

**Society of American Archivists  
Council Meeting  
November 1, 3, 2022  
Virtual Meeting**

**2021-2022 Section Annual Reports (Compiled)  
(Compiled by SAA Governance Manager Felicia Owens)**

Compiled here are the 2021-2022 annual reports for all SAA section. For the fourth year, reports were collected through a Survey Monkey survey created and shared by SAA staff. This process proved to be very successful, as it limited email churn, standardized the reports to make compilation easier, and created a secondary record of the reports. Outgoing chairs were asked to complete the reports by September 1 and to include the most complete and accurate information for the 2021-2022 term.

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## Accessibility & Disability Section

Council Liaison: Derek Mosley

Report Submitted by: Jessica Chapel

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Jessica Chapel	8/15/2021	8/15/2023
Vice Chair / Chair-Elect	Bridget Malley	8/15/2021	8/15/2022
Immediate Past Chair	Michelle Ganz	8/14/2021	9/1/2022
Steering Committee Member	Gracen Brilmyer	8/15/2021	9/1/2023
Steering Committee Member	Ingi House	8/14/2020	9/1/2022
Steering Committee Member	Emily Mathay	8/14/2020	9/1/2022
Steering Committee Member	Harriet Strumolo	8/15/2021	9/1/2023
Steering Committee Member	Lydia Tang	8/15/2021	9/1/2022
Steering Committee Member	Zachary Tumlin	9/12/2019	9/1/2022

### ACTIVITIES

**Completed:** National Disability Employment Awareness Month panel discussion SAA Education webinars captioning (Strategic Growth Grant project led by Lydia Tang in collaboration with SAA Education) Revamped section website, content, and blog

**Ongoing:** Remote Work Toolkit Guidelines for Accessible Archives revisions (beginning FY22, continuing into FY24) Cohort mentoring (part of the SAA Membership Committee cohort mentoring program)

**New:** Accessibility & Disability Section book club National Disability Employment Awareness Month panel discussion event

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

ADS contributes to goal 1.3 through the resources it creates and manages such as the Guidelines for Accessible Archives.

#### Goal 2: Enhancing Professional Growth

ADS supports goals 2.1, 2.2, 2.3, and 2.4 through its events and publications that address subjects such as disclosure, accommodations, and accessibility, giving archival workers the tools and knowledge for professional development and effective advocacy. We provide a forum for members to engage with each other on accessibility and disability questions and issues, such as through the cohort mentoring program.

#### Goal 3: Advancing the Field

ADS contributes to goals 3.1 and 3.3 through maintenance of the Guidelines for Accessible

Archives, the development of resources such as the Remote Work Toolkit, and our active participation in initiatives led by related committees and working groups, such as the SAA Diversity Committee proposed adaptation of the NAAS scholarship program.

#### **Goal 4: Meeting Members Needs**

ADS supports goals 4.2 and 4.3 through efforts such as the captioning project for SAA Education webinars.

### **ANNUAL MEETING**

**Number of Attendees:** 50

**Summary of Meeting Activities:** The meeting included updates on section leadership and ongoing and completed section initiatives, and featured presentations from three section members about their recent work related to accessibility and disability in the archives. Our presenters were Bob Dirig (ArtCenter College of Design), presenting an update on the Inclusive Technology Design for Archives IMLS grant project; Amanda McGrory (United States Olympic & Paralympic Committee), speaking about the challenges of collecting disability sport history; and Lindy Smith (University of Missouri-Kansas City), presenting practical guidance on improving accessibility for archival workers and visitors.

**Link to Meeting Minutes:**

### **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Member engagement appeared to be consistent with past years. Members responded to calls for participation and feedback, attended events, and reported the use of section resources, such as the Guidelines for Accessible Archives.

### **QUESTIONS FOR COUNCIL**

We do not have any questions or concerns for the SAA Council at this time.

## Accessioning, Acquisitions & Appraisal Section

Council Liaison: Mario Ramirez / Joyce Gabiola

Report Submitted by: Sarah Woods

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Sarah Woods	8/15/2021	9/1/2022
Vice Chair / Chair-Elect	Rosemary K. J. Davis	8/15/2021	8/15/2022
Immediate Past Chair	Alexis Antracoli	8/15/2021	9/1/2022
Steering Committee Member	Meaghan O'Riordan	8/15/2020	9/1/2022
Steering Committee Member	Rose Oliveira	8/15/2021	9/1/2023
Steering Committee Member	Aaron Ramirez	8/15/2020	9/1/2022
Steering Committee Member	Tamar Zeffren	8/15/2021	9/1/2023
Web Liaison	Elizabeth Miller	9/15/2020	9/1/2023

### ACTIVITIES

**Completed:** We formally adopted Accessioning into the scope of this section. The standing rules were approved and a blog post was created as our official statement on the change. We created a succession plan for managing the shared Gmail account.

**Ongoing:** We continue to sponsor the Best Practices for Accessioning working group.

**New:** We developed and facilitated a survey to solicit feedback from section members to help us better engage with members and provide the type of resources they need. We then tailored Third Thursday events and our annual section meeting to the interests of section members. April's Third Thursday event featured Marcella Huggard and Lauran Uglean Jackson and focused on reappraisal and deaccessioning. July's Third Thursday event featured Lexy deGraffenreid, Jessica Maddox and Rose Oliveira. Both events had attendance close to 100. We made recordings of both events available to section members.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Accessioning archivists belong to many SAA sections because no single section is home to the work they do. Our section formally added Accessioning to give accessioning archivists a home, thereby supporting increased visibility and connection among professionals.

