups’ activities.

Link to Meeting Minutes:



### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The Section's Steering Committee is active in and committed to a number of projects with long-term scope (the blog and updating the Inclusive Description section of our Documentation Portal). This year we had no difficulty soliciting candidates for Steering Committee membership. We had an excellent turnout for our annual meeting and have been able to maintain a regular blog posting schedule thanks to a high response rate to our calls for new content.

### Questions for the SAA Council

None at this time.

## Design Record Section

Report Submitted by: Katie Twomey

Council Liaison: Joyce Gabiola

Steering Committee Roster 2023-2024

Morgan Wilson, Co-Chair, term end September 2026    Anna Reznik, Steering Committee member, term ends September 2027

### Activities

#### Completed:

DDRC co-chairs Jody Thompson and Aliza Leventhal presented to an audience of over 250 during a Singapore National Archives-hosted virtual event on their 2021 Digital Preservation Coalition Technology Watch Report on born-digital design & construction records. DDRC hosted a bi-monthly Reading Group. EaaS Testing the EaaS interface. Participated in EaaS Open Forum. Created documents to support and guide our efforts (technical questions for EaaS; identify and record use case scenarios; task list to standardize our testing methods). Free Readers Testing capabilities and experience with free readers Develop evaluation tools. Apply the testing criteria to several widely available free readers (SketchUp, Autodesk Viewer, DWG Trueview). Considered service expectations and created a researcher questionnaire that could be used by repositories.

#### Ongoing:

DDRC continues its Access-focused working groups exploring options through EaaS and Free Readers.

#### New:

DDRC will continue its current working groups and will look at possible case studies that could potentially be used.

#### Goal 1: Advocating for Archives and Archivists

At the 2023 SAA Conference, we set up a time for all DRS members to have drinks and apps. It was a great way to put faces to names and allowed us to build comradery among the 15 attendees.

#### Goal 2: Enhancing Professional Growth

DRS hosted several virtual chat sessions so members could discuss current items or issues to get ideas or advice. At the annual meeting, the presentation was a launching pad for ideas of how to process newly received digital design records for one repository.

#### Goal 3: Advancing the Field

DDRC co-chairs Jody Thompson and Aliza Leventhal presented to an audience of over 250 during a Singapore National Archives-hosted virtual event on their 2021 Digital Preservation Coalition Technology Watch Report on born-digital design & construction records.

#### Goal 4: Meeting Members Needs

DDRC hosted a bi-monthly Reading Group. DRS helped to steer potential new members to individuals in DRS who were working on similar issues or projects. Also promoted that they should join DRS.

#### Annual Meeting 2024

Number of Attendees: 43

Summary of Meeting Activities:

Call to order/Welcome, Announcements DRS Elections Candidates / Members Rolling-Off Invited DRS to attend in-person meet-up during the 2024 Conference in Chicago Digital Design Records Committee Updates DDRC did an interactive survey about digital design records and what record archivists are looking for in continuing education. Presentation Post 1991 Digital Records Questions/ Comments Open floor for members to ask questions or make comments. Also asked for suggestions or ideas for the coming year or what type of events and topics the group would like to see from DRS. Provided the DRS email in the chat for members' use.

Link to Meeting Minutes:

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

I think overall we had great ideas after the SAA Meeting in D.C., we tried starting low-key virtual chats for members to discuss current issues every 2 months, but what we realized was that people are "burned-out" on virtual meetings right now. It's completely understandable but I feel like we were never able to break through that 'wall'. I feel the energy is still high in DRS, especially DDRC, but I fault myself as the Senior Co-Chair for not being able to harness that energy further. All that being said, I feel that our rising Senior Co-Chair and our new Junior Co-Chair have the drive and ideas that can help DRS continue in a positive trajectory.

#### Questions for the SAA Council

No.

## Diversity Committee

Report Submitted by: Kristen Chinery  
Council Liaison: Selena Ortega-Chiolero

### Steering Committee Roster 2023-2024

Incoming Vice-Chair: Zachary Tumlin Incoming committee members: Elizabeth Heu, Renee James, Jim Kuhn

### Activities

#### Completed:

Reestablished communication with affiliated sections and ex-officio appointments to ensure the broadest possible input for our work. In reviewing recommendations that the 2022-2023 Committee made to Council, notes from the 2023 Diversity Forum, and the DEIA workplan, we identified items that needed attention. This included reaffirming (through our Council liaison) the recommendation for Council to conduct a disability audit (brought to Council in November 2023). Reevaluated the legacy case study program to determine if a need still existed with the rise of online publications and other archival publications. Due to inactivity and a lack of discoverability, we removed the case study link from the microsite and will re-direct future inquiries to consider other SAA publication opportunities. Worked with the User Experience Section to review and provide recommendations for their Standing Rules. Assisted the Membership Committee in reviewing questions for their quarterly membership survey about the Annual Meeting. Developed the 2024 Diversity Forum for the Annual Meeting, which focused on how current attacks on DEIA are impacting archives. The Forum was organized as a virtual-only traditional panel format and took place on August 17, 2024.

#### Ongoing:

Last year's committee submitted a recommendation to co-develop training opportunities and asked SAA leadership to support and validate post-custodialism, radical empathy, communication, and ethics in collecting in a visible way. We communicated with Council and the Education Committee to explore how to move that work forward. More conversation is needed. Collaborated with the Standards Committee on their Procedures for Review and Approval of an SAA-Developed Standard. Determining what role the Diversity Committee could play in reviewing new and revised SAA standards for compliance with DEIA requirements will be an ongoing initiative.

#### New:

Partnering with SNAP to co-sponsor an event in the fall. Began discussions with Membership Committee to collaborate on developing Mentoring Guidelines for new hires.

#### Goal 1: Advocating for Archives and Archivists

Continued collaboration with committees/sections to ensure DEIA perspectives are at the forefront of archival work.

#### Goal 2: Enhancing Professional Growth

Based on last year's Diversity Forum feedback, the Diversity Committee identified non-academic archivists who are new to the profession as a constituency group that often lacks opportunities and inclusion. The Committee worked with SNAP this past year to develop programming and will be co-sponsoring an event in the Fall.

#### Goal 3: Advancing the Field

Collaborated with the Standards Committee to determine how the Diversity Committee could assist in reviewing new and revised SAA standards for compliance with DEIA requirements. Advocated to Council for Diversity Committee representation on the Archival Workers Labor Task Force. The Committee feels that a rep on the Task Force is the most effective way to promote precarious labor as a topic of concern.

#### Goal 4: Meeting Members Needs

The Diversity Forum continues to serve as an effective vehicle for inclusion-based education, exposure to varied perspectives, and participation.

#### Annual Meeting 2024

Number of Attendees: 79 attendees at the Diversity Forum

Summary of Meeting Activities:

This year's Diversity Forum focused on recent and increasing attacks on DEIA initiatives and programming in our country and how it impacts archives. The featured speakers were Maigen Sullivan and Joshua Burford, co-founders and co-Executive Directors of Invisible Histories, an organization focused on documenting and sharing LGBTQ+ Southern history. They shared their first-hand experience with the repercussions of anti-DEIA legislation and led a discussion of how we as a profession can respond and advocate for inclusion.

Link to Meeting Minutes: Session not recorded to protect participant anonymity, notes not available.

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Members of the Diversity Committee were very engaged this past year. They consistently and actively participated in monthly committee meetings, numerous subcommittee meetings, collaborative projects, and planning.

## Questions for the SAA Council

The Diversity Committee submits a formal request to have the Diversity Forum scheduled at a more appropriate and inclusive time. Until recently, the Forum took place on the first official day of the conference, from 12pm-1:15pm. Holding the Diversity Forum on Saturday morning when people are checking out, and concurrently with other DEIA-related sessions, does not indicate a commitment on SAA's behalf to DEIA issues or member needs. To that end we also respectfully ask that the Forum be offered in the hybrid format, just as with a plenary, in order to ensure broad participation from conference attendees.

Emerging issues from this year's Forum: - Several individuals raised concerns about the Kids Online Safety Act (KOSA). The Diversity Committee formally requests that Council discuss the limits this legislation will impose on collecting and consider drafting a statement. - Archivists are being actively threatened with loss of employment if they participate in diversity work, including attending meetings of this committee. The Diversity Committee formally requests that Council explore actionable ways to address the impact of DEIA bans on people, collections, and institutions. The Diversity Committee unequivocally supports DSGS and the need to retain its status as a Section. The Committee notes continued challenges in communicating with Council. The membership has repeatedly brought this up as an issue and is particularly interested in Council providing the Committee with clear direction as to the work they would like to see the Committee take on in the coming year. In order to foster better communication among component groups and committees, the Diversity Committee suggests that in addition to the annual Leadership Training (to be held in the fall) SAA organize a mid-year check-in for SAA leaders to come together and discuss potential for collaboration, concerns with regard to the organizational structure and how SAA might better serve its members.

## Electronic Records Section

Report Submitted by: Brenna Edwards

Council Liaison: Lydia Tang

Steering Committee Roster 2023-2024

Adrienne Serra, Vice-Chair/Chair-Elect, 2024-2026 Steering Committee Members:  
Andrew McDonnell, 2024-2026 Kolbe Resnick, 2024-2026 bloggERS Communications  
Liaison: Kay Slater, 2024-2025

### Activities

#### Completed:

Hosted DAMS, DPS, and System Procurement: Where to Begin webinar on February 6, 2024 via SAA's Zoom, which had around 100 people attend. Recording available here: <https://bit.ly/ERS-Event-2024>

#### Ongoing:

Cleaning up the micro-site Maintaining the resources list bloggERS posts and development

#### New:

Looking into shifting Google Drive documents to a SAA-owned structure to make hand-offs easier Looking at collaboration opportunities from our 2024 joint annual meeting session with Metadata and Digital Objects Section

### Goal 1: Advocating for Archives and Archivists

The team running the section blog, bloggERS, has been excellent this year in finding new approaches to writing about conferences that emphasize specific presentations rather than summaries. This has turned around traffic to the blog, and also may have been part of the reason our listserv traffic has increased. By doing this, we have new avenues forward to continue advocating for archives and archivists by giving them space to grow and learn.

### Goal 2: Enhancing Professional Growth

This year, the section hosted a webinar entitled DAMS, DPS, and System Procurement: Where to Begin with representatives from AVP and the Digital Preservation Coalition (DPC). This allowed attendees to ask questions and learn about how to choose a digital preservation system and/or DAM in an environment of peers, rather than potentially feeling out of depth when reaching out to a vendor directly to learn more. The Q&A section was full of great questions, and by having the recording available to the section afterwards has allowed more people to access the information and for us to provide it if a related question comes across the listserv.

### Goal 3: Advancing the Field

By joining up with the Metadata and Digital Objects Section for our annual meeting this year and providing a non-recorded portion to ask any and all questions, we had a lot of great interactions and discoveries of what people are doing in the field. By sharing this information with the community and finding out what people are struggling with, it paves the path forward for both sections and allows us to find ways to continue advancing the field. We had some great answers to help people start to solve their quandaries, and I think people really enjoyed hearing what others were doing, and we encouraged people to share contact information if they were comfortable.

### Goal 4: Meeting Members Needs

Based on last year's section poll during the annual meeting, we strove to customize our programming to what the membership requested. This included the bloggERS shift mentioned above, as well as the Burning Questions session at the joint annual meeting this year with MDOS. There was also a request for more on digital preservation systems, which was met by hosting our webinar in February. We hope to keep evolving to meet our members needs in the coming years, and collaborating with other sections or organizations where possible.

### Annual Meeting 2024

Number of Attendees: 110

Summary of Meeting Activities:

The Metadata and Digital Object Section and the Electronic Records Section hosted a joint meeting which consisted of business updates from each section and the bloggERS team, Council updates from our Council representative, and a robust Burning Questions section where people could ask and answer questions anonymously using a Padlet board.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Healthy, the listserv has been used more for general conversation and questions this year. We had lots of interest in our webinar on DAMS and system procurement, which was great. I think people are engaged, but also protective of their time, so appearing "active" is a difficult thing to measure. We also had a very healthy discussion at our joint meeting with the MDOS section and plan to connect with them more on future projects.

### Questions for the SAA Council

None at this time



## Independent Archivists

Report Submitted by: Deb Eschweiler

Council Liaison: Michelle Ganz

### Steering Committee Roster 2023-2024

Deb Eschweiler, Chair, 2025-09-01 Liz Bedford, Vice-Chair, 2025-09-01 Lourdes Johnson, Member-at-Large, 2027-09-01 Alan Stein, Member-at-Large, 2027-09-01 Josiah Peralta, Web Liaison, 2027-09-01

### Activities

#### Completed:

Held election and annual meeting, submitted annual report

#### Ongoing:

Chair William Coates stepped down late April 2024. A new slate was elected to mitigate this issue for 2024-25. Michelle and Virginia are grateful to Deb for volunteering to help pick up the pieces and keep going thus bridging the leadership gap!

#### New:

A new slate is now in place and the section is vibrant and motivated with Deb at the helm!

### Goal 1: Advocating for Archives and Archivists

We see this section filling a vital role for archivists as the profession continues to change with the times. More archivists are free-lancing, contracting, working outside of institutions. This is exciting and we want to support professionalism in these new growth areas.

### Goal 2: Enhancing Professional Growth

The new section is planning for a speaker series that will provide insights as to how to run a business as an independent archivist.

### Goal 3: Advancing the Field

This section has an opportunity to advance archival professionalism into more sectors as many businesses manage content that needs to be preserved and accessed for many years. We are advancing the field by providing business guidance that allows these members to thrive.

### Goal 4: Meeting Members Needs

programming reflects the needs of the section expressed in last year's survey that was reviewed in the annual meeting.

## Annual Meeting 2024

Number of Attendees: approx. 25

### Summary of Meeting Activities:

The first section lasted 30 minutes. After opening remarks and introductions of our new steering committee members, we did Round Robin introductions of all attendees. Michelle Ganz then continued with her SAA Council Updates. Liz Bedford and Deb Eschweiler teamed up to go over the Independent Archivists Section Year in Review, starting by welcoming Lourdes Johnson and Alan Stein as our new members-at-large and congratulating Josiah Peralta on cementing his web liaison activities, Liz Bedford on being elected to vice-chair, and Deb Eschweiler continuing on as chair of the steering committee. Next, to continue to introduce what the section is designed to bring the members, we went over Guiding Principles of IA Section, followed by a brief Year in Review of how the steering committee operated during the year. Then, Josiah Peralts reported on the Digital Preservation Toolkit he has been working on for the past year. After Josiah's report, we covered the roadmap of the first six years of the IA Section, our mission statement, and finally, discussed our goals for next year. The next 30 minutes was our panel: Independent Archivists, their journey and the issues they face today. Our panelists were Dominique Luster, Josiah Peralta, Katy Klettlinger. Our co-moderators were Liz Bedford & Deb Eschweiler. After the 30 minute moderated Q&A, the floor was opened to 30 minutes of Q&A from the attendees. We concluded the meeting with a minute to spare.

