

Subscription Information

The *American Archivist* (ISSN 0360-9081) is published semi-annually (Spring/Summer and Fall/Winter) by the Society of American Archivists, 17 North State Street, Suite 1425, Chicago, Illinois 60602-3315. Postmaster: Send address changes to mailing office.

Subscription Rates:

Individual rate

- \$139 print
- \$139 online
- \$169 for both print *and* online

Institutional rate

- \$169 print
- \$169 online
- \$199 for both print *and* online

Communications should be sent to: Teresa M. Brinati, Director of Publishing, Society of American Archivists, 17 North State Street, Suite 1425, Chicago, IL 60602-3315 USA. Telephone: 1-800-722-7858. Fax: 1-312-606-0728. E-mail: tbrinati@archivists.org.

Advertising, membership, and subscription correspondence should be sent to SAA at the address above, as should requests for reprint permission. Claims for issues not received must be received by SAA headquarters within four months of issue publication date.

Online editions of the *American Archivist* are hosted by MetaPress (www.metapress.com).

Selected volumes of the *American Archivist* are available on 16 mm microfilm, 35 mm microfilm, and 105 mm microfiche from ProQuest (www.proquest.com). The *American Archivist* is indexed in *Library Literature* and is abstracted in *Historical Abstracts*; book reviews are indexed in *Book Reviews Index*.

The *American Archivist* is printed on an alkaline, acid-free printing paper manufactured with no ground-wood pulp that meets the requirements of the American National Standards Institute—Permanence of Paper, ANSI Z39.48-1992. Typesetting and printing of the *American Archivist* is done by IPC Print Services of St. Joseph, Michigan.

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GALLERY OF CONTRIBUTORS



Frank Boles, president of the Society of American Archivists, 2008–2009, has been a key player in the persistent, multifaceted discussion of archival appraisal for nearly twenty years. He is the author of SAA's publication *Selecting and Appraising Archives and Manuscripts* (Archival Fundamentals Series II). He has been the director of Central Michigan University's Clarke Historical Library since 1991. Previously, he worked at the University of Michigan, the Chicago Historical Society, and the National Endowment for the Humanities, an agency of the United States government. Boles received a PhD in American history from the University of Michigan. He has spoken and published frequently on archival subjects. In recognition of his contributions to the profession, he was elected a Fellow by the Society of American Archivists in 1997. He also served as a member of the governing council of the Society of American Archivists.



Danna Bell-Russel is an educational outreach specialist at the Library of Congress. Previously, she served as a member of the library's Digital Reference Team. Prior to joining the library's staff, she worked as the curator of the National Equal Justice Library, as an archivist within the Washingtoniana Division of the District of Columbia Public Library, and at the Henry Lee Moon Library at the NAACP. She also worked as a reference librarian and coordinator of bibliographic instruction at Marymount University. Bell-Russel has been active in the Society of American Archivists, serving as a member and eventually cochair of the Committee on Education and Professional Development, on the Steering Committee for the Manuscripts Repository Section, as a member of the 2001 and 2006 Program Committees and as cochair of the 2007 Program Committee, twice as a member of the Nominations and Elections Committee, and as a member of SAA Council. She is currently a member of the Reference, Access, and Outreach Steering Committee. Bell-Russel is also an active member of the Mid-Atlantic Regional Archives Conference, where she was recently elected chair.



Laura Capell is the digital archivist at the University of Southern Mississippi. She is a certified archivist and has an MLIS from the University of North Carolina at Chapel Hill and a master's degree in public history from North Carolina State University. She has worked as a senior archivist at the Georgia Archives and as a project archivist at the University of Hawaii.



Dominique Daniel has an MSI from the University of Michigan School of Information and a doctorate in American history from the University of Paris 7-Jussieu (France). She currently works as information literacy and reference librarian at Oakland University, Michigan. She previously worked as a professor of history and published extensively about the history of immigration and ethnic diversity. Her current interests include diversity and outreach services in archives and libraries, as well as institutional repositories and digital libraries.



Kathleen Fear is currently a first-year doctoral student at the University of Michigan School of Information. She is an Open Data IGERT Fellow and will be pursuing research in the areas of data sharing in science and medicine, as well as the preservation of electronic health records and radiological imaging data. Fear received a master of information degree from the University of Michigan in April 2009 and holds a BS in physics from Yale University. She is advised by Elizabeth Yakel. More about her work and interests can be found at umich.edu/~kfear.



Mark Greene is the director of the American Heritage Center at the University of Wyoming. A member of SAA since 1987, he has served in a variety of leadership capacities as president, as a member of Council and the Working Group on Intellectual Property; as chair of the Program Committee, Manuscripts Repository Section, and Congressional Papers Roundtable; and as cochair of the Committee on Education and Professional Development. Greene was named a Fellow of SAA in 2002. Greene's other professional activities include membership and service in the Midwest Archives Conference, where he was elected president, served on its governing council, and was chair of the *Archival Issues* Editorial Board. He has written extensively on a variety of

archival topics; he coauthored the article with Dennis Meissner, "More Product, Less Process: Revamping Traditional Archival Processing," which appeared in the Fall/Winter 2005 issue of *American Archivist*.



Kyong Rae Lee is a doctoral candidate in history at Chung Ang University, Seoul, where she also received an MA. She holds an MLIS and a Certificate of Advanced Study in Digital Archives from the University of Texas at Austin. Her research areas include the political implications of archives and the historical development of archives from an international perspective. Her current projects extend her concerns to digital archiving and the politics of technology in archives. Her articles have been published in *American Archivist*, *Government Information Quarterly*, and *National Archival Research* (Korea).



Leigh McWhite is political papers archivist and assistant professor at the University of Mississippi. She served as interim coordinator for its newly established Modern Political Archives in 2004 before accepting her current appointment. McWhite is on the steering committee of the Congressional Papers Roundtable where she cochairs a task force on electronic records in congressional collections. She received a PhD in history from the University of Mississippi in 2002.



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.



Marcia Frank Peri is director of health information management and records manager for HealthSouth Rehabilitation Hospital in Largo, Florida. She served as a member of HealthSouth's Records Management Working Group to develop the first formal HealthSouth Records Management Policy, Procedures, and Retention Schedules for the corporation's administrative offices and 120 hospitals around the country. From 1998 to 2008, Peri was archivist at the University of Maryland, Baltimore County (UMBC). During her tenure, she was responsible for the University Archives, the collections of the Center for Biological Sciences Archives, and the manuscripts collections of several prominent photographers and science fiction writers. In 2003, she wrote the first UMBC "Policy on Records Management" and developed a streamlined system for ensuring the transfer of permanently valuable records to the archives. In the course of this project, she began an informal investigation of existing practices in e-records management on her campus and at other institutions, which was later expanded to form the basis for the NHPRC research study. While at UMBC, Peri was a member of the graduate faculty, where she taught courses on archival administration in the Public History Program. Peri holds an MLS from the University of Maryland-College Park and an MA in history from the Catholic University of America.



Chris Prom is assistant university archivist and associate professor of library administration at the University of Illinois at Urbana-Champaign, where he is responsible for a full range of archival activities, centering on digital projects and electronic archives. Through June 2010, he is also a Fulbright Scholar at the University of Dundee, Scotland, where he is undertaking a sabbatical research project entitled "Practical Approaches to Identifying, Preserving, and Providing Access to Electronic Records." He is collaborating with archivists and software developers who are interested in providing tools that will facilitate efficient electronic records work at repositories of all sizes. Prom holds a BA and an MA from Marquette University, as well as a PhD in history from the University of Illinois. He has published a co-edited book and several articles in archival journals. Prom has been actively involved in SAA for ten years, most recently as a member of the Encoded Archival Context Working Group and as chair of the 2008 Nominations Committee, and he maintains

active research interests in projects that facilitate efficient archival workflows and that seek to understand users' interactions with online archival information.



Patricia J. Rettig joined the Colorado State University Libraries in March 2000. She began working on the Water Resources Archive in July 2001 and is now head archivist there. She earned her master of library science degree from the University of Maryland-College Park in 1998 and worked in that institution's Archives and Manuscripts Department for a year. She is a past president of the Society of Rocky Mountain Archivists.



Carl Van Ness is university historian at the University of Florida and head of archives and manuscripts in the George A. Smathers Libraries. He holds an MA in history from the University of Florida and an MLS from Florida State University. As university historian, he writes extensively on the history and student culture of the University of Florida.



Lisl Zach is an assistant professor in the College of Information Science and Technology at Drexel University, where she teaches in the areas of knowledge management, competitive intelligence, information services in organizations, and library management. Her research interests focus on studying the information-seeking behavior of decision makers, methods of evaluating and managing critical knowledge-based assets in organizations, the transfer of tacit knowledge across generational boundaries, and the value of information services to organizations. Before going to Drexel, Zach spent almost twenty years working in various areas of administration and financial management, as well as directing and conducting applied research projects to identify ways of satisfying the information needs of user groups as diverse as field artillery officers, nuclear power plant operators, and symphony orchestra managers, staff, and volunteers. Zach holds a PhD in information studies from the University of Maryland-College Park, an MBA from New York University, and an MSLS from the University of North Carolina-Chapel Hill.



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Society of American Archivists (2010)

525 pp., Soft cover

Product Code: BOOKSAA-AFS0533

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Joint Annual Meeting

SOCIETY OF AMERICAN ARCHIVISTS

Council Meeting Minutes

August 10 and August 15, 2009
Austin, Texas

MONDAY, AUGUST 10, 2009

President Frank Boles called the Monday, August 10, 2009, session to order at 8:34 a.m. 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, Rosalye Settles, Margery Sly, and Diane Vogt-O'Connor; Vice President-Elect Helen Tibbo; Treasurer-Elect Aimee Felker; Council member-elects Scott Cline, Tom Frusciano, Brenda Lawson, and Deborra Richardson; and SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. *American Archivist* Editor Mary Jo Pugh and Print and Electronic Publications Editor Peter Wosh attended a working lunch.

I. COUNCIL BUSINESS**A. Adoption of the Agenda**

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

B. Minutes of May 2009 Meeting (Adopted in June 2009)

Boles noted that the minutes were adopted by the Council in June 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 May – August 2009 “To Do” List

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

II. ACTION ITEMS**A. Standards Committee “Re-Missioning”**

As Council liaison to the Standards Committee, Sly addressed

Council members' questions about the re-missioning proposal. Sly agreed to work with the Committee to adjust the recommendations per the Council's suggested changes and to submit revised recommendations for electronic vote by September 15.

B. A&A List Terms of Participation Review and Revision

In fulfilling its charge to review and recommend revisions to the A&A List Terms of Participation, the Task Force on the A&A List Terms of Participation compiled background information on past SAA practice, examined terms of participation for similar professional lists, and developed an online survey to solicit comment from list subscribers.

According to the Task Force report, examination of the terms of participation of similar professional lists revealed no significant differences from SAA's existing Terms of Participation; in fact, SAA's existing Terms were more descriptive than

those of many other lists. Survey results indicated a "fairly high rate of satisfaction" with the current terms. The "far greater concern" – expressed in messages to the Task Force email list and in informal conversations – was with the conduct of the list members. The most significant addition in the Task Force's revision of the Terms is a more explicit stating of the rules of "netiquette," with key rules summarized.

MOTION I

THAT the following revision of the existing A&A List Terms of Participation be adopted [~~striketrough~~ = deletion, underline = insertion];

THAT the Terms be reviewed on a regular three-year cycle (i.e., in 2012, 2015, etc.); and

THAT the SAA office, working with the List administrators, implement more consistent use of off-list and occasional on-list warnings for violations of the Terms, including breaches of "netiquette."

Archives & Archivists List Terms of Participation

(Revised August 10, 2009)

Background and Mission

The Archives and Archivists (A&A) List was established in 1989 by Donna Harlan and John Harlan as an open forum for all topics relating to archival theory and practice. Over the years, A&A has had various homes. In late 1993, the list was migrated to Miami University. In 1998, the Society of American Archivists (SAA) assumed sponsorship of the list as a service to the archives profession. It remained hosted at Miami University under the stewardship of Robert M. Schmidt until September 2006, at which time SAA assumed full ownership of the list and responsibility for its ongoing maintenance.

Audience

The principal audiences include archivists, archival educators, and students enrolled in graduate archival education courses and programs. The list is open to all individuals with an interest in the archives profession and in the preservation and promotion of archival materials. SAA membership is not required for participation in the list. Participants are required, however, to “register” with the Society of American Archivists. Please see “Responsibilities of Participants” below.

Scope of the List

Subjects that are appropriate to the list include all aspects of the theory and practice of the archives profession. ~~In order to maintain a highly informative and focused professional forum, SAA strongly encourages list participants to use the following labels at the beginning of all subject lines. This will allow others to filter list messages via mail rules and automatically select those types of information according to their individual needs and preferences:~~

- ~~“Calls:” (Calls for papers, survey participation, etc.)~~
- ~~“Disc:” (Discussion on various topics)~~
- ~~“Event:” (Conference, seminar, workshop announcements, etc.)~~
- ~~“FF:” (“Friday funnies,” see below)~~
- ~~“FYI:” (General announcements and information)~~
- ~~“Job:” (Job announcements)~~
- ~~“Media:” (Links to archives and archivists in the news)~~
- ~~“Qs:” (Questions)~~
- ~~“Pubs:” (Announcements re: books, chapters, papers, dissertations, and reviews)~~

Messages that are unrelated to the archives profession are off topic and are prohibited. Other off-topic subjects include:

- Unsolicited commercial advertisements for goods and/or services (a.k.a. spam). * (Commercial vendors are not prohibited from posting responses to list messages, but such postings should contribute in a useful way to an existing discussion or line of inquiry.);
- Messages directed to specific individuals (please contact them directly);
- Flames (*i.e.*, personal attacks);
- Political speech unrelated to archival issues, including but not limited to endorsing or attacking a particular political candidate or party, or the views of any candidate or party;
- Virus warnings (generally, such messages are hoaxes);
- General humor (*see below*).

* Excluding those nonprofit archives and allied associations listed online at <http://www.archivists.org/assoc-orgs->

Regarding humor: The posting of humorous anecdotes (a.k.a. “Friday Funnies”), especially as they pertain to archives and/or a current thread, has a long tradition on the A&A List. General humor, however, is off topic. Participants are especially encouraged to label Friday Funnies for the benefit of colleagues who may wish to filter these messages and to be mindful of the professional nature of the A&A List at all times.

Netiquette

Participants are strongly encouraged expected to follow the core rules of netiquette. See an excerpted version from the book *Netiquette* by Virginia Shea at <http://www.albion.com/netiquette/corerules.html>. Some key points are summarized below ^[1]:

- Messages should trigger discussion through a question or observation, or should further a discussion by adding something new.
Support Statement: As the current Terms of Participation are relatively satisfactory (indicated by a survey of List participants and review by a task force assigned to this task), only a minor revision of the text is warranted.
- Participants should remember that other readers receive messages in a different context from the author.
- Messages, especially responses, should be long enough to be understandable, including enough of the original message (by quoting or paraphrasing) to provide context. When replying to a message, avoid including the full text of long messages.
- Avoid inflammatory remarks of a personal nature. Similarly, when reading a message, be slow to take offense. In general, assume that an individual had good intentions when posting a message, but the rapidity of the medium, the lack of visual cues, and other factors may make an otherwise innocent message seem insulting. Countering with insults on the list is considered off topic.
- Participants should consider whether their reply is of interest to the list as a whole or only to the individual making the posting. Do not automatically use the reply key (which usually responds to the whole list). The best and most experienced participants will occasionally make this mistake, which is entirely forgivable.
- Avoid posting styled text (messages formatted with html code) to the list, as many email readers and the digest readers are unable to read these messages easily.

Blog Postings

Due to the high volume of list messages, participants are discouraged from advertising blog postings and other content that is frequently updated elsewhere on the Web. Blogs offer the option of subscription through RSS, which enables those who wish to follow the updates to do so. Similarly, participants should consider the medium when posting frequent updates or long expository messages to the list. A blog may be a more appropriate forum for such content.

Copyright and License Agreement

Participants retain copyright to their individual postings (“the Work”). By posting a message to the list, participants grant to the Society of American Archivists and its agents a ~~worldwide nonexclusive~~, royalty-free, ~~non-exclusive~~ irrevocable, perpetual, worldwide, and fully sub-licensable license to ~~copy~~, use, reproduce, modify, adapt, publish, translate, create derivative works from, incorporate into other works, distribute, publicly perform, publicly display, ~~perform~~, ~~prepare derivatives, or otherwise use the Work~~ and otherwise exploit such content, in whole or in part, in any ~~manner that would contribute to the advancement~~ form, media, or technology now known or later developed for the benefit of the archives profession. Nothing in this license is intended to reduce, limit, or restrict any rights arising from fair use, first sale, or other limitations on the exclusive rights of the copyright owner under copyright law or other applicable laws.

Posted messages are retained in the list archives and are publically accessible. SAA will delete messages from the list archives in cases of copyright infringement. Otherwise, SAA’s general practice is to decline requests to remove messages from the list archives.

Copyright Infringements

As a professional association concerned with protecting intellectual property rights of authors whose works are held in archival repositories, SAA expects participants to set a high standard of respect for copyright. Copyrighted material beyond brief quotations should not be posted to the A&A List without appropriate permissions. Participants wishing to direct others to copyrighted text are encouraged to post a link to the copyrighted materials on the Web as long as: a) such links do not circumvent any fees charged by the site and b) the URL is not to a site that is itself in violation of copyright.

PARTICIPANTS ASSUME RESPONSIBILITY FOR ALL MATERIALS THEY POST TO THE ARCHIVES & ARCHIVISTS LIST.

It is SAA’s policy to respond to notices of alleged copyright infringement that comply with the Digital Millennium Copyright Act (DMCA). The agent

designated to respond to reports alleging copyright infringements, in accordance with the Digital Millennium Copyright Act, is the SAA Executive Director.

The Digital ~~Millenium~~ Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include the following elements:

1. A physical or electronic signature,
2. Identification of the infringed work,
3. Identification of the infringed material,
4. Contact information for the complainant, e.g., address, telephone number, electronic mail address,
5. A statement that the complaining party has a good-faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law, and
6. A statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

DMCA Agent Contact Information

Nancy Beaumont, Executive Director

Society of American Archivists

~~527 South Wells Street, 5th Floor~~ 17 North State Street, Suite 1425

Chicago, IL 606072

Email: nbeaumont@archivists.org

Phone: 312/~~922-0140~~ 606-0722

Fax: 312/~~347-1452~~ 606-0728

On receipt of a conformant complaint of copyright infringement, SAA's response may include removing or disabling access to material claimed to be the subject of infringing activity and/or terminating the participation of the infringer. If material is removed or access is disabled in response to a DMCA notice, SAA will make a good-faith attempt to contact the participant who posted the content so that he/she will be able to make a counter notification pursuant to sections 512(g) (2) and (3) of that Act. It is our policy to document all notices of alleged infringement on which we act.

Responsibility of Participants

Participants agree to restrict their messages to the scope of the list; to follow generally accepted principles of netiquette; to respect the interests and rights of other participants and of the Society of American Archivists; and to respect the law. The A&A List is an un-moderated forum. Participants are solely responsi-

ble for their postings. Due to certain technical requirements, subscriber information for all SAA-hosted discussion forums must be stored in SAA's central database of member and nonmember contacts. Therefore, by subscribing to the A&A List, participants also grant SAA permission to record essential contact information (e.g., name and email address) in its central database. Personal contact information will be administered in strict accordance with SAA's Privacy and Confidentiality Policy (<http://www.archivists.org/privacy.asp>).

The Archives & Archivists List is a professional forum. SAA reserves the right to ~~ban~~ block or permanently remove participants if off-topic or abusive messages threaten to disrupt the functioning of the ~~A&A List~~ list. SAA may also block or remove participants for violating the copyright of others or for any other actions that do not conform to these Terms of Participation. Punitive action is rare and generally follows ~~wanton~~ numerous warnings and/or persistent disregard for these Terms of Participation. In order to ensure due process, punitive action shall take place only after formal notification of an infraction and initiation of a 90-day probation period. Upon additional misconduct within the 90 days, an individual may be banned by approval of the Council. Misconduct after the 90 days will result in a one-year probation. (Upon misconduct within this longer probationary period, an individual may also be banned by approval of the Council.) A banned subscriber may petition the Council for reinstatement after one year. Such appeals must be accompanied by a written and signed statement agreeing to comply with the Terms of Participation.

List Ownership

The Archives & Archivists List is owned by the Society of American Archivists. The SAA Council is charged with setting policy on the list. Two Council members are assigned the responsibility of monitoring the list and making recommendations for responses on behalf of the Council when issues arise. The A&A List Coordinator, reporting to SAA's Director of Member & Technical Services ~~SAA headquarters staff~~, oversees the daily operations of the list, including assisting participants with their subscriptions.

A&A List Coordinator: Meghan Petersen (mpetersen@archivists.org)

Disclaimer

The opinions expressed on the Archives & Archivists List do not necessarily represent those of SAA and are not endorsed by the Society.

Revised and approved by the SAA Council, August 1, 2006. Updated August 10, 2009.

¹ Taken from the SAA Visual Materials Section list Terms of Participation.

C. Investment Policy

At its August 25, 2008, meeting the SAA Council charged a newly created Investments Committee to review and recommend revisions to the current Investment Policy that address the duties and responsibilities of the Investments Committee, specific quantified income needs (e.g., income that is at least adequate to cover projected fund expenses), administrative fees, and all other areas that are appropriate for such a policy; and to provide ongoing oversight of SAA's investments program. The Committee reviewed and discussed SAA's existing Investment

Policy and agreed unanimously to submit the following recommendation. (Because the Committee also recommended creation of a Finance Committee whose duties include those of the current Investments Committee [see Motion 3], the language incorporated in "SAA Investment Policy" reflects the role of the Finance Committee as adopted in that motion.)

MOTION 2

THAT the following revision of the "SAA Investment Policy" be adopted. [Strikethrough = deletion; underline = addition]

SAA Investment Policy

(Revised August 10, 2009)

Background

~~In 1992, SAA Treasurer Bill Maher proposed that SAA explore options for increasing its yield on investments for long term reserve funds by investing in stocks. SAA Council approved the concept of hiring a professional money manager to handle SAA's long term reserve investments. Maher and Executive Director Anne Diffendal filled out a questionnaire that helped identify SAA's investment goals and risk tolerance and interviewed two money managers recommended by Merrill Lynch (SAA's investment broker and advisor). With Council's approval, they chose Rittenhouse Capitol Management of Radnor, Pennsylvania to act as SAA's money manager for long term investments. Merrill Lynch continued to be retained to advise SAA on their operating funds.~~

~~At the time, some general investing principles were outlined for SAA's entire investment portfolio, including investment goals and priorities, and amounts available to invest. The guidelines provided to Merrill Lynch included:~~

In 2001, the Society of American Archivists' independent auditors pointed out the need for a formal investment policy. Both legally and ethically, the SAA Council must provide prudent oversight of the Society's investments.