#### Goal 2: Enhancing Professional Growth

Our Third Thursday events and our panel during our annual section meeting provided section members with excellent case studies from esteemed archivists engaged in accessioning, acquisitions and appraisal work. Third Thursday events saw nearly 100 people attend and both

hosted lively Q&As. The annual section meeting had over 100 people attend and had a lively Q&A.

### **Goal 3: Advancing the Field**

Our section sponsors a Best Practices for Accessioning working group who aim to create the first-ever Best Practices for Accessioning. Their work will help provide a standard long desired by accessioning archivists and archivists who perform accessioning work.

### **Goal 4: Meeting Members Needs**

We created and facilitated a survey designed to solicit feedback from section members to find out who they and what they want and need from the section. Survey results showed section members are most interested in appraisal, reappraisal, deaccessioning, and retrospective and digital appraisals. We tailored our events to meet these needs.

## **ANNUAL MEETING**

**Number of Attendees:** 103

**Summary of Meeting Activities:** At our annual section meeting, we began with an overview of the 2021-2022 section activities, recognized outgoing committee members and encouraged everyone to vote in the section election. We then hosted a panel discussion on the trends and challenges of accessioning digital records. Our panelists included Kari R. Smith, Global Archivists, LLC., Shira Peltzman, Digital Archivist, UCLA, and Jasmine Larkin, Accessioning Archivist, UCLA. The panelists provided engaging presentations that led to an active Q&A. We made available the recording of the meeting along with the panelist's slide decks.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Overall, the members of this section are engaged. We received high participation in our election and high attendance rates at our Third Thursday events and annual section meeting. Our membership mostly communicates through the listserv and participates via Zoom. We find social media platforms are mostly inactive.

## **QUESTIONS FOR COUNCIL**

None.

## Archival Educators Section

Council Liaison: Tonia Sutherland

Report Submitted by: Jesse Johnston

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Aisha Johnson	8/15/2021	9/1/2022
Co-Chair	Jesse Johnston	10/1/2021	9/1/2022
Immediate Past Chair	Ashley Todd-Diaz	8/15/2021	9/1/2022
Steering Committee Member	Steve Duckworth	9/15/2020	9/1/2022
Steering Committee Member	Shaun Hayes	10/1/2021	9/1/2023
Steering Committee Member	Ana Roeschley	9/15/2020	9/1/2022

### ACTIVITIES

**Completed:** From 2021 to 2022, we completed a mid-year section leaders meeting, nominated a representative to serve on the Student poster program committee. Our 2022 annual section meeting included presentations by NEH, a group of educators at Wayne State and the Reuther Library incorporating archival materials in the classroom, the IMLS archival curriculum development project, and reports from the Committee on Education, BitCurator.edu, AES section leaders.

**Ongoing:** We aim to continue the occasional (bimonthly) coffee chats that the section had been doing up to 2022.

**New:** We aim to provide more programming to the section throughout the year.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Provide a discussion space for educators to talk about how they communicate to learners about how to better advocate for archives and archivists. Creating a more empowered archival profession through improving education.

#### Goal 2: Enhancing Professional Growth

Provide more offerings for archival educators who are teaching or providing instruction for the first time (or in their first few years of teaching).

#### Goal 3: Advancing the Field

We should be providing a forum for all those involved in education and instructional activities, which may include

#### Goal 4: Meeting Members Needs

We have developed and will send out an interest survey to the section early in the SAA year

(September or October) to ask for ideas about what members want, what they would engage in, and other suggestions. No suggestions were received via the questions on the annual election ballot.

## **ANNUAL MEETING**

**Number of Attendees:** 22

**Summary of Meeting Activities:** We conducted an asynchronous mid-year meeting (February-March 2022) and a videoconferenced annual meeting (July 29, 2022). During our mid-year meeting, Over twenty members attended the annual meeting session, which was held on Zoom.

**Link to Meeting Minutes:** Meeting minutes:

[https://docs.google.com/document/d/10XclDBOGnG3JiK4PGhCBu7psltbwGKrPLiM2tgV\\_7qI/edit?usp=sharing](https://docs.google.com/document/d/10XclDBOGnG3JiK4PGhCBu7psltbwGKrPLiM2tgV_7qI/edit?usp=sharing)

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Moderate to low engagement. We did have a full slate of candidates this year, although all were running unopposed. There is a desire to do more activities throughout the year, but we have not had sustained engagement, particularly in the last year of the pandemic.

## **QUESTIONS FOR COUNCIL**

At this time, no questions for council.

## Archival History Section

Council Liaison: Mario Ramirez / Krystal Appiah

Report Submitted by: Susan Tucker

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Susan Tucker	8/15/2021	9/1/2022
Vice Chair / Chair-Elect	Rebecca Hankins	8/15/2021	8/15/2022
Steering Committee Member	Trevor Alvord	8/15/2021	9/1/2022
Steering Committee Member	Dane Flansburgh	8/15/2021	9/1/2022
Steering Committee Member	Catherine Sampson	8/15/2021	9/1/2022

### ACTIVITIES

**Completed:** None of our projects were completed except one in which we contacted other sections each month about contributions to our newsletter. From those conversations came the recognition of a need for a survey of our members and changes in our bylaws, see below under New.

**Ongoing:** -Crowd sourced compilation of urls that give the histories of university and college archives in the US -newsletter on archival history -annual Archival History Award

**New:** Survey of membership planned to gain insight into members' goals how we should secure predictable funding for the archival history award and our newsletter, and how we might participate in joint projects with other sections. In addition, we feel there is a need for a revision of by-laws so that Steering Committee members serve more than one year. We also hope to make the following change: That the Archival History Section Steering Committee designate 1 co-editor to the Archival History News (AHN) editorial board for the year beginning and ending with the term of the regular one-year Steering Committee members, from among whom the said co-editor is to be designated. Another goal is in updating the microsite page.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Our newsletter does this through its discussions, news and notes, ongoing projects, précis of scholarly works-in-progress, book reviews, digests of conferences, and interviews.