Link to Meeting Minutes: <https://docs.google.com/document/d/1yb8nA-FrAWy8VPyrKdVrpeTdU2RxehQ0/edit?usp=sharing&oid=113599671059451359936&rtopf=true&sd=true>

## Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

- A new slate was elected, and the section is now vibrant and motivated, with Deb at the helm in spite of an inactive year with leadership stepping down.
- The section contributes to the SAA's Strategic Plan by advocating for archives and archivists that work outside of traditional institutions, enhancing professional growth, advancing the field, and meeting members' needs for community and business acumen.
- The annual section meeting had approximately 25 attendees, and the section's health or energy is assessed through member engagement.
- A speaker series will be held every other month, filled in with a coffee chat to ensure that members are heard, supported, and able to get their needs met.

## Questions for the SAA Council

Not at this time. We have an open pipeline via Michelle Ganz, who has been phenomenal in helping this "unorthodox" transition

## International Archival Affairs Section (IAAS)

Report Submitted by: Ellen Engseth

Council Liaison: Lydia Tang

Steering Committee Roster 2023-2024

Jennifer Dantchev: Junior Co-Chair, 2026   Rachel Poppen: Member-at-Large, 2027

### Activities

#### Completed:

-Awarded from SAA Component Funding : \$1000, used to realize our goal to provide the first (to our knowledge) live American Sign Language interpreting service and human-created live captioning for online programming in SAA. With gratitude to SAA and to our excellent service providers, Access Resources! - Successful hosting of global-scope programming geared to our members - also open to the public (see below). -Relationship building with Archival Educators Section, and International Council on Archives, particularly its Section on University and Research Institution Archives, who co-hosted events with us. - Senior Co-chair published in Archival Outlook with co-author Meg Phillips, ICA Programme Vice-President: "The International Council on Archives as Global Commons: Connections and Opportunities." (invited by editor). -Hosted a casual get-together for members and perspective members at SAA Annual Meeting in Chicago. -Completed election work and filling a slate for the annual section leadership election. Thank you to all willing to run! -The steering committee met monthly. Other business in addition to above including considering new projects, retiring former section projects, and archiving our own section records. Programming this year: The 2024 Annual Meeting including presentations by Council Liaison and ICA Liaison. The special guest speaker/topic of discussion was Bogdan-Florin Popovici of National Archives of Romania, presenting on Records in Contexts. Archival Landscapes Seminars series: with international guest speakers describing the history, operating environment and unique aspects of archival practice there. Karen Trivette led this series this year: Croatia, with Dr. Vlatka Lemic South Africa, with Gabriele Mohale and Elizabeth Marima Brazil, with Shirley Carvalhêdo Franco and Johanna Smit, co-sponsored by the International Council on Archives - Section on University and Research Institution Archives South Korea, with Jooyeon Kim Archival Vistas Briefings series; this year the topic was International learning and work experiences, led by Ellen Engseth: "Where in the World are Karen and Rebecca?: Personal experiences of international work and education" with Rebecca Hankins and Karen Trivette "Global Horizons: Exploring Study Abroad and PhD opportunities in Archival Science" with Kimberly Anderson and Forget Chaterera-Zambuko, co-presented with Archival Educators Section Tamara Štefanac, Fulbright Visiting Scholar in the US, on the Fulbright Program Many recordings of the above are available

on the SAA Youtube channel and viewing statistics can be found there. Approximately 20 people join us for each event.

Ongoing:

The Archival Vistas Briefings and the Archival Landscapes series.

New:

Planning for next year's programming.

Goal 1: Advocating for Archives and Archivists

IAAS recognizes its responsibility to serve SAA as an ambassador for the society as we engage both national and international archivists. Our aims correspond to strategic planning priorities of SAA, and to many goals of the DEIA work plan, namely outreach and engagement including recruitment, the diversity within our discipline, and audience inclusivity. Indeed, by definition, the IAAS is a very welcoming section as it represents many US archival and other traditions. Specific to the Strategic Plan Actions, we see strong connections to Goals 2, 3 and 4:

Goal 2: Enhancing Professional Growth

Enhancing Professional Growth, particularly supporting career development and recruiting those with diverse backgrounds and identities (2.1 G) Providing content via education of latest thinking and best practices (2.2) Deliver information and education via methods that are accessible, affordable, and keep pace with technological change (2.3) -- video meeting technologies offer accessible and affordable options for interpreting and ASL usage.

Goal 3: Advancing the Field

Participate actively in relevant partnerships and collaborations to enhance professional knowledge (3.3, 3.3 c) -- we work with other SAA component groups, and other professional organizations around the world

Goal 4: Meeting Members Needs

Facilitate effective communication with and among members. (4.1) and create opportunities for members to participate fully in the association (4.2) -- [Our goal to enhance] communication methods in our online programs will support fuller participation in the society with those with varied language and communication skills Ensure that leaders are accessible and that their work is transparent (4.4) -- [Our two online] series are our elected leaders' vehicles to connect to our members, and make us visible and accessible to them.

Annual Meeting 2024

Number of Attendees: 21

Summary of Meeting Activities:

Summary of Meeting: 1.5 hours. Guest: Bogdan-Florin Popovici, National Archives of Romania A short business meeting was part of this annual meeting.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Healthy. We participated in the Section Health Assessment with SAA and have not received any concerns but rather strong compliments from our Council Liaison. We are small but strong. Highly active programming with a driven, engaged leadership committee, providing virtual programming for members and for the wider public, which in the process introduces many folks around the world to SAA.

### Questions for the SAA Council

none at this time. We very much appreciate the active participation of our council liaison, Lydia Tang; thanks Lydia! We also very much appreciate the \$1000 Component funding received last year: providing live captioning by a real person, and American Sign Language interpretation was meaningful and an important contribution to SAA's diversity and inclusion and accessibility goals.

## Issues & Advocacy

Report Submitted by: Elizabeth Call

Council Liaison: Krystal Appiah

### Steering Committee Roster 2023-2024

Jacqueline Devereaux Asaro (Vice Chair/Chair Elect), 2024-2026 Jennifer Gathings (Steering Committee Member) , 2024-2026 Terri Hatfield (Steering Committee Member), 2024-2026 Jennie Rankin (Steering Committee Member) , 2024-2026

### Activities

#### Completed:

-Two hive mind virtual events (details under ongoing) -One joint program with COPP (details under annual meeting) -Several in-depth blog posts (details undergoing) -Successfully held monthly steering committee meetings for 9 out of 12 months -Held a joint meeting with COPP and COPA to share our work and see where we can collaborate. In this meeting we identified a steering committee member that could work on the COPP subcommittee that will be developing guidelines to develop SAA policy around workforce issues.

#### Ongoing:

-Managing and creating relevant content for the I&A Section Wordpress blog site. This past year had some great, substantial content on the blog, including: An interview with Eira Tansey, author of “A Green New Deal for Archives”; a very thorough summary of I&A’s April Hive Mind on security and surveillance practices in special collections and archives institutions; and pop culture depictions and archival realities. -Clean up of our SAA microsite. Steering Committee Member (now Vice Chair), Jacqueline Devereaux Asaro, is leading this work and will continue to do so this coming year. First step will be to go through the whole site and make sure the links work – in the initial review we found that a lot of the links were over 10 years old and many do not work. -We continued with our Hive Mind series and had two this year: Discussion of Eira Tansey’s A Green New Deal for Archives (January 25) and a discussion around security and surveillance practices in special collections and archives (April 26) – this one involved collaboration with members of the Abolition in Special Collections Working Group (<https://www.ablaspeccoll.org/>).

#### New:

-During an initial review of our microsite we found that the bylaws have not been updated in a long time. This promoted the discussion of doing a more in-depth review this coming year.

### Goal 1: Advocating for Archives and Archivists

Of SAA's four main goals, the I&A Section contributes most to this one. As a member-driven group affiliated with but separate from SAA advocacy committees such as CoPA, CoPP, and RAAC, we can engage with those Committees' issues and SAA's other relevant activities through providing support and/or a broader platform of discussion through our blog and listserv being open to Section member submissions. Our blog, listserv, and Annual Section meeting also provide forums for bringing up and discussing other issues affecting archives and archivists that may not be the current focus or remit of CoPA, CoPP, or RAAC. Our recent Annual Section meetings (this last year included) have contributed a lot to raising awareness about archival labor issues, amplifying the work of our fellow archivists involved in that advocacy.

### Goal 2: Enhancing Professional Growth

The I&A Section enhances professional growth in two ways. First, our blog and listserv—open to all to submit posts on—provides our Steering Committee and all other Section members the opportunity to improve their professional writing and communication skills. Our blog is a very accessible venue for anyone to submit a post to share about one's research or work related to archival issues and advocacy. And for those of us who read the blog and listserv posts, we've provided the chance to stay in the know and learn more about Section-related professional issues and events. Second, membership on our Steering Committee (open to all SAA members), whether in the positions of Vice Chair / Chair-Elect or Committee member, provides a low-pressure way to be involved in advocacy work. It is an especially valuable training ground for folks who are just beginning to get involved in advocacy work and may continue on to other SAA leadership positions from there.

### Goal 3: Advancing the Field

Our various outreach methods (namely our I&A blog and SAA listservs) communicate professional knowledge and updates and allow space for members to share and connect with each other about archival issues. Our Annual Section Meetings are an especially good opportunity to showcase recent developments or publications around a certain archival issue that focus members attention and increase the conversation in a way that goes beyond announcing them on our listserv or a blog post.

### Goal 4: Meeting Members Needs

We are a very accessible SAA group in which members can easily get involved, with multiple ways to share archival issues through: our I&A listserv, blog, as well as reporting archival issues directly to our Section leadership via a link on our Microsite and Wordpress site. We are transparent about our activities and meeting minutes posted to our microsite, our Section elections are open to all members to self-nominate, and recently our Annual Section Meeting has been virtual with no SAA membership required to register to attend. We are perhaps more approachable than higher-up or more formal SAA advocacy committees, but we are also connected to and communicate with them through the biannual joint advocacy calls we convene. In these ways, we are an important conduit for member voices to hear one another and to be heard by SAA.

## Annual Meeting 2024

Number of Attendees: 48

Summary of Meeting Activities:

We held a virtual joint business meeting with SAA's Committee on Public Policy (COPP) on July 24, 2024. It was successful and well attended with 48 attendees. The meeting began with a 30-minute business section, where I&A and COPP each discussed key updates and initiatives. Following this, the Emergency Workplace Organizing Committee (EWOC- <https://workerorganizing.org/>) facilitated a 60-minute workshop on how to organize and build power with your coworkers.

Link to Meeting Minutes: <https://www2.archivists.org/groups/issues-and-advocacy-section/ia-roundtable-minutes>

## Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

I would consider the health of the section to be good. The Steering Committee seems to continue to be re-energized with the launch of last year's modest special project in the Hive Mind series. These conversations have a better attendance and better energy than the section meeting and seem to have boosted morale. Also the joint program with COPP serves as a great example of how sections and committees with overlapping agendas can collaborate.

## Questions for the SAA Council

None



## Labor Archives Section

Report Submitted by: Vakil Smallen

Council Liaison: Joyce Gabiola

Steering Committee Roster 2023-2024

Co-Chair: Conor Casey, Labor Archivist and Head-Labor Archives of Washington, cmcasey@uw.edu, July 1, 2024-June 30, 2026

### Activities

#### Completed:

North American Labor History Conference 2024 Submitted proposals to present at SAA and the North American Labor History Conference. The proposal was accepted.: <https://nalhc.wayne.edu/> Fighting for Freedom Symposium, April 2024 Labor Archivists helped organize and present at the 1st annual Fighting for Freedom Symposium: <https://rooms.library.gsu.edu/event/11657916> SAA Annual Meeting 2023 Separate from the section's annual meeting, a labor archivists' retreat was held as part of SAA 2023:

<https://www2.archivists.org/groups/labor-archives-section/2023-labor-archive-retreat-minutes-at-gw-during-saa-2023> Organized and hosted a Conversation Lounge as part of SAA 2023. SAA Annual Meeting 2024 Created a session proposal for the SAA 2024 Annual Meeting. This proposal was not accepted. Hosted LAS Section Annual business meeting at part of SAA 2024.

Newsletter/Blog Created a section newsletter and blog for the first time:

<https://laborarchivessaa.blogspot.com/> Directory of Labor History Organizations

Maintained and updated Directory of Labor History Organizations:

<https://www2.archivists.org/groups/labor-archives-section/directory-of-labor-history-organizations> Social Media Continued social media engagement through Twitter/X and Facebook: @LaborArchivists; @LaborArchivesSAA

Slack Created a Slack channel for section members: lascomms-workspace.slack.com

#### Ongoing:

Developing a section logo. Creating a section flyer to promote member institutions. Developing a better web presence for the section (e.g. linktree) that could be associated with the above mentioned flyer.

#### New:

N/A

### Goal 1: Advocating for Archives and Archivists

Section members worked with associations of labor historians by submitting proposals to labor history conferences. This would allow us to promote our collections and the importance of our work to a community that represents many actual and potential users

of labor archives. Section members will continue to organize the annual Fighting for Freedom symposiums for greater opportunities for professional development. Section members worked on a logo, creating a recognizable 'brand' for use in tabling and promotional events. This work is ongoing. Section members discussed other promotional materials that could be used to promote archives that collect labor history materials and the work of archivists in those institutions. This work is ongoing.

### Goal 2: Enhancing Professional Growth

Led by one of the section co-chairs, members submitted proposals to present at SAA and the North American Labor History Conference. Invitations to join the presentation were shared widely, offering many labor archivists at many stages in their career the chance to experience presenting at a conference. Led by a section member, proposals were made for SAA Annual meeting session for 2023 and 2024. Though neither were accepted, but one was converted into a COntersation Lounge at SAA 2023. Like the previously mentioned NAHLC session, Invitations to join the presentation were shared widely, offering many labor archivists at many stages in their career the chance to experience presenting at a conference.

### Goal 3: Advancing the Field

N/A

### Goal 4: Meeting Members Needs

The section developed a newsletter for the first time. Members were invited to submit stories about their institutions or any other content that they believe others should be aware of. The section created a Slack channel to make communication easier among members.

### Annual Meeting 2024

Number of Attendees: 19

Summary of Meeting Activities:

Started with acknowledgments of the contributions made by outgoing co-chair and welcoming our incoming co-chair. Announcement made that section members worked together to submit a proposal to present at North American Labor History Conference. A reminder to section members that the labor archives retreat will be held in 2025 (or possibly in conjunction with NALHC presentation in 2024). Went through a round robin of recent highlights and upcoming projects from attendees and their institutions, providing an opportunity for members to collaborate on related projects or learn about new tools/trends.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The section is very active, engaged, and healthy. The section includes many dedicated members who are passionate about documenting the history(ies) of the labor movement

and working people. We often collaborate on conference presentations, projects, and grants. We even have semi-regular social gatherings among section members. As well, we have not only had a regular slate of candidates to serve as co-chairs, we have also added steering committee members to be in full compliance with section bylaws and have been able to consistently recruit working groups on different sub-projects.

