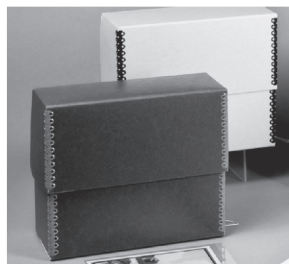


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GALLERY OF CONTRIBUTORS



Robert B. Allen is an associate professor at the College of Information Science and Technology at Drexel University, where he teaches courses and does research on digital preservation, information retrieval, digital libraries, and multimedia. He was the first to develop and publish the basic algorithms used by recommender systems. He is currently working on providing access to collections of digitized historical newspapers. Allen has been chair of the Publications Board of the ACM and was editor-in-chief of the ACM Transactions on Information Systems. Before moving to Drexel, he was at the College of Information Studies of the University of Maryland, and before that he was senior scientist in the Information Science Research Group at Bellcore. He received his PhD in experimental psychology from the University of California at San Diego and joined Bell Laboratories in 1978.



Scott R. Anderson is an associate professor of librarianship at Millersville University, where he is the subject specialist for government publications, business, computer science, economics, industrial technologies, and mathematics. He is also the information systems librarian, involved with various library-related information systems, search-and-discovery services, and data repositories. His research interests include context, social theories, and surfacing knowledge in digital libraries and archives. Anderson holds degrees from Indiana University, Bloomington (BS in business, MLS) and Pennsylvania State University (MBA), and he is a doctoral student in the College of Information Science and Technology at Drexel University.



Scott Cline is director of the Seattle Municipal Archives, a position he has held since the program's creation in 1985. He is responsible for policy direction and management of day-to-day operations of the archives. As a lecturer in the Information School at the University of Washington he teaches an introduction to archives management course. A certified archivist, he served as president of the Academy of Certified Archivists in 2004–2005. He is currently a member of the Society of American Archivists Council.



Michael Forstrom is an archivist at the Beinecke Rare Book & Manuscript Library at Yale University, where he specializes in processing and cataloging modern literary manuscript material. Since 2003, he has also been responsible for managing the library's manuscript holdings in born-digital or electronic form. He holds a BA in history from Carleton College, an MA in philosophy from the New School for Social Research, and an MLS from SUNY Buffalo. Before moving to the Beinecke Library, he was the archivist at the National Opinion Research Center (NORC) at the University of Chicago.



Henry Gladney was an IBM research staff member from 1963 to 2000. He is a past member of the American Chemical Society, a Fellow of the American Physical Society, a member of the Association for Computing Machinery and of the Institute of Electrical and Electronic Engineers. At IBM, he was the technical leader of teams that originated three highly successful products—RACF (a 1970 access control tool whose architecture influenced many competitive offerings), EDX (a 1975 real-time operating system for factory and laboratory measurement and control), and the 1993 IBM Digital Library (today known as IBM Content Manager), the first widely used digital content management offering. Since 2001, Gladney has worked on digital preservation and studied philosophical theories of knowledge and language. He publishes the *Digital Document Quarterly*, a newsletter focused on digital object quality. He is the author of seventy articles published in refereed scholarly periodicals, of eleven U.S. patents, and of a book, *Preserving Digital Information* (Springer Verlag, 2007). He has a BA from the University of Toronto (1960) and an MSc and a PhD (1962–1963) in chemical physics from Princeton University.



Larry Hackman, now retired, was the first director of the NHPRC historical records grant program (1975–1981). Later he was state archivist of New York (1981–1995) and director of the Truman Presidential Library (1995–2000). He is a Fellow of the SAA, served on its council and executive committee, and chaired its program committee. His writings emphasize the role of state archives, the leadership and development of archives as institutions, and, most recently, a critique of policy and practice relating to presidential libraries. He currently is editing a book on advocacy aimed at strengthening archives.



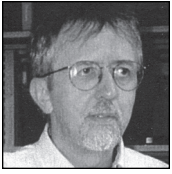
Heather Block Lawton has served for the past four years as the special collections librarian for the Hennepin County Library and the Minneapolis Athenaeum. Prior to accepting her current position, she worked in academic libraries at the University of Great Falls in Montana and at Emmanuel College in Boston. She holds an MA in American history from Utah State University in addition to her MLS from Simmons College. In 2008, she participated in the inaugural class of the Archives Leadership Institute at the University of Wisconsin, Madison.



John R. Lawton served as the assistant map librarian, and formerly as interim head, for the John R. Borchert Map Library at the University of Minnesota when he contributed to this article. In addition to reference and information literacy instruction, his duties included original cataloging and metadata creation for cartographic materials. He now works for the Minnesota Department of Natural Resources. He completed a graduate program in geographic information systems at the University of Denver before earning his MSLIS from Syracuse University.



Linda Long is manuscripts librarian at the University of Oregon Libraries. She holds a master's degree in archives administration and history from Case Western Reserve University and an MLS from Brigham Young University. She began her career as the assistant archivist at Consumers Union, Inc., and has held positions at Stanford University Special Collections and University Archives. Since joining Special Collections and University Archives at the University of Oregon, she has focused her collection development activities on lesbian communal land collections, feminist language and communication collections, and collections relating to women's political history in Oregon. In the last few years, with colleagues throughout the Northwest, she assisted in creating the Northwest Digital Archives, a database of encoded finding aids for primary source collections in Northwest repositories. She is currently the chair of SAA's Privacy and Confidentiality Roundtable.



Jeffrey Mifflin is the archivist and curator of special collections at the Massachusetts General Hospital in Boston. He has worked as a curatorial assistant at Harvard's Collection of Historical Scientific Instruments and as an archivist at McLean Hospital, the Massachusetts Institute of Technology, Harvard Business School, the Pioneer Group, the Wakefield Charitable Trust, and the Massachusetts Medical Society. He has an AB from Harvard University, a JD from Northeastern University School of Law, an MA in history and archival methods from the University of Massachusetts at Boston, and an MS in library and information science from Simmons Library School. His research interests focus on the interrelationships connecting written, physical, and pictorial traces of the past. His articles on archival and historical topics have appeared in a variety of journals, books, and magazines.



Cory L. Nimer is the manuscripts cataloger and metadata specialist for the L. Tom Perry Special Collections at Brigham Young University. He has a master's degree in history from Sonoma State University, and a master's in library and information science from San Jose State University.



Geoff Wexler is currently the archivist of the Oregon Historical Society in Portland. He began his archival career in the mid-1980s at the Wisconsin Historical Society in Madison, and since then he has served at the University of California, San Diego; the Bancroft Library in Berkeley, California; and as the archivist for theater artist Robert Wilson in New York City. He holds a bachelor's degree in history from UC Berkeley, and master's degrees in history and library science from the University of Wisconsin, Madison.

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Joint Annual Meeting

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

February 26–28, 2009 Washington, D.C.

SAA Council members present for the entire meeting from Thursday, February 26, to Saturday, February 28, 2009, were the following: President Frank Boles; Vice President/President-Elect Peter Gottlieb; Treasurer Ann Russell; Executive Committee member Leon Miller; Council members Bruce Ambacher, Rebecca Hankins, Sue Hodson, Tom Hyry, Nancy Lenoil, Margery Sly, Rosalye Settles, and Diane Vogt-O'Connor. In addition, SAA Executive Director Nancy Beaumont and Project Assistant René Mueller attended the entire meeting. Publishing Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, and Finance/Administration Director Tom Jurczak joined the meeting on Thursday afternoon.

Present for the Thursday morning session only were Council of State Archivists President David Haury, Vice President/President-Elect Patricia Michaelis, and Secretary-Treasurer Chris LaPlante; Board members Jodie Foley, David Joens, Wayne Moore, Melanie Sturgeon, Barbara Teague, Julia Marks Young, and Conley Edwards III; Executive

Director Victoria Irons Walch and Program Officer Jenifer Burlis-Freilich; and Kathleen Roe (New York State Archives), David Carmicheal (The Georgia Archives), Mike Gill (Crowell & Moring), John Hamilton (National Archives and Records Administration), and Lee White (National Coalition for History).

In addition, strategic planning facilitator Jody Gandy, National Historical Publications and Records Commission Executive Director Kathleen Williams, National Endowment for the Humanities Program Officer Joel Wurl, and SAA member Jennifer O'Neal attended portions of the Council meeting.

THURSDAY, FEBRUARY 26, 2009

The SAA Council met with the Council of State Archivists' (CoSA's) Board of Directors to discuss the status of the Preserving America's Historical Record (PAHR) legislation and the 2009 and 2010 Joint Annual Meetings.

Three individuals with broad expertise in advocacy as well as specific interests in archives-related issues – Mike Gill (Crowell & Moring), John Hamilton (National Archives

and Records Administration), and Lee White (National Coalition for History) – then updated the Council and CoSA Board on the 111th Congress, the status of PAHR legislation, and funding for NARA and the National Historical Publications and Records Commission. In addition, each provided tips on effective advocacy techniques for professional associations. Following a joint luncheon and informal conversation, the CoSA Board members departed and the SAA Council meeting was convened at 1:00 pm.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Sly moved and Vogt-O'Connor seconded adoption of the agenda. PASSED.

B. Approval of the August 2008 Minutes

Boles noted that the minutes were adopted by the Council in October 2008 and posted immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

C. Review of the August 2008 "To-Do List"

Council members reviewed the items listed on the August 2008 "To-Do List" and provided updates on completed, incomplete, and pending items.

II. STRATEGIC PLANNING

Jody Gandy, PT, DPT, PhD, facilitated a five-hour strategic planning

session with SAA Council members and staff, during which the group reviewed and refined the issue statements related to the highest-priority issues of Technology, Diversity, and Public Awareness/Advocacy; drafted measurable outcomes related to each priority; and began the process of developing activities that may lead to the outcomes over the course of the next three years (FY 2010 – FY 2013).

The Council adjourned for the evening at 5:30 p.m.

FRIDAY, FEBRUARY 27, 2009

President Frank Boles called the meeting to order at 8:05 am on Friday, February 27. Present were Vice President/President-Elect Peter Gottlieb; Treasurer Ann Russell; Executive Committee member Leon Miller; Council members Bruce Ambacher, Rebecca Hankins, Sue Hodson, Tom Hyry, Nancy Lenoil, Margery Sly, Rosalye Settles, and Diane Vogt-O'Connor; Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig DeSutter, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. Kathleen Williams (Executive Director of the National Historical Publication and Records Commission) and Joel Wurl (Senior Program Officer, National Endowment for the Humanities) addressed the group over lunch. In addition, SAA member Jennifer O'Neal (Head Archivist, Smithsonian Institution's National Museum of the

American Indian) attended a portion of the meeting to discuss Agenda Item IV.I.

III. ACTION ITEMS

A. Technology Best Practices Task Force

In submitting its final report, the Task Force: 1) indicated that it has gone as far as it can, given the breadth of its charge and the current state of best practices for technologies related to archives; 2) noted that it adopted a definition of best practices and criteria for recognizing them and does not believe that there is yet a body of best practices that would meet those criteria; and 3) called to the Council's attention that, as potential best practices emerge, specialists will be needed to evaluate whether there is empirical evidence that the practices provide innovative solutions to common problems. During its work, the Task Force discovered that the term "best practices" "means very different things to different constituencies within SAA (including, initially, within the Task Force)."

MOTION I

THAT the SAA Council disband the Technology Best Practices Task Force with thanks.

Support Statement: The Council appreciates the considerable work of the task force. Although it recognizes the group's recommendation that the Standards Committee form specialized working groups as permanent bodies reporting to the Standards Committee in order to "institutionalize" a process,

the Council prefers to consider such a recommendation in the broader context of the ongoing review of the Standards Committee's mission and charge.

Fiscal Impact: None.

Moved by Miller; seconded by Ambacher. PASSED.

B. ALA/SAA Joint Statement on Access

SAA representatives to the ALA/SAA Joint Statement on Access Review Task Force were appointed in October 2007 to "prepare a statement for the Council's consideration that addresses as comprehensively as possible the issues and policies related to researcher access to archives and manuscripts collections . . . owned or maintained by a clearly defined set of repository types. . . ." The Task Force prepared a final report for submission to both the SAA Council and the American Library Association's Rare Books and Manuscripts Section (RBMS) and Standards and Accreditation Committee. The Task Force report noted that the group had made minor revisions to the 2006 RBMS draft of the "Joint Statement on Access to Research Materials in Archives and Special Collections," publicizing it widely within SAA (via discussions with appropriate component groups, an open forum at the 2008 Annual Meeting, and the SAA website) during the past year. It also noted that, given that SAA members offered only minor editorial comments, the Task Force believes that there is a broad consensus

among SAA members in favor of the approach that they have taken.

MOTION 2

THAT consideration of the ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries, as submitted by the ALA/SAA Joint Statement on Access Review Task Force, be postponed indefinitely until the next round of reviews are complete and a final document is presented that reflects the Council's comments.

Support Statement: Although there was general consensus that the Joint Statement is important, that it values archives, and that it demonstrates appropriate collaboration with the American Library Association, several Council members felt that it requires editing to accommodate the range of materials and concerns in archives.

Moved by Hankins; seconded by Hodson. PASSED (with Hyry abstaining).

