

# Standards Committee and Technical Subcommittees:

## Annual Report, 2022-2023

(Prepared by: Jodi Allison-Bunnell and Lara Michels)

### **Membership**

Kira Dietz (2017-2023, Co-Chair 2022-2023)

Jodi Allison-Bunnell (2021-2024, Co-Chair 2022-2023)

Faith Charlton (2020-2023)

Rory Grennan (2020-2023)

Gina Strack (2020-2023)

Lara Michels (2021-2024)

Meg Tuomala, Council Liaison (2019-2022)

Heather Lember (2022-2025)

Susan Luftschein (2022-2025)

Wendy Pflug (2022-2025)

Lydia Tang, Council Liaison (2022-present)

### *Ex Officio:*

Regine Heberlein (TS-DACS Co-Chair)

Greg Wiederman (TS-DACS Co-Chair)

Karin Bredenberg (TS-EAS Co-Chair)

Mark Custer (TS-EAS Co-Chair)

Dara Baker (TS-GRD Chair)

Susanne Annand (TS-AFG Co-Chair)

David Owens (TS-AFG Co-Chair)

Bethany Anderson (Rep to ICA-EGAD)

Sharry Watson (Rep from CCA CCAD)

### Incoming Members (terms beginning 2023):

Alexis Antracoli

Anna McCormick

Daniel Michelson

Stephanie Luke (Rep to ICA-EGAD)

Rebecca Wiederhold (Rep to MAC)

Elizabeth Russell (TS-GRD Co-Chair)

Maristella Feustie (TS-DACS Co-Chair)

## **COMPLETED PROJECTS AND ACTIVITIES**

### **Governance**

The Standards Committee met monthly throughout the year and held a meeting in advance of the Annual Meeting via Zoom (July 2023). See Appendix A: Standards Committee Meeting Minutes, 2022-2023.

### **Technical Subcommittees and Task Forces**

**TS-GRD** received a renewed charge from SAA Council for an extension and the recruitment of new members in 2022-2023. The subcommittee reviewed recommendations for new members and will appoint new members in 2023-2024.

**TS-DACS** completed several activities, including building relationships with the other Technical Subcommittees and interfacing with EGAD to coordinate with on archival standards, especially RiC. The Subcommittee also expressed interest in and stressed the importance of funding opportunities to support work on the growing backlog of big revisions necessary on the DACS standard. This past year, the Subcommittee focused on lower hanging fruit, including the addition of examples to various elements of the standard. The team also started working on another DACS instructional video. The subcommittee will be thinking about possible formats to translate the current engagement with the Principles into concrete progress on some of the heavier lifts in the revision

**TS-EAS** followed up the release of EAC-CPF 2.0 with webinars to promote the revised schema. The EAD team drafted a minor revision of EAD 3.0 and is currently working on a major revision of EAD. With the assistance of the Documentation and Outreach Team, the EAD team hosted, transcribed, and provided recordings to a number of webinars on controlled vocabularies (with around 100 persons attending each webinar). These webinars are on SAA's YouTube channel. The Functions team is continuing to push the discussion of the proposed format forward.

**TS-AFG** is working towards a revision. The Standards Committee Chair joined the monthly TS-AFG meeting in June and the issue of whether it might make more sense to convert the AFG to an electronic document was discussed. Also the group discussed the possibility of shifting the AFG to a continuous revision model so that the guidelines could be updated in sections on a rolling basis. That would also mean yearly, staggered appointments to the TS, rather than just having a new group start from the ground up every 4-5 years.

### **Liaisons**

The committee continues to use liaisons to SAA component groups for such purposes as calls for comments on draft standards, staying connected to groups that maintain standards, and bringing questions to co-chairs' attention.

## **Endorsements and comments**

We received a request to approve an external standard this year (see “Best Practices for Archival Term Positions” in the next section).

## **Standards development and revision**

### ***Describing Archives: A Content Standard (New required elements)***

- Minor changes approved by Standards Committee (see Appendix B)

### ***EAC-CPF (Revision)***

- EAC-CPF 2.0 version released 3rd of August 2022.

### ***EAD (Revision)***

- EAD team is currently working on a major revision
- EAD team offered an open session webinar in July 2022 to socialize the revision and the revision process.
- Team is reviewing EAC-CPF 2.0 with regard to potential impact on EAD (keyword: reconciliation)
- Minor revision of EAD3 Tag Library was completed

### ***College and University Guidelines (Revision)***

- Revision approved by Council, July 2023

### ***TS-GRD (Revision)***

- TS-GRD has received support from SAA Council for extension
- New members have been recruited and work will begin in 2023-2024

### ***TS-AFG (Revision)***

- Work is on-going

### ***Guidelines for Accessible Archives for People with Disabilities (Revision)***

- Custodianship of this standard was moved to the Accessibility and Disability Section
- Standards has assigned a liaison
- Revision is in progress

### ***Best Practices in Accessioning (Proposed Standard)***

- Standard is in progress
- During 2022-2023, the team created an outline and a first draft and met as a group at an Accessioning Best Practices Summit in Providence, R.I.

### ***Guidelines for a Graduate Program in Archival Studies (Revision)***

- Approved by Council, June 2023

### ***Best Practices for Archival Term Positions (External) (Request for Endorsement)***

- Received, review in process

### ***Archives for Black Lives in Philadelphia Anti-Racist Description Resources (A4BLiP) (Request for approval)***

- Approved by SAA Council in August 2023.

### ***Best Practices for Internships***

- Standards Committee recommended that Best Practices for Internships (orphan standard) be placed with the Graduate Archival Education Subcommittee for maintenance. Council approved June 2023.

## **ONGOING PROJECTS AND ACTIVITIES**

### ***Continuous revision procedures***

- The Standards Committee approved minor changes this year from both TS-DACS and TS-EAS submitted minor changes this year were approved by the Standards Committee and are detailed in Appendix B of our report.

### ***Procedures for Review and Approval of as SAA-Developed Standard Revision/De-Mystifying the Revision Process***

- Standards is working on a draft revision of the procedures that we hope will accomplish several things:
  - Provide additional guidance on what the committee would like to see both on proposals for creation/revision and in submission packets (particularly in summaries)
  - Provide additional guidance on gathering feedback, which we know has been a concern from Standards and Council in the past
  - Encourage collaboration/feedback gathering from other SAA committees (in particular, the Diversity Committee) and other relevant sections during a review process
  - Provide a brief flowchart to offer a useful overview of the process.
- We once again focused the annual meeting on many updates from both component groups and external entities including EGAD and the National Finding Aid Network (NAFAN). The second in particular seeks to provide a simplified method for creating and hosting descriptions of archival materials.

### ***Standards Portal/Managing Maintenance***

- We are still working on plans for standardizing the way items are displayed on the portal pages, as well as a sustainability plan for the portal. There are some challenges around providing information to the committee each year about what standards may be due for revision and what the notification process should be.

## **INITIATIVES ASSOCIATED WITH THE 2020–2022 STRATEGIC PLAN**

### ***Goal 2: Enhancing Professional Growth***

Improving the continuous revision cycle by allowing Standards Committee control over approving minor changes means we are facilitating more up-to-date, accurate information to

archivists doing the work and using the standards (2.2). Standards Committee approved two minor changes (see Appendix B for this list).

***Goal 3: Advancing the Field***

We recommended approval of two revisions and are shepherding four revisions/one standard creation through the process, and we are in conversation with the Diversity Committee to improve the process of revision/creation to reflect DEIA efforts within standards, where appropriate (3.1 + 3.3). This work also builds on recommendations from the diversity strategic plan.

***Goal 4: Meeting Members' Needs***

Planning for improved management and sustainability of existing standards and the Standards Portal reflects our committee's commitment to facilitating communication among members of new and revised standards (4.1).

**QUESTIONS AND CONCERNS FOR COUNCIL ATTENTION**

We anticipate that TS-AFG will need to request an additional extension of terms. In their annual report (attached), they express confidence that they will finish and publish the new standard in 2024, and we are happy to support them in this endeavor.