Questions for the SAA Council

N/A

## Local Government Records Section

Report Submitted by: Kelley Smith

Council Liaison: Jasmine Jones

### Steering Committee Roster 2023-2024

No election was held this cycle, due to ongoing merge planning with Government Records Section

### Activities

#### Completed:

This year our steering committee members were tasked with the large project of planning the approved merge with the Government Records Section. This included coordination with the Council and the Chair of Governments Records, discussing various aspects of merge planning and how to best serve both communities going forward. Two rounds of surveys to section membership were conducted to gather information on the activities and resources our members have an interest in. New Bylaws and Standing Rules were created collaboratively, and submitted to and approved by Council.

#### Ongoing:

Continuing merge planning

#### New:

New projects have been brainstormed with leadership from the Government Records Section, with an emphasis on increasing participating and widening our audience and diversity. After the merge is finalized, new projects will be begun with new joint section.

### Goal 1: Advocating for Archives and Archivists

Most of the LGRS steering committee currently works in the local governments records field as well and acts as representatives and leaders for SAA as a whole and the section. We have discussed questions and problems together that we all often face but might have few sounding boards to problem solve with.

### Goal 2: Enhancing Professional Growth

Through discussing widespread interests and issues across the field our section provided a space to discuss the very specific topics our members come across and has sparked conversations on and off the discussion board and via virtual meetings that prove there are plenty of contemporary issues and innovations in the field.

### Goal 3: Advancing the Field

As part of the purpose and goal of merging the GRS and LGRS sections, the work done to plan the new iteration of the group is intended to connect more members of both fields as well as adjacent fields, increasing awareness of, use, and understanding of these important records.

#### Goal 4: Meeting Members Needs

Two surveys were conducted to gauge members' current and future interests for the new format of the section, in order to keep their needs at the forefront of the rationale for the merge. Results of the survey are being evaluated and incorporated into future and ongoing planning.

#### Annual Meeting 2024

Number of Attendees: About 25-30

Summary of Meeting Activities:

We conducted an overview of our merge planning work in a joint annual meeting with GRS, discussing the completed update of the Bylaws and sharing them with members. Leadership of both sections then did short re-introductions and discussed current projects they have been involved in. A few members signed up to do the same, and the floor was opened for other members to introduce themselves and ask any questions.

Link to Meeting Minutes:

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

All in all there has been good reception to outreach this year in relation to our size; while much work has been behind the scenes there is a good sense of eagerness for more community activities.

#### Questions for the SAA Council

No

## Manuscript Repositories Section (MRS)

Report Submitted by: Katie Rojas

Council Liaison: Alison Clemens

### Steering Committee Roster 2023-2024

Chair: Laura Starratt 2024-2025 Vice-Chair / Chair Elect: Eric Stoykovich, 2024-2025

Members At-Large: Holly Deakyne, 2022-2026 Amy Armstrong, 2024-2026 Lindsay Sheldon, 2024-2026 Robert McInnes has resigned and should be removed from the roster.

### Activities

#### Completed:

A survey of MRS members was conducted in fall 2023 to gather data about members' experience with the section and their professional interests and needs. In spring 2024 the section hosted an online panel on the topic of MPLP, accessioning as processing, and working with large collections. MRS also held a joint section meeting with the Privacy and Confidentiality section which featured speaker Katrina Windon who presented her research on privacy and confidentiality in archives. At the SAA Annual Meeting in Chicago, section leaders hosted two informal in-person gatherings to give members (or any interested person, it was open to all) an opportunity to meet, talk, and network in-person.

#### Ongoing:

The section plans to continue hosting webinars in 2024-2025 based on the results of the member survey and feedback / questions gathered during the spring webinar and summer section meeting.

#### New:

No new initiatives are currently planned.

### Goal 1: Advocating for Archives and Archivists

The educational programming hosted by MRS this past year provided an opportunity for attendees to learn techniques for creating access to archives and the historical record, such as MPLP, accessioning as processing, and other approaches to managing large collections. Discussing privacy and confidentiality in manuscript collections also allowed for learning of new strategies to tackle these issues and balance privacy with access. Expanding these skills allows archivists and archives workers to better articulate and more strongly advocate for their needs related to performing their duties and convincingly explain the how and why of their methods to colleagues, patrons, and stakeholders. When we are better prepared to do this work, we are better equipped with the ability to educate and influence others about the value of our work.

### Goal 2: Enhancing Professional Growth

MRS gauged members' areas of greatest professional interest and need by conducting a member survey. Section leadership then planned a webinar and annual section meeting programming that specifically aligned with two of the greatest areas of interest/need indicated by survey respondents. Survey responses also indicated that online delivery of this type of programming was preferred, so these events were both hosted online. For those who were able to attend the SAA Annual Meeting in Chicago, section leaders hosted two informal in-person gatherings for attendees to meet each other, talk, and network in-person.

### Goal 3: Advancing the Field

MRS hosted a joint annual section meeting with the Privacy and Confidentiality section that featured Katrina Windon speaking about her research on privacy and confidentiality practices in archives. The meeting provided another avenue for dissemination of this scholarship (beyond the published JCAS article "Archival Discretion") as well as a forum for attendees to discuss questions, personal experiences, and the potential for developing best practices. Additionally, the fall 2023 survey asked respondents to indicate whether they might be interested in participating in section leadership, which encouraged our membership to participate in section leadership and gave existing leadership a jump on creating a roster of potential candidates for section elections.

### Goal 4: Meeting Members Needs

The fall 2023 member survey was designed to gather feedback on how members wanted to participate in section activities and what their greatest professional interests and areas of need were. After reviewing and discussing results, section leadership then planned programming that targeted the areas of greatest interest/need. The steering committee plans to continue creating programming this coming fall that aligns with other areas of high/interest need that we were not able to address this past year.

### Annual Meeting 2024

Number of Attendees: Unknown, but it was well attended. I was not aware that I would be asked to report this number.

#### Summary of Meeting Activities:

MRS hosted a joint annual section meeting with the Privacy and Confidentiality section. Council Liaison Alison Clemens gave Council updates to attendees and both sections discussed section elections and reported on the section's activities of the past year. This was followed by a presentation by Katrina Windon speaking about her research on privacy and confidentiality practices in archives, and an open Q&A and discussion. The meeting was recorded.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

MRS has one of the largest section memberships due to the broad nature of manuscripts and their pervasiveness in archives. Section members were fairly responsive to requests for engagement and opportunities for participation throughout the year. The number of survey responses was lower than we hoped for, and listserv posts don't result in much discussion beyond the original post. But the spring webinar, annual section meeting, and in-person meetups in Chicago were all well-attended. Attendees engaged well by asking questions and participating in discussions at these events. We also received a healthy turnout of voters for the section election. While there is some room for improvement, I feel the health and energy of the section is good, and our areas of strength can be utilized as avenues for continued growth.

Questions for the SAA Council

Not at this time



## Military Archives Section

Report Submitted by: Beth Ann Koelsch

Council Liaison: Selena Ortega-Chiolero

### Steering Committee Roster 2023-2024

• Andrew Harmon, Chair, 2024-2025 • Jeff Kozak, Vice Chair/Chair-Elect (Vice Chair, 2024-2025 & Chair, 2025-2026) • Jennifer Milani, Secretary, 2023-2025 • Amy Mondt, Communication Liaison, 2023-2025

### Activities

#### Completed:

- Continued a program of section coffee chat meetings throughout the 2023-2024 year. The section held five virtual coffee chats via Zoom, including a joint meeting with the Museum Archives Section. Average attendance at these meetings was 20 people per meeting and there were 60 attendees at the joint meeting. Coffee chat topics included: • LBJ Presidential Library Archivist Brian C. McNerney, discussed career of celebrated correspondent Drew Pearson. Pearson worked for the Washington Post covering military action during World War II and the Korean and Vietnam Wars. June 25, 2024. • Joint meeting with the Museum Archives Section: "The Care and Feeding of Large Artifacts": Neil Dahlstrom of the John Deere Archives and Jenn Milani of the Intrepid Museum discussed curation and preservation issues of very large artifacts in their respective collections. April 17, 2024. • Dr. Charissa Threat spoke about her work at the Schomburg Center for Research in Black Culture, where she found several collections of letters that have revealed new perspectives on African American's experiences serving in World War II. February 21, 2024. • Social media to promote collections. December 6, 2023. • MARS "meet and greet" of new officers and conference session proposal brainstorming. October 11, 2023.
- Hosted the MARS annual section meeting which featured a presentation about creating a thesaurus of similar keywords to expand ArchivesSpace search results.

#### Ongoing:

- Utilizing SAA Connect MARS Steering Committee library as the place of record for shared MARS documentation, including historical meeting minutes and annual reports. • Held monthly MARS steering committee meetings to discuss section plans, activities, and elections.

#### New:

- In process • Expand membership through outreach to military archives groups outside of SAA.

### Goal 1: Advocating for Archives and Archivists

The Directory of Military Archives, hosted on the MARS microsite and created through collaboration by our members, provides an opportunity for organizations that preserve military collections to promote their holdings, helping archivists and the public connect with them to conduct research and donate materials.

### Goal 2: Enhancing Professional Growth

MARS coffee chats facilitate knowledge sharing and collaborative learning among our members. MARS members are invited to present, offering an opportunity to build public speaking skills and confidence with a friendly and encouraging audience.

### Goal 3: Advancing the Field

Speakers invited to present at Coffee Chat sessions and the MARS annual meeting are subject matter experts in innovative, highly collaborative ways to advance discovery and access to historical materials. As a result, these briefings are attended by SAA members from a wide array of sections.

### Goal 4: Meeting Members Needs

The purpose of the Military Archives Section is to create a forum for SAA members to facilitate collaboration and information sharing among archival institutions, universities, governments, legal bodies, and nongovernment agencies that are documenting and preserving records of issues related to the military and military service. Many of our members are lone arrangers with limited funding for professional development, or who come from non-traditional organizations and backgrounds that are not otherwise represented in SAA sections. In addition to fostering professional interaction among our members, MARS provides a forum for open discussion where attendees share tips and advice for addressing challenges unique to military archivists. Discussions foster a better understand the needs and perspectives of communities we serve and document, including troops, veterans, and their families.

### Annual Meeting 2024

Number of Attendees: 21

Summary of Meeting Activities:

- Steering Committee introduction and election results.
- Discussion about the future of MARS and the pros and cons of transitioning to a discussion group
- Keynote Speaker: Sheon Montgomery, Reference Archivist, Vietnam Archive at Texas Tech University Presented on her keyword thesaurus in ArchivesSpace to improve search results in the Virtual Vietnam Archive at Texas Tech University.

Link to Meeting Minutes: <https://connect.archivists.org/viewdocument/mars-annual-meeting-minutes-2024?CommunityKey=b9b5a5c3-8f1d-42a5-a053-dd488220445f&tab=librarydocuments&LibraryFolderKey=&DefaultView=folder>

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

MARS is an active group that fosters a sense of community among its members and provides opportunities for networking and professional development. Originally formed as a "roundtable" within SAA that met only once a year during the annual meeting, the section has flourished in the virtual environment, with more than 100 people attending our meetings in 2023-2024. We have established a strong steering committee that meets monthly. Since the establishment of our highly successful "coffee chat" series in 2020, we now meet on a bimonthly basis throughout the year for briefings and discussions.

#### Questions for the SAA Council

We request improved communication from the Council, especially about any issues about the status of sections.

## Museum Archives Section

Report Submitted by: Tara Laver

Council Liaison: Terry Baxter

### Steering Committee Roster 2023-2024

Cecilia Emmelhainz, vice-chair/chair-elect, 2024-2025 Lena Hansen, web liaison, 2024-2026 Kim Bradshaw, recording secretary, 2024-2026

### Activities

#### Completed:

Pop-up Series: average attendance was 47 09/21/2023, Joe Schill, “The GLAM Life: Working in Museum Archives” 10/16/2023, Brenda Gunn, “Is ALI [Archives Leadership Institute] for You? Yes!!” 12/07/2023, Amanda Staley Harrison, “Out of the File Cabinet and onto the Wall: Using Archives Materials in Museum Exhibits” 06/12/2024, Dustin DePue, “Growing Pains: The Challenges and Opportunities of Moving to the Pritzker Military Archives Center” Museum Archives Symposium, March 10, 2024; co-hosted with Yale Center for British Art. Recording: <https://www.youtube.com/live/Laib39z-mLs>; Program: <https://www2.archivists.org/groups/museum-archives-section/2024-museum-archives-symposium>; Attendance: 39 onsite, 399 views during livestream, 93 peak concurrent livestream viewers Tour at Adler Planetarium, August 14, during SAA. Members survey, Winter 2024, [https://www2.archivists.org/sites/all/files/2024%20MAS%20Survey\\_microsite.pdf](https://www2.archivists.org/sites/all/files/2024%20MAS%20Survey_microsite.pdf) Two newsletters, <https://www2.archivists.org/groups/museum-archives-section/newsletter-archives>. Presentations at the annual business meeting featured archivists at three museums discussing steps they are taking to implement reparative description practices on institutional records. Though the principles discussed in articles and conference presentations apply to and inform reparative description of institutional records, specific examples and practices are often not included in literature and conference presentations on the topic. The presenters shared policies, practices, and examples. \*Hillary Bober, Archivist, and Zoe Heinsohn, Assistant Archivist at the Dallas Museum of Art, discussed the reparative description activities undertaken in their archive. Beginning with a collection description audit through development of guidelines and iterative application, they shared their research resources, decisions, implementation plans, collection examples, and challenges in their efforts to ensure discovery, transparency, and equity in description for institutional and special collections. \*Jenna Stout, Museum Archivist at the Saint Louis Art Museum discussed the process of reappraising and redescribing legacy administrative files predating a formal records management program. This type of large-scale processing initiative can illuminate diverse stories, enhance reference service, and identify collecting gaps in museum institutional recordkeeping. \*Allyce Farino, Assistant

Archivist for Digital Assets at the Denver Museum of Nature and Science, discussed the reparative description actions taken as the Archive migrated their digital collection to a new Digital Asset Management System. The talk focused on the DMNS Anthropology and Archives collections, in particular around the description of Indigenous and First-Nations people.

Ongoing:

Pop-up series (will continue this series) Newsletter

New:

Tour at SAA in 2025

Goal 1: Advocating for Archives and Archivists

The section maintains the "Museum Archives Guidelines" (<https://www2.archivists.org/groups/museum-archives-section/museum-archives-guidelines>), which outline the components of a successful museum archives program. It is a valuable tool to assist in advocating for and communicating about the proper creation and administration of archives.

Goal 2: Enhancing Professional Growth

Our pop-up series of presentations on topics of special interest to museum archivists provides both accessible and relevant professional development content for attendees and presenting opportunities for the speakers. Similarly, the Museum Archives Symposium brought together several speakers on topics such as outreach, records management, reappraisal, and access. Finally, the presentations at the annual meeting addressed reparative description of institutional records, a noticeable gap in professional presentations and publications, which tend to focus on this practice in collecting repositories.