#### Goal 2: Enhancing Professional Growth

The newsletter and the award allow means by which archivists may communicate with one another, alert colleagues to new scholarship, and connect us with other professions concerned with records and Recordkeeping.

### **Goal 3: Advancing the Field**

The bibliography of archival history, regularly updated on the newsletter, receives thousands of hits each year, and thus allows others to see archivists as keepers of our own history

### **Goal 4: Meeting Members Needs**

We intend the upcoming survey as a means of addressing this goal, however, our crowd-sourced project on histories of college and university archives also came from a member survey.

## **ANNUAL MEETING**

**Number of Attendees:** 32

**Summary of Meeting Activities:** We had two excellent speakers: a. Outsider Leading from the Inside: Journeying through Archives Leadership as a Disrupter, Petrina Jackson, Harvard University b. Professional Concerns: Reflections on Organizing the Black Teacher Archive, Micha Broadnax, Harvard Graduate School of Education Research

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Not well! I agreed to serve in 2021 when the vice chair then in May stepped out from her position. It is very hard to find anyone to serve and I recognized that and thought I was in a position to help. Then our vice chair this year also had to leave and I agreed to stay on as chair. I know people are overburdened at work and they see that service takes time but it still seems a problem to me. I hope our survey will help.

## **QUESTIONS FOR COUNCIL**

We wonder if we should continue to ask for the minimal funding for the award (100) and for the newsletter (66), or if we might have a conversation on more stable funding, such as a campaign to find a donor for these types of projects.

## Archives Management Section

Council Liaison: Derek Mosley

Report Submitted by: Mott Linn

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Mott Linn	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Derek Webb	8/15/2021	8/15/2022
Immediate Past Chair	Tamar Zeffren	8/15/2021	9/1/2022
Secretary	Sarah Ponichtera	8/15/2021	9/1/2022
Steering Committee Member	Kimberly Anderson	8/15/2020	9/1/2023
Steering Committee Member	Kate Blalack	8/15/2021	9/1/2024
Steering Committee Member	Lisa Duncan	8/15/2019	9/1/2022
Steering Committee Member	Cara Howe	8/15/2019	9/1/2022
Steering Committee Member	Leslie Van Veen McRoberts	8/15/2021	9/1/2024
Steering Committee Member	Christina Zamon	8/15/2020	9/1/2023

### ACTIVITIES

**Completed:** Worked with the Business Archives Section on this year's colloquium, which is management focused

**Ongoing:** N/A

**New:** We have a steering committee meeting planned in September to look into this

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

N/A

#### Goal 2: Enhancing Professional Growth

Worked with the Business Archives Section on this year's colloquium, which is management focused. Most of our annual section meeting was a management-related professional development session.

#### Goal 3: Advancing the Field

N/A

#### Goal 4: Meeting Members Needs

We focus on trying to enhance their knowledge of management-related things

### ANNUAL MEETING

**Number of Attendees:** 138

**Summary of Meeting Activities:** Held a section meeting/social last November on Zoom. Held our annual meeting. Helped plan this year's BAS annual colloquium, which is focused on management issues this year.

**Link to Meeting Minutes:** <https://www2.archivists.org/groups/archives-management-section/meeting-minutes-and-presentations>

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Solid. With a section of our size (over 1,000 members), the engagement of our members varies greatly. But we had a few dozen people at our Zoom social last fall and 138 attend our annual section meeting (over 10% of our membership!)

## **QUESTIONS FOR COUNCIL**

N/A

## Archivists of Religious Collections Section

Council Liaison: Eric Chin / Dr. Lydia Tang

Report Submitted by: Timothy Binkley

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Timothy Binkley	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Jill Botticelli	9/15/2021	8/15/2022
Immediate Past Chair	Adam Winters	8/15/2021	9/1/2022
Secretary	Elaine Nadeau	8/14/2020	9/1/2023
Member-at-Large	Beaudry Allen	9/15/2021	9/1/2023
Member-at-Large	McGarvey Ice	9/15/2021	9/1/2023
Member-at-Large	Mary Grace Kosta	8/14/2020	9/1/2022
Newsletter Editor/Web Liaison	Thomas McCullough	4/20/2020	9/1/2022

### ACTIVITIES

**Completed:** Introduction to Planning for Digitization webinar, April 25, 2022. Presenter: Beaudry Allen. (<https://www.youtube.com/watch?v=kA2nuK3us2U>) Forming a Models and Resources Committee led by Mary Grace Kosta, Steering Committee Member-At-Large.

**Ongoing:** The Models and Resources Committee solicits policies and processing manuals to guide other archives in developing their own materials and shares these via the ARCS microsite. The committee also promotes training for religious archivists and provides a channel for discussion via the “Lunch and Learn” and “Archival Chat” sessions.

**New:** The Models and Resources Committee will continue to schedule new educational and archival support gatherings online at least once a month in 2022-23.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

1.4. Strengthen the ability of those who manage and use archival materials to articulate the value of archives.

#### Goal 2: Enhancing Professional Growth

2.2. Provide content, via education and publications, that reflects the latest thinking and best practices in the field. 2.4. Foster communities for professional interaction.

