

**SAA
Strategic Plan (2022-2025)**

Legend
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Yellow - In progress
Green - Completed

Lead/Collaborators	Initiative #	Timeline		
GOAL 1: ADVANCING THE PROFESSION				
Lead/Collaborators		Timeline	1.1. Provide leadership in promoting the value of archives and archivists to institutions, communities, and society.	
Committee on Education / Archival Repatriation Comm / Diversity Committee / Sections (RAO, NAAS, A&D, etc.) / Council / Staff2	1.1.A	FY24-25	●	Develop service-oriented competency training (for archivists) that focuses on the need for archivists to cultivate non-custodial, reciprocal relationships with their community. [DEIA Work Plan 1.6, 3.1 and 4.2]
COPA / COPP / PR Counsel / Staff2	1.1.B	FY23-24	●	Provide media training for cohort 1 of 5-7 members; create media opportunities.
COPA / PR Counsel / Staff3	1.1.C	FY23-FY25	●	Provide media training for cohort 2 of 5-7 members; create media opportunities.
Lead/Collaborators		Timeline	1.2. Educate and influence decision makers in any setting about the importance of archives and archivists.	

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COPP / Joint Working Group / NCH	1.2.A.	FY24	●	Draft legislation for national funding initiative; seek sponsors.
COPA / COPP / Staff3	1.2.B.	FY22-25	●	Develop letters/editorials on public policy issues for archivists' use. [Consider providing training on how to write an op-ed.]
CORDA / Staff3/Sections/Committees	1.2.C.	FY23	●	Launch and update as needed "Facts and Figures" data-based webpage.
COPP / Joint Working Group / NCH	1.2.D.	FY24	●	D. Seek co-sponsors for federal funding initiative.
COPP / COPA / CORDA / Arch Mgmt. Section / Staff3	1.2.E.	FY25	●	E. Use early A*CENSUS II data to craft messages re: funding for archives/archivists for several uses, including with policy makers, HR and other administrators, and funding agencies.
Staff3 / COPP / JWG on Advocacy	1.2.F.		●	F. Develop graphics, interactive map to track district visits; participation "count down" to all 50 states.

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COPA / Staff	1.2.G.	FY24-25	●	G. Develop resources for internal advocacy for niche areas of the profession (Tribal, corporate, etc.)
Lead/Collaborators		Timeline	1.3. Provide leadership in ensuring the completeness, diversity, and accessibility of the historical record.	
NAAS / Publications Board / Staff3	1.3.A.	FY25	●	A. Exhibit at future ATALM conferences; establish scholarship program for NAAS members. [DEIA Work Plan]
NAAS (SAAF Grant) / Comm on Education / A&D Section / Staff3	1.3.B.	FY24	●	B. Webcasts on <i>Protocols and Guidelines for Accessibility</i> . [DEIA Work Plan]
IPWG / Arch Repatriation Comm	1.3.C.	FY24	●	C. Complete “IP Guide” to Native American <i>Protocols</i> . [DEIA Work Plan]
TS-AFG / Publications Board / Staff2	1.3.D.	FY24-25	●	D. Publish Archival and Special Collections Facilities.
Lead/Collaborators		Timeline	1.4. Strengthen the ability of those who manage and use archival material to articulate the value of archives.	
COPP / Joint Working Group / Staff3	1.4.A.	FY24	●	Rally archivists to conduct district visits.

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CORDA / COPP / COPA / Staff3	1.4.B.	FY23-25	●	Based on “Facts and Figures” web page information, lead active outreach to managers, allied organizations, and users of archival material to utilize this data.
Council, COPA, RAO Section	1.4.C.	FY23-25	●	Specifically address archivists reaching out to users (e.g., AHA, ASALAH, genealogists, etc.) and their immediate communities. [Look for mention of non-custodial relationships.] [DEIA Work Plan 1.6]
GOAL 2: Enhancing Professional Growth				
Lead/Collaborators		Timeline	2.1. Mentor and support the career development of members to assist them in achieving their goals.	
Committee on Education / Arch Mgmt. Section / Staff1	2.1.A.	FY23-FY24	●	A. Develop a comprehensive Management Track.
Committee on Education / Staff1	2.1.B.	FY23-FY24	●	B. Implement remaining Management Track programs.
Membership Committee / Staff3	2.1.C.	FY23	●	C. Consider how to strengthen Mentoring Program/opportunities; implement.
CORDA / Comm Education / Staff3	2.1.D.	FY23	●	D. Initiate development of research, data, and assessment workshops and training program.
TBD, Arch Mgmt. Section	2.1.E.	FY23	●	E. Salary reporting and inclusive job description. [DEIA Work Plan - 1.1]