C. Task Force on Developing SAA Values Statement

As charged, the Task Force members reviewed values statements and similar documents from related professional associations and, following discussion of the merits and potential uses of such statements, concluded unanimously that developing a values statement for the archives profession would be an important step in further clarifying the identity and purposes of the profession. In order to proceed with the recommendation of creating a

"Statement of Core Values for Archivists," the Task Force recommended reconstituting itself by adding two members to the existing group and adopting a new charge.

MOTION 3

THAT the SAA Vice President be charged to appoint a five-person task force to prepare a "Statement of Core Values for Archivists" for consideration by the SAA Council at its summer 2010 meeting. The Task Force shall be composed of one Council member, one senior member of the profession, one junior member of the profession, and two additional members representing diverse constituencies. The "Core Values" statement shall be developed with full consultation and participation by SAA members and other archival associations.

Support Statement: Defining a set of "core values" for the archives profession will substantially clarify and communicate the identity and purpose of archivists. It will supplement and further clarify the SAA Code of Ethics for Archivists and other statements regarding the benefits and purposes of archival institutions and the professional and social contributions of archivists. The Archival Values Task Force should invite SAA members to contribute ideas, recommendations, and concerns through reports in *Archival Outlook*, the SAA website, broad e-mail distribution, and possibly an open membership meeting at the 2009 Annual Meeting (if it can be

accommodated). Specific requests for input should be sent to the chairs of all SAA committees, boards, sections, and roundtables, and to the leaders of regional, state, and local archival associations.

Fiscal Impact: None, provided that the Task Force conducts its business via online resources and conference calls rather than in-person meetings.

Moved by Miller; seconded by Hankins. PASSED.

D. Archival Facilities Guidelines

The Standards Committee completed its review of the development process for *Archival and Special Collections Facilities Guidelines for Archivists, Librarians, Architects, and Engineers* and recommended unanimously that the Council adopt the guidelines as an official SAA standard. The Committee also noted that ongoing maintenance and support of this standard will be necessary.

MOTION 4

THAT the *Archival and Special Collections Facilities Guidelines for Archivists, Librarians, Architects, and Engineers* be approved as an official standard of the Society of American Archivists.

Support Statement: The Standards Committee reviewed the guidelines and supporting documentation and reported that the Task Force on Archival Facilities Guidelines “has tirelessly worked to create this comprehensive document and, as evidenced from the documentation of their con-

sultation process, they have gone to great lengths to involve all constituencies in a true collaborative effort.” As stated in the “Procedures for Review and Approval of a SAA-Developed Standard,” “The Standards Board will assign the standard to a permanent SAA subgroup for maintenance and review. In most cases, the subgroup will be one that has been actively involved in its development” (section V.C.1.). Permanent assignment of this task will await the Council’s consideration of the Standards Committee’s “re-missioning” proposal(s).

Fiscal Impact: Development and publication of the *Facilities Guidelines* was supported by a grant from SpaceSaver Corporation. The costs of maintaining the standard over time cannot be calculated at this time.

Moved by Vogt-O’Connor; seconded by Ambacher. PASSED (unanimously).

E. Standards Committee Restructuring

According to a report prepared by Standards Committee Chair Polly Reynolds and Technical Subcommittee on Descriptive Standards Chair Michael Rush, during the past year the Standards Committee has considered its mission and procedures by gathering feedback via an online survey of the SAA Leader List; collecting information about other organizations’ standards committees; and conducting discussions via conference calls, email messages, and one face-to-face meeting at the 2009 Annual Meeting. The consensus among Standards Committee

members is that the Committee should play a more active role in standards-related activities, including identifying areas that require standards development and taking action, rather than waiting for proposals to come forward. An active Standards Committee might also better support and promote the use of standards and their importance to archival work, move toward a more collaborative interaction with other standards-producing bodies, and act as a clearinghouse for reviewing and providing guidance on all SAA-initiated projects, not just standards.

The Council deferred consideration of the Standards Committee's proposed "active" and "reactive" alternative mission statements, and asked that the Committee bring forward to the May/June Council meeting an interim report and to the August 2009 Council meeting a final report that incorporates 1) definitions of "standard," "guideline," "best practice," and other terms that would inform the Committee's mission and purpose; 2) a proposed structure of the Committee and its working groups; 3) a process to maintain any SAA-adopted standard; 4) the financial implications of an expanded mission and/or maintenance of all SAA-adopted standards; 5) an appropriate name/designation for the group (e.g., "committee" or "board"); and 6) other issues as appropriate.

F. Petition to Form Archivists' Toolkit Roundtable

A petition to form an Archivists' Toolkit Roundtable was submitted via e-mail by SAA member Genie

Guerard on September 15, 2008. Council members were notified of the petition via e-mail for an online discussion beginning on October 20, but chose to delay discussion until the February 26–28 meeting.

MOTION 5

THAT the petition to form an Archivists' Toolkit Roundtable, with the following Statement of Intent and Goals, be adopted.

Statement of Intent

The Archivists' Toolkit Roundtable of the Society of American Archivists provides a forum for archivists from all types of repositories to identify and discuss key issues relevant to the Archivists' Toolkit (AT) software tool for:

- Recording archival description;
- Managing the life cycle of archival collections in a broad spectrum of archival functions;
- Promoting efficient processing and description, minimizing backlogs, and;
- Facilitating access to archival collections through EAD finding aids and collection-level MARC records.

Goals of the Archivists' Toolkit Roundtable

- Organize and participate in activities that increase the utility and availability of the Archivists' Toolkit to the archival profession.
- Identify and document the features and functions needed to manage archival collections and output products to support access, use, and preservation of archival materials.

- **Share knowledge and expertise among its members to achieve the ability to utilize Archivists' Toolkit's™ features and functions to its full potential.**

Support Statement: The roundtable petition meets all submission requirements for the Council's consideration in approving a new SAA roundtable.

Fiscal Impact: None.

Moved by Hyry; seconded by Vogt-O'Connor. PASSED (with Ambacher, Hankins, Russell, and Sly abstaining).

G. Petition to Change Minimum Membership Requirement for Roundtables

In response to a petition from 16 roundtable chairs and co-chairs, the Council adopted the following motion.

MOTION 6

THAT the Council Handbook, Section X, III.D. Roundtables, be amended as follows:

Roundtables that do not maintain an official membership level of at least ~~50~~ 25 members and meet annual reporting requirements may be dissolved as an official SAA roundtable after due notice and an opportunity for roundtable officers to appeal.

Support Statement: Roundtables play a crucial role in introducing individuals to SAA, in facilitating communication among members with like interests, and in contributing expertise to the larger organization.

Although only one roundtable currently does not meet the 50-member minimum, Council members agreed with petitioners' concern that smaller roundtables might have to set aside their larger goals in order to focus on membership recruitment. The Council stressed, however, that not every roundtable may be given discreet meeting space at the Annual Meeting and reminded roundtables that certain requirements (timely and complete submission of conveners' information and annual reports) must be met to maintain good standing.

Fiscal Impact: None.

Moved by Vogt-O'Connor; seconded by Hodson. PASSED (with Ambacher opposing).

H. Time Limit on Student Membership Rate

In researching a request from two SAA members to reconsider the time limit on the student membership rate, staff discovered that SAA's governance manual, the Council Handbook, was not updated appropriately following a 1999 action of the SAA Council to remove any time limitation. Council members took action to ensure that the Council Handbook is updated. In addition, they confirmed the staff's current operational procedure of automatically converting students to full membership after the completion of the second year of student membership and requiring students to verify their continuing status as students each year after the two-year mark.

MOTION 7

THAT the Council Handbook, Section VI., Membership Categories, A. Individual Membership, be amended as follows:

Student membership is open for a two-year period to individuals in degree-conferring programs.

Moved by Miller; seconded by Vogt-O'Connor. PASSED.

I. Subunit Publications Copyright and Reproduction Policies

Records Management Roundtable Chair Russell James submitted a report and request for the Council's consideration, noting that on three occasions the RMRT had been asked by a private entity to allow that entity to "strip an article from the PDF version of the RMRT newsletter and place the article on the entity's website." In each case the article had been written by an employee of the entity. In light of his concern that SAA components may be in jeopardy of copyright infringement because SAA has no policies in place for the copyright and reproduction of component publications, he recommended Council action.

MOTION 8

THAT the Intellectual Property Working Group be charged to draft appropriate policies for copyright and reproduction of component publications that will a) mirror similar SAA policies for Society-wide publications in regard to whether the author of an article retains copyright or copyright is transferred to SAA, and b)

cover SAA components as appropriate in regard to copyright and reproduction of their publications.

Support Statement: Adoption of policies covering the copyright and reproduction of component publications will tighten SAA copyright policies and protect component publications from being unfairly "stripped" of content.

Fiscal Impact: None.

Moved by Ambacher; seconded by Vogt-O'Connor. PASSED.

J. Records Management Roundtable: Annual Meeting Travel Grant

In a report and recommendation submitted by Records Management Roundtable Chair Russell James, Vice Chair Debra Kimok, and Council Liaison Bruce Ambacher, the roundtable requested the Council's approval to sell items through an online retailer in order to raise funds to support awarding of a travel grant to the SAA Annual Meeting.

MOTION 9

THAT the SAA Council approve the Records Management Roundtable's request to 1) establish a travel grant to fund attendance at the RMRT annual meeting and 2) fund the travel grant via the sale of t-shirts and other items (coffee mugs, bumper stickers) through an online retailer, with sales to be deposited in an earmarked SAA account.

Support Statement: The requestors indicated that travel grants for members, non-members, and students to attend the RMRT meeting at the SAA

Annual Meeting may help to increase awareness of and membership in SAA and RMRT. In addition, they hope that sale of t-shirts and other items via an online retailer may increase awareness of the records management profession and the SAA.

Fiscal Impact: No fiscal impact beyond the SAA staff time necessary to manage earmarked funds. Only monies gathered through online item sales will be used for travel grant awards.

Moved by Ambacher; seconded by Settles. PASSED. (Miller and Sly opposed; Hodson abstained.)

K. Special Fee Structure for Committee/Roundtable Meeting Attendance

SAA member Russell James recommended via a report to the Council that SAA consider charging a one-day fee for those days of the Annual Meeting (typically Tuesday and Wednesday) during which committees and other appointed groups and roundtables may meet. He noted that in the past individuals may have attended these meetings without registering for the Annual Meeting, and thus SAA “has received no compensation for the attendance.” The Council considered James’s recommendation in crafting its motion.

MOTION 10

THAT the one-day registration rate be extended to cover all days of the Annual Meeting.

Support Statement: Extension of the one-day rate to members and

nonmembers who attend only the roundtable meetings that precede the educational portion of the SAA Annual Meeting provides attendees with an option for not attending the entire meeting while also ensuring that SAA is able to issue a name badge and receives some fees for providing services on that meeting day. Exempted from the one-day rate are members of committees, task forces, working groups, and other volunteer groups that are doing work for the Society but who can attend only that appointed group meeting.

Fiscal Impact: Some positive fiscal impact from increased Annual Meeting registrations.

Moved by Ambacher; seconded by Vogt-O’Connor. PASSED (with Gottlieb and Lenoil abstaining).

L. Committee on Ethics and Professional Conduct: Request for Ethics and Justice Forum

The Committee on Ethics and Professional Conduct proposed that the Council provide for a series of three forums, separate from the education sessions, to be held at the 2009, 2010, and 2011 annual meetings for the purpose of providing opportunities for the profession to discuss archives ethics and social justice. The Council determined that the forums should be proposed to the respective Program Committees in response to the annual call for program proposals.

M. Diversity/Membership Committee Appointments

In order to provide a more structured mechanism to encourage

collaboration between the Diversity and Membership committees, Diversity Committee Chair Terry Baxter and Membership Committee Chair James Roth proposed that the chair of each committee serve as an *ex officio* member of the other committee.

MOTION 11

THAT the Council Handbook be amended as follows to make the Diversity Committee chair an *ex officio* member of the Membership Committee and the Membership Committee chair an *ex officio* member of the Diversity Committee.

Council Handbook, Section VII., Diversity Committee, Section II.

(Committee Selection, Size, and Length of Terms)

The committee consists of ~~six~~ seven members. Six members, including the chair, who are appointed by the SAA vice president / president-elect. The chair of the Membership Committee serves as an *ex officio* member. The chair serves a two-year term. Committee members serve staggered three-year terms, with two appointments occurring annually.

Council Handbook, Section VII, Membership Committee, Section II

(Committee Selection, Size, and Length of Terms)

The Membership Committee shall be composed of one representative from each key contact district; ~~three~~ two additional representatives to coordinate SAA's mentoring, membership diversity (in conjunction with the Diversity Committee), and career

development initiatives; a vice chair/chair-elect (hereafter referred to as the vice chair) to manage SAA's Key Contact Program; and a chair. The chair of the Diversity Committee serves as an *ex officio* member. Standing sub-committees shall be appointed as needed. [. . .]

