

**Society of American Archivists  
Council Meeting  
January 23 – 26, 2013  
Chicago, Illinois**

**2011–2012 External Representatives’ Annual Reports  
(Compiled)  
(Compiled by René Mueller, SAA Program Coordinator)**

**Academy of Certified Archivists (ACA)**

Terry Baxter appointed in August 2012; no 2011-2012 report submitted.

**ALA ACRL/RBMS Task Force on Metrics and Assessment**

New representative position added in April 2012. Chatham Ewing was appointed at the end of August and resigned in November. His report is included in the Standards Committee annual report (Appendix I of Agenda Item V.J.).

**ALA Committee on Cataloging: Description and Access**

Cory Nimer was appointed in September 2012 as SAA’s representative to ALA’s CC:DA, which reports to the Standards Committee. See Nimer’s report below.

**The Society of American Archivists and Its Participation with the Committee on Cataloging: Description and Access (CC:DA)**

**Cory Nimer, Liaison  
Brigham Young University  
December 12, 2012**

CC:DA is an inter-divisional committee of the American Library Association (ALA) charged with monitoring descriptive cataloging practice, and to make recommendations for changes to existing rules for description, authority control, and subject access formation. To accomplish this charge, the committee provides instructions to the ALA representative to the Joint Steering Committee for the Development of *Resource Description and Access* (RDA). Due to the nature of the committee the Society of American Archivists does not have full membership, but instead is able to appoint a non-voting liaison to serve with the committee. According to CC:DA documentation, the liaisons have responsibility to:

Liaisons are appointed to serve as a communication link between various cataloging communities or organizations and CC:DA. Liaisons are alert for issues relevant to those communities as they follow the CC:DA program of work and receive announcements of incoming documents. Liaisons report on CC:DA activities to their communities and consult those communities about relevant issues. They contribute the information and views from those communities to the CC:DA discussions. Liaisons work with catalogers within their communities to develop any rule revision proposals that might be suggested. Liaisons participate in Task Forces that are relevant to their interests or the concerns of their communities.

Over the past few years, SAA has not had a functioning liaison appointed. It was not until early September of this year that I was appointed to the position.

During the last few months, the committee has reviewed a large number of proposals for changes to RDA. While some of these proposals have been in areas not directly related to the work of archival repositories, it has included requests for changes to the rules for formulating corporate body name and changes to the requirements for describing corporate body entities, portions of the rules that often directly affect archival cataloging.

I believe that it is important that SAA continue to maintain a presence on this committee in order to allow input from the archival community on potential rule changes. As listed above, having a liaison also provides a means for advancing proposals for rule changes ourselves, if it should become necessary. The liaison provides a critical link between the archival community and the cataloging world.

### **ARMA International Standards Development Committee**

No designated representative; reports to the Standards Committee; no report submitted.

### **Association for Information and Image Management (AIIM)**

Ted Ryan was designated representative. SAA's representative reports to the Standards Committee; no report submitted.

### **Association of Canadian Archivists (ACA)**

No designated representative; no report submitted.

### **Heritage Emergency National Task Force**

Thomas Connors was designated representative; no report submitted.

## **International Council on Archives Committee on Best Practices and Standards**

Michael Fox's role as SAA's representative *to* ICA/CBPS ended in September; Daniel Pitti's 4-year term as SAA's representative *to* ICA/CBPS began. SAA's relationship with CBPS takes the form of reciprocal representation. The representative *from* ICA/CBPS is Claire Sibille-de Grimouard. Her report included in Standards Committee annual report, Appendix F of Agenda Item V.J. See below for Pitti's report.

### **International Council on Archives (ICA) Committee on Best Practices and Standards (CBPS) – Society of American Archivists (SAA) Standards Committee (SC): Reciprocal Representatives**

When EAD was being developed in the mid-1990s, few American archivists were aware of International Standard Archival Description – General (ISAD(G)). Nevertheless, ISAD(G) was discussed in the early development process, in particular because it clearly described archival description deductively and helped to guide and clarify the emerging EAD that was based on inductive methods. EAD began to be seen as an important, and eventually the most important, communication standard for ISAD(G) based description. While EAD version one, released in 1998, was only loosely based on ISAD(G), the 2002 version introduced revisions to make the two more closely related, more reflective of one another. This closer alliance between the SAA and ICA standards reflected a growing North American interest in and acceptance of the ICA standards, growing international interest in EAD, and the fact that there was an intentional overlapping participation in both organizations standards development activities. This overlapping participation was intended to provide mutual benefits to both standards, one learning from the other, and to facilitate the complementarity of the two standards.

While EAD transformed itself from an initially American standard into an international standard, the team responsible for the development of EAC was international from the beginning and was informally connected to the complementary ICA standard (International Standard Archival Authorities – Corporate Bodies, Persons, and Families (ISAAR (CPF)). Two of the participants in the development of EAC were also participating in the revision of ISAAR, and there was explicit agreement that the two processes would be mutually informing. When EAC-CPF was released in 2010, the EACWG (now TS-EAC) consciously appended “CPF” to “EAC” to reflect the close relation between the two standards.

We have arrived at a point where the standards activities of SAA and ICA have become intertwined, and to the benefit of both organizations as well as the international archival community. Many EAD and EAC-CPF users look to ICA standards for its intellectual framework and to EAD and EAC-CPF as the means to apply and communicate the description based on the ICA standards. ICA is helping to fund the development of AtOM, an open source archival description platform that is compliant with the ICA standards and can export description in EAD and EAC-CPF.

Given the substantial interrelation of the ICA and SAA standards, it is important that ICA CBPS be formally represented on the SAA SC, and that the SAA SC be formally represented on the ICA CBPS. The representation should be reciprocal to ensure that the interests of both organizations are adequately addressed. The two representatives should collaborate in reporting annually to each organization. In order to further formalize the SAA and ICA relationship, it is recommended that there be a memorandum of understanding between the two organizations. Such a memorandum should address the SC-CBPS representation, but also other areas where close ICA and SAA cooperation would be of benefit to both organizations and the archival community.

### **International Council on Archives North American Archival Network (NAANICA)**

See Agenda Item IV.D.

### **International Council on Archives Photographic and Audiovisual Archives Working Group**

Stephen Fletcher was designated representative; no report submitted.

### **International Council on Archives Section on Professional Archival Associations**

Trudy Huskamp Peterson was designated representative until August 2012; SAA Immediate Past President Gregor Trinkaus-Randall was designated representative in August 2012. See below for the full ICA/SPA representative reports.

#### **Annual Report 2012 Trudy Huskamp Peterson December 14, 2012**

August 2012 saw the end of my term as representative from the Society of American Archivists and the Academy of Certified Archivists to the Section of Professional Associations of the International Council on Archives (SPA). During the January through August period, the SPA met twice, on in Weimar, Germany, and again at the ICA's annual meeting, which was held in Brisbane, Australia. The semi-annual newsletter was sent to all SPA member associations in June, and the end-of-year issue is due any day.

