SAA STANDARDS COMMITTEE, SUBGROUP, AND LIAISON ANNUAL REPORTS 2010

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Society of American Archivists
Standards Committee
Annual Report 2009-2010

Membership
Polly Reynolds, Chair (2008-2010)
James Cassedy (2008-2011)
Kate Colligan (2007-2010)
Laura Drake Davis (2009-2012)
Chatham Ewing (2008-2011)
Cory Nimer (2009-2012)
Sibyl Schaefer (2008-2011)
Margery Sly, Council Liaison

Lisa Carter, Ex Officio
Kathleen Dow, Ex Officio
Kris Kiesling, Ex Officio
Michael Rush, Ex Officio
Edward Ryan, Ex Officio
Lisa Weber, Ex Officio

New Members
Cory Nimer, Chair (2010-2012)
Marcy Flynn, Chair (2010-2012)
Heather Dean (2010-2013)
Kathleen Feeney (2010-2013)
Dennis Meissner, Council Liaison

Completed Projects/Activities

- The Standards Committee endorsed two proposals for the 2010 Joint Annual Meeting of CoSA, NAGARA, and SAA: "Learning from our Successes: Revising EAD and Implementing EAC-CPF" (Chair: Bill Stockting) and "Bibliographic Control of Archival Materials: The Impact of Library Standards on Archives" (Chair: Cory Nimer) (ACCEPTED)

- Edited and approved draft charges for the Technical Subcommittee for Encoded Archival Description (EAD) and the Schema Development Team (Development and Review Team). A Standards Committee member was also appointed to recommend individuals to serve on the two subgroups.

- Submitted comments on DCRM(MSS) Beta 20091025 Area 1 draft (12/11/2009).

- Submitted comments to DCRM(G) version 4.2 (focused comments on the titles (section1) and physical description (section 5) as these are areas that DACS recommends use of companion standards (12/30/2009).

- Submitted SAA Council's recommended changes to the committee's new mission and charges. SAA Council approved all revisions.

- Wrote an article for *Archival Outlook* highlighting the major Standards Committee changes (published July/August 2010).

Diversity Initiatives

- Recommended to SAA Council that "Best Practices for Working with Archives Employees with Physical Disabilities" and "Best Practices for Working with Researchers with Physical Disabilities" be approved as SAA best practices. SAA Council approved the best practices with a few additional clarifications.

Ongoing Projects/Activities

- Submitted comments to the American Library Association's (ALA) Joint Steering Committee (JSC) for Development of RDA deferred issues list. Our comments focused on several areas in RDA that did not adequately address the description of archival materials. We emphasized that the JSC begin a dialogue with the archival community to address these issues.

Respectfully Submitted,

Polly Reynolds, Chair, 2008-2010

DATE: July 29, 2010

NAME: Report on the Canadian Committee on Archival Description

SOURCE: Sharry Watson, Canadian Committee on Archival Description

SUMMARY: This document describes the activities of the Canadian Committee on Archival Description (CCAD), a committee of the Canadian Council of Archives, for the period of October 2009 to July 2010 and proposed activities for 2010-2011.

COMMITTEE MEMBERSHIP

Paula Warbasa has officially become the new chair of CCAD. Sharry Watson, François Cartier, Richard Dancy and Joanna Andow continue as members. During Katherine Timms absence, Marg Stewart is acting as the Library and Archives Canada representative on the committee.

LIAISON WITH OTHER STANDARD-RELATED BODIES

CCAD has been working to strengthened relationships with other standard-related bodies and increased the Committee's knowledge of other standards initiatives.

François Cartier has represented CCAD in providing Association des archivistes du Québec (AAQ) with feedback concerning *RAD/RDDA* workbook. AAQ intends to release the workbook this fall.

Sharry Watson is representing CCAD on the Technical Subcommittee on Encoded Archival Description Working Group (TS-EAD), the Canadian Committee on Cataloguing (CCC), and the Canadian Committee on MARC (CCM).

FURTHER REVISION TO RAD

CCAD will not pursue the proposed Meeting of Experts but instead will take on further revisions to *RAD/RDDA* itself. CCAD has begun discussing further revisions to *RAD/RDDA* as identified in *Toward a Second Edition of RAD: A Report*. As well, it is CCAD's intension to liaise with other standard-related bodies within Canada and US including CCA Standards Committee, CCC and CCM as well as the Technical Subcommittee on EAD and the SAA Standards Committee to further align *RAD/RDDA* with other related works.

