SAA Standards Committee Meeting
2011 SAA Annual Meeting – Chicago, Ill.
August 23, 2011

Meeting Minutes

Present: Anila Angjeli, Nancy Beaumont, Karin Bredenberg, Solveig De Sutter, Heather Dean, Brian Doyle, Matt Eidson, Chatham Ewing, Kathleen Feeney, Marcy Flynn, Dennis Meissner, Lisa Miller, Cory Nimer, Michele Pacifico, Elizabeth Roke, Michael Rush, Claire Sibille, Tom Sommer, Jeffrey Suchanek, Henny van Schie, Kathy Wisser

Call to order

Introductions and new members
- Committee recognized the appointments of Matt Eidson (National Archives), Rosemary Pleva Flynn (University of North Dakota), Lisa Miller (Hoover Institution Archives), and Jeffrey Suchanek (University of Kentucky)

Recognition of outgoing members
- Committee recognized the work of outgoing members James Cassedy, Chatham Ewing and Sibyl Schaefer

Standards Committee report (Marcy Flynn)
- Draft version of report was reviewed by Marcy Flynn
- Report accepted by the committee without comment (5-0-0)
  - o Dennis Meissner requested that reports be revised to align with SAA's strategic priorities

SAA groups liaison program (Marcy Flynn and Cory Nimer)
- An overview of the program was provided by Marcy Flynn, describing their role in answering calls for comment
- Standards Committee would like to have a representative from every roundtable and section
- Main function is to gather information about standards development, and to gather comments on standards that are up for review
- Committee recommended that we continue the program

Council liaison report (Dennis Meissner)
- Reported that Council has established a task force to study issues related to the annual meeting, including: social responsibilities and values to choosing locations; distance element to save costs; scheduling; and site selection
  - o Umbrella task force will include a number of subgroups to explore specific issues

- - Project is expected to take a couple of years, but will move ahead immediately
- Glossary Working Group established to support the maintenance and revision of the *Glossary of Archival and Records Terminology* by Richard Pearce Moses, to ensure that content is updated and expanded on a permanent basis
  - Group to consist of five members, including one from the Publications Board and one from the Standards Committee
  - Council hopes that the working group will eventually be transformed into a technical subcommittee
  - Committee noted that their current charge does not include taxonomies, and that it would need to be amended
- Council approved a proposal to apply for observer status at the World Intellectual Property Organization's Standing Committee on Copyright and Related Rights in Geneva, Switzerland
  - By attending, Council hopes that archivists might represent the rights of the research public
  - Council will be seeking grant funding to send a representative to the meeting
- Council endorsed the *Well-intentioned Practice for Putting Digitized Collections of Unpublished Materials Online*
  - Document will be posted on Standards Portal, along with a preface by the Intellectual Property Working Group
- Council established new awards, including the Diversity Award and the Emerging Leader Award
  - Both awards will be presented at the 2012 annual meeting
- Council requested that future annual reports submitted by the committee should be organized to highlight activity that aligns with strategic priorities
- Council reiterated SAA's guidelines that committees and roundtables do not receive AV support at the annual meeting
  - Special requests for AV materials need to be submitted by April 1st, and will be provided as funding allows
  - Finance Committee of Council will make final determinations on the merit of AV proposals
- Amendments to constitution and bylaws will be voted on at annual meeting on Saturday
  - Resolutions for new business items for the meeting must be submitted in writing to Dennis by Friday, Aug. 26, 2011

Ongoing projects

Drupal website conversion, guidelines (Brian Doyle)
- New guidelines are to be released for the use of Drupal by component groups
  - Guidelines to be introduced at the Leadership Orientation and Forum on Wednesday, Aug. 24, 2011
- Noted that most subcommittees now have their own nodes, and that they will be responsible for populating their content