This written investment policy is intended to address those concerns, and its existence will help protect SAA from liability should the Society's investments be mismanaged. The guidelines provided in the initial investment policy included the following:

1. Maintain adequate working funds to satisfy fluctuating needs for cash during the year;
2. Provide access to funds to help cover a possible budget deficit in any given year;
3. Provide for growth of capital net of inflation;
4. Preserve the principal; place an amount equivalent to any federal grant funds in insured funds.

~~Seek as high a level of current income as is prudent.~~

~~Based on this input, and on the investor profile determined by SAA's answers to Merrill Lynch's questionnaire, SAA's investment portfolio has been managed in a balanced way between fixed income and equity securities.~~

~~While the groundwork laid in 1992 has resulted in an improved yield on SAA's investments, much more guidance can and should be given to SAA's advisors and money managers regarding the Society's investments.~~

Preamble

The SAA Council is responsible for the fiduciary management of the Society. ~~Even SAA's legally unrestricted funds are held by the Council as a steward for the sake of carrying out SAA's mission and purposes.] to include both legally restricted and unrestricted funds, held by Council as a steward to carry out SAA's mission and purpose.~~ The following investment objectives and directions are to be judged and understood in light of that overall sense of stewardship.

Delegation

The SAA Council has delegated supervisory authority over its financial affairs to the Society's Finance Committee. ~~Treasurer, Executive Director and Director of Finance and Administration, hereafter collectively referred to as the finance group.~~ Among its several tasks, the Finance Committee is responsible for reporting regularly to the Council on the status of SAA's investments. In carrying out its responsibilities, the Finance Committee and its agents will act in accordance with this investment policy and all applicable laws and regulations. The SAA Council reserves to itself the exclusive right to revise the policy.

The SAA Council and its Finance Committee are authorized to retain one or more Financial Consultant(s) to assume the investment management of funds and assets owned or administered by SAA. In discharging this authority, the Finance Committee can act in the place of Council and may receive reports from, pay compensation to, and enter into agreements with such Financial Consultant(s). The Council may also grant exceptions to the Investment Policy when appropriate. The Finance Committee will maintain regular contact with the Financial Consultant(s) and any investment brokers primarily through the Director of Finance and Administration, the Executive Director, or the Treasurer, all of whom are members of the Committee.

The SAA Council has established the Finance Committee to, among other responsibilities, provide oversight of SAA's investment program, including reviewing specific quantified income needs that are adequate to cover projected fund expenses, investment administrative fees, management performance, a three-year review schedule for the SAA Investment Policy and program, and all other areas that are related and appropriate to SAA investments. The Finance Committee will receive copies of all periodic financial reports. (See Finance Committee [http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/committees/SAAC-FIN.html?Action=Show_Comm_Detail&CommCode=SAA**C-FIN].)

Objectives

~~The primary investment objective of the Organization is to earn a total return on its investments (defined as dividends and interest, plus capital gains or minus capital losses, minus expenses) appropriate to the Society's time horizon, liquidity needs and risk tolerance. The finance group will review these factors with the Financial Consultants at least once every five years, starting in Fiscal Year 2003.]~~

The Society's primary investment objective is to earn a positive total return on its investments that meets or exceeds the S&P 500. The computed total return considers dividends, interest, and realized and unrealized capital gains and it factors in capital losses and investment expenses. The Investment Policy and portfolio is reviewed by the Finance Committee and Financial Consultant(s) every three years to ensure its compliance with SAA's risk tolerance, liquidity needs, and investment objectives. This review cycle will begin in FY 2010.

Asset Mix

To accomplish the Society's investment objectives, the Financial Consultant(s) are authorized to utilize portfolios of equity securities (common stocks and convertible securities), fixed-income securities, and short-term (cash) investments.

As a guide to accomplishing these objectives, the Financial Consultant(s) shall remain within the following ranges:

Operating expenses: SAA's operating funds will be managed for liquidity, preservation of principal, interest, and potential gain. No more than 50% of SAA's operating funds are to be invested in fixed-income securities (such as U.S. and corporate funds or prime rate funds), with the remaining funds kept in cash and equivalents (such as money market funds and Certificates of Deposit).

Long-term investments: SAA's endowment and reserve funds (including the Awards Funds, Endowment Funds, Publications Fund, and Deferred Income Fund) are to be managed with a longer time horizon in mind (three to five years). Thus ~~50% to 80%~~ 40% to 60% of these funds should be invested in equity securities (such as stocks or stock mutual funds), ~~15%~~ 25% to 50% should be invested in fixed-income securities or bond mutual funds, and 5% to 20% should be invested in cash and equivalents.

The Finance Committee can modify these ranges from time to time with the Council's approval. The actual investment targets shall be set within those limits by the Financial Consultant(s) in conjunction with SAA's designated financial officer.

Asset Standards

Common stocks: The Financial Consultant(s) responsible for managing the funds for SAA's endowed and reserve funds may invest in any unrestricted, publicly traded common stock that is listed on a major exchange or a national, over-the-counter market that is appropriate for the portfolio objectives, asset class, and/or investment style defined in this policy. This investment can be in the form of direct investment in the stock market or indirect investment via mutual funds. Mutual funds should be considered where they offer additional portfolio diversification; lower purchase, maintenance, and sale costs; and good potential gain.

Convertible preferred stock and convertible bonds: The Financial Consultant(s) may use convertible preferred stocks and bonds as equity investments. The quality rating of convertible preferred stock and convertible bonds generally should be BBB or better (as rated by Standard & Poor's) or Baa or better (as rated by Moody's). The common stock into which both may be converted must satisfy the standard specified for common stocks.

Fixed-income securities: The quality rating of bonds, notes, and bond mutual funds must be "A" or better (as rated by Standard & Poor's or Moody's).

The portfolio may consist of only traditional principal and interest obligations (no derivatives) with maturities of seven years or less.

Prime rate funds: Any investments in prime rate funds should include a 90-day liquidity.

Cash/cash equivalents: The quality rating of commercial paper must be A-1 (as rated by Standard & Poor's), P-1 (as rated by Moody's), or better. The assets of any money market mutual funds must comply with this standard and/or the quality provisions for fixed-income securities.

Asset Diversification

As a general policy, the Financial Consultant(s) will maintain a reasonable diversification at all times. The Financial Consultant(s) responsible for long-term investments may not allow the investments in the equity securities of any one company to exceed 5% of the portfolio nor the total securities position (debt and equity) in any one company to exceed 10% of the portfolio. The Financial Consultant(s) shall also maintain reasonable sector allocations and diversification. In that regard, no more than 25% of the entire portfolio may be invested in the securities of any one sector.

Custody and Securities Brokerage

The Finance Committee will establish such custodial and brokerage relationships as are necessary for the efficient management of the Society's funds. Whenever the Finance Committee has not designated a brokerage relationship, the Financial Consultant(s) shall execute transactions wherever they can obtain best price and execution.

Transactions

All purchases of securities will be for cash and there will be no margin transactions, short selling, or commodity transactions.

Reporting Requirements

Monthly: The Financial Consultant(s) shall provide the Finance Committee with a monthly written statement containing all pertinent transaction details for SAA's investment portfolio, including:

- The name and quantity of each security purchased or sold, with the price and transaction date;
- An analysis for each security of its description, percentage of total portfolio, purchase date, quantity, average cost basis, current market value, unrealized gain or loss, and indicated annual income and yield (%) at market; and

- An analysis for the entire portfolio of the current asset allocation by investment category (equities, fixed-income securities, and cash reserves).

Periodically: The Financial Consultant(s) shall provide the Finance Committee with detailed information about 1) asset allocation, 2) investment performance, 3) future investment strategies, and 4) any other matters of interest to the Committee.

Annually: The Financial Consultant(s) shall provide to the SAA Council an annual summary of all transactions in each fiscal year, together with a report of investment performance for the year and a “snapshot” listing of current investments.

Cash Flow Requirements

SAA will be responsible for advising the Financial Consultant(s) in a timely manner of the Society’s cash-distribution requirements from any managed account. The Financial Consultant(s) are responsible for providing adequate liquidity to meet SAA’s cash-flow requirements in accordance with the Council’s policy.

Adopted by the SAA Council, August 2002; revised, August 2009.

Support Statement: The revisions to the Investment Policy reflect the Investments Committee’s charge to address 1) the duties and responsibilities of the Investments Committee, 2) specific quantified income needs (e.g., income that is at least adequate to cover projected fund expenses), 3) administrative fees, and 4) all other areas that are appropriate for such a policy and for providing ongoing oversight of SAA’s investments program.

Fiscal Impact: None.

Moved by Sly; seconded by Ambacher. PASSED.

D. Create Finance Committee

In the course of the Investments Committee’s discussions about recommended revisions to the Investment

Policy (see Agenda Item II.C.), Committee members noted that SAA has, over time, become an increasingly complex organization with significant financial holdings. SAA’s assets currently total more than \$2.87 million and its FY2010 budget is \$2.17 million. Committee members proposed a restructuring that they believe would further strengthen SAA’s financial management.

MOTION 3

THAT a standing Finance Committee be created, with the following description and requirements:

I. Purpose

The Finance Committee is responsible for assisting the Council in

meeting its fiduciary responsibilities by: monitoring the financial health of the organization, ensuring that its assets are protected, and providing advice and counsel to the SAA Treasurer and the Council on financial matters, including the investment program.

II. Size, Composition, Selection, and Length of Terms

The Finance Committee consists of six members: the SAA Treasurer (who serves as chair), the Executive Director, the Finance/Administration Director, and three SAA members appointed by the Vice President in consultation with the current Finance Committee members to determine what expertise is needed as appointments are made. The three appointed members of the Committee serve for staggered three-year terms, so that one individual is appointed by the Vice President each year.

The Vice President may appoint a seventh member – an individual who is not an SAA member or archivist, but who has special expertise in one or more aspects of financial management – as needed or appropriate.

III. Reporting Procedures

The Finance Committee reports to each full meeting of the Council, typically via the Treasurer's formal written report, and also reports to the Council on special initiatives as necessary or requested.

IV. Duties and Responsibilities

A. Review the Society's financial policies and make recommendations to the Council as appropriate.

B. Review and monitor the Society's income and expenditures and report to the Council on SAA's financial needs and stability.

C. Ensure preparation of accurate, timely, and meaningful financial statements.

D. Meet (via conference call) with the independent auditor annually and review the Annual Audit Report.

E. Review bids, interview, and recommend to the Executive Committee the selection of the external auditor every three years.

F. Review and monitor the Society's investments portfolio and report to the Council on the growth and stability of the investments. Recommend changes to the investment strategy and the Investment Policy as appropriate.

G. Review bids, interview, and recommend to the Executive Committee the selection of one or more investment consultants every three years.

V. Meetings

The Committee meets via conference call 1) after receipt of each quarterly report, in order to discuss the Society's financial standing; 2) prior to submission of a draft annual budget for Council review and adoption, in order to ensure that the draft budget is responsible and reasonable; 3) annually with the external auditor, in order to receive and discuss the Annual Audit Report; and 4) as needed with the investment consultant(s), in order to monitor investment performance.

Support Statement: Formation of a standing Finance Committee will assist the Council in discharging its fiduciary responsibility as SAA becomes a larger and more complex organization. The proposed description and requirements are in line with the recommendations of SAA's external auditor and with best practices in the association management community.

Fiscal Impact: Given that all Committee meetings will take place via conference call or electronic medium or in conjunction with the Annual Meeting, direct expenses are nominal.

Moved by Settles; seconded by Miller. PASSED.

MOTION 4

THAT the SAA Bylaws, Section 1. Duties of Officers, C., be amended as follows to reflect the role of the Treasurer as chair of the Finance Committee (strikethrough = deletion; underline = insertion):

1. DUTIES OF OFFICERS

C. The treasurer shall be responsible for: planning and formulating financial policy in consultation with the Finance Committee and the Executive Director; recommending such policies to council; reviewing the annual budget before its submission to the ~~executive committee~~ Finance Committee and to the Council; internal auditing of all Society financial operations; providing an annual report on the Society's finances; and investing special funds and endowments on the advice and consent of the Finance

Committee and the Council. In the absence of the President and the Vice President, the Treasurer shall preside at business meeting(s) of the Society and meetings of the Council.

Support Statement: The suggested revisions in the Bylaws ensure the continued authority and responsibility of this elected position while providing support from an appropriate group with expertise in financial matters.

Fiscal Impact: None.

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

MOTION 5

THAT the SAA Bylaws, Section 4. Executive Committee, be amended as follows to reflect the role of the Finance Committee (strikethrough = deletion; underline = insertion):

4. EXECUTIVE COMMITTEE

The Executive Committee of the Council shall be ~~comprised~~ composed of the President, the Vice President, the Treasurer, and one councilor who shall be elected for a term of one (1) year by the nine (9) councilors at the spring meeting of the Council. The President shall serve as chair of the Executive Committee and shall call the committee into session. The Executive Committee shall act for the Council in conducting the affairs of the Society between meetings of the Council and shall provide timely communication and consultation with the Council between meetings. ~~The executive committee shall act as the finance committee of the council and review financial policy for approval~~

~~by council, approve all investments, and approve the budget submitted by the treasurer for review and action by the council.~~ The Executive Committee shall annually conduct a performance review of the Executive Director according to procedures mutually agreed to by the Executive Committee and the Executive Director and approved by Council.

Support Statement: Given the growing complexity of the organization, it is appropriate that an appointed group whose members have expertise in financial matters should provide advice and counsel to the SAA Council in order to ensure that the governing body properly discharges its fiduciary responsibility. The Executive Committee retains appropriate authority and responsibility.

Fiscal Impact: None.

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

MOTION 6

THAT the Council Handbook, Section II. Officers, Treasurer, be revised as follows to reflect the Treasurer's role as chair of the Finance Committee (strikethrough = deletion; underline = insertion):

Section II. Officers Treasurer

I. Term of Office

Article VI of the Society's constitution states that the Treasurer shall be elected for a term of three (3) years beginning at the conclusion of the Annual Meeting following the election and shall be ineligible for immediate re-election.

II. Functions

Bylaw 1 of the Society's states, "The Treasurer shall be responsible for: planning and formulating financial policy in consultation with the Finance Committee and the Executive Director; recommending such policies to council; reviewing the annual budget before its submission to ~~Council~~; the Finance Committee and to Council; internal auditing of all Society financial operations; providing an annual report on the Society's finances; and investing special funds and endowments on the advice and consent of the Finance Committee and the Council. In the absence of the President and Vice President, the Treasurer shall preside at business meeting(s) of the Society and meetings of the Council."

III. Duties

I. Serve as chair of the Finance Committee.

1. Prepare an annual Treasurer's Report. Present the report at the Annual Business Meeting and submit it for publication to the *American Archivist*.
2. In consultation with the Finance Committee and the Executive Director recommend an annual budget to the Council.
3. Analyze all SAA financial statements. Report financial status, trends, and problems at each Council meeting. Make recommendations to the Executive Director and the Council.
4. Consult with the executive office to assure that an annual audit

is performed. Analyze audit results and report findings to the Council.

5. Working with the Finance Committee, ~~Oversee~~ investment policy for special funds and endowments.
6. Hold the Society's copy of the current employment contract with the Executive Director.
7. Ensure that the annual giving program is undertaken by the Executive Director.
8. In the absence of the President and Vice President, preside at business meeting(s) of the Society and meetings of the Council.
9. Work with the Council, the Finance Committee, and the Executive Director to achieve the following goals:
 - a. A balanced annual budget, and
 - b. An adequate reserve fund.
10. Together with the Council, approve all SAA proposals for external financial support before submission to the funding agencies.
11. Together with the Finance Committee and the Council, triennially review the dues structure to assure its sufficiency.
12. Serve as a member of the Executive Committee.

Approved by the SAA Council: June 1991; revised August 2009

Support Statement: The proposed revisions to the Council Handbook are consistent with the proposed changes in the SAA bylaws.

Fiscal Impact: None.

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

MOTION 7

THAT the current Investments Committee be disbanded with thanks;

THAT the current members of the Investments Committee be appointed to serve on the Finance Committee for the period August 2009 – August 2012;

THAT one member (to be determined by lot) rotate off the Committee in August 2010;

THAT a second member (to be determined by lot) rotate off the Committee in August 2011;

THAT the third current member of the Committee rotate off in August 2012; and

THAT the three-year appointment cycle outlined in "Finance Committee, II. Size, Composition, Selection, and Length of Terms" take effect as individuals rotate off the Committee.

Support Statement: The Investments Committee has recommended the formation of a standing Finance Committee that would have as one of its tasks the monitoring of SAA's Investment Policy and investment portfolio. If that recommendation is approved by the Council, there is no continuing need for an Investments Committee. Given that the current members of the Investments Committee were appointed because of their expertise in organizational financial management, it seems appropriate to continue their terms on the newly formed Finance Committee in order to take advantage of that expertise. As individuals rotate off the Committee beginning

in August 2011, the Vice President would begin the process of appointing one new member each year.

Fiscal Impact: None.

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

E. Purpose, Goals, Charge for Cultural Property Working Group

At its August 25, 2008, meeting, the Council adopted a motion to create a Cultural Property Task Force. At its February 2009 meeting, the Council decided to learn more about the American Library Association's Traditional Cultural Expressions and Libraries initiative (as brought before the Council by SAA member Jennifer O'Neal) and determine the possibilities for collaboration on work in cultural property investigations. In response to Gottlieb's report about the ALA initiative at the May/June 2009 meeting, the Council agreed that, although collaboration is something that the Council intends to pursue, SAA can best learn about cultural property issues through the focused work of a working group. The report includes a detailed work plan, a proposed working group structure, and suggested appointees. This Working Group's size, selection, and length of terms is modeled after that of the Intellectual Property Working Group.

MOTION 8

THAT a Working Group on Cultural Property be created to take the lead in fostering discussion, clarifying issues, and investigating a range

of alternative approaches to managing, preserving, and providing access to cultural property, given the rights and responsibilities of cultural groups and stakeholders and archivists' interest in providing equal and open access to all.

This group will:

- Advise the SAA Council, officers, staff, and members concerning cultural property and cultural sensitivity issues;
- Prepare draft statements for SAA to issue;
- Develop positions for SAA concerning cultural property and cultural sensitivity issues;
- Represent SAA on cultural property and cultural sensitivity issues at meetings and in professional discussions; and
- Communicate and collaborate with all relevant SAA and external (ALA, AAM, etc.) groups.

The group will submit a work plan with specific activities, outcomes, and timelines for the Council's review and approval at its May 2010 meeting.

Support Statement: Archivists must address how best to manage, preserve, and provide access to cultural property, given the rights and responsibilities of cultural groups and stakeholders and archivists' interest in providing equal and open access to all. SAA acknowledges the importance of educating its members about broad issues of diversity as contained in cultural property concerns and its role in providing resources that will guide individual archivists and the

profession as we address these issues in our work.

Fiscal Impact: Unknown. The Working Group may need to conduct one or more annual mid-year meetings, particularly during the early stages of its work.

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

F. Council Handbook (Governance Manual) Review

At its August 2008 meeting, the Council assigned to the second-year Council members the task of continuing a comprehensive review of the Council Handbook (SAA's governance manual) begun by a previous group. The Council members offered recommendations in several broad categories:

1. Obvious and immediate needs for updating based on review.
2. Overarching issues, including renaming the document, reorganizing it, and remastering it into one complete, searchable document that would facilitate use and revision.
3. Comprehensive review needs (e.g., comparing content with Council minutes and asking existing units to check their own sections).
4. Need for clarity of responsibility and scheduling of regular reviews.

MOTION 9

THAT the Council Handbook be updated using the four-part approach outlined in Agenda Item 0809-1-II.F.GovManual from the August 10, 2009, Council meeting.

Support Statement: The Council and the Society need a reliable and accurate compilation of decisions, policies, procedures, mission statements, charges, etc.—in sum, a handbook that documents our decisions about how we work together, offers complete information and transparency to our members, and furthers the mission of the Society in all its complexity.

Fiscal Impact: The staff should suggest options for staffing and provide costs for 1) the initial major edit/update and redesign, 2) annual updating, and 3) technology associated with both phases.

Moved by Gottlieb; seconded by Miller. PASSED.

G. Section/Roundtable Governance Issues

As Sections and Roundtables increasingly use online balloting to elect group officers, a number of questions have arisen concerning best practices and uniformity of group governance across the Society. Ambacher and Doyle suggested changes in the approved procedures for Sections and Roundtables to address these questions.

MOTION 10

THAT Section X.V.A. of the Council Handbook be amended as follows (strikethrough = deletion; underline = addition):

Roundtables will ~~annually elect an SAA member as the convener, who may also be known as the chair. This person must be a member of SAA.~~

adopt and report to the Council a governance structure that is consistent with their need. Roundtable leaders will be elected annually. No person may serve as ~~convener~~ the senior leader of a Roundtable for more than three successive years. Only SAA members are eligible to serve as or vote for Roundtable ~~convener~~ ~~or other officers~~ leaders. Roundtables may conduct their annual leadership elections online. If a Roundtable chooses to do so, it must comply with the criteria and rules for Section elections.

Support Statement: Section X.V.D. of the Council Handbook establishes that “it was never the desire in creating Roundtables to establish bodies that spend more time on the structure of doing business than on the discussion of archival issues within their fields of activity.” Due to the relatively small size of some Roundtables and the challenge of recruiting leaders, the current policy does not impose hierarchical governance structures and permits longer terms of service for conveners—up to 3 years. The Vice Chair/Chair-Elect model does not accommodate longer terms of service and, in at least one case, has created conflict over the nominations process. The recommendation supports the governance structures used by the majority of SAA Roundtables and clarifies procedures for conducting nominations and elections.

Fiscal Impact: None.

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

MOTION 11

THAT a new section B. be added to Section IX. (Sections) of the Council Handbook, following VIII. Governance, A. Internal Leadership, 7., and that subsequent sections be renumbered accordingly:

B. Section Elections

1. Sections shall conduct annual elections via an online ballot system provided by the SAA staff. Members must vote via the online ballot.
2. Formal calls for nominations shall be issued by the Section leadership and collected ten (10) weeks prior to the Annual Membership Meeting.
3. Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) shall be submitted to the SAA staff eight (8) weeks prior to the Annual Membership Meeting.
4. Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted by the Section leaders to the Section website six (6) weeks prior to the Annual Membership Meeting.
5. Online ballots containing basic ballot information shall be prepared by staff and made accessible during the first week of July and shall remain open for at least two weeks.
6. Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.

7. Ballot results shall be reported by staff to the Section leaders in order to be announced at the Annual Meeting.

Support Statement: Voting for and serving on Section/Roundtable Steering Committees are benefits of membership. Uniformity of governance procedures ensures that these benefits are delivered in a fair and consistent manner. In addition, clear guidelines assist leaders in focusing their energy on their group missions rather than administration tasks. Conducting online elections requires attention to certain technical details but also enables wider participation in sections and roundtables. The very low number of requests for mail ballots (i.e., 10) during SAA's 2009 general election suggests that the barriers to online participation are far less than those related to holding in-person elections at the Annual Meeting.

Fiscal Impact: As of July 22, 2009, six sections and roundtables had requested support from SAA staff to conduct online elections. Configuration of ballots that include candidate photos, biographies, and statements can be time consuming, taking up to an hour or more per ballot. The impact on staff resources can be effectively mitigated by limiting the ballot to so-called "basic" information and utilizing links to (optional) supplementary information that is edited, formatted, and posted online by the section leaders themselves.