CONCISE RAD

CCAD continues to support the development of Concise RAD by Library and Archives Canada.

ICA-ATOM PILOT

CCAD has supported the ICA-atom pilot project and continues to monitor new developments.

Date: July 19, 2010
To: Standards Committee
From: Deaccessioning and Reappraisal Development and Review Team
RE: Annual Report

The Deaccessioning and Reappraisal Development and Review Team (DRDRT) was created following the 2009 SAA meeting in Austin, TX. In Austin, twenty-five people attended a preliminary planning meeting to discuss the guidelines and to gauge interest. Attendees made suggestions and expressed concerns about various aspects of the committee and guidelines. Minutes from the August 13, 2009 meeting are available online.

Interest in developing these guidelines has been outstanding. In addition to the meeting participants, about a dozen other individuals expressed interest through email. Several people volunteered to serve on the committee, and the chair (Laura Uglean Jackson) selected eight individuals to serve on the DRDRT. Selection was based on representation from various repository types, location, and the individual's own experience with reappraisal and deaccessioning.

Members:
Peter Blodgett, Huntington Library
Jeremy Brett, University of Iowa
Cathi Carmack, Tennessee State Library and Archives
Lisa Grimm, Drexel University College of Medicine
Anne Foster, University of Alaska- Fairbanks
Laura Uglean Jackson, University of Wyoming (Chair)
Chela Scott Weber, Brooklyn Historical Society
Linda Whitaker, Arizona Historical Foundation, Arizona State University
Marcella Wiget, Kansas State Historical Society

Achievements
To get started, the group used the steps proposed in the *Standards Submission Form* (prepared by Tara Laver). The group decided to follow the process of creating Guidelines rather than Best Practices or a Technical Standard.

Literature Review: Identified, read, and annotated existing literature and policies for reappraisal and deaccessioning. Doing the literature review helped to ensure that each DRDRT member have ample background knowledge about reappraisal and deaccessioning, and it gave the group a body of knowledge on which to base the guidelines. The literature and policy reviews are available in GoogleDoc.

Lit Review:
https://docs.google.com/Doc?docid=0ASGAgNJmmNFWZGNreHBzeHpfMTJjcnJ3M3FmZA&hl=en

Policies Review:
https://spreadsheets.google.com/ccc?key=0AnRzAqmXmyd5dGp3WkJfTTZsNmFJWXB1MkRpd2FJa0E&hl=en

Draft outline: Sections of the draft were based on those suggested in the "Format and content" section of the *Standards Submission Form.* Based on the annotated literature reviews and policies, each group member made comments and suggestions about the content for each section. Additional sections to the guidelines were also suggested.

First Draft Started: A very rough first draft has been started. The group will discuss and revise it when they meet at SAA in August.

As an FYI, Lisa Grimm resigned from the committee due to a career change. The committee will continue to operate with 8 members total.

Submitted by: Laura Jackson, Chair, July 2010

Encoded Archival Context Working Group
Annual Report
August 2010
Katherine M. Wisser, Chair

EAC Working Group membership

• Anila Angjeli, Bibliothèque nationale de France (National Library of France)
• Lina (Vasiliki) Bountouri, Ionian University
• Karin Bredenberg, Riksarkivet (National Archives of Sweden)
• Basil Dewhurst, National Library of Australia
• Wendy Duff, University of Toronto, Faculty of Information
• Hans- Jörg Lieder, Staatsbibliothek zu Berlin (Berlin State Library)
• Dennis Meissner, Minnesota Historical Society
• Victoria Peters, University of Strathclyde
• Daniel Pitti, University of Virginia, Institute for Advanced Technology in the Humanities
• Chris Prom, University of Illinois at Urbana- Champaign
• Jennifer Schaffner, RLG Programs (OCLC Programs and Research)
• Bill Stockting, British Library
• Stefano Vitali, Soprintendenza archivistica per l'Emilia- Romagna
(Bologna)
• Kathy Wisser, Chair, Simmons College, Graduate School of Library and Information Science

Accomplishments:
• EAC Working Group released the penultimate draft of the schema and tag library of EAC- CPF following the SAA annual meeting in August 2009 for a review period
• With support from OCLC Research, hosted two webinars during the review period and solicited feedback from a number of American and international email lists.
• EAC- CPF 2010 was released on March 5, 2010. Website: http://eac.staatsbibliothek- berlin.de/
• Submitted for consideration to the Standards Committee, July 2010