The most significant development of the year was the publication on the ICA website—in English, French and Spanish—of the SPA Manual. This publication brings together the guidelines produced by SPA over the past decade, all devoted to assisting professional associations in managing their organizations and providing services to their members. This is a living document, and new items and revisions will be developed. At present two additional guidelines are being prepared, one on the management of association award

programs (the text was adopted by the SPA Steering committee and it is currently being translated from the original English) and the other on producing association publications, particularly newsletters (under development by the editors of the UK and Ireland Archives and Records Association). Links to the Manual and to the latest newsletter are found at <http://www.ica.org/733/news-events/spa-latest-news.html>

SPA continues to support the promotion of the Universal Declaration on Archives, and SPA is also partnering with the ICA's Working Group on Human Rights to develop a document on the role of the archivist in managing records with human rights significance. Other projects will be developed under the leadership of the SPA president, Fred van Kan of the Royal Dutch Association of Archivists.

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**Report to the SAA Council on the International Council on Archives 2012 Congress held in Brisbane, Australia from August 20-24, 2012 and the Section on Professional Associations activities.**

**Gregor Trinkaus-Randall**  
**2012-2013 SA and ACA Representative to ICA SPA**  
**October 1, 2012**

With Trudy Peterson's retirement as SAA's and the Academy of Certified Archivists' (ACA) representative to the International Council on Archives Section of Professional Associations (ICA-SPA), the two organizations asked me to serve as their 2012-2013 representative—and attend the ICA Congress in Brisbane, Australia, August 20-24, 2012. Trudy's shoes truly are difficult to fill, as she has been a prominent leader in ensuring a strong connection between archivists in the U.S. and around the world. We're very grateful for her service.

Although there are many similarities between the ICA Congress and our own Annual Meeting, there are also some marked differences: An incredible opening ceremony celebrated the aboriginal origins of Australia in music and dance; each morning a single keynote speaker was followed by a keynote panel before sessions began; and, of course, there was morning tea and afternoon tea—complete with pastries. Most sessions were between 30 and 45 minutes long and many had only one speaker. Although English and French are the official languages of the Congress, most sessions were presented in English. Simultaneous translation into one of six languages (English, French, Spanish, Mandarin Chinese, Japanese, and Russian) was available for many sessions.

Given my own professional interest in preservation, I was fortunate to participate in a full-day workshop on disaster preparedness that yielded some interesting new sources of information and techniques employed elsewhere in the world. I also attended sessions focusing on digitization and electronic records, open government, and connections between and among cultural communities, including a fascinating discussion of archival issues following the devastating earthquake and tsunami in Japan in 2011. There was

also an informative session on the *Universal Declaration on Archives*, which both SAA and UNESCO endorsed last year. There is currently a strong push to get individuals to register their support of [this document](#). The more “registrants”, the stronger will be the message to the non-archival community throughout the world.

The purpose of ICA’s sections is to encourage debate, stimulate research, and develop solutions for key archival issues. Sections present papers and author articles to disseminate their findings throughout the profession worldwide. SPA represents associations that are interested in the administration, preservation, and use of records and archives. It was established in 1976, has more than 80 members, and is managed by a Steering Committee. The group’s longer working meeting occurs each April. The SAA/ACA Representative is a member of the SPA Steering Committee, and, as such, can play an important role in moving the SPA forward, especially given the size and influence of our two organizations (SAA and ACA).

The Section of Professional Associations met twice during the Congress, and I was able to gain a better understanding of the organization’s roles and activities in those meetings. The first meeting was held on Monday, August 20, 2012 was divided into two parts: the current and outgoing members of the Steering Committee, and the current and incoming/new members of the Steering Committee. I attended the second part, as I was also attending the disaster preparedness workshop that morning. This was essentially an orientation for the new members in general terms. The second meeting was convened on Wednesday, August 22, 2012 and was chaired by the outgoing Chair, Henri Zuber. Elections were then held, and Fred van Kan, Fred van Kan, Koninklijke Vereniging van Archivarissen in Nederland (KVAN) and the previous vice-chair, was elected to chair the SPA for the next four years. Bernhard Post, VdA - Verband Deutscher Archivarinnen und Archivare was elected vice-chair. Cristina Bianchi, Association des Archivistes Suisses (AAS-VSA) and Claude Roberto, Association des Archivistes du Québec were elected Secretaries.

Prior to the meeting, Colleen McEwen, one of the outgoing Joint Secretaries, distributed the 2013-2016 *Strategic Objectives and Business Plan*. There were some modifications to this document at the ICA SPA meeting, but they were mostly expansive and clarification changes. Once this document was approved at the meeting, Fred van Kan distilled the major points and distributed an Excel spreadsheet to the members to on which to indicate their areas of interest. The results of this survey will serve as the basis for the discussions and assignments in the Netherlands at the April 2013 meeting. The spring meeting is always the working/business meeting of the Section. It occurs over several days and focuses on the proposed objectives of the Section.

The ICA SPA was the Section that initiated the *Universal Declaration on Archives* (UDA), and Trudy Peterson worked with the Section on Human Rights to develop the *Principles of Access*, which was approved unanimously at the Annual General Meeting in Brisbane. The responsibility for UDA has now been passed along to the ICA Secretariat in Paris, France. The ability to form a UDA Working Group for 2013-2016 and a budget to go with it was approved in Brisbane. The main thrust - and expenditure - involves

seeking professional input from PR / Promotions people to develop (or further develop what has been created so far) a strategy to leverage the momentum that is growing for the UDA. I have been asked to be a member of this group because of the impact that the SAA can have on this activity. Meetings will be virtual. The current members are Kim Eberhard (Australian Society of Archivists), Colleen McEwen (Australian Society of Archivists), and tentative agreement from Christine Martinez (ICA, Paris). All activities will be reported to Henri Zuber, new head of The Program Commission of the ICA (follows Lew Bellardo in this role). ICA has agreed that UDA sits best with this group.

I have only had the opportunity to attend the SPA meeting in Edinburgh, Scotland in 2011 and this year's two meetings in Brisbane, Australia, so the depth of my involvement so far has been minimal. However, I have already been in a position to raise the ACA's concerns about the competency document that has been developed by ICA. It turns out that underlying this document is the understanding that it really applies only to European archives, especially since, like the ACA, there is movement afoot in several other countries to develop their own competency models. Several of us emphasized that this distinction needs to be made crystal clear and that there needs to be a statement to the effect that there are a number of other competency models in existence, with reference to them. We will see where that goes.

Even with my little exposure to the workings of ICA and ICA SPA, I think that it is important for the SAA and ACA to continue to participate. We are a significant force in the archival community for a number of reasons, including our publications, our educational offerings, our (ACA's) certification program, and our membership numbers. As is witnessed by Trudy Peterson's involvement in the *Universal Declaration on Archives* and the *Principles of Access*, the background and involvement of SAA and ACA has had a significant impact on the international scene. Consistently, delegates have commented on SAA's activities as a model to be emulated. That being said, I think that there is much to be gained from the international scene for SAA and ACA. ICA SPA is an active group. As you can see by the 2013-2016 *Strategic Objectives and Business Plan* there are a number of initiatives planned for the next four years. It will be instructive and informative to SAA and ACA to learn what is going on in other countries and to determine whether these initiatives can be implemented in or modified for the Society and for American archivists. One only has to look at the activities of the National Archives of Australia, as one example, to understand where other important activities are occurring on the international scene. I think that it is important that the SAA and ACA be represented in addition because it is crucial that our activities be clearly represented abroad.

