

**Technical Subcommittee on Descriptive Standards
SAA Annual Meeting, Boston Park Plaza Hotel, Boston, MA
1:00 – 3:00 p.m. Wednesday, August 4, 2004
Room: Announced at Conference Site**

Agenda:

Welcome and Introductions

Elaine Engst, SAA Council Liaison to Standards Committee
Diane Vogt-O'Connor, Standards Committee Chair
TSDS Chairs and Roster
Review of Last Year's Minutes

Reports and Discussion

Project Reports:

Developing Archival Use and User Metrics (Beth Yakel)
DA: CS (Kris Kiesling / Michael Fox)
Archivists' Toolkit (Kelcy Shepherd)

Standing Reports:

Standards Committee (Diane Vogt-O'Connor)
ICA / CDS (Michael Fox)
MARBI (Michael Fox)
CC: DA (Susan Hamburger)
CCAD (Mario Robert, submitted)
EAD Working Group (Kris Kiesling / Michael Fox)
SAA Description Section (Chris Prom)
RLG Liaison (Merrilee Proffitt)
OCLC Liaison (Susan Westberg)

TSDS Business:

TSDS annual report
Sub-committee membership
Standards for Archival Work: TSDS contribution (Diane Vogt-O'Connor)
2005 Program Ideas
Other Business