Standards Committee, in collaboration with the Diversity Committee, have opened a conversation about the role of the Diversity Committee in the creation and revision process of new and existing standards. In addition, given the large number of standards we have seen in the last year, our committee is working on recommendations for updates/revision to the Procedures for Review and Approval of an SAA-Developed Standard.

## Appendix A: Standards Meeting Minutes, 2022-2023

Standards Committee Meeting

2022-10-13

[Zoom link for meeting](#) (also, call in and other options are at the bottom of the agenda)

[Standards Committee shared folder](#)

1. New members/welcome/introductions
  - a. Icebreaker: What is your favorite standard, and why?
2. [Liaison roles](#) (Kira)
3. Updates
  - a. Co-chairs (Kira/Jodi)
  - b. Council (Lydia)
    - i.
  - c. Technical Subcommittees
    - i. TS-DACS
      1. RiC has been a topic at TS-DACS. The long term plan is replacing ISAD-G, but this has been a less-than-ideal process, despite there being some good elements. Different vision/direction than DACS (and probably TS-EAS are going). Reach out to Bethany, who is the EGAD rep to Standards.
      2. Annual co-chairs call with EAS and DACS, increased collaboration with TSs.
      3. Interest in the potential funding for DACS revisions/reviewers/group meetings.
    - ii. TS-EAS
      1. Tried to get funding for meetings, so also interested in this conversation.
      2. In person meetings in fall of 2022
      3. Scheduled webinars in November--details forthcoming
      4. Three new members, including early career
      5. RiC is also on EAS radar
    - iii. TS-AFG
      1. Terms have expired (sorry, I thought we had one more year!). Since there are people trying to wrap up the work, we will need to request an extension from Council of current members who are willing to serve.
    - iv. TS-GRD
      1. Call for new members/extension approved by Council
      2. Call has gone out and we are confirming the number of open positions
    - v. Other groups/liaison roles

1. [GPAS revision](#) (Guidelines for a Graduate Program in Archival Studies)
    - a. They are going to submit a revised summary for the proposal we received in the spring.
  2. Follow up on A4BLiP? It went to Council in August, but I don't know the current status, so I'll follow up with Lydia!
4. Review of current projects/status/issues
- a. Guidelines for College and University Archives (Kira)
    - i. Need new liaison
    - ii. Should be working on revision
  - b. Guidelines for Accessible Archives for People with Disabilities (Jodi)
    - i. Group is gathering their members and will have a request to Council to revise their timeline. Jodi will be meeting with the co-chairs soon to check in and see how Standards can help advance the group's work.
  - c. [Guidelines for Accessioning]
    - i. Need new liaison
    - ii. Should be working on creation
  - d. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
    - i. [Marked up version](#)
    - ii. Everyone, especially new members, is invited to review the document and comment in the marked-up version.
    - iii. Kira can take any questions that come up through that process.
  - e. CC:DA/MAC Representation (Kira)
    - i. These are committees that deal with aspects of cataloging that may or may not have to do with archives
    - ii. Kira has been pursuing more information on how/who decided that Standards wouldn't have a representative to this group; there is interest in us having a representative again. Kira will be talking with the person who has raised this question to get this cleared up.
    - iii. Make a recommendation for a representative for Council
5. Other discussion items
- a. Introducing a conversation: Grant for funding reviewers/participants in standards creation/revision (Jodi/Lydia)
    - i. Background: need for funding to support meetings, reviewers, committee member participation. If one group can get a grant (IMLS funded the accessioning group and SAA has gotten grant funding for ACensus). Since most revisions happen on 2-3 year terms and there's member turnover, is there a role for SAA to secure and distribute grant funding? This could be a token honoraria or something more significant. Lydia has a Council Agenda item that's due on Wed 10/19.
    - ii. Things we need/want to support:
      1. In person meetings
      2. External stakeholders/reviewers
      3. Committee members

4. Outreach for standards education and adoption
- iii. It does seem like there's positive interest in this.
- iv. TS-DACS previous had SAA funding for the Principles Revision
- v. Grant funding questions:
  1. Who distributes?
  2. If we get funding, what happens next?
  3. Can SAA take on a role in funding later after temporary money? Esp if a grant was a pilot
  4. How can we create sustained, diverse experts who may not be actively involved in SAA? Esp since some experts may not have time or support for investing in service
- vi. Key things to remember/consider:
  1. Most of involved by SAA members is volunteer time, which SAA needs to keep in mind
  2. Possibility of working with SAA Foundation about long term sustainability
  3. Yes, this is a radical change in model!
- vii. **Action item:**
  1. We don't need detailed financial info for the discussion item, but it would be helpful to get info from TS chairs about what they would want and what they would need in terms of funding.
  2. Any sense of what time value may be (for consultants, for example)?
  3. Contact Lydia if you can give her info before the agenda item is due next week.

Next meeting: November 10

Expect some follow-up emails re committee liaisons and assisting Lydia with the Council agenda item.

Standards Committee Meeting

2022-10-13

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  - c. Technical Subcommittees
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- 5. Other discussion items
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      - 4. How can we create sustained, diverse experts who may not be actively involved in SAA? Esp since some experts may not have time or support for investing in service
    - vi. Key things to remember/consider:
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      - 2. Possibility of working with SAA Foundation about long term sustainability
      - 3. Yes, this is a radical change in model!
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Next meeting: November 10

Expect some follow-up emails re committee liaisons and assisting Lydia with the Council agenda item.

## Standards Committee Meeting

2022-11-10

[Zoom link for meeting](#) (also, call in and other options are at the bottom of the agenda)

[Standards Committee shared folder](#)

## 1. Updates

## a. Co-chairs (Kira/Jodi)

i. [Liaison roles](#) (Kira)

## ii. Next year's leadership (Kira)

1. From Felicia's email: [I] encourage any current group members (with terms ending in August 2023) that want to be reappointed to complete the [SAA Leader Self-Nomination Form](#). Self-nomination does not guarantee reappointment, but it is required to be included in the volunteer pool. Self-nominations must be submitted by December 15, 2022...You will also need to have your recommended new vice chair/co-chair complete the form (if applicable to your group). Review your group charge and encourage eligible members to complete the form and indicate in it that they would like to serve as group vice chair/co-chair.

## b. Council (Lydia)

## i. A4BLiP was approved! Details forthcoming.

## ii. Lydia brought grant conversation to last Council meeting

1. There was a lack of notification about the IMLS grant funding for acquisitions and appraisal
  - a. We can add some information to the procedures for standards to reinforce this?
2. We were not suggesting an action item at the recent council meeting
3. Potential next step: Looking at the IMLS process, look at existing standards in development, work on developing some documentation to take to the SAA Foundation to look at how this could work as a pilot.
  - a. Including a timeline for a pilot
  - b. One thing we need to take into account is the fact that terms on Standards and Technical Subcommittees are short, but Lydia has talked to IMLS
  - c. Standards can set up a space for documentation and potentially organize a meeting for interested parties

## c. Technical Subcommittees

- i. TS-DACS
    - 1. Joint meeting with other TS chairs
    - 2. Interfacing with EGAD/coordinating work with standards
    - 3. Interesting in participating in discussion about funding (would like to be able to fund DACS revision)
  - ii. TS-EAS
    - 1. EAC-CPF webinar is upcoming
    - 2. Joint meeting with other TS chairs
    - 3. At the last TS-EAS meeting there was a conversation about the collaboration with EGAD and RiC and EAD as they are in development, alongside EAS and DACS continuous revision. Request to create a shared drive space that Standards could host for use/access/information sharing.
      - a. Invite to Beth to a future Standards meeting?
      - b. Kira can set up a space in Standards current drive
      - c. We can look into a Standards google account that isn't managed by an individual
  - iii. TS-AFG
    - 1.
  - iv. TS-GRD
    - 1.
  - v. Other groups/liaison roles
    - 1. [GPAS revision](#) (Guidelines for a Graduate Program in Archival Studies)
      - a. Nothing new received
2. New business
    - a. Joint chair/co-chair meeting (covered in updates)
  3. Current projects/status/issues
    - a. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
      - i. [Marked up version](#)
      - ii. Ask about a new platform for the form
      - iii. Create a version we can share with D&I Committee for feedback/have them join us for another conversation
      - iv. Consideration: two documents--a public facing doc for submitters/proposers and an internal manual for the Standard Committee that details the process
    - b. Update: Grant for funding reviewers/participants in standards creation/revision (if Lydia is here)
      - i. See council updates

- c. CC:DA/MAC Representation
- 4. Other discussion items?

