

Society of American Archivists. Technical Subcommittee on Descriptive Standards. Minutes of Annual Meeting, August 20, 2003, Century Plaza Hotel and Spa, Los Angeles, California

Attendees: Susie Bock (member, University of Southern Maine), Jackie Dooley (University of California, Irvine), Chatham Ewing (Washington University, St. Louis), Michael Fox (Minnesota Historical Society), Jerry Fry (BAE Systems), Todd Gilliom (National Park Service), Susan Hamburger (Penn State University), Stephen Mielke (member, University of Texas, Austin), Dennis Meissner (chair, Minnesota Historical Society), Chris Prom (member, University of Illinois, Urbana-Champaign), Adrian Turner (member, California Digital Library), Ann Van Camp (RLG), Diane Vogt-O'Connor (chair, SAA Standards Committee, NARA), Susan Westberg (OCLC), Brad Westbrook (member, University of California, San Diego).

The meeting was called to order shortly after 1:00 PM by Chair Dennis Meissner, who began by introducing the meeting attendees.

Membership. Among those introduced was incoming TSDS member who officially begins his service following this meeting: Adrian Turner (California Digital Library). Adrian will serve on the 2003-2006 three-year cycle, and is eligible for reappointment to one additional term in 2006.

TSDS Annual Report. Dennis summarized the work of TSDS since the 2002 annual meeting, notably its formal endorsement of three session proposals for the 2003 SAA conference, and its review of the draft second edition of the *International Standard Archival Authority Record for Corporate Bodies, Persons, and Families*.

ALA CC:DA Report. Susan Hamburger presented a very detailed summary of the actions taken by CC:DA at its January and June 2003 meetings. Among the most significant discussions were those relating to the work of the Joint Steering Committee for Revision of the Anglo-American Cataloging Rules, including the revision of the rules for describing electronic resources and proposals to enhance the consistency of rules for describing material in all formats. Also significant were plans for future work on Chapter 21: Choice of Access Points. The full report is posted on the TSDS web page.

SAA Description Section. Chris Prom reported that the SAA Program Committee had accepted five sessions endorsed by the section for the 2003 meeting program. He also called attention to the candidates for the vice-chair/chair-elect election, and described the 2003 Finding Aids Fair, which will focus on repository-level collection guides and how they are applying current descriptive standards.

OAC BPGs. Brad Westbrook reported briefly on the best practice guidelines developed for use by contributing members of the Online Archive of California. He pointed to their guidelines for EAD encoding and UC-San Diego's work with the Archival Resources Key (ARK), a persistent public identifier scheme.

MARBI. Liaison Michael Fox reported on relevant actions by the Machine-Readable Bibliographic Information (MARBI) Committee since our last meeting. He noted two important movements or themes dominating the committee's work. The first is what he termed the FRBR-ization (from Functional Requirements for Bibliographic Records) of AACR2, leading to a hierarchical breakdown of the forms of expression. The second is the XML-ization of MARC which, through the use of stylesheets, will permit the re-purposing of MARC record content into many different structures for interchanging data.

ICA/CDS. Liaison Michael Fox reported mostly on the immediate fate of ISAAR(CPF) and the hope that it will be adopted at the upcoming ICA Congress.

CCAD. Mario Robert, chair of the Canadian Committee on Archival Description, had previously submitted a written report on that group's activities since the 2002 SAA meeting. He called attention to new and revised chapters of the *Rules for Archival Description* (RAD): Chapter 9 (Records in Electronic Form), Chapter 11 (Objects), and a new chapter on philatelic records. He also noted that, with the recent addition of Part II, all of RAD is now available online, and will soon be joined by English and French versions of an index prepared by the National Archives. The full report is available on the TSDS web page.

RLG. Ann Van Camp reported that RLG has been using the FRBR model to prepare an XML-based MARC-Lite catalog for use by undergraduates (Red Light Green). She also reported briefly on the status of the Archival Resources and Cultural Materials programs; informed the group that RLIN ILL is going away, to be replaced with a peer-to-peer model; and noted that the user community response to the *RLG Best Practice Guidelines for EAD* has overall been very positive.

OCLC. Susan Westbers reported on initiatives underway at OCLC, one of which, the PREMIS Working Group, involves a collaborative effort with RLG to develop recommendations and best practices for implementing digital preservation systems. She also described CONTENTdm, a new software suite designed to help archivists and librarians develop online digital collections, and an early project by the Appalachian Colleges Association who are digitizing a collection of images documenting Appalachian culture. Susan also noted their work with the Digital Library Federation Digital Registry Working Group, and the continued enhancement of CONNEXION, their web-based cataloging client. The full report is available on the TSDS web page.

Standards Manual. A discussion on the future of the SAA Standards Manual followed. The sense of the discussion was that the Standards Committee should definitely seek SAA material support for the project, rather than appealing first to any other entity. Diane sees the manual's content developing over the next two years before it is really complete. TSDS should recruit a liaison for each relevant chapter, should recruit and accept authors for those areas, should vet content for those chapters, and should review the resulting text and pass it along to the Standards Committee for inclusion.

Remaining questions: What to use as a backside content generating engine? What should be the structure of the review cycle?—Continuous?

EADWG. Kris Kiesling reported that the DTD for EAD2002 was published last fall, but that the anticipated conversion script from Daniel Pitti for transforming existing EAD instances into EAD 2002 compliance has not yet been delivered. She noted that the working group will be meeting Sunday morning, 9:00-noon, with its principal business being the revision of the Application Guidelines.

CUSTARD. Kris reported on the status of work within the task force. She stated the members' intention to separate the rules for description from the four hierarchical levels, and to thereby make the rules output-neutral. The group discussed the revised Statement of Principles, and it was stressed that any comments should be sent to Kris within the next two weeks. In discussing the question of a maintenance strategy for the U.S. standard, Kris it was emphasized that it needed to be self-maintaining in terms of financial resources. TSDS will need to keep on top of this maintenance issue as the standard moves along toward acceptance.

Following the CUSTARD discussion the TSDS meeting was adjourned.

Dennis Meissner
Chair, TSDS