Moved by Hyry (with friendly amendment by Sly); seconded by Gottlieb. PASSED (unanimously).

H. Disband ALA/SAA Joint Statement on Access Task Force

The Task Force's charge was fulfilled with the Council's adoption of a revised "ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries" in May 2009.

MOTION 12

THAT the ALA/SAA Joint Statement on Access Review Task Force be disbanded with thanks.

Support Statement: The Task Force, charged with reviewing, updating, and revising the 1994 ALA/SAA Joint Statement on Access to Original Research Materials, completed its work when the revised document was approved by the Council in May 2009. The Council is grateful for the work of the Task Force members.

Fiscal Impact: None.

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

Working Lunch: Conversations with American Archivist Editor Mary Jo Pugh and Print and Electronic Publications Editor Peter Wosh.

III. DISCUSSION ITEMS

A. Feedback on SAA's Strategic Priorities

At its February and May 2009 meetings, the SAA Council reviewed, discussed, and modified SAA's strategic priorities and developed new "desired outcomes" and activities to address the priorities in fiscal years 2010–2013. Council members agreed to retain the top three strategic

priorities—technology, diversity, and public awareness/advocacy—that were originally identified as challenges to the profession in 2005, but chose to revise the issue statement associated with each priority. Their discussions, as well as work done by a subgroup of Council members and staff in March and April, yielded new desired outcomes for each priority and new measurable activities to address them.

Since then, SAA had sought feedback—from members, component groups, allied groups, and others - on the strategic priorities, outcomes, and activities using various media, including the homepage (beginning on June 9), *In the Loop*, the SAA Facebook page and Twitter, and *Archival Outlook*.

The Council discussed a compilation of member feedback received

as of August 1, 2009. Because **additional comments were expected during the Annual Meeting, the Council allotted time on its August 15 agenda to discuss any additional feedback.**

B. Revision of Diversity Outcome #4

At its May/June 2009 meeting, the Council decided that there was a need to revisit and reword the activities associated with the Diversity Priority, Outcome #4, which dealt with issues of retention and diversifying the profession. Rebecca Hankins, Tom Hyry, and Diane Vogt-O'Connor were charged with proposing a revision for Council consideration. The Council agreed upon the following revision of Outcome #4 (strikethrough = deletion; underline = addition):

Diversity Outcome #4

(Revised August 10, 2009)

~~Determine effective ways in which SAA can become a more inclusive organization. This outcome requires more discussion and consideration from the Council prior to adoption of activities.~~

SAA will define diversity, develop new programs, and enhance existing programs that promote diversity as a value while fostering an organizational environment of inclusiveness.

Activities:

- a. Ensure that SAA's Equal Opportunity/Non-Discrimination Policy (EONDP) remains up to date and widely available to SAA members and the profession at large:
 - Review SAA's EONDP at least every three years. [Next review in 2012.]
 - Disseminate SAA's EONDP to the membership once a year and make it available on the SAA website at all times. [Ongoing.]
 - Develop a policy for dealing with discrimination issues within the Society.

- Allow the policy to be reviewed by membership and leaders. Fine tune the policy for dealing with discrimination issues within the Society as necessary. [Ongoing, preferably on the same schedule as the EONDP review.]
 - Develop an EONDP statement for employers of archivists that can be used by archives nationwide.
 - Allow the policy to be reviewed by membership and leaders. Fine tune the policy as necessary. [Ongoing, preferably on the same schedule as the EONDP review.]
- b. Establish and give an annual Diversity Award to both an individual and a repository:
- Charge the Awards Committee to develop a name and selection criteria for two new awards recognizing diversity efforts by an individual and a repository. [2010]
 - Publicize the new awards and solicit nominations. [2010]
 - Appoint an Awards Committee Diversity Subcommittee that represents appropriate groups throughout SAA. [2010]
 - Make the first of the annual awards at the annual meeting in Chicago in 2011. [2011]
 - Provide significant publicity for the Diversity Award, with a goal of increasing the number of nominations each year. [2011 and ongoing]
 - Ask the award recipients to write case studies, publish, and teach for SAA on diversity, if possible.
 - Enroll the award recipients in a Diversity Committee Think Tank Subcommittee, charged with coming up with new solutions on the issue of improving diversity.
- c. Develop a cultural competencies framework as it relates to archivists and the archives profession.
- Consult with allied organizations (e.g., Society of American Anthropologists, Oral History Association, American Library Association, Rare Books and Manuscripts Section) and diversity experts to analyze the concept of cultural competencies to determine how it might best be applied to the archives profession. [2010]
 - Develop a grant proposal or action proposal to draft a cultural competencies framework to apply to archivists and the archives profession. [2010]
 - Create cultural competencies framework and disseminate widely to SAA leaders, members, and subgroups. [2011]
 - Develop an online self-test to help archivists rate their cultural competencies.
 - Develop specific online training courses and workshops focused on building specific cultural competencies (i.e., how to conduct consultations, how

to identify cultural groups within your community, how to set up basic cultural outreach work via National History Day, etc.), as well as on diversity as it relates to archives and archivists. [2012]

d. Develop a leadership workshop targeting diverse archivists and other SAA members using Mosaic scholars and Diversity Award winners as potential teachers:

- Develop the curricula and find the instructors. [2010]
- Find funding for the workshop. [2011]
- Offer the Leadership workshop. [2012]
- Conduct a lessons-learned program on the workshop. [2012]
- Redesign the workshop as necessary after feedback is received. [2012]

Consider whether part of the workshop may be offered online, as a Web-based training tool. If so, begin planning. [2013]

Support Statement: Diversifying the archives profession has been a long-term, but elusive, goal for many decades. The goal remains both challenging and essential, as the cultural makeup of our nation increasingly shifts to a rich array of cultural backgrounds. Our profession has remained locked in an outdated limbo, unrepresentative of society as a whole. The 2004 A*CENSUS survey results show that SAA continues to lag behind the American population. More worrisome yet, our profession lags behind our colleagues in the library and curatorial professions in terms of diversity. This revision provides a series of concrete tools, training, and practical steps that would help SAA and the profession become more hospitable to archivists from a variety of backgrounds. Diversity Outcome #4 addresses SAA membership retention issues by providing action items with measurable outcomes and linked activities that are

likely to make a difference for current and future members.

Fiscal Impact: Unknown. The strategy is to seek grant funding where needed and review budget priorities to allocate some initial funds. The Council has also discussed using interns and volunteers for some of the activities, including fundraising.

C. Feedback on SAA's Draft Advocacy Agenda

In August 2008 the Council approved formation of a Government Affairs Working Group and charged that group to begin its work by developing an Advocacy Agenda for Council approval. Development and ongoing review and refinement 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. At its May 31–June 2

meeting, the Council adopted **Advocacy Agenda 2009-2010 (version 053109) as a working document.**

Since then, SAA has sought feedback—from members, component groups, allied groups, and others - on the strategic priorities, outcomes, and activities using various media, including the homepage (beginning on June 9), *In the Loop*, the SAA Facebook page and Twitter, and *Archival Outlook*.

The Council discussed a compilation of member feedback received as of August 1, 2009. Because **additional comments were expected during the Annual Meeting, the Council allotted time on its August 15 agenda to discuss any additional feedback.**

D1. AUSTIN 2009 Activities and Events

1. Leadership Event

Gottlieb outlined the agenda for this event and noted that he will be soliciting comments from the membership on the strategic plan and the advocacy agenda. He also outlined talking points for the Council liaisons.

2. Coverage of Component Group Meetings

Council members discussed liaison attendance at component group meetings. New liaisons were encouraged to accompany outgoing liaisons to Section and Roundtable meetings and leader manuals were distributed to the group.

3. Council Awards and Resolutions

The Council prepared to present two resolutions (celebrating

NARA's 75th anniversary and the Academy of Certified Archivists' 20th anniversary) and two Council Exemplary Service awards.

4. Council Resolutions Committee

Beaumont reminded the Council Resolutions Committee (composed of the "freshman class" of the Council) about their role in ensuring that resolutions submitted to them are brought forward to the President and Executive Director in a timely fashion in order that they can be discussed at the Annual Membership Meeting. Resolutions are due by noon on Friday, August 14, the day before the Membership Meeting.

5. Exhibit Hall Assignments

Each Council member was assigned a group of four to six exhibitors to interview. Interview sheets were distributed at the meeting.

D2. Timetable for Awards Announcements

Council members discussed SAA's tradition of publicizing award recipients only after the Annual Meeting. Beaumont noted the possible advantage of announcing award winners earlier in the year as a means of promoting SAA and Annual Meeting attendance. She agreed to prepare a recommendation for Council consideration via online vote.

E. Member Suggestion: "SAA History Commission"

A member submitted a recommendation to create a group to

organize and support component activities that will celebrate SAA's 75th anniversary in 2011. The recommendation noted that many components had already indicated an interest in and plans to prepare for the anniversary celebration. The Council had acknowledged the need for such a group in previous discussions and Ambacher had agreed to report back to the Council following the meeting(s) of the Archival History Roundtable and the Oral History Section, as these groups planned to discuss anniversary activities in Austin. The Council deferred further discussion and action on the subject until the August 15 Council meeting so that input from all interested parties could be taken into account.

F. Study Committee on Authentication of Online State Legal Materials

The National Conference of Commissioners on Uniform State Laws (NCCUSL) "provides states with non-partisan, well-conceived, and well-drafted legislation that brings clarity and stability to critical areas of the law." NCCUSL's work supports the federal system and facilitates the movement of individuals and the business of organizations with rules that are consistent from state to state. SAA's representative to the NCCUSL Authentication Study Committee, which studies the authentication of online legal documents, is Robert Horton. Horton asked the Council to provide direction on what specific provisions of the law SAA would like to

see. The Council recognized Horton's extensive experience in this area and recommended that he use his best judgment in fulfilling this responsibility, ultimately informing the Council of any issues that he feels are particularly vexing or problematic.

G. Other Discussion Items from Council Members / What Are You Hearing From Members?

Council members discussed what they have been hearing from members regarding remote meeting attendance, the appointments process, concerns about the Honduran Archives, and President Obama's nomination of David Ferriero for the position of Archivist of the United States.

IV. REPORTS

A. Executive Committee

Miller summarized the work of the Executive Committee since the last Council meeting, including 1) the drafting of a letter to the University of Texas at Austin administration supporting the school's program in preservation administration and conservation (signed by SAA, CoSA, NAGARA, and ACA) and 2) signing on to a letter drafted by the Electronic Freedom Foundation and Citizens for Responsibility and Ethics in Government requesting the Obama Administration to treat the White House's Office of Administration (OA) as an agency subject to FOIA in the interest of transparency and accountability.

B. President

No report was submitted.

C. Vice President / President-Elect

Gottlieb detailed new appointments and provided a demographic breakdown of his appointments that included gender, race/ethnicity, geographic location, institution type, number of years in the profession, number of years an SAA member, and SAA unit participation.

D. Treasurer**1. Financial Review July 1, 2008 – June 30, 2009**

Russell provided an overview of the year-end financial statements and noted that the auditor's report was available for distribution at the Council meeting. (See below.) A general shift in the overall composition of the membership toward the lower-paying dues categories is a concern and may be a reflection of nationwide budget cuts. FY09 was a highly unusual and volatile year. Violent swings in the stock market and the economic recession led to a decrease in overall revenues that necessitated a mid-year decision by SAA management to cut expenses significantly. Excluding the year-end revaluation of inventory, SAA earned a nominal net gain for the year. FY10 is shaping up to be an equally challenging year. Many employers of SAA members have significantly reduced or completely eliminated travel, continuing education, and personnel budgets. These nationwide budget reductions

will have a direct effect on SAA during FY10 and beyond.

2. FY09 Draft Audit Report

Council members reviewed the draft audit report prepared by SAA's external auditors.

E. Staff

1. Executive Director: Beaumont reported on the status of the development of SAA's Strategic Priorities; on advocacy efforts for PAHR, NHPRC, and the draft Advocacy Agenda; Diversity Committee work; development and distribution of the American Archives Month Public Relations Kit and poster; and SAA Headquarters operations.

2. Membership: In a written report, Doyle indicated that membership had decreased slightly since March 2009 and that, consistent with reports for the last several months, the composition of SAA's membership has been changing in favor of student, bridge, and ID1 membership rates, presumably due to the economy. Most other membership categories have seen a decline in the past six months. On the whole, these shifts have balanced out on the financials. Member retention during FY2010 will remain an important concern.

3. Education: De Sutter summarized the Education Program for FY 2009, highlighting the number of programs and web seminars, the variety of program topics, and the volume of new co-sponsors. She also detailed activity highlights since May 2009.

4. Publications: Brinati reported that even though publication revenues fell short of budget projections by 10.22%, FY 2009 was still a robust year for book sales. In addition, a significant number and variety of e-publications and proceedings were added to the SAA website. The entire back file of the *American Archivist*—242 issues—is being digitized. *American Archivist Online* was accessed more than 27,664 times by users. Further, more than 50 members contributed content to SAA books and the journal in FY 2009.

5. Annual Meeting: Beaumont detailed the promotional efforts, registration numbers, exhibitors and sponsors, and onsite program materials developed for and associated with *Sustainable Archives: AUSTIN 2009*. Council members commented on attendance numbers, audio-visual costs, and food and beverage issues.

6. Content Management System: In an update on Drupal and the CMS development project, Doyle indicated that SAA had selected Common Places, LLC, as its Drupal site developer and detailed the budget and timeline for the CMS project phases.

F. *American Archivist* Editor

Pugh's written report noted that the *American Archivist* Editorial Board had met via conference calls instead of an in-person meeting, updated the status of the back issue digitization project, and detailed other projects of the Editorial Board.

G. Editor, Print/Electronic Publications

Wosh's written report highlighted a few ongoing issues and accomplishments, including the creation of a more author-friendly contract, consideration of how to best market SAA's publications in an electronic environment, and the progression of several long-term projects.

H. Diversity Committee

No report was submitted.

I. 2009 Program Committee

No report was submitted. The 2009 Program Committee co-chairs intend to submit a required report on diversity of the program for the February 2010 Council meeting.

J. 2009 Host Committee

In a written report, the 2009 Host Committee chair discussed the diversity of repositories represented on the committee, the support received from the University of Texas, the format and venues for repository tours, the "Austin Ambassador" program and "Austin Is for Archivists" blog, and the Long Center's example of sustainability in architecture.

K. Joint Task Force on PAHR

Hodson updated the Council on current and potential PAHR sponsors, ongoing efforts to make congressional contacts, and the promotion of PAHR at the annual meetings of NAGARA, CoSA, and SAA.

L. Indirect Costs Associated with Strategic Priorities

Beaumont reviewed her written report in response to an ongoing discussion by Council members and staff about the indirect costs associated with accomplishing activities related to the strategic priorities. Her report detailed assumptions used to calculate the “value” of volunteer time and of staff time and provided estimates of the direct and indirect costs of each strategic priority activity as applied to the FY2010 budget.

I. COUNCIL BUSINESS (Continued)

D. Additional Business or Strategic Planning Items

No additional business or strategic planning items were brought forward for discussion.

E. Review of August 10, 2009, To-Do List

Council members and staff reviewed the draft “To Do” List associated with this Council meeting.

F. Conversation with Beaumont (Executive Session)

No executive session was held.

G. Adjournment

Miller moved and Vogt-O’Connor seconded a motion to adjourn the meeting. PASSED. The Council meeting was adjourned at 4:34 p.m.

SATURDAY, AUGUST 15, 2009

President Peter Gottlieb called the session to order at 1:33 p.m. Present were Vice President/President-Elect

Helen Tibbo; Treasurer Aimee Felker; Executive Committee member Margery Sly; Council members Bruce Ambacher, Scott Cline, Tom Frusciano, Rebecca Hankins, Brenda Lawson, Deborra Richardson, Rosalye Settles, and Diane Vogt-O’Connor; and SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. Council member Tom Hyry was absent.

Council members convened briefly for a group photograph.

I. COUNCIL BUSINESS

Ambacher moved and Cline seconded adoption of the agenda. PASSED.

II. ACTION ITEMS

A. Membership Committee Appointments

An action item prepared by Membership Committee Chair James Roth was tabled for consideration at the Council’s winter meeting. Roth recommended that appointments to the Committee be adjusted to ensure an appropriate rotation of three-year appointments. Tibbo and Doyle noted that this recommendation will be taken into account in the appointments process.

III. DISCUSSION ITEMS

A. Feedback on SAA’s Strategic Priorities

Mueller gave a verbal report of comments received at the

Leadership Forum. Council members reported what they had learned during their component group visits about the ongoing and planned activities of various component groups in relation to the Strategic Priorities.

B. Feedback on SAA's Advocacy Agenda

Mueller gave a verbal report of comments received at the Leadership Forum. Council members reported verbally on the comments received from individual members and component groups in relation to the Advocacy Agenda.

C. SAA's 75th Anniversary

Ambacher reported on governance matters and a discussion by the Archival History Roundtable about the 75th Anniversary. Settles reported on the Oral History Section's intent to pursue a variety of oral history projects in conjunction with SAA's 75th Anniversary. Ambacher agreed to draft a motion for online discussion and vote in mid-September regarding creation of a group to coordinate planning and implementation of SAA's 75th Anniversary in 2011.

D. Council Liaison Assignments

Council members briefly reviewed their liaison assignments to component groups as compiled by Executive Committee member Sly.

E. Conflict-of-Interest Disclosure Statements

All members of the Council and of the SAA Foundation Board of

Directors are required to complete conflict-of-interest disclosure statements. These forms were distributed and collected by Beaumont for filing in the SAA office.

I. COUNCIL BUSINESS (Continued)

B. Dates and Locations of 2009-2010 Council Meetings

Beaumont noted target locations and dates for the winter and spring 2010 Council meetings, including the possibility of meeting jointly with CoSA and/or NAGARA in Washington, D.C., in January or February. Discussion will continue via email.

C. Additional Business or Strategic Planning Items

There were no additional business or strategic planning items for discussion.

D. Review of August 15, 2009, To-Do List

Council members and staff reviewed the draft "to-do" list associated with this Council meeting.

E. Adjournment

Frusciano moved and Settles seconded adjournment. PASSED. The meeting was adjourned at 2:43 p.m.

NANCY P. BEAUMONT,
Executive Director

Approved by the SAA Council
September 28, 2009.

Council Meeting Minutes

February 2–4, 2010
Washington, D.C.

TUESDAY, FEBRUARY 2, 2010

President Peter Gottlieb called the Tuesday, February 2, 2010, session to order at 8:44 a.m. Present were Vice President/President-Elect Helen Tibbo; Treasurer Aimee Felker; Executive Committee member Margery Sly; Council members Bruce Ambacher, Scott Cline, Tom Frusciano, Brenda Lawson, Deborra Richardson, Rosalye Settles, and Diane Vogt-O'Connor; and SAA Executive Director Nancy Beaumont, Publishing Director Teresa Brinati, Education Director Solveig De Sutter, Member and Technical Services Director Brian Doyle, Finance/Administration Director Tom Jurczak, and Project Assistant René Mueller. Council member Tom Hyry was absent for the February 2 session, but present for the February 3 and 4 sessions. Vice President Helen Tibbo departed the Council meeting at 3:00 pm on Tuesday, February 2.

Several individuals joined the group for portions of the February 2 session: Dorothy Pirovano of Public Communications, Inc. (facilitator for public awareness planning session); Kathleen Williams (Executive Director, National Historical Publications and Records Commission); Joel Wurl

(Program Officer, National Endowment for the Humanities); and Kevin Cherry (Senior Program Officer, Institute for Museum and Library Services).

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Felker brought forward the agenda amended by the Executive Committee. Ambacher moved and Settles seconded adoption of the agenda as amended. PASSED (with Vogt-O'Connor and Richardson abstaining).

B. August 2009 Minutes (Approved October 2009)

The August 2009 minutes were adopted by the Council in October 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 August 2009 "To Do" List

Council members reviewed the items listed on the August 2009 "To Do List," provided updates on completed and pending action items, and agreed to remove several items from the list.

II. STRATEGIC PLANNING

Dorothy Pirovano (of Chicago-based Public Communications, Inc.) facilitated a four-hour strategic planning session with SAA Council members and staff to discuss the third major priority in SAA's strategic planning document: Public Awareness. Pirovano led the group through a series of exercises that identified 1) key audiences to target for SAA's public awareness messages (resource allocators and current users of archives), and 2) specific messages that may influence the thinking or behavior of the key audiences. The Council brainstormed about tactics for transmitting the messages, including possible projects or campaigns that SAA might implement. Gottlieb and Beaumont will draft revisions to the strategic priority document based on the planning session and will forward them to the Council for discussion. While the discussion brought out a lot of good ideas, the Council made no decisions

regarding the Public Awareness strategic priority.

III. ACTION ITEMS

A. Petition to Form Human Rights Archives Roundtable

A petition to form a Human Rights Archives Roundtable was submitted via e-mail by SAA members Valerie Love and Tiffany-Kay Sangwand on December 10, 2009. Additional materials (including the petition signed by the requisite 50 SAA members) were supplied via priority mail, received on December 14, and were included with the report. Beaumont warranted that the requisite 50 member signatures were obtained for the petition.

MOTION I

THAT the petition to form a Human Rights Archives Roundtable, signed by the requisite 50 SAA members and with the following Statement of Intent and Goals, be approved.

Statement of Intent

The Human Rights Archives Roundtable aims to create a space for SAA members and other stakeholders (human rights advocates, scholars, government officials, and nongovernmental organization workers) to increase dialogue and collaboration on issues related to the collection, preservation, disclosure, legal implications, and ethics of human rights documentation.

Goals

1. To foster dialogue among archivists working with human rights collections and other stakeholders on issues related to the management of, preservation of, and access to human rights archives.

2. To disseminate information to roundtable members and members of SAA, and to formalize grassroots organizing around human rights issues within SAA and in conjunction with the International Council on Archives Human Rights Working Group.
3. To establish a formal presence within SAA and create an official venue for the exchange of ideas affecting human rights archives collections.
 - a. Integrate the current Human Rights Archives e-mail listserv with other SAA lists.
 - b. Develop a Human Rights Archives Roundtable website.
 - c. Create an electronic newsletter to share news and publicize events.
4. To facilitate collaboration and information sharing among archival institutions, universities, governments, legal bodies, and nongovernment agencies that are working to document and preserve records of human rights abuses.

Support Statement: The Roundtable petition meets all submission requirements for Council consideration in approving a new SAA Roundtable.

Fiscal Impact: None. (*Staff Note:* Will require additional meeting room or other space at annual meetings going forward.)

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

B. Petition to Form Public Library Archives/Special Collections Roundtable

A request to form a Public Library Archives/Special Collections Roundtable was submitted via e-mail by SAA member Renée DesRoberts on

November 17, 2009. She wished, if possible, to allow individuals to provide their signatures electronically. Doyle set up such a system, and DesRoberts submitted the required documents on December 28. Beaumont warranted that, as of January 29, 2009, the requisite 50 member signatures were obtained for the petition.

MOTION 2

THAT the petition to form a Public Library Archives/Special Collections Roundtable, signed by the requisite 50 SAA members and with the following Statement of Intent and Goals, be approved.