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Task Force on Member Pathways , Membership Comm, Diversity Comm, Sections (A&D, DSGS, AAC)	2.1.F.	FY23-25	●	F. Contingent labor and pathways to a secure career for BIPOC, LGBTQIA+, and disabled archival workers [DEIA Work Plan - 1.2]
Task Force on Member Pathways , Membership Comm + Archival Educators, Council, Diversity Comm, GAE Subcomm, RAAC	2.1.G.	FY24-25	●	G. Diversify the profession by recruiting diverse archival workers, including those with diverse backgrounds/education, and recruiting diverse students into the profession [DEIA Work Plan - 1.5]
Lead/Collaborators		Timeline	2.2. Provide content via education and publications that reflects the latest thinking and best practices in the field.	
Publications Board / Staff2	2.2.A.	FY22-23	●	A. Publish titles that address DEIA, component group needs, and leadership perspectives. [DEIA Work Plan 2.3]
Committee on Education - DAS Subcomm / Staff1	2.2.B	FY23-25	●	B. Retool/refresh DAS and other professional development offerings as needed to remain current.







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Publications Board / Staff1	2.2.C.	FY25		C. Publish <i>Appraising and Acquiring Archives and Manuscripts (AFS III)</i> .
Committee on Education - DAS Subcomm / Staff2	2.2.D	FY24		D. Scope and plan advanced DAS track for “re-certificate.”
Publications Board / Staff1	2.2.E.	FY25		E. Publish <i>Introducing Archives and Manuscripts (AFS III)</i> .
Editorial Board / Publications Board / Dictionary WG / CEPC / Staff3	2.2.F	FY23-24		F. Implement Task Force on Publishing Ethics.
Comm Education, Diversity Comm, Labor Archives Section	2.2.G.	FY23 -24		G. Review SAA’s educational offerings, and ensure that courses and certificates are offered equitably and cover issues of diversity, equity, inclusion, accessibility, community building, anti-racism, and trauma-informed archival practice [DEIA Work Plan - 3.1]
Standards Comm, Education, Publications, AA Board, CEPC, AAA Section, Archives Mgmt. Section, RAO Section	2.2.H	FY23-24		H. Support post-custodialism, radical empathy, communication, and ethics in collecting. [DEIA Work Plan - 4.3]

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Committee on Education / Staff1	2.2.I.	FY25	●	I. Implement advanced DAS track for “re-certificate.”
Lead/Collaborators		Timeline	2.3. Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.	
Editorial Board / Staff2	2.3.A.	FY23-24	●	A. Journal accessibility: Implement hidden content project recommendations and consider reducing journal embargo.
A&D Section, Diversity Comm, Comm Education, Publications, Staff	2.3.B	FY23-24	●	B. Ensure physical and digital spaces and services are inclusive and accessible, considering learning styles and abilities, physical/sensory and cognitive abilities, and lived experiences [DEIA Work Plan - 2.7]
Education Staff	2.3.A.	FY25	●	C. Schedule regional rotation of “boot camps” with more advance notice.
Education Staff	2.3.A.	FY25	●	D. Explore possibility of regional in-person “boot camps.”

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Education Staff	2.3.A.	FY25	●	E. Host limited number of regional in-person “boot camps.”
Education Staff	2.3.A.	FY25	●	F. Provide more local and regional opportunities for participation [DEIA Work Plan - 2.6]
Lead/Collaborators		Timeline	2.4. Foster communities for professional interaction.	
Council / Component Group Leaders / Staff3	2.4.A.	FY23	●	A. Initiate component group cross-interactions and programming.
Council / Component Group Leaders / Staff3	2.4.B	FY24	●	B. Continue to implement component group cross-interactions.
Council, Diversity Comm , RAO Section, Archives Mgmt. Section, Women Arch Section	2.4.C.	FY25	●	C. Provide archives workers and archival organizations resources for community building (affinity groups for employees, related to retention). [DEIA Work Plan - 1.6]
Diversity Comm , LACCHA, NAAS, RAO Section, AAC Section,	2.4.D.	FY23-25	●	D. Build and sustain relationships with BIPOC communities to better support community archives. [DEIA Work Plan - 4.2]
GOAL 3: Advancing the Field				

