

**Society of American Archivists
Council Meeting
August 12 – 13, 2013
New Orleans, Louisiana**

**Standards Committee:
Standards-Related External Representative Positions
(Prepared by Co-chairs Cory Nimer and Lisa Miller)**

BACKGROUND

At its May 2013 meeting (0513-IV-D-ExternalReps) the SAA Council discussed the value and appropriateness of the Society's various external representative positions. Resulting from that Council meeting was a charge to the Standards Committee to conduct a review of each of the six external representative positions reporting to it and to make recommendations to the Council regarding continuing or discontinuing those positions. Those recommendations follow.

Association of Information and Image Management (AIIM)

Specific points noted by the Council (in 0513-IV-D-ExternalReps) for this representative position:

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• Edward Ryan is current representative, no end date of appointment.• No SAA charge exists, so no term length is specified.• No 2012 annual report submitted.	Standards Committee to assess the value of this representation. A charge must be drafted and a 2013 annual report submitted in order for the representation to continue past 2013-2014.

Our review process involved exploring the AIIM website, contacting the current representative, and soliciting thoughts and feedback from Standards Committee members.

AIIM appears to be reducing its focus on standards work. At AIIM's most recent annual meeting no standards meetings were scheduled. Indeed, many of the board's 18 specialized standards committees have been fairly inactive, with few meetings or documents for comment in recent years. Furthermore, the overarching AIIM Standards Board is a small body that lacks a formal liaison structure to facilitate official involvement by SAA. More generally, the overall organization appears to be trending in a more commercial direction.

Because AIIM and NISO are both accredited by ANSI, SAA’s representative to NISO (assuming Council approves the continuation of the position of external representative to NISO) can weigh in on any standards produced by AIIM that are routed through NISO.

RECOMMENDATION 1

THAT SAA’s external representation to the Association of Information and Image Management be discontinued.

Support Statement: There appears to be a decline of active standards work by AIIM. AIIM also lacks a formal liaison structure to officially support SAA involvement and participation. Instead of having a representative to AIIM, SAA’s representative to NISO can weigh in on any standards produced by AIIM that are routed through NISO.

Relation to Strategic Plan Goals: By eliminating this representation, SAA will lessen the circle of partnerships in which it strives to participate actively (per Strategy 3.3.).

Fiscal Impact: None.

International Council on Archives Experts Group on Archival Description (ICA-EGAD) [formerly International Council on Archives Committee on Best Practices and Standards]

Specific points noted by the Council (in 0513-IV-D-ExternalReps) for this representative position:

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none"> • Daniel Pitti is current representative (from ICA to SAA, not appointed by SAA) through 9/1/2016. • No SAA charge exists, so no term length is specified. • 2012 annual report submitted by current representative. 	<p>A charge is needed for this representation.</p>

Our review process involved exploring the ICA website, incorporating the thoughts of the current representative, and soliciting thoughts and feedback from Standards Committee members. The resulting draft charge is provided as a Recommendation below.

We also recommend that this position be added to the list of appointments that SAA members may volunteer for during the annual appointment cycle.¹ This would be one of several sources of potential appointees, along with recommendations of the current representative, the Standards Committee, and others.

¹ Staff note: Given that this position is appointed by ICA rather than SAA, this recommendation has not been included in Recommendation 2.

It should be noted that ICA appoints the members of EGAD.² SAA may request ICA to appoint its representative to EGAD, but short of this there is no formal liaison structure through which SAA can consistently have an official voice. SAA may wish to consider formalizing a relationship via a memorandum of understanding with ICA-EGAD. This would place the relationship on a more solid foundation and establish specifics for the degree of involvement between the two organizations. Such a memorandum might address the SC-EGAD representation, but also other areas where close ICA and SAA cooperation would be of benefit to both organizations and the archival community.

RECOMMENDATION 2

THAT the following description for SAA's external representative to the International Council on Archives Experts Group on Archival Description (ICA-EGAD) be adopted.

