Standards Committee annual meeting minutes

Tuesday, August 12th, 2014, at 1 p.m. EDT

Room Virginia C, Marriott Wardman Park, Washington, D.C.

**In attendance:** Lisa Miller, Dan Santamaria, Meg Tuomala, Kris Keisling, Michael Fox, Caitlin Christian Lamb, Rosemary Flynn, Bill Stockting, Daniel Pitti, Karin Bredenberg, Terry Catapano, Michele Pacifico, Angelique Richardson, Hilary Bober, Carrie Hintz, John Bence, Cory Nimer, Gordon Daines, Beth Davis-Brown, Jim Cross, Tim Pyatt, Kathy Wisser, Anila Angjeli, Jackie Dooley, Mike Rush, Henny van Schie, Kerstin Arnold *(some additional attendees arrived late or came in and out)*

**Attending remotely:** Trevor Thornton

**Call to order (Lisa Miller)**

* Introductions and new members
  + Announcement: New and current committee members invited to stay after the meeting for a conversation/orientation to committee procedure
* Recognition of outgoing members
  + Lisa Miller and Rosemary Flynn stepping down
  + Special thanks to Cory Nimer’s work on the committee and as ALA Liaison
  + Special thanks to Lisa for her work as co-chair

**Standards Committee report (Dan Santamaria, Lisa Miller)**

* Draft sent out last week
  + Lisa highlighted a few things:
    - Fast track process
    - Revised TS:AFG charge (changed membership numbers)
    - Started discussions w/ EAD-related groups about how these groups could be formed a little differently
    - Combined CC:DA and MAC into a single liaison
    - Updated liaison list
* Committee Reviewed this year:
  + Best Practices for Internships and Best Practices for Volunteers
    - Endorsed
  + College and University Archives Best Practices
    - Returned to section, did not pass on to Council w/ committee’s endorsement
* Comments on draft standards from other organizations
  + Revised edition of *Descriptive Cataloging of Rare Materials (Manuscripts)* (DCRM(MSS)),
  + *Guidelines for Digital Newspaper Preservation Readiness*
  + Finalized descriptions of two new groups
    - Joint task force (w/ RBMS) on use metrics
    - Joint task force (w/ RBMS) on holdings metrics
  + Working on development of a joint task force with RBMS on primary source literacy guidelines

**Council liaison report (Tim Pyatt)**

* Thanks to Lisa and Dan for their leadership
* Recap of committee activity this year
* Best Practices for Volunteers approved by Council earlier this week
* 3rd Joint task force on Primary source literacy not approved , however council agrees in principle
  + Additional notes on this forthcoming
* External liaison to ARMA standards group, conversation ongoing
* Committee on Public Awareness (NEW)
  + As this work progresses: asked committee to think about ways standards could be an advocate
* HIPAA recommendations
  + Posting on website and soliciting comments soon
* Dan asked question about timing of Council meetings this coming year
  + January meeting tentatively moving to before Thanksgiving

**Briefing on OCLC Research initiatives (Jackie Dooley)**

* ArchiveGrid
  + Last fall scope expanded to what types of MARC records are included in ArchiveGrid (mostly added visual materials, sound recordings and AV materials)
  + ArchiveGrid now includes 4.2 million MARC records
* EAD Tag Patterns implications on discovery report published by OCLC research in Code 4 Lib
* Faceted Application of Subject Terminology (FAST) Thesaurus
  + Jackie is suggesting its use by archives and highlighting it as a resource
* Linked Data research-- OCLC research very active in this area. Interested in what archives are (aren’t) doing in this area, too
* They will be distributing handouts on all of this (and more!) all week

**Constituent group reports**

*Discussion of submitted technical subcommittee, development and review team, and representative reports, see reports for additional details*

**TS-AFG (Michelle Pacifico)**

* Joint US/Canadian Standard? Publication in English, French, Spanish?
  + No luck in getting funding from US or Canadian sources, not sure what this means for publication
* Standard under revision, rough draft ready for informal review
* Open meeting tomorrow at SAA annual meeting (Weds, 13 August 2014)
* Not as far along as would have hoped, chapter on environmental standards proving most difficult
* Draft for full review and comment solicitation: shooting for October

**TS-DACS (Gordon Daines)**

* Revision published last year
* This year: functioning website - http://www2.archivists.org/groups/technical-subcommittee-on-describing-archives-a-content-standard-dacs/describing-archives-a-content-standard-second-editi
  + Please announce to your groups that this is available
  + It is free to access online
* DACS has now entered a continuous revision cycle
  + Talking about how this will work in TS-DACS meeting tomorrow (Weds, 13 August 2014)
  + They will specifically be discussing comments on institutions as collection creators and how that is or isn’t included in the title element

