

**Society of American Archivists  
Publications Board  
Virtual Meeting | March 5, 2025 MINUTES**

**In attendance:** Stacie Williams (Publications Editor and Chair); Colleen Hoelscher, Amir Lavie, Heather Oswald, Eliot Wilczek, and Hallel Yadin; SAA staff Savannah Tiffany and Hannah Stryker; and Eira Tansey (Council Liaison)

**Unable to attend:** Amy Cooper Cary, Lori Dedeyan, Elizabeth Mubarek, Melissa Nerino, and Yvette Ramirez

**I. Manuscript evaluation workflow and expectations**

**a. Review quality & deadlines**

- i. Everyone turned in the evaluation for the *Accessibility and Disability in Archives* manuscript. This manuscript is back with the authors, and we will be able to offer them a contract. The Board has recommended that this should be part of the Archival Fundamentals Series.
- ii. Please make thoughtful, detailed notes on the evaluation form. Since we have taken a stance against AI, we should have the ability to provide close read quality control as humans. Part of our responsibility as editors and Board members is to make sure we put out high quality work
  1. When reviewing, ask yourself if a manuscript would be marketable at SAA prices. Authors are supposed to include this in their proposal. We don't need them to list a specific number of copies or price, just to explain how/why their idea would be marketable at SAA.
  2. Also ask yourself if there is a community that would be interested when reviewing manuscripts. Who is the target readership? We aren't afraid to publish niche manuscripts.
- iii. The *Applying Recordkeeping Informatics: Towards a People-centered Approach* proposal includes an open access digital version. Is this feasible or are we undermining SAA? What is considered profitable could vary depending on the type of book. Or should it just have a lower price point to be more accessible?

**b. New file management & access**

- i. Evaluations and documents for second drafts have been moved to SAA's SharePoint server and should be more accessible when sent out through SAA Connect. The evaluation form will need to be redone/updated. The Board no longer has trouble accessing it.

**c. Embargo standard**

- i. A reminder that when a proposal comes in, the materials are considered embargoed. Maintain confidence when it comes to these documents. We don't include any proposals that are extremely in process on council reports. We can't discuss proposals outside of the Board until there is an

official contract.

## **II. Informed consent and anonymity**

- a. Informed consent:** We had a manuscript where authors did not inform their colleagues that they had written about them in a chapter.
  - i. As a result, we have had to think intentionally about broadening our contracts to make sure everyone's labor and intellectual credit is being properly attributed.
  - ii. For new manuscripts that come in, especially for coeditors, contributors all need to have informed consent; we want to make it as equitable as possible. This is not set in stone yet as contracts look different for every author. This is a new expectation. New transparency guidelines will be published on SAA's website pending legal review.
- b. Anonymity:**
  - i. In an effort to be sensitive about safety issues in this political climate, SAA has been having conversations about anonymity with legal counsel and CEO Jackie Price Osafo.
  - ii. Council is wondering if there can be a panel at Annual Meeting featuring anonymous panelists who read on behalf of others.
  - iii. On the Publications side of things... we are not asking authors to censor anything, so this could be a good outlet for them if they feel uncomfortable publishing with their names. It's possible that we may be asked to retroactively go back and change names and pronouns in digital publications. SAA is proactive about dead names, and this has been done for *American Archivist* before.
    - 1. How would the Publications Board deal with someone coming out later saying they were the anonymous author? What would we do in our contracts to future-proof this? We may need to add a space to allow authors to reclaim work later.
    - 2. It has been communicated to authors that because these are ongoing conversations, edits to manuscripts are moving slowly because items may be flagged as part of the larger conversation.

## **III. Business updates (Hannah, Savannah)**

- a.** Please message Hannah Stryker at [hstryker@archivists.org](mailto:hstryker@archivists.org) if you have any SAA Connect or Publications Board microsite questions or difficulty accessing documents.

## **IV. Council liaison updates**

- b.** Eira Tansey introduces herself as the Board's new Council Liaison.
  - i. Tansey provides Council updates including how Council has had to navigate constant breaking news. She discusses SAA's statement on the firing of AOTUS, the statement on federal probationary employee terminations, Tomaro Taylor's resignation as SAA President, etc. Derek Mosley has assumed the Presidential role. Mario Ramirez has stepped into the Vice President role. Melissa Gonzales was going to run for Vice President for the 2025 election, but she withdrew. Conor Casey stepped in. The ballot is now live!