Next meeting: December 8, 2022

Standards Committee Meeting

2022-12-08

[Zoom link for meeting](#) (also, call in and other options are at the bottom of the agenda)

[Standards Committee shared folder](#)

1. Updates

a. Co-chairs

i. [Liaison roles](#) (Kira)

ii. Next year's leadership (Jodi)

1. From Felicia's email: [I] encourage any current group members (with terms ending in August 2023) that want to be reappointed to complete the [SAA Leader Self-Nomination Form](#). Self-nomination does not guarantee reappointment, but it is required to be included in the volunteer pool. Self-nominations must be submitted by **December 15, 2022**...You will also need to have your recommended new vice chair/co-chair complete the form (if applicable to your group). Review your group charge and encourage eligible members to complete the form and indicate in it that they would like to serve as group vice chair/co-chair.

iii. A4BLiP

b. Council (Lydia)

c. Technical Subcommittees

i. TS-DACS

1.

ii. TS-EAS

1.

iii. TS-AFG

1.

iv. TS-GRD

1.

v. Other groups/liaison roles

1. [GPAS revision](#) (Guidelines for a Graduate Program in Archival Studies)

a. Nothing new received

2. CAUS revision update (Kira)

2. New business

a. A possible home for Best Practices for Internships as a Component of Graduate Archival Education!

- b. ICA communications/responses to feedback on RiCS from Standards component groups
- c. Setting up a Standards Google Drive to provide long-term management of Standards documentation
- 3. Current projects/status/issues
  - a. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
    - i. [Marked up version](#)
    - ii. Notes from last meeting:
      - 1. Ask about a new platform for the form
      - 2. Create a version we can share with D&I Committee for feedback/have them join us for another conversation
      - 3. Consideration: two documents--a public facing doc for submitters/proposers and an internal manual for the Standard Committee that details the process
- 4. Other discussion items?

Next meeting: January 12, 2022

Standards Committee Meeting

2023-01-12

[us06web.zoom.us/j/83353821074](https://us06web.zoom.us/j/83353821074)

(also, call in and other options are at the bottom of the agenda)

[Standards Committee shared folder](#)

1. Updates

a. Co-chairs

i. A4BLiP (Kira)

1. Plan to share/follow up forthcoming
2. Faith will follow up with Kira and Betts Coup (Description Section)

b. Council (Lydia)

i. No meeting yet

c. Technical Subcommittees

i. TS-DACS

1. Looking for more funding for bigger backlog of changes, but nothing available yet.
2. Will pursue low-hanging fruit, including addition of examples

ii. TS-EAS

1. Webinars are on the SAA YT channel
2. Working on EAD revision

iii. TS-AFG

- 1.

iv. TS-GRD

1. GRD has volunteer list to review

v. Other groups/liaison roles

1. Discussion: [GPAS revision](#) (Guidelines for a Graduate Program in Archival Studies)
  - a. Was there enough feedback received? Low attendance at listening sessions.
  - b. Should we encourage them to reach out to current graduate students? Faculty in programs?
  - c. Should there be more specific content relating to digital materials?
  - d. Action item: bring summary and revision to GPAS for more information, but we also need to keep in mind that this is work that has been happening and we are increasing our requirements after the fact

2.

2. Old business
  - a. Best Practices for Internships as a Component of Graduate Archival Education
    - i. Recommendation is that we make GAES the responsible party and include suggestions that relevant SAA sections contribute to the revision.
    - ii. Between SAA Council meeting item (forthcoming)
  - b. ICA communications/responses to feedback on RiC from Standards component groups
    - i. Invitation to Beth Anderson for February meeting
  - c. CC:DA representation
    - i. Waiting to hear back from recommended name; Becca is willing to do it
    - ii. Between SAA meeting item (forthcoming): recommend Becca for an interim term while we get back on SAA volunteer cycle
  - d. New Standards Google Drive to provide long-term management of Standards documentation and shared space for TSs
  - e. Liaison roles finalization
3. Current projects/status/issues
  - a. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
    - i. [Marked up version](#)
    - ii. Invitation to be sent to Diversity Committee for February meeting
4. New Business
  - a. CORDA: Research and Innovation Roadmap
    - i. To that end, we would love to briefly present the *Roadmap* to the Standards Committee and then lead a discussion to get your feedback on the sorts of questions posed above. Would there be an opportunity in the next few months to attend one of your virtual meetings to do so? If there are no upcoming meetings, or if you are not able to dedicate meeting time to this, would your committee be willing to review the roadmap and share feedback through a [brief survey](#)?

Next meeting: February 9, 2023

Standards Committee Meeting

2023-02-09

<https://us06web.zoom.us/j/81818800485>

(also, call in and other options are at the bottom of the agenda)

[Standards Committee shared folder](#)

1. CORDA: Research and Innovation Roadmap discussion
  - a. Dennis Meissner, Jennifer King, + Sarah Buchanan visiting
  - b. Feedback on (draft) roadmap discussion
    - i. Feedback options: [form](#) or email Dennis Meissner (demeiss@gmail.com)
2. Updates
  - a. Co-chairs
    - i. Submitted recommendations for next year's members
  - b. Council (Lydia)
    - i. Council updated the [Strategic Plan Dashboard](#). Note that the groups in bold are planned to lead the initiative. Standards has a few lines: 2.2.H; 3.1.A, B, E, F, H. I
  - c. Technical Subcommittees
    - i. TS-DACS
      1. Incremental updates
      2. Lack of response from publications about licensing
    - ii. TS-EAS
      1. Incremental updates
      2. February meeting coming up later this month
    - iii. TS-AFG
      - 1.
    - iv. TS-GRD
      1. Recommendations made for
    - v. Other groups/liaison roles
      - 1.
3. Old business
  - a. ICA communications/responses to feedback on RiC from Standards component groups
    - i. Invite for March meeting
  - b. New Standards Google Drive to provide long-term management of Standards documentation and shared space for TSs
4. Current projects/status/issues
  - a. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)

- i. [Marked up version](#)
  - ii. Invite to Diversity for March meeting
5. New Business
  - a. Term Labor Best Practices Working Group/sponsorship of external standards: Alison Clemens approached the co-chairs to check in on the process.

Next meeting: March 9, 2023

Standards Committee Meeting

2023-03-09

<https://us06web.zoom.us/j/82323494533>

(also, call in and other options are at the bottom of the agenda)

NEW LINK: [Standards Committee/TS Drive](#)

1. Updates

a. Co-chairs

i. Annual business meeting planning

1. All governance meetings will be held between June 12 through July 14; Your meeting will be hosted on a Webex account with a capacity of 200 participants and built-in live captioning capability; Meetings will be live + open to everyone

