Standards Committee meeting

October 2020

1. Updates
2. JTF-Access
   1. Council interested in creative ways to release information about JTF of the recently approved guidelines. JTF has disbanded, but perhaps those members are willing to help out with distribution. If anyone has ideas, we can share that with Meg.
   2. See if there’s a way to do something joint with RBMS
3. DACS Music Supplement
   1. Approved and [up on the website](https://www2.archivists.org/standards/guidelines-for-archival-description-of-notated-music-a-supplement-to-describing-archives-a) now
4. Council updates
   1. Approved revision of access to guidelines
   2. Discussion around new section for accessioning--has returned to petitioners
      1. No concerns about champion for new standard proposal, even if there isn’t a section
   3. Discussed topics for listening sessions (budget deep dives, sections/component group sustainability, virtual annual meeting planning for 2021 + more!); survey will go out to members
   4. Council will be alternating meetings with listening sessions
   5. 2021 conference--more info coming as council gets it; decision probably forthcoming in Dec/Jan
5. Major/Minor
   1. Gone to council at last!
   2. We’ll see what happens next
6. Liaison/TS/Ex-officio Report Outs
   1. Question from Museum Section:
      1. Did council vote on the revision project?
      2. Doesn’t need agenda item on Council to start working on it. So, it just needs a wave to go ahead from Standards.
      3. Work has already started (Standards was brought in late) and should continue.
      4. Will tell them to carry on.
   2. CUAS is going to submit a proposal to revise their standard.
      1. Coming to us before our next meeting in Nov.
      2. Like Museum Section, this doesn’t need to go to Council.
      3. CUAS has a little more time, given that info, and if they can still get it to us in Nov, that would be good.
   3. Archival Facilities Guidelines:
      1. Confirmation from two new members for subcommittee!
      2. Info forthcoming to Standards and Michele will send things to admin for appointments
      3. This would probably be the first joint SAA/ACA + CCA?
      4. Would be published in English and French, as a Canadian standard
   4. TS-EAS
      1. Three new members, including an early career
      2. First meeting since SAA is tomorrow
      3. EAC-CPF revision continues and a call for comments in Dec/Jan
      4. EAD group preparing proposal for revision of EAD3 that would start next year. It might come to Standards this calendar year or early next.
   5. TS-DACS
      1. No updates
7. Discussion and vote on Development of New Standard Proposal for Best Practices in Accessioning
   1. Looks good + glad to see the initiative is happening
   2. Projected timeline question: seems to start late? We believe this is currently tied to the IMLS grant cycle and hopefully getting that; can’t realistically do an in-person summit
   3. Are they going to have to remind Standards in 2022 when they start taking action? Is there something we need to do to keep track of that?
      1. Once it goes forward and is approved, someone from that JTF will be appointed to Standards to keep track of the process and timing
      2. They are already doing research and starting preliminary work
   4. They asked us about which component group might host/manage the process (so it isn’t an orphan) and a question was raised about whether they should wait for an accessioning section (in progress) or not.
      1. If the section isn’t formed, Acq + App can serve as the sponsoring body to kick off the JTF or TS or whatever body this is
      2. There is some communication between the people behind this and Council
      3. Does this need to be documented in the proposal?
   5. Budgetary implication is lacking in some specifics about IMLS and what they would need from SAA. This is not needed yet, since it’s not a formal request, but it would have been helpful.
   6. Small missed opportunity: “accessioning is a rich and varied hybrid of many discrete duties encompassing a wide spectrum of pre- and post-custodial work” but it doesn’t explain what those duties are.
   7. PDF deliverable is fine, but isn’t necessarily the best format. They may want to consider other alternatives or at least have good control of their documents on their end.
   8. Maintenance of docs over time: Teresa has kept Word docs of some things for groups in the past, so perhaps SAA can keep a copy.
   9. Vote: Yea + we’ll pass along feedback
8. Standards Portal
   1. Portal update logistics issue – discussion and brainstorm
      1. [Spreadsheet to track changes](https://docs.google.com/spreadsheets/d/1T2zmxxTKSJ-jASTvaW0zEOC5yUBqLvssGKpEh6e9iRk/edit#gid=0)
      2. We’re going to move content from [Google Docs](https://drive.google.com/drive/folders/1IH4GtlOW4fb6Si2mqHINmze6DrZSDTjO) to spreadsheet for end of 2020
      3. Then we can start contacting component groups about updates to content & work on gathering/noting changes to send to Matt Black
      4. Develop a form for component groups to submit info about their standard after we reach out
   2. Goal setting for 2020