Representative to International Council on Archives Experts Group on Archival Description

Group Web Page: <http://www.ica.org/13799/the-experts-group-on-archival-description/about-the-egad.html>

I. Purpose

Within the International Council on Archives (ICA), the Experts Group on Archival Description (EGAD) serves as the professional home for the maintenance and development of description standards. It encourages and facilitates the development and implementation of standards, manages the process by which standards are formally adopted by ICA, supports communication and exchange of information about the standards and related implementation and training, and provides liaison with other archival bodies in the international community and with bodies representing allied professional communities. The archival standards work of SAA is increasingly international in scope, as evidenced by the number of technical subcommittees of the Standards Committee that include international members. Many of the SAA standards are developed in reference to the ICA standards. ICA and many SAA standards have been widely adopted throughout the world, and serve to promote international cooperation and collaboration in the archival community. It is thus essential for SAA to participate in, closely monitor, and seek paths to embrace international archival activities relating to standards.

II. Number and Length of Appointments

A single representative is appointed for a four-year term and may serve successive terms.

The representative should have strong knowledge of and experience using national and international descriptive standards. Knowledge of one or more foreign languages is not required but can be helpful.

III. Duties

² Staff note: The ICA group has also designated an individual to be its representative to SAA, who is included as an *ex officio* member of the Standards Committee (Claire Sibille-de Grimouard), per the Standards Committee's charge (http://saa.archivists.org/4DCGI/committees/SAAC-STANDARD.html?Action=Show_Comm_Detail&CommCode=SAA**C-STANDARD&).

- A. Circulate drafts of proposed international standards and related materials to the Standards Committee, relevant component groups of SAA, and SAA members with relevant expertise; gather and compile comments from membership. Facilitate proposals from SAA for standards development or endorsement by ICA.
- B. Communicate plans and developments in international standards work to the Standards Committee and relevant SAA component groups, thus helping to ensure that SAA's standards activities are informed by international developments.
- C. Represent SAA and American archival interests in international discussions and review of existing and proposed archival standards, and in discussions relating to development and composition of standards working groups.
- D. Collaborate with the ICA representative to SAA's Standards Committee.
- E. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each ICA-EGAD meeting, prepares an annual report for inclusion in the Standards Committee's annual report to the Council in accordance with established procedures, and reports to the Council when needed on other occasions.

The representative has no reporting requirement to ICA-EGAD.

V. Meetings

ICA holds an annual meeting in various international locations. Other meetings of the ICA-EGAD and its working groups are held as needed; the ICA representative, substitute, or other SAA members may be involved on one or more of the ICA-EGAD working groups. (*Note: SAA does not fund attendance at ICA-EGAD meetings.*)

VI. Related SAA Bodies

- A. Standards Committee
- B. TS-DACS
- C. SAA Sections and roundtables as appropriate.

VI. Group Contact Information

International Council on Archives - Conseil international des Archives
60, rue des Francs-Bourgeois
75003 Paris, France
Phone: + 33 (0)1 40 27 63 06
Fax: + 33 (0)1 42 72 20 65
ica@ica.org

VII. Review Date

This charge should be reviewed five years after its date of approval.

Support Statement: SAA's relationship with ICA-EGAD was formed some time ago and should be continued because the archival standards work of SAA is increasingly international in scope and many SAA standards are developed in reference to ICA standards. ICA and many

SAA standards have been widely adopted throughout the world, and serve to promote international cooperation and collaboration in the archival community. It is thus essential for SAA to participate in, closely monitor, and seek paths to embrace international archival activities relating to standards.

Relation to Strategic Goals: This position contributes to Goal 3 (Advancing the Field) by allowing SAA to play a part in development of descriptive standards. It also helps ensure that SAA participates actively in relevant partnerships (Strategy 3.3.).

Fiscal Impact: None, unless the SAA Council were to specifically authorize payment of any travel costs incurred by the representative to attend ICA meetings.

ARMA International Standards Development Committee

Specific points noted by the Council (in 0513-IV-D-ExternalReps) for this representative position:

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none"> • No current representative. • No SAA charge exists, so no term length is specified. • No 2012 annual report submitted. 	<p>There appears to be no information about this ARMA committee on the ARMA International website. Standards Committee should find out if ARMA still has such a committee and, if so, decide whether or not this representation continues to be worthwhile.</p>

It should be noted that a Memorandum of Understanding for Standards Development was signed by SAA and ARMA in 2008, but it appears that the activities it specified were not implemented.