It should be noted that the fall 2013 ICA Annual Conference was scheduled to be held in Rio de Janeiro, Brazil. However, the Brazilian delegation has withdrawn from hosting the meeting. It is now tentatively scheduled for Paris, France in the fall of 2013. Given that rescheduling, I offered that the SAA and ACA (i.e. the United States) would like to host the ICA SPA meeting in the spring of 2014.

I know that the SAA and ACA will be developing transparent criteria for choosing the SAA/ACA representative to ICA SPA during this upcoming year. I look forward to



representing these two organizations in April 2013 and plan to submit my name to continue to have the opportunity to do so through 2016.

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## **Minutes of the joint incoming and outgoing meeting of the Section of Professional Associations Steering Committee held in Brisbane on 20 August 2012**

### **Present**

Henri Zuber (President – France); Fred van Kan (Vice President – The Netherlands), Andrew Nicoll (Joint Secretary – UK & Ireland), Colleen McEwen (Joint Secretary - Australia), Joan Boadas i Raset (Catalunya), Cristina Bianchi (Switzerland), Trudy Peterson (USA), Michal Henkin (Israel), Claude Roberto (Canada); Berndt Fredriksson (Sweden); Vilda Ronge (Norway); Sangmin Lee (South Korea); Kazuko Sasaki (Japan), Gregor Trinkaus-Randall (USA)

### **1. ADMINISTRATIVE MATTERS**

#### ***1.1 Apologies***

Dario Martinez (Mexico), Piotr Zawilski (Poland), Galia Duvidzon, Joan Antoni Jimenez

#### ***1.2 Introductions***

The President, Henri Zuber, welcomed those present and asked members to introduce themselves. He noted that he would have to leave the meeting at 9 am to attend an Executive Board meeting and that the Vice President Fred van Kan would take the chair at that stage.

Henri Zuber altered the representatives of a potential problem at the ICA Annual General Meeting on Friday in achieving a quorum. All members present were encouraged to attend the meeting to represent their association. Prior registration was necessary and voting forms could be obtained from the ICA Secretariat office.

#### ***1.3 Updates from Executive Board and PCOM***

##### ***Executive Board***

Henri Zuber reported that deliberations of the Executive Board have been focused on proposed changes to the Constitution. The Constitutional Sub Committee met on 19 August and referred the following outstanding issues to the Executive Board:

- The question of voting weightings between the different categories of membership. It is proposed that the National Archives (Category A) have 4 votes each, Associations (Category B) 2 votes each and Institutions (Category C) one vote each.
- Reducing the AGM quorum to 5 per cent. This requirement is being proposed despite the fact that the ICA constitution sits within the framework of French charity laws which do not require meeting quorums.
- Concerns about the lack of regulations (standing orders) supporting the constitution. It was noted that these will be written and submitted to the Executive Board for approval.



### *Program Commission (PCOM)*

Henri Zuber reported on the following issues recently considered by PCOM:

- Brazil had withdrawn their offer to host the 2013 ICA Conference and AGM. France was mentioned as a possibility where the new National Archives building could be showcased. The matter will need to be resolved by the end of September.
- The 2014 ICA Conference and AGM will be held in Girona in conjunction with the European Conference. In 2015 it is hoped the Convention/AGM will be held in Africa.
- There are four categories of PCOM programs – Emergency Management, Good Governance, Digital Recordkeeping and Young Professionals. It is felt that while PCOM is known within the ICA community, its current work is not really known and further efforts are needed to highlight activities.
- Regarding the AtoM project, it was reported that there had been discussions with the developers about proposed changes and the best way to move forward with the project. The software had been developed to meet the needs of small archives and this focus will continue. The developer will work independently to develop changes to meet the needs of larger archives. It was confirmed that the ICA will continue to maintain the basic version of the software and retain ownership of the source code and brand.
- The Terminology Project will see a glossary being put online in the 6 UNESCO languages.
- Other projects noted were the Open Government Project, which is about properly defining the position of records in Government.

In discussion it was noted that at the Weimar meeting there had been a proposal to shift the responsibility for the Archival Solidarity Project away from SPA as it no longer fitted into the category of a project as it had become an ICA program. Henri Zuber noted that the question about where it should belong will be discussed by PCOM and until this decision is made information about the Project will remain linked to the SPA pages which have been updated with the new URL link. Trudy Peterson noted that Nancy Marrelli had been informed about the Weimar decision.

### ***1.4 Report on SPA Budget***

The President noted that SPA received 5,000 Euros for 2012 and there had been a 1,500 Euros carry over from last year.

It was suggested that 1,000 Euros be set aside from the SPA budget for Spanish translations. The translator that Cristina Bianchi found to assist with the Spanish translations for the SPA Manual had been very good and could be used again.

*Action: That 1,000 Euros be set aside from the SPA annual budget for Spanish translations.*

***At this stage of the meeting the chair was taken by the Vice President Fred van Kan.***

## **2. UPDATES ON ONGOING SPA PROJECTS AND HANDOVER TO NEW COMMITTEE MEMBERS**

### ***2.1 Guidelines for producing an association newsletter***

Andrew Nicoll reported that a draft of the guideline for producing an association newsletter had been developed by the ARA editors and that Colleen McEwen had provided comments. The meeting was advised that the project will be completed before the end of the year.

*Action: ARA editors to complete the Guidelines for producing an association newsletter by the end of the year.*

### ***2.2 Principles on the Role of Archivists***

Trudy Peterson provided background details on the joint SPA/ Human Rights Working Group project to develop a set of Principles on the Role of Archivists for new Committee members. She reported that to date eight high level roles had been identified and work will now focus on the developing explanatory text.

The question was raised about the link between the Principles and the Code of Ethics. Trudy Peterson explained that she saw the Principles as a “sub text” to the Code, being particularly important for archivists working in the area of human rights.

### ***2.3 Directory of Associations around the world***

It was reported that Bernhard Post had completed an excel spreadsheet comprising of current Category B members from the ICA membership database and other associations listed on the database compiled by Gilles Lesage. Colleen McEwen had then worked on the list identifying additional associations from information found in other sources. As agreed at Weimar a Word/pdf copy of the list had been placed on the SPA pages on the website and will be updated annually. The task to update the list has been included on the 2012-2016 business plan.

It was noted that in compiling the list the issue of including consortium associations was raised (i.e. associations that represented associations, and corporate institutions, rather than individual members). This matter will need to be resolved by the new Steering Committee when the list is next updated.