At the 2009 annual meeting a session on the emerging standard was presented, "The Whole World is Watching: Contextual Information in Descriptive Systems in EAC- CPF." This included presentations by Katherine M. Wisser (Simmons College), Christopher Prom (University of Illinois at Urbana- Champaign), and Basil Dewhurst (National Library of Australia) with Daniel Pitti (Institute for the Advancement of Technology in the Humanities, University of Virginia) as moderator. Prom and Dewhurst could not
attend the meeting so their presentations were read by Dennis Meissner (Minnesota Historical Society) and Kathy Wisser respectively. The announcement that the penultimate draft was to be released for a comment period until October 31st, 2009 was made at the SAA in several venues, including the Description Section, the EAD Roundtable, and the EAC- CPF session, and the schema and tag library were released for review on August 21st, 2010.

OCLC Research hosted two webinars to encourage the review process of the standard. Due to scheduling issues, the second webinar could not be held until early November so the review period was extended until November 15th. The format of the webinars included a 15- minute overview of the standard for participants done by Kathy Wisser and 45 minutes of discussion and questions by participants. The first webinar, held on October 8th, included Jennifer Schaffner (OCLC Research), Pitti and Wisser. The second webinar, held on November 3rd and targeted for the Pacific Rim and Australia, included Schaffner, Wisser and Dewhurst. The webinars were very

successful, with approximately 150 registrants (multiple participants could be at one registration site).Discussion focused on the technical issues of the standard, relationships with other standards and projects, and implementation strategies within the United States archival community.

The EAC- CPF standard was released on March 5th, 2010. Numerous international email lists were used to disseminate information about the standard throughout its development and its subsequent release. In July 2010, the EAC Working Group submitted to the Standards Committee a proposal for official endorsement by the Society of American Archivists. If EAC- CPF is approved by the Standards Committee and adopted by SAA Council, the Standards Committee will form a Technical Subcommittee for Encoded Archival Context – Corporate bodies, Persons, and Families (TS- EAC) and maintenance and review will follow the pattern established for Encoded Archival Description.

EAC- CPF XML schema and tag library are published on the EAC website at hosted by the Staatsbibliothek zu Berlin (http://eac.staatsbibliothek- berlin.de/).

The EAC Working Group will be holding an open meeting at DC 2010 on Sunday, August 15, 2010, 12:00 noon – 3:00 pm.

Katherine M. Wisser
Chair, EAC Working Group

INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES

Committee on Best Practices and Standards / Sub-committee on archival description
Comité des normes et des bonnes pratiques / Sous-comité des normes de description

edited by Claire Sibille – de Grimoüard, SAA liaison to the ICA Committee on Best practices and Standards
July 19th, 2010

The Archives of France hosted the 2010 meeting of the CBPS sub-committee on archival description, May, 25th-27th, with ICA support.

The main priority of the sub-committee remains the development of the compendium of ICA standards, which will be presented at the Brisbane International Congress on Archives, in 2012. After the official release of the compendium, the development of a future archival conceptual model is envisaged for the 2012-2016 term. To this end, a work plan assigning tasks to the different members of the sub-committee was established, in order to produce a first draft of the compendium by the beginning of November.

The meeting also gave the participants the opportunity to discuss the latest features developed by Artefactual Systems for the ICA-AtoM software, a free open source tool for creating and publishing on-line descriptions compliant with ICA standards.

1. Compendium of ICA standards

At the Marburg meeting, May 25-27, 2009, the sub-committee decided to develop a compendium of descriptive standards, including additions (for example a common area for the control of archival descriptions) and a focused description of the relationships between the different types of entities.

The development of this document remains the priority of the sub-committee for the current mandate 2008-2012, and its release is planned for the next International Congress, at Brisbane (Australia), 2012. Its main purpose is to promote consistent use of the standards. It also seeks to explain to the community how the four ICA standards relate to one another as a unique set of standards that together will produce archival descriptions that will make records accessible. Substantial changes of standards will also occur in the 2012-2014 term, and a conceptual model for archival description will be developed. Finally, this document may be useful for the SAA Working group which is charged with the revision of EAD by 2015.

The draft plan was slightly modified. For instance, originally it was planned to develop crosswalks with other standards such as EAD, EAC-CPF, ISO standards on records management, etc. However, it was deemed premature, because some of these standards are being revised, and the compendium won't include a bibliography, but rather an updated list of related standards.