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Lead/Collaborators		Timeline	3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.	
Standards Committee	3.1.A.	FY24	●	A. Identify need for new standards and prepare development work plan roadmap.
Standards Committee	3.1.B.	FY25	●	B. Implement standards development roadmap.
A&D Section, Diversity Comm, CoE, Publications, Staff	3.1.C.		●	C. Ensure physical and digital spaces and services are inclusive and accessible, considering learning styles and abilities, physical/sensory and cognitive abilities, and lived experiences [DEIA Work Plan - 2.7]
CoE, Diversity Comm , Membership Comm, (many sections), Staff	3.1.D.	FY24	●	D. Develop resources, identify existing resources, and provide easy access to all resources for archivists on anti-racism and DEIA topics [DEIA Work Plan - 3.2]
Diversity Comm, Standards Comm , Description Section, RAO Section	3.1.E.	FY24	●	E. Support critical reexaminations of descriptive practices and language used for description, narratives, and exhibits. Promote inclusive language. [DEIA Work Plan - 4.1]







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Standards Comm, Publications, AA Board, CEPC, AAA Section, Archives Mgmt. Section, RAO Section, Labor Arch Section, NAAS	3.1.F.	FY25		F. Support post-custodialism, radical empathy, communication, and ethics in collecting. [DEIA Work Plan - 4.3]
Diversity Comm, Standards, RAO Section	3.1.G.	FY23		G. Create guidance on inclusive reference/reading room practices. [DEIA Work Plan - 4.6]
Diversity Comm, Standards Comm , Description Section	3.1.H.	FY23-25		H. Address the shortcomings of archival description and the presence of bias. [DEIA Work Plan - 4.4]
Diversity Comm, Standards Comm , Collection Mgmt. Section, AAA Section	3.1.I.	FY23-25		I. Address the shortcomings of archival collecting and the presence of bias. [DEIA Work Plan - 4.5]
Lead/Collaborators		Timeline	3.2. Foster and disseminate research in and about the field.	
A*CENSUS II Working Group / Ithaka S+R / Staff1	3.2.A.	FY22		A. Begin implementation of A*CENSUS II.
CORDA	3.2.B.	FY23		B. Begin to populate data repository.

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CORDA / Council	3.2.C.	FY23	●	C. Draft Research and Innovation Roadmap for Council review and approval.
CORDA / Research Forum Organizers / Staff3	3.2.A.	FY23	●	D. Identify and implement ways to raise awareness of SAA members about research and data-related efforts, training, presentations, and publications.
A*CENSUS II Working Group / Ithaka / Staff1	3.2.B.	FY22	●	E. Implement A*CENSUS II.
CORDA / Staff3	3.2.C.	FY23	●	F. Promote availability of data via SAA Dataverse, encourage member engagement with it.
A*CENSUS II Working Group / Ithaka S+R / CORDA / Staff1	3.2.A.	FY23	●	G. Publish full A*CENSUS II results and special reports.
Council, Staff, CORDA, A*CENSUS II WG	3.2.B.	FY25-26	●	H. Conduct A*CENSUS on a regular schedule [DEIA Work Plan - 1.3]
CORDA / Staff3	3.2.C.	FY24	●	I. Seek effective means to elevate information presented at Research Forum.
Lead/Collaborators		Timeline		3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.

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Council / Executive Director / Staff3	3.3.A.	FY22-25	●	A. Consider strategic advantages of partnering with other organizations; initiate conversations as appropriate.
Council, GAE Subcomm , Arch Educators Section	3.3.B.	FY22-25	●	B. Advocate for DEIA informed curriculum at graduate archival programs [DEIA Work Plan - 3.4]
Diversity Comm , LACCHA, NAAS, RAO Section, AAC Section,	3.3.C.	FY22-25	●	C. C. Build and sustain relationships with BIPOC communities to better support community archives. [DEIA Work Plan - 4.2]
Lead/Collaborators		Timeline		3.4. Support development of executive leadership skills and encourage participation in leadership opportunities by archivists at all stages of their careers.
Staff	3.4.A.		●	A. See 2.1.A. (develop comprehensive Management Track) and 2.1.B. (publish Leading and Managing Archives and Manuscript Repositories).
Council / Section Leaders	3.4.B.	FY22-25	●	B. Provide periodic online engagements with members to address questions, foster interest in leadership development.