*Action: The Steering Committee to resolve the issue of ‘consortium associations’ when the Directory of Associations is reviewed in 2013.*

### ***2.4 SPA Manual***

With regard to the SPA Manual, the incoming Committee was reminded that any new guideline had to be translated into the three languages (English, French and Spanish) and incorporated into new editions of the Manual. The individual document should be placed on the SPA website along with the updated editions of the Manual in the three languages.

*Action: The new Steering Committee continue to update the Manual in three languages (English, French and Spanish) as new guidelines are developed. New guidelines to be placed on the website as individual documents as well as the updated Manual.*

**Presentation by Didier Bondue, Vice President elect, Marketing and Promotion**

At this stage of the meeting Didier Bondue, the Vice President elect, Marketing and Promotion elect, was invited to address the meeting to give an outline of the proposed ICA marketing plan.

The following points summarise the main issues raised in the presentation:

- Students at the French business school, Ecole Supérieure des Sciences Commerciales d'Angers, were asked to assist the ICA develop a marketing plan.
- The first step was to undertake a small market study to help the ICA determine the best strategies to enable it to meet the needs of their members and the profession. Ten questions were developed and sent to 6 ICA members and 7 non members from different types of institutions. Non members were included in the survey with the idea of determining strategies that would also encourage this group to join the ICA.
- Key overall recommendations:
  - most archives wanted assistance in how best to publicize their archives, and in particular guidance about putting information online
  - electronic archives poses new problems that participants needed help to address
  - 75% of those surveyed had a dedicated budget so it was considered that finding funds to pay ICA fees should not be a problem
  - the ICA needed to attract members by explaining membership advantages e.g. networking and learning about the practices of others.
- Recommendations relating to ICA members:
  - the ICA should aim to stay relevant by being aware and showing a willingness to talk about current events impacting on the profession e.g. Wikileaks
  - give better assistance to small archives
  - emphasise the usefulness of archives to developing societies
  - questionnaire respondents didn't think that the ICA developed standards, so the ICA needed to address this lack of understanding of this role
  - ICA should work on improving communications with members e.g. meetings are expensive to attend so more use should be made of Webinars and Skype
  - more ICA tools and training are needed and a workspace to share information.
- Recommendation relating to non ICA members:
  - need a campaign specifically aimed at non ICA members who knew little about the work of the organisation.
- Generally it was felt that a few key steps could be taken for the ICA to become more known in the profession and to deliver information and services wanted by members at little cost.

- The next step will be to ask the students at the Ecole Supérieure des Sciences Commerciales d'Angers to develop an action plan.

Didier Bondue was thanked for his presentation. Mr Bondue was asked if there were any plans to promote the UDA and urged him to consider using the Declaration in any future campaigns.

### **3. UPDATES ON ICA PROJECTS OF INTEREST TO SPA**

#### ***3.1 Human Rights Working Group***

Trudy Peterson reported on the activities of the Human Rights Working Group in particular noting the monthly Newsletter.

#### ***3.2 Principles on Access to Archives***

Trudy Peterson reported that the Principles on Access will be presented for voting at the ICA Annual General Meeting on 24 August. The document will be presented to the meeting by the Vice President, Programme, and Trudy will only speak to answer specific questions.

#### ***3.3 Photographic and Audiovisual Working Group***

Joan Boadas reported that activities of the Photographic and Audiovisual Working Group had been focused on developing case studies to provide real experiences from specialised centres that can be used by the archival community. Each study will highlight a specific photographic and audiovisual collection and concentrate on a specific area of work e.g. conservation or description, and the activities undertaken. Details in each study will include the name of the collection, information on the fonds, details about the original condition of the collection, the work plan and methodology used. Eight studies will be produced and uploaded on the website by 27 October, the World Day for Audiovisual Heritage.

Ongoing information on the activities of the Working Group will be provided by Joan Boadas to Fred van Kan.

#### ***3.4 ICA Competency Handbook Project***

Berndt Fredriksson reported that the working group who produced the Handbook felt that their work had been completed. Berndt commented that he thought that the model related to Europe and not the rest of the world. The scope of the publication was now up to PCOM to resolve.

#### ***3.5 Universal Declaration on Archives promotion activities***

The following recent activities were noted:

- In Weimar ARA offered to develop and host an online UDA register for people to sign indicating their support. Initial work was undertaken by Andrew Nicoll and a proposal developed for the ICA to consider. Further investigations were carried out by the ICA Communications Office, Inna Toure, on purchasing an off-the-shelf

product and a decision was made to adopt this option. The Register has been completed and is available from the ICA website.

- A copy of the UDA poster had been printed and placed in the Congress bag of each delegate.
- A template including the UNESCO logo had been developed and was now available for those wishing to print a UDA poster in their own language.

It was suggested that the UDA translations should also include tribal and minority languages. Vilda Ronge reported that the UDA had been translated into Norwegian which will be sent to the ICA Paris Office.

### **3. NOMINATIONS FOR PRESIDENT, VICE PRESIDENT AND SECRETARIES**

The following nominated members of the 2012-2016 Steering Committee indicated their willingness to stand for office:

President – Fred van Kan

Secretaries – Cristina Bianchi and Claude Roberto

Bernhard Post was suggested for Vice President and will be approached about this nomination.

*Action: Approach Bernhard Post about accepting the position of Vice President on the 2012-2016 SPA Steering Committee.*

*Action: Present nominations to the SPA Plenary Assembly for ratification on 22 August.*

### **4. 2012-2016 STRATEGIC OBJECTIVES AND BUSINESS PLAN**

The draft of the 2012-2016 Strategic Objectives and Business Plan, circulated with the agenda papers, was discussed. The following comments were noted:

- There were comments on the aims of the Section as noted in the document which were taken from the current SPA Constitution. It was suggested that they should include the aim to ‘support the development and spread of best practice amongst associations’. The Chair said that the review of the Constitution was on the proposed business plan and the suggestion will be considered when this work is undertaken.
- It was suggested that the two world wide promotion and advocacy campaigns were heavily focused on ‘archives’ and it was suggested that they should be broadened to include records management e.g. “Why do records matter?” and in addition to “What does an archivist do for you?” also cover “What does a records manager do for you?”.
- With regard to the second group of projects under the heading *Facilitate an interchange of information between professional associations and support collaboration*, add two additional dot points – support cross ICA Section collaboration; and, monitor, discuss and share information to support cross sectoral cooperation with libraries, galleries and museums.

*Action: Changes to the 2012-2016 Strategic Objectives and Business Plan suggested in dot points two and three be incorporated into the document presented to the SPA Plenary Assembly on 22 August.*

## **5. SPA MEETINGS/CONFERENCES**

The following meeting dates were discussed:

- 2013 SPA planning meeting will be held in Arnhem, The Netherlands, between 22 and 24 April.
- 2013 ICA AGM and Conference and SPA AGM and Steering Committee meeting – location and date to be decided.
- 2014 SPA planning meeting, possibly Paris.
- October 2014 European/ICA Annual Conference /ICA AGM will be held in Girona. The theme of the Conference will be ‘Archives and Cultural and Creative Industries’.

Gregor Trinkaus-Randall also offered the US as a venue for a SPA Steering Committee meeting during the 2012-2016 term.