Standards Portal procedures, taxonomy (Brian Doyle, Marcy Flynn)
- Background on the standards portal was reviewed by Brian Doyle
  - System developed at the request of the Standards Committee to help them do their work
  - Council created a working group to develop specifications for the Portal, SAA received grant to defray costs (final report due next month)
- Portal now ready and available online (http://www2.archivists.org/standards), needs content
  - Working group determined that standards can be anything covered by the committee (standards, best practices, and guidelines)
  - Approved documents from SAA are included, as well as resources not originally under the jurisdiction of the committee
  - Portal may also include unendorsed external standards that might be useful to archivists
    - SAA working group in 2007 developed a bibliography of best practices, which demonstrates both the range and problems possible when listing community standards
    - Committee members supported a range of policies for adding unendorsed standards to the Portal, from making the site open for all available standards to limiting and monitoring standards closely
    - Committee noted resource issues involved in maintaining a broad database of standards – would require a great deal of volunteer time
      - Was pointed out that this could be a positive, allowing greater participation by SAA members
      - Dennis Meissner noted that Council will need to be aware of the increasing scope of Standards Committee work, and be able to restructure committee as needed
      - Taxonomies would be one of the areas that would likely need to be included to create a complete guide to resources in the Portal, but which are currently outside the scope of the committee's work
      - Committee will consult with the Glossary Task Force after a year to see how it is working, and will then consider whether revising the committee charge to include taxonomies is warranted
    - Suggested that community should be surveyed to determine the interests and needs of the groups
      - Survey could be done through section and roundtable liaisons
    - Consensus that the committee should begin with SAA approved or endorsed standards, then begin to expand content
  - Standards Committee assigned group to review procedures
    - Work of group includes determining how standards are selected for inclusion in the Portal, as well as how Portal might be used to support

ongoing committee procedures for the review and approval of standards
  - Group members: Marcy Flynn, Cory Nimer, Matt Eidson, Heather Dean, and Lisa Miller
- Standards have been entered using a draft taxonomy, needs to be finalized by September 1st
- Standards Committee assigned group to review and finalize the taxonomy
  - Group members: Marcy Flynn, Cory Nimer, Kathleen Feeney, Lisa Miller, Mike Rush, and Heather Dean
  - Finalized list:
    - Administration & management
    - Appraisal & acquisition
    - Arrangement & description
    - Digitization
    - Education
    - Ethics, values & legal affairs
    - Outreach & exhibitions
    - Preservation
    - Privacy & confidentiality
    - Reference & access
    - Records & information management
- Portal needs to be promoted to the archival community
  - Portal content is open to anyone, not just members
  - SAA members may also contribute unofficial resources related to standards content in the Portal
  - Must be authenticated member to contribute to resources.
  - Standards Committee should double check status categories to make sure all possibilities are covered

Standards-based educational opportunities (Solveig De Sutter)
- Current educational offerings related to standards described, as well as approval process, for committee
  - Education Committee manages course offerings in eight continuing education categories
  - Council recently approved the development of the Digital Archives Specialist (DAS) certification program through Education
  - Committee members review proposals for new workshops, putting proposals out for review by content experts as well
  - Committee members also audit the workshops themselves
- Potential areas for cooperation between committees
  - Standards Committee should advise Education Committee about the status of standards
    - Education needs to know when they should place a moratorium on teaching a particular workshop based on the expectation of significant upcoming changes to the standard (e.g., DACS or EAD)

- Scheduling for workshops takes place six months before offering, need to know in advance about changes
- Education will also need to consider methods of instruction for changed standards – whether a webinar is sufficient, or a retraining workshop should be developed – and would benefit from input by subcommittees
  - Education should also be advised about the status of ongoing standards development work (e.g., Reappraisal and Deaccessioning Guidelines)
    - Solveig De Sutter currently monitors listserv to track work, but should work with the Education Committee liaison (Heather MacNeil was appointed new liaison at Education meeting, Aug. 24, 2011)
    - Development and review teams should plan for educational offerings, so there is not a delay following the release of a new standard
  - o Other areas of cooperation might include the identification/recommendation of instructors for workshops
  - o Standards Committee should work with subcommittees and development and review teams in terms of related educational offerings
  - o Standards Committee also encouraged Education to take advantage of the Standards Portal as a means of sharing information about workshops

