

**Society of American Archivists  
Description Section Meeting  
August 26, 2011**

**I. Welcome, introductions and general business**

- Chair Jerry Simmons introduced Steering Committee members and other section leaders
- *Description Notes* newsletter editor Sarah Keen and webmaster Janet Carleton's terms of office have come to an end; Simmons asked for volunteers to take these positions
- Vice Chair Joyce Chapman reported on this year's Description Expo, which featured projects from 10 participants

**II. 2011-2012 Vice Chair/Chair-elect election results**

- Simmons introduced Jennifer Meehan as the new Vice-Chair/Chair-Elect

**III. Announcements and Reports from Subcommittees, Liaisons and other groups**

Tom Hyry: introduced the new SAA Council Liaison, Bill Landis

- Council activities: SAA adopted EAC-CPF as a standard; the Meeting Task Force will be formed soon; at the business meeting Saturday there will be a discussion about online voting

Rob Spindler: 2012 Program Co-Chair

- The 2012 theme is "Beyond Borders." He encouraged members to submit proposals and reminded us that the new SAA rule is that people can only be on one proposal. SAA has institutionalized the Lightning Sessions. October 3, 2011, is the deadline for submission of proposals.

Alex Lorch: Archives Program Officer, NHPRC: NHPRC archives programs

- Discussed three different programs that might be of interest to members

Jennifer Meehan: Data Driven Decision Making for Processing (formerly the RAO processing group):

- This fall they will open a web-based survey that will gather information about what MPLP really means and what's been happening in the last few years
- People will be invited to participate in the survey; every institution should get an invitation

Jennifer Schaffner: RBMS

- RBMS has been collaborating with SAA on creating companion standards, especially for manuscripts
- Also working on security guidelines and issues relating to loaning and borrowing

OCLC Research:

- Gave update on ArchiveGrid (working on the search interface) and Single Search

Diane Ducharme: Descriptive Cataloging of Rare Materials (DCRM-MSS)

- Charged with developing a manual for single-item, post-1600 manuscripts

- Have had 4 meetings since last year at SAA and have incorporated comments into areas 1 and 4
- Still unclear how it will work with RDA
- Welcomes comments on the current draft

Gordon Daines: Technical Subcommittee (TS) Describing Archives: a Content Standard

- DACS is under revision
- Committee met Wednesday at SAA and discussed comments; still accepting comments
- One recommendation is to put it online; an online version probably won't be free
- Will probably remove Part III due to lack of use
- Hope to create companion website

TS Encoded Archival Context /EAD tag usage research

- Now a SAA standard
- EAC-CPF schema being published online
- At their first meeting at SAA on Tuesday the members decided to work on a tag library—will be a dynamic document
- Need to work with TS EAD on a revision since the first standard is really a draft

Annie Ross and Brad Westbrook: ArchivesSpace, Archon and Archives Toolkit

- Archon and Archivists' Toolkit are merging to form ArchivesSpace
- Partners: NYU, UCSD, and University of Illinois at Urbana-Champaign
- Planning phase ended June 2011
- Partners are committed to providing pathways for current users to move forward
- Beta is expected between November 2012-February 2013

**Archon:**

- Four maintenance releases since August 2010

**Archivists' Toolkit:**

- 5 maintenance releases since August 2010
- 3 community users have created plug-ins
- AT reference project continues

Mike Rush: TS Encoded Archival Description

- Received over 125 comments on the proposed revisions
- Working meeting planned for March 2012 (funded by 3 sources)
- Hope to release draft revision in late 2012 and ask for comments
- Open to ideas for new name of EAD

**IV. New Business**

Daniel Pitti spoke about the IMLS grant he and Kathy Wisser received for *Building a National Archival Authorities Infrastructure*, which will promote the use of EAC-CPF. The grant also supports a meeting in the spring of various institutions and persons, hosted by NARA, who will look at a business model for what is necessary to establish a sustainable National Archival Authorities Cooperative (NAAC).

**V. Presentation:**

*Digitization and EAD at the JFK: A Marriage of Opportunity* by, Erica Boudreau, Digital Archivist, John F. Kennedy Presidential Library

Chair Jerry Simmons adjourned the meeting.

Submitted  
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