The sub-committee split then off into two working groups.

The first one started to think about a detailed outline of the part of the compendium explaining the purpose of archival description and archival information systems, which will include 5 sections:

Nature of archival materials
Purposes of archival description
Nature of archival description
Benefits of archival description
Nature of archival descriptive systems

The second working group drew a diagram illustrating the relationships between the different archival entities, mentioning the concerned standards.

In this diagram, entities (i.e. records, actors and functions) are interrelated through an action. For instance: an actor performs the act of mandating a function to another actor; records are evidence of actors (corporate body, person, family); an archival holder as a subdivision of an actor has a mandate to hold records / performs the action of holding records; records are evidence of actions performed by actors; records may be about actors; records may be about other records, etc.

A call for comments should be organized by the end of the year and during the 2011 meeting, the sub-committee will complete, discuss, amend and expand the draft of compendium.

During the Paris meeting, CBPS members discussed the process for developing an archival conceptual model which will begin in 2012.

A model is not a format, rather it explains past formats. A model explains the legacy data, it can transform them into any form, it can causally relate all data, it can make the formats more comprehensive. So, before generalization and integration, it is necessary to understand how current concepts reflect functionality and processes. Terminology can be an obstacle to understanding (for instance, are mandates top functional level?). One should differentiate between the nature and the designation of things (for example, the Identity area of ISAAR(CPF) includes both elements specifying the type of the entity described as well as others containing alternative names of the entity).

Therefore, the purpose is to create and share a common understanding of the structure, content and intended uses of standards and formats. It aims to enable archivists to understand their own areas of knowledge better, it enables others to understand related fields of

knowledge, it makes underlying assumptions explicit. Note that the world of data archivists use in their descriptions is much larger than the world represented in standards: it includes not only typical archival topics such as archival materials, corporate bodies, persons, families, functions, mandates, but it also refers to places and topics.

The sub-committee agreed in principle with the general objectives of an archival conceptual model and of archive museum/libraries integration. These were defined during a workshop organized by the FRBR-CRM Harmonization Group at Helsinki, January 2010 (see: http://www.cidoc-crm.org/workshops.html). The methodology suggested for developing such a conceptual model after the 2012 International Congress on Archives is the following:
 determine scope and domain
 consider use of existing archival conceptual models as input in the knowledge engineering process
 draft classes and properties by analyzing domain concepts, formats, prescriptions, documentation rules and data structures
 representation in graphical form
 draft scope notes (definitions), correct inconsistencies
 write (then revise) a complete document with introduction, explanations, graphics, etc.

2. Demonstration of ICA-AtoM software and discussion

a. Background and main features

ICA-AtoM is an international cooperative project which aims to develop a free and open-source tool enabling archivists to edit archival descriptions and to upload archival finding aids (see: http://ica-atom.org/). The software is intended to be multilingual, web-based and compliant with ICA descriptive standards. The software is developed by a Canadian company, Artefactual Systems, and the project is managed by a Steering Committee. Steering Committee members are representatives of Library and Archives Canada, The National Archives of Scotland, Archives of France, Unesco and the Netherlands Archives School. The Steering Committee controls whether the software is compliant with ICA descriptive standards.

At its current stage of development, ICA-AtoM is made up of 3 subsets:
 a menu "Add/edit" allows for the creation or for the edition of 4 types of descriptive records by clicking on 4 tabs (archival description, authority records, archival institutions, functions). In addition, a "Terms" tab provides an access to all the terms available in the drop-down menus used for describing archival materials, creators, functions of creators and archival institutions, and a Recent updates Tab enables us to view lists of archival descriptions, authority records, descriptions of functions, description of archival institutions and terms recently added to ICA-AtoM;
 a menu "Admin" allows users to choose your settings; users can refine user permissions in the groups and permissions information area (for instance, in the case of a collaborative platform, an archival institution may not be allowed to change the descriptions of another archival institution);
 ICA-AtoM includes an XML import function that serves to import EAD descriptions

along with related authority records and archival institutions.

The implementation of features for the import/export of authority records using the EAC-CPF XML schema was planned for the end of 2009. However, the XML schema was not finally released until March 2010. Another feature concerns the import/export of thesauri partly because the company, which is seriously interested in carrying out the technical audit (see below), stressed that the audit result would be much less meaningful if the software cannot be tested on a thesaurus. And of course, many users want to be able to import a thesaurus instead of creating one manually.