Goal 3: Advancing the Field

Again, the presentations at the annual meeting addressed reparative description of institutional records, a noticeable gap in professional presentations and publications, which tend to focus on this practice in collecting repositories. Their presentations are available on the section microsite, <https://www2.archivists.org/groups/museum-archives-section/slides-videos>.

Goal 4: Meeting Members Needs

The section conducted a survey this year to gauge what members need and want from the section, and our plans for the future reflect their feedback. In addition, the Standards & Best Practices Resource Guide (<https://www2.archivists.org/groups/museum-archives-section/standards-best-practices-resource-guide>) maintained by the section is a one-stop shop for museum archivists seeking samples of policies and procedures related to all areas of museum archives practice, and is especially a go-to resource for those new to this particular flavor of archives.

Annual Meeting 2024

Number of Attendees: 72

Summary of Meeting Activities:

Reports from officers, including the chair's report on the Museum Archives Symposium, pop-ups, and section survey; election results from the vice-chair; and web and newsletter activities. That was followed by presentations about steps archivists at three museums are taking to implement reparative description practices on institutional records.

Link to Meeting Minutes: <https://www2.archivists.org/groups/museum-archives-section/meeting-minutes>.

Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Overall, I think we are in good shape. We had a healthy slate of activities for our members this year, and formal and informal feedback indicates they find value in the section. We were especially proud to have two of our three officer elections be contested elections this year. That said, like many sections, we have found that it often takes contacting people individually to find individuals willing to run for office or to present, rather than relying on their responding to general calls.

Questions for the SAA Council

not at this time

## Native American Archives Section

Report Submitted by: Melissa Stoner

Council Liaison: Terry Baxter

### Steering Committee Roster 2023-2024

Melissa S. Stoner - Chair 2023-2024 Vina Begay - Vice Chair 2023-2024 Selena Ortega-Chiolero - Past Chair 2023-2024 Mary Katherine Kearns - Steering Committee Member 2023-2025 Kelley Klor - Steering Committee Member 2023-2025 Alexandria Gough - Steering Committee Member 2022-2024 River Freemont - Steering Committee Member 2022-2024 Stephanie Rogers - Steering Committee Member - Withdrew from committee 4/19/24 Ruth Cody - Steering Committee Member - Withdrew from committee 8/28/24

### Activities

#### Completed:

Indigenous Archival Training Program: Throughout 2023 we have run bi-weekly meetings to plan our in-person workshop in Santa Fe (taking place September 20-22) and 5 virtual sessions to pilot 'Indigenized' training. On September 21-22, 2023 the IAT participants, project staff, and instructors meet at the Institute of American Indian Arts (IAIA) - the topics covered by day: Sept. 21st - community archiving, acquisition/physical stewardship, digital curation and digital tools. Day concluded with a tour and dinner at the Poeh Cultural Center. Sept 22nd - repatriation and knowledge sharing, Indigenous data sovereignty, arrangement, & description. Once the in-person portion of the training was completed, the participants, instructors and staff met for virtual training sessions on the following dates: October 11, 2023 - Community Archives Strategic Planning November 15, 2023 - Acquisition & Physical Stewardship December 13, 2023 - Indigenous Data Sovereignty, Arrangement & Description January 17, 2024 - Digital Curation & Digital Tools February 13, 2024 - Knowledge Sharing and Repatriation The project team met with the Mellon Foundation for a brief presentation of the project and findings. Mellon responded with a concept note invitation - the group is hoping to submit in October/November 2024 NAAS and the project team are currently working toward another iteration of the project with funding from Mellon. Repatriation Committee Through 2023-2024 the Repatriation Committee held four listening sessions with domestic and international experts: November 17, 2023 - Melanie O'Brien, Program Manager, National NAGPRA December 15, 2023 - Jane Anderson, New York University; James E. Francis, Penobscot Nation February 16, 2024 - Peter Carini, Dartmouth College; David Freeburg, The Mohegan Tribe; Sarah Harris, The Mohegan Tribal Council; Rachel Menyuk, Emily Moazami, Nathan Sowry, National Museum of the American Indian May 19, 2024 - State Library of South Australia: Aboriginal Reference Group They published an article in Archival

Outlook titled, A New Committee Launches: Making a Case for Archival Repatriation. In June they conducted a writing workshop at the University of Michigan to develop the Principles In Indigenous Archival Repatriation (PINAR)

#### Ongoing:

SAA case studies series page Flexible publication process with NAAS and peer support! Authors contact NAAS with an idea for a case study. Authors and NAAS agree on a deadline for an initial draft. Each case study is reviewed by two anonymous peer reviewers using SAA's standard rubric. Authors revise draft based on reviewers' feedback. NAAS works with SAA Publications to copy-edit and publish each open access piece. Contacted over 25 MLS programs, regional archival organizations, etc. Announcement included links to Protocols resources Currently have one case study pending for review

#### New:

SAA Hui on Collaboration The Models of Collaboration Hui was established in January 2024 and has met on a monthly basis to develop ways that SAA currently and potentially can expand collaboration activities between allied organizations. NAAS has been in collaboration with the Association of Tribal Archives, Libraries, and Museums for a number of years. However, this Hui would explore the creation of a MOU that would outline a 3 year partnership. Some of the items to be included in the partnership proposal include: 3-year mutual institution membership - goal: Information exchange and signal boosting  
3-year mutual conference attendance and booth - goal: visibility, awareness SAA Education and ATALM continuing education collaboration

#### Goal 1: Advocating for Archives and Archivists

This year, we've actively engaged with both national and international archives communities, with a special focus on advocating for the needs of Tribal archivists and those working in small community settings through our IAT program. Additionally, we hosted a table at ATALM to promote greater collaboration between Tribal archivists and PWIs.

#### Goal 2: Enhancing Professional Growth

We have taken a two-pronged approach to advancing professional development in Indigenous archival stewardship and cultural responsiveness: 1) through our IAT program, which supports Tribally-based archivists, and 2) through our new educational offerings tailored for archival managers at PWI institutions.

#### Goal 3: Advancing the Field

We have been advancing the Indigenous archival field through monthly meetings, our Connect portal, a microsite featuring educational resources and a toolkit, and by sharing our resources and upcoming programs on external listservs such as AERI and the Big Ten Native Alliance. Our IAT program is positioned to become a significant new initiative in the field.



#### Goal 4: Meeting Members Needs

We have actively shared our resources and upcoming programs through our Connect portal, Facebook page, and LinkedIn accounts. To accommodate members' schedules, we have set meetings to be held on Wednesdays, and have discussed future meeting dates at the end of section meetings. Additionally, we have invited guest speakers to ensure our work is also benefiting the community.

#### Annual Meeting 2024

Number of Attendees: 50ish

Summary of Meeting Activities:

The 2024 NAAS (Native American Archives Section) Annual Meeting, held on July 31, 2024, focused on introducing the leadership, steering committee, and ongoing projects of the organization. The agenda included updates from the Society of American Archivists (SAA) Council, sub-committees like the Archival Repatriation Committee, and the Indigenizing Archival Training project. The session highlighted the section's dedication to advancing Native and Indigenous archival practices and the Protocols for Native American Archival Materials. Special attention was given to ongoing and future projects, including the introduction of the Principles in Indigenous Archival Repatriation (PINAR) and efforts to foster Indigenous data sovereignty and digital curation. Additionally, the meeting celebrated several scholarship recipients and announced upcoming events, such as the 2024 SAA Annual Meeting in August and the International Conference of Indigenous Archives, Libraries, and Museums in November. New initiatives include social media engagement, case study publications, and collaborations with allied organizations. The meeting reinforced NAAS's mission of supporting Indigenous-led archival work and building community-focused archival stewardship models.

Link to Meeting Minutes:

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

We are fortunate to have an incredible team of committed Steering Committee members, dedicated volunteers from both the Steering Committee and the IAT program, as well as broader NAAS members, all working tirelessly to implement a significant grant. In addition to this, they are ensuring our presence at conferences and continuing to provide valuable resources on Native and Indigenous archival stewardship. With the success of the IAT program and the Tribal Student Scholarships, our section is actively Indigenizing the field while bringing attention to the power dynamics embedded in colonial archives. The energy, goodwill, and dedication of our volunteers are driving this important work forward.

#### Questions for the SAA Council

N/A

## Performing Arts

Report Submitted by: Helice Koffler

Council Liaison: Alison Clemens

### Steering Committee Roster 2023-2024

Meghan Glassbrenner, Co-Chair, 2024-08-15/2026-09-01 Chloe Walker, Committee Member, 024-08-15/2026-09-01 Hollis Wittman, Committee Member, 024-08-15/2026-09-01

### Activities

#### Completed:

We started off the year with only two people on the section steering committee: Elizabeth Batiuk, who had been a steering committee member the previous year and volunteered to be co-chair and Helice Koffler was elected as incoming co-chair. We made getting more people involved with the section and recruiting new members to join the steering committee our immediate goals and reached out to council liaison for advice and support. Not hearing back, we proceeded with launching a regular series of informal virtual meetings that would feature an invited guest to discuss some topic related to performing arts archives, with the goal of holding one at least every other month and making recordings available when possible. Planning and executing these meetings took up most of our bandwidth, and when Elizabeth had to step down before the end of her term it became difficult after May 2024. Recruited a new web liaison, Chelsea Jacobs,, who began maintaining section microsite and setting up new social media accounts (we spent considerable effort to regain access to a previously existing Google account that contained all the passwords to social media accounts the section previously had established, but were locked out by Google and have had to start again from scratch) The "meet and greet" programs were generally well attended: • November 15, 2023: Doug Reside, NYPL (9 attendees) • January 4, 2024: Brad San Martin, Apollo Theater Archives (67 attendees) • March 6, 2024: Anne-Lise Depoil, BnF (36 attendees) • May 1, 2024: Sofía Becerra-Licha & Hannah Middlebrook, Kennedy Center Archives (28 attendees)

#### Ongoing:

• Continue with "meet and greet" series; one already scheduled for December 2024 • Recruit members to fill appointed positions • Get social media accounts up and running Relaunch newsletter/blog • Collaborate with affiliated organizations

#### New:

• Develop YouTube channel • Collaborate with allied SAA sections

### Goal 1: Advocating for Archives and Archivists

Topics discussed by speakers at our "meet and greet" series and annual meeting, including tips for getting support and engagement for archives programs from the sponsoring body and/or outside funders.

### Goal 2: Enhancing Professional Growth

The virtual "meet and greet" meetings that focused on recently established institutional archives in a not-for-profit setting demonstrated key steps that could be taken to succeed in establishing and growing a new program; annual meeting speakers discussed how teaching can help re-energize more traditional archival work and how training in improv can help develop communication skills and self confidence as a manager.

### Goal 3: Advancing the Field

The virtual "meet and greet" series shared information about: research in the field (a book on the various technologies that have informed the growth of American musical theatre and musical theatre studies as a discipline); an exhibition that drew on the dance collections held by the Bibliothèque nationale de France to demonstrate the revolutionary aspect of 20th century dance.

### Goal 4: Meeting Members Needs

We used information gleaned from previous a member survey undertaken the previous year to deliver content that had been identified as being of especial interest. Attendance and engagement at programs was generally good, particularly when we had sufficient time to promote them widely.

### Annual Meeting 2024

Number of Attendees: 19

Summary of Meeting Activities:

Please see above. Our "meet and greet" series attracted new people to the section, especially for the ones on the Apollo Theater and the BnF and led to the recruitment of one of the attendees to a vacant appointed position on the section.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

It is hard to assess. As noted, the meetings in which we had the time to promote aggressively garnered attendance from people previously unaware of SAA as well as section members. The call for nominees to run for elected positions resulted in a strong set of candidates. It was challenging to feel as though we were engaging with members because we were unable to support any robust communications due to lack of a web liaison for most of the year and no one willing to take on the responsibilities of the newsletter (or blog). The entire lack of communication the previous membership year

and change in the scheduling of the annual meeting led many to miss the meeting and drop off the section. Overall, there seems to be a concomitant drop in section membership that mirrors the drop in SAA membership. Many who join as students find they cannot afford membership once they graduate due to unemployment and precarious unemployment. Performing arts organizations were hit hard by the pandemic and downsized or eliminated archival programs.

#### Questions for the SAA Council

We would like to see more transparency from the Section Health Assessment Working Group. The problem of SAA having to support so many sections was one it created in the first place by the decision to make roundtables into sections. How can you market a transition to "discussion group" as being beneficial or seeming to be less of a demotion somehow? Why do we even need SAA to host a discussion group? Perhaps it is the model of prohibitively expensive in person annual meeting is what needs rethinking.

## Preservation Section

Report Submitted by: Nicole Potter

Council Liaison: Alison Clemens

Steering Committee Roster 2023-2024

Heather Hamilton, Incoming/Vice Chair, 2024-2026    Kelley Moulton, Member-at-Large/Communications Committee Chair, 2024-2026

### Activities

#### Completed:

Two Coffee Chats: - Professional Development Coffee Chat on March 25, led by SAA Preservation Section leadership, attended by 14 individuals. - NDRFA Coffee Chat on May 1 (MayDay), presentations from three NDRFA grant recipients, attended by 26 individuals. Held the 2024 Preservation Section Annual Meeting on July 16th, featured a presentation and discussion, "Advancing Preservation: Learning from Projects Funded by the National Endowment for the Humanities." The National Disaster Recovery Fund for Archives (NDRFA) Silent Auction at SAA Annual raised \$4,383.

#### Ongoing:

Maintained SAA Preservation Section social media channels. Planning ongoing for a Coffee Chat in September 2024 to discuss ongoing work at CCAHA about succession planning. Work to contribute to and support the NDRFA.

#### New:

Was represented at the American Institute for Conservation (AIC) Idea's Fair by Heather Hamilton (then Section volunteer). We were able to share information about the Section with a new audience. Held a Section in-person meetup at the SAA Annual Meeting with 30+ attendees.

### Goal 1: Advocating for Archives and Archivists

By raising money for and increasing attention around the National Disaster Relief Fund for Archives, the Preservation Section both spotlights that important program and tangibly supports institutions impacted by disasters. The Preservation Section also provides multiple platforms for either the Section to advocate for archives/archivists or for archives/archivists to advocate for themselves.

### Goal 2: Enhancing Professional Growth

There are a variety of opportunities to work with and learn from the Preservation Section. Members can expand their understanding of the preservation field by volunteering for the Section, attending Coffee Chats, asking questions of their colleagues via the Section's listserv, or by donating to the NDRFA Silent Auction.

### Goal 3: Advancing the Field

The Preservation Section Steering Committee works to select timely issues to discuss in our programming. We also try to use our Coffee Chat series and Annual Section Meeting as platforms to share information about ongoing projects in the field.