2. Date(s)

a. July 13 would be our usual meeting time—agreed that we will go ahead with that date

b. FYI: the SAA hybrid meeting is July 26-29 in DC

3. Theme/focus?

a. Standards and TS updates

b. Accessioning WG will be meeting in person in May, so an update from them about activities and the model they have been using to write/draft

c. Invitation to RiC to get an update and there could be something published by then

d. Lightning talks have worked well and we could go with this model again

b. Council

i. Looking forward to discussing 4.a. Below in the agenda (no further updates)

c. Technical Subcommittees

i. TS-DACS

1. Changes in progress

2. Still want to have a conversation with RiC

3. Outreach coming on proposed changes and seeking examples

a. Scope and Contents

b. Arrangement

c. Processing Note (related to Arrangement changes)

ii. TS-EAS

1. Working on EAD revision
  2. Full meeting in February
  3. Joint meeting with EAS Section to talk about collaborations, esp on outreach
  4. Minor updates to EAC-CPF after release
  5. Still working on functions, which will be the focus of the annual meeting
  6. TS-EAS proposal for extending membership will but submitted directly to Council (does not need to go through Standards)
- iii. TS-AFG
    - 1.
  - iv. TS-GRD
    1. Waiting on appointments of new members in the upcoming year
  - v. Other groups/liaison roles
    1. GPAS Revision
      - a. Follow up with GPAS
2. Old business
    - a. [Standards + TS Google Drive](#)
      - i. Please let Kira or Jodi if you need access to something you can't currently access. Right now, anyone can edit folders from various years, as well as the folders set up for the TSs, but a few folders may be "view or comment only" for everyone/editor access for co-chairs only.
      - ii. Term Labor Best Practices Working Group
        1. This requires sponsorship from an SAA group since this is not an SAA working group. The group will be soliciting sponsorship and will work on submitting their external standard.
      - iii. A4BLiP promotion
        1. Descriptive Notes blog post in progress
      - iv. Review of council items that need drafting/submitting:
        1. Recommendation for CC:DA/MAC representation (recommendation for an interim member for the rest of the current term)
        2. Recommendation for home for Best Practices for Internships as a Component of Graduate Archival Education
        3. TS-EAS proposal for extending membership (See above, not an action item for Standards)

3. Current projects/status/issues

a. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)

i. [Marked up version](#)

ii. Drafting a one-page public document for submitters/proposers?

1. Review the procedures and figure out what people absolutely need to know as a starting point; highlighting what is important for submitters; summary that links to sections for more details when they are needed
2. Flowchart and/or checklist?
3. Kira will draft a flowchart and/or checklist for the group to review at the April meeting.

4. New Business

- a. Discussion: Council updated the [Strategic Plan Dashboard](#). Note that the groups in bold are planned to lead the initiative. Standards has a few lines: 2.2.H; 3.1.A, B, E, F, H. I

Next meeting: April 13, 2023

## Standards Committee Meeting

2023-04-12

<https://us06web.zoom.us/j/85407126363>

(also, call in and other options are at the bottom of the agenda)

NEW LINK: [Standards Committee/TS Drive](#)

### 1. Updates

#### a. Co-chairs

- i. Council items submitted: recommendation for new CC:DA/MAC liaison; recommendation for new ICA EGAD liaison; recommendation for Best Practices for Internships (orphan standard) to be placed with GAES for maintenance
- ii. Annual business meeting planning
  1. Virtual, in advance of the DC in person meeting
  2. Date
    - a. July 13, 12-1:30p Eastern/11a-12:30p Central/10-11:30a Mountain/9-10:30a Pacific/6-7:30p (UTC+2 in Western Europe)
  3. Theme/focus?
    - a. Standards and TS updates
    - b. Accessioning WG will be meeting in person in May, so an update from them about activities and the model they have been using to write/draft
    - c. Invitation to RiC to get an update and there could be something published by then
    - d. Lightning talks have worked well and we could go with this model again
      - i. Accessioning WG
      - ii. RiC
      - iii. Linked data standards/projects (Linked Art @Yale)
      - iv. EAD revisions/controlled value lists
- e. Jamboards + Polls
  - i. Linked data
  - ii. What do you want to see from Standards?/Feedback on the review process
  - iii. <https://www.liberatingstructures.com/>
  - iv. Polls/questions as feedback/reactions to speakers

- f. How can we encourage interactivity (and avoid inactivity!)
- b. Council
  - i. No Lydia today, but several items are going to Council
- c. Technical Subcommittees
  - i. TS-DACS
    - 1. Minor change request: [PR 80: DACS 3.1.5 Scope and Content Note Example](#). Committee vote after meeting via email.
    - 2. Thinking about business meeting.
  - ii. TS-EAS
    - 1. Due to increased international applications (plus a need for more help during the lengthy standards revision processes), we submitted to Council an amendment to TS-EAS's charge requesting the following:
      - a. Increase in membership count from 20 to 25
      - b. Remove the co-chairs from the membership count (so, a max of 27 members, rather than our current 20)
      - c. Edit to charge regarding to clarify that communications are now driven by our Communications subteam
    - 2. Revision was submitted for review on 3/29, and it should be discussed at the Council's meeting in May.
    - 3. Primary goal is threefold: more help, more international representation, and the addition of members from geographical regions that have never been represented in EAS before.
    - 4. TS EAS and EAS Section have a joint meeting during the annual meeting on Tuesday 20th of June at 6pm CEST
  - iii. TS-AFG
  - iv. TS-GRD
    - 1. Waiting on appointments of new members in the upcoming year
  - v. Other groups/liaison roles
    - 1. GPAS Revision
      - a. [Updated summary](#)
      - b. If we submit a recommendation for accepting as is, we would encourage/suggest for the next round that this improve digital records management, focus on

technical skills, DEIA, and more feedback from newer professionals/grad programs/grad students

2. Old business
  - a. [Standards + TS Google Drive](#)
    - i. Reminder: Please let Kira or Jodi if you need access to something you can't currently access.
3. Current projects/status/issues
  - a. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
    - i. [Marked up version](#)
    - ii. Drafting a one-page public document for submitters/proposers?
      1. [Creation/Revision outline](#)
        - a. Please take a look at the document and add some comments on the content **by April 28**
        - b. We will then work on a visual version in Lucidchart. Gina and Heather– (sorry already forgot who else had Lucid) will take the lead on getting that set up and make a draft in time to **discuss at our May 11 meeting**.
    - b. Discussion (if time is available): Council updated the [Strategic Plan Dashboard](#). Note that the groups in bold are planned to lead the initiative. Standards has a few lines: 2.2.H; 3.1.A, B, E, F, H. I
      - i. Put off discussion until Lydia can join us
4. New Business
  - a.

Next meeting: May 11, 2023

Standards Committee Meeting

2023-05-11

<https://us06web.zoom.us/j/82771072535>

(also, call in and other options are at the bottom of the agenda)

NEW LINK: [Standards Committee/TS Drive](#)

Attending: Kira, Jodi, Lara, Sue, Karin, Wendy, Heather, Lydia

Regrets: Greg, Gina, Regine, Mark, Bethany, Rory, Faith

1. Updates

a. Co-chairs (Kira and Jodi)

i. Annual business meeting planning

1. Virtual, in advance of the DC in person meeting

a. [Calendar of all meetings](#) (if you need the link)

2. Date

a. July 13, 12-1:30p Eastern/11a-12:30p

Central/10-11:30a Mountain/9-10:30a Pacific/6-7:30p

(UTC+2 in Western Europe)

3. Planning

a. [Notes from last month here](#)

b. Confirmed guests/speakers

i. Faith + Betts: Anti-Racist Description

Resources' approval as an external standard

c. To be invited

i. Accessioning WG

ii. RiC

iii. Linked data standards/projects (Linked Art @Yale)

iv. EAD revisions/controlled value lists (K. Arnold)

d. To do

i. Invites

ii. [Jamboard](#)/polls creation

iii. Advertising! ([link to our calendar invite](#))