The Steering Committee will review EAC-CPF and import/export of thesauri using the SKOS XML schema in June. Artefactual Systems will move the 1.0.9. release to a 1.1-stable release after the summer break.

b. Technical audit

Several members of the Steering Committee stressed the importance of a technical audit when the SG met in Paris in November 2008. Last autumn, SG members accepted in principle the need for a technical audit to take place, before the public launch of V1.1. This would provide users with a reinforced guarantee that they would be getting a tried and tested product, as well as protect the project's credibility (and that of ICA as a whole).

The Archives of France have contacted a company, Atol CD, with the appropriate skills and experience, and invited them to submit a proposal. ICA general secretary, David Leitch, met Yannick Louvet, the possible project director, for an exploratory conversation in December 2009. He demonstrated a broad understanding of ICA's requirements and this was further developed by continuing dialogue between Atol CD and the Archives of France in January-February.

The audit includes an acquisition phase, a dynamic and a static audit, and several options for an installation/security audit:
  acquisition phase: getting acquainted with technique and function;
  static audit: this kind of audit allows the checking of the coherence of the source codes, data models and architecture. It allows for the management of the different divisions of the software. This audit is performed by studying the code and checking that it follows the functional constraints, by studying the architecture (meaning the implemented communication model, the access database, ...);
  dynamic audit: study of the application's behaviour under "extreme" situations (voluminous master data (thesauri, reference index...), numerous simultaneous connexions, numerous connexions to the database), installing the software on an other system than Linux (Windows 2003 Server).

In terms of timing, the audit is likely to take six weeks from early October 2010. Although some of the findings can be fed through to the developer during the audit process, Artefactual will need some additional time to resolve issues generated by the audit. So V1.1 would not be ready for its public launch before the end of the calendar year.

<u>c. Educational role</u>

The purpose of the ICA-AtoM Project is to provide free and open-source software that enables institutions to make their archival holdings available online, especially those who would otherwise be unable to do so. Furthermore, the project can act as a catalyst for further collaboration around professional best practices in archival description and the management of archives technology.

The software can serve as a tool for promoting descriptive standards. Workshops on ICA-AtoM were organized for the Warbica (West African branch of ICA) Conference, last October, in Dakar (Senegal), or for the "Stage technique international" held in France over the last months. We gave an introduction to these standards and a feedback-experience on how to use standards in a specific working environment. Then, the attendees were able to test some features of the application with some exercises: how to publish a description of their archival institution, which is also ISDIAH-compliant; how to produce descriptions of archival fonds; how to link these descriptions to the archival institution and to the creators, etc.

National Information Standards Organization Activities and Ballots, 2009/2010
Report to the Standards Committee of the Society of American Archivists

Kathleen Dow, Liaison
University of Michigan
Special Collections Library
Ann Arbor, MI 48105-1205
August 5, 2010

NISO Mission Statement

NISO fosters the development and maintenance of standards that facilitate the creation, persistent management, and effective interchange of information so that it can be trusted for use in research and learning. NISO website: http://www.niso.org/home
NISO's *Annual Report* is attached.

Society of American Archivists' Standards Committee website: http://www-personal.umich.edu/~kdow/index.html (Currently not up-to-date)
- Links to pdfs of the full text of proposals, reviews, and standards
- Links to current issues of *Information Standards Quarterly* and *NISO Newsletter*

Standards Committee forum: SAA Standards Committee List standards-cmte@forums.archivists.org
- Used for announcements to the committee

The Society of American Archives is eligible to participate in two voting pools: the larger, comprehensive, NISO Voting Member group (143 members, from 83 organizations) and the TC46 Ballot Advisory Group (121 members, from 70 organizations). The latter group votes and comments on initiatives presented by the Technical Committee 46 (TC46) which is the ISO committee responsible for standards in the area of **Information and Documentation**. NISO has been designated by ANSI as the U.S. Technical Advisory Group (TAG) Administrator for TC46. NISO Voting Members located in the U.S. make up the TAG membership and may participate in voting and commenting on proposed standards. NISO submits the U.S. votes and comments on standards developed by TC46 and identifies the U.S. experts for subcommittees and working groups. TC46 focuses pm the standardization of practices relating to libraries, documentation and information centers, publishing, archives, records management, museum documentation, indexing and abstracting services, and information science.

