

SAA Standards Committee Meeting Minutes
2013 SAA Annual Meeting – New Orleans, La.
August 13, 2013

Introductions

Attendees introduced themselves. The new committee members and new co-chair, Dan Santamaria, were welcomed. The outgoing members and outgoing co-chair, Cory Nimer, were thanked. Those in attendance included:

- Cory Nimer (Standards Committee)
- Lisa Miller (Standards Committee)
- Dan Santamaria (Standards Committee)
- Rosemary Flynn (Standards Committee)
- Kathryn Bowers (Standards Committee)
- Meg Tuomala (Standards Committee)
- Dennis Meissner (outgoing Council liaison)
- Tim Pyatt (incoming Council liaison)
- Mike Rush (Technical Subcommittee on Encoded Archival Description)
- Daniel Pitti (Representative to the International Council on Archives Committee on Best Practices and Standards)
- Gordon Daines (Technical Subcommittee on Describing Archives: A Content Standard)
- Anila Angjeli (Technical Subcommittee on Encoded Archival Context—Corporate bodies, Persons, and Families)
- Tom Sommer (College and University Archives Section liaison)
- James Cross (Reference, Access, and Outreach Section liaison)
- Angelique Richardson (Archivists of Religious Collections Section liaison)
- Michael Fox
- Kris Kiesling
- Danielle Plummer
- Brian Tingle
- Shawn Riney

Standards Committee annual report

A draft version of the annual report was distributed to the committee prior to the meeting. Nimer gave a quick overview of the main points and requested comments. The only comment was to ensure DCRM(G) was correctly identified (p. 3).

In relation to the proposed changes in standards maintenance procedures mentioned in the report, there was discussion of work on EAD, DACS and ArchivesSpace all being in progress at the same time. This is not ideal, and attendees wondered if the new procedures addressed this problem. Nimer noted that the new procedures will allow incremental changes to standards such as DACS, which might help limit these issues. However, the new conceptual model, scheduled for 2016, might alter things. Rush

observed that the technical subcommittees are striving for a process of constant change rather than massive change.

Council liaison report

Dennis Meissner reported on the activities of Council, focusing on the meeting earlier in the week. The chief items he covered were the agenda items the Standards Committee had submitted to the Council meeting: (1) external representatives, (2) proposed revision of committee procedures, and (3) proposed revision of the TS-DACS charge.

In terms of external representatives, the representative to AIIM was discontinued. The revised charge for NISO was adopted by Council and will be added to the general call for volunteers on a four-year cycle. Council asked that the committee merge the CC:DA and MAC representations into a single charge. The ARMA representation needs more discussion by Council—the existing MOU will be abrogated by Nancy Beaumont, who will then contact the RIM group. Tim Pyatt will follow up on this along with incoming vice president Kathleen Roe. ICA-EGAD also needs more discussion by Council.

The proposed revision of committee procedures was adopted.

The proposed revision of the TS-DACS charge was generally supported by Council, but the rationale for requiring up to two slots to be open to people outside of SAA was questioned. In the resulting discussion it was agreed that the item was not necessary and could be removed from the TS-DACS charge without problem. Daines will submit a revised charge to the committee, which will forward it to Council.

Meissner also reported that Council approved new guiding principles for the SAA annual meeting as well as the recommendations of the Communications Task Force.

Ongoing projects and activities

Review of Standards Portal and discussion of possible next steps

We discussed the current state of the Standards Portal and its further development. Several issues surfaced. It is difficult to find on the SAA website and via search engines. Some possible solutions included creating URLs that make sense, a standards subdomain, a tab or link on the SAA home page, or a rotating sidebar that included an item about the portal. The structure of the portal is complicated; it is easier to use a search engine than navigate the portal. External standards could be given more prominence, and more ICA standards and standards of allied organization could be added. Giving component groups recognition for maintaining segments of the portal would be helpful; the existing liaisons might be a good tool for this. The liaison list needs some attention because some of the terms have expired. Designating a portal editor might be useful.

Rush stressed that the committee be realistic in its expectations for the portal. Strive to keep it up to date and relevant.

Filling the NISO representative vacancy

SAA is a voting member of NISO, but we are currently without a NISO representative. This problem was quickly put to rest when Daniel Pitti nominated Brian Tingle, who was present, for the position. Tingle agreed to serve, noting that one of his colleagues represents the California Digital Library to NISO. Pyatt will notify Kathleen Roe.

Constituent group reports

Technical Subcommittee on Encoded Archival Description (TS-EAD)

Mike Rush reported on the past year's work. The final version of the EAD revision will be delivered to the Standards Committee by December 1. This should allow the committee time to perform its review and place it on the agenda for the January Council meeting. An update on the changes to EAD will be presented at the EAD Roundtable annual meeting on August 16. The subcommittee is discussing its post-revision agenda.

Technical Subcommittee on Encoded Archival Context—Corporate Bodies, Persons, and Families (TS-EAC-CPF)

Kathy Wisser reported on the work of this group during the past year. The tag library is thoroughly edited and is being encoded. Foreign language versions of the schema are in the works. A special issue on EAC-CPF is planned for the *Journal of Archival Organization*. A lot of examples are being posted to the website.

