

# Standards Committee and Technical Subcommittees:

## Annual Report, 2021-2022

(Prepared by: Kira Dietz)

### **Membership**

Kira Dietz (2017-2023, Co-chair, 2021-2022)

Wendy Pflug (2019-2022)

Emily Toder (2019-2022)

Faith Charlton (2020-2023)

Rory Grennan (2020-2023)

Gina Strack (2020-2023)

Jodi Allison-Bunnell (2021-2024)

Lara Michels (2021-2024)

Alexander Waterman, Early Career Member (2021-2022)

Meg Tuomala, Council Liaison (2019-2022)

### *Ex Officio:*

Lindsay Wittwer (Immediate past Co-Chair)

Matthew Gorham (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:*

Heather Lember (2022-2025)

Susan Luftschein (2022-2025)

Wendy Pflug (2022-2025)

## **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 2022). See Appendix A: Standards Committee Meeting Minutes, 2021-2022.

## **Technical Subcommittees and Task Forces**

**TS-GRD**, with support and discussion with Standards and our Council liaison, following up on last year's concerns, submitted a request for an extension and new members to SAA Council in July 2022. We will work together on recommended new members and hopefully resuming the TS's work when this is approved, beginning in fall 2022.

**TS-DACS** completed several activities, including updates and advancement on existing projects. This includes a planned update to a tutorial video to incorporate the revised Statement of Principles into the online DACS primer videos; three major and two minor change requests completed in GitHub; and efforts to prioritize action items related to the Principles Project.

**TS-EAS** has had a busy year, with the release of EAC-CPF 2.0 this year! The sub-team on this work also developed multiple best practices guides. Major revision work for EAD has been approved and begun, and several minor changes were also approved by Standards. The Function team as begun work on a possible schema for functions. The webinars on the new version of EAD were also hosted, recorded, and are now available online.

**TS-AFG** has had new leadership step up. The Standards Committee co-chair and liaison have continued to get updates, but we are aware that the TS has had issues meeting and has had to deal with some non-committee related issues. We know that they are making progress on sections of the AFG and that several sections are close to completion. We will continue to work with them in the coming year.

## **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**

Standards Committee did encourage individual members to provide feedback on RiC-CM over the past year, and we have followed the feedback supplied by TS-DACS. TS-DACS hopes to receive updates on their feedback, and we will work with them to encourage communication.

We received a request to approve an external standard this year, as well (see "A4BLiP Recommendation" 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)
- Major change submitted to SAA Council in May 2022: Dates of Existence (11.1)
  - Approved in May 2022 and promoted through various channels

***Museum Archives Guidelines (Revision)***

- Revised guidelines submitted in February 2022 and approved by SAA Council
- Guidelines have been updated on the Standards Portal

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

- EAC-CPF revision submitted to Standards in April 2022
- Revision submitted to Council in April 2022
- Approved by SAA Council in May 2022
- EAC-CPF 2.0 released and promoted through various channels

***EAD (Revision)***

- EAD team held several virtual events to launch the approved revision process

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

- Revision is in progress
- We hope to see a revision in the upcoming year

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

- TS-GRD has submitted a request for an extension and additional membership
- Pending approval from SAA Council

***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)***

- Standards has assigned a liaison
- Revision is in progress

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

- GPAS revision was started in 2020 through an SAA Experts Group track
- This past year, it was submitted to Standards Committee for review
- Standards has provided some feedback and is working with the subcommittee managing the revision
- We hope to submit a recommendation in the fall of 2022

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

- Request submitted to Standards Committee in May 2022 for approval as an external standard
- Submitted to SAA Council in July 2022
- Awaiting Council decision

**ONGOING PROJECTS AND ACTIVITIES**

***Continuous revision procedures***

- Since we implemented the new process for minor changes, both TS-DACS and TS-EAS submitted minor changes this year, allowing us to test out our workflow. Multiple minor changes 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***

- Since this has been a particularly busy year for standards creation and revision, with many things in different stages, committee conversations have produced questions about the procedures document. Currently, 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 worksheet/cheat sheet for the process (not to replace the procedures, but to offer a list of “to-dos” and “things to think about”)
- We were excited to focus much of our 2022 annual meeting on the standards creation/revision process and hosted a series of lightning talks about this. We hope this will be some of the groundwork

***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***

The Standards Committee hosted its first early-career member in 2021-2022 (2.1) to provide experience in SAA.

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). For the first time this year, Standards Committee approved minor changes to TS-DACS and TS-EAS (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**

Given some of the delays with TS-AFG, Standards Committee will work with them in the fall to see if they will be able to finish or whether they will need to request an additional extension of terms.

Standards Committee has received additional inquiries into the 2020 dissolution of representation on CC:DA and MAC. Our documentation suggested there was a recommendation that these seats not be filled, but we aren't clear on what grounds. Given that we have had questions again, we would like to work with Council on identifying and appointing new representation.

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, 2021-2022

Standards Committee Meeting

October 14, 2021

Zoom link for meetings

[Standards Committee shared folder](#)

Attendees:

1. Introductions
2. Logistics/Shared Folder
  - a. We have [a shared folder](#) (or rather, many folders!)
  - b. Kira is still collecting some other materials from previous committees that may be available.
  - c. [Listserv](#) also includes emails and files dating back about 3 years.
3. Liaison openings for committee members
  - a. [Current spreadsheet](#)
4. Updates
  - a. Co-chair
    - i. See most of the rest of the agenda
  - b. Council
    - i. No Meg (Kira will follow up to see if she has anything to share)
  - c. Technical Subcommittees
    - i. TS-DACS
      1. Getting started for the year and are talking about planning and goals
      2. Mapping out implementation of principles
      3. Revisions to bring standard in line with the principles
      4. Update education materials and updating workshops
    - ii. TS-EAS
      1. Co-chairing with Mark Custer
      2. EAC-CPF revision being finalized
      3. Outreach team working on tutorials
      4. EAD revision process will be reaching out to DACS
    - iii. TS-GRD
      1. Implementing monthly meetings (we want to loop Emily back)
    - iv. TS-AFG
  - d. Others?
    - i. Accessioning Best Practices:
      1. Wendy is the liaison for that and they are starting work
    - ii. Education Committee
      1. First review of guidelines by full review of committee
      2. Proposal document in progress