Constituent group reports

Technical Subcommittee for Encoded Archival Description (TS-EAD) report (Mike Rush)
- Subcommittee will be holding a Revision Forum on Wednesday, Aug. 24 in conjunction with the EAD Roundtable meetings to allow community to voice concerns and add comments
  - o Will include presentations on tag usage, comments received, and expected changes to the standard
- Subcommittee will meet on Wednesday, Aug. 24 from 9 to 12 a.m.
- Timeline for development:
  - o By next year, will have working meeting and draft of new schema for comment
    - National Endowment for the Humanities, Delmas Foundation, and the Nationaal Archief have provided funding for the meeting
  - o Following comment period, will review, make changes, and create the tag library by the end of 2013
    - No dramatic changes anticipated in bulk of tag set
  - o Plan to create a data-friendly profile subset of the tag set
- Subcommittee recognizes the need to balance support of existing practice with making it a database-friendly format

Schema Development Team (SDT) report (Daniel Pitti)
- Terry Catapano replaced Daniel Pitti as chair of the SDT in June
- Team has been working primarily on the EAC-CPF tag library
    - Karin Bredenberg has been working on XSL-FO transformation of TEI-encoded document
    - Tag library is encoded in multilingual format, including French and Italian translations
        - May need to revise document to provide easier translation, revision, and maintenance of documentation
    - Will need to coordinate work with TS-EAD to match methods

International Council on Archives: Committee on Best Practices and Standards (Claire Sibille-de Grimouard)
- Committee recently held their annual meeting in Bucharest
- Currently working on a compendium of ICA standards, focusing on the relationships between the different standards
    - Examining differences between the standards (i.e., levels of adoption, levels of development)
    - Compendium will include a description of the scope and relationships between the different standards
    - Not revising standards at this time, but developing plans to do so in the future
- Committee also involved in review of ICA-AtoM functionality
- Standards Committee should confirm American representation to ICA CBPS
    - Michael Fox is the current representative to the ICA Subcommittee on Archival Description, but has recently retired
- Standards Committee should also consider whether ICA standards should be included in the Standards Portal
    - Standards Committee needs to decide whether endorsement would be preferable path

Technical Subcommittee for Archival Facilities Guidelines (TS-AFG) report (Michelle Pacifico)
- Subcommittee worked with Standards this past year to explore implications of ANSI members by the society
    - Noted that the facilities guidelines were a compromise document, and an open standards process might result in a weaker standard
    - Membership in ANSI is incredibly expensive; SAA needs to weigh the costs and benefits of participation
    - Membership would provide prestige for standards, and provide an opportunity to advocate for archival standards in the broader community
        - Committee was unsure to what extent archivists would benefit from official acceptance from ANSI compared to an SAA-distributed standard

- Anila Angjeli presented example of work by French library-archives community, noting both benefits and drawbacks of standards development in a mixed group
- Also noted that library community has developed its own relationship between IFLA and ISO
- Dennis Meissner will speak with SAA staff and Council about the perceived interest in participating in ANSI
  - Subcommittee will investigate the value and logistics in promoting the current SAA standard on archival facilities with the American Institute of Architects and other professional organizations that should use the standard in their work
- Subcommittee also explored working with the Canadians might produce a more community-recognized standard
  - Tom Wilsted met with the Canadian Council of Archives, and found them responsive
  - Need to develop a proposal to secure funding for joint meetings