**Liaison to ALA Committees on Descriptive Standards (CC:DA and MAC) (Cory Nimer)**

* *Passed out hard copy of report*
* Highlight of a few items specifically relevant to archives
  + CC: DA
    - Production date
    - Changes to RDA Appendix K
  + MAC
    - Digital file info
    - Conference names/places
    - Field 388 change for creation of genre/form terms
  + Lisa asked: is Cory consulted on archival topics? Cory responded yes at times, but the role was largely informational.

**TS-EAC (Kathy Wisser)**

* Submitted report, just highlighting a few things
  + Journal of Archival Organization Special issue on Use Cases for EAC-CPF coming out in the fall, 9 articles
  + Ad hoc meeting on EAC functions at ICA meeting last November
    - Talking about this at EAD RT meeting tomorrow (Weds, 13 August 2014)
    - How can EAC-CPF be repurposed/reformatted to work as a schema /format for other contextual description needs
  + Ad hoc working group working under supervision of TS-EAC to develop similar standards

**TS-EAD (Mike Rush)**

* Gamma version of EAD 3 released in Feb
* Comment period closed and revisions made Spring
* Hoped to have finalized by SAA Annual Meeting, however that proved impossible
* Currently
  + Finalizing the schemas
  + Finalizing tag library
  + Developing migration tools
* Hoped to be wrapped up by end of calendar year

**TS- SDT (Terry Catapano)**

* Tag library architecture
* Beta and gamma versions of schema released
* Call for test documents not too successful
  + So if you have any, please send to Terry
* Continuing work on conversion stylesheet soon
* Next version of EAC up next
* Suggested continuous revision/development cycle for bug fixes

**Representative to ICA-EGAD (Daniel Pitti)**

Bringing to everyone’s attention opportunities for collaboration

* Expert groups currently being put together:
  + Digital/electronic records
  + Intellectual property
  + Records management
  + ??? more
* Planning stages:
  + Appraisal
  + Theft (prevention)
  + Legal issues

*Contact Margaret Crockett (she is here at SAA this week?) if interested in participating in any of these*

Next meeting of ICA in Girona, Spain in October

**TS-Guidelines for Reappraisal and Deaccessioning**

*Rep not present, but their report indicates that they are gearing up for their first reveiew cycle.*

**SAA Dictionary Working Group (Rosemary Flynn)**

* Update on work on the Dictionary
* Stickers being circulated at SAA
  + Encouraging contributions
    - #SAAwords
* First version expected 2015
* Looking at other technological solutions for the dictionary
  + Daniel Pitti suggested collaboration with the TS-SDT
* Word of the week live and over 500 subscribers
* Having a breakfast meeting Thursday (14 August) at 7 am

**Discussion items**

* Review and revision of the ALA/SAA Joint Statement on Access -<http://www2.archivists.org/statements/alasaa-joint-statement-on-access-to-research-materials-in-archives-and-special-collection> (proposed by RBMS)
  + Other options for reviewing this standard?
    - Suggested approaching ALA and pushing time-frame for review to next year
    - Statement is very short. Seem like full working group/task force would be a bit overkill for this
    - Could RAO look at? Jim Cross, liaison from RAO, indicated that RAO would be interested in looking at this. He will report to RAO leadership that the Standards Committee will contact them about this.
* Maintenance and review of older SAA standards that do not have a formal maintenance and review plan (such as the Joint Statement on Access)
  + Which ones are due/overdue?
  + Which ones are in good shape?
  + Process for being more proactive in survey and planning to maintain older standards is needed
  + Could component groups take leadership?
    - Standards cmte would still manage the process
    - But what would happen if component group did not want to/could not take on the revision
    - Sunsetting?
  + Automatic expiration date? Warning/statement that standard is out of date
    - “Historical Documents”
    - Versioning and structured releases
  + NEXT STEP: review and see which standards are up for maintenance/review
* Technical subcommittees and collaboration
  + Many touched on the need for standards to be developed more collaboratively, with less number of distinct and separate TSs, more cooperation between the TSs
  + More guidance from SAA leadership needed
* Suggestions of activities/projects/goals for 2014–2015 (none)
* Any additional announcements (none)

Meeting adjourned @ 3:30 pm EDT