5. Guidelines for Accessible Archives for People with Disabilities
  - a. [PDF proposal](#) (easier to read)
  - b. [Doc version](#) (for comment)
  - c. Discussion/questions
    - i. Related organizations: some regional groups are listed, but not all of them. May be particularly useful to include California. Also, is there a place for Federal law/Federal precedent
  - d. If we are ready to vote, this will be done electronically, since we are missing members.
6. Updates on open/upcoming proposals/reviews/revisions
  - a. SAA Standards
    - i. Guidelines for Accessible Archives for People with Disabilities (Accessibility & Disability Section) ([current version](#))
      1. Current status: proposal submitted to Standards to do a revision
      2. Pending: Vote on proposal by Standards
    - ii. Museum Archives Guidelines (Museum Archives Section) ([current version](#))
      1. Current status: under revision
      2. Pending: submission of revised guidelines to Standards (last update in June 2021 was that a packet was in progress)
    - iii. Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries (JFT/Reference and Outreach Section/Standards) ([current version](#))
      1. Current status: RAO had a subcommittee that was doing some work on the goals/metrics gathering included in the standard, since the dissolution of the JFT. Kira and Meg recently met with RAO leadership to talk about future maintenance of the standard itself. We will set up a meeting with Felicia to talk about possible logistics to a) transfer the charge to Standards, b) come up with a revision schedule, and c) come up with a plan for how revision might be done.
      2. There is also the issue of data/metrics collection, which RAO's subcommittee has been doing. It would be helpful to also figure out, if this continues under their auspices, what the next steps for those metrics are.
      3. Pending: Scheduling a meeting with Felicia re (6.a.iii.1) above.
      4. If a subcommittee is going to continue the metrics gathering work, we may want to consider Standards having a liaison to that subcommittee, not just whoever takes over maintenance of the standard itself.
    - iv. Guidelines for College and University Archives (College and University Archives Section) ([current version](#))
      1. Current status: under revision (proposal to revise approved in June 2021)

2. Pending: submission of revised guidelines to Standards
  - v. TS-GRD
    1. Current status: due for revision
    2. Pending: Discussion with SAA leadership/Council regarding proposed plan (appoint 1-2 new members now to facilitate continuity, do not instigate a revision this year, request a 3 year extension to do revision with TS of 5-6).
    3. There are currently four members, but they feel they are lacking in some expertise and diversity. The members do not have staggered terms, meaning everyone rolls off in August 2022, which is also a concern for continuity.
  - vi. TS-AFG
    1. Current status: under revision
    2. TS has recently regrouped and has new co-chairs
    3. TS is taking stock of status
    4. Prioritizing five completed draft chapters for committee review
      - a. hoping to send these five for peer review by January 2022
    5. Pending: Standards and TS communication with Publications about how the peer-review process works.
  - vii. TS-EAS
    1. EAC-CPF current status: under revision
      - a. Pending: submission of proposal to Standards
    2. EAD current status: under revision
      - a. Pending: submission of proposal to Standards
  - viii. Guidelines for a Graduate Program in Archival Studies ([current version](#))
    1. Technically, this is under the auspices of the Education Committee, but there are some outstanding questions about ownership and management of this and another set of guidelines. Standards needs to follow up and help clarify next steps/process
  - b. External Standards
    - i. [Archives for Black Lives in Philadelphia](#) (A4BLiP) Anti-Racist Descriptive Resources Guide (sponsor: Description Section)
      1. Current status: Resource has been created and Description Section has agreed to serve as sponsor.
      2. Section is going to reach out to membership for input
      3. Pending:
        - a. Standards is working on locating documentation around other examples of external standards.
        - b. Submission of proposal to Standards
7. Other items or updates?
- a. Art and Rare Materials (ARM) 1.0 work
    - i. The group generated not only an RDF file of the new ARM ontology, but also 6 new vocabularies specifically focused on use cases for special collections material intended for use both within BIBFRAME and other



linked data applications. We also created a set of human-readable ontology files and Implementation Guidelines with recommendations specifically focused on each domain. These documents are available in the task force's github repository: <https://art-and-rare-materials-bf-ext.github.io/arm/v1.0/>

- ii. Next steps: There is a request for Standards to speak with RBMS-BSC and ARLIS/NA to form an on-going editorial group and to advocate for this. Kira has asked some questions and offered a meeting to talk about what this might look like and where responsibility for it might go with outgoing task force members so we can figure out who in SAA needs to be part of a conversation.
  - b. Orphan standards
    - i. The on-going work on the Standards Portal revision has revealed a handful of orphan standards, either generated by task forces that no longer exist or Council appointed groups that no longer exist. This relates to 6.a.iii above and Kira is hoping we can address this question at the same meeting with Felicia. We may need to try and identify some potential sections who could take over management/maintenance.
  - c. Representation on CC: DA (Committee on Cataloging: Description and Access)/MAC (MARC Advisory Committee)
    - i. Terms of existing rep (ex-officio) ended in 2020 and there was a recommendation by that person not to appoint someone new. However, a question came up at the annual meeting this past August and there isn't any real documentation about how SAA documents/handles disbanded representatives.
    - ii. Emails suggest this was a conversation that was going to be taken to Council (i.e. it wasn't a Standards issue), but please correct if someone knows otherwise.
  - d. Purchase of an ISO
    - i. Request to purchase ISO-8601-1:2019 (<https://www.iso.org/standard/70907.html>) and ISO-8601-2:2019 (<https://www.iso.org/standard/70907.html>)
    - ii. Pending: figure out if this was followed up on or if we need to make a request.
8. RiC-O feedback process
    - a. We will start a document to comments
    - b. Restart email thread
    - c. Email RiC-O
  9. Next meeting: November 18, 2021

Standards Committee Meeting

November 18, 2021

[Zoom link for meetings](#)

[Standards Committee shared folder](#)

Attendees:

