

Date: November 3, 2010

Name of Section/Roundtable: Description Section

Officers:

- C. Jerry Simmons, Chair, 2010-2011
- Joyce Chapman, Vice Chair/Chair Elect, 2010-2011
- Donnelly Lancaster Walton, Secretary, 2010-2012
- Erin Lawrimore, Immediate Past Chair, 2010-2011
- 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: 75
- The online election received 85 respondents. The results were:
 - Joyce Chapman, Vice Chair/Chair Elect
 - Donnelly Lancaster Walton, Secretary
- Summary of meeting activities: Please see minutes

Completed Projects/Activities:

- Description Expo 2010 (<http://www.archivists.org/saagroups/descr/2010/expo/>)
 - 6 submissions (Dwight D. Eisenhower Presidential Library/Oral Histories online; American Catholic History Research Center and University Archives, Catholic University of America; The Digital Ford Presidential Library; North Carolina State University Libraries Special Collections Research Center Finding Aid Redesign; Northwest Digital Archives (NWDA); and the International Holocaust Era Assets Projects, National Archives and Records Administration)
- Section endorsed two sessions for the 2010 conference:
 - Bibliographic Control of Archival Materials: The Impact of Library Standards on Archives (session 604)
 - Balancing Public Services with Technical Services in the Age of Basic Processing (session 601)

Ongoing Projects/Activities:

- Section worked with Standards Committee to review proposed standards

New Projects/Activities:

- Section collaborated with the RAO Section and others in the Reference/Processing Collaboration Group

Diversity Initiatives:

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

Questions/Concerns for Council Attention:

- None currently

Report prepared and submitted by Erin Lawrimore, Immediate Past Chair
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