The MOU, which was three years in the making, was signed by both parties in 2008 (per the Standards Committee annual report, 2007-08). A draft was included as a discussion item for the Council meeting on February 7-10, 2008 (source: <http://www.archivists.org/saagroups/standards/docs/0208-armamou-iva-1.pdf>). The Council meeting minutes state, “Greene reviewed with Council members the text of a ‘Memorandum of Understanding for Standards Development’ between SAA and ARMA International. The two associations will form a leadership oversight committee to ensure that the work conducted under the agreement is well coordinated.”

The draft charge is provided in the Recommendation section. In addition to continuing this representation, we recommend that this position be added to the list of appointments that SAA members may volunteer for during the annual appointment cycle. This would be one of several sources of potential appointees, along with recommendations of the current representative, the Standards Committee, the Records Management Roundtable, and others.

Our review process involved exploring the ARMA International website, contacting ARMA International, and soliciting thoughts and feedback from Standards Committee members.

Nancy Barnes, standards consultant for ARMA International, reports that the ARMA International Standards Development Program was reorganized and the Standards Development Committee became defunct in 2009. The Standards Development Program is now overseen by ARMA International Publications.

Within ARMA International, the RIM Review Group is the standards unit specifically structured to include external reviewers such as SAA's representative. It assists with the solicitation of responses to various proposed standards and initiatives where a records and information management perspective is relevant and provides peer reviewers for the ARMA International Standards Development Program.

In terms of the MOU, it appears from our limited exchange with Barnes that ARMA International may not be aware of this MOU, and we did not think it appropriate to specifically discuss it with her at this stage.

The MOU suggests a high level and value of commitment by both parties, yet it seems to have failed in some way. It took three years to develop and then was apparently lost in the shuffle. We could attempt to resurrect it, but whatever inherent problems prevented its implementation may still exist. The MOU called for the creation of a new unit, the Leadership Oversight Committee. It could be that creating a new unit was beyond the capacity of both parties. Leveraging existing units and positions, as we propose with the external representative to the RIM Review Group, might be a more efficacious route to a successful and productive relationship.

Salient points from the draft MOU concerning the value of the relationship, the structure of the relationship, and the termination process are quoted below.

“ARMA International and SAA believe that it is in the best interest of their respective organizations and their respective members to jointly develop and maintain new standards, technical reports, or guidelines in areas of mutual interest (collectively, the “Standards”), which may include national standards (through the American National Standards Institute, or “ANSI”) and international standards (through the International Organization for Standardization, or “ISO”) (collectively, the “Joint Project”).” [page 1]

“The parties agree to form a leadership oversight committee (“Leadership Oversight Committee”) consisting of the currently serving staff directors and volunteer standards development program leaders of SAA and ARMA International.... The Leadership Oversight Committee will meet as needed via teleconference and shall select a project leader (the “Project Leader”) for the management of the group formed to conduct the Joint Project (the “Joint Project Task Group”).” [pages 1-2]

“The parties agree to establish a formal communication system to facilitate joint communications among participants and joint action when necessary, as well as provide a collaborative work space for the Joint Project Task Group members....meeting costs are to be shared equally by the

parties. All other costs that are incurred by a party with respect to the Joint Project shall be borne by such party.” [page 2]

“This Agreement may be terminated by either party, for any reason, by providing 60 days’ prior written notice to the other party.” [page 4]

RECOMMENDATION 3

THAT the following description for SAA’s external representative to the ARMA International RIM Review Group be adopted, and

THAT the position of external representative to the ARMA International RIM Review Group be added to the Call for Volunteers in those years in which the position is available for appointment.

Representative to ARMA International RIM Review Group

Group Web Page: <http://www.arma.org/r2/standards-amp-best-practices/project-rim-review>

I. Purpose

The Records and Information Management (RIM) Review Group is the body of external reviewers that supports the Standards Development Program of ARMA International. It assists with the solicitation of responses to various proposed standards and initiatives from a variety of organizations where a RIM perspective is relevant. In addition, members of this group serve as peer reviewers for various documents created under the auspices of ARMA International. The RIM Review Group members are called upon for comments based on their respective areas of expertise. It is important for the views of archivists to be represented in standards related to records management.