1. Committee members are invited to add not only SAA venues, but non-SAA ones, here:

b. Council (Lydia)

i. Council meeting next week - no news for now :)

ii. Funding proposal conversation

c. Technical Subcommittees

i. TS-DACS

1. Minor change request: [PR 80: DACS 3.1.5 Scope and Content Note Example](#). Approved. Will be included in the Standards Annual Report to Council.
  2. We have two bugfix changes with the website that we're addressing. They just require URL updates to the DACS repo so we don't plan to bring those to Standards since there's no content changes.
  3. Our Education leaders are working another instructional video, this time for DACS part II.
  4. The TS-DACS Annual Business Meeting is June 26th at 2pm ET/1pm CT. We're working on developing some structure with the goal of getting community input on the Principles Project.
  5. We plan to do some outreach to crowdsource improvements to the Examples in DACS.
  6. We've made some progress on minor Principles Project issues, and we have some more changes in the works, but we keep running into two major issues that would require substantial changes to DACS, notably #69 (<https://github.com/saa-ts-dacs/dacs/issues/69>) and #70 (<https://github.com/saa-ts-dacs/dacs/issues/70>)
- ii. TS-EAS
    1. EAD revision meeting in DC before SAA
    2. June 20th for Annual Meeting/joint session with EAS Section
    3. Minor revisions coming for EAC-CPF and EAD
  - iii. TS-AFG
    1. Annual meeting scheduled: June 12
  - iv. TS-GRD
  - v. Other groups/liaison roles
2. New Business (Kira)
    - a. External standard for approval: [Best Practices for Archival Term Labor](#)
      - i. Deadline for Council items is July 1, so **committee members should read and note comments/concerns before our June meeting.**
    - b. Revision for approval: [Guidelines for College and University Archives](#)
      - i. Came in too late to review for this meeting, but **committee members should read and note comments/concerns.** Same deadline for moving forward as above: Review for our June meeting, hopefully get to Council July 1.
  3. Old Business/Current projects/status/issues

- a. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
  - i. [Marked up version](#)
  - ii. Drafting a one-page public document for submitters/proposers
    1. [Creation/Revision outline](#)
      - a. Group members worked on some editing during the meeting to follow Heather's suggestion that we create some headings/markers
      - b. Lara will take the lead on creating a visual representation of the process and make a draft in time to **discuss at our June meeting.**
- b. Discussion (if time is available): Council updated the [Strategic Plan Dashboard](#). Note that the groups in bold are planned to lead the initiative. Standards has a few lines: 2.2.H; 3.1.A, B, E, F, H. I
  - i. Collaboration with Diversity Committee is a theme for Standards in the document
  - ii. The RBMS Bibliographic Standards Committee Diversity, Equity, and Inclusion Steering Group is also working on this conversation and may be a place for collaboration (see longer email text from Lydia below)
  - iii. **Jodi will reach out to Erin Baucom, the current DC chair.**

(longer email thread)

And room for collaboration with RBMS: The RBMS Bibliographic Standards Committee Diversity, Equity, and Inclusion Steering Group (BSC DEI SG) is seeking interested members to join our group. While we are currently a group of 9 individuals, we would like to add 3 to 5 more members. Our group's charge includes, but is not limited to:

- Develop DEI guiding principles for metadata creation in relation to special collections
- Develop guidelines for creating institutional statements on harmful language and bias in cataloging

- Provide guidance and critical feedback to all aspects of BSC activities in regards to diversity, equity, and inclusion efforts

In keeping with the spirit of our mission and goals, membership to ALA, RBMS, or any other professional organization is not required to volunteer with our Steering Group. We welcome anyone with an interest in working with libraries, information, and cultural heritage.

Our Steering Group has a unique structure. We function as an advisory board, identifying areas of work and then charging smaller groups to complete the projects. Steering Group members act as project leads. The idea is that the subgroups do the

heavy lifting -- this allows us to invite underrepresented members of the community to serve on the Steering Group, while not adding to the overcommitment that many of our BIPOC colleagues often face. For an idea of the group's structure and the nature of our work, please see the attached report.

Steering Group members should expect to serve on BSC DEI SG for one year with the option to continue working with the group in the next volunteer cycle. Individual projects will have varying time commitments. The Steering Group is currently meeting every other month for an hour, with individual project groups setting their own schedules. The projects we are currently working on are:

- Developing guidelines for harmful metadata statements and statements on the importance of DEI work
- Developing a BSC "internship" to support early career professionals and diversify the committee
- Guidelines for mentorship, focused on cataloging and metadata creation

Next meeting: June 8, 2023

Standards Committee Meeting

2023-06-08

<https://us06web.zoom.us/j/87249641424>

(also, call in and other options are at the bottom of the agenda)

NEW LINK: [Standards Committee/TS Drive](#)

Attending:

Regrets:

1. Updates

a. Co-chairs (Kira and Jodi)

i. Annual business meeting planning

1. Virtual, in advance of the DC in person meeting

a. [Calendar of all meetings](#) (if you need the link)

2. Date

a. July 13, 12-1:30p Eastern/11a-12:30p

Central/10-11:30a Mountain/9-10:30a Pacific/6-7:30p

(UTC+2 in Western Europe)

3. Planning

a. [Notes from last month here](#)

b. To do

i. Invites—will go out this week

ii. [Jamboard](#)/polls creation

iii. Advertising! ([link to our calendar invite](#))

1. Committee members are invited to add not only SAA venues, but non-SAA ones, here:

b. Council (via Lydia)

i. Council has approved GPAS and Best Practices for Internships recommendations.

ii. Council was in agreement with our request to replace CC:DA/MAC and ICA liaisons, so now we need to work with the SAA VP and in the case of the former, with CC:DA. Emails are in progress!

c. Technical Subcommittees

i. TS-DACS

1. Annual meeting: Jun 26, 2023 from 01:00 PM to 02:30 PM (CT)

ii. TS-EAS

1. Annual meeting Jun 20, 2023 from 11:00 AM to 12:30 PM (CT)

2. Minor change proposal: [Issues 109 and 113](#) – please take a look and we'll vote over email after the meeting, since this was a last minute add to the agenda
3.
  - iii. TS-AFG
    1. Annual meeting: Jun 12, 2023 from 01:00 PM to 02:30 PM (CT)
  - iv. TS-GRD
  - v. Other groups/liaison roles
2. New Business (Kira)
3. Old Business/Current projects/status/issues
  - a. External standard for approval: [Best Practices for Archival Term Labor](#)
    - i. Deadline for Council items is July 1, so **committee members should read and note comments/concerns before our June meeting.**
    - ii. Follow up email for last call for comment/vote
  - b. Revision for approval: [Guidelines for College and University Archives](#)
    - i. **Committee members should read and note comments/concerns.** Same deadline for moving forward as above: Review for our June meeting, hopefully get to Council July 1. Follow up email for last call for comment/vote
  - c. Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
    - i. [Marked up version](#)
    - ii. Drafting a one-page public document for submitters/proposers
      1. [Creation/Revision outline](#)
      2. We have a [draft visual](#) (thanks to Lara!). Please take a look at this and we'll talk about it at this meeting.
        - a. Can add in links, documents, and checklists to different points on the chart

Next meeting: Annual meeting, July 13!

July 13, 2023, 12-1:30pm EDT

Meeting Co-Chairs: Kira Dietz, Jodi Allison-Bunnell

Attending: Meghan O’Riordan, Adrian Turner, Chela Weber, Karin Bredenberg, Amber [no last name], Betts Coup, Dan Michaelson, Dan Pitti, Faith Charleton, Florence Clavel, Gina Strack, Heather Lember, Kerstin Arnold, Lara Michaels, Marie Elia, Maristella Feustle, Regine Heberlein, Rory Grennan, Wendy Pflug.