Technical Subcommittee for Encoded Archival Context – Corporate Bodies, Persons, and Families (TS-EAC-CPF) report (Kathy Wisser and Anila Angjeli)
- Subcommittee felt that 2001 was a transitional year
  - EAC-CPF adopted in January 2011; the EACWG was disbanded and technical subcommittee was formed
- Traffic to EAC-CPF site has increased following the adoption of the standard by SAA
- Subcommittee has engaged in education and promotion
  - Hosted EAC-CPF preconference at last year's SAA annual meetings (150 participants)
  - Hosted a webinar and a face-to-face workshop (10 participants)
  - Daniel Pitti also hosted a workshop related to APEnet Project, which is looking at implementing EAC-CPF
- Tag library for EAC-CPF is in draft format, and will not be finalized for another couple of years
  - It is expected that ongoing work on EAD will lead to revisions of EAC-CPF
- Some discussion within committee about communication and interaction between EAC-CPF, EAD, and DACS subcommittees, and between subcommittees and systems developers
  - Standards Committee encouraged subcommittees to build communications channels to ensure concerted development

Other subcommittee reports review (Cory Nimer)
- NISO representative report reviewed by committee
  - Standards Committee noted the need for greater cooperation with representative in the review of standards
    - Many standards related to archives reviewed over the course of the last year without committee participation, including the International

Standard Name Identifier (ISO 27729) and the International Standard Collection Identifier (ISO 27730)

- o Suggested that standards be made available through the Standards Portal; to be discussed in the procedures review group
- Reappraisal and Deaccessioning Development and Review Team report reviewed by committee
  - o Official charge recently released by Council, and appointments issued
  - o Draft version of the guidelines were recently released for review
  - o RDDRT will be holding an Open Forum on Thursday, Aug. 25, 2011
- Describing Archives: A Content Standard report reviewed
  - o Some concern expressed in the committee about process for identifying members of development and review teams and technical subcommittees
    - Noted that there was some need for cross-subcommittee participation and oversight
    - Representation for CC:DA and MARBI also need to be identified; committee needs to consider its methods for identifying members for appointments
- Canadian Committee on Archival Description (CCAD) report reviewed
  - o Committee participated in ICA-AtoM testing over the past year

Developing standards and future plans

W3 Provenance Working Group (Chatham Ewing)
- Committee was approached by member about participation in W3C Provenance Project, and other W3C initiatives
  - o Provenance Project is aimed at developing standard for tracking provenance (creation, editing) of electronic documents
    - Archivists may be able to enrich group's efforts, engaging in archival issues with wider community
    - Committee needs additional information about becoming involved in W3C working groups – whether as a member or providing outside review of the draft standard
    - Provenance Project has finished some work, but more remains to be done
  - o Chatham Ewing took assignment to gather additional information about costs and benefits of membership, participation in working groups, level of participation by similar organizations
    - Other areas of W3C standards that may be of interest includes work on the semantic web and networks

TRAC certification and digital preservation standards
- Reported that TRAC is still in draft stage, and Council has asked that endorsement be delayed until the document is finalized

- o Brad Westbrook (University of California, San Diego) has volunteered to work to put in application to Standards Committee, and needs to be informed when the best time to move forward
  - o Helen Tibbo will inform committee when it is ready
- Council has charged the committee to participate in review process
  - o Should track issue as it goes through NISO, to be sure to comment on draft

Goals and projects for 2011-2012

- Committee agreed that SAA's strategic directions should influence committee goals
  - o Technology goals
    - Committee should work to promote standards related to electronic records and digitization
    - Committee is working to improve access to standards information through use of Drupal platform and the Standards Portal
  - o Diversity goals
    - Committee has worked to endorse the accessibility and facilities guidelines
    - Committee discussed the position of the Native American protocols as a standard or best practice, and the process for their eventual endorsement by SAA
    - Committee should consider diversity issues in making appointments and recommendations for appointments to standards-related positions
    - Committee should work to expand its liaison program to ensure representation by all groups within the community

Action items

- Items to be addressed by the committee following the meeting include:
  - o Revising the committee procedures to include the Standards Portal
  - o Revising the Standards Portal taxonomy
  - o Cooperating with SAA to complete paperwork for the Delmas grant
  - o Coordinate with Education Committee on standards-related offerings
  - o Promote the Standards Portal to the archival community
  - o Attend technical subcommittee/development and review team meetings