Statement of Intent

The Public Library Archives/Special Collections Roundtable serves to encourage advocacy for and education about archival, manuscript, local history, genealogy, and other historic and special collections within public libraries of all sizes.

Goals

The Roundtable provides an arena for discussion and dissemination of best practices of the archives, library, museum, and history fields. It works to support the informational, historical, and cultural interests that converge in public library archives and special collections.

Support Statement: The Roundtable petition meets all submission requirements for Council consideration in approving a new SAA Roundtable.

Fiscal Impact: None. (*Staff Note:* Will require additional meeting room or other space at annual meetings going forward.)

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

C. Endorsement of National Preservation Week

SAA was asked to join the American Library Association (ALA), the Library of Congress, and the Institute for Museum and Library Services as a partner in celebrating the first National Preservation Week, to be launched May 9–15, 2010. National Preservation Week will highlight the importance of preserving archival records and special collections and library, museum, personal, family, and community collections, which are core to connecting individuals to evidence, learning, information, and heritage.

MOTION 3

THAT SAA join the American Library Association, the Library of

Congress, and the Institute for Museum and Library Services as a partner in celebrating the first National Preservation Week, May 9 – 15, 2010; and

THAT SAA publicize its support for National Preservation Week to its members via all means possible in order to stimulate member awareness and encourage participation in preservation activities.

Support Statement: SAA participation in National Preservation Week could provide an opportunity to expand the Society's partnership efforts with libraries and museums nationwide, bringing SAA preservation work to appreciative new audiences. Participation in National Preservation Week will also help archives reach out to their communities, including donors, records creators, and collections, to provide high-quality guidance on how to care for records and special collections.

Fiscal Impact: No fiscal impact is expected. The ALA Preservation Week website (www.ala.org/preservationweek) will connect archivists with excellent resources already available for those who need specific preservation information, as does the existing SAA Preservation

Section web page and SAA's MayDay web page. A National Preservation Week poster and bookmark, which already are available at <http://www.alastore.ala.org/detail.aspx?ID=2823>, could also be used by archivists to limit their costs.

Moved by Ambacher; seconded by Cline. PASSED.

D. Resolution Honoring Studs Terkel

SAA member Al Stein, 2008–2009 Oral History Section chair, proposed that SAA honor oral historian Studs Terkel with a Resolution.

MOTION 4

THAT the following resolution honoring Oral Historian Louis “Studs” Terkel be adopted:

SAA Council Resolution Honoring Oral Historian Louis “Studs” Terkel

WHEREAS Louis “Studs” Terkel made outstanding contributions to archival oral history; to the National Gallery of the Spoken Word, based at Michigan State University; and to Chicago's cultural record at the Chicago History Museum; and

WHEREAS Sound recordings in general, and oral history recordings in particular, have established a significant and rapidly increasing presence within multimedia archives; and

WHEREAS The Studs Terkel Center for Oral History (at the Chicago History Museum) presents both a case study and an examination of one of the country's most important and popular oral history archives; and

WHEREAS The SAA Oral History Section recognized Studs Terkel during SAA's 61st Annual Meeting, August 25–31, 1997, in Chicago, and as an expression of our gratitude presented Mr. Terkel with a Certificate of Appreciation; and

WHEREAS The SAA Oral History Section endorsed the Studs Terkel Plenary Session “Free Speech, Free Spirit: The Studs Terkel Center for Oral History” at SAA's 71st Annual Meeting, August 28–September 2, 2007, in Chicago; and

WHEREAS Studs Terkel's work has been an inspiration to so many of us, and has effectively served to promote oral history and heighten the general awareness of its uniqueness and value; and

WHEREAS Studs Terkel has given a voice to many people whose stories wouldn't have otherwise been told and has inspired many to record those voices and preserve those stories; and

WHEREAS This resolution will enhance appreciation for the value of the oral history process in general and for the contributions and significance of Studs Terkel's work in the field of archival oral history;

NOW, THEREFORE, BE IT RESOLVED THAT The Society of American Archivists recognizes and honors Louis "Studs" Terkel for his outstanding contributions to the field of oral history and to the archives profession by preserving the cultural record through the spoken word.

Support Statement: Studs had the ability to narrate history orally and would help confront the issues that most oral historians deal with in terms of giving an identity to the increased popularity of oral history collections: being recognized for their own merit (as more written records are being digitized) and spotlighting archives that collect and interpret their "aural" history collections. What better way to help SAA celebrate its own anniversary than by celebrating Studs, whose life spanned the history of SAA—from Roosevelt's New Deal to Obama's New Era of transparency.

Moved by Felker; seconded by Sly. PASSED.

At this point in the agenda, Council members met with Kevin Cherry (Senior Program Officer, Institute for Museum and Library Services), Kathleen Williams (Executive Director, National Historical Publications and Records Commission), and Joel Wurl (Program Officer, National Endowment for the Humanities) to learn about the funding agencies' priorities for the coming year.

E. Chairperson of Fellows Selection Committee

The past five presidents of SAA (Frank Boles, Mark Greene, Elizabeth W. Adkins, Richard Pearce-Moses, and Rand Jimerson) proposed a change in the requirement that the second-most-recent past president serve as chair of the Fellows Selection Committee, suggesting instead that the past president who has served longest on the Committee should serve as chair. The report notes that the current structure creates a situation in which the committee chair does not have much experience in addressing the issues and precedents that arise when Fellow nominees are considered.

MOTION 5

THAT the Council Handbook, Section VII. Standing Committees and Boards, Committee on the Selection of SAA Fellows, be revised as follows [~~strikethrough~~ = deletion, underline = addition]:

The committee is composed of the five most recent past presidents of the Society and three Fellows who are

elected by the Council at its winter meeting and who serve one-year terms. Past presidents, current members of the Council, and Society staff members are not eligible for election. The ~~see~~ second most recent past president who has served longest on the committee serves as chair of the committee.

Support Statement: The revised structure will permit the most experienced past president to lead the committee and will give the remaining past presidents more time to learn what kinds of issues arise when considering nominations for the designation of SAA Fellow.

Fiscal Impact: None.

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

F. Appoint Members to Fellows Selection Committee

At its winter meeting each year, the SAA Council elects three individuals to serve on the Committee on the Selection of SAA Fellows. The Committee is composed of the five most recent past presidents of the Society and three Fellows who are elected by the Council.

MOTION 6

THAT Karen Jefferson, Joan Krizack, and Sheryl Vogt be elected to serve on the 2010 Committee on the Selection of SAA Fellows with Danna Bell-Russel as an alternate.

Support Statement: Karen Jefferson, Joan Krizack, Sheryl Vogt, and Danna Bell-Russel are well qualified to serve in this important capacity.

Fiscal Impact: None.

Moved and seconded by the Council. PASSED.

G. Web Guidelines for SAA and Component Groups

From as early as 1997, the SAA Council has established guidelines on the management of component group websites and other electronic communications media. These guidelines are represented in no fewer than five distinct documents posted to the SAA website. The staff has revised and consolidated the material to create a single, comprehensive, and uniform guideline that addresses the full range of online communications and to update the guidelines to better reflect the current state of SAA's technical resources and electronic communication in general.

MOTION 7

THAT *Guidelines for the Society of American Archivists Websites* be amended as specified in Appendix A;

THAT *Guidelines for Use of the SAA Logo* be amended as specified in Appendix B;

THAT Section and Roundtable annual reporting requirements be amended as indicated in Appendix C and Appendix D (respectively) to specify that: 1) Sections and Roundtables will post their annual reports to their own group websites rather than to SAA's main website; and 2) Roundtables will file an annual report with the Executive Director;

THAT *SAA Section Guidelines and SAA Roundtable Guidelines* be amended to strike language regarding group websites and electronic lists and add language indicating that group “websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online Communications*”;

THAT other miscellaneous amendments to *SAA Section Guidelines* and *SAA Roundtable Guidelines* (as indicated in Appendix C and Appendix D) be made in order to reflect current practice; and

THAT *Guidelines for Establishment of Listservs by Organizational Units of the Society of American Archivists* be rescinded in its entirety and subsumed by *Uniform Guidelines for SAA Websites and Online Communications*.

Support Statement: The proposed revisions create a single, comprehensive, and uniform set of guidelines that address the full range of online communications and better reflect the current state of SAA’s technical communications.

Fiscal Impact: None.

Moved by Cline; seconded by Ambacher. PASSED.

APPENDIX A:

Proposed Revisions of *Guidelines for the Society of American Archivists Websites* (strikethrough 5 delete, underline 5 add)

~~Guidelines for the Society of American Archivists Websites~~

Uniform Guidelines for SAA Websites and Online Communications

Overview

The explosive and continuing growth of electronic communications technology publishing on the web presents SAA with the opportunity to better serve its our members and to communicate with and support our organizational units to enhance collaboration between and among internal and external audiences. SAA establishes these guidelines for websites as a means to encourage the their effective development, dissemination, for disseminating, and sharing of resources throughout the Society, to regularize the functions and operations of SAA’s component groups, and to otherwise facilitate the efforts of member leaders. These guidelines apply both to the central or main website online information resources sponsored and/or maintained by the SAA office and to all websites, e-mail discussion lists, wikis, blogs, document

sharing sites, and social networks sponsored and/or maintained by official SAA component groups. SAA's ~~gro~~operational units Sections and Roundtables. The guidelines are intended to strengthen the Society's identity on the Internet and to ensure the most effective use of the sites.

Definitions

SAA ~~network website~~: The entire collection of websites, pages e-mail discussion lists, wikis, blogs, document sharing sites, and social networks sponsored and/or maintained by the Society of American Archivists and its component groups. ~~subsidiary units.~~

SAA ~~main website~~: The ~~central location for the~~ collection of documents maintained by the SAA office and ~~resident~~ residing on its Web server(s) at <http://www.archivists.org> (a.k.a. the "Extranet") and <http://saa.archivists.org> (a.k.a. the "Intranet").

SAA ~~content management system (CMS)~~: The Web database application maintained by the SAA office and used to administer content published to <http://www.archivists.org>.

SAA ~~list server~~: The server application maintained by the SAA office, residing at <http://forums.archivists.org>, and hosting officially sponsored e-mail discussion lists.

SAA ~~component group website~~: A subdirectory of the main website for use by an official component group.

SAA ~~auxiliary site~~: An independently hosted website, e-mail discussion list, wiki, blog, document sharing utility, or social network containing content sponsored and/or maintained by the SAA office or by an official component group.

SAA ~~home page~~: The entry point to the SAA website. The URL (uniform resource locator) of the SAA home page is www.archivists.org.

Guidelines

A. General Guidelines

The SAA home page and subsidiary SAA unit websites are an official publication of the Society of American Archivists.

Documents published by the SAA Council, by the SAA office, or by any SAA component group are official publications of the Society, whether they are posted to the main website, to a component group website, or to an auxiliary website. As such, these publications are subject to the records retention

provisions outlined in Article VII of SAA's Constitution. Individual comments regarding publications posted by members at large (and/or members of the public) to any portion of the SAA network do not necessarily represent the views and opinions of the Society and are not regarded as SAA publications.

The content of all pages on the SAA website shall be related to the functions and mission of the Society of American Archivists, namely to serve the education and information needs of our members and provide leadership to help ensure the identification, preservation, and use of the nation's historical record.

B. SAA Main Website Home Page (www.archivists.org)

All documents ~~published to~~ placed on the SAA's main website home page ~~must have prior~~ are subject to the approval ~~from of~~ the Executive Director. All submissions and/or suggestions for additions to the SAA main website shall be forwarded for consideration to the Executive Director or the Executive Director's designated staff representative(s).

The Executive Director or designee is responsible for the overall design, coding, formatting, and maintenance of the contents of the SAA main website home page. The Executive Director or designee should follow an appropriate style manual, such as the *Chicago Manual of Style* ~~that developed by the Yale Center for Advanced Instructional Media~~ (<http://info.med.yale.edu/computing/web/publish/>).

Links should be made from the main website SAA home page to component group websites ~~SAA organizational units~~, and to other professional associations of archivists or allied professions, ~~and to the local hosts of upcoming SAA Annual Meetings~~. Links to external sites comprising directories of archival websites, non-SAA web publications of archival interest, and such also are desirable. Links will not be made to websites describing individual archival repositories or their holdings.

SAA will maintain links to all auxiliary SAA student chapter websites.

C. SAA Component Group ~~Organizational Unit~~ Websites

A complete list of official component groups will be published by the SAA office on the main website. Each component group will also have a home page on the main website containing key leadership information, including a statement of the group's charge and/or purpose, goals and/or duties, group bylaws (if applicable), links to official rosters of the group's leaders and/or members, a link to the group's official e-mail discussion list, and a link to the component group website, if applicable.

The SAA office will provide all SAA boards, committees, sections, roundtables, and working groups with a component group website that may be administered by authorized group leaders via SAA's content management system. Group leaders are responsible for updating information maintained on component group websites. Subcommittees and task forces may also request a component group website, provision of which will be subject to approval by the Executive Director and dependent on the group's articulation of a clear statement of purpose for the site that is directly germane to the responsibilities and concerns of that group.

Content published to component group websites will follow an appropriate style manual, such as the *Chicago Manual of Style*. Key leadership information published to the main website should not be republished to component group websites. Personal contact information of members and member leaders, including e-mail addresses, may not be published to any site that is accessible to Web crawlers and/or spam harvesters.

Group leaders will have primary creative control over the design and content of their component group websites, provided that no website may conflict with the SAA main website or with SAA policies and practices relating to publication, privacy and confidentiality, and ethical conduct. Groups are strongly encouraged to utilize the main website theme (e.g., header, footer, site search utility, and navigation elements) in order to promote usability and effective document retrieval. Groups that elect to design and display a custom theme must display:

- The uniform SAA logo, in accordance with the policies articulated in the *Guidelines for Use of the SAA Logo*;
- A prominent link to the component group website and/or the main website;
- An appropriate disclaimer stating that SAA does not assume responsibility for the opinions and views published on the auxiliary site; and
- If necessary, an appropriate disclaimer stating that references to commercial interests (such as vendor listings or advertisements) does not imply any endorsement by SAA.

D. E-mail Discussion Lists

The SAA office will provide all SAA boards, committees, sections, roundtables, and working groups with one or more e-mail discussion lists:

- Boards, committees, subcommittees, task forces, and working groups will be provided with a private list for use by active members of the component group, the Council liaison, and staff liaisons.

- Sections and roundtables will be provided with a private list for use by the section and roundtable officers/convener, steering committee members, Council liaison, and staff liaisons.
- Sections will be supplied with a dual-function announcement list and electronic discussion list. Section members will automatically be subscribed to the announcement function, which section leaders may use for broadcasting official news. Section members may voluntarily modify their list subscriptions to participate in open discussions with other members of the section. Section members may unsubscribe.
- Roundtables will be supplied with an electronic discussion list to which all roundtable members will automatically be subscribed upon joining the group. Roundtable members may unsubscribe.
- Active members of SAA boards, committees, subcommittees, task forces, working groups, section steering committees, and roundtable steering committees will automatically be subscribed to the SAA Leader List, a moderated announcement list used by the Executive Director to communicate leadership information to the component groups. Submissions are subject to the approval of the Executive Director.
- The SAA office will be responsible for managing list software, troubleshooting member subscriptions, and working with officers to maintain accurate subscription lists and policy compliance. As subscriptions to electronic lists will be one of several criteria for evaluating the effectiveness of sections and roundtables, SAA staff will report annually on the number of electronic list subscribers, including those subscribers to roundtable lists who are not members of SAA.

E. SAA Auxiliary Sites

SAA boards, committees, subcommittees, sections, roundtables, working groups, and task forces ~~organizational units, including both Sections and Roundtables,~~ may not create auxiliary sites, including websites, e-mail discussion lists, wikis, blogs, document sharing sites, and social networks, without prior approval from the Executive Director. Approval to create an SAA auxiliary site shall be dependent on:

- The group's demonstration of clear and compelling functional needs that are not or cannot be effectively provided by the SAA office;
- The ongoing identification of an active group leader who will willingly serve as the site coordinator and perform responsibilities appropriate to that role;
- The ongoing provision of complete content access to the chair of the component group;
- Display of an appropriate link and descriptive information on either the component group website or the main website;

- The group's agreement to include and regularly display on the auxiliary site:
 - The uniform SAA logo, in accordance with the policies articulated in *Guidelines for Use of the SAA Logo*;
 - A prominent link to the component group website and/or the main website;
 - An appropriate disclaimer stating that SAA does not assume responsibility for the opinions and views published on the auxiliary site; and
 - If necessary, an appropriate disclaimer stating that references to commercial interests (such as vendor listings or advertisements) does not imply any endorsement by SAA.

~~Component group Section and Roundtable leaders should be aware that official content published on auxiliary sites remains subject to the records retention provisions outlined in Article VII of SAA's Constitution and that the SAA office is unable to provide administrative support for content published on third-party servers. data maintained outside of the SAA servers cannot be easily archived or validated. their own websites provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website. Organizational units are encouraged, however, to work with the SAA staff to develop websites hosted by SAA servers in order to maintain an official SAA record.~~

~~SAA staff will maintain on the Society's main website www.archivists.org broad information on the goals, leadership, and activities of SAA's organizational units. Unit leaders are responsible for updating information maintained on the main SAA website (www.archivists.org). SAA will offer to host individual Section and Roundtable websites, the content and design of which shall be the responsibility of these units.~~

~~Sections and Roundtables may create websites and additional electronic lists on file servers that are not owned by SAA, provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website.~~

~~Section and Roundtable leaders should be aware that data maintained outside of the SAA servers cannot be easily archived or validated.~~

~~We also encourage SAA organizational units to establish websites for publications whenever such publications enhance a units ability to meet organizational and professional objectives. In order for an SAA unit to mount a website, it must first be registered with the Executive Office.~~

Such registration will be dependent on:

- The unit's articulation of a clear statement of purpose for the website that is directly germane to the responsibilities and concerns of that unit;
- The unit's obtaining space on an Internet linked computer, or the SAA web server, to host its website;
- The unit's agreement to include and regularly display an appropriate disclaimer provided by SAA regarding the responsibilities of SAA and other sponsoring institutions or organizations for the opinions and views expressed in the documents displayed on the website;
- The unit's naming a member of the unit as a web liaison and that individual's willingness to conduct responsibilities appropriate to that role;
- The unit's agreement to follow an appropriate style manual for design of its site;
- A statement on the page that references to commercial interests (such as vendor listings or advertisements) does not imply any endorsement by SAA; and
- A statement on the page that SAA does not assume liability or responsibility for the conduct, content, or currency of any site linked or pointed to from the SAA website.

Once a unit's website has been registered with the Executive Office, its purpose and address will be published in *Archival Outlook*, and a link to the site will be made from the SAA home page. Subsidiary governing units of the Society will have primary creative control over the design and content of their websites regardless of where they are hosted, provided that no unit website may conflict with the SAA main website or with SAA policies and practices relating to publication, privacy and confidentiality, and ethical conduct.

We strongly encourage units without the capacity to mount their own websites to submit items for inclusion on the SAA home page, subject to editorial policy.

Adopted by the SAA Council: June 8, 1997; Revised: March 2007, February 2010.

APPENDIX B:

Proposed Revisions of Guidelines for Use of the SAA Logo
(strikethrough = delete, underline = add)

Guidelines for Use of the SAA Logo

SAA component groups ~~constituent units~~, such as (i.e., boards, committees, subcommittees, task forces, working groups, sections, roundtables,

and student chapters); are required to display the approved SAA logo on all materials pertaining to official SAA business, including newsletters, ~~W~~websites, social networks, posters, and other promotional materials. This should be accompanied by an appropriate disclaimer provided by SAA regarding the responsibilities of SAA and other sponsoring institutions or organizations for the opinions and views expressed in the documents and/or events in question.

Vendors, consultants, and for-profit commercial entities, including institutional members, may not use the SAA logo without obtaining prior written permission from SAA's Executive Director.

The Executive Office is responsible for the design and provision of the SAA logo.

APPENDIX C:

Proposed Revisions of *Guidelines for SAA Sections* (strikethrough = delete, underline = add)

Guidelines for SAA Sections

VII. ANNUAL REPORTING REQUIREMENTS

A. Leadership Report: The chair of each Section will convey to the Executive Director or designee an electronic list of the names of Section officers and steering committee members within 14 days of the close of the Annual Meeting. The chair will include in that list all individuals who should be subscribed to the SAA leader announcement list ("saaleaderlist").

B. Section Annual Report: Each Section, like all SAA groups, is required to present an annual report for review by the Council. Section annual reports must be filed with the SAA Executive Director within 90 days of the close of the Annual Meeting. (Download the report form.) The annual report should be a brief summary that includes the following:

- An accurate list of Section leaders and contact information,
- A verified count of Annual Meeting attendees,
- A summary of work accomplished,
- Goals and plans for the coming year, and
- Other pertinent information on Section activities.

C. Section annual reports will be posted on the ~~SAA's main~~ section's website.

X. COMMUNICATIONS

A. Electronic Lists

1. All official electronic lists of SAA Sections will be centrally hosted and managed by the SAA office.
2. All Sections will be supported with separate electronic discussion and e-mail lists for members and for Section leaders. An annual report on the number of subscribers will be provided by the SAA office.
3. SAA members who are not members of a particular Section may subscribe annually to that Section's electronic list(s).
4. All Section chairs and designee(s) will have access to a Section announcement list for their members. These will be hosted and maintained by the SAA office staff.
5. All Section officers and steering committee members will be subscribed automatically to the SAA leader announcement list ("saaleaderlist"). The chair will forward appropriate leader list announcements to Section members.
6. Electronic lists maintained by Sections remotely will not be considered a replacement for official SAA communication services.

B. Section Websites and the SAA Website

1. Sections may create their own websites provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website. Section leaders are encouraged, however, to work with SAA staff to develop websites hosted by SAA servers for purposes of continuity and retention of official SAA records.
2. Upon request, the SAA office will host a Section's website, the content and design of which will be the responsibility of the Section's steering committee and website coordinator. SAA staff will assist Sections in developing standard websites and templates hosted by SAA servers.
3. A. Sections will make available on the main SAA website, as well as the Section website, provide to the SAA staff key leadership information for display on the main SAA website. identified as the "Section Handbook." The Section Handbook, which will be posted by the SAA office, is This information will be reviewed annually by the Section steering committee and used to orient officers and steering committee members. The Section Handbook The information should contain include, at a minimum, up-to-date versions of the following:
 - A statement of purpose and current goals,
 - The Section bylaws,
 - Specific duties of the officers, including their reporting requirements, and
 - Information on officers and activities from the Section's annual reports.

B. Section websites, e-mail discussion lists, document workspaces, and online social networks will conform to the *Uniform Guidelines for SAA Websites and Online Communications*.

4. ~~C.~~ Announcements of employment opportunities shall appear only in SAA's ~~Archival Outlook and the e-Online Career Center Employment Bulletin~~, and not in any ~~other SAA~~ Section website publication or ~~other~~ electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.
5. D. Any mailings or electronic communications from Section leaders to their members will also be distributed to the Council and the Executive Office.
6. E. The SAA office will contact Section chairs, in time for publication in the Annual Meeting program book, to request information on plans for the Section meeting at the Annual Meeting.