### Goal 4: Meeting Members Needs

The Section has a variety of leadership opportunities within the section at a variety of time commitments, to support a wide range of needs. We put out a call for volunteers each year and encourage both self-nomination and the nomination of others.

Additionally, the Section Steering Committee is in constant contact with members via social media channels and the Section's SAA listserv.

### Annual Meeting 2024

Number of Attendees: 45+

Summary of Meeting Activities:

After a brief summary of the year's activities by the Outgoing Preservation Section chair, the bulk of the section meeting was dedicated to the featured presentation and discussion, "Advancing Preservation: Learning from Projects Funded by the National Endowment for the Humanities". Led by Sean Ferguson, Senior Program Officer Division of Preservation & Access National Endowment for the Humanities (NEH), this presentation also featured two NEH grant awardees, Erica H. Luke, Executive Director for the South County History Center, and Pam Gladis, System and Archives Librarian at Southwest Minnesota State University. Ferguson opened with introduction to the NEH, the organization's grant programs, and introduced attendees to new NEH programs. Gladis then spoke about her experience applying for and receiving a Preservation Assistance Grant (PAG) for Smaller Institutions from NEH. She walked through all aspects of the application process, the work done using these funds, and then outlined ongoing/upcoming projects at Southwest Minnesota State University inspired by the grant. Luke went third and walked through the history of the South County History Center. She then described her own experience applying and receiving a NEH PAG. The institution didn't receive the grant from the initial application and Luke discussed lessons learned from this process. She closed by outlining upcoming projects at the South County History Center.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Members are engaged--we've had good turnout at our online sessions with lots of conversations. The Preservation Steering committee meets monthly via Zoom. There are several active subcommittees which meet at varying intervals. Both the Section's social media channels and listserv provide ample opportunities to share information and cultivate conversation amongst members.

Questions for the SAA Council

We don't have any questions or concerns for the SAA Council at this time.

## Privacy and Confidentiality Section

Report Submitted by: Veronica L. Denison

Council Liaison: Lydia Tang

### Steering Committee Roster 2023-2024

Elizabeth Russell Chair 2024-08-15 – 2025-09-01 Leslie Schuyler Vice Chair/Chair-Elect 2024-08-15 – 2025-09-01 Veronica Denison Immediate Past Chair 2024-08-15 – 2025-09-01 Michelle Chiles Steering Committee Member 2024-08-15 – 2025-09-01 Anu Kasarabada Steering Committee Member 2023-07-25 – 2025-09-01 Ashlyn Velte Steering Committee Member 2023-07-25 – 2025-09-014 Lydia Tang Council Liaison 2022-07-15 to 2025-09-01

### Activities

#### Completed:

In April 2024, the Privacy and Confidentiality Section leadership hosted a roundtable “P&C Issues: The View from Government Archivists” with four presenters: Elizabeth Borja, Elisabeth Butler, Roger Christman, and Anne Foster, sharing what records access and restrictions look like in their federal and state organizations. We had over 80 attendees. In May 2024, Section leadership partnered with the Oral History Section for a community chat, “P&C concerns in oral history collections.” Three speakers, John Lyles, Elissa Stroman, and Kopana Terry shared what access and restrictions to oral histories looked like in their organizations. We had over 130 people in attendance.

#### Ongoing:

Based on recommendations in the article “Archival discretion: a survey on the theory and practice of archival restrictions” by Lydia Tang and Katrina Windon, the 2023 Privacy and Confidentiality Section steering committee members wrote a follow-up survey to understand the impact of archival collection access restrictions on users. We received over 70 survey responses and conducted 6 follow-up interviews. The Section members who have been working on this project presented at the SAA Research Forum on Wednesday July 17 and are currently working on an article to share the results. The committee sent monthly news roundups featuring events and articles about privacy and confidentiality in the archives. Members can find previous editions of the news roundup on Restricted, our WordPress site, along with other resources, including a bibliography containing a curated list of scholarly articles that explore many facets of privacy and confidentiality in archives. The Section also continues to maintain other resources for Section members, including: Anonymous Question Form. The form provides a way to ask questions to the P&C listserv anonymously to get insight from fellow archivists. Bibliography. The bibliography



contains a curated list of scholarly articles that explore many facets of privacy and confidentiality in archives.

New:

Section leadership is already in the process of planning their first Section event for Fall 2024. A Steering Committee member presented at the SAA Annual Meeting (along with two other panelists) on archival restrictions. The panel is interested in adapting and delving deeper into privacy and confidentiality issues for a P&C Section event. The Privacy and Confidentiality Section Steering Committee looks forward to another year of exciting events and projects meeting member needs. New projects will be driven by Section and/or Steering Committee interests.

Goal 1: Advocating for Archives and Archivists

Providing documentation and best practices about privacy and confidentiality issues to archivists to implement at home institutions through the blog and bibliography. Creating opportunities to hear expert advice through webinars and coffee chats that archivists can use to advocate for new tools, policies, and practices to their institutional leadership.

Goal 2: Enhancing Professional Growth

Sharing resources through our monthly news roundups, blog and bibliography. Generating conversation and learning on topics related to privacy and confidentiality in archives by hosting a roundtable “P&C Issues: The View from Government Archivists” with four presenters who shared what records access and restrictions look like in their federal and state organizations. Additionally, we partnered with the Oral History Section for a community chat, “P&C concerns in oral history collections” where three shared what access and restrictions to oral histories looked like in their organizations.

Goal 3: Advancing the Field

Aggregating and promoting resources, best practices, guides, scholarly articles, through our blog, bibliography, and monthly news roundups. Continuing research to understand how restrictions impact archival access and use by generating a survey and interviews following the P&C Section Steering Committee’s 2019 access restrictions survey and resulting article.

Goal 4: Meeting Members Needs

Creating and encouraging an open space to ask questions about privacy and confidentiality issues in archives through the Anonymous Question Form and setting up anonymous question chat options in live events. Using feedback received during presentations and section members during last years’ Annual Section Meeting to provide educational, discussion-based, and networking opportunities, including events relating to privacy and confidentiality issues for oral histories and government archives, as well as access restrictions to manuscript collections.

Annual Meeting 2024

Number of Attendees: 160

Summary of Meeting Activities:

Following a brief business meeting, the Privacy and Confidentiality Section and the Manuscript Repositories Section jointly hosted a section meeting. Both sections held their respective business portions, which was followed by Katrina Windon presenting “The theory, practice, and limitations of archival restrictions.” Windon, and others in attendance, also answered questions during the discussion portion.

Link to Meeting Minutes:

Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The Privacy and Confidentiality Section had healthy attendance at its annual events and robust engagement through Q&A. While listserv postings tend to be minimal, Section members engage with programming and with surveys. We have also seen an increase in attendees to our events and chats, with a good amount of participation from the audience.

Questions for the SAA Council

no

## Public Library Archives & Special Collections Section (PLASC)

Report Submitted by: Joanna Kolosov  
Council Liaison: Jasmine Jones

### Steering Committee Roster 2023-2024

Charmaine Bonner - Co-Chair, 2024-08-01 to 2025-07-31, Marin County Free Library  
Erinn Barnes - Co-Chair, 2024-08-01 to 2026-07-31, Pikes Peak Library District Jill  
Tominowsky - Secretary, 2024-08-01 to 2025-07-31, New York State Archives Aimai  
Reporter - Webmaster, 2024-08-01 to 2025-07-31, Queens Public Library Catherine  
Tremblay - Member-At-Large, 2023-08-01 to 2025-07-31, John Jermain Memorial  
Library Heather Lowcock - Member-At-Large, 2024-08-01 to 2026-07-31, Tacoma  
Public Library

### Activities

#### Completed:

The Public Library Archives and Special Collections Section Steering Committee worked over the past year to accomplish several goals: 1) Filling the vice chair position of the steering committee 2) Conducting a poll of membership to gauge interest in five topics (Results in order of ranking: reappraisal/deaccessioning, the memory lab model, web archiving, social media use, and managing a city/county archive) 3) Recruiting guest bloggers for a series on public library memory labs titled “Demystifying DIY Digitization” Increasing communication with our members and the larger archives community via blog, The Finding Aid (<https://publiclibraryarchives.wordpress.com/>) 4) Partnering with another section to host a program (joint annual section meeting) and 5) Amending the PLASC Standing Rules to create a two co-chair governance structure to distribute leadership responsibilities and support continuity and committee participation.

#### Ongoing:

Ongoing activities included our monthly steering committee meetings, monitoring and updating the resources on our microsite, posting section news to the listserv and microsite, and continuing to create and solicit guest authors for new content for the PLASC blog.

#### New:

In the next year, we will continue to build content and an audience for our blog. In addition, we plan to return to the practice of posting PLASC meeting minutes on the microsite, so members can review the discussions and actions of the committee. We may also consider inviting members to the monthly steering committee meeting for live input and feedback on a regular basis. We hope both of these avenues would lead to increased member engagement, as the poll and

listserv have not garnered much participation. We will explore how other sections are using their microsite to communicate with potential and existing members. We will also explore the use of “coffee chats” or “lunch and learn” programs to create a space for informal discussion and connecting members with resources – an opportunity to collectively think-out-loud on topics like reappraisal and deaccessioning, managing donor relations, and social media strategies.

### Goal 1: Advocating for Archives and Archivists

One of the main ways that PLASC helped to advocate for the profession and show the vital role archives and archivists play was through hosting a blog series, Demystifying DIY Digitization, guest authored by public library staff who lead programs that provide the public with tools and instruction to digitize their personal materials. The following is a snapshot of the contributions of six guest authors: 1) Elizabeth Tapia of Placentia Public Library Memory Lab highlighted the importance of well-designed user guides and instruction manuals to facilitate DIY learning. 2) Sonoma County Library’s Playback Memory Lab staff (Marshall McGraw, Nikelle Riggs, Simone Kremkau, Joanna Kolosov) learned that launching a marketing campaign for a new systemwide program had cascading effects and that it would have been wiser to begin with a soft launch and proceed to promoting the program once a firm foundation had been established. 3) Nick Ott of San Francisco Public Library’s DIY Digi Lab shared wiring diagrams and technical specs for all the equipment in their lab, which draws users from all over the Bay Area, and demonstrated that personal collections can have far-ranging cultural value and community significance. 4) Sarah Carlin Vermillion of the Scott County Community Memory Project wrote about the unexpected evolution of their public digitization program that evolved from a grant to purchase scanners and host scanning days with local organizations to an on-site lab with equipment to digitize a variety of formats. 5) Olivia Radbill of the South Pasadena Memory Lab shared how implementing a grant to build a mobile memory lab (one-to-one service model) in partnership with a senior center led to staff burnout and that they were transitioning to a DIY program modeled after a neighboring public library. 6) Guadalupe Martinez, outreach coordinator for the California State Library’s preservation program California Revealed, penned “Everyone has the right to memory work,” which highlighted the value of creating digitization spaces in our communities - stories matter and digital literacy and memory work are empowering and build community. The blog has proven to be a great way for PLASC to expand its reach and share the community’s knowledge and experience beyond our membership. This blog series provided readers an inside look at the operations of a “public library memory lab” and demonstrated how library and archives staff are daily engaged in digital literacy, preservation and memory work. The DIY Digitization blog series ran from April through July 2024 and received 857 views from 528 visitors. The numbers for April 2024 (457 views, 251 visitors) were an all-time high for The Finding Aid blog, and were likely due to San Francisco City Librarian Michael Lambert giving a shout-out to Digitization Projects Librarian Nicholas Ott for his blog post about the library’s Digi Lab. We achieved such reach with our members’ help posting to local and regional listservs and sharing with our library colleagues and popular social media accounts.

## Goal 2: Enhancing Professional Growth

Building on last year's annual section meeting on the stewardship of newspapers in public libraries, PLASC joined with the Web Archiving Section (WAS) to present a panel session on web archiving for public libraries anchored by the Internet Archive's Community Webs project. Web archiving ranked third in PLASC members' interests, and this panel was organized to address the what and why of web archiving as well as to introduce members to a community of public libraries who are building primary source collections from local web content. The panel featured the following speakers: - Anna Trammell, Community Archiving Program Manager, Internet Archive - Allyson Smally, Archival Specialist, Chicago Public Library - Dylan Gaffney, Local history and Special Collections, Forbes Library Anna Trammell presented an overview of the Community Webs program including how public libraries can apply to be a Community Webs member and receive web archiving training and access to a suite of support services, primarily dedicated data storage and digital preservation services. Allyson Smally shared how Chicago Public Library Special Collections staff have embarked on an archiving project with the Korean American community of Chicago's Northside neighborhood, and how they are working with an advisory board to incorporate websites into the project. Dylan Gaffney talked about "Keeping it Weird" with collecting on local arts and music and the counterculture scene. The presentations offered an array of examples of rich web content that is at risk of disappearing if not intentionally preserved by web archivists. At the end of the session, WAS extended an invitation to join their quarterly Webjam, a virtual co-working space for web archiving. This drop-in workspace was created to support solo web archivists to actively web archive, ask questions, chat, and offer support to one another.

## Goal 3: Advancing the Field

As mentioned above, in an attempt to expand professional knowledge and help our members, who often work in smaller repositories with very few staff, PLASC continued to provide resources and programming that keeps public librarians at the forefront of the field. We accomplished that in the area of DIY digitization programming, showing how DC Public Library led the way to create a memory lab model that small-to-medium-sized libraries can implement to scale for a relatively low cost. We also spread the word about how public libraries can get onboard with web archiving primary sources using the tools provided by Community Webs – no prior experience needed. Web archiving is no longer the sole domain of academic libraries.

## Goal 4: Meeting Members Needs

PLASC has worked to meet our member needs by maintaining communication with our members via the listserv and microsite, The Finding Aid blog, and on Facebook (through the Archivists Think Tank account). But more work is needed to ensure that we are reaching our members and meeting their needs. We hope that efforts such as posting monthly meeting minutes to the microsite can foster transparency and open up avenues of participation for more members. We also expect that as the blog continues to mature, we can increase member contributions and promote members' collections work by recruiting guest authors for the exhibit blog series that highlights unique themes and best practices for special collections exhibits and programming. Participating in

the PLASC Steering Committee has enabled new members to connect with fellow public librarians who work in special collections in a way that no other national association currently provides. Public librarians and archivists have joined the committee as at-large members to learn about this network and about SAA section membership in general, and have then continued onto senior leadership roles in PLASC and other sections. PLASC Steering Committee members spread the word amongst colleagues and regional partners to let them know that this section exists as a resource for them. Our monthly committee meetings have been a place where members can bring questions, compare solutions, and get recommendations, as we represent the gamut of small-to-large libraries across four time zones. Co-Chair Governance The PLASC steering committee, through a referendum, amended the section's Standing Rules to restructure officer positions from a vice-chair/chair to a co-chair governance structure to enhance continuity of leadership and sustain participation through shared responsibilities. With two co-chairs in place, beginning with the 2024-2025 term, the committee is well positioned to achieve more for its members. We hope this new structure will encourage more members to nominate themselves for the co-chair role, knowing that they will be leading PLASC with a partner.