In 2009/2010 NISO sent out notices alerting voting members in the voting pool of over 20 standards, proposals, or solicitations for voting pools. 2009. Those that were voted on are listed below.

ISO/FDIS 24614-1, Language resource management — Word segmentation of written texts — Part 1: Basic concepts and general principles.
 Ballot Description: This is a ballot for the standard ISO/FDIS 24614-1, Language resource management — Word segmentation of written texts — Part 1: Basic concepts and general principles.
Vote: ABSTAIN

Liaison ballot -- Annex A.7 ISO/DIS 19011, Guidelines for auditing management systems.
 Ballot Description: This is a ballot from TC 176/SC3 (Quality management and quality assurance / Supporting technologies) for ANNEX A.7, Discipline-specific knowledge and skills of auditors – Records, from the standard ISO/DIS 19011, Guidelines for auditing management systems. As a liaison, we can provide comments only.
No Comments

Revised scope for ISO/TC 46/SC 11 Archives/Records management committee
Ballot Description: SHORT TURN-AROUND BALLOT
This letter ballot is to approve the revised scope for the ISO/TC 46/SC 11 Archives/Records management committee as written in the referenced document (N1081) that is available from the ballot webpage and the link in the ballot announcement e-mail.
Vote: YES

ISO/CD 13008, Information and documentation – Digital records conversion and migration process.
 Ballot Description: This is the first draft of the standard, ISO/CD 13008, Information and documentation – Digital records conversion and migration process. This standard specifies the planning issues, requirements, and procedures for the conversion and/or migration of digital records (which includes digital objects plus metadata) so as to preserve the authenticity, reliability, integrity, and useability of such records as evidence of business transactions.
Vote: YES

SC 8 N 294 NWI: Approve new work item for Methods and procedures for assessing the impact of libraries.
 Ballot Description: This ballot is to approve a new project to develop a new TC46/SC8 standard on Methods and procedures for assessing the impact of libraries.
The proposed standard is intended to complement the existing set of standards for statistics and quality measures in libraries and information services. The intent is to define and describe methods for assessing and measuring the impact of libraries and library services. Though the methodology for assessing impact will be the main issue, a selection of tested "impact indicators" for specified services shall be added. The proposal and justification for this project a
Vote: YES

ISO/DIS 30301, Information and documentation — Management system for records — Requirements Ballot Description: This ballot is to approve the TC46/SC11 draft standard: ISO/DIS 30301, Information and documentation — Management system for records — Requirements.
Vote: YES

ISO/DIS 30300, Information and documentation — Management system for records — Fundamentals and vocabulary.
Ballot Description: This ballot is to approve the TC46/SC11 draft standard: ISO/DIS, Information and documentation — Management system for records — Fundamentals and vocabulary
Vote: YES

Approval of IDF as the ISO 26324 (DOI) Registration Authority
Ballot Description: This is a short turn-around ballot to approve the International DOI Foundation (IDF) as the ISO 26324 Registration Authority. The international standard, ISO 26324, Digital object identifier system, is currently being processed for a two month Final Draft International Standard (FDIS) ballot. Before the standard is finalized and published, a Registration Authority must be in place. (See www.doi.org for more information on IDF.)
Vote: ABSTAIN

N697 Form 04 NWPI Proposal on SRX. Liaison ballot for New Work Item proposal for Language resources management - Segmentation Rules eXchange (SRX).
Ballot Description: This ballot is for a new work item proposal to develop a standard on Language resources management - Segmentation Rules eXchange (SRX).
Vote: ABSTAIN

ISO/IEC/WD 27037 – Guidelines for identification, collection and/or acquisition and preservation of digital evidence.
Ballot Description: This is a very short turn-around ballot because we just received it. THIS BALLOT IS FOR COMMENTS ONLY.
TC46/SC11 has formed a liaison with ISO/IEC JTC1/SC27 for the development of the standard ISO/IEC 27037 – Guidelines for identification, collection and/or acquisition and preservation of digital evidence.
Vote: ABSTAIN

ISO/DIS 16175-3, Information and documentation — Principles and functional requirements for records in electronic office environments — Part 3: Guidelines and functional requirements for records in business systems.
The aim of the Principles and Functional Requirements for Records in Electronic Office Environments project is to produce globally harmonised principles and functional requirements for software used to create and manage electronic records in office environments.The primary focus of this suite of guidelines and requirements is the

creation and management of electronic records. While the modules support the long-term preservation of digital records, processes to achieve this are beyond the scope of the project.
Vote: YES