XIII. USE OF SAA NAME, LOGO, AND AUSPICES

The use of SAA's name, logo, and auspices for publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the Council and shall conform to the *Uniform Guidelines for Use of the SAA Logo*. Although Sections are within the SAA structure, they are not empowered to take action in the name of SAA, or request money in the name of SAA or the Section itself, without specific prior authorization from the Council. This firm rule is required to protect SAA and its members from potential legal complications.

Approved by the SAA Council: September 1989

Revised: January 1991, February 1992, January 1993, March 2007, July 2008, February 2010

APPENDIX D:

Proposed Revision of *Guidelines for SAA Roundtables* (strikethrough = delete, underline = add)

Guidelines for SAA Roundtables

VI. ANNUAL REPORTING REQUIREMENTS

A. Roundtable conveners are required to report the name(s) of their con-
vener(s) for the coming year to the SAA office within 14 days of the close

of the Annual Meeting. Conveners are required to complete and file with the Executive Director SAA's standard an annual report ~~form~~ within 90 days of the close of the Annual Meeting, regardless of whether the Roundtable convenes in conjunction with the Annual Meeting. (Download the report form.)

C. Roundtable annual reports, including the update of purpose and activity statements, will be published ~~by the SAA office~~ on the ~~main SAA Roundtable's~~ website.

IX. COMMUNICATIONS

~~A. Electronic Lists~~

~~The Society will support Roundtables with multiple electronic lists, websites, and other communication vehicles as they become available.~~

- ~~1. The SAA office will host and manage electronic discussion and announcement lists for all Roundtables.~~
- ~~2. Roundtable conveners will coordinate communication with the SAA office and the Council and will forward appropriate messages from the SAA leader announcement list ("saaleaderlist") to members.~~
- ~~3. Members may subscribe to an unlimited number of Roundtable electronic discussion lists. The SAA staff and Council liaisons will monitor lists to identify issues of wider importance and to assess the unit's effectiveness. The number of subscribers will be maintained and reported by SAA staff.~~
- ~~4. Participation in an unlimited number of Roundtable electronic discussion groups will be open to nonmembers of the Society.~~

~~B. Roundtable Websites~~

~~SAA staff will maintain on the Society's main website (<http://www.archivists.org/>) broad information on the goals, leadership, and activities of SAA Roundtables.~~

- ~~1. Conveners are responsible for updating information maintained on the main SAA website (<http://www.archivists.org/>).~~
- ~~2. Although SAA staff will host Roundtable websites and create templates for posting data, the content and design of the websites will be the responsibility of the Roundtable and its convener.~~
- ~~3. Roundtables may create websites and additional electronic lists on file servers that are not located within SAA, provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website. Roundtable leaders should~~

~~be aware that data maintained outside of the SAA servers cannot be easily archived or validated.~~

~~C. Other Communications~~

A. Roundtable conveners will provide to the SAA staff, and update as necessary, broad information on the goals, leadership, and activities of the Roundtable for display on the main SAA website. This information should be reviewed annually and used to orient incoming Roundtable leaders.

B. Roundtable websites, e-mail discussion lists, document workspaces, and online social networks will conform to *Uniform Guidelines for SAA Websites and Online Communications*.

- ~~1.~~ C. Any mailings or electronic communications from Roundtable leaders to their members should also be distributed to the Council and the SAA Executive Office.
- ~~2.~~ D. Announcements of employment opportunities shall appear only in SAA's ~~Archival Outlook and the Online Career Center~~, not in any other Roundtable publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.
- ~~3.~~ E. The SAA office will contact conveners, in time for publication in the Annual Meeting program book, to request information on plans for the Roundtable meeting at the Annual Meeting.

XI. USE OF SAA NAME, LOGO, AND AUSPICES

The use of SAA's name, logo, and auspices for publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the Council and shall conform to *Uniform Guidelines for Use of the SAA Logo*. Roundtables, although they are within the SAA structure, are not empowered to take action in the name of SAA, or request money in the name of SAA or the Roundtable itself, without specific prior authorization of the Council. This firm rule is required to protect SAA and its members from potential legal complications.

Revised: March 2007, February 2009, June 2009, August 2009, February 2010.

APPENDIX E:***Guidelines for Establishment of Listservs by SAA Organizational Units*****Guidelines for Establishment of Listservs by
Organizational Units of the Society of American
Archivists**

The establishment of Internet accessible open discussion lists can be an effective means for facilitating discussion on specific topics or among professionals working in related areas and facing common issues. These listservs can also be an effective device for fostering dialogue among different professionals regarding mutual concerns.

The SAA office will utilize features of its association management software to support multiple lists and discussion forums for SAA Sections and Roundtables.

- ▲ The SAA Leader List ("saaleaderlist") will be open to all current Section officers and steering committee members and Roundtable conveners.
- ▲ Each Section and Roundtable will be supplied with an announcement (or broadcast) list. Section chairs and Roundtable conveners will be eligible to post to the list, and members will be subscribed automatically.
- ▲ To reduce administrative tracking by the SAA office, authorized posters to the Section announcement lists will be a subset of those authorized as part of the SAA Leader List ("saaleaderlist").
- ▲ Each Section and Roundtable will be supplied with an electronic discussion list. SAA members will be allowed to subscribe voluntarily to two Section discussion lists and an unlimited number of Roundtable lists as a member benefit.
- ▲ Each Section will be supplied with a leaders' discussion list upon request.
- ▲ SAA headquarters staff will be responsible for managing list software, troubleshooting member subscriptions, and working with officers to maintain accurate subscription lists and policy compliance. As subscriptions to electronic lists will be one of several criteria for evaluating the effectiveness of Sections and Roundtables, headquarters staff will report annually on the number of electronic list subscribers, including those subscribers to Roundtable lists who are not members of SAA.

Approved by the SAA Council: June 1995

Revised: March 2007; Rescinded: February 2010

WEDNESDAY, FEBRUARY 3

For its morning session on Wednesday, February 3, the SAA Council met with the Council of State Archivists Board of Directors, comprising President Patricia Michaelis, Vice President/President-Elect Barbara Teague, and Secretary-Treasurer Terry Ketelsen; and Board members Jim Corridan, Jodie Foley, David Joens, Wayne Moore, Melanie Sturgeon, Julia Marks Young, and David Haury. Also attending were Kathleen Roe (New York State Archives); David Carmicheal (The Georgia Archives); Mike Gill (Crowell & Moring); Cynthia Woodside (New York State Archives); and CoSA Executive Director Victoria Irons Walch, Program Officer Jenifer Burlis-Freilich, and Program Associate Rebecca Julson. SAA Council member Tom Hyry joined the Council on Wednesday morning for the duration of the meeting.

The Council was joined from 4:00 to 5:00 pm by Archivist of the United States David Ferriero, Deputy Archivist of the United States Adrienne Thomas, and NARA External Relations Director David McMillen.

Joint Meeting with the Council of State Archivists' Board of Directors

SAA Council members and CoSA Board of Directors members discussed with Roe, Carmicheal, Gill, and Woodside the status of the Preserving the American Historical Record (PAHR) legislation, with an

emphasis on what SAA and CoSA members might do to ensure passage of the Act.

III. ACTION ITEMS (Continued)**H. CEPC: Process for Code of Ethics Review/Revision**

Since 2006, the Committee on Ethics and Professional Conduct (CEPC) has engaged in analysis and review of the current *Code of Ethics* and discussed the possibility of developing additional guidelines regarding the professional responsibilities of archivists. The committee proposed that the *Code of Ethics* undergo revision. Given that a *Code of Ethics* is central to the archives profession, that the membership should have an opportunity to comment on the review and revision process, and that the Council has charged a task force to develop a statement about core values for archivists in 2010 that should inform the revision, the committee proposed a timeline and work plan for the revision.

MOTION 8

THAT the Committee on Ethics and Professional Conduct undertake a review and possible revision of the SAA *Code of Ethics*, seeking broad member comment and particularly engaging in the process component groups that are not represented on the committee, per the process and timeline outlined, with an understanding that a revised *Code* will maintain an aspirational (not enforceable) character.

Process and Timeline for Revision of SAA Code of Ethics

March 15, 2010: After the Council minutes are posted and/or any comments and recommendations from the Council are incorporated into the proposal, the proposal will be posted on the CEPC webpage and a notice will be sent to the SAA membership via appropriate list serves that this document is available for review and comment.

March – August 2010: Continue to gather data and work on elements of the *Code* as outlined in the proposal.

August 10 – 15, 2010 (Joint Annual Meeting): The goal of the CEPC meeting will be to develop a draft of the revised *Code* based on the work we have done in advance. We will also spread the word about the revision and solicit comment through a variety of methods, including 1) contact section and roundtable leaders and offer to have a CEPC member attend their meeting to discuss the *Code* revision and 2) discuss the *Code* revision as part of a forum open to the membership.

August – December 2010: Incorporate comments and meeting feedback in the *Code* as appropriate and present to the SAA Council at its winter 2011 meeting.

March 15, 2011: After SAA Council minutes are posted and/or any comments and recommendations from the Council are incorporated into the revision, the *Code* will be posted on the CEPC webpage and a request for comment will go out to the membership.

March – May 2011: Any appropriate changes are incorporated in the *Code*.

June 2011: Revised *Code* submitted for SAA Council meeting agenda.

August 22 – 27, 2011 (Annual Meeting): Revised *Code* approved by the SAA Council.

Support Statement: Given that a code of ethics is central to a profession and that feedback about the *SAA Code of Ethics* has been received over a period of years, it is appropriate that the *Code* be brought before the membership for consideration and possible revision. The proposed timeline

will ensure that there is good opportunity for member input and careful consideration by the Committee on Ethics and Professional Conduct and the Council.

Fiscal Impact: None.

Moved by Felker, seconded by Vogt-O'Connor. PASSED.

I. Publications Editor Contract Renewal

Peter J. Wosh has served with distinction as Editor, Print and Electronic Publications, since March 2007. His contract expired in February 2010, and he is eligible to serve a second three-year term. Gottlieb discussed with Wosh the possibility of serving a second three-year term and Wosh affirmed his desire to do so.

MOTION 9

THAT Peter J. Wosh be offered a contract for a second three-year term as Editor, Print and Electronic Publications, for the period March 1, 2010, through February 28, 2013.

Support Statement: Based on comments received during review of his performance, Wosh has done an outstanding job of advancing SAA's book publishing program. He is enthusiastic about serving a second three-year term.

Fiscal Impact: Per contract terms.

Moved by Felker; seconded by Richardson. PASSED.

S. Executive Session (*taken out of order*)

J. Revision of Standards Committee Mission and Procedures

The Standards Committee has completed a two-year process to review and revise its mission and procedures. Initiated in February 2008, the review process has included surveys, discussions, and research. In February 2009, the Council urged the Standards Committee to continue developing a mission that supports a more proactive role in standards

development and maintenance and asked the Standards Committee to bring recommendations to the August 2009 Council meeting addressing the structure, scope, maintenance, and financial implications of a more active Standards Committee. The Council accepted those recommendations in principle and requested refinements in some areas of the charge and processes. The following recommendation (with revised materials) responded to the Council's request.

MOTION 10

THAT the following documents be adopted and incorporated into the SAA Council Handbook (Governance Manual), superseding all previous documents related to the SAA Standards Committee:

- "Standards Development and Review" (Appendix 1),
- "Standards Committee Charge and Description" (Appendix 2),
- "Procedures for Review and Approval of an SAA-Developed Standard" (Appendix 3),
- "Procedures for SAA Endorsement of an External Standard" (Appendix 4),
- "Standard Proposal Form" (Appendix 5), and
- "Proposal to Endorse an External Standard" (Appendix 6); and

THAT the SAA Technical Subcommittee on Descriptive Standards be disbanded with thanks (Appendix 7).

Support Statement: Taken as a whole, the revised documents related

to the mission of the Standards Committee (including its technical subcommittees and development and review teams) and the procedures that it will use for development of new standards and periodic review of exist-

ing standards provide an appropriate framework for this critical function of the Society.

Fiscal Impact: All funding will require prior Council review and approval.

(Council amendments noted: strikethrough = delete, underline = add)

APPENDIX I:

Standards Development and Review

Responsibilities of the Standards Committee

The SAA Standards Committee, created by the Council of the Society of American Archivists in 1990, is responsible for initiating and facilitating the development of standards; providing review and comment on standards that are relevant to archival theory and practice; educating the archives community about the value and role of standards; and partnering with related information management professional organizations on standards of mutual concern and interest.

A primary responsibility of the Standards Committee is to establish, with Council approval, procedures for initiating, developing, reviewing, and approving all standards developed by the Society of American Archivists through its subgroups, as well as procedures for reviewing standards submitted by external groups to SAA for its endorsement. [Link to Procedures]

The Standards Committee works with groups on standards and standards-related projects from the initiation of the proposal, through development or review, to submission of the standard to the SAA Council for final approval.

The Standards Committee also coordinates the work of SAA representatives to standards organizations, including the National Information Standards Organization (NISO), the Association for Information and Image Management (AIIM), the American Library Association (ALA), the American Institute for the Conservation of Historic and Artistic Works (AIC), and ARMA International (per a 2008 Memorandum of Understanding for Standards Development between ARMA and SAA). [Link to document]

Standards

The SAA Standards Committee defines a “standard” to be an industry agreement that establishes qualities or practices that make possible sharing of information, development of common vocabularies and practices, and more effective interaction among archivists, librarians, records managers, information managers, preservation administrators, historians, and other allied professionals. SAA standards must be approved by the SAA Council and they are maintained and periodically reviewed by professionals in the community.

Standards of many types are now central to archival practice. This document will generally use the term “standards” to refer to all of these types, including standards used in automated information systems, in preservation management, and in other technical areas, as well as standards and guidelines relating to professional practice.

Standards can take many forms:

- The most exacting are **technical standards** (e.g., Z39.50, the standard for intersystem data searching and retrieval) which, if applied correctly, can be expected to produce uniform and consistent results.
- **Conventions** or **rules** are more flexible and can accommodate more variation in local practice (e.g., *Describing Archives: A Content Standard [DACS]*). They will produce similar, but not necessarily identical, results when applied consistently.
- **Guidelines** provide models of preferred practices and/or serve as criteria against which to measure products or programs (e.g., *Archival and Special Collections Facilities Guidelines for Archivists, Librarians, Architects, and Engineers*).
- **Best practices** are procedures and guidelines based on experience and research that demonstrate that they are optimal and efficient means to produce a desired result (1). Although best practices will not be considered to be official SAA standards, they represent consensus within the Society.

(1) The Standards Committee has modified the best practice definition from: *A Glossary of Archival and Records Terminology*. Retrieved May 26, 2009, from: http://www.archivists.org/glossary/term_details.asp?DefinitionKey=1770.

The Standards Committee will not be concerned with the creation and maintenance of *thesauri*.

Best Practices

SAA is involved in developing best practices, which may be drafted by the Society’s committees, sections, roundtables, or other designated groups. Best practices are procedures and guidelines based on experience and research

that demonstrate that they are optimal and efficient means to produce a desired result. In contrast to standards, best practices:

- Generally are developed in emerging areas,
- May eventually become formal standards if they become widely accepted and used, and
- Are monitored periodically, but are not subject to a formal and regular review and maintenance cycle.

The procedures for best practice development and review are less formal than those for other standards' development and review. The developing group submits a completed best practice document along with a proposal form [\[link\]](#) to the Standards Committee for consideration. The Standards Committee votes on the proposed project and, if it is approved, the chair of the Standards Committee forwards the documentation to the SAA Council for official endorsement. The Standards Committee posts all SAA-adopted best practices to the standards Web page on the SAA website.

Developing Standards within SAA

The Society of American Archivists recognizes the central importance of consensus to the development of standards. However, consensus on a specific standard may not always equate with unanimous and unqualified approval by all concerned, for in most cases this will be difficult to achieve.

The Standards Committee procedures for standards development within SAA mandate broad review of any proposed standard by all groups, both inside and outside of SAA, that have an interest in the standard. Important features of the review process are:

- Establishment of the need for the standard through a formal "request for initiation of a standards project";
- Publication of notices in appropriate SAA media about initiation and ongoing progress in standards development projects;
- Publication and/or distribution of full texts of proposed standards by the SAA office; and
- Formal invitations to representatives from outside organizations to participate in the development and/or review of drafts of proposed standards.

The Standards Committee is concerned both with the development of new standards and with the process of standards maintenance and review.

The best possible effort will be made to ensure that all reasonable opinions are considered in the development process and that most disputes are resolved before a document is deemed ready for consideration by the Council as an SAA standard. Responsibility for the content of a standard rests both with the group that is developing or revising the document and with existing subgroups within SAA that are developing a standard.

Final adoption of a document as an SAA standard rests with the Officers and Council of the Society of American Archivists.

Once a standard is adopted, an ongoing technical subcommittee of the Standards Committee is assigned maintenance responsibilities to ensure that the document is promulgated widely, monitored in its application, and reviewed (and, if necessary, revised) on a regular schedule.

The Standards Committee has prepared detailed procedures for standards development and review. [[Link to Procedures](#)]

SAA also plays an important role as a participant in work undertaken by other organizations, such as the National Information Standards Organization (NISO) and the Association for Information and Image Management (AIIM) that develop technical standards.

For Information or Assistance

The Standards Committee is ready to assist any SAA subgroup or outside organization to devise a strategy for developing a new standard or for reviewing and/or revising an existing document so that it can be considered for formal adoption as an SAA standard. Please contact the chair or any member of the Standards Committee for further information. [[Link to roster](#)]

APPENDIX 2

Standards Committee Charge and Description

I. Purpose

The Standards Committee is responsible for initiating and facilitating the development of standards (2); providing review and comment on standards that are relevant to archival theory and practice; educating the archives community about the value and role of standards; and partnering with related information management professional organizations on standards of mutual concern and interest.

(2) For the purposes of this document, the term “standards” includes standards, technical standards, conventions, rules, guidelines, and best practices. See “Standards Development and Review” for more information.

II. Committee Selection, Size, and Length of Term

The Standards Committee consists of nine appointed members who serve staggered three-year terms, one of whom shall serve as chair. The Committee also shall include *ex officio* members, including chairs of all technical subcommittees and development and review teams that report to the Standards Committee, representatives of other SAA groups whose interests and activities closely interact with those of the Standards Committee, and members who serve as SAA’s representatives to external organizations that deal with matters within the Committee’s area of concern. *Ex officio* members shall include:

- The immediate past chair of the Standards Committee, who shall serve as an *ex officio* member for one year.
- SAA’s representative to the Association for Information and Image Management;
- SAA’s representative to the ARMA International Standards Development Committee;
- SAA’s representative to the American Library Association’s Committee on Machine-Readable Recording of Bibliographic Information (MARBI), responsible for maintaining MARC21;
- SAA’s representative to the American Library Association’s Committee on Cataloguing Description and Access (CC:DA);
- SAA’s representative to the National Information Standards Organization (NISO);
- A representative from the Canadian Council of Archives’ Canadian Committee on Archival Description;
- Other SAA representatives appointed to standards-developing organizations; and
- Those chairs of each development and review team who are not appointed members of the Standards Committee.

The SAA Vice President annually appoints three members, whose terms begin at the end of the Annual Meeting. The Vice President biennially appoints the chair. The chair shall serve a two-year term after serving for at least one year on the Standards Committee. Following the chair’s two-year appointment, the chair shall become an *ex officio* member for one year.

Technical subcommittees. The Standards Committee may form (and disband) technical subcommittees. The Committee will charge these technical subcommittees to oversee all SAA adopted standards. Technical subcommittees are responsible for the maintenance and review of the assigned standard (which requires that they monitor all feedback and calls for revision of the standard) and for promoting the standard and educating appropriate communities about it. Technical subcommittee chairs serve as regular or *ex officio* members of the Standards Committee. With the recommendations of the Standards Committee, the SAA Vice President appoints technical subcommittee chairs and members. Technical subcommittee members must have expertise related to the standard that they are responsible for maintaining. Technical subcommittees may be disbanded by the Standards Committee with Council approval if the standard for which they are responsible is not scheduled for review. Technical subcommittees are ongoing as long as the adopted standard remains in use.

Development and review teams. The Standards Committee may form (and disband) development and review teams around a project to develop a specific standard or a particular topic (such as description or preservation). All groups that are researching and developing a standard are given a development and review team designation. When the Standards Committee identifies areas that require specialized or technical expertise in which the number of standards, the degree of technical expertise required, and the speed of change in the standards landscape are such that the Standards Committee by itself could not keep pace, it appoints a development and review team to monitor and review these standards. Development and review teams might also be built around a particular topic to study the need for standards in that area. Development and review teams are *ad hoc* and rechargeable annually.

For all approved standards development projects, the Standards Committee assigns a development and review team to be responsible for developing the standard, which will most often be the group that proposed the original project. Development and review team chairs shall be appointed by the SAA Vice President and serve as regular or *ex officio* members of the Standards Committee.

III. Reporting Procedures

The chair prepares an annual report and submits it to the Council in accordance with established procedures. The chair is responsible for coordinating the formulation and evaluation of the annual report and other planning documents as needed in consultation with Standards Committee

members. The chair of each current technical subcommittee and development and review team is responsible for preparing and submitting an annual report of the group's activities to the Standards Committee chair.

IV. Duties and Responsibilities

To fulfill its mission as described above, the Standards Committee is specifically charged to:

- Oversee the process of standards development by identifying standards needs; establishing technical subcommittees or development and review teams, as necessary, to research, prepare, monitor, and review standards; and recommending action on proposed standards to the SAA Council.
- Develop, implement, and periodically review a profession-wide plan to address all standards needs across all the core competencies of the profession.
- Review or endorse, Monitor and review, and recommend for endorsement when appropriate, other national and international standards that affect archival practice.
- Implement a process for the periodic review of all standards that are relevant to archival theory and practice.
- Conduct maintenance reviews of SAA-adopted standards in accordance with established review cycles.
- Publicize and promote standards-related news and information to the archives community.
- Work in concert with the Program and Education committees and SAA staff to endorse and develop workshops, conference programs, and other educational opportunities related to archives standards.
- Collaborate with international and national associations on standards development projects, with an understanding that the SAA Council must approve in advance all contractual and financial obligations.

VI. Meetings

The Standards Committee meets once per year at the SAA Annual Meeting. Depending on operational need and contingent on SAA Council funding, the Committee or subgroups of it may meet midyear. Periodic conference call meetings may be scheduled as needed. Although regular meetings are open to any SAA member who wishes to attend, the Committee shall also hold public meetings as needed at the SAA annual meeting to report on the progress of ongoing standards development or to review projects and to receive questions and suggestions.

APPENDIX 3**Procedures for Review and Approval of an SAA-Developed Standard****I. Submission of a Proposal for a Project to Create, Revise, or Review an SAA-Developed Standard**

Proposals must be submitted by official groups within SAA. Individuals interested in the development of a standard may consult with the Standards Committee about groups that are appropriate for submission of a standards proposal.