1. Liaison openings for committee members
  - a. [Current spreadsheet](#)
  - b. We still need liaisons for the Accessibility and Disability Section and the College and University Archives Section
2. Updates
  - a. Co-chair
    - i. See agenda items below
  - b. Council
    - i.
  - c. Technical Subcommittees
    - i. TS-DACS
      1. Subcommittee continuing to work on application of principles, more communication with the profession about how to contribute to that conversation via GitHub.
    - ii. TS-EAS
      1. EAC-CPF 2.0 revision is in progress with the expectation that it will be ready in early January
      2. Two approvals for minor revisions from Standards have been announced to the community
      3. EAD revision has started and the call for comments is out (through Feb 28 2022)--please share call widely
      4. Plan to start looking at creating a schema for creating description of archival functions
      5. EAC-CPF team would like some guidance on how to put together the packet
      6. Suggestion: infographic for relationships between archival standards
    - iii. TS-GRD
      1. Kira will be following up with Meg and Felicia regarding how we go about adding more people and extended terms.
    - iv. TS-AFG
      1. No updates since October meeting
  - d. Others?
    - i. Accessioning Best Practices
    - ii. Education Committee
      1. Committee and subcommittee working on feedback
      2. Goal: ready to send to Council for feedback for new year 2022

3. Guidelines for Accessible Archives for People with Disabilities
  - a. [Comments back/Revised proposal](#) (from ADS)
  - b. Discussion/questions
    - i. Do the comments we received/revised version address previous concerns?
    - ii. Are we ready to vote again about whether to forward this to Council with a recommendation?
4. Museum Archives Guidelines
  - a. Documents were submitted on November 17 and are in a [shared folder](#)
  - b. I know we probably haven't all had time to look at this yet, so Kira will follow up via email, but we have a couple of questions to consider:
    - i. Do we feel this submission meets the requirements of [Section III.B](#)?
    - ii. Do we feel there is anything requiring a need for Standards to solicit additional comments (IV B.2.)?
    - iii. Are we ready to vote on this revision?
5. RiC Comments
  - a. I've put a [pdf of the document](#) in a Standards folder. It should be set to be accessed by anyone who has the link, so if you want to share it with your TS, you can do so.
  - b. Please keep in mind the format for [submitting comments](#), if you are commenting on the pdf. It would be helpful to include the reference, comment type, feedback, and the proposed change.
  - c. Do we have a preference about using the pdf or the doc file for now? How do we want to submit comments later (doc file or github)?
    - i. Use Doc File
6. Other items or updates?
7. Next meeting: December 9, 2021

Standards Committee Meeting

December 9, 2021

[Zoom link for meetings](#)

[Standards Committee shared folder](#)

Attendees:

1. Liaison openings for committee members
  - a. [Current spreadsheet](#)
  - b. We still need a liaison for the College and University Archives Section
    - i. Kira will get herself added to this list for now and can cover this group this year
2. Updates
  - a. Co-chair
    - i. See agenda items below
  - b. Council
    - i.
  - c. Technical Subcommittees
    - i. TS-DACS
      1. No big updates
      2. Working on principles implementation progress
        - a. Documented on [Github](#)
      3. Updating education resources, including DACS tutorials
      4. Small backlog of pull requests
    - ii. TS-EAS
      1. Ready package for revisions, some time early next year
      2. TS-EAS has another webinar on RiC (see link in notes below)
      3. Lara has created a checklist from our documentation and a video
    - iii. TS-GRD
      1. Kira is waiting to hear back from SAA on some next steps
    - iv. TS-AFG
      1. no updates since Nov meeting
  - d. Others?
    - i. Accessioning Best Practices
      1. Nothing
    - ii. Education Committee
      1. Nothing new, revisions in progress
3. Guidelines for Accessible Archives for People with Disabilities
  - a. DOJ oversight and Section 508 compliance?
    - i. Understanding 508 compliance or your institution coming under DOJ review for violations. What motivates someone to come to this standard? What should motivate someone to come to this standard?
    - ii. Jodi will bring some questions back to the group to consider: Would it be helpful to include a broad statement about what to do when one

- undergoes DOJ compliance or Section 508 compliance issues? Or would it be better to simply have them recommend that an institution should defer to organization practices?
- b. Update from Felicia re: requesting funding for reviewers/contributors: “It is only within the Standards Committee’s purview to approve the work on this standard. Upon Standards’ approval, the Section/revising group would need to submit a Component Funding Request to seek funding from the Council.” If ADS puts forth a request, we would be encouraged to support it, but it is on the sponsoring group to make the request.
4. Museum Archives Guidelines
    - a. Documents were submitted on November 17 and are in a [shared folder](#)
    - b. Discussion
      - i. Omission of SAA ethical guidelines or statement about DEI or anti-racist advocacy in this section
      - ii. Repatriation: lean in terms of content
      - iii. Access + use: advocacy for accessibility and disability concerns missing
      - iv. Suggestions for revision:
        1. Inclusion of more references/notes to references to SAA ethical guidelines
    - c. Separate comment to provide: suggestion to Museum Archives section to consider reviewing ethical guidelines (with or without AAM)
  5. RiC Comments
    - a. [Pdf of the document](#) is in a Standards folder. It should be set to be accessed by anyone who has the link, so if you want to share it with your TS, you can do so.
    - b. Submit comments via the [doc file](#)
    - c. New deadline for comments is end of January
    - d. Reminder/note from Karin: RiC Presentation Monday, Dec 13 (<https://www2.archivists.org/groups/technical-subcommittee-on-encoded-archival-standards-ts-eas/upcoming-webinar-december-13-ric->)
  6. Other items or updates?
    - a. Working on purchase of requested ISO standards
    - b. Overall question: Revision the standards procedures to include consultation with SAA DEI committee? Expectations for revision?
      - i. What do we want to see in a standard? How a standard relates to other standards, that there is awareness of other standards
  7. Next meeting: January 13, 2021

Standards Committee Meeting

February 9, 2022

[Zoom link for meetings](#)

[Standards Committee shared folder](#)

Attendees:

1. We still need a co-chair!
2. Updates
  - a. Co-chair
    - i. See agenda items below
    - ii. Submitted recommendation list for new members for next year
    - iii. SAA Leaders Forum: Strategic Plan Dashboard Feedback
  - b. Council
    - i. Council meeting is next week
  - c. Technical Subcommittees
    - i. TS-DACS
      1. Focus on submitting comments on [RiC draft turned in last week](#)
      2. Picking back up on principles work
      3. Backlog of issues on Github; forthcoming revisions to share (minor and some major/minor)
    - ii. TS-EAS
      1. EAS met in January and are working on CPF submission
      2. Questions from EAC-CPF team about formatting of submission packet (Im)
        - a. "We have handled the revision process in GitHub, gathering what needs to be done as well as comments both internal and from the community. This means that there are a lot of issues and we would suggest that instead of giving all the issues and their threads in the submission as pdf's or as links to all the issues that one link that gives the view of the listing of all issues is provided together with specific issues where there have been extensive discussion and community feedback. Would this be ok?
          - i. This makes sense, but it might be helpful if someone has an example they can give us to make sure it includes everything we're asking for
        - b. "Regarding announcements made, is it ok with just links to the announcements or are they needed to be in the package as PDF's?"
          - i. Yes, links to announcements, as long as the links work, are fine!
    - iii. TS-GRD
      1. Working on a plan for immediate needs and request for extension

- iv. TS-AFG
  - 1. No updates
- d. Others?
  - i. Accessioning Best Practices
    - 1. No updates
  - ii. Education Committee
    - 1. Guidelines for a Graduate Program in Archival Studies (GPAS) will be forthcoming (probably next month, since we're working with them on the submission package)
- 3. Guidelines for Accessible Archives for People with Disabilities
  - a. Recommendation submitted to Council for upcoming meeting
- 4. Museum Archives Guidelines
  - a. Recommendation submitted to Council for upcoming meeting
- 5. Other items or updates?
  - a. Working on purchase of requested ISO standards
    - i. Request submitted as mid-year funding
  - b. Hopefully for next meeting, we can talk about a Standards Portal sustainability plan
- 6. Discussion: Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
  - a. What do we want to see in a standard revision that isn't in the process now?
    - i. Expectation of consultation with SAA Diversity Committee or acknowledgement/inclusion of diversity statement?
      - 1. Revisors should meet with the Diversity Committee and with Standards to earlier on so those groups can provide suggestions
      - 2. and/or meeting with Diversity at the point a revision group is being formed
    - ii. Acknowledgement of interaction with other standards (whether SAA approved or otherwise)? (came up at Dec meeting)
    - iii. "Expected effect/impact on individuals and institutions"
      - 1. More useful to indicate who a standard applies to/what is the stated need (or indicate this in addition to the bullet point)
    - iv. I.A←provide additional language?
    - v. Notification for SAA Expert Groups starting a revision
    - vi. Kira will create a Google Doc version of the procedures for comment
    - vii. Reach out Diversity Committee
- 7. A4BLiP is still working with Description Section on sponsorship
- 8. Next meeting: March 10, 2022

Standards Committee Meeting

February 9, 2022

[Zoom link for meetings](#)

[Standards Committee shared folder](#)

Attendees:

9. We still need a co-chair!

10. Updates

a. Co-chair

- i. See agenda items below
- ii. Submitted recommendation list for new members for next year
- iii. SAA Leaders Forum: Strategic Plan Dashboard Feedback

b. Council

- i. Council meeting is next week

c. Technical Subcommittees

i. TS-DACS

1. Focus on submitting comments on [RiC draft turned in last week](#)
2. Picking back up on principles work
3. Backlog of issues on Github; forthcoming revisions to share (minor and some major/minor)

ii. TS-EAS

1. EAS met in January and are working on CPF submission
2. Questions from EAC-CPF team about formatting of submission packet (Im)
  - a. "We have handled the revision process in GitHub, gathering what needs to be done as well as comments both internal and from the community. This means that there are a lot of issues and we would suggest that instead of giving all the issues and their threads in the submission as pdf's or as links to all the issues that one link that gives the view of the listing of all issues is provided together with specific issues where there have been extensive discussion and community feedback. Would this be ok?
    - i. This makes sense, but it might be helpful if someone has an example they can give us to make sure it includes everything we're asking for
  - b. "Regarding announcements made, is it ok with just links to the announcements or are they needed to be in the package as PDF's?"
    - i. Yes, links to announcements, as long as the links work, are fine!

iii. TS-GRD

1. Working on a plan for immediate needs and request for extension



- iv. TS-AFG
  - 1. No updates
- d. Others?
  - i. Accessioning Best Practices
    - 1. No updates
  - ii. Education Committee
    - 1. Guidelines for a Graduate Program in Archival Studies (GPAS) will be forthcoming (probably next month, since we're working with them on the submission package)
- 11. Guidelines for Accessible Archives for People with Disabilities
  - a. Recommendation submitted to Council for upcoming meeting
- 12. Museum Archives Guidelines
  - b. Recommendation submitted to Council for upcoming meeting
- 13. Other items or updates?
  - a. Working on purchase of requested ISO standards
    - i. Request submitted as mid-year funding
  - b. Hopefully for next meeting, we can talk about a Standards Portal sustainability plan
- 14. Discussion: Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
  - a. What do we want to see in a standard revision that isn't in the process now?
    - i. Expectation of consultation with SAA Diversity Committee or acknowledgement/inclusion of diversity statement?
      - 1. Revisors should meet with the Diversity Committee and with Standards to earlier on so those groups can provide suggestions
      - 2. and/or meeting with Diversity at the point a revision group is being formed
    - ii. Acknowledgement of interaction with other standards (whether SAA approved or otherwise)? (came up at Dec meeting)
    - iii. "Expected effect/impact on individuals and institutions"
      - 1. More useful to indicate who a standard applies to/what is the stated need (or indicate this in addition to the bullet point)
    - iv. I.A←provide additional language?
    - v. Notification for SAA Expert Groups starting a revision
    - vi. Kira will create a Google Doc version of the procedures for comment
    - vii. Reach out Diversity Committee
- 15. A4BLiP is still working with Description Section on sponsorship
- 16. Next meeting: March 10, 2022

Standards Committee Meeting

April 14, 2022

[Zoom link for meetings](#)

[Standards Committee shared folder](#)

Attendees:

1. Updates

- a. Co-chair
  - i. See agenda items below
  - ii. [Spreadsheet for tracking minor changes](#) (nothing new, just leaving this here for easy access)
- b. Council
  - i. No updates from Meg
- c. Technical Subcommittees
  - i. TS-DACS
    1. [Major change proposal: 11.1 Dates of Existence](#)--discussion/next steps
      - a. Is this for enabling implementation or remediation or something present or both? A combination of both, trying to align with existing standards
      - b. Vote over email after meeting
    2. Principles project continues on; impact effort exercise
    3. New online DACS tutorial video in progress
    4. Annual meeting: TBD
  - ii. TS-EAS
    1. [EAC-CPF revision](#)--discussion
      - a. Introduction/narrative was a really thorough discussion, which was helpful as a reader
      - b. Resources from Lara were helpful for TS
      - c. Major implementers are SNAC and ArchivesSpace: did they participate in the development process or their roles?
        - i. SNAC members have representation on the TS/committee participation, including through the technical infrastructure working group of SNAC; link to some GitHub issues from Daniel Pitti (feature requests and after beta was out)
        - ii. ArchivesSpace didn't have a direct link, but one committee members has been working on elements of both which were in development at the same time
        - iii. Also, these are US entities, which are major players, but there is wide-scale international use, as well.

- d. Vote over email after meeting
    - 2. Minor revision forthcoming re: spelling errors in the tag library
    - 3. Early-career member next year
    - 4. Annual meeting: August 3, 12p EDT, joint meeting with EAS section
  - iii. TS-AFG
    - 1. No updates
  - iv. TS-GRD
    - 1. No updates
  - d. Other groups/liaison roles
    - i. [GPAS revision](#)--discussion
      - 1. Did they get enough feedback? Two listening sections with low attendance. Was there enough outreach? One additional group to reach out to would be current and recent graduate students.
      - 2. Introduction to new guidelines was lacking/why these particular revisions?
      - 3. We understand why aligning with ACA could be good, but it's not clear why the choices being made were made about alignment with ACA, verb changes
        - a. Long term trend of being more prescriptive
      - 4. Content-wise it looks okay and like what they incorporated from the previous version
      - 5. Revisions were somewhat procedural and about making things a little more solid
        - a. Would an update to the education field be a part of the work of the guidelines?
    - ii. Follow up with GPAS for more feedback/with questions. Issue isn't with the guidelines themselves, for the most part, but the context
      - 1. They mention digital archives, but not born-digital or technological skills related to that (ie metadata)
      - 2. Very helpful to have the marked up version
2. Other items or updates?
  - a. Accessibility and Disability Section
    - i. Great meeting! Two highlights: Section is taking community feedback and need seriously; may be a future good model to amplify and encourage; have requested funding from SAA for consultants/reviewers
    - ii. Did not receive SAA funding and are pursuing other funding options; something to think about/keep an eye on in the future
  - b. Museum Archives Guidelines
    - i. Portal site has been updated and cleaned up!
3. Discussion: Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
  - a. [Google Doc version of the procedures](#) (feel free to suggest edits before the meeting and we'll look at this during the meeting)

- b. Think about language around Standards Committee's role and better convey that to others and for ourselves--process v. content
- c. Should we extend an invite to Diversity Committee representation for part of our May meeting to talk about this?
- 4. Discussion: Annual Meeting
  - a. July 21, 12p EDT/11a CDT/10a MDT/9a PDT/6p CEST (90 min meeting)
  - b. Tentative schedule/outline:
    - i. Welcome and call to order
      - 1. Introductions and New Members
      - 2. Recognition of outgoing members
    - ii. Council Liaison update
    - iii. Standards Committee updates
    - iv. Constituent Group updates
      - 1. TS-Guidelines for Reappraisal and Deaccessioning
      - 2. TS-DACS
      - 3. TS-EAS
      - 4. TS-Archival Facilities Guidelines
      - 5. External Groups
    - v. Program: Orientation/Revision Process
    - vi. Closing remarks
  - c. Ideas for meeting programming (this section is from last month's notes)
    - i. Theme: orientation and learning about the revision process
      - 1. Invitation to Diversity Committee?
      - 2. Invite a component group who have been through the process
      - 3. Overview of current revisions + new standard and section (ie Accessioning--how did you get here?)
      - 4. NAFAN work?
      - 5. What can we celebrate?
  - d. Who do we want to invite?
    - i. Diversity Committee
    - ii. Museum Archives
    - iii. Accessioning guidelines group
    - iv. NAFAN
- 5. Next meeting: May 12, 2022

Standards Committee Meeting

June 9, 2022

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

[Standards Committee shared folder](#)

Attendees:

1. Discussion: Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
  - a. [Marked up version](#)
    - i. What we have been discussing so far about revising the procedures
    - ii. Diversity Committee is reviewing the strategic plan and see what applies to them, as well as referencing all that against the new DEI guidelines; this is probably a place for collaboration
    - iii. Consultation part: document/list to reference the DEI guidelines as the proposal for revision/creation is being drafted; people don't know where to look for resources and aren't sure who to ask or what to ask so in addition to that knowing that people CAN reach out to DC and SC
    - iv. DC discussion the idea of what a standard is and what how does that work affect the way that archives;
    - v. Does DC have a set of resources for people to review? There are several resources from the BLM Forum, but some manageable things probably need to be created.
      1. We can contact Kristen with suggestions
    - vi. Thinking about bandwidth both from our sides and from proposing entities
    - vii. Suggestion in the proposal language that people review some provided materials; expectations that we articulate should include questions and considerations (large v small org, under resourced orgs, wide v narrow applicability)
  - b. Questions:
    - i. What formal role, if any, would the Diversity Committee want to play in the creation/revision process?
    - ii. What informal role, if any, would the Diversity Committee want to play in the creation/revision process?
    - iii. Are there questions/concerns/thoughts the Diversity Committee has about revision of standards or more they would like to know about our process?
2. Updates
  - a. Co-chair
    - i. [Spreadsheet for tracking minor changes](#) (nothing new, just leaving this here for easy access)
  - b. Council
    - i. EAC-CPF recommendation sent to Council--approved at May meeting
    - ii. TS-DACS major change recommendation sent to Council--approved at May meeting