Support Statement: Diversification of the profession is a top priority for the Society and requires strategic collaboration between the Diversity and Membership committees. In past years, there has been some confusion about the role of the "diversity representative" to the Membership Committee, who has not always been a member of the Diversity Committee itself. This change institutionalizes the collaborative nature of the work already being done in the area of diversity and further ensures that the chairs of the two committees are fully aware of activities that relate to their own group's work.

Fiscal Impact: None.

Moved by Sly; seconded by Hyry.
PASSED.

N. Committee on the Selection of Fellows

MOTION 12

THAT Terry Cook, Anne Diffendal, and Jane Kenamore be elected to serve on the 2009 Committee on the Selection of SAA Fellows.

Support Statement: Terry Cook, Anne Diffendal, and Jane Kenamore are well qualified to serve in this important capacity.

Fiscal Impact: None.

Moved and seconded by the Executive Committee. PASSED.

O. Trusted Archival Preservation Repository Task Force

A report prepared by Education Director Solveig De Sutter described the history of the Task Force's formation, deliberations, and accomplishments.

MOTION 13

THAT the Trusted Archival Preservation Repository Task Force be disbanded with thanks.

Support Statement: The Council appreciates the considerable work of the task force. Given the availability of self-assessment checklists, the Council believes that further development of this project is not warranted at this time.

Moved by Ambacher; seconded by Sly. PASSED.

P. Resolution Honoring Charles R. Schultz

MOTION 14

THAT the SAA Council adopt the following resolution honoring Dr. Charles R. Schultz in recognition of his outstanding contributions to the archives profession and to the cultural record:

Whereas Dr. Charles R. Schultz was the first full-time University Archivist at Texas A&M University and established the University Archives in 1971; and

Whereas Dr. Charles R. Schultz has been a member of the Society of American Archivists since 1963; and

Whereas Dr. Charles R. Schultz was Keeper of Manuscripts at Mystic Seaport Museum, Inc., in Mystic, Connecticut, from 1963 to 1967 and was responsible for collection, processing, and providing reference service for a major collection on American maritime history; and

Whereas Dr. Charles R. Schultz was Manuscripts Processor at the Ohio Historical Society, Columbus, Ohio, from 1960 to 1963; and

Whereas Dr. Charles R. Schultz has served as a reviewer for the National Endowment for the Humanities and the National Historical Publications and Records Commission since the 1980s; and

Whereas Dr. Charles R. Schultz served as editor of *The American Archivist* from 1982 to 1985; and

Whereas Dr. Charles R. Schultz has served the Society of Southwest Archivists as Vice President (1976-1978), as President, (1978-1980), and on the Executive Board (1975-1976 and 1980-1982); and

Whereas Dr. Charles R. Schultz was a member of the Texas Historical Records Advisory Board from 1977 to 1981; and

Whereas Dr. Charles R. Schultz served as Vice President, President, and Regent of Nominations for the Academy of Certified Archivists from 1996 to 1999; and

Whereas Dr. Charles R. Schultz was inducted as a Fellow of the Society of American Archivists in 1984; and

Whereas Dr. Charles R. Schultz has authored seven monographs, including *Forty-Niners 'Round the*

Horn, the recipient of the North American Society of Oceanic History's John Lyman Book Award in 1999; and

Whereas Dr. Charles R. Schultz has written more than 100 journal articles, bibliographies, reviews, and essays; and

Whereas Dr. Charles R. Schultz has presented at numerous international, national, regional, and local professional and community associations, workshops, and organizations; and

Whereas Texas A&M University's alumni group in 2003 awarded Dr. Charles R. Schultz the Association of Former Students' Distinguished Achievement Award in Librarianship, made to a faculty librarian for outstanding service to the University Libraries and to the profession; and

Whereas Dr. Charles R. Schultz has been a mentor and advisor for many new archivists to the field; and

Whereas Dr. Charles R. Schultz, Clements Professor, Clements Archivist, and Director of Records Management, Cushing Library, Texas A & M University, College Station, Texas, has announced his retirement, official as of January 31, 2009;

NOW, THEREFORE, be it resolved that the Council of the Society of American Archivists recognizes and thanks Dr. Charles R. Schultz for his outstanding contributions to the archives profession and to the cultural record.

Support Statement: Charles R. Schultz's contributions to the archives profession and to preservation of the

cultural record are many and varied over his distinguished career, and he is a most fitting recipient of a Council resolution in his honor.

Fiscal Impact: None.

Moved by Gottlieb; seconded by Vogt-O'Connor. PASSED (unanimously).

Q. Other Action Items from Council Members

Working Lunch with Kathleen Williams (Executive Director, National Historical Publications and Records Commission) and Joel F. Wurl (Senior Program Officer, National Endowment for the Humanities)

Williams and Wurl provided updates on NHPRC and NEH funding priorities as they relate to the archives community.

IV. DISCUSSION ITEMS

A. Diversity Committee / Lesbian and Gay Archives Roundtable: SAA Action on California's Proposition 8

Terry Baxter, chair of the Diversity Committee, with the support of the Lesbian and Gay Archives Roundtable, submitted a discussion item recommending "that the SAA Council formally and publicly advocate for the equal application of all civil rights, including marriage." After careful consideration, the Council adopted Motions 15 and 16.

MOTION 15

THAT the Society's "Equal Opportunity/Non-Discrimination Policy" be revised as follows:

The Society of American Archivists is a professional organization established to serve the education and information needs of its members. SAA promotes cooperation, research, standards, public awareness, and relations with allied professions and thereby advances the identification, preservation, and use of records of enduring value. Because discrimination and unequal treatment are inimical to the Society's goals, SAA hereby declares that discrimination on the grounds of age, color, creed, disability, family relationship, gender identity/expression, individual life style, marital status, national origin, race, religion, sex, sexual orientation, or veteran status ~~race, color, creed, gender, national origin, age, marital status, family relationship, individual life style, and disability~~ is prohibited within the Society. SAA will vigorously pursue a policy of non-discrimination and equal opportunity through its programs, activities, services, operations, employment, and business contracts.

Adopted by the SAA Council: January 1992; revised February 2009.

Support Statement: SAA's Equal Opportunity/Non-Discrimination Policy has not been updated since 1992. These additions address threats of unfair treatment that have been widely recognized in the past two decades and express the Society's commitment to fair treatment and respect for its members. This revision adds gender identity/expression, sexual orientation, and veteran status to the categories, substitutes "sex" for "gender," and lists the categories in alphabetical order.

Fiscal Impact: None.

Moved by Sly; seconded by Ambacher. PASSED (unanimously).

MOTION 16

THAT the following resolution be adopted:

WHEREAS, in 1992 SAA adopted an Equal Opportunity/Non-Discrimination policy that rejected discrimination and unequal treatment based on race, color, creed, gender, national origin, age, marital status, family relationship, individual life style, and disability; and

WHEREAS, in February 2005 the SAA Council identified diversity as a high strategic priority for the Society; and

WHEREAS, in June 2006 the SAA Council adopted diversity as one of the Society's strategic priorities and each year thereafter reaffirmed diversity as a principal strategic goal of the Society; and

WHEREAS, in February 2009 the SAA Council expanded the Society's Equal Opportunity/ Non-Discrimination Policy specifically to include discrimination on the basis of gender identity/expression, sexual orientation, and veteran status;

NOW THEREFORE, be it resolved

THAT the SAA Council reaffirms its commitment to the principle that human and civil rights are immutable and inherent in each individual and should not be abridged by political manipulation, social attitudes, or prevailing opinion; and

THAT the SAA Council condemns the exploitation of prejudice for political, promotional, or financial purposes; and

THAT the SAA Council reaffirms its commitment to equal opportunity, non-discrimination, and human and civil rights of all of its members.

Support Statement: In August 2008, SAA met in San Francisco during a historically significant period in the ongoing movement for gay and lesbian rights, when same-sex marriage was legal. Several SAA members took advantage of this right to marry, and SAA celebrated these marriages by publishing a member-written article in *Archival Outlook* that profiled some of these weddings.

Within the context of the passage of California's Proposition 8 in November 2008, SAA's Diversity Committee, with the support of the Lesbian and Gay Archives Roundtable, requested that the Council discuss and consider steps that the Society could take to support actively the needs of its gay and lesbian members. Inclusion of this matter on the Council agenda engendered a great deal of discussion, with varied opinions expressed on the Archives and Archivists List, blogs, and social networking sites. Many members contacted SAA directly to express support for gay and lesbian members of the Society.

In revising the "Equal Opportunity/Non-Discrimination Policy" statement and adopting this resolution, the SAA Council clearly asserts the principle that all of our

members, including our gay and lesbian members, deserve full human and civil rights, and commits itself to working toward the realization of those rights by whatever practical means are appropriate to a professional organization. We encourage ongoing dialogue and suggestions for further activities that will make SAA as inclusive an organization as possible.

Fiscal Impact: Minimal to none.

Moved by Ambacher; seconded by Sly. PASSED (with Hankins opposing).

B. SAA Participation in Sunshine Week

Beaumont summarized SAA's past participation in Sunshine Week (an initiative sponsored by the American Society of Newspaper Editors to stimulate conversation about open government) and queried the Council about ideas and materials to enhance archivists' and SAA's involvement in Sunshine Week in 2009, 2010, and beyond. Several ideas were put forward for consideration and implementation.

C. Seeking Outreach Funding from Gates Foundation

Vogt-O'Connor presented information about the types of initiatives that the Gates Foundation has supported that may be in line with SAA's mission, noting that the Foundation might be approached for funding of distribution of key archives resources to tribal archivists via its public education section (which lists Education,

Libraries, Pacific Northwest, and Special Initiatives as priority areas). She also noted that SAA should consider setting up a mechanism (perhaps an appointed group) for requesting grant funding in a coordinated manner.

D. Timing on Voting Privileges of Members

Executive Committee member Leon Miller reminded Council members that the Executive Committee had made a decision for the 2009 election that members must have active membership on February 28 to vote in the election that commences on March 11, 2009, and that members who join in March 2009 will not be eligible to vote until the 2010 election. He asked for a Council discussion of whether this timeline should be applied to future years. Council members agreed that it is a fair and reasonable timeline that should be applied in the future.

E. Roundtable Membership Issues

Doyle enumerated several technical and administrative considerations identified by SAA staff to aid the Council's deliberations regarding the minimum membership requirement for SAA Roundtables (Agenda Item III.G.). Council members then briefly discussed other aspects of the "new" (i.e., 2007) requirements and benefits associated with roundtables that have raised issues among members and/or administrative concerns by staff. A small Council working group

(Ambacher, Hyry, and Doyle) was asked to review the 2007 revisions and bring forward to the Council any appropriate items for re-consideration.

F. Standards Committee: Activities Report

Standards Committee Chair Polly Reynolds and Technical Subcommittee for Descriptive Standards (TSDS) Chair Michael Rush provided a written update on recent activities of the Committee and TSDS, noting that several of the groups that have submitted "guidelines" or "best practices" have questioned the necessity of Standards Committee involvement because they do not consider their projects to be "standards." As noted in Agenda Item III.E., the Council asked the Standards Committee to report back to the May/June and August 2009 Council meetings with specific information that would inform a decision about the way forward with regard to the Committee's mission and functions.

The Council also noted that the TSDS revision of a charge to its subgroup, the EAC Working Group, requires Council approval.

G. Business Model for SAA Online Education Directory

Beaumont provided background for a discussion about online directories, specifically the Education Directory, noting that the existing application has many technical shortcomings that impinge on the sustainability of the Education Directory. She suggested three alternative business models for moving forward with

a Drupal-based Education Directory and, following discussion, Council members indicated that the staff should proceed with developing an online directory that offers basic listings at no fee and enhanced listings for a fee.

H. Vendors and SAA

Sly noted that the issue of vendor involvement in SAA activities has come up with what appears to be increasing frequency during the past year. She led a discussion about when the desire to integrate vendor information and financial support into SAA programs crosses the line into product endorsement and violates the comfort level of members, program presenters, and workshop instructors, and suggested that the Council may wish to consider moving toward a more comprehensive policy on this topic. Boles asked Hankins, Sly, Settles, and Vogt-O'Connor to develop a draft policy regarding vendors for future Council consideration.

I. Charge for the Cultural Property Task Force

Gottlieb reported that establishing this task force has been hindered by the vagueness of the Council's original charge and asked that the goals and objectives for the task force be clarified. Vogt-O'Connor provided an outline as a tool for pinpointing the different dimensions of the project. SAA member Jennifer O'Neal, head archivist at the National Museum of the American Indian Cultural Center, addressed the group regarding work currently being

done by the American Library Association within a program entitled "Traditional Cultural Expressions and Libraries." Council members discussed the feasibility of collaborating with the ALA via either existing groups (ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums) or a newly appointed group. Gottlieb will follow up with the ALA to explore opportunities for collaboration.

J. 2010 Joint Annual Meeting Schedule and Planning

Gottlieb and Beaumont provided verbal updates on early planning for the 2010 Joint Annual Meeting in Washington, DC. Agreements have been reached with both the Council of State Archivists and the National Association of Government Archives and Records Administrators for participation in the joint meeting.

