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

July 2018

The Technical Subcommittee on *Describing Archives: A Content Standard* (TS-DACS) has had an active and productive year in fulfillment of its charge to oversee the timely and ongoing intellectual and technical maintenance and development of Describing Archives: A Content Standard (DACS). This report covers the period August 2017-July 2018.

At the annual meeting in Portland in August 2017 TS-DACS convened to review the community feedback to the [Principles minimum viable product (MVP)](https://drive.google.com/open?id=1ylCCzWh5yWNuIvakme3kKTJzFaWwjA1XMKLFRQvNhtk) as well as the [analysis conducted](https://drive.google.com/open?id=14aH5V1S9oOIOrwQviQIWOABup1iFxA7BupsZAdWKxGA). The meeting focused on discussing solutions to problems brought out in the analysis of comments. We developed next steps that included making edits to specific principles, creating a preface to place the changes in context, performing more education about the principles, and making it more clear what rules may change in the future.

Based on the solutions developed at the annual meeting, the co-chairs developed the [DACS principles, preface, and letter to community](https://docs.google.com/document/d/11MI2YkZ7TGG4qE04LayvywYz0vcQz26HqaYU7XO-RZc/edit?usp=sharing) document. Members of TS-DACS and archival description experts who have participated in the revision process contributed to the document. We plan to release this document for community feedback two weeks before the 2018 annual meeting and accept comments until two weeks after SAA. This will provide a lengthy comment period while seeking out opportunities to connect with the community during the annual meeting.

In addition, TS-DACS submitted a proposal for the annual meeting that was accepted. The session “ ‘What Were They Thinking?’ How the Proposed New DACS Principles Take on the Need for Transparency” will be another opportunity for the community to engage with the principles and gain a better understanding on how the principles can be put into action.

TS-DACS, in coordination with the Student and New Archives Professional Roundtable, hosted a [tweet-up](https://docs.google.com/document/d/111H_vQzrLin45M9f7TBli4vHq123DavLCxfmNSmsUy4/edit?usp=sharing) to promote the freely available DACS-related content on SAA’s education portal. The content was developed by TS-DACS with help from community volunteers during our reconceptualization and revision of SAA’s DACS workshop.

TS-DACS developed a workshop proposal dedicated to Part II of DACS. This will be submitted to SAA Education by the annual meeting.

TS-DACS approved a major overhaul and new version of [Appendix B: Companion Standards](https://github.com/saa-ts-dacs/dacs/blob/master/appendices/appendix_b_companion_standards.md). The revision takes into account recent developments in the field and improves usability.

One revision to DACS, through the use of Github and our community comment mechanisms, is nearing completion. It consists of the addition of a rights statement to DACS. The committee is working on our final recommendation as well as coordinating revisions with the submitters.

The feedback on the rights statement prompted the creation of a project to institute versioning for DACS to improve communications and transparency and allow citation of specific versions.

Members of TS-DACS provided comments on the draft *Archival Description of Music Materials*.

TS-DACS created role descriptions for members of the committee and continued to make improvements in how we manage and share the group’s work and documentation.