I.A. The proposing group shall:**I.A.1. Download a blank PROPOSAL FORM from the Standards Committee Web page. [Link to [form](#)]****I.A.2. Complete the PROPOSAL FORM, which shall include:**

- Name of sponsoring group and name of individual to contact;
- Concise statement of identified need for standard;
- Expected effect/impact on individuals and institutions;
- Scope of coverage/application;
- Anticipated format and content of the standard;
- Known existing standards that are closely related to or affected by the proposed standard;
- List of other SAA subgroups, outside organizations, and experts who will be consulted during the development or will be asked to review the standard before it is submitted for adoption by the SAA Council;
- Time table for development process; and
- Budgetary implications for SAA, including direct costs for meetings, travel, copying, and postage as well as indirect costs for SAA staff time.

I.A.3. File the PROPOSAL FORM with the Standards Committee.

I.B. The Standards Committee chair shall:

I.B.1. Enter receipt of the PROPOSAL FORM in the STANDARDS PROJECT LOG on the Standards Committee webpage and send acknowledgement of receipt to the proposing body.

I.B.2. Distribute copies of the PROPOSAL FORM to the other members of the Standards Committee. The chair may also distribute copies of the proposal form to technical subcommittees or development and review teams for comment.

I.B.3. Collect comments and suggestions from members of the Standards Committee and other subgroups to which the proposal was distributed.

II. Standards Committee Action in Response to Proposal

The Standards Committee will take one of the following actions in response to a proposal, as appropriate:

II.A. Return for revision

The Standards Committee will return to the proposing group a PROPOSAL FORM that is incomplete or that requires revision and request that it be revised and resubmitted.

II.B. Decline proposal

The Standards Committee may decline to approve undertaking a standards project because

- (1) A similar standard already exists;
- (2) The proposed standard is in direct conflict with an SAA-adopted standard or policy;
- (3) Another group is already working on a similar standard (in which case the Standards Committee will suggest that the two parties work together toward common ends);
- (4) There is insufficient demand or potential benefit to SAA members to warrant the expense of its development;
- (5) The proposed standard does not fall within the scope of the Standards Committee;
- (6) The proposed standard would be more appropriate as a best practice (in which case the Standards Committee will advise the proposing group to follow the procedures for developing a best practice).

The Standards Committee will forward all declined proposals to the SAA Council along with the reason why the Standards Committee declined the proposal. The proposing group may file an appeal with the SAA Council within 60 days of notification by the Committee.

II.C. Submit request for Council approval to undertake project (when necessary)

Some proposals may require significant financial support from SAA (e.g., creation of an *ad hoc* task force). If the Standards Committee agrees that the proposal has merit but may require significant SAA funding, the Standards Committee will send the PROPOSAL FORM and any accompanying correspondence or other documentation to the SAA Council for approval to undertake the project. The Council's Executive Committee may be able to grant approval in order to expedite the process.

II.D. Approve proposal and announce intention to initiate project

If the Standards Committee agrees that the proposal has merit (and any necessary Council approval to undertake the project has been granted), it will publish a “Notice of Intention to Initiate a Standards Development Project” via all appropriate SAA media. This step is taken to notify the membership that a project will soon be under way and to solicit comments and participation from interested parties. Official project approval will be granted automatically 30 days after publication of the “Notice” unless the comments received by the Standards Committee chair are such that the proposal warrants reconsideration, in which case the Committee will refer the proposal and comments back to the proposing group for review and response.

II.E. Make assignment to primary group for development

For approved standards development projects, the Standards Committee will assign a development and review team to be responsible for developing the standard. In most cases, the members of the proposing group will become the members of the development and review team. In some cases, the Council may create an *ad hoc* task force or working group to take responsibility for the development process. Once the standard is adopted, the Standards Committee will assign a technical subcommittee to maintain and review the adopted standard (see V.C.I.). In all cases, the SAA Vice President will appoint the chairs of the development and review teams and technical subcommittees.

III. Standards Development Process**III.A. Consultation with other SAA subgroups and external organizations**

The developing group (either a development and review team or a task force) will engage in extensive consultation with interested parties inside and outside of SAA that are essential to the development of standards, and must submit to the Standards Committee evidence that such consultation has taken place. The developing group must address all written comments sent to the group and all comments made at an SAA open meeting. The Standards Committee will assist the developing group in publicizing the project and identifying consultants.

Consultation should be pursued through several means:

III.A.1. Letters sent at the beginning of the project to heads of organizations known to have an interest in the standard under development, inviting their comments and/or participation in the development process, as appropriate.

III.A.2. Publication of notices in the newsletters or on the websites of these organizations about the intention to develop the standard and, later, providing updates on the progress of the development project.

III.A.3. Publication of the draft standard in appropriate SAA media.

III.A.4. Publication of the draft standard in external publications and/or circulation of the draft standard to heads of interested organizations.

III.A.5. Circulation of the draft standard to groups and individuals, inside and outside of SAA, with particular interest or expertise in the topic, including posting on electronic networks.

III.A.6. Joint meetings with interested organizations to discuss common concerns. These meetings could occur at the outset of the project or after circulation of a draft standard.

III.A.7. Open forums or hearings at the SAA annual meeting.

III.B. Preparation of the package containing the final draft of the standard and supporting documentation

Once it has completed the consultation process and prepared the final draft of the standard, the developing group will compile a package to forward to the Standards Committee for its review. This package will include:

III.B.1. Full text of the proposed standard.

III.B.2. Introductory narrative.

This section must include the scope of application, in particular:

- The purpose or objective of the proposed standard and
- The specific audiences, circumstances, or techniques to which it is directed.
- It should also contain background and other supplementary information, as necessary, that can provide a context for understanding how the standard was developed and when and how it will be used, including
- Brief history and methodology of its development,
- Participants in the development process,
- Relationship to predecessor documents,
- Significant changes from earlier versions,
- Glossary or definitions of terms, if necessary,

- Illustrations or examples of how the standard can be applied, and
- Bibliography, if necessary.

III.B.3. Documentation of the consultation process.

The developing group must submit documentation that the consultation process has taken place and that a reasonable agreement has been reached on the contents and intent of the proposed standard. This evidence may take the form of:

- Copies of correspondence from other organizations supporting the proposed standard;
- Clippings from publications and/or websites that publicized the development project or published drafts of the standard;
- Copies of correspondence discussing areas of dispute in the proposed standard;
- In case of unresolved disputes, explanations from the group responsible for development of efforts made to accommodate the expressed concerns and/or justification for approving the standard in the absence of universal agreement.

III.B.4. Maintenance and review plan

The developing group must recommend a plan for maintenance and review of the standard it has developed. All adopted SAA standards will be assigned to an ongoing SAA technical subcommittee for necessary maintenance and review. Each will be assigned to a review cycle of no more than 5 years, at which time the SAA Council will be asked to reaffirm, revise, or rescind the standard. The “Maintenance and Review Plan” will suggest the appropriate subgroup for assignment and length of the review cycle. (See V.C.)

III.C. Notice of abandoned project

In the event that the developing group fails to reach general agreement on a draft standard or, for whatever reason, chooses to discontinue its work on the proposed standard, it shall notify the Standards Committee that it has abandoned the project. The Standards Committee shall publish a notice in appropriate SAA media that the project has been discontinued.

IV. Standards Committee Review of Draft Standard

Upon receiving the final draft package from the developing group, the Standards Committee will take the following actions:

IV.A. Review package

The Standards Committee will review the package to ensure that it is complete and that adequate consultation and review have taken place. It may

return the package to the developing group if significant elements are missing.

IV.B. Notice of project completion/publication of revised draft standard

IV B.1. Notice of project completion.

When the final draft package is deemed complete, the Standards Committee will publish a notice in the appropriate SAA media announcing that the standards development project has been completed and the draft standard has been forwarded to the Council. (See IV.C.)

IV B.2. Publication of revised draft standard.

Based on the substance of the revisions, the potential breadth of impact, and any apparent remaining substantive conflicts on content, the Standards Committee may determine that the entire revised text should be published via an appropriate SAA medium in order to ensure the broadest possible participation in and awareness of the standards development process. The Standards Committee will accept written comments on the revised draft addressed to the Standards Committee chair within 30 days of publication of the revised draft or notice of the availability of the revised draft.

If additional comments received after publication of the revision indicate widespread disagreement about the revised draft within the SAA membership, the Committee may determine that the draft should be referred back to the developing group for response. Alternatively, after careful review by the Standards Committee and through its consultation with experts in the field, the committee may refer the draft back to the development group due to such concerns as content, scope, functionality, conflicts with other standards, inapplicability, etc. Substantive changes to the draft standard as a result of these additional comments may require publication of a new "Notice of Completion" and notification or publication of a new revised draft.

The Standards Committee may determine that issues raised in the additional comments were already addressed adequately during the development and consultation process. The Standards Committee will then publish the notice of completion and forward the package to the SAA Council.

IV.C. Recommendation to the SAA Council

At the conclusion of the development process, the Standards Committee will send to the SAA Council a report on the process and a recommendation.

IV.C.1. Recommendation to consider adoption.

When the Standards Committee is satisfied that the development and consultation process has been completed satisfactorily it will, after publication of the notice, forward the package to the SAA Council with a recommendation that the Council consider adopting the draft document as an official standard of the Society of American Archivists.

IV.C.2. Report on “irreconcilable differences.”

After reviewing all documentation, the Standards Committee may determine that disagreements raised represent substantive irreconcilable differences of views or professional positions. In this situation, the Standards Committee will forward the package to the SAA Council with an explanation of the remaining problems and, depending on the type of standard and breadth of impact, may or may not recommend that the Council consider adopting the draft as an official standard of the Society of American Archivists.

V. Promulgation, Maintenance, and Review of Adopted Standards

The Standards Committee shall ensure that the following actions are taken for each standard that is formally adopted by the SAA Council. Often the group that developed the standard will be actively involved in or have primary responsibility for these activities.

V.A. Publication of the standard**V.A.1. Full text in the SAA newsletter.**

The preferred method of publication will be to publish the full text of the adopted standard in the Society’s newsletter and on the SAA website.

V.A.2. Notice of availability in newsletter.

Some standards may be too long to publish in the newsletter. For these, a notice of their approval and a summary of their contents will be published in the next SAA newsletter and/or on the SAA website, along with information about how to obtain a copy from the SAA website.

V.A.3. Notice in *The American Archivist*.

Both SAA’s journal of record, *The American Archivist*, and the SAA website carry official Council meeting minutes, which will record all formal approvals of SAA standards.

V.A.4. Added to Standards Committee Web page.

The Standards Committee will post all formally adopted standards on the Standards Committee webpage with the following information: 1) the name

of the standard, 2) a description of the standard, 3) a link to the full text of the standard or a description of where the standard can be obtained, 4) the date on which the standard was adopted, 5) next review date of the standard, 6) information about how comments and feedback for revision can be submitted, and 7) any additional supporting documents or information.

V.B. Promotion of the standard

V.B.1. Notice to heads of allied professional organizations.

The President and/or Executive Director will send a letter and copy of the adopted standard to all interested outside organizations to notify them of SAA's action. The Standards Committee will assist the group that developed the standard in drafting the letter and identifying which groups to contact.

V.B.2. Press release to editors of professional journals and newsletters.

The Executive Director will, in cooperation with the Standards Committee and developing group, ensure that a press release is distributed to editors of allied professional journals and newsletters to announce the development and approval of the standard, providing its full text when possible.

V.B.3. Other publicity.

For standards of interest beyond professional circles, the Executive Director, Standards Committee, and developing group will determine how best to publicize their approval. Working in concert with the Program and Education committees and the SAA staff, the Standards Committee will assist the subgroup in developing workshops, conference sessions, or public forums on the new standard.

V.C. Maintenance of the standard

Immediately upon adoption of an SAA standard, the following actions shall occur:

V.C.1. Subgroup responsible for maintenance and review assigned.

As part of the approval process, the Standards Committee will assign the standard to an ongoing SAA technical subcommittee for maintenance and review. In most cases, the technical subcommittee will include members of the development and review team that has been actively involved in its development. The chair will be appointed by the SAA Vice President.

V.C.2. Review cycle set.

All adopted SAA standards will be assigned a review cycle of no more than 5 years, with a formal review commencing no later than 3 years following adoption or reaffirmation. However, comments and revisions to the standard and proposals to revise adopted standards may be submitted at any time. At the end of the review cycle, the SAA Council will be asked to reaffirm, agree to revise, or rescind the standard.

V.C.3. Monitoring and promulgating use begins.

The maintaining technical subcommittee will be responsible for promoting the proper and effective use of the standard and will regularly obtain comments and feedback on the standard for future review and revision.

V.D. Review of the standard

At least two years before the review cycle expires, the Standards Committee will notify the maintaining technical subcommittee that it should initiate a formal review of the content and use of the standard. The following actions shall be taken:

V.D.1. Review plan prepared.

In consultation with the Standards Committee, the technical subcommittee will prepare a plan that will ensure consensus using the same kinds of broadly based consultation and review that occurred when the standard was originally developed. The plan may include:

- Other SAA subgroups and interested organizations outside of SAA that the technical subcommittee plans to consult;
- Proposed joint meetings with some of these subgroups and/or organizations to discuss proposed revisions;
- Proposed public hearings at the SAA annual meeting;
- Proposed publications, websites, or other communication media via which comments and proposed revisions will be submitted and be made publicly available; and
- Financial resources needed for review, such as travel or editorial support.

V.D.2. Standards Committee and SAA Council review plan.

The technical subcommittee will submit the plan to the Standards Committee, at which point the Standards Committee will decide whether the review process is adequate. If significant financial resources are required for review, the Standards Committee will forward the plan to the SAA Council with a recommendation for funding.

V.D.3. Recommendation to revise, reaffirm, or rescind the standard.

Once the review plan has been approved, the technical subcommittee shall commence the formal review. When adequate consultation has taken place, the technical subcommittee shall recommend one of the following:

Revise the standard: Revision will be necessary if substantial changes to the standard are required.

Reaffirm the standard: The technical subcommittee may decide that a standard does not need revision at this time if comments are relatively minor and the standard is still current and widely used. The technical subcommittee may also delay revision while awaiting the development or revision of another standard or project that may affect the standard under review.

Rescind the standard: The technical subcommittee may recommend rescinding the standard if the standard is no longer relevant or another standard has replaced it.

V.E. Recommendation to the SAA Council

V.E.1. The maintaining technical subcommittee will submit a package to the Standards Committee containing its recommendation to reaffirm, revise, or rescind the standard along with documentation about the review process (as in III.). If the technical subcommittee recommends revision, the technical subcommittee will also submit a completed proposal form (as in I.A.2.).

V.E.2. The Standards Committee will review the package to ensure that the review plan was adequate. Assuming that no procedural questions remain unresolved, it will forward the package to the Council with the recommendation to reaffirm, revise, or rescind.

V.E.3. The SAA Council votes on whether to reaffirm, revise, or rescind the standard.

If the Council votes to **revise** the standard, the technical subcommittee will continue the revision work. Once the revision has been completed, the technical subcommittee will follow the same process for submission and approval of a new standard, as outlined in sections III.B. and later.

If the Council **reaffirms** the standard, a new review cycle will be set, which may be shorter than 5 years. A new technical subcommittee may be appointed, if necessary. The technical subcommittee and the Standards Committee will inform all relevant parties that the standard has been reaffirmed and does not require revision at this time.

Should the Council vote to **rescind** the standard, the technical subcommittee and the Standards Committee will inform all relevant parties that the standard has been rescinded. The Standards Committee will then either remove the standard from the standards Web page or mark the standard as “rescinded.”

V.F. Notice and publication of reaffirmed, revised, or rescinded standards.

An information dissemination process similar to that outlined under V.A. and V.B. for new standards will be followed to ensure broad awareness of SAA actions concerning reaffirmed, revised, and rescinded standards.

APPENDIX 4

Procedures for SAA Endorsement of an External Standard

I. Submission of a Proposal to Endorse an External Standard

Proposals must be submitted by official groups within the SAA. Individuals who are interested in submitting a proposal for the endorsement of an external standard may consult with the Standards Committee on appropriate groups to which they may wish to submit a proposal.

I.A. The proposing group shall:

I.A.1. Download a blank PROPOSAL FORM from the Standards Committee webpage on the SAA website. [link]

I. A. 2. Complete the PROPOSAL FORM, which shall include:

- Name of the standard;
- Brief summary of the standard;
- Sponsoring organization;
- Location of the standard (website link, publication details, etc.);
- Effect/impact of the standard on archival practice;
- A discussion of how the standard is being used in the archives profession (Who is using it? How is it being used? Is it widely used?);
- Review and revision procedures of the standard (Who reviews the standard? How often is the standard reviewed? Is the review process open?); and
- Known existing standards that are closely related to or affected by the standard being proposed for endorsement.

I.A.3. File the PROPOSAL FORM with the Standards Committee.

I.B. The Standards Committee chair shall:

I.B.1. Enter receipt of the PROPOSAL FORM in the STANDARDS PROJECT LOG on the Standards Committee webpage and send acknowledgement of receipt to the proposing body.

I.B.2. Distribute copies of the PROPOSAL FORM to the other members of the Standards Committee. The chair may also distribute copies of the proposal form to technical subcommittees or development and review teams for comment.

I.B.3. Collect comments and suggestions from members of the Standards Committee and other subgroups to which the proposal was distributed.

I.B.4. Arrange for a discussion to determine whether there is a consensus to endorse the standard.

II. Standards Committee Action in Response to Proposal

The Standards Committee will take a formal vote in response to the proposal:

II. A. Return for revision.

The Standards Committee will return to the submitting group a proposal form that is incomplete or that requires revision and request that it be revised and resubmitted.

II. B. Decline.

The Standards Committee may decline the endorsement of an external standard because: 1) the external standard is in direct conflict with an SAA-adopted standard or policy; 2) there is insufficient demand or potential benefit to SAA members; 3) the standard is not widely adopted or used in the archives field; or 4) the review process does not allow for SAA contribution or comment.

II. C. Endorse.

If the Standards Committee agrees that the external standard has benefit to the SAA community, it will recommend the standard to the SAA Council for endorsement. It will then take the following actions:

1. Publish the full standard or link to the standard on the standards webpage along with the endorsement proposal.
2. Notify the SAA community about the endorsement through appropriate SAA media.

APPENDIX 5

Standard Proposal Form

This is a form for:

- ☐ The development of a new SAA standard
- ☐ The review and adoption of an existing document as an SAA standard
- ☐ The revision of an existing SAA standard

Name of submitting group:	
Date submitted:	
Name of contact person:	
Daytime phone:	
E-mail:	
Fax:	
Mailing address:	
Title (or topic) of standard:	

Please include a *written statement* that covers the following:

1. A concise explanation of:
 - Identified need for the standard.
 - Expected effect/impact on individual archivists and/or archival institutions.
 - Scope of coverage/application.
 - Anticipated format and content of the standard.
2. Known existing standards that are closely related to or affected by the proposed standard.
3. List of other SAA subgroups, outside organizations, and/or individuals who will be consulted during the development of the standard or who will be asked to review the standard before it is submitted for adoption.
4. Project timetable for the development process.
5. Budgetary implications for SAA entailed in the development, review, and revision process (including direct costs for meetings, travel, copying, and postage as well as indirect costs for SAA staff time).

When applicable, also attach a copy of the existing standard or document.

Send this form along with accompanying documentation to the Chair of the Standards Committee. Current contact information for the chair may be found online at: <http://www.archivists.org/governance/leaderlist-index.asp>.

APPENDIX 6

Proposal to Endorse an External Standard

Name of submitting group:	
Date submitted:	
Name of contact person:	
Daytime phone:	
E-mail:	
Fax:	
Mailing address:	
Name of the standard:	
Sponsoring organization:	
Location of standard (website link or publication details):	

Please include a *written statement* that covers the following:

1. Brief summary of the standard.
2. Effect/impact of the standard on archival practice.
3. Discussion of the standard's use within the archives profession. (Who is using it? How is it being used? Is it widely used?)
4. Review and revision procedures of the standard. (Who reviews the standard? How often is it reviewed? Is the review process open?)
5. Known existing standards that are closely related to or affected by the standard being proposed for endorsement.

When applicable, also attach a copy of the existing standard or document.

Send this form along with accompanying documentation to the Chair of the Standards Committee. Current contact information for the chair may be found online at: <http://www.archivists.org/governance/leaderlist-index.asp>.

APPENDIX 5

SAA Technical Subcommittee on Descriptive Standards Transition Recommendations

As part of its restructuring, the SAA Standards Committee has recommended that the Technical Subcommittee on Descriptive Standards be dissolved. The members of TSDS were full participants in the Standards Committee restructuring process and support the decision. The following is a list of recommendations concerning the dissolution of TSDS and the transfer of its responsibilities.

Members

TSDS has seven members (excluding *ex officio* members). The terms of two members, Doris Malkmus and chair Michael Rush, expire at the 2009 Annual Meeting. The terms of Megan Friedel and Kathryn Young continue to 2010 and those of Laura Davis, Mark Matienzo, and Cory Nimer expire in 2011. The restructuring of the Standards Committee includes expanding the committee from six to nine members, requiring an additional member for each three-year staggered term. As such, I recommend that two members of TSDS, one whose term expires in 2010 and one whose term expires in 2011, be appointed to the Standards Committee to serve out the remainder of their terms. This, combined with three new members of Standards, will provide the needed nine members with staggered 3-year terms and provide some overlap with the expertise of TSDS.

Ex Officio Members

Ex officio members of TSDS should be transferred to the Standards Committee. This includes the chairs of the Description and Reference, Access, and Outreach sections, the representatives to MARBI and CCDA, a representative of CCAD, and the chairs of the EAD and EAC Working Groups. Several of these are already *ex officio* members of the Standards Committee. The EAD Roundtable has had an *ex officio* representative to TSDS but, as it's unclear when or why this practice began, I recommend that it be discontinued.

Responsibilities

TSDS's primary responsibility for the past few years has been to monitor, review, and provide comment on emerging standards in the realm of archival description. The chair has monitored such activities and/or been alerted to calls for comment by the Standards Committee chair. I recommend that the chair of the Standards Committee appoint one of the former TSDS members to serve as Descriptive Standards Coordinator, responsible for relevant activity in the profession and prompting action by the Standards Committee as appropriate.

Reporting Committees

I recommend that any and all committees and/or working groups reporting to TSDS, including the EAD and EAC Working Groups, report to the Standards Committee.

Current Agenda Items

TSDS voted in February to ask the EAD Roundtable to undertake a revision of EAD. A formal request was sent to the chair of the EAD Roundtable, with no response to date. TSDS expects EAC-CPF (Corporate

Bodies, Persons, Families) to be proposed as an SAA standard by the EAC Working Group this year. After that, TSDS expects the EAC Working Group to begin work on EAC-F (Functions). I recommend that pursuing a revision of EAD and encouraging the ongoing work of the EAC WG be priorities for the Standards Committee.

Michael Rush, TSDS Chair, 2007–2009
michael.rush@yale.edu

July 6, 2009

Moved by Felker as amended; seconded by Vogt-O'Connor seconded. PASSED.