K. Implications of When the SAA Council Meets at the SAA Annual Meeting

Ambacher noted that movement of the Council meeting from Tuesday to Monday during the Annual Meeting has never been formally discussed by the Council, despite the fact that this change has resulted in an increase in both the time commitment and cost for Council members and their supporting institutions. Following a discussion of the need for the Council to participate in these sorts of decisions, the importance of removing barriers to participation on the Council, and the challenges asso-

ciated with scheduling the Council meeting within a very full Annual Meeting schedule, Council members asked Beaumont to include funding for one day of hotel and per diem for each Council member in the draft FY 2010 budget on the “B” List (i.e., as a separate item that is not included in the bottom line, but that is expressed fully so that the Council can determine whether to substitute it for another funded item).

L. Council Exemplary Service Award Ideas

The Council discussed potential recipients.

M. Release of Council Meeting Materials

Council members had a lively discussion of the benefits and potential liabilities of releasing all Council meeting materials to the SAA membership in advance of or following Council meetings. Boles said that he would prepare a draft motion for the Council’s consideration in May/June 2009.

N. Executive Session (As Needed)

The Council met in executive session to discuss Beaumont’s employment contract, which was up for review.

V. REPORTS

A. Executive Committee

Miller reported on the actions taken by the Executive Committee between September 2008 and February 2009, including a decision to maintain Annual Meeting registration rates at

the 2008 level, discussion of “Qualities of a Successful Candidate for Archivist of the United States,” and establishing a membership cutoff date for participation in the 2009 SAA election.

B. President’s Report

Boles reported that his most visible activities since August focused on the search for a new Archivist of the United States, including drafting of a public position (agreed upon by SAA, CoSA, NAGARA, the Academy of Certified Archivists, ARMA International, the National Coalition for History, and several other groups) on the recommended qualifications of a new Archivist. Copies of the December 19 statement were distributed widely and to several members of President Obama’s transition team. A member of the transition team with responsibility for evaluating the National Archives and Records Administration met with representatives of SAA, CoSA, NAGARA, and NCH to discuss both NARA and the AUS position.

Boles reported on his communications during the past few months with researcher Anthony Clark and NARA staff (most recently, Acting Archivist of the United States Adrienne Thomas) about Clark’s alleged difficulties in gaining access to material from the Office of Presidential Libraries. He noted that Thomas was aware of the background of Clark’s requests and claims and that she assured Boles that she and her staff intend to work quickly—and directly with Clark—to resolve the matter.

Following the inauguration, Boles was interviewed by the *Chronicle of Higher Education* and *Federal Times* about President Obama's revocation of Executive Order 13233 and his broader statements about the Freedom of Information Act.

C. Vice President's Report

Gottlieb provided an update on the status of his appointments to committees, task forces, working groups, and representatives, focusing on recently formed component groups or those that had a critical need to fill vacant seats and deferring appointments for existing groups to the spring and summer of this year. The significant exception to this focus for appointments was the Cultural Property Task Force (see Agenda Item IV.I.), whose charge as drafted was somewhat unclear. To inform the Appointments Committee's process, a call for volunteers was issued to the membership with encouragement to complete an online form. Approximately 200 members submitted a volunteer form. Fulfilling the Council Handbook requirement that the Vice President conduct an annual review of all representation by the Society in order to evaluate the effectiveness and the strategic importance of Representatives to the goals of the Society, Gottlieb listed groups on which SAA has representation, identified the current representative (or indicated a vacancy), and noted that evaluation of these positions and required rec-

ommendations will appear in a later report.

D. Treasurer's Report

Russell presented a financial review of SAA's performance from July 1 through December 31 (first two quarters), as well as through January 31. She reported that although the balance sheet strengthened during the month of January, it remained weaker than at the same time last year. Investments posted the first increase since July, and deferred revenues for Membership and Education remained robust. In terms of SAA's income statement, the *operational* deficit to budget, although behind both FY 2008 results and FY 2009 budget, is a target on which SAA management can focus in its day-to-day operations. The unfavorable variance to budget was the result of a combination of procedural, operational, and external economic issues.

In order to meet budget, SAA must exceed operational budget expectations by more than \$5,000 during each of the remaining six months of the fiscal year and hope that losses on investments incurred during the first six months reverse themselves during the final six. This is not an impossible task, but it seems highly improbable and may necessitate delaying some projects until next year. SAA must remain frugal with respect to variable expenses that can be controlled (supplies, business meals, travel, etc). Management has already taken

steps to scale back or eliminate future expenses in order to minimize operational losses.

E. Staff Reports

1. Executive Director: Beaumont reported on headquarters activities since August 2008, including the drafting of the "Summary of Activities Associated with SAA's Strategic Priorities, 2006-2009" (Agenda Item II.A.); work with the Joint Task Force on Advocacy for PAHR; tasks associated with the development, posting, and follow-up of the "A New Archivist of the United States: Qualities of a Successful Candidate" document; promotion of the newly established Mosaic Scholarship; the premier of SAA's first Spanish-language brochure; preliminary work on the fourth annual *American Archives Month Public Relations Kit and Poster*; and preparation for the February 2009 Council meeting. She noted significant efforts on the part of the staff to contain costs (ranging from bidding out all insurance provider contracts to achieve cost savings to changing telecommunications providers and overhauling all common-use office equipment via leasing with maintenance contracts included), as well as efforts to assist members during this period of economic downturn (including surveying members about the impact of the recession on their work and reporting results in *Archival Outlook*; discussing options for enhancing the Online Employment Bulletin to make it more useful to members; developing Web seminars

that deliver important information and education to members without requiring them to travel; promoting SAA's bridge rate for membership; and adding a toll-free phone number for member use when contacting SAA).

2. Membership: Doyle reported a strong growth in membership (from 5,079 in January 2008 to 5,548 in January 2009), but a decrease in the average dues collected per individual given the remarkable increase in student membership. (Student members now total 1,280, or 25% of individual SAA members.) The Membership Committee met at the 2008 Annual Meeting to discuss reports on the Career Center, the Key Contact Program, and the Mentoring Program and how the Membership Committee might support SAA's diversity initiatives. The Committee established two task forces, one to examine the mentoring and navigation programs and the other to study outreach to students and chapters and retention of student members after graduation.

3. Education: De Sutter's report provided a year-to-date update on workshops (39 face-to-face programs with 905 attendees, 11 new program topics, 18 new co-sponsors) as well as plans for professional development offerings through Fall 2009. The popular Electronic Records Summer Camp will move from the University of California at San Diego to the University of North Carolina at Chapel Hill and will be held in July 2009.

4. **Publications:** Brinati noted in a written report that for the first half of FY 2009, publication revenues fell short of budget projections. Although not yet a revenue stream, e-Publications and e-Proceedings continue to proliferate on the SAA website. During the first year of its existence, users accessed *American Archivist Online* more than 45,000 times. FY 2009 book sales to date are under budget, possibly reflecting a need to refresh top sellers. The mid-year meeting of the Publications Board in March will focus on developing a business plan that addresses changing economics and the changing expectations of members.

5. **Annual Meeting:** Beaumont reported on the program development for *Sustainable Archives: AUSTIN 2009*, the conference schedule, exhibit and sponsorship sales, and changes in conference promotion. Working with the Program Committee co-chairs, Doyle developed a new submission process that allowed groups to collaborate in creating and editing proposals offline rather than composing the entire document in one online session and that allowed compilation of Program Committee rankings and comments via a master Excel workbook. Because the online program is driven by the SAA database, the staff took on (rather than outsourcing) development and maintenance of the program database. The exhibitor/sponsor prospectus was mailed a full two months earlier than in the past in anticipation of a declining economy. The full preliminary program will be

posted online by April 15. In keeping with the conference theme of “sustainability,” SAA will not print and mail the full Preliminary Program, but will post it as a PDF on the conference website (to enhance the online listing) and print and mail one or more promotional flyers emphasizing the online program.

6. **SAA Website Development:** Doyle provided background, a status update, and a preliminary analysis of vendor responses to a request for proposals for a Drupal site developer to deploy a new Web content management system (CMS). The next steps are to review the proposals in greater detail with staff and Website Working Group members, conduct telephone interviews with the vendors in early March, and select a vendor by March 20. Execution of a vendor agreement is to immediately follow so that the project can commence in early April. Delivery of the initial Drupal website is planned for late July 2009.

F. American Archivist Editor

In a written report, Editor Mary Jo Pugh summarized activities associated with the *American Archivist* from August 1, 2008, to February 4, 2009, including meetings and sessions attended at the Annual Meeting, status of the paper review process, and the publication status of two issues of the journal.

G. Editor, Print and Electronic Publications

In a written report, Publications Editor Peter Wosh summarized the

activities of the Publications Board during the past quarter, indicating that the Board has considered several new proposals, worked to implement a number of ongoing projects, sought to promote SAA's products more effectively, and tried to take a more systematic approach to planning.

**H. Diversity Committee / Native American Archives Roundtable:
Forum on *Protocols for Native American Archival Materials***

In a written report, Diversity Committee Chair Terry Baxter reported on progress made during a December 18 conference call with representatives of the Diversity Committee, the Native American Archives Roundtable, and the SAA staff in planning for both the 2009–2011 series of Forums to discuss the *Protocols* document and the 2009 Forum in Austin. The group determined that the “staging of the Forum over three years should follow an arc along past-present-future lines.” The 2009 Forum will focus on the *Protocols* document itself, what has been done to date, and individuals’ views of it. The 2010 Forum will focus on what is actually happening with regard to the use of the *Protocols* (highlighting what is working, what has not worked, variations in approach, etc.). The 2011 Forum will focus on how to proceed in the future.

I. Joint Task Force on Partnership for the American Historical Record

Sue Hodson reported on the activities of the Task Force, noting

that the “Preserving America’s Historical Record” legislation will be reintroduced in the 111th Congress in March or April; that PAHR materials are being reviewed and will soon be distributed via the SAA website; and that the focus of the Task Force’s efforts will be on getting House sponsors, finding two Senate lead sponsors, and reminding members to contact the 2008 co-sponsors to encourage them to sign on again.

J. Education Committee: Interim Report on Accreditation Project

In a written report, Donna McCrea, Amy Cooper Cary, Patricia Galloway, Katie Salzmann, and Education Director Solveig De Sutter presented background and an update on the Committee’s accreditation project. The Committee had been charged by the Council in August 2008 to “explore the desirability and feasibility of developing and implementing an accreditation program in graduate archival education, . . . conduct a broad-based survey to obtain member input into the question, . . . and provide a preliminary report with recommendations to the Council at its May/June 2009 meeting.” The report summarized activities and findings to date, including “arguments” in favor of and opposed to accreditation, and detailed the Committee’s next steps in completing the project. There will be an open forum to discuss graduate education and accreditation issues at the 2009 Annual Meeting in Austin.

K. Committee on Ethics and Professional Conduct

The Committee's 2008 annual report, prepared by Chair Randall Jimerson, noted that, "At the August 2008 CEPC annual meeting in San Francisco, committee members in attendance unanimously expressed dissatisfaction with the Code of Ethics, and voted to examine options for revising the Code to address some of its perceived weaknesses. Although some SAA members would prefer a Code of Ethics with some 'bite'—something that could be used in resolving ethical disputes—CEPC does not recommend such changes, which would entail significant administrative and legal obligations, expenses, and liabilities. CEPC members support an aspirational Code of Ethics, but one that more clearly reflects recent scholarship and professional discourse regarding archival ethics and the profession's goals and identity." CEPC plans to engage in further review of the SAA Code of Ethics and to make recommendations to the Council and to the SAA membership regarding revising the Code.

L. Intellectual Property Working Group

The Working Group's 2008 annual report, submitted by Heather Briston and Peter Hirtle, summarized the group's activities from 2006 to 2008 and included minutes of its annual meetings. The report highlighted such activities as development of an IPWG web page on the SAA website that includes updates on intellec-

tual property issues of interest to archivists and the drafting of "Best Practices for Orphaned Works," which is awaiting final review and distribution.

M. Government Affairs Working Group

The Government Affairs Working Group report, prepared by Chair Herb Hartsook, summarized progress to date toward developing a draft advocacy agenda for the Council's review at its May/June 2009 meeting.

N. Representatives' Annual Reports (Compiled)

Per Section XI. of the Council Handbook, official representatives are expected to complete an annual report. Council members reviewed reports received from SAA's official representatives to the following groups: ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums (Deborra Richardson); ALA Committee on Cataloging: Description and Access (Lisa Carter); Heritage Emergency National Task Force (Tom Connors); International Council on Archives Section on Professional Associations (Trudy Huskamp Peterson); National Historical Publications and Records Commission (Lee Stout); National Information Standards Organization (Kathleen Dow).

O. Section / Roundtable Annual Reports (Compiled)

Per Sections IX. and X. of the Council Handbook, sections and roundtables are required to complete

annual reports. Council members reviewed the compiled reports, which also are available on the SAA website at <http://www.archivists.org/governance/annualreports/Component.asp>.

P. A&A List Terms of Participation Task Force Report

The task force was created in June 2008 to: "Review, and recommend revisions to, the Archives and Archivists (A&A) List Terms of Participation, including developing a definition of 'inappropriate content' and a schedule for periodic review of the Terms." A survey of A&A List subscribers in December 2008/January 2009 yielded 218 responses. Due to a number of changes in task force membership, the group has not yet completed analysis of the survey responses or preparation of recommendations to the Council. It hopes to have a final report with recommendations available for Council consideration at its May/June 2009 meeting.