### Annual Meeting 2024

Number of Attendees: 42

Summary of Meeting Activities:

For the annual section meeting, PLASC joined the Web Archiving Section (WAS) to hold a joint session for our members. The Joint Section Meeting was held on July 17, 2024 from 11AM to 12:30PM (PST). The meeting began with overviews from PLASC and WAS chairs about the nature of their section, steering committee roster, and the work the team concluded during the year. The chairs highlighted blog posts, coffee chats and section elections. The focus of the meeting was a panel of presenters on the topic of Web Archiving to Preserve Underrepresented, At-Risk Voices. Anna Trammell of Internet Archive provided an overview of the Community Webs program that supports public libraries to preserve local web content as primary sources for future research. Allyson Smally of Chicago Public Library and Dylan Gaffney of Forbes Library shared their work of partnering with local organizations to preserve websites and local news to democratize the historical record. An outline of the session is as follows: 1. Welcome and Introductions - SAA Code of Conduct 2. Land Acknowledgements (<https://native-land.ca/>) 3. Go over agenda 4. SAA Council Liaison announcements by Alison Clemens 5. Business Meetings: Announcements and Year in Review Joanna Kolosov, Chair, Public Library Archives & Special Collections Section Corinne Chatnik, Chair, Web Archiving Section 6. Introduce Presenters 7. Anna Trammell 8. Allyson Smally 9. Dylan Gaffney 10. Audience Q&A 11. Closing and Thanks

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The PLASC Steering Committee, itself, is a very engaged group. We are seeking ways to extend this core enthusiasm and participation to more members. Increasing member engagement remains an important goal for the coming year. The section discussion listserv is under-utilized as a forum for collective Q&A and discussion. The listserv is mostly used for one-way communication in the form of PLASC and other section announcements and news. Questions posed to the listserv often go unanswered. Some members have said that they do not read PLASC listserv emails or digests. Though PLASC has 383 members in SAA Connect, we do not know how many of these members have opted out of receiving email. The incoming steering committee may want to brainstorm about how to address this issue, perhaps by committee members ensuring that each listserv post receives a response, including an offer to connect members with resources and/or SAA members who may be able to answer their question. The incoming committee may want to refresh and add to the Resource pages of the PLASC microsite to keep information current. This could also be an opportunity to highlight groups of resources or newly added resources through a blog post, so members see consistent activity. Lastly, we would like to explore how previous steering committee members can stay involved and support the PLASC leadership. Some members have rotated off the committee because their term has ended but are seeking ways to continue to advocate for the section and stay involved peripherally. Possible options include advocating regionally by informing our local and regional organizations about PLASC, reposting PLASC news to other listservs, and helping recruit speakers or guest bloggers for future PLASC activities.

#### Questions for the SAA Council

PLASC would like to inquire about funding for honoraria for a speakers' series and for a paid Wordpress subscription to avoid the advertising clutter on The Finding Aid blog and promote a more polished professional publication.

## Reference, Access, and Outreach (RAO) Section

Report Submitted by: Jay-Marie Bravent

Council Liaison: Conor Casey

### Steering Committee Roster 2023-2024

2023-2024 Steering Committee Elected Members Jay-Marie Bravent, Webmaster, Communications, Chair (2021-2025) Josué Hurtado, Vice-Chair (2023-2026) Past-Chair: Vacant Lindy Smith, at-Large (2022-2024) Lauren White, at-Large (2022-2024) Caelin Ross, at-Large (2023-2025) Rakashi Chand, at-Large (2023-2025) Communications: Vacant Publications: Vacant Ex-Officio TPS (Teaching with Primary Source) Subcommittee Co-chair: Katherine Banks (appointed March 2024) Co-chair: Randi Beem Co-chair: Joy Novak Ex-Officio E2 (Events and Exhibits) Subcommittee Chair: Michelle Chiles Vice-Chair: Amy Schindler Council Liaison: Conor Casey 2024-2025 Steering Committee (incoming/pending) Elected Members Jose Hurtado, Chair (2023-2026) Erin Lawrimore, Vice-Chair (election pending) (2024-2027) Jay-Marie Bravent, Webmaster, Past-Chair (2021-2025) Caelin Ross, at-Large Rakashi Chand, at-Large Lindsey Loeper, at-Large (election pending) Daniel Keogh, at-Large (election pending) Ex-Officio TPS (Teaching with Primary Source) Subcommittee Katherine Banks (2024- ) Ex-Officio E2 (Events and Exhibits) Subcommittee Amy Schindler (2023- ) Jill R. Severn (2024- ) Council Liaison: Brian Whitledge

### Activities

#### Completed:

- Steering Committee 2022-2023 Steering Committee Member Activities • Worked with senior members of the J. Franklin Jameson Archival Advocacy Award committee to post award nomination announcements and review nominees. Award recipients The West Virginia Feminist Activist Collection (WVFAC) Advisory Team (Christine Weiss Daugherty, Susan Kelley, Dr. Judith Stitzel, and Carroll Wilkinson) selected.
  - Reached out to other SAA Sections with bids for collaboration and joint sponsorship of webinars and annual meeting events.
  - Sought speakers related to Bamboo Ceiling article discussion for Webinar Series.
  - Follow up emails sent to Standards Committee related to assignment of the Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries to RAO.
  - Members were asked to individually contact RAO membership with Election nominee information and personal recruitment messages, and to send nominee recruitment messages to any associated local or regional archives organizations.
- 2023-2024 Steering Committee Member Activities • Submitted SAA Component Group funding request to SAA Governance in February 2024 to support webinars and CORDA collaboration training events. Awaiting response.
- Coordinated with editors for Teaching with Primary Sources Case Studies



Mary Feeney and Kara Flynn to update review rubric, revise editor succession procedures, and update the SAA website. • Submitted Technical Subcommittee designation request in coordination with the Standards Committee in May 2024 for Guidelines for Primary Source Literacy and Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries. • Hosted annual business meeting and Marketplace of Ideas virtually on Thursday, July 25, 2024. • Sponsored SAA Annual Meeting Conversation Lounge in collaboration with Reading Room Futures Collaborative. Exhibits and Events (E2) Subcommittee, 2022-2023

The Exhibits and Events Committee (E2) of RAO is a community of practice for those engaged in the exhibit and event spheres in archival repositories. Chair: Francesca Marini Vice chair: Michelle Chiles Advisory board members: Jill Severn, Holly Robertson, Amy Schindler, Jessica Lacher-Feldman There were 96 members of the mailing list as of August 30, 2023. Activities and Events: •

The leadership group met four times in 2022-2023 to plan activities for the year and discuss potential future directions. • Held one virtual Exhibits Support Group for members to share issues, questions, and successes on November 10, 2022. • Held a member meeting on November 28, 2022, for brainstorming, feedback, and commiseration. • Writing group met on December 6, 2022. •

Members of leadership presented about E2 at the 2023 RAO Annual Meeting's Marketplace of Ideas. • Held a virtual E2 annual meeting on August 9, 2023. E2 Resource Bank: Members: Megan Massanelli, Amy Schindler, Kaylynn Washnock, Becky Briggs Becker. The E2 Resource Bank documentation portal is an ongoing project of the group. Members met 4 times. Three repositories submitted 8 documents to add to the portal. Exhibits and Events (E2) Subcommittee, 2023-2024

The Exhibits and Events Committee (E2) of RAO is a community of practice for those engaged in the exhibit and event spheres in archival repositories. Chair: Michelle Chiles Vice chair: Amy Schindler Advisory board members: Jill Severn, Holly Robertson, Francesca Marini, Jessica Lacher-Feldman. There were 115 members of the mailing list as of August 30, 2024. Activities and Events: • The leadership group met five times in 2023-2024 to plan activities for the years and discuss potential future directions. • Held a virtual annual meeting on August 9, 2023 with three presenters and a brainstorming and participatory planning session. • The committee inaugurated the E2 Hour, a low-key, informal, and collegial online gathering welcoming all to share ideas and experiences. Each E2 Hour begins with a presentation with about half of the hour reserved for questions, but also sharing and open-ended conversation among attendees. Advisory board members shared responsibilities for hosting and planning the E2 Hours, which were each attended by approximately 20 people. Topics and presenters in 2023-2024:

1. November 17, 2023: Exhibit-Making as Active Learning, Jill Severn
2. January 17, 2024: Pop-ups, Big Impact, Small(ish) Effort, Michelle Chiles
3. April 3, 2024: Please Interact: Reworking a Digital Exhibit for Student Engagement Using "Free" Software, Claire Du Laney
4. June 18, 2024: Collaborative Oral History Panels with Public Libraries, Su Kim Chung

• At the 2024 SAA Annual Meeting, invited attendees for an informal meet-up promoted

via the mailing list in advance of traveling to Chicago and in the WhoVa app. Approximately 19 people expressed an interest via the app and 6 people attended. E2 Resource Bank: Members: Megan Massanelli, Amy Schindler, Kaylynn Washnock, Becky Briggs Becker. Members met 4 times. The E2 Resource Bank documentation portal is an ongoing project of the group. Three repositories shared new documents in 2023-2024 with 7 updates to the Resource Bank. The website currently includes example documents in 9 sections including condition reporting, exhibit deadlines and checklists, exhibit manuals, labels, light exposure, loans, position descriptions, and removal forms. The team promoted the portal's contents through "Featured Document" mailing list posts throughout the year. The team also launched solicitation for event-related materials in July 2024 to expand the resource bank. This will include special event or hosting agreements, event checklists, and planning forms. The committee thanks RAO Chair Jay-Marie Bravent for updating the Resource Bank pages on the RAO microsite. <https://www2.archivists.org/groups/reference-access-and-outreach-section/e2-exhibits-and-events-resource-bank> (Submitted by Amy Schindler)

Teaching with Primary Sources (TPS) Subcommittee, 2022-2023 Co-chair: Randi Beem Co-chair: Joy Novak Activities and Events: 1. Article Discussion Club (October 12, 2022) Discussed Reimaging Instruction in Special Collections: The Special Case of Haiti by Kellee E. Warren 2. Lesson Plan Lightning Talks (December 15, 2022) 3. Article Discussion Club (April 20, 2023) Discussed Teaching with Ephemera by Julia Gardner and David Pavelich

Teaching with Primary Sources Case Studies Published: CASE #24 Connecting Past and Present: Using Archival Materials in a Storytelling Exercise CASE #25 "We Could Be the Way Forward": Creating an Asynchronous Primary Source Activity (Compiled by Katherine Banks) Teaching with Primary Sources (TPS) Subcommittee, 2023-2024 Co-chair: Katherine (Katie) Banks Co-chair: Vacant Activities and Events: Facilitated discussion about the Guidelines for Primary Source Literacy review and updates at TPS Fest (July 31, 2024) Teaching with Primary Sources Case Studies June 24, 2024 Steering Committee approved changing editorial structure to a staggered three-year structure to begin implementation in the new term starting July 1, 2024 with the following transitional approach: • Year 1: Associate Editor (Person 1), Associate Editor (Person 2) (and current editors) • Year 2: Editor (Person 1), Associate Editor (Person 2) • Year 3: Editor (Person 2), Associate Editor (Person 3) • After Year 3, it will be the following: • Year 4: Editor (Person 3), Associate Editor (Person 4) • Year 5: Editor (Person 4), Associate Editor (Person 5) • Etc. • Current editors (as of July 2024): • KARA FLYNN, Series Editor • MICHELE JENNINGS, Associate Editor • KRISTEN HOWARD, Associate Editor • MARY FEENY, Past Editor Case Studies Published: • CASE #26 Teaching the History of Higher Ed through Primary Sources and Digital Exhibits • CASE #27 Oral Histories as Primary Sources in the Classroom: Examples from the Gordon W. Prange Collection, University of Maryland Libraries • CASE #28 Studying the Physical Book across Collections • CASE #29 One Class, Five Ways (Submitted by Katherine Banks)

### Ongoing:

Steering Committee • Met with CORDA representatives to discuss planning and partnership for training and advocacy around the Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries • Worked with editors for Teaching with Primary Sources Case Studies. • Followed up with Standards Committee related to assignment of Standards and upcoming reviews. • Continued discussions and coordination with RBMS IOC and TPS Collective. On-going discussions with RBMS IOC to establish Standards review Task Force committees.

### New:

Steering Committee • Began participation in Reading Room Futures Collaborative group, ensuring RAO representation. FUTURE GOALS 1. Establish Standards Review committees in Fall 2024 2. Continue to develop partnership with CORDA 3. Complete a Membership Survey in Fall 2024 and consider the Discussion Group Option suggested by SAA admin. 4. Continue annual Marketplace of Ideas planning for 2025 5. Support subcommittee activities 6. Recruit committed Steering Committee nominees and hold election with a full slate of candidates in spring 2025.

### Goal 1: Advocating for Archives and Archivists

RAO steering committee leadership, subcommittees, and members regularly participate in outreach and advocacy events, give presentations, and lead events that support the archival profession.

### Goal 2: Enhancing Professional Growth

RAO and subcommittees regularly sponsor community calls, article discussion groups, and webinars that offer professional growth opportunities to the membership.

### Goal 3: Advancing the Field

RAO members participate in the development of standards and plan events that support each other through evolution of the professional and changes in public services and outreach practices. RAO members share projects, best practices, solutions to challenges, and new ideas through the section events.

### Goal 4: Meeting Members Needs

RAO is a membership led section, any member can volunteer to lead a webinar, article discussion, volunteer to serve on subcommittees, or other develop an outreach event. We send out regular calls for volunteers and proposals for webinars series. The annual Marketplace of Ideas serves as a primary way members can share new projects and techniques with the community.

### Annual Meeting 2024

Number of Attendees: ~75

Summary of Meeting Activities:

The 2024 RAO Annual Section Meeting and Marketplace of IDEAs (Virtual) was held on Thursday, July 25, 2024 for 90 minutes at 4pm EDT, 3pm CDT, 2pm MDT, 1pm PDT. The Call for Proposals began May 29, 2024. Proposals were due on June 18, 2024. Registration announcements and reminders were sent on July 2 and 23. The Agenda included the Section Business Meeting (15 minutes), Welcome and Introductions, Announcements, details about the Upcoming Standards Reviews, Steering Committee election information and Call for Nominations extension for Vice Chair nominees, Call for Volunteers including for the Communications Liaison, Webmaster, Secretary, and Subcommittees. A “Future of RAO Survey” and Upcoming Community Calls were announced. Subcommittee Reports and Updates were provided by the Teaching with Primary Sources (TPS) Subcommittee and Exhibits and Events (E2) Subcommittee. Time was given for a Council Liaison report. The Marketplace of Ideas (80 minutes) included 4 professional presentations from a variety of speakers and a Q&A with all presenters. RAO leadership would like to thank all the presenters and attendees for a wonderful event.