K. Charges for Standards Committee's EAD Technical Subcommittee and Schema Development Team

The proposed revision to the Standards Committee charge and procedures (Agenda Item III.J.) stipulated that there be a standing technical subcommittee for each SAA-approved and -maintained standard. This report included a recommended charge for a new Technical Subcommittee for Encoded Archival Description (TS-EAD), which would succeed the EAD Working Group as the group responsible for maintenance and promotion of Encoded

Archival Description, and a recommended charge for a new Schema Development Team (SDT). The SDT would be a small group, reporting to both the TS-EAD and the Encoded Archival Context Working Group, with responsibility for all technical schema development work. The committee proposed that establishing this group would ensure consistency among the Society's technical standards and develop a broader pool of schema expertise within SAA and in the profession.

MOTION II

THAT the following charge and description for the Standards Committee's Technical Subcommittee for Encoded Archival Description be adopted:

Technical Subcommittee for Encoded Archival Description

Purpose

The Technical Subcommittee for Encoded Archival Description (TS-EAD) of the SAA Standards Committee is responsible for overseeing the timely and ongoing intellectual and technical maintenance and development of Encoded Archival Description (EAD). EAD is the internationally accepted

XML (Extensible Markup Language) standard for the transmission of finding aids. EAD is compatible with *ISAD(G): General International Standard Archival Description*, 2nd ed. (International Congress on Archives, 1999). EAD is an SAA-approved standard; documentation is hosted by the Library of Congress at <http://www.loc.gov/ead/>.

To fulfill this mission internationally, the TS-EAD is specifically charged to:

- Carry out a review of EAD at least every five years and revise as needed.*
- Revise the EAD tag library and other official documentation as necessary.
- Promote the understanding and use of EAD internationally.
- Support educational efforts related to EAD by SAA and international communities.
- Develop members of the archives profession who are capable of promoting and maintaining EAD over time.
- Communicate its activities to relevant SAA components and EAD-using communities internationally.
- Collaborate as needed with the Schema Development Team to maintain the relevant EAD schemas and/or Document Type Definitions (DTDs).

* For this charge, in lieu of a standard review cycle, the TS-EAD shall undertake a revision of EAD 2002, which is to be completed in no more than five years (i.e., by August 2015).

Reporting

The chair (or co-chairs) of the Technical Subcommittee for EAD shall report at least annually to the chair of the SAA Standards Committee on the occasion of the SAA annual meeting. If extramural funding is obtained by SAA, the chair (or co-chairs) shall provide all necessary narrative reports to the SAA office in order that the reporting requirements of SAA and the funding source are met.

Length of Charge

The TS-EAD shall be charged for five years, beginning February 2010, with the charge expiring at the SAA annual meeting of the fifth year, or until the revision of EAD is completed as described in the "Procedures for Review and Approval of an SAA-Developed Standard," whichever is shorter. After the charge is completed, if Encoded Archival Description continues to be an approved standard of SAA, the TS-EAD shall be re-charged for a subsequent review cycle.

Membership

The members and chair(s) of the TS-EAD shall be appointed for the length of time necessary to complete a revision of EAD, which shall not exceed five

years. The technical subcommittee shall have five members who are members of SAA and sufficient international membership to ensure effective representation of EAD professional communities outside the United States. All members shall demonstrate significant knowledge of and experience with archival description generally, and with EAD specifically.

The TS-EAD shall have a chair who is a member of the Society of American Archivists. The technical subcommittee is encouraged to have a co-chair from among its international members.

SAA members of the TS-EAD shall be recommended by the Standards Committee for appointment by the Vice President. International members who are able to represent other professional EAD-using communities effectively shall be appointed at the recommendation of the TS-EAD chair(s), who is/are responsible for ensuring appropriately diverse international representation. Members and chairs may be reappointed to the TS-EAD for consecutive review cycles, but at least one new SAA member must be appointed per review cycle.

Ex officio members of the Technical Subcommittee for EAD shall include the following if they are not regular members of the subcommittee.

- Chair of the Standards Committee (or an appointed representative).
- Chair(s) of the EAC Working Group (or any successor committee).
- Chair and members of the Schema Development Team.
- Chair of the EAD Roundtable.
- Liaison from the Network Development and MARC Standards Office of the Library of Congress.
- Liaison from OCLC Research.

Communication

The TS-EAD shall carry out its charge primarily via electronic mail, regular mail, and conference calls. It shall meet at the SAA annual meeting and as necessary with funding from SAA or from extramural sources (with prior approval by the SAA Council).

Support Statement: Creation of the Technical Subcommittee for Encoded Archival Description is an integral step in the process of revising the Society's standards maintenance procedures. It also initiates the five-year process of revising EAD.

Fiscal Impact: Charging the Technical Subcommittee for Encoded Archival Description should have no immediate fiscal impact on the Society. The work of revising EAD will require fiscal support, either from the Society or

from external funding sources (with prior approval by the SAA Council).

Moved by Cline; seconded by Lawson. PASSED.

MOTION 12

THAT the following charge and description for the Standards Committee’s Schema Development Team be adopted:

Standards Committee Schema Development Team

Purpose

The Schema Development Team (SDT) of the SAA Standards Committee is responsible for development and editing of all Extensible Markup Language (XML) schemas, Document Type Definitions (DTD), and related technical documents maintained by SAA and its subgroups. These include the schemas and/or DTDs that express Encoded Archival Description (EAD), Encoded Archival Context – Corporate Bodies, Persons, and Families (EAC-CPF), and any other markup standards developed by the Technical Subcommittee for Encoded Archival Description and the Encoded Archival Context Working Group (or any successor groups).

To fulfill its mission as described above, the Schema Development Team is specifically charged to:

- ▲ Carry out, under the direction of the Technical Subcommittee for Encoded Archival Description (TS-EAD) and the EAC Working Group (or any successor group), the maintenance and ongoing development of their respective standards, in accordance with the schedules laid out by their charges and SAA’s “Procedures for Review and Approval of an SAA-Developed Standard.”*
- ▲ Develop members of the archives profession who have the technical skills necessary to create, develop, and revise XML schemas, DTDs, and related technical documentation.

* All revisions to technical standards must have the approval of the appropriate maintaining body.

Reporting

The chair of the Schema Development Team shall report at least annually to the chairs of the SAA Standards Committee, the TS-EAD, and the EAC Working Group on the occasion of the SAA annual meeting. If extramural

funding is obtained by SAA, the chair shall provide all necessary narrative reports to the SAA office in order that the reporting requirements of SAA and the funding source are met.

Length of Charge

The Schema Development Team shall be charged for one year, beginning February 2010, and continuing through the 2011 SAA annual meeting. If the Technical Subcommittee for EAD, the EAC Working Group, or another SAA subgroup continues to be engaged in the active development or revision of XML encoding standards, the Schema Development Team shall be recharged annually on the occasion of the SAA annual meeting. If no SAA subgroup is actively engaged with the development or revision of an XML encoding standard, the Schema Development Team may be discharged.

Membership

The Schema Development Team shall have from three to five members, including a chair, to be recommended by the Standards Committee for appointment by the Vice President. The chair shall be a member of SAA, but the Schema Development Team should include international members. The number of members shall vary depending on the STD's workload. If additional members are deemed necessary, the chair shall make a recommendation to the Standards Committee. The members and chair may be reappointed to the Schema Development Team for consecutive terms, but at least one new member must be appointed every five years. All members shall demonstrate experience with the design and syntax of schemas and/or DTDs.

Ex officio members shall include the following:

- Chair of the Standards Committee (or an appointed representative).
- Chair(s) of the Technical Subcommittee for EAD.
- Chair(s) of the EAC Working Group.
- Chair of any future SAA group responsible for XML schemas and/or DTDs.

Communication

The Schema Development Team shall carry out its charge primarily via electronic mail, regular mail, and conference calls. It shall meet with the Technical Subcommittee for EAD and the EAC Working Group at the SAA annual meeting and as necessary with funding from SAA or from extramural sources (with prior approval by the SAA Council).

Support Statement: Creation of the Schema Development Team supports the work of developing, revising, and maintaining technical standards, specifically EAD and EAC-CPF, and aims to expand the schema expertise available within the Society.

Fiscal Impact: Charging the Schema Development Team should have no immediate fiscal impact on SAA. The work of revising EAD will require financial support, either from the Society or from external funding sources (with prior approval by the SAA Council).

Moved by Cline; seconded by Lawson. PASSED.

MOTION 13

THAT the Encoded Archival Description (EAD) Working Group be disbanded with thanks.

Support Statement: Reorganization of the Standards Committee and revision of its procedures has created a new body, the Technical Subcommittee for Encoded Archival Description, that appropriately replaces the Encoded Archival Description Working Group.

Fiscal Impact: None.

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

L. Extension of DACS Technical Subcommittee

Describing Archives: A Content Standard (DACS) was officially approved by the Society of American Archivists as an SAA standard in March 2005, following review by the Standards Committee, the Technical

Subcommittee for Descriptive Standards, and the general archives community. In October 2006, the Council approved a five-year review cycle for the standard and established the DACS Working Group. Although the DACS Working Group began work on a plan to review, obtain comment on, and revise DACS by the end of 2009, it did not complete its work due both to time pressures on its members and their interest in seeing how DACS might interact with *Resource Description and Access* (RDA), which “will provide a comprehensive set of guidelines and instructions on resource description and access covering all types of content and media.” DACS Working Group members are interested in studying how the broad implementation of RDA may have an impact on the way DACS elements map to MARC records as vendors alter systems to accommodate RDA. Wide adoption of such new systems may alter how SAA reviews and revises DACS.

MOTION 14

THAT the charge of the DACS Working Group (to be renamed the DACS Technical Subcommittee) be extended through May 2010, with the responsibilities of 1) monitoring how *Resource Description and Access* (RDA) and DACS will interact, 2) pursuing further discussion related to the revision with the RDA implementation groups (The Library of Congress, the British Library, Library and Archives Canada, and the National Library of Australia), and 3) coordinating with

interested professional groups and subgroups (possibly including, but not limited to, the American Library Association's Committee on Cataloging: Description and Access [CC:DA], the ALA's Committee on Machine-Readable Recording of Bibliographic Information [MARBI], and the International Council on Archives Committee on Descriptive Standards);

THAT the DACS Technical Subcommittee be repopulated; and

THAT the DACS Technical Subcommittee work with the Standards Committee to draft recommendations for Council consideration in May 2010 for a new technical subcommittee charge and timeline for review and maintenance of DACS.

Support Statement: Given the importance of DACS within the archives community, it is appropriate that the group charged with its review and maintenance be fully aware of other developing standards that may have an impact on DACS. The group best prepared to comment on the potential "interaction" of DACS and RDA is the current DACS Working Group (to be renamed DACS Technical Subcommittee if Standards Committee recommendations in Agenda Item 0210-III-J-StdsCommMission are adopted by the Council).

Fiscal Impact: Nominal; the DACSTS may hold one or more conference calls to coordinate work and/or to discuss report recommendations.

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

IV.B. Defining Diversity (Discussion item, taken out of order.)

At its August 2009 meeting, the SAA Council adopted a revised Desired Outcome #4 for the Diversity Priority: "SAA will define diversity, develop new programs, and enhance existing programs that promote diversity as a value while fostering an organizational environment of inclusiveness." The Executive Committee, the SAA staff, the Diversity Committee, and the Council discussed how and why SAA would define diversity, what the role of the Diversity Committee would be in such a task, who would be approached for comment, and how to tackle concerns that accompany answering a question with such a daunting scope. The Council began the process of developing a statement about what "achieving diversity" might mean, and agreed to continue to refine the statement and seek member input following the Council meeting.

M. Change in Composition of Diversity Committee

Promoting diversity of the archival record and of the profession is one of the Society's top three strategic priorities. In addition to serving as an advisory group to the SAA Council, the Diversity Committee "functions as a catalyst for new diversity-related initiatives, developed in coordination with various SAA entities, and monitors, evaluates, advocates for, and reports on matters pertaining to the diversity of archival practitioners and documentation." SAA's Diversity Committee should be, in both name

and practice, the “go to” group for coordination of diversity initiatives. Recognizing that multiple groups within SAA are regarded as having an expressed and/or special interest in such matters, the Committee proposed a revision of its composition.

MOTION 15

THAT Section II of the Diversity Committee’s description in the Council Handbook be revised as follows, effective August 14, 2010 [strikethrough = delete, underline = add]:

II. Committee Selection, Size, and Length of Terms

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

In order to provide representation to special-interest groups having an explicit interest in diversity, five seats on the committee shall be designated for members of the following SAA roundtables and shall be appointed by the Vice President/President-Elect in consultation with each roundtable’s elected chair:

- Archivists & Archives of Color Roundtable
- Latin American & Caribbean Cultural Heritage Archives Roundtable
- Lesbian & Gay Archives Roundtable
- Native American Archives Roundtable
- Women Archivists Roundtable and Women’s Collections Roundtable (This is a joint seat appointed in consultation with both roundtable chairs.)

Support Statement: Designating seats on the Diversity Committee to roundtables that have an explicit stake in this issue—and from whom the Council is generally inclined to seek input—will help ensure that the Committee has the requisite representation to function as a diverse advisory body and to fulfill its mission. This recommendation was reviewed and approved by the current members of the Diversity Committee.

Fiscal Impact: None.

Moved by Cline, seconded by Lawson. PASSED (with 5 approving, 4 opposed, Ambacher abstaining).

N.I. Diversity Committee: Pursuing a Diversity Grant Proposal

The Diversity Committee sought permission to pursue a 21st Century Librarian Grant from the Institute for Museum and Library Services (December 15, 2010, application

deadline). The proposed grant would provide internships/fellowships for minority students to gain practical, hands-on experience in an archives setting.

MOTION 16

THAT the SAA Diversity Committee, working in conjunction with SAA staff and with review by the Executive Committee prior to submission, pursue a 21st Century Librarian Grant from the Institute for Museum and Library Services (December 15, 2010, grant proposal deadline) for the purpose of funding internships/fellowships for minority students to gain practical, hands-on experience in an archives setting.

Support Statement: The proposed internships/fellowships for minority students would directly address the goals promoted in SAA's Diversity strategic priority.

Fiscal Impact: To be determined based on need to compensate one or more grant writers.

Moved by Hyry; seconded by Frusciano. PASSED.

N.2. Diversity Committee: Diversity Survey

The Diversity Committee sought permission from the SAA Council to develop and implement a survey of the

SAA membership for the purpose of ascertaining member understanding of, attitudes about, and desires for professional action concerning diversity. The Diversity Committee would design the survey (probably with professional assistance), interpret the results, and report on the results to the Council. The Council discussion addressed the challenges associated with fielding a comprehensive survey, and Council Liaison Deborra Richardson was asked to follow up with the Committee to 1) obtain additional information about the questions that might be asked and 2) suggest that it may be most appropriate to target the survey to questions about what professional actions or educational tools may be most needed by members.

O. Task Force on 75th Anniversary

Formed in November 2009, the 75th Anniversary Task Force is responsible for coordinating a multi-faceted approach to planning and implementing a celebration of the Society's 75th Anniversary in 2011. The Task Force noted that it has explored a range of ideas for marketing and celebrating the anniversary and for putting the occasion to use for SAA and the profession from a public relations standpoint. The Task Force had adopted the following Vision and Mission statements for its work:

Vision Statement

Provide leadership in crafting a celebration of SAA's 75th Anniversary that:

- Expands in SAA members 1) knowledge of the growth of the archives profession in the United States as represented in and led by SAA and 2) an

appreciation of what the historical development means to us today and portends for the future of archives,

- Engages the membership as broadly as possible in the occasion through offering multiple forms of celebration, and
- Contributes to the work of SAA, its constituent groups, and other archives groups in marketing and growing the archival enterprise.

Mission Statement

Develop and encourage events grounded in history in each of the categories of:

- Serious history
- Advocacy/marketing/outreach
- Fun
- Fundraising

MOTION 17

THAT the 75th Anniversary Task Force, working with the SAA Treasurer and staff, develop an itemized activity budget for inclusion in the Draft FY 2011 SAA budget to be presented to the Council at its May 2010 meeting; and

THAT the Task Force include in its May 2010 report to the Council a summary of planned activities, estimated indirect expenses (staff time), and anticipated sources of new revenue to support 75th Anniversary activities.

Support Statement: Many good ideas for celebrating SAA's 75th Anniversary are in the early stages of development. Creation of a draft budget, with review by the SAA Council, will ensure that all parties are aware of the resources needed for various activities and that appropriate funding is allocated for such activities.

Fiscal Impact: None.

Moved by Felker; seconded by Hyry. PASSED.

P. Change in Criteria for Fellowship

During its deliberations in 2008-2009, the Committee to Select SAA Fellows (comprising the five most immediate past presidents of SAA as well as three Council appointees) encountered several issues requiring clarification from the SAA Council and from the membership. The first issue dealt with the eligibility of primary contacts of institutional members to be nominated and elected as SAA Fellows. Changing the eligibility of primary contacts to be nominated and elected as SAA Fellows required a change to the SAA Constitution, a change that can only be approved by the membership. The second issue was similar, but related to the eligibility of associate members. This also required a membership vote to change the SAA Constitution. The issue third sought clarification on who can nominate Fellows, which was an action within the purview of the Council.

MOTION 18

THAT the SAA Council propose to the membership, for consideration at the August 16, 2010, Annual Membership Meeting, an amendment to the SAA Constitution reflecting the following::

Primary contacts of SAA institutional members are eligible to be nominated as Fellows. As with individual members, primary contacts must have been so designated for seven years immediately prior to their nomination in order to be eligible. A combination of seven years as an individual member or primary contact will be acceptable to meet this requirement.

Support Statement: This change will remedy the current situation in which primary contacts have all of the rights of individual membership, including the right to hold appointed or elected SAA office, except the right to be named an SAA Fellow. It removes a seeming inconsistency that is difficult to explain and allows the Committee to Select SAA Fellows to judge each nomination on its merits.

Fiscal Impact: The fiscal impact could be significant if a system reconfiguration is required, and unclear in terms of staff time if SAA must develop a manual way of tracking primary contacts' continuous status.

Moved by Vogt-O'Connor; seconded by Frusciano. PASSED (with Sly abstaining).

MOTION 19

THAT the SAA Council propose to the membership, for consideration

at the August 16, 2010, Annual Membership Meeting, an amendment to the SAA Constitution reflecting the following:

Foreign associate members who are engaged in archival work but whose primary affiliation is as individual members in their own national archival associations are eligible to be elected as SAA Fellows. Foreign associate members must have held this membership, or full individual membership, for the seven years immediately prior to their nomination. American associate members are not eligible to be SAA Fellows.

Support Statement: SAA should be able to honor foreign associate members who have made a substantial contribution to the Society or to the archives profession. Such members regularly attend SAA meetings in addition to the meetings of their own national associations.

Fiscal Impact: None.

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

MOTION 20

THAT the charge of the Committee to Select SAA Fellows be revised to reflect the following:

Individual members, primary contacts of institutional members, student members, and associate members are eligible to nominate SAA Fellows.

Support Statement: This clarification would have assisted the 2008-2009 committee when a primary contact of an institutional member (formerly an individual member)

nominated a Fellow candidate. The lack of clarity on this point raised questions regarding whether the nomination was eligible. This change will also make it easier on the SAA staff doing “background checks” on nominations.

Fiscal Impact: None.

Moved by Settles; seconded by Cline. PASSED.

Q. Creation of Committee of Past Presidents

Past Presidents Elizabeth Adkins, Frank Boles, and Mark Greene had recommended that the Council create a standing committee of past presidents—made up of the three imme-

diately past presidents – to serve as an advisory group to the current president, the executive director, and the Nominating Committee. Their recommendation noted that SAA has no formal mechanism through which the opinion(s) of recent past presidents can be formally sought or through which recent past presidents can easily offer collective advice and counsel on Society matters that they believe are important.

MOTION 21

THAT a new standing committee, the Committee of Past Presidents, be created with the following charge and description:

I. Purpose

The Committee of Past Presidents (COPP) serves as an advisory board by addressing issues that its members believe are of importance to the Society or which they are asked to address by the current president. It also serves in an advisory capacity to the Nominating Committee.

II. Committee Selection, Size, and Length of Terms

The Committee of Past Presidents consists of the three immediate past presidents of the Society. The past president who has most recently held the office of president serves as chair.

III. Duties and Responsibilities

- A. The committee serves as an advisory body to the current president, responding to such inquiries as may be directed to it. Such inquiries may encompass any issues of significance to the Society for which the recent governance experience or other professional expertise of committee members is relevant. With the consent of the current president, the committee may consult directly with the executive director.
- B. The committee may periodically approach the current president on issues that committee members feel it would be wise to discuss. In this role, the committee may simply suggest the importance of a particular

issue, or it may present anything from an informal thought piece to a more formal white paper to a request for Council action.

- C. The committee serves as an advisory body to the Nominating Committee, with particular interest regarding individuals suggested as nominees for the positions of vice president, treasurer, and member of Council. The purpose of this advisory capacity is to help ensure that broad representation of the Society's institutional memory be brought to bear on potential nominations.

IV. Reporting Procedures

The committee will report to the president on an as-needed basis. The committee will annually consult with the chair of the Nominating Committee regarding nominees and offer such advice as it deems helpful or as is requested by the Nominating Committee.

In order to retain familiarity with SAA issues, the committee members will have access to information identical to that of seated Council members. On certain occasions, either the current president or the committee will request committee access to information shared in Council executive sessions. Granting such requests will be the privilege of the Council sitting in executive session.

Support Statement: Past SAA presidents possess substantial, important, and unique pieces of SAA's institutional memory. Creation of the Committee of Past Presidents provides an institutional mechanism through which current leaders and decision makers in the Society may have ready access to the institutional knowledge found among past presidents.

Fiscal Impact: None.

Moved by Felker; seconded by Cline. DEFEATED (with six opposing, Frusciano and Vogt-O'Connor abstaining, Tibbo and Ambacher absent).

R. Other Action Items from Council Members

Felker noted that she had just learned that Institute of Certified Records Managers (ICRM) Chairman

and Immediate Past President Alan Andolsen had passed away on January 24, 2010. She proposed that the Council consider a resolution honoring Andolsen.

MOTION 22

THAT the SAA Council adopt the following resolution honoring recently deceased professional colleague Alan Andolsen:

SAA Council Resolution Honoring Alan Andolsen, CRM

WHEREAS Alan Andolsen made outstanding contributions to the Records and Information Management profession in the areas of managing digital records developing methodologies, professional standards and ethical issues facing records managers;

WHEREAS Alan Andolsen served the Records and Information Management profession in numerous capacities, including most recently as the Chair of the ICRM Board, a senior advisor to the Institute, and previously as ICRM President where he directed the revision to the ICRM's leadership succession structure and branding strategy, the creation of the its Internet portal and increased the number of Certified Records Managers;

WHEREAS Alan Andolsen provided professional consulting services to numerous organizations and archives, including the International Monetary Fund's five-year Modernization of the Archives project, Motorola Systems Solutions Group's digital records management program, McGraw-Hill's records retention initiatives, and the Delaware River Port Authority's uniform file classification system.

WHEREAS Alan Andolsen contributed to the professional literature and graduate archival education curricula;

WHEREAS Alan Andolsen was a forward looking professional who was committed to service, standards and willing to share his time and expertise with others in order to sustain the future of the information management profession.

NOW, THEREFORE, BE IT RESOLVED THAT The Society of American Archivists recognizes and honors Alan Andolsen for his contributions to the intellectual advancement of the archives and records management profession.