## Welcome and call to order

## Standards Committee updates

## Council Liaison update

Slides for 1-3:

[https://docs.google.com/presentation/d/1prplijucQCu2F8ApvWMwHRmJGD8cFUw5zNUw4Vihs!M/edit?usp=share\\_link](https://docs.google.com/presentation/d/1prplijucQCu2F8ApvWMwHRmJGD8cFUw5zNUw4Vihs!M/edit?usp=share_link)

## Constituent Group updates

### TS-Guidelines for Reappraisal and Deaccessioning

Kira on behalf of the group

The group received a renewed charge and expects to re-engage its work over the next year

### TS-DACS

Regine Heberlein

Roster changes:

- WELCOME: Maristella Feustle as incoming co-chair
- WELCOME: Jeremy Floyd as incoming member
- Greg Wiedeman to immediate past co-chair – THANK YOU
- Matthew Gorham and Katy Rawdon rotating off – THANK YOU

Activities this year:

- Focused on bringing the Rules in line with the Principles
- Started with low-hanging fruit and replaced some outdated language and examples
  - Closed 5 pull requests this year
  - Currently have 5 open pull requests
- Seen good community engagement on larger issues

- 38 tickets currently open and being discussed by the community. PLEASE WEIGH IN:  
<https://github.com/saa-ts-dacs/dacs/issues>
  - We had a good Annual Business Meeting (attendance ~70) during which we as a community discussed practices and needs surrounding description in time and documenting change – tried a new format this year that proved successful at engaging a number of different stakeholders
  - Finally, we published a new video about the Principles on SAA's YouTube channel that Maristella and Hollis worked hard on, check it out—and we have another in the works:  
<https://www.youtube.com/watch?v=0KvBAM60N08>
  - Outlook: Will be thinking about possible formats to translate the current engagement with the Principles into concrete progress on some of the heavier lifts in the revision

## TS-EAS

Karin Bredenberg and Mark Custer

Slides:

[https://docs.google.com/presentation/d/1vLzhVSJADfZNb-puYQzm4rYC6-nmGZue/edit?usp=share\\_link&ouid=109892957824133758541&rtpof=true&sd=true](https://docs.google.com/presentation/d/1vLzhVSJADfZNb-puYQzm4rYC6-nmGZue/edit?usp=share_link&ouid=109892957824133758541&rtpof=true&sd=true)

## TS-Archival Facilities Guidelines

Kira Dietz on behalf of the group

Working on latest revision to issue in print. This will likely be the last version in hard copy; will move to electronic distribution and continuous maintenance after this.

## External Groups

### Expert Group on Archival Description/ICA

Stephanie Luke/Regine Heberlein

- Regine standing in for Stephanie Luke (we also have the co-chairs Daniel Pitti and Florence Clavaud here today who will give a lightning talk later on)
- Change in the EGAD rep to Standards.
  - Bethany Anderson is rotating off--THANK YOU
  - The new EGAD rep to Standards is Stephanie Luke (U Illinois)--WELCOME
- EGAD membership stands at 23, representing 15 countries
  - In 2023, 7 rotated off and 8 joined;
  - lost representation in Finland and Italy
  - added representation from Cameroon, Congo, The Netherlands, and Slovenia
- RiC development status:
  - 4 parts: Foundations of Archival Description, Conceptual Model, Ontology, Application Guidelines

- Version 1.0 of FAD, CM, and O to be released by ICA Congress in October
- EGAD is finishing incorporating feedback to CM / Ontology
- feedback will be made public once that work is done
- working on label translations
- Roadmap: next focus will be the AG
- Please join us on the Google group, we welcome your feedback:  
[https://groups.google.com/g/Records\\_in\\_Contexts\\_users](https://groups.google.com/g/Records_in_Contexts_users)

## NAFAN - Adrian Turner and Chela Scott Weber

Slides:

[https://drive.google.com/file/d/1rjO4HBg0ysVFxZ8hSskm8WOwcdcaNvlf/view?usp=share\\_link](https://drive.google.com/file/d/1rjO4HBg0ysVFxZ8hSskm8WOwcdcaNvlf/view?usp=share_link)

## Lightning talks

### Accessioning Working Group

Meaghan O'Riordan

Slides:

[https://drive.google.com/file/d/1slsrPL1wO9-\\_MVHAUKRONbw0OespQab8/view?usp=share\\_link](https://drive.google.com/file/d/1slsrPL1wO9-_MVHAUKRONbw0OespQab8/view?usp=share_link)

### LUX: Yale Collections Discovery project

Alison Clemens

Slides:

[https://docs.google.com/presentation/d/1bCUd6b6YuD1lypggqyvJZTg15ZxMyc1xb-OWpGR7X8E/edit?usp=share\\_link](https://docs.google.com/presentation/d/1bCUd6b6YuD1lypggqyvJZTg15ZxMyc1xb-OWpGR7X8E/edit?usp=share_link)

### A4BLiP Adoption

Faith Charlton and Betts Coup

Slides:

[https://docs.google.com/presentation/d/14Zv4SSPo65vonFNuh0xU0T5YLG2fZa8S9OQFreE8Rv4/edit?usp=share\\_link](https://docs.google.com/presentation/d/14Zv4SSPo65vonFNuh0xU0T5YLG2fZa8S9OQFreE8Rv4/edit?usp=share_link)

### Records in Context

Daniel Pitti and Florence Clavaud

Slides:

[https://drive.google.com/file/d/1GuIZU4Li9-KWWujvpFt7fJ0qmn6SiUCh/view?usp=share\\_link](https://drive.google.com/file/d/1GuIZU4Li9-KWWujvpFt7fJ0qmn6SiUCh/view?usp=share_link)

## EAD revisions/controlled value lists

Kerstin Arnold

Slides:

[https://docs.google.com/presentation/d/1f9v9ZH0UBK1Mxb\\_BqIBB7DNzeYwLWXB2tcAuBcnqoKA/edit?usp=share\\_link](https://docs.google.com/presentation/d/1f9v9ZH0UBK1Mxb_BqIBB7DNzeYwLWXB2tcAuBcnqoKA/edit?usp=share_link)

Controlled values list example:

[https://drive.google.com/file/d/1aOp2czj8fm7MYlvht1nt2LV6eML5ubOX/view?usp=share\\_link](https://drive.google.com/file/d/1aOp2czj8fm7MYlvht1nt2LV6eML5ubOX/view?usp=share_link)

## Wrap up and closing remarks

Jodi Allison-Bunnell

- Many things to outgoing chair Kira Dietz for five years of great work! Kira did a great deal on infrastructure, processes, and making it easier for groups to understand processes and to make them more approachable.
- Welcome to Lara as co-chair and to new members
- Section members and observers can expect that since our infrastructure is in better shape, we will continue and amplify our commitment to making both the processes, and the standards themselves, more approachable, relevant, and informed by diverse community input.

## Appendix B: TS-DACS and TS-EAS Minor Changes Summary

### BACKGROUND

Following SAA Council's 2021 approval of the revisions to the [Procedures for Review and Approval of an SAA-Developed Standard](#) regarding minor revisions for standards on a continuous revision cycle, Standards Committee continues to receive requests for minor revisions. As part of the revised procedures, we are expected to keep Council informed of minor changes that the committee approves.

[Folder to minor revisions noted in this report](#)

### DISCUSSION

In order to keep track of minor changes and their approval, and to provide information to Council, the Standards Committee has developed a spreadsheet (for internal purposes). We expect to submit a report of minor changes 3-4 times a year, depending on the volume of changes received. Links below include copies of documentation submitted to Standards Committee.

Recent approved minor changes include:

- [TS-DACS PR 80](#)
- [TS-EAS Issues 109 and 113](#)

Please note: If Council would prefer that Standards Committee keep them informed in a different way, we are happy to oblige. We expect to see minor changes on a fairly regular basis now that we are getting the process off the ground and we are continuing to refine how we will manage these activities.

### RECOMMENDATION(S)

No action item required.

**Impact on Strategic Priorities:** In general, minor changes do not have significant impact on strategic priorities. However, they do reflect a desire to support Goal #3 by providing faster updates to existing technical subcommittee-managed standards.

**Fiscal Impact:** No known fiscal impact

## Appendix C: Annual Report: Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD)

August 2022

### **Membership**

Dara Baker, TS-GRD chair

Dainan Skeem

Danielle Emerling

Elizabeth Russell

### **Activities/Summary**

**Note:** Because the group did not submit their annual report, and in order to meet the annual report deadline, this summary was compiled by the Standards Committee from recent updates and the report provided at the Standards Committee Annual Meeting in July.

TS-GRD is nearing the end of its originally chartered terms. Over the course of this year, the TS has expressed interest in adding new members (including those with particular expertise), extending some terms, and getting an overall extension. The TS has been working some restructuring and amending of goals and outcomes. A request was formally submitted to SAA Council for the August meeting and the TS and Standards are happy to move forward when we have news.

