

**Society of American Archivists  
Council Meeting  
August 22, 2011  
Chicago, Illinois**

**Staff Report: SAA Website Development  
(Prepared by Brian Doyle)**

**BACKGROUND**

SAA launched a new content management system (i.e., Drupal) in April 2010. This project has been several years in the making, having first been contemplated during the migration to SAA's association management system (AMS) in 2006. In May 2010, staff compiled a list of desired development projects with input from various groups (e.g., the Standards Committee, the 75th Anniversary Task Force, etc.). These "Phase 2" projects included:

- SAA Standards Portal
- 75th Anniversary "Timeline" application
- Directory of Archival Education "Comparison Matrix"
- Consultants Directory
- "History of SAA Leadership" pages
- More effective management of our directories of Associated/Allied Organizations
- More effective management of Component Group meetings, presentations, and reports
- Content feeds on Component Group home pages (*à la* the SAA home page)
- Global content feed to aggregate news items from across the organization
- Corrections to site search, *Glossary of Archival and Records Terminology*, and other miscellaneous fixes

**STATUS UPDATE**

Work on the Phase 2 features commenced in September 2010, with some portions (e.g., the 75th Anniversary Timeline, the History of SAA Leadership) being launched in December 2010. The remaining features were deployed in May 2011. With application development now complete, staff efforts in the coming months will be devoted to completing the migration of content into Drupal and instructing component group leaders on how to use new tools for group sites. A comprehensive Drupal manual, detailing procedures for administration of component group "microsites," is being finalized and will be available for dissemination at *ARCHIVES 360*<sup>o</sup>.

Ongoing tasks include, but are not limited to, the following:

- Work with the Standards Committee to finalize the content taxonomy for the Standards Portal and identify next steps for enhancing this resource.

- Draft and submit a final report on the Standards Portal to the Delmas Foundation.
- Develop a pricing model for the Consultants Directory, with marketing and launch to follow.
- Review data-entry work performed by volunteers from SAA's Issues & Advocacy Roundtable to update the Directory of Archival Organizations and develop a strategy for ongoing maintenance.
- Deploy new website design and global site search utility on related SAA servers:
  - Pages published by member database (a.k.a. AMS) to <http://saa.archivists.org>.
  - Remaining pages on old website at <http://www.archivists.org>.
- Work with group leaders to migrate *all* content remaining on old website by August 2012.
- Decommission old website.

## **COMMUNICATIONS TECHNOLOGY WORKING GROUP (CTWG)**

In accordance with the Council's FY2010-FY2014 Strategic Priority Outcomes and Activities (see Agenda Item IV.B.), SAA's Communications Technology Working Group is convening a Social Media Forum in conjunction with *ARCHIVES 360°* to solicit broad input on what technology resources, capabilities, and uses individual members and groups want from SAA. Comments also are being solicited electronically via the CTWG website.<sup>1</sup>

Information gathered will be used to: 1) analyze functional gaps between SAA's officially sponsored communications technology and constituent needs and/or user practices; 2) identify priority areas; and 3) submit recommendations to the Council, including technologies to be acquired and/or deployed, timetables and fiscal analyses, and protocols for use. CTWG's report will be available for consideration at the Council's January 2012 meeting.

## **FISCAL NOTE**

Since April 2009, SAA has invested \$140,000 in application development and \$20,000 in hosting and ongoing application support. Development expenses have been capitalized over five years. Development of the Standards Portal was offset, in part, by a \$4,000 grant from the Gladys Krieble Delmas Foundation.

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<sup>1</sup> <http://www2.archivists.org/ctwg>.