#### Goal 3: Advancing the Field

3.2. Foster and disseminate research in and about the field.

#### Goal 4: Meeting Members Needs

4.2. Create opportunities for members to participate fully in the association.

## **ANNUAL MEETING**

**Number of Attendees:** 34

**Summary of Meeting Activities:** After welcoming participants, Section Chair Tim Binkley led the meeting, beginning with Old Business: the approval of last annual meeting's minutes. New Business followed, including reports from the Chair (including 2022-23 leadership election results), the section publications Editor (Tom McCullough), the Models and Resources Committee (Mary Grace Kosta), and a brief statement of the Incoming Chair (Jill Botticelli). The business meeting concluded with a few minutes of open discussion of feedback received in the election results. For the educational content portion of our annual meeting, two speakers presenters presented insights on how our archives can benefit from partnership with the digitization grant program of the American Theological Library Association (ATLA).

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The level of energy and engagement has increased greatly this year with the establishment of the Models and Resources Committee. Their many online educational sessions and support gathering are feeding a hunger for archival knowledge and community.

## **QUESTIONS FOR COUNCIL**

None.

## Audio and Moving Image Section

Council Liaison: Jasmine Jones

Report Submitted by: Patrick J Midtlyng

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Patrick Midtlyng	4/1/2022	9/1/2023
Vice Chair / Chair-Elect	Felicia Boretzky	4/1/2022	8/15/2023

### ACTIVITIES

**Completed:** Section had a public zoom on July 27th to open discussions with constituents on how best the AMI section can reengage with the archival community in SAA

**Ongoing:** Patrick and Felicia attended SAA in Boston and met to discuss agenda items for an open meeting and game planned on how to engage with SAA leadership on the benefit of an AMI section and how we can become more visible within the SAA Community

**New:** It's all new.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Advocating for AMI Archivists as members of SAA

#### Goal 2: Enhancing Professional Growth

Ongoing

#### Goal 3: Advancing the Field

Ongoing

#### Goal 4: Meeting Members Needs

Open question. we need to address with SAA leadership on how to do this. As we come out of the pandemic, this is a key goal of ours.

### ANNUAL MEETING

**Number of Attendees:** 30

**Summary of Meeting Activities:** Open forum on what's needed for AMI to be a more active section in SAA

**Link to Meeting Minutes:**

### SELF-ASSESSMENT

**How would you describe the health or energy of your section? How engaged are your members?**

We're re-establishing after the pandemic and we have to ask ourselves and SAA hard questions about the efficacy and partnerships of services, resources, etc.

**QUESTIONS FOR COUNCIL**

If AMI is to be more active, we need to know what resources we have available to us for more regular outreach (zoom meetings hosted by SAA, partnership workshops with AMIA, ARSC, IASA. What funding and/or inclusion possibilities are there for SAA in person conference streams dedicated to topics of import to AV Archivists and for fellowships/scholarships for attendees to SAA who work almost exclusively in these areas.

## Business Archives Section

Council Liaison: Derek Mosley

Report Submitted by: Angelique M. Richardson

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Angelique Richardson	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Sarah Polirer	8/15/2021	8/15/2022
Immediate Past Chair	Jennifer Johnson	8/15/2021	9/1/2022
Secretary	Natalie Morath	8/15/2021	9/1/2022
Member-at-Large	Shira Bistricher	8/15/2021	9/1/2022
Education Chair	Lewis Strumpf	8/15/2021	9/1/2023
Editor	Lynne Drake	8/15/2021	9/1/2022
Vice Editor	Nicole Nguyen	8/15/2021	8/15/2022
Early-Career Member	Samantha Citarella	8/15/2020	9/1/2022

### ACTIVITIES

**Completed:** The Chair organized a celebratory book launch Zoom on April 27, 2022 to celebrate the contributors to the new SAA publication "Managing Business Archives" and had about 30 people attend.

Our Education Chair organized a webinar entitled "Business Archives: Perspectives on An Uncommon Career Path" in conjunction with SNAP, which was held and recorded on Thursday June 2, 2022.

The Chair organized the section's annual meeting on Friday, July 29 to share the work of the section's steering committee over the past year. With approximately 90 attendees, the meeting was a successful business meeting with time set aside at the end to socialize with our members.

The Vice-Chair organized our annual Business Archives Section Colloquium, which was held on Tuesday, August 9 from 12-3pm CT. The Colloquium featured 13 breakout sessions each with a different archives management topic moderated by a BAS member. The structure allowed attendees (approximately 110 people) to choose which breakout session to attend for each discussion period. After the two discussion periods, we came back together as a group and the moderators shared the high level feedback with the group.

The BAS Quarterly published a new issue in August after an almost two year hiatus. The theme was celebrating milestone anniversaries and featured articles from Tiffany & Co. and from Ford Motor Company.

At the SAA Annual Meeting, the Chair coordinated a BAS Mixer at Night Shift Brewing at Lovejoy Wharf in Boston on Wednesday, August 24 that also included tours of the Converse

Rubber Tracks Museum next door. Approximately 75 people attended the event in person and everyone enjoyed reconnecting with old friends and making new ones.

Also at the SAA Annual Meeting, Converse offered up two Converse Archives tours to BAS members on Thursday, August 25 and on Friday, August 26, which was facilitated by the Chair.

**Ongoing:** Our Editor/Vice-Editor regularly disseminate information via the BAS social media channels (Facebook, Instagram, Twitter, and LinkedIn). They also regularly update the Directory of Corporate Archives on the BAS website. The Member-At-Large has been assisting the Vice-Editor/Editor with the Directory of Corporate Archives information in an effort to verify the corporations listed still maintain an archives.

**New:** The Education Chair is reviving the BAS mentoring program as well as making an ongoing effort to maintain relationships with student chapters at various universities. The BAS tries to speak with students on a regular basis to introduce them to the world of business archives.

## **STRATEGIC PLAN**

### **Goal 1: Advocating for Archives and Archivists**

The BAS continues to partner with SNAP and other SAA sections on programming in order to share the work of archives and archivists in general, but also the business archives community in specific.