- c. Technical Subcommittees
    - i. TS-DACS
      - 1. Working on Annual Meeting/agenda forthcoming
      - 2. New version coming soon
    - ii. TS-EAS
      - 1. [Minor change submission](#)
        - a. Questions/Discussion
        - b. Vote to follow meeting
      - 2. From Lara: TS-EAS would like us to explore how TS-EAS might work with Standards to publicize the release of EAC-CPF 2.0.
        - a. Should TS-EAS prepare something on the release for the Standards Committee annual meeting in July?
        - b. Archival Outlook? What if Standards had a recurring space??
        - c. Targeting sections
        - d. Listservs
        - e. How do we promote to regional/local groups? What does communication look like between SAA and regionals groups? [Regional Archives representatives](#)
        - f. TS-EAS Outreach Team is meeting soon and will work on some text that we can share/distribute
    - iii. TS-AFG
      - 1. No updates/Will work with AFG on some activity
    - iv. TS-GRD
      - 1. FYI: [Revisions/extension request](#)
  - d. Other groups/liaison roles
    - i. [GPAS revision](#)--GPAS is working on an update for us and plan to have it in the next couple of weeks so we can hopefully have a recommendation by the July 1 Council deadline.
3. Other items or updates
  - a. Request for SAA Endorsement of an External Standard--A4BLiP
    - i. [Procedures for SAA Endorsement of an External Standard](#)
    - ii. [Submission](#)
    - iii. Questions/Discussion
      - 1. How broad is the application of this intended to be? The title includes Philadelphia and this may be primarily for attribution. Is this a concern?
      - 2. Website/blog is Archives for Black Lives
      - 3. SAA endorsement would be good, since it's already seeing a lot of use and
    - iv. Vote to follow meeting
4. Update: Annual Meeting
  - a. July 21, 12p EDT/11a CDT/10a MDT/9a PDT/6p CEST (90 min meeting)
  - b. [Draft agenda](#)

- c. Advertising
  - i. [link/registration](#)
- 5. Next meeting: July 14, 2022 -- We will not have a full meeting (and we'll keep it short), but it will be a last chance to go over some things for the business meeting for committee members. Liaisons and ex-officios are welcome to skip out!

Standards Committee Annual Business Meeting Agenda 2022 - Notes  
July 21, 2022, 12-1:30pm EST  
(times currently listed in EST)

[Link to calendar/registration](#)

[Link to public agenda](#)

Attendee count: 40?

1. 12:00-12:05: Welcome and call to order
  - a. Introductions
    - i. We are still working on finalizing some of our appointments, but we'll be sure to announce that information when we have it.
  - b. Recognition of outgoing members
    - i. Wendy Pflug
    - ii. Emily Toder
    - iii. Alexander Waterman (early career)
    - iv. Lindsay Wittwer (immediate past chair)
    - v. Also, all the outgoing TS co-chairs who have kept things going!
2. 12:05-12:10: Standards Committee updates (Kira Dietz)
  - a. This has, by far, the busiest years I've been on the Standards Committee and we're currently supporting four active revisions and the creation of a new standard, we've had one full revision approved by SAA Council, we have an external standard approval pending, and we have several projects happening within the committee.
  - a. Completed activities
    - i. Recommendation to approve the Museum Archives Guidelines, which was approved by SAA Council
    - ii. Approved minor revisions for TS-DACS and TS-EAS, based on the new workflow developed in conjunction with SAA Council.
    - iii. Recommendation to approve the EAC-CPF revision, which was approved by SAA Council
    - iv. Recommendation to approve the major change to TS-DACS regarding dates, which was approved by SAA Council
  - b. On-going activities
    - i. Supporting the revision of Guidelines for Accessible Archives for People with Disabilities (approved to start revision)
    - ii. Supporting the Accessioning Best Practices development (new standard in development)
    - iii. Supporting the Guidelines for a Graduate Program in Archival Studies (final stage of revision submission to Standards)
    - iv. Supporting the Guidelines for College and University Archives revision (revision in progress)
    - v. Supporting the new EAC-CPF revision (approved to start revision)



- vi. Revision of Procedures for Review and Approval of an SAA-Developed Standard is underway!
  - 1. We hope to submit this to SAA Council in the upcoming year with some minor changes to the proposal process, provide some additional consideration for inclusion in the revision process, and clarify/update expectations for how successful revisions/approval of new standards is communicated out.
  - 2. While it would not replace the procedures, we'd like to develop some short/cheat sheet style materials to make the process more approachable
- vii. Starting discussion with Diversity Committee about collaboration and communication relating to Standards and DEI
- c. Pending SAA Council items
  - i. Recommendation to approve Archives for Black Lives in Philadelphia (A4BLiP) Anti-Racist Descriptive Resources Guide (sponsor: Description Section) as an external standard
- 3. 12:10-12:40: Constituent Group updates (5 min per group)
  - a. TS-Guidelines for Reappraisal and Deaccessioning (Dara Baker)
    - i. Nearing the end of original chartered terms, rotating off some members, requesting an extension, restructuring and amending the purpose and outcomes. Next step is to get on Standards Committee agenda to get the process moving. Dara is happy to answer any questions that members may have.
  - b. TS-DACS (Faith Charlton)
    - i. [TS-DACS report](#)
    - ii. Seeking to align DACS with Statement of Principles, and looking for feedback at <https://github.com/orgs/saa-ts-dacs/projects/1/views/1?sortBy%5Bdirection%5D=desc&sortBy%5BcolumnId%5D=2020733>
    - iii. Feedback to EGAD on RiC and need to engage with broader community and operate in a way consistent with current best practices
    - iv. Continuing to maintain DACS on Github and to engage in promised iterative revision processes and community feedback
  - c. TS-EAS (Karin Bredenberg and Mark Custer)
    - i. [Slides](#)
    - ii. Committee maintains EAD and EAC-CPF and is very international (twenty members, seven time zones!)
    - iii. Accomplishments:
      - 1. Webinar and tutorial series on SAA YouTube channel (<https://www.youtube.com/c/SocietyofAmericanArchivists>)
      - 2. EAC-CPF major revision completed and will be released Aug 3, 2022