## **6. OTHER BUSINESS**

### ***6.1 SPA Section table***

It was noted that there would be a Section table at the Congress. SPA material displayed will include copies of the SPA manual in English, French and Spanish and a SPA brochure.

### ***6.2 New time for SPA Plenary Assembly***

Members were reminded that due to a change in the Congress program the SPA Plenary Assembly has been changed from the afternoon to the morning of 22 August from 11 to 12.30.

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## **2012-2016 SPA STRATEGIC OBJECTIVES AND BUSINESS PLAN**

The Section of Professional Associations (SPA) is a section of the International Council on Archives (ICA) established in 1976.

SPA works towards supporting a globally strong and united archival profession and helps its member associations develop their organizations and increase their influence, with a focus on promotion of and advocacy of the profession.

### **Aims of the Section**

The aims of SPA, as set out in the SPA Constitution (Article 3), are:

to promote closer collaboration of all records management and archival professional associations

to gather and disseminate information about the activities of all records management and archival professional associations

to encourage and assist the establishment of new professional records management and archival associations  
to promote and maintain the ICA Code of Ethics to carry out projects of professional interest.

### **SPA: Strategic Objectives 2012-2016**

The following are the Strategic Objectives of SPA for 2012-2016, which support the ICA: Strategic Directions 2008-2016 (see <http://www.ica.org/?lid=3667&bid=225>):

1. Assist associations promote and advocate the profession. [Supports ICA Strategic Direction 1. Raising Awareness]
2. Facilitate an interchange of information between professional associations and support collaboration. [Supports ICA Strategic Direction 4. Strengthening the ICA Network]
3. Contribute to the improvement of association products and services to member. [Supports ICA Strategic Direction 3. Building Capacity in the Records and Archives Profession and Direction 4. Strengthening the ICA Network]
4. Encourage and assist with the establishment of new professional associations. [Supports ICA Strategic Direction 4. Strengthening the ICA Network]
5. Improve the SPA governance, administrative arrangements. [Supports ICA Strategic Direction 5. Improving the Performance and Accountability of the ICA]

### **SPA activities and projects for 2012-2016**

1. Assist associations promote and advocate the profession  
Develop and implement two world wide promotion and advocacy campaigns with the following themes:
  - a. Why do archives matter?
  - b. What does an archivist do for you?

Together with the Human Rights Working Group, develop a set of Principles of the Role of Archivists and devise and implement a promotion campaign for promulgation of the Principles.

2. Facilitate an interchange of information between professional associations and support collaboration  
Maintain the directory of (member and non member) associations, in order to facilitate the interchange of information.

Publish a biannual Newsletter in English, French and Spanish. Maintain the SPA web pages on the ICA website.  
Support seminars and conferences of member associations [e.g. participating in the proposed Archival Ethics in Business conference in Erfurt].

Prepare a project to establish twinning arrangements between associations with the aim of facilitating mutual support.



3. Contribute to the improvement of association products and services to member.

Review the SPA Manual for associations and expand it by preparing the following new guidelines:

a. Business and strategic planning for associations.

b. Effectively using the assets of associations [Associations often have a many assets at their disposal which could be reused or repackaged e.g. an association's journal published over many years could be republished with the aim of re-engaging the profession and raising money.]

c. Establishing a long and lasting relationship between a national archives and a professional association.

d. Conducting interviews by video to assist association members if they are being interviewed or conducting an interview.

e. Developing association position papers. [These papers set out a position of an association on a certain issue e.g. disposal, access, closure of an archival institution etc., that can be used as a basis of a press release, or be placed on an association's website as a public statement about what the association's views are on a particular matter. These guidelines will not be about a specific subject, but how to produce a position paper and the value of such a document to an association].

Respond to association requests for new guidelines.

4. Encourage and assist with the establishment of new professional associations Develop a proposal to link associations from countries listed on the World Bank high income group to support associations from poor regions for four years.

Continue to support the services and lieu of fees scheme.

Continue to work on ideas for attracting new members to the Section.

5. Improve the SPA governance, administrative arrangements

Review SPA Articles. [This will include assessing the current Articles against the changes to the ICA Constitution proposed at the Brisbane AGM].

Continue to expand the Handbook for SPA Steering Committee members

Work with ICA Head Office to support the efficient administration of the Section.

Review the activities of the International Federation of Library Associations and Institutions (IFLA being the equivalent to SPA in the library world) for details about projects etc they have undertaken that could possibly be adopted by SPA.

\* \* \*

# ANNUAL REPORT 2011/2012

## **0 Name of Section**

Section of Professional Associations

## **1. Administration**

### **1.1 Membership changes**

The Section has 72 current financial members. Five new members have joined the Section since the Edinburgh Annual General Meeting:

- Association of Catholic Diocesan Archivists
- ALDEE – Artxibategi, Liburutegi Eta Dokumentazio Zentroetako
- Archivistes Sans Frontiere – Section France (France)
- Korean Association of Records Managers and Archivists
- Hong Kong Archives Society

### **1.2 Steering Committee meetings**

The SPA Steering Committee has met twice during the reporting period: first in Edinburgh during the 2<sup>nd</sup> SPA World Conference in September 2011, then in Weimar for its annual planning meeting held from 26 to 28 March. The Weimar meeting was hosted by Dr Bernhard Post, the Director of the Thuringia Central Archives and the German archives association, Verband deutscher Archivarinnen und Archivare.

### **1.4 Elections for 2012-2016 SPA Steering Committee**

The following nominations were received for the 2012-2016 SPA Steering Committee and their election will be formally ratified at the SPA Annual General Meeting in Brisbane on 22 August 2012.

[Switzerland] Cristina Bianchi, Association des Archivistes Suisses

[The Netherlands] Fred van Kan, Koninklijke Vereniging van Archivarissen in Nederland

[Quebec] Claude Roberto, Association des Archivistes du Québec

[Germany] Bernhard Post, VdA - Verband Deutscher Archivarinnen und Archivare

[Catalunya] Joan Antoni Jimenez, Associació d'Arxivers-Gestors de Documents de Catalunya

[Norway] Vilde Ronge, Norsk Arkivråd

[United States] Gregor Trinkaus-Randall, Society of American Archivists & Academy of Certified Archivists

[Mexico] Dario Martinez, Sociedad Para el Desarrollo Científico de la Archivística

[South Korea] Sangmin Lee, Korean Association of Records Managers and Archivists

[Poland] Piotr Zawilski, Stowarzyszenie Archiwistów Polskich

[Brazil] Maria Celina Soares de Mello e Silva, Associcao dos Arqivistas Brasileiros

[Israel] Galia Duvidzon, Israeli Archives and Information Association  
[France] Ousmane M'Baye, Association des Archivistes Français  
[Hong Kong] Simon Fook Keung Chu, Hong Kong Archives Society

## **2. Programme**

### 2.1 Seminars and conferences

#### Conference on Archival Ethics in Business

Following a visit to the exhibition “The Engineers of the ‘Final Solution’ Topf & sons – Builders of the Auschwitz Ovens” by the SPA Steering Committee during the Weimar Planning meeting held in March 2012, a commitment was made to arrange a world business archives conference in Erfurt on the topic Archival Ethics in Business, working with the Section of Business and Labour.