The Council adjourned for the evening at 5:00 pm.

SATURDAY, FEBRUARY 28

The Council resumed its meeting at 8:45 am on Saturday, February 28.

VI. COUNCIL BUSINESS

A. Review of February 2009 "To Do" List

Council members reviewed the draft list of action items stemming from the meeting.

B. Review of February 2009 Actions

Council members reviewed the group's decisions taken at the meeting.

C. Adjournment

Sly moved and Vogt-O'Connor seconded a motion to adjourn. PASSED.

The Council meeting was adjourned at 10:25 a.m.

NANCY P. BEAUMONT
Executive Director
Approved by the
SAA Council on
April 23, 2009.

Foundation Board of Directors Meeting

February 28, 2009 Washington, D.C.

President Frank Boles called to order the meeting of the Society of American Archivists Foundation Board of Directors at 10:40 a.m. on Saturday, February 28, 2009. Present were Vice President/President-Elect Peter Gottlieb; Treasurer Ann Russell; Executive Committee member Leon Miller; Board members Bruce Ambacher, Rebecca Hankins, Sue Hodson, Tom Hyry, Nancy Lenoil, Margery Sly, and Diane Vogt-O'Connor; Executive Director Nancy Beaumont, SAA Publishing Director Teresa Brinati, SAA Education Director Solveig DeSutter, SAA Member and Technical Services Director Brian Doyle, SAA Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. Council member Rosalye Settles was absent.

The agenda was adopted by unanimous consent.

A. Executive Director's Report

In a verbal report, Beaumont and Jurczak updated the Board on the current balances in the Special Funds. Beaumont noted that the paperwork needed to convert the Special Funds to the SAA Foundation is not yet complete and that the staff will keep the

Board apprised of progress. The Development Committee had issued a request for proposals for a consultant to assist the Committee in drafting a development plan, but the two proposals received exceeded the budgeted \$10,000 by several magnitudes. Development Committee Chair Elizabeth Adkins and Beaumont currently are discussing alternatives for moving forward with a development plan for Board review.

B. Scope of the National Disaster Recovery Fund for Archives: Expand to International?

The Board discussed the possibility of expanding the scope of the NDRFA to international distribution and concluded that, although the Board is open to the idea, further consideration would have to await significant development of the fund.

C. SAAF Board Member Contributions to Special Funds

Board members revisited the question of whether it is appropriate to expect that each Board member would contribute annually to the Special Funds. The general consensus was that this is appropriate as an

important demonstration of support and leadership, and particularly in light of the fact that there is no minimum contribution requirement.

D. Other Items

Miller moved and Russell seconded a motion to adjourn. PASSED.

The meeting was adjourned at 11:05 a.m.

NANCY P. BEAUMONT

Executive Director

Approved by the SAA
Foundation Board of Directors on
April 23, 2009.

Council Meeting Minutes

May 31–June 2, 2009 Chicago, Illinois

President Frank Boles called the meeting to order at 4:10 pm on Sunday, May 31. Present were Vice President/President-Elect Peter Gottlieb; Treasurer Ann Russell; Executive Committee Member Lee Miller; Council members Bruce Ambacher, Rebecca Hankins, Sara “Sue” Hodson, Thomas Hyry, Rosalye Settles, Margery Sly, and Diane Vogt-O’Connor; and SAA Executive Director Nancy Beaumont; Publishing Director Teresa Brinati; Member and Technical Services Director Brian Doyle; and Finance/Administration Director Tom Jurczak. Helen Tibbo, Aimee Felker, and Deborra Richardson, who were elected to begin their Council terms in August 2009, also attended the full meeting. Education Director Solveig DeSutter joined the meeting on Monday, June 1.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Sly moved and Ambacher seconded adoption of the agenda as modified by the Executive Committee. PASSED.

B. Minutes of the February 26–28 Council Meeting

Boles noted that the minutes were adopted by the Council in

April 2009 and posted on the SAA website immediately. SAA members were notified of availability of the minutes via *In the Loop* and the website.

C. Review of the February 2009 “To-Do List”

Council members reviewed the items listed on the February 2009 “To-Do List” and provided updates on completed and pending action items.

II. STRATEGIC PLANNING

A. Review and Discuss Strategic Priority Activities for 2010–2013

Council members and staff reviewed and revised the work done by a Council subgroup and staff since the February 2009 strategic planning session to 1) refine the desired outcomes and activities associated with each strategic priority and 2) to develop action plans (including tasks, assignees, timeframes, and resources needed) for each activity slated for work in FY 2010.

B. Communication Plan: Strategic Plan and Priorities

Council members discussed ways in which to ensure that 1) SAA

members are informed of the Council's ongoing strategic planning efforts and 2) they are invited to provide feedback over time. Beginning in early June, the strategic priorities, desired outcomes, and action plans for FY 2010 will be made available to members via SAA's various media, along with a request for feedback. In addition, the Leadership Orientation at the 2009 Annual Meeting in Austin will highlight the strategic planning process and priorities.

III. ACTION ITEMS

A. Review / Approve Proposed FY 2010 Budget

MOTION I

THAT the FY 2010 Proposed Budget of \$2,174,368.74 in revenues, \$2,165,200.82 in expenses, and a net gain of \$9,167.92 be adopted.

Support Statement: The FY 2010 budget represents a realistic and restrained work plan for the Society that places appropriate emphasis on maintaining operations at a sustainable level while addressing SAA's strategic priorities.

Moved by Gottlieb; seconded by Vogt-O'Connor. PASSED.

B. Education Committee: Final Report on Accreditation Project

Responding to a recommendation from 38 SAA members to "appoint a task force to explore the desirability and feasibility of accrediting graduate archival

education programs composed of a broad cross-section of the SAA membership, as well as members with particular expertise in graduate archival education," the SAA Council determined at its August 25, 2008, meeting that such an exploration is most appropriately within the purview of an existing appointed group—the Committee on Education—provided that broad comment were sought from the SAA membership.

To establish a solid basis for understanding accreditation, as well as the opportunities and challenges involved in such a process, members of an accreditation subcommittee of the Committee on Education researched SAA's history with accreditation and contacted a number of key stakeholders directly. In addition, Education Director Solveig De Sutter spoke with two teams of consultants who specialize in helping organizations become accrediting bodies.

The subcommittee presented its interim report to the SAA Council in February 2009. Following the February meeting, the accreditation subcommittee posted links to its interim report (and supporting documentation) on the Committee on Education's group webpage at <http://www.archivists.org/saagroups/education/>. E-mail notification about the interim report and the subcommittee's activities was sent to the SAA Leader List, the Archives & Archivists

listserv, the Archival Educators Roundtable, and the SAA membership via *In the Loop*. Those notifications pointed readers to the Education group webpage and strongly encouraged feedback. Contact information was provided for SAA's education office and for the chair of the Committee on Education. Fewer than fifteen individuals responded, but all comments received were thoughtful and useful.

MOTION 2

THAT SAA not pursue development and implementation of an accreditation program in graduate archival education.

Support Statement: The Committee on Education's research on accreditation revealed that to manage such a program is costly; that institutions are unlikely to participate for a variety of reasons; that there appears to be less support for accreditation from the SAA membership than originally anticipated; that designing an accreditation program for a discipline that is grounded in a variety of programs, departments, and schools will likely face insurmountable challenges; and that issues driving the requests for accreditation may be addressed successfully in other ways. The Council expressed its appreciation to the Education Committee for its thorough work.

Moved by Hyry; seconded by Vogt-O'Connor. PASSED.

C. ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries

The original American Library Association (ALA)/SAA Joint Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories was developed jointly in 1978 by the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL) and the SAA Committee on Reference and Access Policies. In response to an ACRL request for periodic review, RBMS established a Committee on Access Guidelines in 1993. This committee prepared an initial revision and then referred the document to the ALA/SAA Joint Committee in 1994. A final compilation was prepared by a working group appointed by the Joint Committee. In 2006, an RBMS committee was created to prepare an initial revision mandated by ALA standards policies. When that draft was brought to SAA's attention, SAA President Mark Greene (in October 2007) provided the following charge to a new joint task force:

"Prepare a statement for the Council's consideration that addresses as comprehensively as possible the issues and policies related to researcher access to archives and manuscripts collections (commonly referred to as manuscript collections, special collections, and archives) owned or maintained by a clearly defined set of repository types (it is unclear at this point

whether the statement is meant to apply to all repositories, including for example business archives and other private organizational archives such as churches, or instead to only a subset of repositories, e.g. college and university libraries, archives, and special collections, state and local public and private historical societies, independent research libraries, state and local libraries and archives, federal archives, records centers, and presidential libraries).

"SAA Task Force members should consciously represent the interests, concerns, experience, and practice of the range of repositories to be affected by the statement, even though the members may not directly represent all of those repository types.

"The statement should make clear what material and what repositories are to be governed by it, whether the statement is meant to be guidelines/recommendations versus standards, and the relationship of the statement to other relevant documents (such as ethics statements).

"The statement should explicitly take note of intellectual property issues, privacy and confidentiality issues, freedom of information issues, equality of access issues, and issues raised by the *Protocols for Native American Archival Materials*, among others; however, the Task Force can elect to consider one or more of these

issues outside its purview so long as an explanation to that effect is provided.

"Development and discussion of the statement should follow guidelines for the development of SAA standards regardless of whether the statement will be formally considered a standard, to ensure a process of wide dissemination and comment before final consideration by governing bodies.

"The statement should be fully cognizant of, but need not directly build on, previous iterations of the statement."

According to the task force report, "We made minor revisions to the 2006 RBMS draft . . . and we've publicized it widely within SAA (via discussions with appropriate component groups, an open forum at the 2008 Annual Meeting, and via the website) during the past year. Except for two responses [addressed in the final draft], SAA members have offered only minor editorial comments." The Council considered a draft presented to its February 2009 meeting and asked for revisions.

MOTION 3

THAT the following revised ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries be approved:

Support Statement: This revision of the draft statement submitted to the

Final Draft
ALA/SAA Joint Statement on Access to
Research Materials in Archives and
Special Collections Libraries

1. **RESPONSIBILITY.** It is the responsibility of a repository (1) to make available original research materials (2) in its possession on equal terms of access (3). Access to all research materials, irrespective of format, should be provided in accordance with a clearly defined and publicized institutional access policy, the "Code of Ethics for Archivists" (4), the "ACRL Code of Ethics for Special Collections Librarians" (5) and this Joint Statement. A repository should not deny any researcher access to materials, nor grant privileged or exclusive use of materials to any researcher, nor conceal the existence of any body of materials from any researcher, unless required to do so by law, institutional access policy, or donor or purchase stipulation.
2. **INTELLECTUAL ACCESSIBILITY.** A repository should inform researchers in a timely manner of the collections in its custody in accordance with institutional access policy and current professional practice. This may be accomplished through the assistance of staff members; entries in local, regional, or national catalogs; inventories, and other documents describing a repository's holdings and created using nationally recognized standards; published guides; repository websites; and other means, including announcements in appropriate print, electronic, and other media. The existence of original research materials should be reported, even if they are not fully accessible because they are not processed or because of restrictions.
3. **RESTRICTIONS.** Repositories must be committed to preserving research materials and to making them available for research as quickly as practicable following their acquisition. Nevertheless, a repository must fulfill legal and institutional obligations to protect confidentiality and physical security of its collections. Moreover, donors may wish to impose reasonable restrictions upon their papers for a defined period of time to protect privacy or confidentiality.
 - a. Repositories must inform researchers of restrictions that apply to collections, and should be encouraged to make this information generally available.
 - b. Repositories should discourage donors from imposing unreasonable restrictions, encourage a specific time limitation on restrictions that are imposed, and make the duration of the restriction known to its users.
 - c. Repositories should periodically review and reevaluate restricted material and remove restrictions when they are no longer required.

4. **POLICIES.** To protect and insure the continued accessibility of its holdings, repositories should require all patrons to use all research materials in accordance with published institutional policies. Each repository should publish or otherwise make known to potential researchers its policies governing access and use. Such policies should be applied and enforced equally, and may include provisions such as:
 - a. To protect its collections, each repository may, in accordance with legal authority and institutional access policy, require acceptable identification of any individual wishing to use its materials, as well as a signature verifying the individual has agreed to abide by a statement defining the policies and regulations of the repository. (6)
 - b. Repositories should also instruct researchers in proper handling of materials.
 - c. Repositories may refuse access to an individual researcher who has violated the published policies and regulations of the repository.
 - d. Repositories may limit the use of materials, but should try to provide suitable reproductions to researchers in lieu of the originals.
 - e. Repositories may limit access to unprocessed materials, as long as the limitations are applied and enforced consistently and equally to all users.
 - f. Repositories may, under special circumstances, lend or place on deposit with another repository part or all of a collection. In such cases, repositories have the responsibility to publicize the unavailability, including length of time, of collections due to loans. (7).
5. **FEES AND SERVICES.** Repositories should strive to provide access to their holdings at no direct cost to the researcher. In situations where this is not possible, reasons for charging fees should be made publicly available. A repository should facilitate access to collections by providing reasonably priced reproduction services that are administered consistently in accordance with legal authority, including copyright law, institutional access policy, and repository regulations. These services may include electronic, paper, or photographic copies; microfilm; or other means of reproduction and should be clearly stated in a publically accessible written policy. A repository is not obligated to provide reproductions or research services beyond those required by institutional access policy. Repositories may impose reasonable limits on requests for reproductions, but such limits should be clearly stated in the institutional access policy and should also be applied equally and consistently to all users.
6. **CITATIONS.** Each repository should publish or otherwise make available to researchers a suggested form of concise citation crediting the repository and

identifying items within its holdings for later reference. Citations to copies of materials in other repositories should include the location of the originals.