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Council / Staff2	3.4.C.	FY22-25	●	C. Build on successes to continue engagement with members in developing their leadership skills.
Council / Task Force on Member Pathways / Staff	3.4.D.	FY23	●	D. Stimulate interest in developing leadership skills, becoming an SAA leader, especially among underrepresented sectors of the profession. [DEIA Work Plan]
Council / Membership Comm / Staff	3.4.E.	FY24-25	●	E. Develop messaging targeted to employers regarding SAA membership, leadership benefits to encourage broader participation from archivists from more diverse institutional backgrounds.
GOAL 4: Meeting Members' Needs				
Lead/Collaborators		Timeline	4.1. Facilitate effective communication with and among members.	
Membership Committee / Allied Orgs / Staff2	4.1.A.	FY23-24	●	A. Conduct periodic (e.g., quarterly) pulse surveys to check in re member needs, preferences, interests.

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Council, Membership Comm, Diversity Comm , RAO Section, Archives Mgmt. Section	4.1.B.	FY25	●	B. Pilot and/or create guidance for creating affinity or employee resource groups that bring together archives workers that share cultural commonalities [DEIA Work Plan - 1.6]
Lead/Collaborators		Timeline	4.2. Create opportunities for members to participate fully in the association.	
Council / Consultant / All Component Groups / Staff1	4.2.A.	FY22-23	●	A. A. Implement Year 1 of DEIA work plan.
Membership Committee / Staff2	4.2.B.	FY23-25	●	B. B. Create three-year Member Recruitment/Retention Plan, including 1) initiative to welcome new member participation and 2) crafting and testing value proposition messages. [DEIA Work Plan]
Lead/Collaborators		Timeline	4.3. Foster an inclusive association and profession through educational and leadership opportunities.	
Committee on Education / Staff	4.3.A.	FY22-25	●	A. Ensure that management and leadership training opportunities explicitly address inclusion in the workplace and the profession at all levels.

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Committee on Education / Staff	4.3.B.	FY22-25	●	B. Diversify the instructor base for SAA education programs.
Council, Staff, Comm Education , Diversity Comm, A&D Section, DSGS	4.3.C.	FY24	●	C. Develop training and educational opportunities on navigating workplace culture for archivists who are of color, who identify as LGBTQ+, and/or who have disabilities.
Comm Education / Diversity Comm / Staff2	4.3.D.	FY24	●	D. Develop and promote training for archivists to transform practice and move beyond representative diversity to create inclusive workplace cultures.
Council, Staff, Diversity Comm , A*CENSUS Working Group, and Partner Organizations	4.3.E.	FY25	●	E. Based on A*CENSUS II results, work with partner organizations to strategize on recruitment and retention of a diverse workforce.
Lead/Collaborators		Timeline	4.3. Foster an inclusive association and profession	

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Council, Staff (Executive Director) , Diversity Comm, Nominating Comm, Appointments Comm	4.4.A.	FY24	●	A. Research and implement models (related to diversifying leadership) in use in other organizations. [DEIA Work Plan - 2.2]
Council, Staff (Exec Director) , Membership Comm	4.4.B.	FY25	●	B. Implement a more inclusive strategic planning process, engaging leaders, membership, and the greater profession in developing the strategic plan. [DEIA Work Plan - 2.5]
Council, Staff (Exec Director)	4.4.C.	FY24	●	C. DEIA Foundations training for SAA staff and leadership. [DEIA Work Plan - 3.3]