### **Goal 2: Enhancing Professional Growth**

The BAS Steering Committee provides programming to its members that is unique and specific to business archivists. The BAS also has facilitated its own mentoring program off/on for several years to pair up newer business archivists with longer serving business archivists in order to provide specific support to its members.

### **Goal 3: Advancing the Field**

The BAS continues to have fairly competitive elections for its steering committee positions and maintains an active section listserv. The Steering Committee does its best to promote the work of the BAS as a whole in addition to the work of its individual members.

### **Goal 4: Meeting Members Needs**

The BAS Steering Committee communicates extensively with its members via the section listserv as well as via its social media channels in order to make members aware of BAS and of SAA programming and opportunities.

## **ANNUAL MEETING**

**Number of Attendees:** 90+

**Summary of Meeting Activities:** The Chair organized the section's annual meeting on Friday, July 29 to share the work of the section's steering committee over the past year. The meeting featured reports from our Council Liaison, our Vice-Chair (regarding the Colloquium), our Chair

(regarding in-person BAS events at the SAA Annual Meeting), our Education Chair, and our Editor/Vice-Editor as well as from a BAS member on the A\*Census II working group, a representative from ICA, and an update on the status of the Business Archives Workshop. A speech by our Incoming Chair wrapped up the official portion of the meeting, leaving anyone who wanted to stay on the Zoom to join in some social time.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Overall, the BAS is quite engaged and seems to have a healthy membership. There was more of a struggle to get members to run for office this year compared to previous years, but I think that's more to do with the ongoing pandemic and people's increasing work commitments than anything BAS specific. There have been some instances of listserv subscription issues that have made it difficult to know if all of our members are receiving our emails.

## **QUESTIONS FOR COUNCIL**

The BAS currently hosts their quarterly newsletter outside of SAA's website. Historically the cost for hosting the website has been paid for by the Chair of the BAS Steering Committee. It would be ideal if this expense (~\$155) could be included in SAA's budget. Or if that's not possible, then suggesting an alternative dynamic newsletter type option that could be hosted on the SAA website would be appreciated.

## Collection Management Section

Council Liaison: Rachel E. Winston

Report Submitted by: Larissa Krayer

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Larissa Krayer	8/14/2021	9/1/2022
Vice Chair / Chair-Elect	Rita Johnston	8/15/2021	8/15/2022
Steering Committee Member	Helena Egbert	2/7/2022	9/1/2022
Steering Committee Member	Marcella Huggard	8/15/2021	9/1/2023
Steering Committee Member	Elizabeth Wilkinson	8/15/2021	9/1/2023
Web Liaison	Jane Gorjevsky	1/15/2022	9/1/2022

### ACTIVITIES

**Completed:** - Organized and hosted a webinar entitled "Turning Disaster into Opportunity." Three speakers discussed how they used a disaster to evaluate collection management practices, storage design, and processing to come out strong on the other side. - Added 1 new Repository Profiles for content management systems and one for Digital Asset Management Systems. Also added an additional documentation file for ArchivesSpace. - Continued to review and fix, as needed, broken links and outdated information on the section microsite. - Organized the annual meeting with 3 speakers from diverse institution types (museum, business archive & university archive) who spoke on collection moves.

**Ongoing:** -Soliciting suggestions from members for programming -Soliciting additional entries for the Repository Profiles and Documentation Portal -A representative from the CM section steering committee is serving on the TS-EAS Outreach and Communications team

**New:** A focus on more engagement with our section, including a regular yearly webinar on rotating subjects

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

The CM section continues to discuss how we can best advocate for archives and archivists. A great discussion occurred during our Annual meeting regarding early career archivists and obstacles they face in term-projects such as collection moves. It would be great to continue conversations such as these within the list-serv or other venues. We have a representative on TS-EAS Education and Outreach, and we hope to lean into that more to encourage our membership to advocate for their needs as the standards are revised.

#### Goal 2: Enhancing Professional Growth

Much of our work in this area relates to our programming both in planning webinars and the SAA Annual Meeting. We also continue to solicit for and maintain the Repository Profiles and

Documentation Portal. Continuing on feedback received during our 2021 survey, the section organized a presentation on both disasters and collection moves and how these impact collection management issues such as processing and storage.

This year, we continued to solicit new Repository Profiles, including those for DAMs, which others can use to see how repositories are used in the field as they make choices about their own repository selection and use. We also made a push to collect material for the Documentation Portal, and it continues to be a free resource for archivists to view manuals and workflows created by a variety of institutions. We continue to work to be a resource for the community and be responsive to their interests and needs.

### **Goal 3: Advancing the Field**

The section continues its partnership with TS-EAS Outreach committee to help share information and advocate for participation in standards discussion. In the coming years, more work could be done to strengthen this partnership to help advance the work of both committees.

### **Goal 4: Meeting Members Needs**

Based on feedback from the January 2021 survey of the section, we organized two slates of speakers for a webinar in April 2022 and for our Annual Meeting to discuss topics the community was most interested in. We are continuing to facilitate communication via our e-list, both to share steering's work and to encourage membership to share needs/ask questions of each other.

## **ANNUAL MEETING**

**Number of Attendees:** Approximately 70

**Summary of Meeting Activities:** We received an update from TS-EAS on their work updating the EAD and EAC-CPF standards. We held a brief business meeting, followed by three presentations from different types of institutions on collection moves and a Q&A with the audience.

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

While the list-serv sees limited engagement, when members ask questions, the community is often very responsive and willing to help. We had such a great turnout for presentation proposals for our April webinar that we were able to transition some proposals into a new topic for the Annual Meeting. Both these events were well attended and prompted some good questions/discussion from the attendees

## **QUESTIONS FOR COUNCIL**

None at this time.