II. Number and Length of Appointments

A single representative to the RIM Review Group is appointed for a two-year term and may serve successive terms.

The representative should have expertise in records and information management, including non-paper records.

III. Duties

- A. Solicit and consolidate responses from the archival profession to proposed records management standards and related documents developed by ARMA International.
- B. Provide information to the RIM Review Group on the effect of proposed records management standards on archival work and the archival profession.
- C. Serve as a peer reviewer for various documents created by ARMA International.
- D. Bring ideas for new standards or best practices involving records management from SAA component groups to ARMA International.
- E. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each RIM Review Group meeting, prepares an annual report for inclusion in the Standards Committee's annual report to Council in accordance with established procedures, and reports to Council when needed on other occasions.

The representative has no reporting requirements to the RIM Review Group.

V. Meetings

The RIM Review Group does not meet as a body, and there are no official standards-related meetings of any standards-related project teams at ARMA International's annual meeting. (*Note: SAA does not fund attendance at ARMA meetings.*)

VI. Related SAA Bodies

- A. Standards Committee
- B. Electronic Records Section
- C. College and University Archives Section
- D. Government Records Section
- E. Records Management Roundtable
- F. Local Government Records Roundtable

VI. Group Contact Information

ARMA International
11880 College Blvd., Suite 450
Overland Park, KS 66210, USA
+1 913.341.3808
800.422.2762
Fax 913.341.3742
headquarters@armaintl.org

VII. Review Date

This charge should be reviewed five years after its date of approval.

Support Statement: Records and information management share many areas in common with the archival profession; recordkeeping can be seen as the foundation of archives. As indicated by the existence of an MOU between SAA and ARMA International, it is important that the views of archivists are included in the standards developed by this national information management organization. The RIM Review Group is the unit within ARMA International to which the external representative can formally liaise on standards development issues.

Relation to Strategic Goals: This position contributes to Goal 3 (Advancing the Field). It allows SAA to play a part in development of records and information management standards (Strategy 3.1.). It also helps ensure that SAA participates actively in relevant partnerships (Strategy 3.3.).

Fiscal Impact: None.

American Library Association’s Committee on Cataloging: Description and Access (CC:DA)

Specific points noted by the Council (in 0513-IV-D-ExternalReps) for this representative position:

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• Cory Nimer is current representative, through 8/16/2014.• Existing SAA charge (2/1991) specifies 2-year term for representative.• 2012 annual report submitted by current representative.	None.

Our review process involved exploring the CC:DA website, incorporating the thoughts of the current representative, and soliciting thoughts and feedback from Standards Committee members. The resulting draft charge is provided in the Recommendation below (with a tracked version provided as Attachment A).

We also recommend that this position be added to the list of appointments that SAA members may volunteer for during the annual appointment cycle. This would be one of several sources of potential appointees, along with recommendations of the current representative, the Standards Committee, and others.

RECOMMENDATION 4

THAT the following revised description for SAA’s external representative to the American Library Association’s Committee on Cataloging: Description and Access (CC:DA) be adopted, and

THAT the position of external representative to CC:DA be added to the Call for Volunteers in those years in which the position is available for appointment.

Representative to American Library Association’s Committee on Cataloging: Description and Access (CC:DA)

Group Web Page: <http://alcts.ala.org/ccdablog/>

I. Purpose

The Committee on Cataloging: Description and Access (CC:DA) is the body within the American Library Association (ALA) responsible for developing official ALA positions on additions to and revisions to *RDA: Resource Description and Access*. The standards embodied in *RDA* are used in catalog records found in national databases and in local catalogs. It is important for the views of archivists to be

represented in deliberations about standards for description and access promulgated in the library world. This is a non-voting liaison.

II. Number and Length of Appointments

A single representative to CC:DA is appointed for a two-year term and may serve successive terms. The appointee may simultaneously serve as SAA's representative to the MARC Advisory Committee, both to facilitate attendance at both meetings and to represent consistently SAA's interests in these closely related areas.

The representative should have expertise in description and access, and experience as a cataloger of archival collections and manuscript material, including non-paper formats.