Link to Meeting Minutes: <https://www2.archivists.org/groups/reference-access-and-outreach-section/2024-marketplace-of-ideas>

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Members have a desire for engagement and a high degree of energy for the work RAO supports. We are an active section with active subcommittees. Many members have expressed that they wish they could commit to elected leadership roles but are unable to find the capacity in their employment and the nature of public services work which limits availability for meetings. We have plenty of energy, interest, and volunteers for the subcommittees and events, but fewer volunteers for elected roles. Membership numbers seem to have leveled off after a decline during the pandemic.

### Questions for the SAA Council

Yes, but we will submit them separately. Thank you.

## SAA Archivists and Archives of Color Steering committee

Report Submitted by: Joseph (Bob) Diaz

Council Liaison: Terry Baxter

### Steering Committee Roster 2023-2024

Marisa Ramirez, Processing Archivist, Loyola Marymount University, 2022-2024.  
Kimberly Barzola, NAACP Legal Defense Fund, 2023-2025. Tamera Coleman 2024-2026 Staff Archivist, The History Factory. Joseph (Bob) Diaz, Associate Librarian and Archivist, The University of Arizona Libraries, 2022-2024 Arthur Carlson, University Archivist and Assistant Director for Special Collections, Worcester Polytechnic Institute, 2024-2026. Evelyn Davis, 2024-2026 Processing Archivist and Digital Humanities Library, Prairie View A&M University Damon Sterling, 2024-2026 Kelli Yakabu, 2022-2024, Getty Research Institute Lauren Cooper Digital Scholarship Librarian and the Managing Director for the Center for Black Digital Research at The Pennsylvania State University Melissa Kemp Washington College Starr Center for the Study of the American Experience, 2023-2024 Terry Baxter, Council liaison Jillian Cuellar, Council liaison

### Activities

#### Completed:

SAA Archivists of Color Directory Banks Award participation by junior co-chair Senior co-chair led the work of the Pinkett award committee. We had a very successful annual meeting where a guest speaker gave a very informative presentation on archives in Palestine

#### Ongoing:

The SAA Archivists of Color Directory will be updated this year.

#### New:

To be determined by new group.

#### Goal 1: Advocating for Archives and Archivists

Banks Award participation. Pinkett Award participation.

#### Goal 2: Enhancing Professional Growth

Banks Award participation. Pinkett Award participation.

#### Goal 3: Advancing the Field

Banks award participation. Pinkett award participation.

#### Goal 4: Meeting Members Needs

SAA Archivists of Color directory. Banks award participation Pinkett Award participation.

### Annual Meeting 2024

Number of Attendees: 31

Summary of Meeting Activities:

Revised the SAA Archivists of Color Directory. Participated on the Banks award committee. Led the work of the Pinkett Award committee. Held our annual meeting with 31 participants and a guest presentation on archives in Palestine.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

We are all full time archivists and have a variety of professional commitments. We did our best to meet monthly throughout the year, but there were scheduling challenges and some members experienced personal challenges (death in the family, personal health issues). One member had to drop out in the Spring. A couple of members changed jobs. Given all that, we were not able to sponsor programming the way we did the year before, but we did update the Archivists of Color directory and we were full participants in the work of the Banks and Pinkett awards committees. Overall, we are in good shape, and our new senior co-chair is eager to begin work with a new cohort of members.

### Questions for the SAA Council

We would like there to be a stronger relationship between ourselves and our Council liaison. We had some changes happen this year that broke up our channels of communication with the Board.

## Sister M. Claude Lane, O.P., Memorial Award

Report Submitted by: Claire Jenkins

Council Liaison: Michelle Ganz

### Steering Committee Roster 2023-2024

We are updating the standing rules for the Lane Award with language per Jill Burgos (Assistant Director, Governance at SAA).

### Activities

#### Completed:

Old standing rule language: "Selection Committee: The Sister M. Claude Lane, O.P., Memorial Award Subcommittee of the SAA Awards Committee is composed of four members of SAA, at least one of whom is also a member of the Society of Southwest Archivists (SSA). In addition, one of the co-chairs of the SAA Awards Committee serves ex officio on the subcommittee. The SAA President-elect shall appoint one member of the subcommittee each year for a term of three years after having solicited nominations from the president of the SSA and from the Awards Committee co-chairs. The senior member of the subcommittee in years of service shall serve as its chair."

#### Ongoing:

We are just beginning our new awards year.

#### New:

Updated language: "Selection Committee: The Sister M. Claude Lane, O.P., Memorial Award Subcommittee of the SAA Awards Committee is composed of four members of SAA, one of whom is also the current Vice President of the Society of Southwest Archivists (SSA). In addition, one of the co-chairs of the SAA Awards Committee serves ex officio on the subcommittee. The SAA President-elect shall appoint one member of the subcommittee each year for a term of three years after having solicited nominations from the president of the SSA and from the Awards Committee co-chairs. The senior member of the subcommittee in years of service shall serve as its chair."

### Goal 1: Advocating for Archives and Archivists

n/a

### Goal 2: Enhancing Professional Growth

n/a

### Goal 3: Advancing the Field

n/a

Goal 4: Meeting Members Needs

n/a

Annual Meeting 2024

Number of Attendees: n/a

Summary of Meeting Activities:

n/a

Link to Meeting Minutes:

Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

n/a

Questions for the SAA Council

n/a



## Solo Archivists Section

Report Submitted by: Julie Yamashita  
Council Liaison: Selena Ortega-Chiolero

### Steering Committee Roster 2023-2024

To be updated after the upcoming September section election.

### Activities

#### Completed:

Section name change from 'Lone Arrangers' to 'Solo Archivists' Section.  
Revamped role of Regional Representatives so their tasks are more relevant to today's post-COVID environment, increasing online engagement.

#### Ongoing:

Providing five virtual events through the "UnBoxed" series of online speakers, publishing the biannual SOLO newsletter, and continuing to provide helpful online resources for solo archivists on the microsite.

#### New:

The Solo Archivist Buddy List Directory that provides contact information allowing members to have more in-depth conversations with other solo archivists off-list; Solo Sessions, bimonthly informal Zoom meetups that are places for members to seek and give support in a conversational way; Essential Reference Resources for Solo Archivists Spreadsheet was developed based on a discussion thread on our listserv and is a communal spreadsheet where anyone can add resources that are useful and relevant to our community.

### Goal 1: Advocating for Archives and Archivists

Monthly steering committee meetings are used to establish the schedule for programming and priorities based upon feedback from members, especially from the 2023 Member Survey. Solo Sessions allow members to talk with their peers about strategies to advocate for themselves and their archives in a supportive environment. Members of the Buddy List can also choose to engage peers on a one-on-one basis to discuss shared experiences.

### Goal 2: Enhancing Professional Growth

We have offered Unboxed virtual events (on the following topics: Section name change, the Buddy Program, Small Digitization Projects, and Instruction for Solo Archivists); The SOLO newsletter is a chance for people to highlight their work and learn from others, the microsite resources offer another easy way to learn from and connect with others, including Essential Resources for Solo Archivists; Solo Sessions and listserv communication are active with discussion.

### Goal 3: Advancing the Field

We presented Unboxed virtual events (on the following topics: Section name change, the Buddy Program, Small Digitization Projects, and Instruction for Solo Archivists); the SOLO newsletter, microsite resources including the Essential Resources for Solo Archivists, which is a collaboration by the membership; Solo Sessions; listserv communications; and our Annual Meeting speaker on software migration strategies.

### Goal 4: Meeting Members Needs

We promote inclusivity and facilitate communication among members in a few ways: using the Newsletter to feature all types of solo archivists; hosting a variety of educational events; and managing the Buddy List and Essential Resources documents. We also are responsive to member needs as expressed in our 2023 survey and solicit member feedback frequently.

### Annual Meeting 2024

Number of Attendees: 55 people

Summary of Meeting Activities:

The SAS Annual Meeting included chair updates, in particular the successful completion of the section's name change and the need for a special fall election for committee members. There were also overviews of each steering committee member's initiatives and future plans for the section, and announcements by the SAA Council Representative. The vice chair/chair elect was introduced, followed by our speaker, Allison Bundy, who shared a case study on the recent migration of the collection she manages to ArchivEra. This was followed by a Q&A period on software tools and migration strategies.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The section is healthy in terms of member participation. We have often gotten well over 100 attendees at our UnBoxed talks. Several members have come forward to speak/teach at our special events and this to me is indicative of a group that is interested in being engaged. We also have a healthy participation with our Buddy List and Solo Session as well as the Solo newsletter. The key problem is getting people to be able to commit to being on the steering committee.

### Questions for the SAA Council

I would like to know what SAA Council can do to help sections encourage the membership to participate in section leadership roles. Is there some kind of incentive that can be given? In our section in particular, solo archivists often work at institutions that do not provide funding to go to the conference or even SAA membership. It is also a major burden for many to take the time to be on a steering committee when they are the sole or primary staff member managing an

archive. Also, a large number of solo archivists do not work for large academic institutions, so there is not the same requirement/incentive from employers to engage in professional service and take the time to be on a committee. Perhaps a monetary discount on conference attendance (virtual and/or on site) or even on the cost of membership may be an incentive. I know that decisions about participation in leadership are often contingent upon tough financial decisions. I think the issues I have described here are indicative of a much broader problem than just a lack of enthusiasm to fill an election slate. I believe that the members of this section are not being properly seen or understood. I am happy to discuss this more with the Council if they are interested.

## Student and New Archives Professionals

Report Submitted by: Elias Larralde

Council Liaison: Joyce Gabiola

### Steering Committee Roster 2023-2024

Emily Mizokami, Chair, term ends September 1, 2025 Kailyn “Kay” Slater, Vice-Chair/Chair-elect, term ends September 1, 2026 Erica Leff, Steering Committee member at large, term ends September 1, 2025 Amy Archambault, Steering Committee member at large, term ends September 1, 2025 Emma Barton-Norris, Steering Committee member at large, term ends September 1, 2025 Nicole Font, Secretary, term ends September 1, 2025

### Activities

#### Completed:

Completed two webinars that were collaborations with other SAA sections. The first being an introduction to business archives which we did with the Business Archivist Section. The second was regarding management positions and how to get started managing, in which we partnered with the Management Section. We posted 13 original blog posts from SAA SNAP members on our WordPress site. A particular highlight was our blog series regarding term archival positions, which was inspired by the best practices of archival term positions documents. We created and hosted two spreadsheets for the SAA conference for people to plan excursions and room sharing/ridesharing. We also conducted a questionnaire interview with the two vice-president/president-elect candidates for the general SAA election that was posted to the SNAP blog.

#### Ongoing:

Developing new ideas for webinars and blog posts that will be of interest to our membership. We have found that several student chapters are using the app Discord to communicate and we are exploring adopting Discord as a method of communication between the central SNAP section and student chapters.

#### New:

New initiatives come through each new committee. There have been some ideas, but nothing to report for this fiscal year.

### Goal 1: Advocating for Archives and Archivists

SAA SNAP's main mission is to advocate for students and new professionals in the field. We advocated for them to the general SAA community through our programming that is open to anyone. The election questionnaire with the two vice-president/president-elect candidates was a chance for the possible top officials of SAA snap to talk to our community and for us to talk about some of the issues we are facing and how they can

help us in navigating issues. Our blog series on term positions was a space for archivists to discuss a prevalent issue in our field and how it affects SNAP members and their work. We hope many people, especially managers, read these articles and can understand the issues these types of positions and how they are traditionally handled affect us.

### Goal 2: Enhancing Professional Growth

Two webinars that we conducted this year were aimed at professional growth for our members. The “intro to business archives” was a chance for SNAP members to understand a certain type of archival environment and position that is not always covered in great depth in MLIS programs. We wanted new professionals to hear from business archivists firsthand to better understand a possible career path. The “introduction to archival management” was aimed at both new and middle-stage archivists in understanding how to best approach managing in an archival context.

### Goal 3: Advancing the Field

SNAP members are the future of our field, in both the overall profession and for SAA as an organization. To allow them to be more informed, have a space to talk about their issues, and market things specifically for them will be a great benefit. The blog site is an opportunity for new professionals to write in a low-stakes and collaborative environment. Being elected to SAA SNAP, or working as an ex-officio, is also a way for individuals to work within the SAA organization, which can pave the way for them to continue that in other sections.

### Goal 4: Meeting Members Needs

SNAP programming is geared toward our users, either showing a certain aspect of the field that people could be interested in or towards more practical skills. In our annual meeting and other posts, SNAP always asks for suggestions from our members to see if there are topics in which they would like to see programming. Our steering committee is made up of students or new professionals so we know what kind of topics our members may be interested in.

### Annual Meeting 2024

Number of Attendees: 90

Summary of Meeting Activities:

The first part of the meeting was relaying the things that the section did in the past year and how people could volunteer or write for the blog. The second part, and main section of the meeting, was dedicated to a New Professional poster panel. We had 5 early professionals present their posters, which we posted on our blog a week before, and talk a bit about a project or research they did this past year. After their presentation, we had a Q and A section that was moderated by our Student Chapter Coordinator with questions provided beforehand and questions asked in the chat.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

The energy of the section did take a hit this year due to the resignation of the chair early in the year. It took time for me to get comfortable with my new position and to hold a special election to find a new vice chair/chair-elect. After we got that in the new year of 2024, things got better. The most direct impact with this is we did not host as many webinars as other committees have in the past. We could have hosted one or more in the new year, but that did not materialize for several reasons. I am highly confident in next year's committee as there is a full one for both the steering committee and ex-officio positions. That will allow the section to do more exciting things and get back on track. Engagement with members is a core issue that SNAP is always trying to address and improve upon. We are highly interested in setting up a Discord account to create a space for more informal and connected communication versus SAA connect. We did see that having a targeted blog series is another way to get more engagement with members. Lastly, SNAP needs to work on getting suggestions and applying them as topics or ideas that are of interest to members. We have gotten that feedback from our election survey.

Questions for the SAA Council

none

## User Experience

Report Submitted by: Faith Charlton

Council Liaison: Alison Clemens

### Steering Committee Roster 2023-2024

As a new group, the UX Section Steering Committee had a flat structure this year.