## College and University Archives Section

Council Liaison: Dominique Luster

Report Submitted by: Karen Trivette

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Karen Trivette	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	April Anderson-Zorn	8/15/2021	8/15/2022
Immediate Past Chair	Michelle Sweetser	8/15/2021	9/1/2022
Steering Committee Member	Tiffany Cole	8/15/2021	9/1/2024
Steering Committee Member	David McCartney	8/14/2020	9/1/2022
Steering Committee Member	Krista Oldham	8/15/2019	9/1/2022
Steering Committee Member	Elizabeth Scott	8/15/2021	9/1/2024
Steering Committee Member	Sandra Varry	8/14/2020	9/1/2023
Newsletter Editor	Katie Nash	10/14/2019	9/1/2023
Early-Career Member	Caitlin Colban-Waldron	8/15/2021	9/1/2022

### ACTIVITIES

**Completed:** The guidelines, online at Guidelines for College and University Archives | Society of American Archivists, are completed and now undergoing review, the first in over 20 years. The guidelines working group, consisting of Michelle Sweetser, Sandra Varry, Benn Joseph, Krista Oldham, Angel Diaz, and David McCartney, has sought guidance from Section members and is incorporating comments into the document. A draft of the revised guidelines will be distributed to membership later in 2022, with final submission to SAA Council for approval anticipated in 2023.

**Ongoing:** We continue to host weekly Zoom “Coffee Chats.” April Anderson-Zorn has served as the main host and planner. Some chats feature joint discussions and more formal presentations with other sections, while some simply provide a venue for networking and socializing. In January 2022, C&UA’s weekly coffee chats moved to a monthly format. Hosted this year by April Anderson-Zorn, this change helped her arrange unique and relevant topics with speakers that fit everyone’s schedules. Topics included specialized projects for ArchivesSpace, exhibit spaces and education, paintings and conservation, disability and access, construction projects and building renovations, the role of archives and archivists in campus history initiatives, and diversity and representation in the profession. Chat attendees averaged twenty attendees per month. The newly elected vice-chair/chair-elect will take over this role in the 2022-23 year. The Archival Innovator’s Toolkit helps archivists to share knowledge about our evolving profession. The AIT invites submissions for resources on topics discussed at the C&UA coffee chats as areas of critical need. These topics include ‘Born Digital Archives,’ Content Management Systems,’ Email Archiving,’ and ‘Web Archiving.’ April Anderson-Zorn created

the AIT landing page in Spring 2022 with an accompanying resource submission form. Submissions are ongoing, and C&UA invites all archivists to submit suggestions for resources that can inform and guide these topic areas. In the summer of 2021, Karen Trivette and Elizabeth Scott began leading the Tenure|Promotion|Sabbaticals (TaPaS) working group to address tenure, promotion and sabbatical issues for archivists in tenure-track positions. The group brainstormed ideas about specific deliverables and then split into smaller sub-committees to work on those initiatives. The working group focused on archivist profiles, a coaching databank and developing a glossary of tenure and promotion terms. In the summer of 2022, links to the resources went live on the TaPaS page for members with a general announcement to membership. <https://www2.archivists.org/groups/college-and-university-archives-section/tenurepromotionsabbaticals-tapas-resources> TaPaS plans to continue working on these key initiatives by adding more information and links to the page in the coming year. Also new for the year 2021-2022; information above is duplicated below.

**New:** The Archival Innovator’s Toolkit helps archivists to share knowledge about our evolving profession. The AIT invites submissions for resources on topics discussed at the C&UA coffee chats as areas of critical need. These topics include ‘Born Digital Archives,’ Content Management Systems,’ Email Archiving,’ and ‘Web Archiving.’ April Anderson-Zorn created the AIT landing page in Spring 2022 with an accompanying resource submission form. Submissions are ongoing, and C&UA invites all archivists to submit suggestions for resources that can inform and guide these topic areas. In the summer of 2021, Karen Trivette and Elizabeth Scott began leading the Tenure|Promotion|Sabbaticals (TaPaS) working group to address tenure, promotion and sabbatical issues for archivists in tenure-track positions. The group brainstormed ideas about specific deliverables and then split into smaller sub-committees to work on those initiatives. The working group focused on archivist profiles, a coaching databank and developing a glossary of tenure and promotion terms. In the summer of 2022, links to the resources went live on the TaPaS page for members with a general announcement to membership. <https://www2.archivists.org/groups/college-and-university-archives-section/tenurepromotionsabbaticals-tapas-resources> TaPaS plans to continue working on these key initiatives by adding more information and links to the page in the coming year.

## **STRATEGIC PLAN**

### **Goal 1: Advocating for Archives and Archivists**

It is our goal that the forthcoming article for American Archivist regarding our landscape survey, and the data gathered as a result, will allow individual archivists in college and university settings to “educate and influence decision makers.” The article stands to aid archivists across sectors and sections to be more informed advocates and armed with plentiful empirical evidence.

### **Goal 2: Enhancing Professional Growth**

Professional growth is at the heart of each C&UA section initiative; those initiatives are: monthly Coffee Chats; a member-contributed Archives Innovators Toolkit; Tenure|Promotion|Sabbatical Pathways; and much-edit and updated Guidelines for C&UA repositories and/or programs.

### **Goal 3: Advancing the Field**

Recognizing that much has changed in the 20+ years since the Guidelines for College and University Archives were approved, section leadership and members are actively engaged in a process to review and update the guidelines/standard. The updated standard will better reflect the current work of and in college and university archives and will serve as a more accurate resource and standard for reference and advocacy.