III. Duties

- A. Solicit and consolidate responses from the archival profession to suggested RDA rule changes.
- B. Provide information to the Committee on the impact of suggested RDA rule changes on the archival profession.
- C. Initiate recommendations for changes suggested by the archival profession.
- D. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each CC:DA meeting, prepares an annual report for inclusion in the Standards Committee's annual report to Council in accordance with established procedures, and reports to Council when needed on other occasions.

The representative has no reporting requirements to CC:DA.

V. Meetings

The Committee meets twice a year during the ALA's annual meeting in June and at the ALA's January midwinter meeting. (*Note: SAA does not fund attendance at ALA meetings.*)

VI. Related SAA Bodies

- A. Standards Committee
- B. Description Section
- C. Electronic Records Section
- D. Roundtables as appropriate

VI. Group Contact Information

ALCTS Executive Director
American Library Association
50 East Huron Street
Chicago, Illinois 60611-2795
Phone: 1-800-545-2433 x5030

VII. Review Date

This charge should be reviewed five years after its date of approval.

Support Statement: It is important for the views of archivists to be represented in deliberations about standards for description and access promulgated in the library world. The revisions to this charge, which was originally approved by the Council in 1991, are minimal updates that enable the continuation of a relationship that has existed for some time.

Relation to Strategic Goals: Continuing this position, as revised, contributes to Goal 3 (Advancing the Field). It provides a method for SAA to participate in ongoing development of RDA, the cataloging standard used by many of our members (Strategy 3.1.). It also helps ensure that SAA participates actively in relevant partnerships (Strategy 3.3.).

Fiscal Impact: None.

MARC Advisory Committee (MAC)

Specific points noted by the Council (in 0513-IV-D-ExternalReps) for this representative position:

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• Kris Kiesling is current representative, no end date of appointment.• No SAA charge exists, so no term length is specified.• No 2012 annual report submitted.	Standards Committee to assess the value of this representation. A charge must be drafted and a 2013 annual report submitted in order for the representation to continue past 2013-2014.

Our review process involved exploring the MAC website, contacting the current representative, consulting with the head of the MAC, and soliciting thoughts and feedback from Standards Committee members. The resulting draft charge is provided below.

We recommend that a single representative liaise with CC:DA and the MARC Advisory Committee. These two bodies are related, and the expertise required of the external representative is similar. CC:DA and the MARC Advisory Committee meet on successive days during ALA meetings, so a single representative can attend both meetings. Making a single concurrent appointment would streamline SAA processes. It is worth noting that with the end of MARBI and the reorganization of MAC, there may be potential for SAA's representative to have a greater voice on MAC.

We also recommend that the current CC:DA representative, Cory Nimer, concurrently serve as the MARC Advisory Committee representative from August 2013 to August 2014, when his

term as CC:DA representative will end.³ His 2013-14 annual report would be the next report resulting from this representation. In August 2014 we propose that a new representative be appointed for a full two-year term. While there is another SAA representative to this group on record, she thought that she had completed her term.

Finally, we suggest that this position be added to the list of appointments that SAA members may volunteer for during the annual appointment cycle. This would be one of several sources of potential appointees, along with recommendations of the current representative, the Standards Committee, and others.

RECOMMENDATION 5

THAT the following charge for the external representative to the MARC Advisory Committee (MAC) be adopted, and

THAT a single individual serve as representative to both MAC and the ALA CC:DA when possible, and

THAT the position of external representative to CC:DA and MAC be added to the Call for Volunteers in those years in which the position is available for appointment.

Representative to the MARC Advisory Committee

Group Web Page: <http://www.loc.gov/marc/marbi/advisory.html>

I. Purpose

The MARC Advisory Committee advises the Library of Congress concerning changes to the MARC 21 format. The committee responds to proposals for changes in the format proposed by the community, including national libraries, bibliographic networks, and the ALCTS/LITA Metadata Standards Committee. As seen by the change from *AACR* to *RDA*, it is important that the archival perspective be represented in discussions about descriptive metadata standards that may be used by many archivists.

II. Number and Length of Appointments

A single representative to the MARC Advisory Committee is appointed for a two-year term and may serve successive terms. The appointee may simultaneously serve as SAA's representative to the ALA CC:DA, both to facilitate attendance at both meetings and to represent consistently SAA's interests in these closely related areas.

The representative should have expertise in description and access, and experience as a cataloger of archival collections and manuscript material, including non-paper formats.