ISO/DIS 16175-2, Information and documentation — Principles and functional requirements for records in electronic office environments — Part 2: Guidelines and functional requirements for records in electronic office environments
The aim of the Principles and Functional Requirements for Records in Electronic Office Environments project is to produce globally harmonised principles and functional requirements for software used to create and manage electronic records in office environments.The primary focus of this suite of guidelines and requirements is the creation and management of electronic records. While the modules support the long-term preservation of digital records, processes to achieve this are beyond the scope of the project.
Vote: YES

ISO/DIS 16175-1, Information and documentation — Principles and functional requirements for records in electronic office environments — Part 1: Overview and statement of principles
The aim of the Principles and Functional Requirements for Records in Electronic Office Environments project is to produce globally harmonised principles and functional requirements for software used to create and manage electronic records in office environments.The primary focus of this suite of guidelines and requirements is the creation and management of electronic records. While the modules support the long-term preservation of digital records, processes to achieve this are beyond the scope of the project.
Vote: YES

ISO/DIS 24616, Linguistic resources management — Multilingual information framework
This standard describes a metamodel and data categories for a Multilingual information framework (MLIF) that provides a generic platform for modeling and managing multilingual information in various domains: localization, translation, multimedia, document management, digital library, and information or business modeling applications.
Vote: ABSTAIN

ISO/FDIS 690, Information and documentation — Guidelines for bibliographic references and citations to information resources
This International Standard gives guidelines for the preparation of bibliographic references. It also gives guidelines for the preparation of citations in Latin scripts in works that are not themselves primarily bibliographical. It is applicable to bibliographic references and citations to all kinds of information resources, including but not limited to

monographs, serials, contributions, patents, cartographic materials, electronic information resources (including computer software and databases), music, recorded sound, prints, photographs, graphic and audiovisual works, and moving images.
Vote: YES

ISO/DIS 25964-1, Information and documentation — Thesauri and interoperability with other vocabularies — Part 1: Thesauri for information retrieval
Revision of ISO 2788:1986 and of ISO 5964:1985
This part of ISO 25964 gives recommendations for the development and maintenance of thesauri intended for information retrieval applications.
Vote: YES

ISO/DIS 27729, Information and documentation — International Standard Name Identifier (ISNI)
This International Standard specifies the International Standard name identifier (ISNI) for the identification of public identities of parties; that is, the identities used publicly by parties involved throughout the media content industries in the creation, production, management, and content distribution chains.
Vote: ABSTAIN

ISO/FDIS 16245, Information and documentation — Boxes, file covers and other enclosures, made from cellulosic materials, for storage of paper and parchment documents
This International Standard specifies requirements for boxes and file covers, made of cellulosic material, to be used for long term storage of documents on paper or parchment. It is applicable to boxes made of solid or corrugated board and to file covers made of paper or board and can also be applicable to other types of enclosure for long term storage such as cases, portfolios, tubes and envelopes made of cellulosic material. It is not applicable to storage of photographic materials.
Vote: YES

ISO/CD 14641, Electronic archiving - Specifications concerning the design and the operation of an information system for electronic documents preservation
his standard provides a set of technical specifications and organizational policies to be implemented for capture, archival and access of digital documents; ensuring legibility, integrity and traceability of these documents for the duration of their preservation and use.
Vote: YES

ISO/CD 14289, Document management applications – Electronic document file format enhancement for accessibility (PDF/UA)
The primary purpose of this International Standard is to define an implementation of ISO 32000-2, known as PDF/UA (Universal Accessibility) that provides a mechanism for representing electronic documents rendered in the PDF format in a manner that allows

the file to be accessible. These goals are accomplished by identifying the set of PDF components that may be used, and restrictions on the form of their use, within conforming PDF/UA files. PDF/UA is intended as a companion standard, to be used in conjunction with ISO 32000, ISO 19005, ISO 15930, and other standards as may apply for the purpose of achieving accessibility.
Vote: YES

Selected Ballot Results

US Vote ISO/FDIS 16245, Boxes, file covers and other enclosures, made from cellulosic materials, for storage
Approved, no comments

N1072, Result of voting and summary of comments for ISO/DIS 16175-3 Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 3: Guidelines and functional requirements for records in business.
For ballot ending: 2010-06-07
Results: 13 Yes, 3 No, 8 Abstain

ISO/DIS 25964-1, Information and documentation — Thesauri and interoperability with other vocabularies — Part 1: Thesauri for information retrieval
Yes with comments

US Vote TC46 N2233 AFNOR appeal ISO/DIS 26324, DIgital Object Identifier Name Description
No (against appeal) Document State Final (Released for distribution.)