### **Goal 4: Meeting Members Needs**

By very actively inviting member input and engaging members across initiatives, the section leadership shares its decision-making authority and discretion with the section membership. Leaders feel this is the best way to lead -- that is to listen carefully and to react strategically will help to ensure that members' needs are met and in a sustained way.

## **ANNUAL MEETING**

**Number of Attendees:** 80 (at maximum)

**Summary of Meeting Activities:** 1. Business meeting: 20 min./Recorded Welcome (Karen Trivette) Updates on 2021-2022 projects Coffee Chats (April Anderson-Zorn) Standards Review/Update (Sandra Varry) Archival Innovators' Toolkit Working Group (April Anderson-Zorn) Tenure|Promotion|Sabbaticals (TaPaS) Pathways Working Group (Elizabeth Scott) Campus Case Studies (Karen Trivette) Council update (if applicable; Dominique Luster) Election Results (Michelle Sweetser) 2. Breakout Rooms: 30 min./Not Recorded Choice 1: What's Your C&UA Topic(s) of Concern? Coffee Chats and Beyond (Karen Trivette) Choice 2: What's Your Cutting Edge Expertise? Archival Innovators' Toolkit Working Group (April Anderson-Zorn) Choice 3: What's Your Professional Trajectory and/or Experience? Tenure|Promotion|Sabbaticals (TaPaS) Pathways Working Group (Elizabeth Scott) Choice 4: Standards Subcommittee (Benn Joseph) Choice 5: None of the above but want to gather with colleagues! (Sandra Varry) 3. Reconvene and report out: 30 min. 4. Wrap-Up, Gratitude, Acknowledgments: 5 min. (Karen Trivette + April Anderson-Zorn)

**Link to Meeting Minutes:** N/A

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Thanks to many communal and community-driven initiatives, C&UA has a thoroughly engaged membership. This energizes the leadership and perpetuates the health of the section.

## **QUESTIONS FOR COUNCIL**

Not at present; thank you very much for all of your support!

## Congressional Papers Section

Council Liaison: Rachel Winston

Report Submitted by: Carly Dearborn

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Carly Dearborn	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Mary Goolsby	8/15/2021	8/15/2022
Immediate Past Chair	Robert Lay	8/15/2021	9/1/2022
Steering Committee Member	Kate Gregory	8/18/2020	9/1/2024
Steering Committee Member	Jolene Kennah	8/18/2020	9/1/2022
Steering Committee Member	Keri Myers	8/15/2021	9/1/2023
Steering Committee Member	Sheridan Sayles	8/18/2020	9/1/2022
Steering Committee Member	Claudia Willett	8/15/2021	9/1/2023
Ex Officio	Kathryn Hujda	9/1/2021	9/1/2023
Ex Officio	Dawn Sueoka	9/1/2021	9/1/2023

### ACTIVITIES

**Completed:** - relaunched the CPS newsletter which is distributed twice a year - submitted a prospectus to SAA's Publications Board, proposing to provide a technical supplement to SAA publication Managing Congressional Collections. This proposal represents years of work and is in collaboration with the Association of Centers for the Study of Congress (ACSC).

**Ongoing:** - cleaning up and organizing the microsite to better serve as a communication tool for congressional archivists and the section. - work on the technical supplement to Managing Congressional Collections (if proposal is accepted)

**New:** - investigate new ways to engage members such as monthly "coffee" chats, new working groups (copyright and deed of gift language working group spinning up soon) - improve access to important documents such as our standing rules so new or less active members know how they can participate

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

CPS has long advocated for the preservation of records generated within congressional offices and for the archivists dedicated to this work. In the 2021-2022 year, the section focused its effort on the proposal for Managing Congressional Collections: A Technical Supplement to Managing Congressional Collections, which addresses this critical work. Part processing manual and part advocacy guide, the proposed supplement to Cynthia Pease Miller's Managing Congressional Collections (2008) will assist congressional archivists in conversation with donors on Capitol

Hill. If the proposal is accepted, the supplement will be the next tool in the congressional archivist's advocacy toolbox.

### **Goal 2: Enhancing Professional Growth**

Over the past year, a number of colleagues new to congressional archives and the section joined CPS and began engaging with the community. Through their participation we explored ways in which to make our community more welcoming and provide opportunities for members to tap into the wealthy of knowledge within our section. At the annual meeting, we tested a new session format where participants could submit anonymous questions they perhaps felt too shy to ask the main listserv. This was a great way to get conversation started.

### **Goal 3: Advancing the Field**

Again, the proposed update to Managing Congressional Collections represents a significant investment in advancing the congressional archives field and professional literature. With this volume, the section in participation with ACSC, CPS will address emerging best practices in collecting digital congressional records, not only addressing the technical issues of collection and preservation but the political and administrative issues surrounding born digital records in Congress.

### **Goal 4: Meeting Members Needs**

A number of section initiatives were directly in response to member requests and needs. The Managing Digital Congressional Collections proposal is the direct result of member advocacy and identified needs over the past couple of years; CPS's Electronic Records Section has spent the past year updating their section of the website to include resources, case studies, and technical guides for members; and the Steering Committee is exploring the idea of hosting regular section "coffee" meetings to encourage and support more interaction amongst the membership – all based on member feedback.