7. COPYRIGHT. It is the researcher's obligation to satisfy copyright law when copying or using materials found in collections (8). A repository should inform a researcher about materials for which it holds copyright.

Citations

1. Repository is defined as an archive, special collections library, research center, museum, historical society, or any other institution responsible for keeping and providing access to research materials. [See the note to definition of repository in the *Glossary of Archival and Records Terminology* [Chicago: Society of American Archivists, 2005]]. Note: Used throughout this work to refer to any type of organization that holds documents, including business, institutional, and government archives, manuscript collections, libraries, museums, and historical societies, and in any form, including manuscripts, photographs, moving image and sound materials, and their electronic equivalents. 8 Aug 2008 http://www.archivists.org/glossary/term_details.asp?DefinitionKey=100
2. Research materials are defined as archival or manuscript collections, individual manuscripts, fonds, or record groups found in repositories in any format, printed materials, photographs, artwork, and historical artifacts.
3. Access is defined as permission to locate and consult materials within legally established restrictions of privacy, confidentiality, and security clearance (adapted from definition 2 in the *Glossary of Archival and Records Terminology* [Chicago: Society of American Archivists, 2005]). 27 Feb 2006, http://www.archivists.org/glossary/term_details.asp?DefinitionKey=161
4. "Code of Ethics for Archivists" *Council Handbook*, Appendix K (Society of American Archivists approved by the SAA Council 5 Feb 2005.) 23 Feb 2006, <http://www.archivists.org/governance/handbook/app_ethics.asp>
5. "ACRL Code of Ethics for Special Collections Librarians" (Rare Books and Manuscripts Section, Association of College & Research Libraries, approved by ACRL Oct 2003). 23 Feb 2006, <http://www.rbms.nd.edu/standards/cod_of_ethics.shtml>.
6. "Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections," (Rare Books and Manuscripts Section, Association of College & Research Libraries, approved by ACRL, January 2006), 8 August 2008 <<http://www.ala.org/ala/acrl/acrlstandards/securityrarebooks.cfm>>
7. "ACRL Code of Ethics for Special Collections Librarians" (Rare Books and Manuscripts Section, Association of College & Research Libraries, approved

by ACRL Oct 2003). 23 Feb 2006, <http://www.rbms.nd.edu/standards/cod_of_ethics.shtml>, and “ACRL Guidelines for the Interlibrary Loan of Rare and Unique Materials,” (Rare Books and Manuscripts Section, Association of College & Research Libraries, approved by ACRL June 2004), <<http://www.ala.org/ala/acrl/acrlstandards/rareguidelines.cfm>>, and “ACRL Guidelines for Borrowing and Lending Special Collections Materials for Exhibition,” (Rare Books and Manuscripts Section, Association of College & Research Libraries, approved by ACRL 18 January 2005), <<http://www.ala.org/ala/acrl/acrlstandards/borrowguide.cfm>>.

8. Repositories may wish to provide researchers with the American Library Association’s publication, *Complete Copyright* (Chicago, ALA, 2004), the Society of American Archivists’ publication, *Copyright for Archivists and Users of Archives* (2nd ed.) (FACET, 2004), or the web resource, WATCH (Writers, Artists and Their Copyright Holders) File (Harry Ransom Humanities Research Center, University of Texas at Austin, 2004): <<http://tyler.hrc.utexas.edu/>>.

Development of the Statement [this text to be appended to any publication of the document]:

This revision of the ALA-SAA Joint Statement on Access to Original Research Materials is a revised version of the previous statement which was approved by both organizations and went into effect in August 1994. The 1994 Statement was a revision of the original 1978 ALA-SAA Joint Statement on Access to Original Research Materials in Libraries, Archives, and Manuscript Repositories which was developed jointly by the Rare Books and Manuscripts Section (RBMS) of ACRL and the SAA Committee on Reference and Access Policies.

SAA Council in February 2009 contains the Task Force’s response to feedback from the Council. The February 2009 draft was based on broad distribution of comment drafts to the SAA and ALA communities via a variety of public means. The resulting document represents a consensus among archives and library professionals and is consistent with SAA’s *Code of Ethics for Archivists*. The SAA members of the

Task Force have been guided by our charge to represent the interests of the archives profession as a whole, as well as our implicit responsibility—given that we worked with ALA—to produce guidelines that represent the interests and needs of both communities. All six members of the Task Force collaborated in the revision of the document.

Moved by Hodson; seconded by Vogt-O’Connor seconded. PASSED.

(Ambacher and Miller opposed; Sly abstained.)

D. Revision of Committee on Ethics and Professional Conduct Duties and Responsibilities

In the past several years the SAA Council has voted twice to make the Society's *Code of Ethics for Archivists* an "aspirational," rather than an enforceable, document. In 2003, the Council chose to remove the enforcement clause from SAA's *Code of Ethics*. The Council reiterated that decision in 2005 when, after broad discussion by the SAA membership, the Council adopted a revised and "aspirational" Code. Given this direction from Council, Boles proposed revision of the duties and responsibilities of the Committee on Ethics and Professional Conduct to reflect these previous decisions.

MOTION 4

THAT the Council Handbook, Section VII., Standing Committees and Boards, Committee on Ethics and Professional Conduct, III. Duties and Responsibilities, be modified to delete item 4., as follows:

III. Duties and Responsibilities

1. **The committee recommends to the Council updates to the *Code of Ethics for Archivists* when these are made necessary by changes in laws governing recordkeeping, copyright, or other pertinent subjects, or by changes in professional procedures and practices.**

2. **The committee periodically conducts a complete review of the *Code of Ethics for Archivists* to ensure that ad hoc changes have not compromised its internal consistency and the document as a whole continues to meet the need of the profession. It recommends to the Council revisions as necessary.**
3. **The committee monitors the rise of new ethical issues due to societal, legal, or judicial and technological developments.**
4. ~~**The committee recommends to the Council procedures for responding to complaints to SAA alleging violation of the *Code of Ethics for Archivists*, and advises the Council on specific cases as deemed necessary by the President.**~~

Support Statement: Removal of Section III., Duties and Responsibilities, item 4., from the description of the Committee on Ethics and Professional Conduct in the Council Handbook provides greater consistency with recent Council resolutions regarding enforcement of the *Code of Ethics for Archivists*.

Moved by Vogt-O'Connor; seconded by Ambacher. PASSED. (Hankins abstained.)

E. Policy Regarding Release of Council Materials to Membership

At its August 2007 meeting, as part of several resolutions intended to increase governance transparency, the Council passed the following resolution:

THAT the SAA office make agendas for Council meetings available to

the membership, through a post on the SAA website, 10 business days prior to the Council meetings, with the understanding that exceptions are possible for late changes and agenda amendments made at the meetings.

Prior to the February 2009 Council meeting, publication of the agenda led to discussion among SAA members of an agenda item regarding California's Proposition 8 and a request for disclosure of the report prepared by the Diversity Committee. The Council found itself in the position of having no policy regarding release of material prepared for or forwarded to the Council and was unable to respond to the request in a proactive manner. Although an *ad hoc* solution was devised in which the chair of the Diversity Committee voluntarily released the Committee's report, Boles believes that a more comprehensive policy is desirable.

Per the supporting report: "There are alternate models and practices upon which SAA can draw. However, given SAA's strong and consistent efforts to promote transparency, as well as free and open access to government documentation, it seems inconsistent for SAA not to model similar policies and practices in its own governance. . . . Not to model such governance behavior leaves the Society and its leaders open to charges of hypocrisy. SAA could be accused of denying to its own members the same level of openness it advocates for others in governance."

MOTION 5

THAT the following policy be adopted and incorporated into the appropriate section of the Council Handbook:

All material distributed to Council members prior to any regular or special meeting of the Council shall also be made available to SAA members three days after final distribution to the Council, and may be withheld if, either by law or in the opinion of the Executive Committee, it affects the privacy of individuals or institutions; and

THAT this policy become effective for the August 10, 2009, Council meeting, with appropriate notice given to SAA leaders and members.

Moved by Gottlieb; seconded by Vogt-O'Connor. PASSED. [Hankins opposed.]

Support Statement: As an organization that consistently calls on those in positions of authority to maintain high levels of transparency and accountability, SAA's own governance practices should serve as a model of the transparency and accountability that we believe others in positions of authority should follow. Release of Council meeting materials to the full membership will increase the level of transparency of the Society's governance.

F. SAA's Advocacy Agenda

Among the duties and responsibilities of the newly established Government Affairs Working Group is to "develop an advocacy agenda for Council approval." The Agenda will

be an evolving and changeable document that is updated as needed, and at least annually. The Agenda itself will provide a simple statement on a given issue, which will serve as the basis for a much broader discussion of the issue via a discussion paper, white paper, or such other document as provides the details that may be needed by various interested audiences (such as members, policymakers, and the media) to have a full understanding of the issue and SAA's stance on it. SAA staff will develop a more robust "Advocacy" Web page that highlights the agenda, with appropriate links to discussion papers, calls for action, other organizations' agendas, and additional information.

MOTION 6

THAT the "Advocacy Agenda 2009-2010 (version 053109)," as drafted by the Government Affairs Working Group, be adopted as a working document that will be distributed to the SAA membership from June to August 2009 for comment and refinement; and

THAT a revision incorporating member comment be reviewed by the SAA Council at its August 10, 2009, meeting; and

THAT the Government Affairs Working Group develop a series of issue briefs, beginning with those Advocacy Agenda issues that are of the highest priority for member, policymaker, and public awareness, and submit those briefs for Council or Executive Committee review and

comment as they are completed, with a goal of completing an issue brief for each issue identified in the Advocacy Agenda by the time of the May 2010 Council meeting.

Support Statement: Development and ongoing review and refinement (at least annually) of an Advocacy Agenda provides the Society with a means to organize its advocacy efforts, make conscious decisions about its priorities, frame its messages, work proactively on key issues, and respond quickly and effectively to policymaker and media inquiries.

Moved by Gottlieb; seconded by Hyry. PASSED.

G. Revised Charge for Encoded Archival Context Working Group

The Council deferred discussion of this agenda item until its August 2009 meeting, at which the Standards Committee's final report on its mission and structure will be considered.

H. Copyright of SAA Component Group Materials

At its February 2009 meeting, and in response to a request from the Records Management Roundtable, the SAA Council charged the Intellectual Property Working Group to "draft appropriate policies for copyright and reproduction of component publications that will a) mirror similar SAA policies for Society-wide publications in regard to whether the author of an article retains copyright or copyright is transferred to SAA, and b) cover SAA components as appropriate

in regard to copyright reproduction of their publications.”

MOTION 7

THAT the following policy statement be adopted:

THAT this policy govern all submissions to SAA and all of its component groups;

THAT, in those cases in which a formal contract between an author and SAA is signed (such as for books

SAA General Publication Submission Terms

The Society of American Archivists (SAA), in support of its mission to serve the education and information needs of professional archivists, sponsors a wide variety of publications that are issued both by SAA and its subsidiary units. The publications include journals, newsletters, flyers, and brochures as well as electronic mailing lists, websites, and services.

By submitting content to one of these publications, and in the absence of any other written agreement to the contrary, you consent to the following terms:

1. The author retains copyright in any submissions to SAA.
2. For any content you submit, you hereby grant to SAA a nonexclusive, royalty-free, irrevocable, perpetual, worldwide, and fully sub-licensable license to use, reproduce, modify, adapt, publish, translate, create derivative works from, incorporate into other works, distribute, publicly perform, publicly display, and otherwise exploit such content, in whole or in part, in any form, media, or technology now known or later developed.
3. Any subsequent use of the article that you authorize must include a citation to the version as published by SAA.
4. You acknowledge that you have all necessary rights and permissions to make this submission and agree to these terms. You also acknowledge that your submission does not infringe on the intellectual property rights of any other person; is not libelous, defamatory, or obscene; and does not infringe on anyone's right of privacy. You agree to indemnify and hold SAA harmless from any claim arising from your submission.
5. SAA will publish your item under the current Creative Commons Attribution Noncommercial (by-nc) license (<http://www.creativecommons.org>).
6. SAA may, under your license grant above, authorize commercial use of your submission. You acknowledge that you are due no royalties or other compensation arising from such use. Similarly, SAA is due no royalties for any use you may make of your submission.

and some journal articles), the contract would take precedence, and that for all other submissions (letters to the *American Archivist*, contributions to subunit newsletters, conference papers posted to the website, etc.) this policy would govern;

THAT potential authors be notified of the existence of these terms via a posting of the terms on the SAA website, incorporated in or hyperlinked from the SAA copyright page;

THAT SAA national and component publications include links to the policy; and

THAT the editors of component journals, newsletters, and other materials be encouraged to include boilerplate language in their signature blocks so that potential authors know that submissions must be made in accordance with SAA's terms.