## Appendix D: Technical Subcommittee on Describing Archives: A Content Standard (TS-DACS) Annual Report

### Membership for the 2022-2023 term

Regine Heberlein (co-chair)  
Greg Wiedeman (co-chair)  
Kelli Bogan  
Maristella Feustle  
Kelli Bogan  
Jeremy Floyd  
Donnelly Lancaster Walton  
Erin McBrien  
Katy Rawdon  
Hollis Wittman (Early-Career Member)  
Suzanne Reller  
Rebecca Wiederhold  
Sue Luftschein (immediate past co-chair ex officio)

### Activities/Summary

**Note:** Because the group did not submit their annual report, and in order to meet the annual report deadline, this summary was compiled by the Standards Committee from recent updates and the report provided at the Standards Committee Annual Meeting in July.

Activities this year:

This year, the group focused on bringing the body of DACS in line with the [Statement of Principles](#). They began with some simple changes to replace outdated language and examples. Community engagement on larger issues was good. There are [38 tickets open on GitHub](#) that are under community discussion. They also published a new video about the Principles on SAA's YouTube channel: <https://www.youtube.com/watch?v=0KvBAM60N08>. Last, the annual Business Meeting was well attended and with a new format for better engagement on practices and needs surrounding description in time and documenting change. In the coming year, the group will be thinking about possible formats to translate the current engagement with the Principles into concrete progress on some of the heavier lifts in the revision

## Appendix E: TS-EAS Report, Standards Committee

### Membership

#### 2022-2023

- Karin Bredenberg, co-chair
- Mark Custer, co-chair
- Cory Nimer
- Alexander Duryee
- Kerstin Arnold
- Ailie Smith
- Glenn Gardner (ex officio, EAD Web liaison)
- Anna-Maria Underhill (ex officio, EAC Web liaison until July 2023)
- Gerhard Müller (ex officio, EAC Web liaison from July 2023)
- Iris Lee
- Anna McCormick
- Ricardo Eito Brun
- Andrew Janes
- Ypapanti Kytta
- Mpho Ngoepe
- Venkat Srinivasan
- Elizabeth Russey-Roke
- Mary Samouelian
- Lori Lindberg
- Marie Elia
- 李彦霖 Yanlin Li (Ellen)
- Martin Critelli
- Sarah Cruz (Early career member)

Glenn Gardner, Anna-Maria Underhill and Gerhard Müller, continued to serve as ex officio members, with their primary responsibility being the maintenance of the websites for EAD and EAC-CPF at the Library of Congress and the Staatsbibliothek zu Berlin, respectively. They also participate in at least one of the TS-EAS sub-teams.

We also had six liaison positions this year:

- Irene Gates (EAS Section liaison)
- Silke Jagodzinski (TS EAS liaison as the previous EAC-CPF team lead)
- Florence Clavaud (RiC liaison to the EAD team)
- Rita Johnston (Collection Management Section liaison)
- Lara Michels (Standards liaison)
- Lydia Tang (Council liaison)

We petitioned for an update to the TS-EAS by-laws to increase the number of members and to exclude the co-chairs in the total member count. This requested change was approved at the council meeting in May 2023. This means that moving forward we will be able to have 25 members and two co-chairs.

For the upcoming year (2023), the nomination committee received the following suggested changes:

- Mary Samouelian to replace Mark Custer as the new co-chair of TS-EAS (two-year term); .
- Eight re-appointments: Mark (as replacement to Mary) and Alexander Duryee, Iris Lee, Anna McCormick, Ailie Smith, Andrew Janes, Venkat Srinivasan and Cory Nimer.

Additionally, we will hopefully be welcoming three members to TS-EAS (one SAA-based and two International), replacing those members who are rotating off, as well as one new early-career member.

## **General Meeting Schedule**

TS-EAS continues to meet at the SAA Annual meeting and to meet virtually as an entire group three times per year. Additionally, each of the working subteams set their own meeting schedules throughout the year, with most teams meeting once per month.

## **Annual Meeting, 2022**

TS-EAS held its open meeting in collaboration with the EAS Section. That meeting was scheduled for 3 August. TS-EAS also shared updates during other section meetings, such as the Collection Management Section.

## **Highlights since 2022 meeting**

- The committee participated in SAA's early-career member program this year for a fourth time. Sarah Cruz assisted the co-chairs in planning meetings and posting minutes to GitHub. Sarah also participated in the Outreach subteam and assisted with webinars.
- The EAC-CPF team (led by Elia) followed up the release of EAC-CPF 2.0 schemas and new Tag Library with webinars promoting the release. The group has continued working with the Best Practice Guide for EAC-CPF 2.0 and EAD. The team also drafted a minor revision of the EAC-CPF version 2 tag library, which has been sent for approval by the Standards Committee.

- The EAD team (led by Arnold) drafted a minor revision of the EAD3 tag library, which was approved by the Standards Committee this year. The group continues the work with a major revision for EAD. The team had in-person meetings in Boston and in den Haag to facilitate discussions and work with the new version. These meetings were funded by the participants' own institutions. Online participation was also provided. While the team with the aid of the Outreach team hosted and provided recordings to several webinars throughout the year, the webinar series regarding controlled vocabularies in cooperation with the EAS section and the Descriptions section should be noted for the crossword between the EAD Team and the two sections and its international reach. The series of webinars consisted of two versions with different starting times with one with focus on the North Americas, South Americas and Oceania and one focus on Europe, Africa and Asia to make sure that attendance during working hours were possible and thus making the goal of encouraging and engaging with participants from countries across the world possible. The whole series showed an attendance of approximately 100 persons for each webinar with a spread over the continents the focus of the webinar aimed for. Right now, most of the EAD team's work is focused on that major revision process, specifically by reaching out for community feedback about EAD and meetings around SAA 2023.
- The Schema team (led by Custer) assisted the EAC-CPF and EAD teams with schema updates as usual. The team has worked with the updated version of EAC-CPF and provided updated schemas as well as Schematron rules for a more refined validation. The Best Practice Guide is being set up in GitHub by the Schema Team and filled with content from the EAC-CPF and EAD team.
- The Functions team (led by Bredenberg) has continued its work and have created examples to drive the discussion of the proposed format to its next level and get its first possible users feedback.
- Last, the Documentation and Outreach team (led by Nimer and Cruz as junior team lead), continued to assist the entire TS-EAS Committee with outreach efforts. This team also planned, transcribed, and released the following online webinars which are planned to facilitate attendance both from US and internationally which gives that there is two and some times three versions of each webinar, with different starting times to make it possible to attend during working hours in the participants country, this past year, all of which are now hosted on SAA's Youtube account  
<https://www.youtube.com/@SocietyofAmericanArchivists/videos> :
  - Introduction to EAC-CPF 2.0 (2 versions)
  - Records in Contexts Update (1 version)
  - Encoded Archival Standards Best Practice Guide (a tutorial)
  - Controlled vocabularies a series of 3 events in collaboration with EAS Section and Description Section (2 versions)

## **Schedule for Annual Meeting, 2023**

This year, TS-EAS will hold its open meeting in collaboration with the EAS Section. That meeting is scheduled for 20 June. TS-EAS will host its all-member meeting at the end of August. TS-EAS will also share updates during other section meetings, such as the Description Section.

## **Internet statistics**

Glenn Gardner, our EAD webpage liaison, has provided us with statistics for our public email list and EAD webpage, kindly hosted by the Library of Congress. The numbers show that there are 1,202 members from a total of 38 countries signed up for the email list where 33 emails have been sent last year. For the EAD webpage there are over 28,000 visits with 54,903 pages visited. Looking at the list of countries visiting the page Italy has landed as number two after the US of the 148 different countries visiting the page. At the same time we can see that since last year there has been an increase in visits to the EAD3 part of the webpage where formerly the EAD2002 part was used the most.

Gerhard Müller, our EAC-CPF webpage liaison, has provided us with statistics for the EAC-CPF webpage, kindly hosted by the Staatsbibliothek zu Berlin. The page has had 4,502 visits with 8,300 pages visited. As for the EAD webpage the EAC-CPF page has the most visits from the US followed by Italy of the 50 different countries visiting the page. The new version was released in August that means that the interest for the web page increased then and the pages with the tag library and the background to version 2 have had the most traffic.