- Meets ICA Strategic Objectives 1, 3 and 4.

### 2.2 Publications and Communications

#### SPA Newsletter

During 2011/2012 SPA produced two regular Newsletters (in December 2011 and June 2012) edited by Claude Roberto, the Committee representative from the Association des Archivistes du Québec. The Newsletter is published in three languages – English, French and Spanish and is an important means of communication with members. Content includes updates on new SPA guidelines, details about forthcoming events and a section dedicated to publicising information on the activities of member associations.

- Meets ICA Strategic Objective 4

#### SPA Section on the ICA website

SPA regularly updates information on the Section pages on the ICA website providing members with ready access to guidelines and information about SPA projects as well as governance documents.

- Meets ICA Strategic Objective 4 and 5.

### 2.3 Projects/completed /underway

#### Universal Declaration on Archives

SPA was very pleased when the UDA was endorsed by the 36<sup>th</sup> Session of UNESCO in November 2011. The Committee plans to reprint the UDA poster, produced for the Malta AGM, to include the UNESCO logo for distribution at the Brisbane Congress.

The Steering Committee is committed to supporting the ICA Paris office in establishing an online register for supporters of the Declaration to sign. A workshop will be conducted at the Brisbane Congress on “Promoting the UDA”.

- Meets ICA Strategic Objectives 1, 4 and 6.

#### Principles on the Role of Archivists

A joint project between SPA and the Working Group on Human Rights was commenced this year to produce a document on the Principles on the Role of Archivists.

► Meets ICA Strategic Objectives 1 and 4.

#### New guidelines

A new guideline was produced on establishing an association's awards program. Work has progressed this year on developing a guideline to assist associations develop a newsletter.

► Meets ICA Strategic Objectives 1 and 4.

#### List of Professional Associations throughout the world

A list of professional associations throughout the world, comprising of both Category B members and non members, has been developed. This list will be updated annually and used to invite associations to join the Section.

► Meets ICA Strategic Objectives 1 and 4

#### 3. Use of budget allocation

The section budget was mainly used for printing an updated version of the UDA poster displaying the UNESCO logo.

#### 4. PCOM funding

No PCOM funding was applied for this year.

#### 5. Planned initiatives which did not take place

All planned activities were either completed or continued to be worked on.

#### 6. Overall assessment of activities during 2011

2011 has been a productive year for SPA in supporting the activities of member associations. A new guideline was completed and another should be finished by the Brisbane Congress. A joint project was started with the Working Group on Human Rights to produce a document setting out the Principles on the Role of Archivists. Work continues to support the promotion of the Universal Declaration on Archives among associations and the general public. In an effort to increase the membership and influence of the Section a comprehensive list of professional associations across the world has been developed.

#### 7. Future plans

The 2012-2016 SPA business plan was the subject of a detailed discussion at the 2012 Steering Committee meeting. It was suggested that promotion and advocacy be the key theme for the next four years with campaigns built around the questions Why do archives matter? and What does an archivist do for you? In addition further guidelines were identified including one on business and strategic planning for associations and guidelines on establishing long and lasting relationship

between a national archives and an association. Another proposal to be considered in future planning is a proposal to develop a program to link associations from countries listed on the World Bank high income group with associations from poor regions to provide support, including paying dues, with the idea of encouraging them at the end of that period to maintain their ICA membership.

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from poor regions to provide support, including paying dues, with the idea of encouraging them at the end of that period to maintain their ICA membership.

\* \* \*

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July 31, 2012

Dear SAA colleagues:

I will not be joining you in San Diego, as I will be going to Brisbane for the ICA meeting the following week for my final appearance as your representative. I want you all to know how very much I have cherished the opportunity to represent SAA at the Section of Professional Association (SPA) of the International Council on Archives during the past four years. I have had a wonderful time on the SPA steering committee, have met many, many interesting people from other associations, and have tried to represent clearly the professional position of archivists in the United States.

The next SPA steering committee will set the agenda and work program for the next four years, and the SAA representative will have a strong voice in helping shape those plans. I am sure that methods of certification will continue to be an issue and, like ACA, SAA will want to monitor that carefully. We also should expect continued activity around the issues of archives and human rights, including work towards developing a statement of responsibility for archivists dealing with archives that have importance for asserting human rights. A joint working group from SPA and the ICA's Human Rights Working Group is drafting the statement, and I hope we will see a first draft this autumn.

Two major issues will be voted upon at the August ICA meeting in Brisbane. One is a revision of the ICA constitution; the revision is complicated but not apparently controversial. The other is a vote on the draft "Principles of Access to Archives," which was developed by a working group that I led. I hope the "Principles" will be adopted; the draft has gone through various rounds of comments and revision and I believe that the text now does reflect the prevailing professional position on access.

SAA has much to contribute to other associations, just as we have much to learn about the issues that confront them and the means they have chosen to resolve them. But our contribution is larger than simply sharing information with our sister organizations. I am convinced that participation in ICA by the professional associations is crucial for the health of the worldwide archival profession. As you know, the overwhelming majority of

funds for ICA activities come from national archives and, consequently, the national archivists have the most influence within the ICA structure. Increasingly we are seeing national archivists who don't come from the profession, which is a significant change from the situation of thirty years ago when most national archivists were archivists by training and background. What this means is that the issues of concern to the profession per se and to archivists as career professionals are most strongly represented in ICA by the professional associations. Their voice must be clear and consistent, ensuring that professional questions are raised at ICA and that the professional position is accurately stated in debates. It has never been more important for the professional associations to work in ICA than it is today.

Thank you again for letting me represent SAA on SPA.

Trudy Huskamp Peterson  
Certified Archivist

\* \* \*

### **Minutes of the Section of Professional Associations Steering Committee Annual General Meeting held in Edinburgh 2 September 2011**

Present: Henri Zuber Association des Archivistes Francais; Michal Henkin Israel Association for Archives and Information; Fred van Kan KVAN; Claude Roberto Association de archivistes du Quebec (Bureau of Canadian Archivists); Sigrid McCausland ICA Section on Archival Education and Training; Vilde Ronge Norwegian Society of Records Managers and Archivists; Liv Heidi Siljebraten Norwegian Society of Records Managers and Archivists; Trudy Peterson, Academy of Certified Archivists; Kenth Sjoblom Society of Finnish Archivists; Christine Martinez Association des Archivistes Francais; Agnes Dejob Association des Archivistes Francais; Joan Boadas i Raset Associacio d'Arxivers de Catalunya; Joan Antoni Jimenez Associacio d'Arxivers de Catalunya; Kim Eberhard ICA Section on Archives of Churches and Religious Denominations and Australian Society of Archivists; Margaret Turner ICA; Didier Grange Association des Archivistes Suisses; Cristina Bianchi Association des Archivistes Suisses; Bernhard Post Verband deutscher Archivarinnen und Archivare; Gregor Trinkaus-Randall Society of American Archivists; Andra Sipos Association of Hungarian Archivists; Marco Carassi Associazione Nazionale Archivistica Italiana; Ladislav Dobrica Croatiaan Archival Society; Meguel Angel Gacho Santamaria ANABAD Federacion Espanola de Asociaciones de Archivos y Bibliotecas; Francisco Javier Escudero Buendia ANABAD Federacion Espanola de Asociaciones de Archivos y Bibliotecas; Eugenio Bustos Ruz Asociacion de Archiveros de Chile; David Leitch, ICA; Andrew Nicoll Archives and Records Association UK & Ireland; Colleen McEwen Australian Society of Archivists.