SAA DEIA Work Plan

1. RECRUITMENT AND RETENTION	
GOAL: Ensure practices support hiring and retention of a diverse archival workforce. Publish guidance and recommendations for archives and archivists to use at their	
WHY: Hiring, supporting, retaining black, Indigenous, and people of color (BIPOC), archives workers is a priority.	
Strategy 1	Task/Action Title
1.1	Salary reporting and inclusive job descriptions
	require salary reporting on SAA job board [COMPLETED]
	research and develop guidelines for appropriate (and aspirational) salaries for archival workers
	develop and distribute guidelines for creating inclusive job descriptions and posting
1.2	Contingent labor and pathways to a secure career for BIPOC, LGBTQIA+, and disabled archival workers
	review and adopt recommendations regarding contingent labor based on existing documentation
	develop guidelines and best practices for making diversity fellowships a pathway to a secure career
	address the issue of retention and professional development/advancement for BIPOC, LGBTQIA+, and disabled midcareer archivists and archival workers advancement pathways to leadership and management roles
	research pathways to a secure career as an archivist or archival worker that doesn't require higher education credentials
1.3	Conduct A*CENSUS on a regular schedule
1.4	Provide/increase financial support for BIPOC archives workers
	increase funding for Mosaic scholarships
	provide support for a Mosaic scholarship network to build community among recipients
	increase number of Mosaic scholarship recipients, and amount given for each recipient
	create plan to retain Mosaic scholarship recipients as SAA members and archival workers
	explore other ways to financially support BIPOC archives workers
	strategy for retention of Mosaic scholars within SAA and the profession
	support for Indigenous archival workers through NAAS, and work with ATALM to identify what's needed + partnering with them on implementation strategies
	see 4.2
	create and/or advocate for scholarships or funding for BIPOC, trans and gender diverse PhD students and study
	increase funding for SAArelated professional development and travel
1.5	Recruit diverse students into the profession
	work with grad and undergraduate programs and high schools to recruit diverse students into
	develop outreach programs for these audiences: grad, undergrad, high school
	develop manager training on addressing and interrupting microaggressions, and dismantling white supremacy culture in the workplace
	ensure grad programs are aware of SAA's Best Practices for Internships as a Component of Graduate Archival Education
1.6	Provide archives workers and archival organizations resources for community building
	work with human resources (HR) or organizations in the community to provide new hires with local guides promoting and showcasing BIPOC owned businesses and services (e.g., Black Pages)
	pilot and/or create guidance for creating affinity or employee resource groups that bring together archives workers who share cultural commonalities
	create training for archivists on community building/asset based development
1.7	Provide/increase financial support for archives workers with disabilities
	explore ways to financially support archives workers with disabilities
	create and/or advocate for scholarships for funding students with disabilities
2. STRUCTURAL BARRIERS	
GOAL: Examine and eliminate structural barriers that exist within SAA, so that leadership represents	
WHY: Leadership, hiring committees, and panelists at our annual meetings should be as diverse as our	
Strategy 2	Task/Action Title
2.1	Include consideration of equity and inclusion when determining membership costs.
	collect data on compensation that includes race and disability status as a demographic dimension
	investigate membership dues model away from incomebased, taking into account student loans, debts, etc.
2.2	Diversify leadership in the organization: address the issue of predominantly white, cisgendered, neurotypical, and ablebodied leadership.
	research and implement models in use at other organizations
	focus on recruitment and retention of BIPOC, LGBTQIA, and disabled members with the Membership Committee, design a strategy for recruiting and
	eliminate "for life" positions within SAA component groups
	examine guidelines and process for SAA fellows nomination and award to ensure it is inclusive of all members
2.3	Revise calls for participation in conferences and publishing opportunities to be more
	implement new guidelines for annual meeting panels that factor and encourage diversity of

	encourage/offer networking and/or affinity groups model for members (i.e. member resource)
	develop a mentorship program specific to publishing (w/ SAA)
	encourage single papers that can be grouped/placed with panels missing a broad range of perspectives
	encourage/provide a platform for formation of diverse proposals akin to the networking documents that already exist
	encourage an "Own Voices" requirement or guideline to the annual meeting program
2.4	With the Membership Committee, identify inclusive and supportive services for
	see 1.6; 2.7
	empower the Host Committee to implement inclusive and supportive services at physical and
	encourage/offer networking and/or affinity groups model for members (i.e. member resource groups/networks)
	focus on recruitment and retention of BIPOC, diverse sexualities and genders, and disabled
	develop a new member onboarding program with DEIA focus
	implement new member cohort program for connection and networking
	support trans inclusion through including pronoun options whenever applicable, instructing speakers and moderators to use gender neutral language, ensuring gender
2.5	Transparent and inclusive planning and leadership.
	implement diversity statements as a requirement for SAA leaders [COMPLETE]
	implement a more inclusive strategic planning process, engaging the membership in strategic planning, rather than just leadership and Council
2.6	Provide more local and regional opportunities for participation
	examine annual meeting model and provide recommendations for accessible (physically and
	host or partner on joint meetings, popups, and other outreach efforts with regional, local, and allied professional organizations
2.7	Ensure physical and digital spaces and services are inclusive and accessible, considering learning styles and abilities, physical/sensory and
	explore WCAG 2.0/2.1 compliance for SAA website
	provide accessibility guidance to component groups for microsites and other websites and services
	ensure SAA developed communications, presentations, publications, and education
	provide guidance, in the form of best practices, to presenters to improve presentation accessibility
	ensure the built spaces that SAA operates in and/or uses are physically accessible to our membership