3. Secure buy-in from section members and/or larger body early in the project
  - c. Accessioning guidelines group (Rosemary Davis and Meaghan O’Riordan)
    - i. Impetus: connect over accessioning to move to standardization
    - ii. Pandemic affected in-person work and community building
    - iii. Currently working on mind maps and start of outlining
    - iv. Slowness as a strategy and intentionality as a process
  - d. SAA Council (Meg Tuomala)
    - i. What happens after Standards sends a new or revised standard off to Council?
    - ii. What Council is looking for:
      1. Why the standard needs to be revised, who is involved in the process, what types of institutions are included.
      2. There should be broad opportunities across the membership for discussion and feedback, and strong evidence that the group made a good faith effort to get feedback. Some of the component groups have been especially effective at lowering barriers to giving feedback, and that is appreciated. Timeline for comments/feedback needs to be sufficiently long. Members of the committee are also encouraged to consult with individual experts.
      3. Evidence that the group acknowledged comments and communicated how they were or were not addressed
      4. Process as a whole needs to be well documented
      5. Diversity of institution types, individuals for whom the standard or guideline is relevant, accessible, and able to be widely adopted
  - e. Q&A
5. 1:20-1:25: Council Liaison update (Meg Tuomala)
  - a. Recent approval of 2022-2023 budget, which is a deficit budget. Were not able to fund component group requests, which is the same as last year.
  - b. Budget reflects the organization’s commitment investing in the future, technology to support first hybrid meeting, filling vacant staff positions, high priority initiatives.
  - c. New group formed around indigenous repatriation efforts.
  - d. Approved major revisions to Standards.
  - e. Group appointments, governance revisions, awards, and resolutions as per normal processes.
  - f. New Council liaison for Standards will be Lydia Tang.
6. 1:25-1:30: Wrap up and closing remarks (Kira Dietz)

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

### BACKGROUND

Following SAA Council's 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 has begun receiving minor revision for approval. 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) and is testing a workflow for this process. 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 PR2](#): Modifications to Appendix C: DACS-EAD-MARC crosswalk
- [TS-DACS PR23](#): Modifications to Appendix C: Crosswalk for RDA

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:** Due to 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

### Introduction

TS-DACS has had a productive year in 2021-2022. We made progress in a number of areas, including companion standards, education, maintenance, user community outreach, and evolving DACS toward the future.

### Membership for the 2021-2022 term

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

### Companion Standards: RiC-CM feedback

This year TS-DACS [provided feedback](#) to the ICA Expert Group on Archival Description (EGAD) on version 0.2 of the Records in Context Conceptual Model (RiC-CM). Our feedback was not positive, and we hope that EGAD changes course and engages more meaningfully with stakeholders about the impacts and effects of RiC if they expect their work to be widely implemented. We noted that the path RiC is pursuing does not seem to be aligned with the ArchivesSpace and AtoM communities which actively work with archival description as data in practice, and suggests that EGAD focus on engagement with these groups. Additionally, we had more specific concerns about the decisions the Content Model currently makes, such as a major shift from common Units of Description to different units for groups and singular records. This feedback is less fundamental, but perhaps a larger issue is that EGAD's outreach strategy seems to be really outdated. They have released versions of both RiC-CM and RiC-O with deadlines for overall feedback. At this stage, where there are severe differences between EGAD's vision and current practice, a more continuous and open conversation with stakeholders is warranted. For example, in TS-DACS's feedback to RiC-CM 0.1 in 2016 we noted that the Content Model has a very problematic use of gender, which was not addressed in the 0.2 update. We think that EGAD just didn't understand our concerns. Some of the more egregious issues, like treating "female" as a gender would have been easily addressed in a more open process. TS-DACS has not received any communication back from EGAD regarding our feedback.

### Education: DACS Primer Video updates

Maristella Feustle, Donnelly Walton, and Rebecca Wiederhold, the TS-DACS Education Leads, updated a tutorial video to incorporate the revised Statement of Principles into the online [DACS primer videos](#). Previously, TS-DACS had created a series of primer videos on DACS that were used for the SAA Arrangement and Description certificate which overview the original Statement of Principles, so it was outdated. The course instructors no longer use the video, but it still gets substantial traffic on YouTube. Thus, we decided to write and create an updated video overviewing the new Principles. A draft of the updated video is complete and will be available online in late 2022.

### Change Request Maintenance

TS-DACS continued to openly maintain DACS on Github. This year our Change Request Leads, Katy Rawdon and Erin McBrien, merged three change requests into DACS. Two minor change requests were submitted by community members (one a bug fix pertaining to a display issue; the other an update to RDA crosswalks in Appendix C). The one major change was submitted by TS-DACS in response to an issue submitted by a community member. This change updates element 11.1 (Dates of Existence for Archival Authority Records) to accommodate the creation of “not before” and “not after” approximate dates. This change makes DACS more compatible with EAC-CPF. These three changes are included in [DACS Version 2022](#), which was released July 15.

### Principles Project

TS-DACS also continued to work on updating DACS to better align the standard with the revised [Statement of Principles](#). We worked to create Github issues for all of the problems or changes proposed during the multiple brainstorming sessions TS-DACS held in 2020-2021. These vary from specific actionable issues to broad complaints with no clear solution. Now, each issue is permanently documented where community members can comment. While we still hope that this encourages community-submitted issues, TS-DACS is also planning to move forward on some changes to the standard next year. We held an “impact-effort” prioritizing exercise among TS-DACS members this Spring, the results of which are documented on [Github](#). Our Communication Lead, Suzanne Reller, also wrote a blog post describing the project for the SAA Description Section’s [Descriptive Notes Blog](#). At the TS-DACS annual meeting on August 8, we held some public prioritization exercises with attendees. We also created a Qualtrics survey for prioritizing issues that we plan to distribute to the TS-DACS user community in later summer/early fall.

### Annual Meeting

TS-DACS held its 2022 annual meeting on July 8 at 2 pm EST over Zoom. This year, 63 SAA members RSVP’d for the meeting, and between 30 and 40 members ultimately attended the

meeting. The subcommittee dedicated the bulk of the meeting to discussions about the Principles Project, including some exercises to help us prioritize upcoming revisions to the standard to better align it with the revised Statement of Principles. Overall, the meeting was very successful, and the subcommittee received valuable advice from the user community about its work.