Support Statement: The proposed policy provides maximum flexibility for both authors and SAA, is easy to understand and implement, and ensures that SAA and its components receive credit for their publication activities.

Moved by Miller; seconded by Gottlieb. PASSED.

I. Intellectual Property Working Group: Orphan Works Best Practices

In March 2008, the Intellectual Property Working Group (IPWG) and colleagues met to create an

orphan works best practices document. Although the IPWG submitted the document, "Orphan Works: Statement of Best Practices," to the Standards Committee in January 2009 as a possible standard, both the Working Group and the Standards Committee were inclined to believe that this document is not a standard and thus does not fall under the purview of the Standards Committee. The review process was further complicated by the Standards Committee's work on re-missioning and clarifying what is a standard. The SAA Council currently is without a process for reviewing, approving, and publishing documents that are not standards. While that process is in development, the product of the IPWG, whose mission is to advise the Council about issues of intellectual property, has not been disseminated to members of the profession except via a few presentations by Working Group members. "Orphan Works: Statement of Best Practices" has immediate value to the profession and should be made available.

MOTION 8

THAT the "Orphan Works: Statement of Best Practices," developed by the Intellectual Property Working Group, be adopted as a best practice and be posted (after appropriate copyediting and formatting) as a PDF on the Intellectual Property Working Group section of the SAA website.

Support Statement: “Orphan Works: Statement of Best Practices” will be of considerable assistance to the profession as archivists deal with the intricacies of this aspect of United States copyright law.

Moved by Hodson; seconded by Vogt-O’Connor. PASSED.

J. Cultural Property Task Force Status

Gottlieb noted that he had contacted the American Library Association to learn more about that organization’s Traditional Cultural Expressions and Libraries initiative in order that the Council could consider pursuing SAA’s cultural property objectives through collaboration with the ALA. Although collaboration is something that the Council intends to pursue, it also passed the following motion:

MOTION 9

THAT SAA proceed with the formation of a Cultural Property Working Group and assign a Council member to draft the Working Group’s purpose, goals, and charge for consideration at the August 2009 Council meeting.

Support Statement: Although collaboration with other organizations will be pursued, SAA can best learn about cultural property issues through the focused work of a working group. The group must have clearly stated objectives and time frames for its work in order to produce useful results.

Moved by Sly; seconded by Vogt-O’Connor. PASSED.

K. Elect Executive Committee Member

By ballot of those Council members who do not serve as an officer, Margery Sly was elected to serve on the Executive Committee in 2009-2010. Bruce Ambacher and Diane Vogt-O’Connor, the two second-year Council members who were eligible for the Executive Committee position but were not elected, will serve on the 2009-2010 SAA Nominating Committee.

L. Additional Action Items

No additional action items were brought forward.

IV. DISCUSSION

A. SAA’s Role When Controversies Arise

Vogt-O’Connor had prepared a discussion paper outlining ideas and options for how the SAA Council might manage the research, analysis, and decision-making process when external controversies arise to ensure a fair result that reflects the will of SAA members and the ethics and best practices of the profession. No motions were proposed.

B. Policy Regarding Revocation of SAA Membership

Ambacher had prepared a discussion paper on the subject of establishing criteria for revoking membership from a dues-paying member who has been tried and convicted of crimes that have had a negative effect on the collection that had

been entrusted to his/her care. The Council declined to take action.

C. SAA's Presence on Facebook

Based on a staff-written briefing paper as well as submission of recommendations by an unofficial "SAA Facebook Group Working Group," Council members had a brief discussion about SAA's current – unofficial – presence on various social networking sites, including Facebook. The group stressed the importance of developing an official presence on sites, ensuring a distinction between official SAA-administered groups/pages and unofficial ones, and moving ahead with all deliberate speed to incorporate social networks in SAA's communication and collaboration tools.

D. Administration of Roundtable Memberships

In February 2009 the Council approved a petition to lower the required number of members for SAA Roundtables from 50 to 25. At that time, the SAA staff raised a number of related administrative and policy issues, and the Council asked Ambacher, Hyry, and Doyle to review these points and return with suggestions.

MOTION 10

THAT the limitation of two Roundtable memberships per SAA member be eliminated (i.e., that SAA members be permitted to be members of an unlimited number of Roundtables).

Moved by Miller; seconded by Hyry. PASSED.

E. Coordination of Grant Proposals

To ensure that SAA departments and component groups do not compete for the same limited pool of grant dollars, the Council discussed a list of grant proposal ideas and indicated its priorities. In general, those projects that address SAA's strategic priorities (Technology, Diversity, and Public Awareness/Advocacy) were ranked highest by the Council.

F. SAA's 75th Anniversary

In response to a suggestion from the Publications Board that the President appoint a task force to coordinate SAA's 75th Anniversary celebration in 2011, Council members discussed ideas for the celebration and Ambacher noted that the Oral History Section and the Archival History Roundtable, which have been considering options, will have a report for Council consideration in August 2009. The group agreed to discuss the matter further at that time.

G. 2010 Joint Annual Meeting Update

Gottlieb updated the Council on the status of Program Committee appointments for the 2010 Joint Annual Meeting of SAA, the Council of State Archivists, and the National Association of Government Archives and Records Administrators (NAGARA). Beaumont noted that SAA and NAGARA have signed a memorandum of agreement for the

meeting. Program Committee Co-chairs Jelain Chubb and Ben Primer will issue a call for proposals in mid-June, with a deadline for submission of proposals of late September 2009.

H. Selection of Future Annual Meeting Sites

Beaumont led a discussion of prospective meeting sites for the 2012 and 2013 annual meetings. She hopes to place the 2012 meeting in a western location and the 2013 meeting in a southern location. She noted the challenges associated with placing the annual meeting in one central hotel as attendance increases. Council members suggested that staff prepare an article for *Archival Outlook* to explain the site selection process for members.

I. Leadership Event at 2009 Annual Meeting

Council members discussed ways in which to engage leaders at the Leadership Orientation and Forum scheduled for Wednesday, August 12, at *AUSTIN 2009*. Boles, Gottlieb, and Beaumont will also solicit ideas from committee, section, and roundtable leaders as they develop an agenda.

J. Council Exemplary Service Award in 2009

Council members approved motions for two Council Exemplary Service awards and made assignments for drafting of two Council resolutions honoring individuals/groups. The resolutions will be considered via online discussion prior to the Joint Annual Meeting in August.

K. Relocation of NARA's Laguna Niguel Facility

Society of California Archivists President Jane Rosario forwarded to Boles just prior to the Council meeting a copy of a letter from SCA to Acting Archivist of the United States Adrienne Thomas regarding the proposed move of the National Archives and Records Administration facility in Laguna Niguel, California, to Perris, California. The Council discussed this matter at length, considering the impact of the relocation on access as well as the financial constraints that NARA faces. Boles will communicate with Thomas to express the Council's concern.

V. REPORTS

A. Executive Committee Report

Miller presented a brief verbal report on discussions by the Executive Committee since the February 2009 meeting.

B. President's Report

Boles's written report covered several activities since the February 2009 Council meeting, including the following:

- Responding to a *Request for Information* from the National Archives and Records Administration, Boles solicited member input and provided comments on "cost-effective ways of modifying the present system for archiving and providing public access to Presidential records." The SAA response is posted on the SAA website.
- Continuing to monitor a dispute between researcher Anthony Clark

and the NARA regarding the Office of Presidential Libraries.

- Successfully negotiating a three-year extension of Beaumont's contract as SAA executive director.

C. Vice President's Report

Gottlieb's written report noted that his efforts since February 2009 had focused on 2009-2010 appointments. In late March, he had worked with Boles, Hyry, and Beaumont on revising strategic planning documents for review by the Council.

D. Treasurer's Report

Russell presented a financial review of SAA's performance through April 2009. Although April revenues exceeded the budget for the month and expenses were slightly lower than budgeted, the Society faces significant challenges in the remaining months of the fiscal year and in FY 2010 as members deal with the full impact of the nationwide economic downturn.

E. Staff Reports

1. **Executive Director:** Beaumont reported on Headquarters activities since the February 2009 meeting, including working with Boles, Gottlieb, and Hyry to refine and edit the "Strategic Priorities Outcomes and Activities, FY 2010–FY 2013" document and with the staff directors to develop the "Action Plans" that flesh out FY 2010 activities; assisted in preparing written testimony for Thomas Battle to present at a May 21 hearing on NARA and the Archivist of the United States position before the Information Policy, Census, and National Archives Subcommittee of the House Committee on Oversight and Government Reform; worked with the Government Affairs Working Group to draft the "Advocacy Agenda" for Council consideration; began work on the 2009 American Archives Month Public Relations Kit; worked with the staff to prepare the Proposed FY 2010 budget for Council consideration; met with Boles regarding her employment contract; and prepared her annual self-evaluation for discussion with the Executive Committee.
2. **Membership:** Doyle reported a slowing in membership growth and a decline in retention rates, with a total of 4,992 individual members and 569 institutional members.
3. **Education:** De Sutter's report provided a year-to-date update on workshops (64 face-to-face programs with 1,217 attendees, 14 new program topics, 18 new co-sponsors) as well as plans for professional development offerings through Fall 2009. A Web seminar on "Archival Content Management Systems" attracted 52 sites and 292 participants. Two new Web seminars—one on Web 2.0 and the other on how to become an archives consultant—will be presented in the fall of 2009. In addition, she staffed a Committee on Education meeting in March and worked with the subcommittee to complete a final report on accreditation for the Council's consideration.

4. **Publications:** Brinati noted that book sales remain below budget for FY 2009 and will not recover for the fiscal year. Two new publications will launch at the Joint Annual Meeting in Austin: *Archives Power: Memory, Accountability, and Social Justice*, by Randall Jimerson, and *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*, edited by Michele Pacifico and Thomas Wilsted. *Preserving Archives and Manuscripts, 2nd Edition*, by Mary Lynn Ritzenthaler, has just entered the production process, and the Publications Board recently approved three new book proposals. In addition, more than a dozen projects are in the pipeline. She also noted that SAA had entered into an agreement with the American Library Association whereby ALA will list in its catalog and distribute select SAA book titles. On the periodicals front, work has begun on digitizing of the back issues of *American Archivist*; SAA signed an agreement in April to have the journal participate in JSTOR, an independent, not-for-profit organization that is dedicated to making a wide range of intellectual content available in a trusted digital archive; and staff has been interviewing designers in preparation for redesigns of *American Archivist*, *Archival Outlook*, and *In the Loop*.
5. **Annual Meeting:** Beaumont's written report summarized promotional efforts for *Sustainable Archives: AUSTIN 2009* and covered the current status of the conference schedule, registrations, and exhibits and

sponsorships.

6. **SAA Website:** Doyle provided a brief written update on the status of the "Drupal" content management system development project. A content developer has been selected and the planning phase of the project has begun. During the week of May 24, staff intends to launch another subdomain (<http://careers.archivists.org>), home of the new and improved SAA Online Career Center. The new jobs board will feature free and confidential résumé posting and a host of other enhancements intended to assist members during these difficult economic times.

F. *American Archivist* Editor

In a written report, Editor Mary Jo Pugh summarized activities associated with the *American Archivist* from February to May, including: the conduct of April 15 and May 27 conference calls in lieu of a face-to-face Editorial Board meeting; the Editorial Board's desire to pursue extramural funding for the uploading of the digital content of *American Archivist* to the MetaPress site (upon completion of the digitization project); and the status of manuscript reviews.

G. Editor, Print/Electronic Publications

Editor Peter Wosh provided a written summary of the Publications Board's discussions at its March 2009 meeting, including its plans for a successor series to the *Archival Fundamentals II* volumes. He noted the

Board's desire to pursue a planning grant (to be followed by an implementation grant) to develop the series concept. In addition, he encouraged the Council to consider appointing a task force to coordinate the Society's 75th Anniversary initiatives. Should a publication be included in those initiatives, the Board stands ready to assist.

H. 2008–2009 Nominating Committee

The Nominating Committee provided a brief written summary of the 2008-2009 slate of candidates, the online election process, and the election results. All members were informed of the election outcome via *In the Loop*, the SAA website, and the May/June issue of *Archival Outlook*. The online election process did not have an impact on the level of participation in the 2009 elections.

I. Standards Committee

The Standards Committee provided a written update on the status of its development of a new mission, which will be submitted as a final report/recommendation to the August 10, 2009, Council meeting.

J. Diversity Committee

Diversity Committee Chair Terry Baxter submitted a report noting that 1) he has been working with the co-chair of the diversity committee for the American Library Association's Rare Books and Manuscripts Section on ways in which the two committees might collaborate on common issues, particularly the creation of professional

recruitment information for minority students; and 2) the working group assigned to develop and conduct the *Protocols for Native American Archival Materials* Forums at the 2009, 2010, and 2011 SAA annual meetings has met by conference call to plan the forum, and arrangements will be finalized during a second conference call in early June.