The meeting was preceded by the following presentations:

Fred van Kan, Vice President of the Section of Professional Associations, spoke about the Archival Solidarity Project.

Colleen McEwen, Joint Secretary of the Section of Professional Associations, introduced the SPA Manual.

1. Adoption of the agenda

The agenda was approved.

2. Adoption of the Minutes of the 2010 General Assembly from Oslo

The circulated minutes were approved.

3. SPA 2010/2011 Annual Report

The SPA President, Henri Zuber, began by thanking ARA for their generosity in hosting the 2<sup>nd</sup> SPA World Conference. He explained that the Annual General Meeting this year was not being held in conjunction with CITRA at Toledo in October but rather at the Edinburgh Conference. This decision had been taken as many associations had decided to send their representatives to Edinburgh rather than Toledo as the two events were being held so close together. The President then went on to summarize the 2010/2011 SPA annual report which was distributed to members and available on the ICA/SPA website in English and French.

4. Reports from Associations

A number of representatives gave reports on activities of their associations.

Norwegian association: The association will be celebrating its 50<sup>th</sup> Anniversary at the end of October and will be presenting an award to the best Records Management Program. There are plans to make this an annual event.

Society of American Archivists: The 75<sup>th</sup> AGM of the SAA has just been held in Chicago. The Society's CPD and Education Program now includes a Digital Archives Specialists Curriculum and Certificate. A task force is looking at how the Society conducts its annual meetings including the possibility of holding virtual meetings.

Catalan association: The association is planning a number of meetings, conferences and workshops including an international meeting with the InterPARES Program; a workshop for local archives; a photographic congress in Girona and the 2014 European Conference also in Girona.

Hungarian association: The association is celebrating its 25<sup>th</sup> anniversary in 2011. Its main priority at the moment is the development of a new archival Act. Discussions have been held between the association and the government about the return of Communist security files to those people investigated. To date there has been no final decision but the association is grateful to colleagues for their support in this matter.

Chilean association: In September the association will run a training course for Municipal

Archivists and in November the 9<sup>th</sup> Municipal Conference will be held in Paraguay. In April the 4<sup>th</sup> Latin American Conference will be held in San Diego.

Italian association: The Italian association is experiencing hard times because of the global financial crisis. They are organising workshops and seminars for young archivists.

Spanish association: The ANABAD is the oldest association in Spain. Their activities include several programs conducted with the Ministry of Culture.

#### 5. Report from the Secretary-General of the ICA

David Leitch, the Secretary-General of the ICA, spoke to the meeting and mentioned the following:

The ICA Secretariat was working to improve communications within the ICA, particularly through the website.

A review was being conducted by Margaret Crockett of CITRA. It is expected that there will be constitutional changes as a consequence of the review presented for voting on at the Brisbane Congress.

Membership dues and other revenue raising initiatives are being looked at. Currently the ICA is dependent on a few contributors for income e.g. Category A members contribute 80% of current income most of which comes from the top 10 national archives. There will be problems if a couple of these institutions can no longer continue to support the ICA.

A MOU had been signed with the National Archives of Australia for the Brisbane 2012 Congress. It was expected that the impact of the recession and the high Australian dollar will impact on the numbers attending. There will shortly be a ramping up of publicity for the Congress.

Proposals for the 2016 Congress have been received from France and Korea. The final decision will be made in Toledo.

The Executive Board has allocated 100,000 Euros to PCOM for supporting projects. There are currently 50 projects receiving support, whereas in 2008 there had been virtually none. There has been an audit on PCOM and it has emerged well but there needs to be a discussion about the future role of PCOM.

With regard to the Forum for National Archivists it was acknowledged that the concept of the Forum is still developing and that it may become a Section. It was suggested that SPA needs to watch how the Forum develops and possibly consider whether a Forum for Associations should also be established.

#### 5. Other business

##### Principles on the role of Archivists

Trudy Peterson reported that a Working Group was being established to develop a set of Principles on the Role of Archivists along similar lines to the UNHCHR Principles on the Role of Lawyers. The group was being formed by SPA and the Human Rights Working Group. Anyone interested in joining was asked to contact Trudy.

##### Appreciation for the development of the SPA Manual

A vote of appreciation was passed by acclamation to Colleen McEwen for her work in bringing

together the SPA Manual. Colleen acknowledged the work of translators and the assistance received from the SPA Steering Committee.

#### SPA Newsletter

The SPA Newsletter editor Claude Roberto encouraged associations present to contribute news about their activities to the bi-annual publication.

### **National Coalition for History (NCH)**

Nancy Beaumont was designated representative and served as NCH Policy Board chair in 2011 and 2012. No report submitted.

### **National Historical Publications and Records Commission (NHPRC)**

Tim Ericson was designated representative. See report below.

#### **REPORT OF THE NHPRC REPRESENTATIVE TO COUNCIL December 10, 2012**

##### **A. Report the best interests of the archival community to the Commission.**

I have reported the best interests of the archival community at commission meetings throughout my four-year tenure as SAA's representative. In particular, I have reported the interests of the archival community at the 2011 NHPRC Planning Day (discussed below) and in drafting a "Report to the President," scheduled to be submitted in early 2013 (also discussed below). I also have passed along to the NHPRC staff suggestions and concerns from individual SAA members.

##### **B. Report to the Council annually and after each NHPRC meeting on the discussions and decisions thereof.**

The record of communication between myself and the SAA Council has been undistinguished. I have discussed commission business informally with SAA officers and staff (sometimes off the record), and passed along information to the Commission, but this is the first formal report I have been asked to submit.

In a similar way, there have been several NHPRC-related items of business on the agenda of Council meetings that I learned about only after the fact—at least once because of an inquiry from the NHPRC staff.

I would have been happy to report formally on a more frequent basis, although better communication between me and SAA officers and council would have been necessary, as the listing of responsibilities in the SAA Directory is not a document I am in the habit of consulting on a regular basis. Likewise, it would have been useful to learn, in a more timely way, of Council agenda items that pertained to the NHPRC.

##### **C. Seek advice from Council on issues to be placed on the agenda for consideration at future NHPRC meetings.**

I have never been asked to place any item of business on the NHPRC agenda, although, in truth, most of the Commission's work over the past four years has been routine: approving grant programs, evaluating grant applications and making awards.