III. Duties

³ Staff note: The Council does not make external representative appointments and therefore this recommendation is not included in Recommendation 5. Instead, it has been referred to the SAA Vice President/President-Elect.

- A. Represent archival interests in discussions and review of proposed changes to the MARC format.
- B. Circulate proposed changes to the SAA Standards Committee and relevant component groups of SAA; assist the Standards Committee in gathering and compiling comments from membership; and bring them to the MARC Advisory Committee.
- C. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each MARC Advisory Committee meeting, prepares an annual report for inclusion in the Standards Committee's annual report to Council in accordance with established procedures, and reports to Council when needed on other occasions.

The representative has no reporting requirements to the MARC Advisory Committee.

V. Meetings

The Committee meets twice a year during the ALA's annual meeting in June and at the ALA's January midwinter meeting. (*Note: SAA does not fund attendance at ALA meetings.*)

VI. Related SAA Bodies

- A. Standards Committee
- B. Description Section
- C. Electronic Records Section
- D. Metadata and Digital Object Roundtable

VI. Group Contact Information

ALCTS Executive Director
American Library Association
50 East Huron Street
Chicago, Illinois 60611-2795
Phone: 1-800-545-2433 x5030

VII. Review Date

This charge should be reviewed five years after its date of approval.

Support Statement: It is important that the archival perspective be represented in discussions about descriptive metadata standards that may be used by many archivists. This is a relationship that SAA formed some time ago (although no formal charge has existed), and it can be continued with relative ease if the representation is concurrent with that of CC:DA.

Relation to Strategic Goals: This position contributes to Goal 3 (Advancing the Field). It provides a method for SAA to participate in ongoing development of the MARC format, a foundation standard used by many of our members (Strategy 3.1.) and also helps ensure that SAA participates actively in relevant partnerships (Strategy 3.3.).

Fiscal Impact: None.

National Information Standards Organization (NISO)

Specific points noted by the Council (in 0513-IV-D-ExternalReps) for this representative position:

<i>Background data</i>	<i>Specific points to pass on to Standards Committee</i>
<ul style="list-style-type: none">• Kathleen Dow is current representative, through 9/1/2016.• Existing SAA charge (1/1993) specifies 2-year term for representative, the first year as the alternate representative and the second year as the representative (so only an alternate representative is appointed each year according to charge).• 2012 annual report submitted by current representative.	Consider the appointment cycle in the current charge (i.e., appoint a “junior” representative who becomes the actual representative in the second year of her/his term), which encourages new volunteers for this position and provides informal training to learn the ropes of this complex organization and its dense standards documents.

While the above data lists the end date of Dow’s appointment as 2016, the current charge specifies a two-year term and Dow has asked to step down in 2013. Because she has willingly served multiple terms in a demanding role, we should honor her request.

Our process involved exploring the NISO website, incorporating the thoughts of the current representative, and soliciting thoughts and feedback from Standards Committee members. The resulting draft charge is provided below (with a tracked version provided as Attachment **B**).

Due to its demanding nature, involving many dense and lengthy standards on a variety of aspects of archival work, this position can be difficult to fill. Indeed, SAA has had only one representative in recent years who was asked to serve multiple terms, and we are finding it difficult to identify a replacement. As a result, we propose scaling this position back to a single representative, who could provide informal assistance to get the next representative up to speed.

We also recommend that this position be added to the list of appointments that SAA members may volunteer for during the annual appointment cycle. This would be one of several sources of potential appointees, along with recommendations of the current representative, the Standards Committee, and others.

RECOMMENDATION 6

THAT the following revised charge for SAA’s external representative to the National Information Standards Organization (NISO) be adopted, and

THAT the position of external representative to NISO be added to the Call for Volunteers in those years in which the position is available for appointment.