K. 2009 Program Committee

2009 Program Committee Co-chairs Mark Duffy and Aimee Felker provided a written update of the Committee's work and provided a series of recommendations for future committees in the areas of "communication," "submission and review," and "membership and *ex officio* members."

L. Joint Task Force on Preserving the American Historical Record Act

Council Liaison Sue Hodson reported on the activities of the Task Force, noting that the "PAHR" legislation (H.R. 2256) was introduced in the 111th Congress on May 5, 2009, by co-sponsors Maurice Hinchey (D-NY) and John McHugh (R-NY). Updates on the legislation are available via the SAA website, which is the primary location of PAHR information. Task Force Chair Kathleen Roe's tireless encouragement and information via conference calls and email messages has ensured that communication continues to flow to members of Congress and to organizations to keep the momentum going in favor of the bill. Currently there are 19 co-sponsors in the House and 33 national, regional, and state organizations have signed

on with CoSA, NAGARA, and SAA in support of the legislation.

M. Mosaic Scholarship Publicity

Brinati presented a written summary of actions taken to publicize the availability of two Mosaic Scholarships in 2009. A news release was issued to the SAA Leader, Archival Educators, Archives and Archivists of Color Roundtable, Student Chapter, and Archives and Archivists discussion lists (with a total reach of 5,800); to the *Chronicle of Higher Education*; to Historically Black Colleges and Universities communication departments (103); and to the archives departments of all universities listed in the SAA Education Directory (40). In addition, the scholarships were publicized as part of SAA scholarships and awards program via *Archival Outlook*, *In the Loop*, and the SAA website between November and February 28 (application deadline for most awards). SAA received 17 applications for the Mosaic Scholarship, the largest application pool for any SAA award in 2009.

I. COUNCIL BUSINESS (Continued)

D. Additional Business or Strategic Planning Items

No additional business or strategic planning items were brought forward.

E. Review of May 2009 "To-Do List"

Council members reviewed the draft list of action items stemming from the meeting.

F. Conversation with Beaumont (Executive Session)

No executive session was convened.

G. Adjournment

Gottlieb moved and Sly seconded adjournment of the meeting. PASSED. The meeting was adjourned at 11:20 am on Tuesday, June 2.

NANCY P. BEAUMONT, *Executive Director*

Approved by the SAA Council on
June 29, 2009.

The American Archivist Editorial Policy

The *American Archivist* is the semi-annual journal of the Society of American Archivists. It seeks to reflect thinking about theoretical and practical developments in the archival profession, particularly in North America; about the relationships between archivists and the creators and users of archives; and about cultural, social, legal, and technological developments that affect the nature of recorded information and the need to create and maintain it.

The *American Archivist* is a refereed journal. Each submission will be reviewed by experts in the subject matter of the submission and a final decision for publication will be based on this review.

Journal Contents

The *American Archivist* features a variety of types and lengths of articles. Except for book reviews, all inquiries and submissions should be directed to Mary Jo Pugh, Editor, *American Archivist*, 2928 Deerpark Drive, Walnut Creek, CA 94598. Telephone/Fax: (925) 938-1419. E-mail: AmericanArchivist@archivists.org.

Research Articles are analytical and critical expositions based on original investigation or on systematic review of literature. A wide variety of subjects are encouraged.

Case Studies are analytical reports of projects or activities that take place in a specific setting and offer the basis for emulation or comparison in other settings.

Perspectives are commentaries or reflective or opinion pieces addressing issues or practices that concern archivists and their constituents.

International Scene pieces may include elements of any of the above formats in covering archival developments outside the United States.

Professional Resources can be annotated bibliographies, other items designed for practical use within the profession, or essays that review developments (as opposed to the literature) in specified areas in a way that describes particular initiatives and places them in the context of broader trends.

The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audiovisual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to Jeannette A.

Bastian, Simmons College, GSLIS-Archives Program, 300, The Fenway, Boston, MA 02115 USA. Telephone: (617) 521-2808. E-mail: bastian@simmons.edu.

The **Forum** contains letters to the editor commenting on recently published articles or other topics of interest to the profession.

Manuscript Submission Requirements

Manuscripts may be submitted either electronically as e-mail attachments or in hard copy. Electronic submissions are preferred and should be in Microsoft Word or in Rich Text Format. For hard-copy submissions, please send four copies of the manuscript for all types of articles. Both text (including lengthy block quotations) and notes should be double-spaced. Footnotes are preferred over endnotes. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. The preferred maximum length is 8,000 words for research articles and surveys and 3,000 words for case studies and perspectives, but these length requirements can be waived for certain articles in consultation with the editor. All articles should be accompanied by a 100-word abstract and author's biographical statement.

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Editors of the *American Archivist* use the *Chicago Manual of Style*, 15th edition (University of Chicago Press, 2003), as the standard of style and footnote format and *Webster's Third New International Dictionary of the English Language* (Merriam-Webster Inc., 1995) for spelling. Terms having special meanings for members of the profession should conform to the definitions in *A Glossary of Archival and Records Terminology*, by Richard Pearce-Moses (Chicago: Society of American Archivists, 2005). Authors' variations from these standards should be minimal and purposeful. It is expected upon acceptance that authors will provide an electronic version of their manuscript either as an e-mail attachment or on diskette, if an electronic version has not already been submitted.

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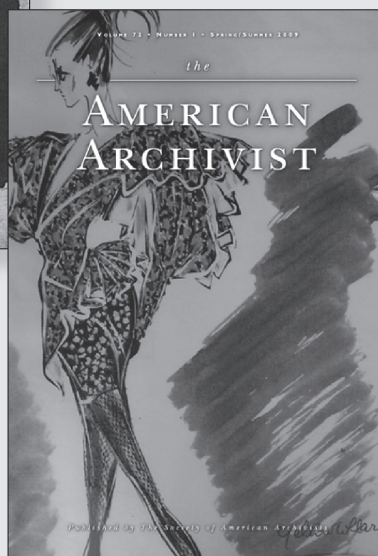
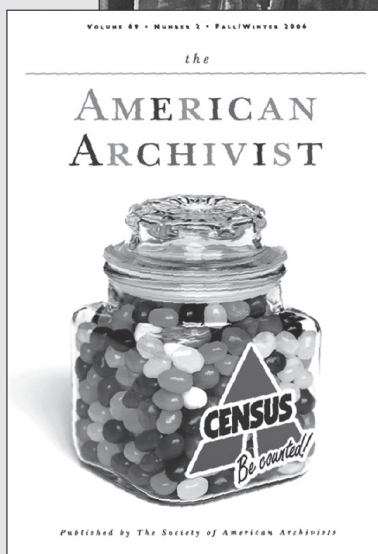
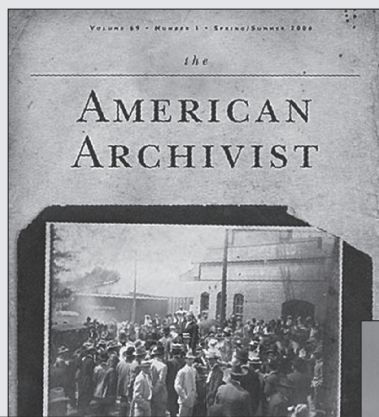
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Authors will receive five complimentary copies of the journal in which their articles appear; reviewers receive two complimentary copies. Reprints/offprints may be ordered at the time page proofs are sent to the author for review.

Additional Inquiries

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Volume 72 (2009)

Janet Russell, Indexer

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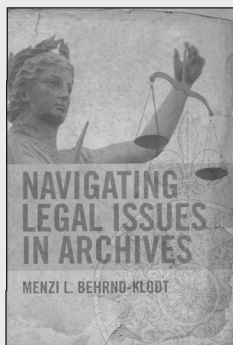
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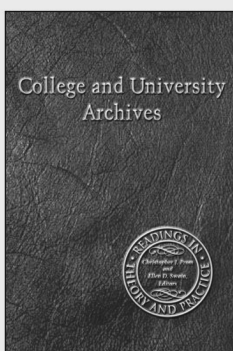
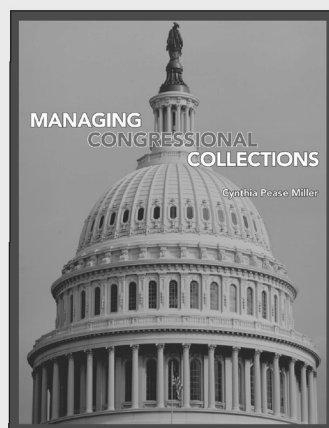
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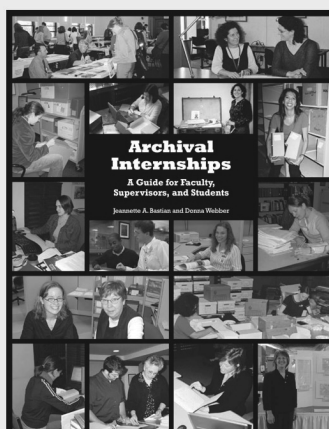
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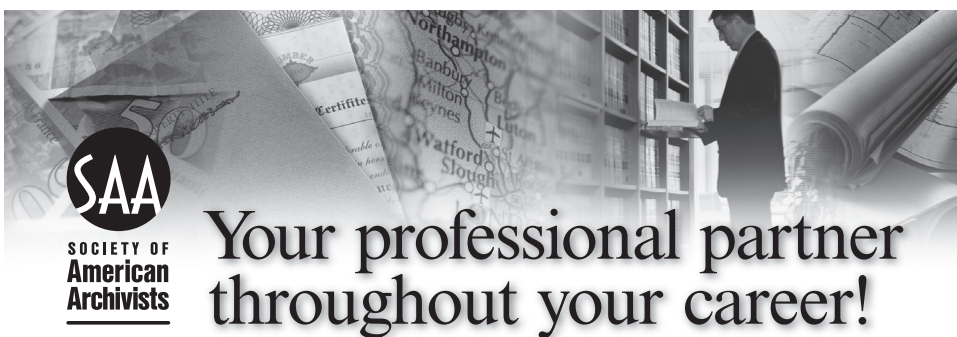
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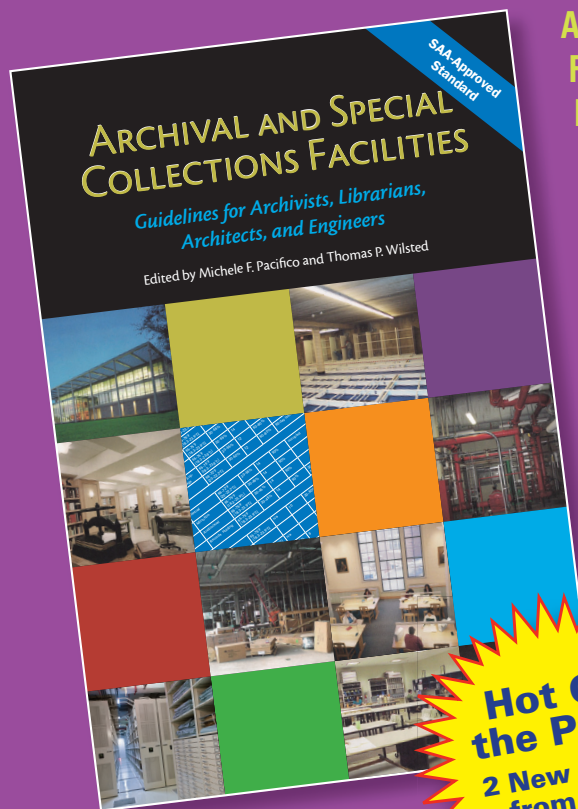
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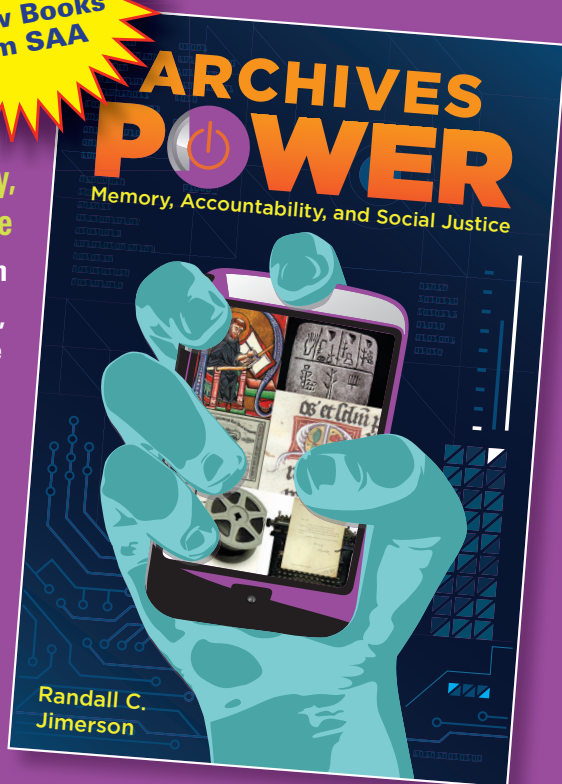
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