As a summary to the statistics it is easy to see that the two standards have different numbers of users but that the interest for EAC-CPF grows every year. It can also be noted that the links provided on both pages are used and that the way to find the pages includes using Google and Wikipedia and other sources which have linked to the two pages.

## Appendix F: Annual Report: Technical Subcommittee on Archival Facility Guidelines (TS-AFG)

To: SAA Standards Committee

From: Technical Subcommittee on Archival Facility Guidelines (TS-AFG)

RE: Annual Report to the SAA Standards Committee

Date: September 1, 2023

### **TS-AFG Annual Report, 2022-2023**

#### **Summary Report**

This past year the Subcommittee made good progress on our work to revise the outdated archival facilities guidelines. Several chapters are now finalized and are ready to move into the peer review process. Only a few chapters remain for the Subcommittee to review. Our goal is to conclude the review and revision process by the end of this year and move all chapters into peer review by early next year. Our tentative final publication goal is next fall 2024.

In addition to the content of each chapter, the Subcommittee has discussed formatting, utilizing the latest data-visualization techniques, and incorporating features that an ebook format might offer.

This year the Subcommittee hosted a well-attended open forum as part of the SAA's annual pre-conference activities. We shared updates and news on our work to attendees and gathered feedback on what attendees need and expect from an archival facilities guidelines publication. There was also a robust discussion with attendees sharing perspectives on how they have managed past renovations.

#### **Summary of Standards Progress**

The following chapters are finalized and ready to begin the peer review process:

- Building Site
- Functional Spaces

Chapters currently being reviewed include:

- Facility Design and Construction
- Archival Environments
- Security
- Prohibited Products/Materials
- Glossary
- Bibliography

Remaining chapters:

- Fire Protection
- Storage Equipment

### **Roster Updates**

We would like to ask for a continuation of the work of this sub-committee for 2023-2024. No new members were added this year and no current members have resigned. The full membership roster includes:

Name	Role	Term	Organization
David Owings	Co-chair	2017-05-03 – 2023-09-01	Columbus State University
Susanne Annand	Co-chair	2020-11-05 – 2023-09-01	Gates Archive
Fiona Graham	Committee Member	2017-05-03 – 2023-09-01	Graham Conservation
Lisa Hennessey	Committee Member	2020-11-05 – 2023-09-01	Library and Archives Canada
Jeremy Linden	Committee Member	2017-05-03 – 2023-09-01	Linden Preservation Services, Inc.
Scott Teixeira	Committee Member	2017-05-03 – 2023-09-01	Hartman-Cox Architects
Angela Fritz	Committee Member	2017-05-03 – 2023-09-01	Wisconsin Historical Society
Bryan Whitledge	Committee Member	2020-11-05 – 2023-09-01	Central Michigan University

This report is respectfully submitted by David Owings and Susanne Annand  
Co-chairs, SAA Technical Subcommittee on Archival Facilities Guidelines

# Appendix G: ICA Expert Group on Archival Description (EGAD) Report to the SAA Standards Committee

## Society of American Archivists July 21, 2022

Prepared by Bethany Anderson, Steering Committee Member, ICA EGAD, and  
SAA representative to ICA EGAD

### Overview

Since 2012, the International Council on Archives (ICA) Expert Group on Archival Description (EGAD) has been developing a standard for archival description that will replace the current ICA standards: ISAD, ISAAR, ISDF, and ISDIAH.

The standard under development, Records in Contexts (RiC), will have four parts when completed:

- Introduction to Archival Description (RiC-IAD)
- Conceptual Model (RiC-CM)
- Ontology (RiC-O)
- Application Guidelines (RiC-AG)

### Recent Developments

The first draft of RiC-CM was released for public comment in September 2016. Comments were received from 62 individuals and groups representing 19 countries. 200 pages of comments were compiled and reviewed by EGAD. After reviewing this feedback, RiC-O 0.1 and a preview of RiC-CM 0.2 were released for public review on December 12, 2019. RiC-O 0.2 was released in February 2021

(<https://www.ica.org/en/public-release-of-records-in-contexts-ontology-02> and [https://www.ica.org/standards/RiC/RiC-O\\_v0-2.html](https://www.ica.org/standards/RiC/RiC-O_v0-2.html)).

The consultation draft of RiC-CM 0.2 was released in July 2021

([https://www.ica.org/sites/default/files/ric-cm-02\\_july2021\\_0.pdf](https://www.ica.org/sites/default/files/ric-cm-02_july2021_0.pdf)). The call for comments was open through January 31, 2022, and could be submitted either through EGAD's GitHub or by email. This version includes substantial revisions based on initial feedback to the first draft of RiC-CM. These changes include revising the introduction to help contextualize RiC within a broader discussion of archival description; reorganizing and making several additions to the Entities section; retitling *properties* as *attributes*; and condensing and reorganizing the Relations section. More details about these revisions can be found in the announcement about the release

(<https://www.ica.org/en/public-release-of-records-in-contexts-conceptual-model-02>).

The consultation draft for RiC-IAD 0.2 was released in December 2021 and made available on the ICA website in January 2022

(<https://www.ica.org/en/public-release-of-records-in-contexts-introduction-to-archival-description-02-ric-iad-02>). Much of the content in RiC-IAD was originally part of RiC-CM 0.1, but the decision was made to make it a separate document. This document was created to describe the intellectual foundation for RiC that builds and expands on traditional notions of provenance.

EGAD continues to do outreach through presentations and workshops. On September 21, 2022, several members of EGAD will be hosting a workshop titled “Basic RiC: A Practical Workshop for Using “Records in Contexts” by Beginners” at the ICA’s annual conference in Rome. More information can be found here:

<https://www.ica.org/en/ica-roma-2022-preliminary-programme>. Since the last report, Florence Clavaud and Tobias Wildi, who are both EGAD members, recently gave presentations on RiC.<sup>1</sup> Clavaud and Daniel Pitti also gave a webinar on RiC for SAA TS-EAS in December 2021.<sup>2</sup>

## Future Work

EGAD is still in the process of reviewing community feedback on RiC-CM 0.2 and have begun drafting RiC-AG. In addition, the group is working on a glossary for RiC-CM.

## Resources and Recent Projects

Current projects and tools using RiC-O (<https://ica-egad.github.io/RiC-O/projects-and-tools.html>); two other examples include kommais (<https://kommais.wisski.data.fau.de/>) and the archives of the city of Bale in Switzerland have published their export from their Archival Information System scopeArchiv based on RiC (<https://data.bs.ch/explore/dataset/100177/information/>).

Examples of archival description using RiC, based on the 2019 preview of RiC-CM (<https://icae.esrc.info/>).

EAC-CPF and EAD XML RiC-O converter (converts to RDF datasets), from the Archives Nationales France (<https://github.com/ArchivesNationalesFR/rico-converter>).

Current public documentation for RiC is available on GitHub (<https://github.com/ICA-EGAD>) and the ICA website (<https://www.ica.org/en/about-egad>).

For questions or to contact EGAD, email: egad [at] ica [dot] org ([egad@ica.org](mailto:egad@ica.org)).

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<sup>1</sup> Clavaud, Florence. *Les métadonnées archivistiques en transition vers des graphes de données : 2 – point d’actualité et précisions sur Records in Contexts*. Full article (in French) dated July 2021, available on the research blog of the Archives nationales of France:

<https://labarchiv.hypotheses.org/1728>; and Wildi, Tobias. Contextualising Haystacks with Records in Contexts (RiC). Presentation at DHCH 2021, Digital Images, Metadata and Cultural Heritage Objects. Rome, 8.6.2021. <https://zenodo.org/record/4945303>.

<sup>2</sup> Pitti, Daniel and Florence Clavaud. “Records in Contexts (RiC) Update.” SAA Technical Subcommittee on Encoded Archival Standards (TS-EAS). December 13, 2021.

<https://www2.archivists.org/groups/technical-subcommittee-on-encoded-archival-standards-ts-eas/records-in-contexts-ric-update-we>.