Representative to National Information Standards Organization

Group Web Page: <http://www.niso.org/home/>

I. Purpose

The National Information Standards Organization (NISO) develops and promotes consensus-approved standards used in library services, publishing, and other information-related industries. NISO standards are American National Standards that address the communication needs of its membership in areas such as information retrieval, preservation of materials, information transfer, forms and records, identification systems, publication formats, and equipment and supplies. NISO standards are developed through voluntary committees where most of the research, discussion, and drafting takes place. Once the standard has been drafted, voting members review and approve or reject it. NISO's membership includes professional associations, libraries, publishers, corporations, and state and federal organizations. Many of the standards developed, approved and promulgated by NISO affect the way in which information about and in archival records is preserved and accessed. It is critical that archivists' views be represented in deliberations that ultimately affect our most basic professional practices. SAA is a voting member of NISO.

II. Number and Length of Appointments

A single representative is appointed for a two-year term and may serve successive terms.

Given the range of standards work performed by NISO, the representative should have broad archival experience.

III. Duties

- A. Circulate proposed standards to the Standards Committee, relevant component groups of SAA, and SAA members with appropriate expertise; assist the Standards Committee in gathering and compiling comments from membership; cast SAA's vote for proposed standard
- B. Inform the SAA membership (through the Standards Committee, articles in *Archival Outlook*, and other means) of draft NISO standards coming up for vote and of the formation of committees or working groups to revise or develop new standards, thus encouraging SAA members to become involved in standards work.
- C. Represent archival interests at NISO annual meetings and in discussions relating to development and composition of committees to work on standards.
- D. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each NISO annual meeting, prepares an annual report for inclusion in the Standards Committee's annual report to Council in accordance with established procedures, and reports to Council when needed on other occasions.

The representative has no reporting requirements to NISO.

V. Meetings

NISO holds a major annual meeting in various locations. Other meetings of working groups and committees are held as needed; the NISO representative, substitute, or other SAA members may be involved on one or more standards development committees. (*Note: SAA does not fund attendance at NISO meetings.*)

VI. Related SAA Bodies

- A. Standards Committee
- B. Preservation Section
- C. Description Section
- D. Electronic Records Section
- E. Visual Materials Section
- F. ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums
- G. Metadata and Digital Object Roundtable

VI. Group Contact Information

National Information Standards Organization
3600 Clipper Mill Road
Suite 302
Baltimore, MD 21211
Phone: 301-654-2512
Fax: 410-685-5278

VII. Review Date

This charge should be reviewed five years after its date of approval.

Support Statement: The revisions to this charge, which was originally approved by the Council in 1993, are relatively small updates that enable the continuation of a relationship with NISO that has existed for some time. It is important that SAA's voice is heard along with our peers in NISO; these include ALA, ARMA, NARA, as well as related organizations such as ASIS&T, ARL, AIIM, and OCLC. Standards are increasingly important in our global information age, and having the archivist's vote/voice/viewpoint on the contents of these standards is key to the continuing success and relevance of our profession and the organization that represents us.

Relation to Strategic Goals: Continuing this position, as revised, contributes to Goal 3 (Advancing the Field). It provides SAA with a seat at the table as standards used by many archives are approved (Strategy 3.1.). It also helps ensure that SAA participates actively in relevant partnerships (Strategy 3.3.).

Fiscal Impact: As a voting member of NISO, SAA pays an annual membership fee based on the organization's total gross revenues. That fee in 2013 was \$6,470. This is the sole cost related to this representative. NISO dues are based on the organization's total gross revenues, as follows.

Tracked Version of Revised Charge for ALA CC:DA

Group Web Page: <http://alcts.ala.org/ccdablog/http://www.libraries.psu.edu/tas/jca/ccda/>

I. Purpose

The Committee on Cataloging: Description and Access (CC:DA) is the body within the American Library Association (ALA) responsible for developing official ALA positions on additions to and revisions to *RDA: Resource Description and Access*. ~~The American Library Association (ALA) Committee on Cataloging: Description and Access includes representatives from many different organizations. It reviews possible revisions to *Anglo-American Cataloging Rules (AACR)* and to the *International Standard Bibliographic Description (ISBD)*.~~ The standards embodied in *AACR-RDA* are used in catalog records found in national data bases and in local catalogs. It is important for the views of archivists to be represented in deliberations about standards for description and access promulgated in the library world. This is a non-voting liaison.

II. Number and Length of Appointments

A single representative to CC:DA is appointed for a two-year term and may serve successive terms. Appointment may be made as a concurrent appointment with representative to the MARC Advisory Committee.

