

**Society of American Archivists
Standards Committee Meeting Minutes
August 10, 2010**

Participants

Cory Nimer (Committee member, Brigham Young University)
Chatham Ewing (Committee member, University of Illinois, Urbana-Champaign)
Sybil Schaefer (Committee member, University of Vermont)
Laura Drake Davis (Committee member, Library of Virginia)
James Cassedy (Committee member, National Archives and Records Administration)
Margery Sly (Council liaison, Presbyterian Church USA)
Dennis Meissner (Incoming Council liaison, Minnesota Historical Society)
Kathleen Feeney (Incoming committee member, University of Chicago)
Heather Dean (Incoming committee member, Yale University)

SAA Technology Reports

Brian Doyle (SAA staff) met with the committee to discuss two related technology initiatives, the Standards Portal and the Drupal migration. He reported on the work of the Communications Technology Working Group in the development of requirements documentation for the development of the Standards Portal, including a discussion of the technical infrastructure and how it is to be used. Portal expected to be available for use in six to twelve months. Once it is complete a subgroup of the Standards Committee will load test content, with a report on progress expected once testing is complete.

Doyle also spoke briefly about the migration of SAA content to the new Drupal site. Guidelines for the use of the site have been made available, and Standards will migrate to Drupal as soon as practicable.

Standards Committee Report, 2009-2010

Draft of annual committee report prepared by Polly Reynolds (Chair) reviewed by the committee and approved without comment.

OCLC Report

Jackie Dooley (RLG Programs, OCLC) presented an update for the committee on ongoing work undertaken by RLG staff. These included reports with recommendations on the use of digital cameras in the reading room, scanning-on-demand, collections assessment, interlibrary loan, digitization of unpublished materials, and others. Committee inquired whether RLG Roundtable would consider in submitting recommendations for endorsement by the society, which they will consider.

Council Report

Margery Sly discussed Council initiatives that impact the Standards Committee. This included Council approval of the *Best Practices for Working with Researchers/Archives Employees with*

Physical Disabilities, as well as a review of the SAA Strategic Plan for items that affect the committee. Sly also introduced the incoming Council liaison, Dennis Meissner, and asked that the committee contact him with any standards-related issues.

Encoded Archival Context Working Group (EACWG) Report

Kathy Wisser (EACWG chair) reported on work by the working group, including release of final version of the EAC-CPF standard and their work hosting a preconference event about EAC adoption. Working group has submitted documentation for committee and Council review, with the goal of official approval by SAA and the formation of a standard technical subcommittee. Committee requested some clarifications, and will work with the working group to develop a draft charge to accompany application to Council.

Technical Subcommittee for Encoded Archival Description (TS-EAD) Report

Michael Rush (TS-EAD co-chair) reported that subcommittee is now charged and beginning its work. Preliminary goals of the revision process are expected to be alignment with EAC-CPF, and the development of a database-friendly version of the schema. The subcommittee is to meet on Sunday to develop plans for revision process.

Trusted Digital Repository Standard Draft

Brian Doyle (SAA staff) returned to the committee to discuss the draft of the Trusted Digital Repository standard currently under review by the International Organization for Standardization (ISO). Council is interested in having SAA involved in the review process, and proposed conducting an independent review of the draft. The committee agreed that the society should be involved, but requested clarification to determine whether there was a way for SAA to participate in the ISO review process directly. Doyle will determine how best to proceed and will report back to the committee.

Facilities Development and Review Team (FDRT) Report

Michele Pacifico (FDRT co-chair) reported on actions since the approval of the standard last year, noting that the published version of the standard had won an award from the society. The National Archives has also made the standard required reading in their internal training programs. Based on standards process, the committee noted the need to create a technical subcommittee to maintain the standard.

Liaison Reports

The committee reviewed written reports submitted by liaisons from the International Council on Archives (ICA), the Canadian Committee on Archival Description (CCAD), and the National Information Standards Organization (NISO). Comments were limited, though the committee urged greater participation in external standards processes through organizational liaisons.

Deaccessioning and Reappraisal Development and Review Team (DRDRT) Report

Laura Uglean Jackson (DRDRT chair) reported on progress of the development team, noting that the group hopes to have a draft available for review by the society in the next six months.

Standards Committee Projects and Goals

Committee discussed upcoming projects to be addressed in the coming year. One of the most pressing concerns was the constitution of a new technical subcommittee for the revision of *Describing Archives: A Content Standard* (DACS). The committee resolved to announce formation of new committee and ask for volunteers from relevant sections and roundtables. Committee will assist in the recharging process, with a specific charge for the new subcommittee to ensure that modifications in the standard address changes included in the library descriptive standard *Resource Description and Access* (RDA). Other possible areas for the committee include the development of webinars or symposia on RDA and DACS, guidelines for privacy issues, encoding standards for descriptions of functions, as well as additional work on the Standards Portal. Plans of work on these actions will be determined over the coming months.