The most notable exception was a February 2011 special planning meeting that was called when the NHPRC was faced with the prospect of greatly reduced funding. The purpose of the meeting was to discuss existing publication and records programs and make recommendations concerning which should be continued and whether cuts should be made across the board, with equal shares taken from both publications and records programs.

I participated actively in this discussion and also polled not only SAA officers and council, but also selected members of the profession including three former presidents. Although the response was "underwhelming" I did receive useful input from SAA's then-vice president, two former presidents, and two longtime active SAA members. I was the only commission member who had polled his constituency and reported back during the planning meeting. I also participated actively in a Wiki discussion group that the NHPRC staff had created prior to the meeting. I also reported some of the results of my polling in the Wiki discussion. During the planning meeting I supported the idea of continuing the informal 50/50 allocation of grant funds between archival and publication projects, the Archives Leadership Institute, and (with the COSA representative) defended the continued funding of the SNAP (State and National Archival Partnership) grants that make NHPRC funds available to state historical records advisory boards so they can fund such projects as re-grants, educational opportunities, and Archives Month.

During the past year I have participated, along with the other Commission members, in discussions concerning a proposed "Report to the President" that highlights some of the challenges and opportunities that keepers of historical records. Commissioners have reviewed several drafts and have most recently concentrated on drafting the executive summary. Although the NHPRC has requested input from various constituencies, including the SAA, the report itself has not yet been circulated beyond the Commission members and staff. It should soon be available for review and comment.

**D. Participate, when possible, in the various committees of NHPRC as a way of furthering the archival agenda, particularly among those commission members who are not familiar with archives.**

For the past two years I have served on the Commission's Executive Committee and as chair of the EC for the past year.

The Commission is a compatible group and those members representing the interests of archives interact and work well with those who represent the interests of documentary editors. Other members who represent the archival profession include the representative from COSA (currently F. Gerald Handfield, State Archivist of Washington) and with other Commission appointees who are SAA members in addition to the interests they represent on the Commission (currently these Karen Jefferson, a Presidential appointee and Diane Vogt-O'Connor, representing the Library of Congress).

## **Parting Thoughts**

I had contacted the incoming SAA President in January 2012 and indicated that I did not want to be reappointed as representative to the NHPRC. Two reasons are worth mentioning.

1. I accepted the appointment just as I was retiring from fulltime work at the University of Wisconsin-Milwaukee. At that time, I did not consider adequately the impact of no longer receiving financial support for professional travel. I have not been able to afford attending SAA annual meetings, the venue that would have been the most convenient for interacting with officers, Council, and other SAA members. Ultimately, whether the SAA considers this to be important, it is important to me and I felt that I was not able to be as effective a representative as I would have been had I been able to attend the annual meetings. This is a factor that future SAA Presidents may wish to consider when making appointments.
2. The work of the Commission, like the work of archivists generally, is becoming more technologically based. I believe it is the responsibility of an NHPRC Commissioner to keep abreast of such developments in order to be better able to evaluate grants that are submitted for funding (both grants in the records programs and those in the publications area). Although I felt as though I was able to do this adequately, it was becoming more difficult. I did not want to reach the point where I felt as though I had difficulty in understanding the issues surrounding electronic records, digitization and the like.

That said, I very much enjoyed my work as SAA's Representative to the NHPRC and I am grateful for the opportunity to serve in this capacity. I have tried to assist the incoming representative to better understand the workings of the Commission. I asked Kathleen Williams to send the materials that I received for the November 2012 Commission to the Peter Gottlieb, incoming SAA representative so he can get a better sense of the work involved at a typical meeting. These materials include a meeting agenda, the report of the Executive Director, staff reports on grants that are up for consideration and similar materials. I have also continued to participate in discussions concerning the "Report to the President" for the immediate future before Peter's term begins.

Respectfully submitted,

Timothy L. Ericson  
Senior Lecturer Emeritus  
University of Wisconsin-Milwaukee

## **National Information Standards Organization (NISO)**

Kathleen Dow was designated representative. SAA's representative reports to the Standards Committee. See below for summary report; full report available in the Standards Committee annual report (Appendix H of Agenda Item V.J.).



## **The Society of American Archivists and Its Membership in the National Information Standards Organization (NISO)**

**Kathleen Dow, Liaison  
Special Collections Library  
University of Michigan  
October 26, 2012**

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The Society of American Archives is eligible to participate in two voting pools: the larger, comprehensive, NISO Voting Member group (143 members, from 83 organizations) and the TC46 Ballot Advisory Group (121 members, from 70 organizations). The latter group votes and comments on initiatives presented by the Technical Committee 46 (TC46) which is the ISO committee responsible for standards in the area of **Information and Documentation**. NISO has been designated by ANSI as the U.S. Technical Advisory Group (TAG) Administrator for TC46. NISO Voting Members located in the U.S. make up the TAG membership and may participate in voting and commenting on proposed standards. NISO submits the U.S. votes and comments on standards developed by TC46 and identifies the U.S. experts for subcommittees and working groups. TC46 focuses on the standardization of practices relating to libraries, documentation and information centers, publishing, archives, records management, museum documentation, indexing and abstracting services, and information science. Despite substantial annual membership fees, SAA should remain a voting member of NISO. It is important to make sure that our 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. As we are well aware, 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.

### **US Committee of the Blue Shield**

Nancy Beaumont was designated representative; no report submitted.

### **US MARC Advisory Board / ALA MARBI**

Kris Kiesling was designated representative; reports to the Standards Committee; no report received.

### **US State Department Advisory Committee on Historical Diplomatic Documentation**

Trudy Huskamp Peterson was designated representative; see report below.

**Representative to U.S. Department of State, Advisory Committee on Historical  
Diplomatic Documentation  
Annual Report 2012**

**Trudy Huskamp Peterson  
December 14, 2012**

The Historical Advisory Committee, commonly called the HAC, has a statutory mandate and is required to meet four times each year to oversee the preparation and timely publication of the Foreign Relations of the United States series and to promote public access to records that are 25 or more years older than the date of issue. The annual report for 2011 (which was published in June 2012) and the minutes of the February and June 2012 meetings are found at <http://www.fas.org/sgp/advisory/state/index.html>

The HAC met four times, of which I attend three, missing the September meeting. The December meeting was held December 10 and 11, and the first day was spent at the National Archives, being briefed on the work of the National Declassification Center and of the reference services provided by NARA.

The HAC is pleased that the Historical Office at State is, for the first time in many years, now fully staffed. Although the publication of the volumes still is not meeting the 30 year line (the volumes are to be published 30 years after the events), the Historian's Office is making good progress and taking serious steps to approach that goal.

The HAC is less pleased with the progress of declassification of records relating to the foreign policy of the United States. It appears that many of the complex problems faced by State's declassification process are common to many government agencies, and that points to the critical need to reform the Federal government's classification and declassification process. This is an issue that the Department of State alone cannot solve, and the HAC will continue to monitor the developments.

The HAC is also concerned about the under-staffing of the processing and reference service program at the National Archives because it understands that additional, complex processing must take place after the declassification is completed and before the records are made available for research use. Under-staffing in this area greatly affects the progress of research in the area of U.S. foreign relations.