

Minutes of the Design Records Section Meeting
August 3rd, 2019
SAA Annual Meeting 2019: Austin, TX

1. SAA Council Liaison Update (Courtney Chartier)
 - a. Eric Chin (Senior Archivist for Archives & Collections at Universal Studios Operations) will be the new Council Liaison to the DRS serving a three-year term.
 - b. The Council voted to cancel the brown bag American Archivist session focused on the article "To Everything There is a Season" by Frank Boles.
 - c. The Council approved the Tragedy Response Resource Toolkit.
 - d. The Council approved the creation of a new SAA Section for Accessibility and Disability to address needs of archivists with disabilities, patrons with disabilities, collections about people with disabilities, and facilities with accessibility needs.
 - e. The Council approved the revisions to guidelines regarding Standardized Holding Counts and Measures for archival repositories and special collections libraries.
 - f. The Council approved revisions to the standing rules of the Collection Management Tools Section as well as rename the CMT Section to the Collection Management Section.
 - g. The Council voted to create a Task Force to review the SAA Fellows selection process.
2. Introduction of New Officers
 - a. Alison Anderson (co-chair 2019-2021)
 - b. Aliza Leventhal (steering committee 2019-2022)
 - c. Julia Larson (web liaison 2019-2021)
3. Presentations:
 - a. Sam Winn, *Collections Archivist*, Virginia Tech
 - i. Sam W. gave an update on a new three-module series that will be published in the Winter/Fall of 2020 in Trends in Archival Practice. The publication, co-authored by Aliza Leventhal, Christine Fallon, and Jody Thompson, will address emulation issues, best practices, case studies, and a history of born-digital files.
 - b. Sam Cross, *Archivist*, CallisonRTKL, Inc.
 - i. Sam C. is the new editor-at-large for the SAA Reviews Portal. She showed the Reviews Portal website and made a call for reviewers for digital collections, websites, or other technology and resources listed on the Archival Technologies and Resources site.
 - c. Laura Schroffel, *Special Collections Digital Archivist*, Getty Research Institute
 - i. Laura made a call for new members to the Digital Design Records Task Force, formerly known as the CAD/BIM Task Force. Previous Task Force records will be moved to a more accessible location and a new email account has been set up (digitaldesignrecordstaskforce@gmail.com). It is not widely checked, so still continue to email members of the Task Force directly.
 - ii. Laura introduced two new projects that the taskforce is collaborating on regarding access and description.
4. Jessica Quagliaroli, *Architecture Records Archivist*, Yale University
 - a. Jessica reviewed the results of the 2019 Member Survey including demographic information, collection material types, and satisfaction with the DRS. Based on results, members would like to see an updated list of resources on the on the SAA DRS website,

a blog or newsletter with current events, more frequent reminders of what resources are available, information on how to add resources, and examples of how others do work. When asked what more the DRS group can offer its members, people responded with collaboration with other SAA Sections, a map or list of institutions that have design records, higher inclusivity of lone arrangers, webcasts, webinars, and networking opportunities.

5. Group Discussions regarding Member Survey and Born-Digital Records facilitated by Jessica Quagliaroli and Alison Anderson
 - a. Q: What would you like to see from the section? How can the section better serve its members?
A: The DRS heard from many members who would like a number of improvements to the group including more resources and support for people who work with hybrid collections, a list or map of archives/repositories in the US and the extent to which they have architectural records, links to both the Digital Design Task Force, [Building For Tomorrow](#), and [EaaSI](#) project.
 - b. Q: What barriers are you coming across in designing your design records?
A: Staffing, file naming conventions, scale in terms of description, intellectual arrangement, lack of software, not having access to the CAD user manuals (AIA has a lot in case anyone needs them).