Support Statement: Alan Andolsen was a consummate professional who was forward looking, knowledgeable, committed to service and standards, and willing to share his time and expertise with others.

Fiscal Impact: None.

Moved by Lawson; seconded by Sly. DEFEATED (with three in favor, six abstaining, Tibbo absent).

THURSDAY, FEBRUARY 4

IV. DISCUSSION ITEMS

Haitian Earthquake (*New item added to agenda by Executive Committee on February 1.*)

Council members discussed SAA's response to the magnitude 7.0 earthquake in Haiti on January 12, 2010. Gottlieb reported that SAA Past President Maygene Daniels would be representing SAA at a meeting of the U.S. Committee of the Blue Shield, along with other concerned organizations, on February 5, 2010, in Washington. SAA committed to becoming a conduit of information for members regarding relief efforts and opportunities to assist in the recovery of Haitian cultural heritage.

A. Mandated Periodic Review of SAA Dues

The Governance Manual specifies that the Council will review SAA's dues structure every three years to modify it as necessary. The most recent review commenced in January 2006 and brought resolutions approved by the membership that took effect on January 1, 2008. Prior

to 2008, the most recent review and modification to SAA dues occurred in 1997. In August 2009, the Council established a new Finance Committee charged to “(assist) the Council in meeting its fiduciary responsibilities by: monitoring the financial health of the organization, ensuring that its assets are protected, and providing advice and counsel to the SAA Treasurer and the Council on financial matters, including the investment program.” Council members agreed that the Finance Committee should conduct the mandated review of SAA dues and present recommendations for consideration at the May 2010 meeting.

B. Defining Diversity (Moved to follow item III.L.)

C. 90-Day Membership Grace Period

SAA conducted general elections via an online ballot for the first time in 2009. In the course of configuring the electronic voting system, staff discovered a discrepancy between a policy in SAA’s Constitution (which allows dues to be 90 days in arrears before membership is canceled) and current administrative practice (which cancels member status approximately one month after the dues expiration date). The Council charged staff to bring office procedures into compliance with the Constitution and also discussed the feasibility of proposing a Constitutional amendment to rectify this long-standing discrepancy.

D. Joint Annual Meeting Schedule and Planning

(See *Executive Director’s Report at V.E.5.*) Beaumont summarized progress on program development and the conference schedule for *ARCHIVES*RECORDS/DC 2010*, reported that exhibit and sponsorship sales were much ahead of what they were at this point in 2009 due to a special time-limited discount offer, and updated the status of conference promotion activities. Her report also included two draft versions of the schedule (one based on the Austin 2009 schedule and one based on the DC 2006 schedule). Among the multiple challenging aspects of developing the conference schedule, Beaumont indicated concerns about having a sufficient number of rooms for SAA, CoSA, and NAGARA governance meetings on Wednesday and Thursday and sufficient time to “turn” rooms between meetings. She also noted that the entire conference schedule may have to change at the last minute, depending on whether prominent invitees accept our invitations to speak at the plenaries.

E. Council Exemplary Service Award Ideas

Created in 1980, this award is given on an occasional basis at the discretion of the Council or upon recommendation to the Council by the Awards Committee. The Council discussed potential recipients for 2010 and several Council members volunteered to draft nominations for the Council’s consideration between meetings.

F. Scholarship to Modern Archives Institute

In November 2009, the treasurer of the Colonial Dames of America, Chapter III, Washington, D.C., indicated in a telephone call initiated by SAA that CDA will no longer support the scholarship to the National Archives and Records Administration's Modern Archives Institute (MAI). Established in 1974, the CDA scholarship has been part of the SAA awards program for 35 years. CDA funded the summer 2009 institute but has indicated that it will no longer do so for the winter 2010 institute and forward.

MOTION 22

The Society of American Archivists notes with regret that the Colonial Dames of America, Chapter III, Washington, DC, has discontinued support for the Modern Archives Institute (MAI) scholarship awarded to SAA member(s). SAA thanks the CDA for its support of archives education over the past 35 years and notes that the scholarship for the Modern Archives Institute will be discontinued, effective with the Summer 2009 Institute.

Moved by Lawson; seconded by Hyry. PASSED (with Richardson abstaining).

V. REPORTS

A. Executive Committee

In a formal report, Sly noted all actions taken by the Council via formal online discussion and voting

processes between August 2009 and January 2010. Issues brought to the Executive Committee, including appointments, advocacy discussions and decisions, personnel changes, and a potential new award, were included in the report.

B. President

Gottlieb detailed activities undertaken during his first four months as SAA President, including monitoring the confirmation of David Ferriero as 10th Archivist of the United States, revising the strategic plan, reviewing and responding to the American Library Association's sixth draft of its statement on traditional cultural expressions, and guiding several Council and Executive Committee decisions on other business.

C. Vice President / President-Elect

Tibbo's written report described her work on the 75th Anniversary Task Force, preparations to make appointments, and advocacy efforts regarding PAHR co-sponsorship. She had attended in partnership with Beaumont the American Society of Association Executives' Symposium for Chief Elected Officers and Chief Staff Executives, an event focused on improving communication and understanding among CEOs, CSEs, and members within membership organizations.

D. Treasurer's Report

Felker presented a financial review of SAA's performance from July 1, 2009, through December 31, 2009,

indicating that although the Society's net gain was ahead of FY09 and budget (due largely to investments income), FY10 would be challenging *operationally*. Although Annual Meeting revenues exceeded expectations, Publications and Workshops revenues fell significantly short of budget and Membership revenues lagged slightly behind past years and budget. Year-to-date total expenses were less than FY09, but still slightly over budget. As SAA's academic and government clients continue to wrestle with significant budget cuts, as the stock market continues to recover, and as SAA's other sources of non-dues revenue experience declines, the report noted that the Society's challenge will be to hold the line on expenses.

E. Staff Reports

1. Executive Director: Beaumont summarized Headquarters activities since August 2009. Strategic-priority-directed activities included working with Gottlieb and the Executive Committee to revise the strategic plan document and reflect on options for further development of the public awareness strategic priority; implementing a rigorous effort to publicize the Mosaic Scholarship; conducting advocacy work on behalf of PAHR; serving on the National Coalition for History personnel appraisal team; meeting with Association of Canadian Archivists representatives, with a representative from the Corporation for Public Broadcasting, with ALA's Preservation Week planning group,

and with Gottlieb and Ferriero; staffing meetings of the DC 2010 Program Committee and the 75th Anniversary Task Force; attending ASAE's CEO Symposium with Tibbo; directing SAA staff personnel changes; reviewing the budget; working on the 2009 Annual Appeal; negotiating contracts for the 2012 and 2013 Annual Meetings; and participating in a website usability study.

2. Membership: Doyle reported that membership had been declining from an all-time high of 5,600 in March 2009 because of the economic recession. As of December 31, 2009, SAA had a total membership of 5,438, with 4,884 individual members and 554 institutional members.

3. Education: De Sutter's provided a fiscal-year-to-date update on workshops (31 face-to-face programs with 547 attendees, 10 new program topics, 6 new co-sponsors), as well as plans for professional development offerings through Fall 2010. The two Web seminars—one on Web 2.0 and the other on how to become an archives consultant—attracted 28 sites/168 participants and 62 sites/102 participants, respectively. Her work also included constructing and disseminating a survey with the Electronic Records Section Steering Committee and the Education Committee; development of Electronic Records Summer Camp content for 2010; and coordination with several other organizations and one coalition on grant submissions

and on pre-conference workshops, all resulting in seven (not-yet-scheduled) SAA workshops to be offered in FY10 and in workshops at several regional meetings.

4. Publications: Brinati indicated that as of the halfway point in FY 2010 (December 31), the Publications program was running behind its revenue goals. Several publishing projects slated to make contributions to FY10 did not do so, and one of the authors asked to be released from a contract. To contain expenses, the mid-year meetings in Chicago of both the Editorial and Publications Boards were canceled. Brinati summarized new publications, the status of manuscripts, and other projects in the pipeline with availability projected across the next several years on such topics as archives and the digital age, archives for librarians, diversity, exhibits, personal collections in the digital era, processing, processing management, religious archives, succeeding in a small repository, Waldo Gifford Leland, Web 2.0, and women's archives. The report also noted that two areas of the website point to e-content: ePublications and Proceedings. A new online bookstore was launched in December, and 80 back issues of the *American Archivist*—from 1970 through 1989—were slated to be posted to the MetaPress site, with more on the way in the spring and summer of 2010.

5. Annual Meeting: See Agenda Item IV.A.

6. SAA Website: Doyle provided a written update on the Drupal site

development, indicating that after personnel-driven delays at SAA's member database vendor, progress on communication functions involving Drupal began in earnest in November 2009. SAA staff reviewed an incomplete alpha site in September 2009, generating many requests to change site navigation. The alpha site that was re-released to staff on January 20, 2010, featured a variety of enhancements intended to improve member leader, member/non-member/constituent, and internal/external communications. Release of the beta site was scheduled for the first week of February 2010, followed by quality assurance testing and launch later in the month. Doyle acknowledged that multiple launch dates published to the membership have been announced and missed because the complexity of the tasks associated with the project was significantly underestimated.

F. American Archivist Editor

In a written report, Editor Mary Jo Pugh summarized activities associated with the *American Archivist* from August 2009 to January 2010, including: Bastian's agreement to complete a sixth year as reviews editor; the appointment of Amy Cooper Cary as new reviews editor and Danna Bell-Russel as associate reviews editor; detail of the plans to publish a special issue in Fall/Winter 2011 marking SAA's 75th Anniversary; announcement of a readership survey to be distributed in March; progress of

the *American Archivist* digitization project; and activities of the editor at the 2009 Annual Meeting, in the production processes for Fall/Winter 2009 and Spring/Summer 2010, and in the process of selecting a new reviews editor.

G. Publications Editor

Editor Peter Wosh provided a written summary of activities since the last Council meeting in August, including: modifications in SAA's author contracts to make them more author-friendly; the launch of several new publications at the Annual Meeting (*Archives Power*, *Archival and Special Collections Facilities*, *The Interactive Archivist*); the upcoming availability of *Preserving Archives and Manuscripts*; upcoming book projects; enriched e-publications; planning for the next iteration of the Archival Fundamentals Series; his work with new authors, including review of individual book chapters; his representation of SAA at a JSTOR meeting; his participation in discussions about the upcoming SAA anniversary; and preparation of prefatory material for several new publications.

H. Diversity Committee

Diversity Committee Chair Terry Baxter's report noted that the Committee had met twice via conference call and once in person at the 2009 Annual Meeting. He provided a summary of activities, including: providing comments on the *SAA Draft Strategic Priority Outcomes and Activities, FY 2010 - FY2013*; recommending that the composition of the Diversity

Committee be changed (see Agenda Item III.M.); providing comments on the American Library Association's "Traditional Cultural Expressions" document; and conducting Committee discussions about refining demographic information in SAA's database and on member concerns about political diversity within SAA.

I. Diversity Committee / Native American Archives Roundtable: Native American Protocols Forum Annual Report

Diversity Committee Chair Terry Baxter summarized the process used and discussion undertaken at the 2009 Forum, noting the successful use of a talking stick during discussions both as a tool for understanding what the *Protocols* were about as well as a tool for structuring conversation. Of 45 attendees, at least 22 individuals made at least one comment. He presented the following distillation of comments as representative of the meeting, and noted that more detailed notes are available upon request.

- Many museums and archives already have the best practices outlined in the *Protocols* in place. The *Protocols* represent an affirmation of relationship building and diplomacy.
- There are still questions about the impact of the *Protocols*. Will there be mandatory repatriation of existing collections? How do the *Protocols* affect past collecting and copyright? How should contact be made with

tribes and with whom? Whose property is it?

- The focus on dialog and collaboration wove through several comment threads. How best can we begin a dialog? Consider the resurging interest in documentation strategies by cooperating from the forefront and avoiding adversarial relationships. Construct formal and informal networks.
- Continued focus on education (both formal and informal) in achieving the *Protocols* aims. Educate non-American Indian archivists about how to make contact: express humility, observe first, think and act slowly, provide space, practice patience. Work with non-indigenous populations to educate, to construct a shared memory. How do we address job turnover . . . creating a climate for long-term sustainability of communication?
- The issues cross both professional (see TCE above) and geographic boundaries. "The 49th parallel is an artificial product of the 'settler society.'"
- Significant issues related to rights. Who has the right to represent a community? Each community is unique, with many levels of complexity. Who can speak for a community? Who do you ask? What happens when there are disagreements or differences within a Native American community?
- "Trust, respect, listening. It is part of my job. Who could know more about

the records [but the community of origin]?" Learning more is fun.

J. 2009 Program Committee: Diversity

Submitted as an addendum to earlier reports of the 2009 Program Committee, Duffy and Felker's written report discussed the diversity represented on the Committee itself and in the program sessions. Among other points, the co-chairs indicated that while diversity was a constant theme of the Committee's discussions in terms of how to bring new and representative voices to the table, the tools to measure the outcome efficiently were not available.

K. Committee on Ethics and Professional Conduct Annual Report

The Committee reported on its work developing and proposing several education sessions and forums involving ethics, social justice, global issues, and SAA's *Code of Ethics*. The report also detailed ongoing work on the Committee's review of SAA's *Code of Ethics* and the recommendation submitted to the Council (Agenda Item III.H.).

L. Standards Committee Annual Report

Standards Committee Chair Polly Reynolds submitted an annual report detailing new leaders; completed projects (such as Annual Meeting session endorsements, the *Facilities Guidelines* standard, and the *Orphan Works* statement of best practice); ongoing activities (such as review and revision of the

Committee's mission statement, deaccessioning guidelines, the Functions Thesaurus, the memorandum of understanding with ARMA, the Technology Best Practices Task Force, and how the revised mission affects DACS/EAD/RDA/EAC subgroups); new projects, such as development of a standards portal on the SAA website; and diversity initiatives. Appendixes included eight working group, task force, subcommittee, or representatives' reports.

M. Intellectual Property Working Group

Chair Heather Briston provided a written summary of IPWG activities, including its work on developing and publicizing the *Orphan Works Best Practices* document (available on the SAA website), its comments on the American Library Association's "Traditional Cultural Expressions" document; and current work on Author's Rights Agreements regarding monographs, ARSC pre-1972 sound recordings, and developing an advocacy agenda to promote the archives perspective in intellectual property legislation. The group's proposed work plan for the coming year includes developing session proposal ideas, providing easier access to the IPWG website, liaising with the Cultural Property Working Group (when appointed), updating the Orphan Works document annually, and monitoring copyright legislation. The group gratefully acknowledged receipt of the Council Exemplary Service Award.

N. Government Affairs Working Group

No report was submitted. The Council will consider ways in which to stimulate the group's activity.

O. Joint Task Force on Preserving the American Historical Record

Council Liaison Brenda Lawson reported on the activities of the Task Force, noting that as reported in August 2009, the major push of the Joint Task Force has been to obtain co-sponsors for the House legislation. Task Force Chair Kathleen Roe has been the driving force in drafting and placing promotional messages to CoSA and SAA members at least monthly throughout the fall and winter.

P. Task Force on Developing a Statement of Core Values for Archivists

Council Liaison Rosalye Settles submitted a written progress report on the activities of the group from August 2009 through December 2009. During this period, Task Force members examined Mark Greene's list of archival values (per his 2008 Presidential Address) as well as values statements and similar documents from related professional associations. An early draft of a Values Statement is scheduled to be submitted for the Council's review at the May 2010 Council Meeting.

Q. Representatives' Annual Reports (Compiled)

Per Section XI. of the Governance Manual, official representatives are expected to complete

an annual report. Council members reviewed reports received from SAA's official representatives to the following groups: ALA Committee on Cataloging: Description and Access (Lisa Carter); International Council on Archives Section on Professional Associations (Trudy Huskamp Peterson); International Council on Archives Committee on Descriptive Standards (Claire Sibille); and National Information Standards Organization (Kathleen Dow).

R. Section / Roundtable Annual Reports (Compiled)

Per Sections IX. and X. of the Governance Manual, 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>.

VI. COUNCIL BUSINESS

A. Review of February 2010 "To Do" List

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

B. Review of February 2010 "Talking Points"

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

C. Adjournment

Settles moved and Vogt-O'Connor seconded a motion to adjourn. PASSED. The Council meeting was adjourned at 12:32 pm

NANCY P. BEAUMONT,
Executive Director

Approved by the SAA Council
March 23, 2010.

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.

Illustrations are welcome for all types of articles. Please do not embed images in text. Only copies of photographs need be included with the initial submission of an article, with markers in the text for placement. Photo captioning should be on a separate list at the end of the article. Digital images (300 dpi tif or jpg) will be required when and if the article is accepted for publication.

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.

The *American Archivist* will not consider a manuscript that is being reviewed by another journal at the same time, nor will it normally consider an article that has been published previously in a similar form. A separate reprinting policy has been prepared, but normally reprinting will be initiated by the editor.

The author is responsible for understanding and following the principles that govern the "fair use" of quotations and illustrations and for obtaining written permission to publish, where necessary. Accuracy in footnote citations

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Review and Production Procedures

Manuscripts are sent out (without the author's name) for peer review by two readers who evaluate them and recommend acceptance, rejection, or revision. Author notification of a final decision normally takes a minimum of three to four months. Acceptance for publication is usually on the condition that specified revisions be made. Authors are given the opportunity to approve editorial changes and to review page proofs for correction of printer's errors. The minimum editorial and production cycle—which includes receipt of a manuscript, review, acceptance, revision, page makeup, printing, and distribution—is approximately twelve months; various factors can affect that time period.

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

Address additional inquiries about the *American Archivist* to Teresa Brinati, Director of Publishing, Society of American Archivists, 17 North State Street, Suite 1425, Chicago, IL 60602-3315. Telephone: (312) 606-0722. Toll-free: (866) 722-7858. Fax (312) 606-0728. E-mail: tbrinati@archivists.org.



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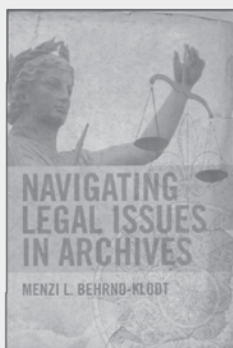
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Menzi Behrnd-Klodt

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Managing Congressional Collections

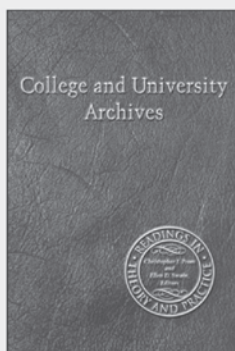
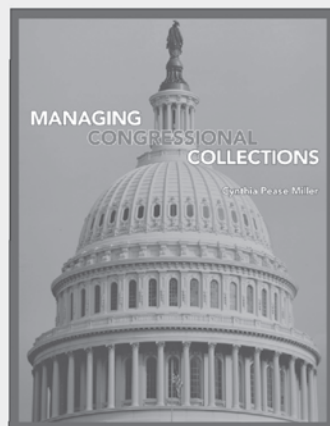
Cynthia Pease Miller

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College and University Archives: Readings in Theory and Practice

Edited by Christopher Prom and Ellen Swain

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Jeannette A. Bastian and Donna Webber

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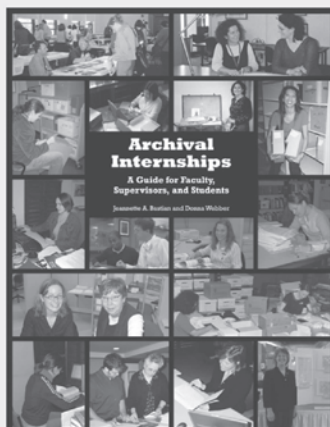
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eISSN: 1533-8576

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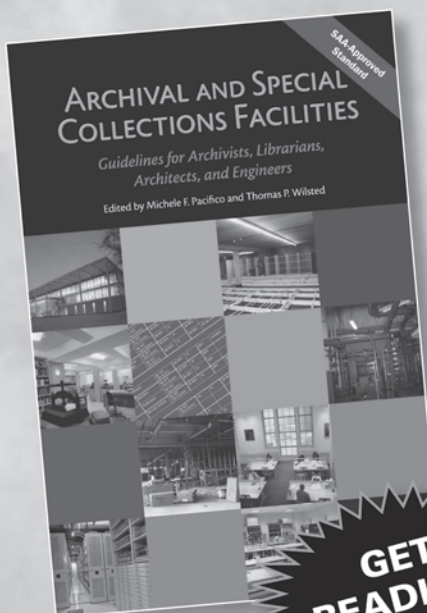
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Edited by Michele F. Pacifico
and Thomas P. Wilsted

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Society of American Archivists (2009)

204 pp., Soft cover

Product Code: BOOKSAA-0538

SAA Member price \$25 (List \$35)

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READING!**

Archives Power: Memory, Accountability, and Social Justice

Randall C. Jimerson

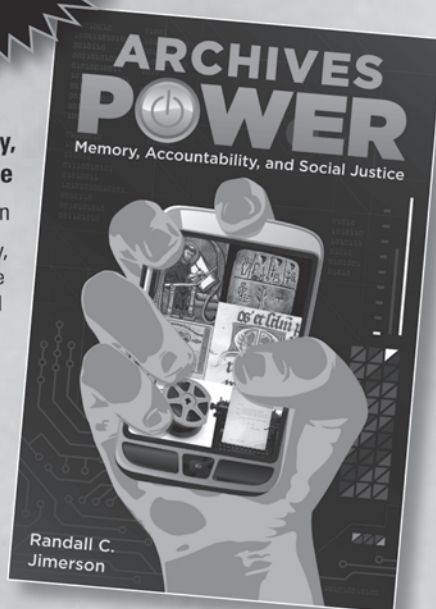
Grounded in historical and social theory, this analysis of the power of archives and the role of archivists in society calls for renewed emphasis on remembrance, evidence, and documentation as a means of securing open government, accountability, diversity, and social justice, within an archival ethics of professional and societal responsibility.

Society of American Archivists (2009)

466 pp., Soft cover

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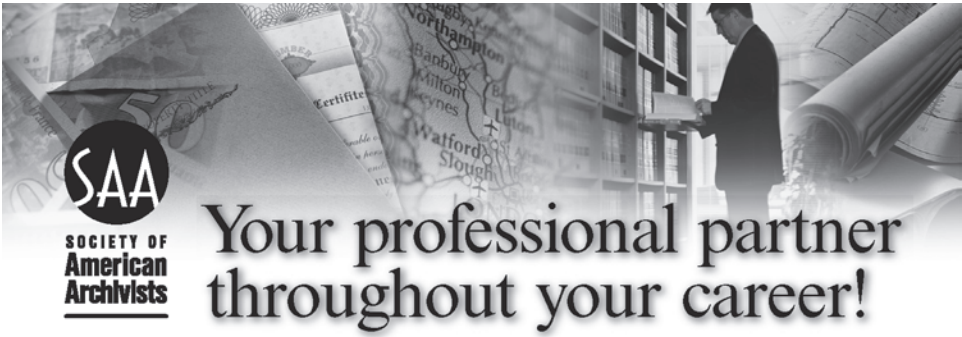
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