Technical Subcommittee for Encoded Archival Description (TS-EAD)
Annual Report, 2010 Society of American Archivists Meeting

SAA Council issued a charge to the Technical Subcommittee for Encoded Archival Description (TS-EAD) in February 2010. In accordance with that charge, TS-EAD will complete a revision to EAD 2002 within five years. The full charge is available on the SAA website at http://bit.ly/cUhPUi.

The members of TS-EAD are as follows:

Michael Rush, Co-Chair (Yale University)
Bill Stockting, Co-Chair (British Library)
Michael Fox (Minnesota Historical Society)
Kris Kiesling (University of Minnesota)
Angelika Menne-Haritz (Bundesarchiv)
Kelcy Shepherd (University of Massachusetts Amherst)
Claire Sibille (Direction générale des patrimoines)
Henny van Schie (Nationaal Archief / Bibliotheek)
Sharry Watson (Provincial Archives of Alberta)
Bradley Westbrook (University of California, San Diego)
Karin Bredenberg, ex officio, Schema Development Team (National Archives of Sweden)
Terry Catapano, ex officio, Schema Development Team (Columbia University)
Michele Combs, ex officio, Schema Development Team (Syracuse University)
Jacquelyn Ferry, ex officio, EAD Roundtable (US Government Printing Office)
Glenn Gardner, ex officio, Library of Congress (The Library of Congress)
Mark Matienzo, ex officio, Schema Development Team (Yale University)
Cory Nimer, ex officiom, Standards Committee (Brigham Young University)
Daniel Pitti, ex officio, Schema Development Team (University of Virginia)
Merrilee Proffitt, ex officio, OCLC Research (OCLC Research)
Katherine Wisser, ex officio, EAC Working Group (Simmons College)

To date TS-EAD has only just begun to discuss how it will undertake the task of revising EAD. Our first item of business will be to work with SAA staff to create a comment form on the SAA website. Once that is in place we will widely publicize a call for comments. We aim to have this in place early in the fall. Other immediate action items will include establishing a timeline for the revision, exploring funding options, and organizing a multi-day working meeting where the bulk of the revision work will be done.

TS-EAD will hold its inaugural meeting on Sunday, August 15, 2010, from 9 AM to 12 PM. The agenda for the meeting is as follows:

SAA Technical Subcommittee for Encoded Archival Description (TS-EAD) Meeting
Sunday, August 15, 9AM-12PM, Washington Marriott Wardman Park Hotel, Park Tower 8228

9-9:30: Introductions, Review of Charge
9:30-10 Timetable for Revision
10-10:15 Comment Form
10:15-10:30 Break
10:30-11 Funding Possibilities, Working Meeting Date/Location
11-12 Preliminary revision discussion
[All times are hopeful and approximate.]

Respectfully submitted by Michael Rush and Bill Stockting, TS-EAD Co-Chairs, August 2010.

Society of American Archivists
Standards Committee
Archival Facilities Guidelines Subgroup

Annual Report
2009-2010

The major effort of the subgroup during the past year has been the completion and dissemination of *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects and Engineers.* The Society of American Archivists released the volume in conjunction with the 2009 SAA Annual Meeting in Austin, Texas and to date, 286 copies have been sold to archival and other audiences. The total is just a few copies less than *Archives Power: Memory, Accountability, and Social Justice*, a more general work that was published at the same time.

From anecdotal evidence, it appears that the book is meeting an important need. We know a number of architects have purchased one or more copies where they are working on archival facilities and we have heard from archival colleagues how useful the volume has been in their building planning.

The National Archives and Records Administration have adopted the book and are using it in its archives training courses. Also, the volume was nominated for the Society of American Archivists' Preservation Publication Award for 2010 and, following its selection, will receive the award on Friday, August 13th during the Awards Ceremony.

The committee has not met formally during the year as we wanted to see the impact and acceptance of the guidelines on the community. During the next year, the committee will begin thinking about whether to pursue making this information in the volume an official national standard and what effort that would require.

We would appreciate any comment or input from the Standards Board on this course of action before we begin.

Respectfully submitted

Thomas Wilsted
Co-chair

Michelle Pacifico
Co-Chair