

Date: October 16, 2009

Name of Section/Roundtable: Description Section

Officers:

- Erin Lawrimore, Chair, 2009-2010
- C. Jerry Simmons, Vice Chair/Chair-Elect, 2009-2010
- Donnelly Lancaster, Secretary, 2008-2010
- James Roth, Immediate Past Chair, 2009-2010
- Janet Carleton, Web Liaison, 2008-2011
- Sarah Keen, Newsletter Editor, 2008-2011
- Tom Hyry, Council Liaison, 2008-2011
- Steering Committee:
 - Christine de Catanzaro, 2008-2012
 - Jennifer Meehan, 2008-2011
 - John Nemmers, 2009-2012
 - D. Claudia Thompson, 2005-

Report from annual meeting:

- Number of attendees: 67
- Election results: The online election received 76 respondents. Results:
 - Vice Chair: Jerry Simmons
 - Steering Committee: John Nemmers
 - Steering Committee: Christine de Catanzaro
- Summary of meeting activities: Please see minutes.

Completed projects/activities

- **Description Expo 2009** - <http://www.archivists.org/saagroups/descr/expo2009/> Vice Chair Erin Lawrimore reported on the annual Description Expo: Piecing Together the Archival Puzzle, which is an online presentation. This year's Expo focused on innovation. There were five submissions from the following institutions: George Mason University Libraries Special Collections & Archives; OhioLINK EAD FACTORY (EAD Finding Aid Creation Tool & Repository); Archives of American Art, Smithsonian Institution; University of California, Irvine Libraries Special Collections and Archives; and Museum of Jewish Heritage.
- Section endorsed two sessions for the 2009 conference: session 501, *More Product, Less Process (MPLP) Revisited: Choosing the Right Processing Strategy for Your Repository and Collections*; and session 504, *More Than Just Passing Acquaintances: DACS and Companion Standards*.

Ongoing projects/activities

- Working with TSDS and Standards Committee to review proposed standards

New projects/activities

- Section has been working in collaboration with the Reference, Access, and Outreach Section to create a best practices guide for the application of MPLP principles and techniques.

Diversity initiatives

- None currently. Section is aware that initiatives need to be created and implemented

Questions/concerns for Council attention

- None currently.

Report prepared and respectfully submitted by James M. Roth, Immediate Past Chair
(james.roth@nara.gov)