Members: Theresa Berger Faith Charlton Betts Coup Shaun Ellis Dave Williams

### Activities

#### Completed:

Our goals for the UX Section's first full year were to put into place the necessary rules and structure for the Section's ongoing business. We wrote and put the Section's Standing Rules to a vote. These were supported unanimously by our Section and went into effect in February 2024. We held a concurrent Special Election to add two steering committee members after two of our original cohort had to cycle off due to other responsibilities. Dave Williams and Theresa Berger joined us for the second half of the year. The UX Section Steering Committee also created a shared Google account for its use (saa.uxsteering@gmail.com) to ease transitions and onboarding of new members and to have a way for folks to contact the committee without having to reach out to individuals directly. The UX Section also collaborated with the Accessibility and Disability Section to organize a webinar on the topic of User Experience, Accessibility, and Discovery, which featured a panel discussion moderated by UX Section Steering Committee member Shaun Ellis in April 2024. The discussants included: Sean Aery (Digital Projects Developer, Duke University Libraries); Christine Di Bella (ArchivesSpace Program Manager, Lyrasis) and Brian Zelip (Front End Developer, ArchivesSpace); Maija Anderson (Assistant Director and Program Manager for Open Strategies and Digital Content, Orbis Cascade Alliance); and Tamara Marnell (Systems Program Manager for Open Strategies and Digital Content, Orbis Cascade Alliance), ArchivesWest. This event saw over 100 registrants and was well received during Q&A. In addition to the special election, the UX Section hosted our first annual election, electing Theresa Berger to the role of Vice Chair/Chair Elect and Laura Bell as Member-at-Large. In order to fill the staggered structure put forth in the Standing Rules, Faith Charlton will serve as Chair, Shaun Ellis as Member-At-Large, and Betts Coup as Outgoing Chair for the 2024-2025 year. The UX Section held an annual business meeting on July 12 with 29 attendees. Betts Coup shared the year's updates with the group, followed by several discussions and two presenters. Theresa Berger moderated a conversation around our guidelines for sub-groups, which have since been finalized, to enable members to create working groups and subcommittees as needed. Dave Williams led a conversation around principles for User Experience, a goal to complete for next year, and Shaun Ellis shared an update and asked for

feedback around the upcoming Special Section of American Archivist on the topic of user experience, which has been proposed by Faith Charlton, Alison Clemens, Betts Coup, and Shaun Ellis for publication in 2026. Finally, we hosted two presentations by guest speakers Emilie Hardman and Jennifer Saville (ITHAKA) and Amy Vo (Princeton University Library) on user experience-related projects they've completed. Although unable to attend the meeting as she had intended, Jackie Rider of the National Park Service shared the slides and a recording of her presentation on UX research and design work, which we shared with the Section.

#### Ongoing:

The UX Section will continue to organize collaborative events on topics related to user experience and the archival field. It will continue to be involved in promoting projects related to UX in archives, including the American Archivist special section on UX. The Section will also continue to formalize how it's administered as it continues in its nascent stage of development.

#### New:

The UX Section Steering Committee will charge a new working group to develop principles for user experience and the archival field, taking what was discussed at the 2024 annual business meeting as its inspiration. The Steering Committee will also support members proposing subcommittees and working groups per the newly developed guidelines, which might include reading groups or topical groups (as examples). The Section will also update the microsite to include related resources for user experience work and archives.

#### Goal 1: Advocating for Archives and Archivists

The Section serves as a place to develop and maintain a user experience community of practice and standards, which the profession currently lacks. Building a community of practice in this area will assure that usability work is carried out in a way that is supported by peer-to-peer and professional organizational conversations and resources and informed by standards and guidelines.

#### Goal 2: Enhancing Professional Growth

The Section is supporting the needs of professionals who would like to expand their knowledge of and engage in user experience work and providing space for those already engaged in this work to share their knowledge and expertise.

#### Goal 3: Advancing the Field

The User Experience Section is filling an unmet need in the profession around familiarity and implementation of user experience initiatives in order to better center the needs of the various users of archives. Creating a community of practice around this work will enable a wide range of archivists to explore how to engage in user experience and usability testing and advance practices in their own institutions and across the field. The creation of this section has already resulted in additional SAA membership due to information professionals' particular interest in this area of work.



#### Goal 4: Meeting Members Needs

Most archivists do not know how to engage in user experience work in order to center the needs of their users. The community of practice this Section develops will provide much needed resources for SAA members. In just its first months, the Section has created a bibliography around user experience work for its members, and is working with members to create topical sub-groups and a reading group per feedback received at our Annual Meeting.

#### Annual Meeting 2024

Number of Attendees: Approximately 29

Summary of Meeting Activities:

Our meeting included updates and announcements from the Steering Committee and our Council Liaison, Alison Clemens. We also led open discussions about guidelines for sub-groups, which the Steering Committee shared with Section members in advance, and the drafting of a statement of principles for user experience work in the archival field. We also discussed the founding members' involvement in editing a special section of the *American Archivist* in 2026 on the topic of UX, including providing an opportunity for community input on what topics and types of articles members would like to see. Lastly, the meeting included guest speakers representing Princeton University (Amy Vo) and ITHAKA (Emilie Hardman and Jennifer Saville), who will discuss user experience projects they have overseen. Jackie Rider, from the National Park Service, had planned to also present but was unable to attend. She did though share her slides and recording, which the Steering Committee shared with members after the meeting.

Link to Meeting Minutes:

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Though this is only our second year as a Section, we're pleased to note that the Section already has 148 members and are encouraged by the fact that members have already been active and engaged, including at our Annual Meeting, in our Special Election and General Election for Steering Committee members, our casual meet-up in Chicago, as well as on our member email list. We are looking forward to implementing sub-groups per the member interest we've received and continuing to build this section and the community of practice around user experience.

#### Questions for the SAA Council

We do not currently have any questions or concerns.

## Visual Materials

Report Submitted by: Lilli Keaney

Council Liaison: Terry Baxter

### Steering Committee Roster 2023-2024

Here is the VMS roster for 2024-2025: Aliza Leventhal, Chair, 2024-2025 Paige Adair, Vice Chair/Chair-Elect, 2024-2025 Lilli Keaney, Immediate Past Chair, 2024-2025 Amanda Claunch, Member-at-Large, 2022-2025 Mari Khasmanyar, Member-at-Large, 2022–2025 and Views Editor, 2024-2026 Ashley Tooke, Member-at-Large, 2024-2027 Alan Renga, Webmaster, 2015-2026 Sabrina Gorse, Communications Coordinator, 2024-2026

### Activities

#### Completed:

-Co-hosted with the Description section a Bring Your Own Breakfast session at the 2024 annual meeting, approximately 125 people attended and participated in the conversation. -Held two virtual events this year, one in the fall to encourage and brainstorm visual materials related sessions for the annual meeting, and one informal meet-and-greet in the spring to provide networking opportunities for members.

#### Ongoing:

-Publish Views, the Visual Materials Section blog -Update and maintain microsite; -Support Born Digital Visual Materials Working Group

#### New:

-Host a follow-up virtual event to our in-person session on the description of visual materials, to be co-hosted with the Description Section. -Write our new 3-year plan.

### Goal 1: Advocating for Archives and Archivists

The Visual Materials section provides a critical space for those working with visual materials to find answers and point to resources for growth as well as showing the value and importance of visual materials.

### Goal 2: Enhancing Professional Growth

-Ongoing posts on Views blog; -In-person networking meetups during Annual Meeting; -Hosting description event with the Description Section

### Goal 3: Advancing the Field

The Visual Materials Section is looking forward and taking a step back to basics. We are continuing to support the creation of a Born Digital Visual Materials Working Group

to overcome the challenges that are unique to visual materials. In a separate initiative - the informal BYOB session at SAA Annual Meeting shows that description of visual materials is something that needs to be revisited. Additionally, we continue to support the publication of Views,

#### Goal 4: Meeting Members Needs

We are tackling multiple initiatives to meet our members needs - informal and formal networking events (virtual and in-person at the annual meeting) ; Born Digital Visual Materials Working Group ; publishing Views blog; and keeping resources up to date on our microsite.

#### Annual Meeting 2024

Number of Attendees: 68

Summary of Meeting Activities:

We looked at our past year and what some of our future initiatives will be. The Born Digital Visual Materials Working Group presented on the progress so far and asked questions of the audience on what they should concentrate on first.

Link to Meeting Minutes:

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

We have had some really great engagement with our members this year, in particular at our in-person events at the SAA Annual Meeting. We had over 125 people at our BYOB session and everyone had really thoughtful and engaging contributions to the conversation. We hope to see that energy continue through the year!

#### Questions for the SAA Council

Please review the use of SAA Connect - it is not user friendly.

## Web Archiving Section

Report Submitted by: Corinne Chatnik

Council Liaison: Alison Clemens

Steering Committee Roster 2023-2024

Hope Dunbar : Chair-Elect (2025)

### Activities

#### Completed:

Coffee Chat no. 1: WARC your Email: How Web Archives Works for Email Preservation Speaker: Greg Wiedeman 129 attendees Coffee Chat no. 2: Oral History Indexing Speaker: Doug Lambert 25 attendees Coffee Chat no. 3: WARC-GPT: An Open-Source Tool for Exploring Web Archives Using AI Speakers: Kristi Mukk and Matteo Cargnelutti 80 attendees Blog posts from a diverse perspective Monthly link round ups shared to the listserv and blog about what's happening in Web Archives Engagement on Twitter

#### Ongoing:

Coffee Chats, Blog posts, Twitter posts and retweets, SAA Listserv communications

#### New:

Poll section members about coffee chat/blog post content; increase content focus for social media engagement; and actively solicit blog content from early-career professionals and student members. Increase international presence of the section.

### Goal 1: Advocating for Archives and Archivists

This past year, the Web Archiving Section (WAS) advocated for archives and archivists through our online outreach activities. We conducted a survey for our section at the beginning of the year, that asked what topics and methods of communication our members preferred and we tried to accommodate that over the year. We encouraged presentations and blog posts from archivists in small institutions and developed a WebJam platform for lone web archivists to web archive in a shared working space.

### Goal 2: Enhancing Professional Growth

We reached out to archivists in small institutions to participate in coffee chats and blog posts. We also worked to choose coffee chat topics that shared practical workflows for web archiving. Those were very popular and well attended.

### Goal 3: Advancing the Field

Our coffee chats included presentations on innovative web archiving software like WarcGpt and Warc Email. All while empowering small institutions to try web archiving with our joint meeting with PLASC and the panel presentation on Community Webs.

#### Goal 4: Meeting Members Needs

We chose our coffee chat topics based on a section survey where our members asked for more how-to presentations and technology based demonstrations. They appreciated the topics based on how well attended they were and comments in the Webinar.

#### Annual Meeting 2024

Number of Attendees: At least 100. SAA has not provided the section with statistics.

Summary of Meeting Activities:

This was a joint section meeting with the PLASC. Section chairs will opened the meeting with an overview of the roles and activities of their sections. The main focus of the meeting was a panel presentation on community web archiving efforts by public libraries to preserve underrepresented, at-risk voices. Anna Trammel of the Internet Archive's Community Webs program outlined IA's work to train and support public library staff in building local history web archives. Allyson Smally of Chicago Public Library talked about the Korean American Archives project, which has recently expanded to preserve community organizations' websites. Dylan Gaffney shared his experiences at the Forbes Library, a long-time Community Webs member having partnered on a NHPRC Archives Collaboratives grant and worked with University of Michigan students to implement web archiving best practices.

Link to Meeting Minutes:

#### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Good, we had excellent attendance and feedback on our coffee chats and engagement during the question and answer sessions. Our beginning of the year survey was well answered. People are very curious and engaged about web archiving.

#### Questions for the SAA Council

In alternate years, which will be in a year (2026-27), our section steering committee roles rotate off too many at one time which creates extreme pressure come election time; 5 of our 6 steering committee positions will rotate off next year. The alternate year's heavy turnover also leaves a large gap in section leadership continuity and memory. I hope that our section liaison/the SAA Council can actively work with next year's steering committee to remedy this issue to ease the work of future professional service volunteers.

## Women Archivists Section

Report Submitted by: April Anderson-Zorn

Council Liaison: Michelle Ganz

### Steering Committee Roster 2023-2024

Women Archivists Section Roster August 2024-August 2025 Co-chairs: Carrie Mastley Mississippi State Libraries, Archives and Special Collections Email: cmastley@library.msstate.edu Jennie Rankin Michigan State University Archives & Historical Collections Email: russe396@msu.edu Steering Committee (3-year terms): Jennifer Johnson (2022-2025) Email: jennyj0922@gmail.com Mary Katherine Kearns (2024-2027) Nicholls State University Archives and Special Collections Email: mkk2108@gmail.com Rebecca Fenning Marschall (2022-2025) University of California, Los Angeles Email: rfenning@humnet.ucla.edu Candace Pine (2023-2026) Miami University Libraries Email: pinecn@miamioh.edu Morgan Wilson (2023-2026) Email: mlee32@nd.edu Council Representative: Michelle Ganz (2023-2026) Dominican Sisters of Peace Email: michelle.ganz@oppeace.org

### Activities

#### Completed:

Elected an interim chair (April Anderson-Zorn) in late Spring 2024 when both co-chairs resigned. Anderson-Zorn reset the Section with the following: - regular meetings, including notes and meeting recordings; - a review of the standing by-laws to determine what's been working, what's been missed, and what could potentially change with the next leadership; - suggested a change in leadership roles, particularly moving away from a co-chair system; - held elections and successfully elected new co-chairs and steering members.

#### Ongoing:

See above.

#### New:

Incoming leadership will review, make recommendations, and implement changes to: - leadership structure (moving from co-chair to vice chair/chair/immediate past chair system); - by-laws emphasizing the Section membership's current demographics and needs.

### Goal 1: Advocating for Archives and Archivists

The Section reset with an interim chair to determine next the steps for Section health and growth. This included a discussion of an overhaul of the Section's by-laws to reflect the current demographic of the Section and members' needs.

### Goal 2: Enhancing Professional Growth

No outreach held in 2024 due to change in leadership.

### Goal 3: Advancing the Field

No outreach held in 2024 due to change in leadership.

### Goal 4: Meeting Members Needs

Emphasizing Goal 1 outcomes and continuing that conversation into a fresh leadership team for 2024/2025.

### Annual Meeting 2024

Number of Attendees: Approx 20 (Apologies! The recording will give an accurate number!)

Summary of Meeting Activities:

The meeting was divided into two sections: business meeting and breakout rooms. The business meeting covered the leadership change and what we did to 'keep the ship afloat.' Michelle provided Council updates, and leadership provided election updates. The breakout rooms included discussions led by Section leadership about what members want to see from the Section, including leadership changes, by-law changes, and membership needs. These notes will be shared with incoming leadership.

Link to Meeting Minutes:

### Self Assessment

How would you describe the health or energy of your section? How engaged are your members?

Speaking for myself (Anderson-Zorn), the Women Archivists Section is at a critical juncture. I stepped in as an interim chair in late Spring because I have always found this Section supportive, informative, and incredibly helpful in my career. They now have a different demographic in the membership, and current members have vastly different needs than members even ten years ago. We had open and honest discussions in our monthly Section meetings and with the membership in the annual meeting about the health of the Section. We all agree there is still so much more to be done. However, incoming leadership needs to 'reboot' and evaluate how to run the Section to meet current members' needs. I strongly feel they can do this with this current group, and I see the Women Archivists Section coming out even stronger than before.

### Questions for the SAA Council

Our only concern we feel the Council should be aware of was the lack of childcare this year at SAA. As part of the Women Archivist Section by-laws, the Section ensures SAA provides childcare at the annual conference. We learned of this too late to do much about it this year - though we did ask SAA, who said they would not provide this due to liability concerns. Midwest Archives Conference offered childcare services at their annual conference as recently as this May. This is one of many items incoming Women Archivist Section Committee

members will address, and we hope SAA reconsiders this critical need for future annual meetings.