Wisser and Anila Angjeli talked about EAC-Functions. They had thought that this was part of their charge. In conjunction with the ICA meeting in Brussels in November, they will bring people together and determine whether this is worth pursuing. The Europeans seem to be very interested in having a schema for functions.

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

Gordon Daines reported that the DACS revision is complete, and that augmentation of authorities was the main change. They are working with SAA staff member Matt Black on building an online site for DACS using a book plug-in suggested by Brian Doyle. The revised procedures, which Council has not yet approved, will establish rotating members. Once this is approved, he will report on how this approach works.

There was some discussion of alternate ways to build the online site for DACS. The Schema DRT might be able to help, and encoding in TEI was also suggested.

Technical Subcommittee for Archival Facilities Guidelines (TS-AFG)

Nimer summarized the subcommittee's annual report in the absence of any subcommittee members. The subcommittee met in August. They are gathering information for a revised

version. There are some funding challenges. They are pursuing some preliminary work with ICA, which seems to have some interest in widening the standard.

Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD)

Nimer summarized the subcommittee's annual report in the absence of any subcommittee members. The main activity this year was ensuring the guidelines were posted online. Nimer also observed that there is a SAA workshop on reappraisal and deaccessioning, though this was not mentioned in the group's annual report.

Representative to the International Council on Archives Experts Group on Archival Description (ICA-EGAD)

Daniel Pitti, the SAA representative, explained that EGAD is a partial successor to the ICA Committee on Best Practices and Standards (CBPS). The group's charge is to develop a conceptual model for archival description that includes all four ICA standards. A paper has been written on the context of EGAD, and the group's first meeting will be at ICA in Brussels in November. A student in Cairo has translated the ICA standards into Arabic, which will facilitate bringing the Arabic world into the archival profession.

Representative to the ALA Committee on Cataloging: Description and Access (CC:DA)

Nimer, the SAA representative, summarized his annual report. He alerted TS-DACS to CC:DA's proposal for an expanded list of relationship designators for linking creators. The Bibliographic Framework Initiative (BIBFRAME) linked data model is moving like a freight train. Now that the Library of Congress (LC) has transitioned to RDA, all submissions to the LC Authority File must be RDA compliant. LC has also moved to an online-only publication model.

Representative to the MARC Advisory Committee (MAC)

Nimer summarized his report on the work of MAC. ALA's Machine-Readable Bibliographic Information (MARBI) Committee has ended. A series of proposals initiated by the ALA Subject Analysis Committee (SAC) to simplify the application of genre/form terms in the MARC Bibliographic 655 field may affect archival descriptive practices.

SAA Glossary Working Group

Nimer asked Rosemary Flynn to report on the work of this group, which does not report to the Standards Committee. Flynn reported that the group is just getting started, though its basic work is to update the glossary and enable constant updates. Three members were added to the group. They are trying to understand who uses the Glossary and how, and considering whether it is overly focused on the United States. There is a link on the Glossary webpage that allows people to submit terms to the Glossary. She asked everyone to spread the word about the availability of the link.

Nimer asked Meissner about the ultimate home of the group. Thesauri are not part of the Standards Committee charge. Meissner said that the intent was to move the group under the Standards Committee, but there has been no further discussion by Council. It was also noted that the functions thesaurus of the Records Management Roundtable should be reviewed.

Developing standards and future plans

Partnering with RBMS on metrics work

Miller reported on her contacts with RBMS regarding two outcomes of the RBMS Task Force on Metrics and Assessment, which resulted in the appointment of two liaisons to be in contact with SAA regarding: (1) “formation of a joint ACRL/RBMS-SAA task force to develop a series of metrics and corresponding definitions for counting special collections and archival materials to complement the generalized collection metrics in the annual ARL statistical survey” and (2) “formation of a joint ACRL/RBMS-SAA task force to draft Guidelines for Statistical Measures of Users and Use of Special Collections and Archives.”

The proposals were discussed in a general way. There was a question about how the Archival Metrics Project by Beth Yakel and Wendy Duff might affect the proposal, but others noted that their website was four or five years old, and that the RBMS Task Force had examined their work before finalizing its recommendations. The conclusion was that these were worthy projects. However, there are questions about how a joint organizations group gets assembled. The committee will work with Pyatt on how to proceed.

RBMS/CALM work on primary source literacy

Nimer reported on interest by the Reference, Access, and Outreach Section and RBMS on developing primary source literacy guidelines. He thought this would be discussed at the ALA/SAA/AAM Joint Committee Archives, Libraries, and Museums (CALM) meeting on August 14.

Goals and projects for 2013-2014

Committee members would like to schedule regular conference calls this year, which would be an effective tool for developing goals and projects, and would help members plan their time. The calls should be scheduled regularly even if there is no specified agenda in advance. One idea was to schedule them before Council meetings. A regular “Standards Outlook” column in *Archival Outlook* was also briefly discussed.

Prepared by Lisa Miller