3. DEI TRAINING AND EDUCATION FOR ARCHIVES WORKERS

GOAL: Develop and offer DEI training for members and incorporate issues of equity and inclusion in all

WHY: The work of inclusion is both personal and institutional. We want to provide resources to archives

Strategy 3 | **Task/Action Title**

3.1 Review SAA's educational offerings, and ensure that courses and certificates cover issues of diversity, equity, inclusion, accessibility, community building, antiracism, and

[NOTE: this has been identified by the Diversity Committee as a desired first step/set of actions]
 establish ongoing review of course offerings via course evaluation forms and regular audits
 hire an outside reviewer to evaluate current SAA educational offerings and establish courses that address cultural humility
 offer free webinars that advance cultural humility
 offer free webinars that guide members through evolving professional standards
 explore adding a DEIA course program
 encourage an "Own Voices" component to the training/educational program: would this be better designed and led by BIPOC, LGBTQIA+, and/or disabled people?
 see 4.4

3.2 Provide easy access to existing resources for archivists on antiracism and DEIA topics

create a core reading list and advocate inclusion of those same resources on Academy of Certified Archivists (ACA) reading list and exam
 facilitate discussion, learning, and accountability groups
 develop an antiracism toolkit geared towards archivists
 create a train the trainer program for DEIA and antiracism curricula

3.3 DEIA foundations training for SAA staff and leadership (Executive Committee and Council)

3.4 Advocate for DEIA informed curriculum at graduate archival programs

work with programs to include DEIA and cultural competency programming/training as part of curriculum
 provide toolkit for students to start conversations with administration/faculty and/or form resource or affinity groups
 see 1.4 scholarships and funding for PhD study

4. ARCHIVAL PRACTICE

GOAL: Ground our core archival practice in DEI principles.

WHY: Our collecting and descriptive practices should represent our DEIA work and recenter the narrative

Strategy 4 | **Task/Action Title**

4.1 Support critical reexaminations of descriptive practices and language used for description, narratives, and exhibits. Promote inclusive

create or endorse guidance or best practices reparative description
 create or endorse guidance or best practices for public service audits
 ensure new and existing standards are evaluated for biased and harmful language and/or
 create new/revise existing standards related to DEIA in consultation with the SAA Diversity Committee
 create training or guidance on advocating with funders (institutional or donor) to support community building projects and other types of inclusive outreach

	ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards
	create a directory of committees, institutions, and individuals working on this topic build
4.2	Build and sustain relationships with BIPOC communities to better support community
	SAA Foundation grant for community archives fellow program (or another sponsor or funder)
	Funding that supports archival projects that do not require an archivist on staff, which is a barrier for many community archives to qualify for existing
	create resource toolkit ("backpack") for community archives
	develop a program for free training and consultation for community archives
	build strategies for the direct and undirected support of memory workers in community settings
	see 4.1
	See 1.6
4.3	Support postcustodialism, radical empathy, communication, and ethics in collecting.
	offer trainings and educational offerings on these topics to membership
	develop and/or endorse standards, guidelines, or best practices on these areas/topics
	ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards
	create training or guidance on advocating with funders (institutional or donor) to support community building projects and other types of inclusive outreach
	See 1.6
4.4	Address the shortcomings of archival description and the presence of bias.
	create a statement/guidelines/best practices that address the shortcomings of archival description and the presence of bias.
	ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards
	promote and encourage the use of this statement publicly, on archival description/finding aids
	create a directory of committees, institutions, and individuals working on this topic build together rather than separately
4.5	Address the shortcomings of archival collecting and the presence of bias.
	create a statement/guidelines/best practices that addresses the shortcomings of archival collecting and the presence of bias.
	ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards
	promote and encourage the use of this statement publicly, on archival accession records and in donor agreements.
4.6	Create guidance on inclusive reference/reading room practices
	promote and encourage the adoption and use of these practices
	ensure that there is a diversity of communities and individuals involved in the creation of guidance, best practices and standards