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

August 31, 2022

### Membership

*2021-2022*

- Karin Bredenberg, co-chair
- Mark Custer, co-chair
- Silke Jagodzinski
- Cory Nimer
- Alexander Duryee
- Kerstin Arnold
- Ailie Smith
- Glenn Gardner (ex officio, EAD Web liaison)
- Anna-Maria Underhill (ex officio, EAC Web liaison)
- Iris Lee
- Anna McCormick
- Ricardo Eito Brun
- Andrew Janes
- Ypapanti Kytta
- Mpho Ngoepe
- Venkat Srinivasan
- Elizabeth Russey-Roke
- Mary Samouelian
- Lori Lindberg
- Marie Elia
- Edwina Murphy (Early career member)

Glenn Gardner and Anna-Maria Underhill, who replaced Gerhard Müller, continue to serve as ex officio members and maintain the websites for EAD and EAC-CPF at the Library of Congress and the Staatsbibliothek zu Berlin, respectively. Both also participate in one of the TS-EAS sub-teams.

We also had three liaison positions this year:

- Bo Doub (EAS Section liaison)
- Larissa Krayner (Collection Management Section liaison)
- Lara Michels (Standards liaison)

For the upcoming year, we have four reappointments: Karin will continue to serve as our international co-chair (term extended two years), and Marie, Lori and Silke have also been reappointed (with three-year, three -year and one-year terms respectively). Additionally, we will be welcoming two members to TS-EAS (both International), replacing those members who are rotating off, as well as a 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, 2021

TS-EAS will hold its open meeting in collaboration with the EAS Section. That meeting was scheduled for 6 July. TS-EAS hosted its all-member meeting the following day, on 7 July. TS-EAS also shared updates during other section meetings, such as the Collection Management Section.

## Highlights since 2021 meeting

- The committee participated in SAA's early-career member program this year for a third time. Edwina Murphy assisted the co-chairs in planning meetings and posting minutes to GitHub. Edwina also participated in the Outreach subteam and assisted with webinars.
- The EAC-CPF team (led by Jagodzinski) released the EAC-CPF 2.0 schemas and new Tag Library following the approval (May 2022) from the Standards Committee and SAA Council on the 3rd of August 2022. In addition to achieving this major milestone, the group is also working to develop a Best Practice Guide for EAC-CPF 2.0 and EAD. The lead for the EAC-CPF team is with the release of the new version transferred to Marie Eila.
- 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 started the work with a major revision for EAD, after its approval by the Standards Committee and the SAA Council. 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 2022.
- 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 started its work and taken over the preparatory work carried out by Joost van Koutrik. The team have examined the preparatory work and with guidance from ISDF <https://www.ica.org/en/isdf-international-standard-describing-functions> and the updated version of EAC-CPF started the work of modeling a possible schema for functions.

- Last, the Documentation and Outreach team (led by Nimer and Murphy 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 this past year, all of which are now hosted on SAA's Youtube account:
  - Archival Description — Preparing for a New Version of EAD (2022-03-09): <https://youtu.be/5PaGgXKGa3o>
  - Archival Description — Preparing for a New Version of EAD (2022-03-10): <https://youtu.be/6Y7XJhpAiwk>
  - "Records in Contexts Update" (2021-12-13): <https://youtu.be/MlZN1CQ2IVk>

### **Schedule for Annual Meeting, 2022**

This year, TS-EAS will hold its open meeting in collaboration with the EAS Section. That meeting is scheduled for 3 August. TS-EAS will host its all-member meeting on 18 August. TS-EAS will also share updates during other section meetings, such as the Collection Management Section.

## 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, 2022

### **Summary Report, 2021-2022**

This past year the Subcommittee held several meetings to discuss getting things back on track in the absence of our previous chair, Michelle Pacifico. We successfully made contact with Michele, who was able to provide us with the most recent versions of all the chapter drafts while also sharing substantive notes on each chapter's status. The chapters, as well as her notes, were uploaded to a shared Google Drive to facilitate work by the committee. According to Michele, five chapters are almost completed:

- Building Site
- Functional Spaces
- Storage Equipment
- Prohibited Materials List
- Bibliography

The committee reviewed these chapters this year to give them one final look in hopes of moving them through the peer review process while work continues on other chapters. Moving forward on this process, we have established a standing monthly meeting on the second Friday of every month. Our next scheduled meeting is on September 9<sup>th</sup>.

### **Summary of Standards Progress**

The following chapters are nearly finalized and we are hopeful to begin the peer review process on them soon:

- Building Site
- Functional Spaces
- Storage Equipment
- Prohibited Materials List
- Bibliography

Topics of discussions moving forward include:

- Rethinking Formatting

- Renumbering lists to make it easier to cite specific guidelines
- More overview text to reduce redundancies in lists. For example, lists often repeat requirements for areas to be accessible, secure, have wifi , etc...
- How can we better utilize data-visualization techniques?
  - More graphics, charts, diagrams
  - Utilize presentation in an electronic format
  - Interactive content, hyperlinks, etc...
- Rethinking Prohibitive Materials list
  - Be a bit more generous for different contexts

## Roster Updates

No new members were added this year and no current members have resigned. The full membership roster includes:

<b>Name</b>	<b>Role</b>	<b>Term</b>	<b>Organization</b>
David Owings	Co-chair	2017-05-03 – 2022-09-01	Columbus State University
Susanne Annand	Co-chair	2020-11-05 – 2022-09-01	Gates Archive
Fiona Graham	Committee Member	2017-05-03 – 2022-09-01	Graham Conservation
Lisa Hennessey	Committee Member	2020-11-05 – 2022-09-01	Library and Archives Canada
Jeremy Linden	Committee Member	2017-05-03 – 2022-09-01	Linden Preservation Services, Inc.
Scott Teixeira	Committee Member	2017-05-03 – 2022-09-01	Hartman-Cox Architects
Angela Fritz	Committee Member	2017-05-03 – 2022-09-01	Wisconsin Historical Society
Bryan Whitledge	Committee Member	2020-11-05 – 2022-09-01	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://kommis.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](mailto:egad@ica.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>.