The representative should have expertise in description and access, and experience as a cataloger of archival collections and manuscript material, including non-paper formats.

III. Duties

A. Solicit and consolidate responses from the archival profession to suggested *AACR-RDA* rule changes.

B. Provide information to the Committee on the impact of suggested *AACR-RDA* rule changes on the archival profession.

C. Initiate recommendations for changes suggested by the archival profession.

D. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each CC:DA meeting, prepares an annual report for inclusion in the Standards Committee's annual report to Council in accordance with established procedures, and reports to Council when needed on other occasions.

The representative has no reporting requirements to CC:DA.

V. Meetings

The Committee meets twice a year during the ALA's annual meeting in June and at the ALA's January midwinter meeting.

VI. Related SAA Bodies

A. Standards Committee

B. Description Section

C. Electronic Records Section

~~D. SAA Representative to the USMARC Advisory Committee (MARBI)~~

~~E. Roundtables as appropriate~~

VI. Group Contact Information

ALCTS Executive Director
American Library Association
50 East Huron Street
Chicago, Illinois 60611-2795
Phone: 1-800-545-2433 x5030

VII. Review Date

This charge should be reviewed five years after its date of approval.

Tracked Version of Revised Charge for NISO Representative

Group Web Page: <http://www.niso.org/home/>

I. Purpose

The National Information Standards Organization (NISO) develops and promotes consensus-approved standards used in library services, publishing, and other information-related industries. NISO standards are American National Standards that address the communication needs of its membership in areas such as information retrieval, preservation of materials, information transfer, forms and records, identification systems, publication formats, and equipment and supplies. NISO standards are developed through voluntary committees where most of the research, discussion, and drafting takes place. Once the standard has been drafted, voting members review and approve or reject it. NISO's membership includes professional associations, libraries, publishers, corporations, and state and federal organizations. Many of the standards developed, approved and promulgated by NISO affect the way in which information about and in archival records is preserved and accessed. It is critical that archivists' views be represented in deliberations that ultimately affect our most basic professional practices. SAA is a voting member of NISO.

II. Number and Length of Appointments

A single representative is appointed for a two-year term and may serve successive terms.

Given the range of standards work performed by NISO, the representative should have broad archival experience.

~~One representative and one alternate, serving staggering two-year terms; the appointee serves one year as alternate and becomes the representative in the second year. Because of the volume and variety of standards with which NISO deals, it is important for one representative to have expertise in descriptive standards and the other in preservation standards, including imaging technologies.~~

III. Duties

A. Circulate proposed standards to the Standards Committee, relevant component groups of SAA, and SAA members with appropriate expertise; assist the Standards Committee in gathering and compiling comments from membership; cast SAA's vote for proposed standard.

~~B. Coordinate activities with standards coordinator at NARA and with those of other concerned bodies within SAA.~~

BC. Inform the SAA membership (through the Standards Committee, ~~and through~~ articles in *Archival Outlook*, and other means) of draft NISO standards coming up for vote and of the formation of committees or working groups to revise or develop new standards, thus encouraging. ~~Encourage~~ SAA membership to become involved in standards work.

DC. Represent archival interests at NISO annual meetings and in discussions relating to development and composition of committees to work on standards.

D. Serve as an *ex officio* member of SAA's Standards Committee.

IV. Reporting Procedures

The representative reports to the Standards Committee after each NISO annual meeting, prepares an annual report for inclusion in the Standards Committee's annual report to Council in accordance with established procedures, and reports to Council when needed on other occasions.

The representative has no reporting requirements to NISO.

V. Meetings

NISO holds a major annual meeting in various locations. Other meetings of working groups and committees are held as needed; the NISO representative, substitute~~alternate~~, or other SAA members may be involved on one or more standards development committees.

VI. Related SAA Bodies

A. Standards Committee

B. Preservation Section

C. Description Section

D. Electronic Records Section

E. Visual Materials Section

E. ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums~~Archives~~

F. SAA Representative to AHIM Metadata and Digital Object Roundtable

VI. Group Contact Information

National Information Standards Organization

3600 Clipper Mill Road
Suite 302
Baltimore, MD 21211
Phone: 301-654-2512
Fax: 410-685-5278

VII. Review Date

This charge should be reviewed five years after its date of approval.