## **ANNUAL MEETING**

### **Number of Attendees: 55**

**Summary of Meeting Activities:** The CPS annual meeting (known among the section as "CPS Day"), was held virtually on July 19, 2022 and consisted of three sessions: 1. CPS's Electronic Records Committee lightning talks - Repository, US House and US Senate archivists discussed working with congressional offices in both chambers on digital records and the challenges of recovering campaign and office social media accounts. 2. The second session was devoted to lightning talks about instructional and outreach efforts. Members from academic institutions demonstrated unique and creative ways they have been teaching with congressional records and a representative from NARA's Center for Legislative Archives discussed new outreach initiatives. 3. The third session was designed to serve a community-building function and was an open question and answer period - affectionally called the "No such thing as a stupid question" session. We provided a form for attendees to ask questions ahead of the meeting anonymously and structure the session to generate discussion. It is something we hope to continue moving forward. This meeting was not recorded.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

This section feels connected and energetic. We had a competitive race for open seats on our steering committee which is an exciting indication of interest and engagement. The 2021-2022 first term steering committee members took on new responsibilities and suggested new directions for work which speaks to the depth of the section's leadership bench. Collecting congressional collections is increasingly becoming more difficult - members of Congress are hesitant to donate and when they do donate it is difficult to get them to give the records of real significance. This can be attributed to an increasingly toxic political environment and makes the work of congressional archivists increasingly more important and difficult. CPS members value the professional and emotional support this community provides.

## **QUESTIONS FOR COUNCIL**

no questions at this time

## Description Section

Council Liaison: Stephen R. Curley

Report Submitted by: Katherine Madison

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Katherine Madison	8/15/2021	9/1/2022
Vice Chair / Chair-Elect	Ashley Gosselar	8/15/2021	8/15/2022
Immediate Past Chair	Katherine Duvall	8/15/2021	9/1/2022
Secretary	William Clements	8/15/2020	9/1/2022
Member-at-Large	Kelly Bolding	8/15/2020	9/1/2022
Member-at-Large	Elizabeth Coup	8/15/2021	9/1/2023
Newsletter Editor	Lori Dedeyan	6/3/2019	9/1/2022
Early-Career Member	Nora Jimenez	8/15/2021	9/1/2022
Web Liaison	Scott Kirycki	3/1/2019	9/1/2025
Ex Officio	Matthew Gorham	9/15/2020	9/1/2022
Ex Officio	Gregory Wiedeman	9/15/2021	9/1/2023

### ACTIVITIES

**Completed:** -We submitted, on behalf of Archives for Black Lives in Philadelphia (A4BLiP), a proposal to the Standards Committee of SAA for the endorsement of their Anti-Racist Descriptive Resources as an external standard. -We formalized an editorial manual and administrative documentation for the section blog, Descriptive Notes. -We completed an ownership transition of shared drive, containing all Description Section documentation from 2017 to the present, to a more sustainable model.

**Ongoing:** -We continue to develop the section's blog, Descriptive Notes, which is now in its second year. We solicit, edit, and publish new series and posts on all topics related to archival description. -We continue to add resources to the Description Section Documentation Portal on our micro-site.

**New:** -We will transition to a new editorial team for Descriptive Notes, including having a new Lead Blog Editor. -We will collaborate with TS-EAS in the upcoming year(s) as the technical subcommittee begins the evaluation and revision of EAD. -Other projects to be determined by the 2022-2023 Steering Committee as the year progresses.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

1.3 The Description Section has provided "leadership in ensuring the completeness, diversity, and accessibility of the historical record" by maintaining and adding to our Documentation

Portal on our section micro-site. 1.4 Through its blog, the Section provides a publication platform that allows archivists “to articulate the value of archives.”

### **Goal 2: Enhancing Professional Growth**

2.2 The Section provides a publication forum through our blog, Descriptive Notes, about current and evolving descriptive practices in archives. 2.3 Through our blog and our Documentation Portal, the Section provides affordable and accessible information about archival description and descriptive resources.

### **Goal 3: Advancing the Field**

3.1 Through the Section’s collaboration with Archives for Black Lives in Philadelphia (A4BLiP) on their proposal to the SAA Standards Committee, we have contributed to the development of “new standards, guidelines, and best practices” for archives. 3.2 The Section “foster[s] and disseminate[s] research in and about the field” through our blog and our Documentation Portal. We have committed to sharing updates from other archival groups - such as TS-EAS and TS-DACS - through this blog platform. This year we included updates from TS-EAS, TS-DACS, and SNAC in our annual meeting to keep our membership informed. 3.3 The Section partnered with A4BLiP in the past year on the topic of anti-racist archival description. We plan to collaborate with TS-EAS in the upcoming year.

### **Goal 4: Meeting Members Needs**

4.1 / 4.4 The Section membership is regularly kept up to date on activities and opportunities to contribute via the section’s listserv. A report was made to membership at our annual business meeting, where we also invited members to come forward with projects and ideas. Steering committee members are available for questions and comments.

## **ANNUAL MEETING**

**Number of Attendees:** 111

**Summary of Meeting Activities:** The annual section meeting was held virtually on July 18. The outgoing chair (Kate Madison) and incoming chair (Ashley Gosselar) opened the meeting by sharing updates on the work of the Description Section over the last year. Representatives from TS-DACS, TS-EAS, SNAC, and Archives for Black Lives in Philadelphia (A4BLiP) then gave updates on the work of their groups. The remainder of the meeting was a moderated panel discussion on the emotional labor of archival description, featuring the four authors from the section blog (Descriptive Notes) series on archival labor.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The section Steering Committee is active in and committed to a number of projects with long-term scope. This year we had no difficulty soliciting candidates for committee membership. We had an excellent turnout for our annual meeting and have been able to maintain a regular blog posting schedule from responses to our calls to membership. However, measuring the engagement of our larger membership is difficult.

#### **QUESTIONS FOR COUNCIL**

No questions or concerns at the present time.

## Design Records Section

Council Liaison: Eric Chin / Joyce Gabiola

Report Submitted by: Moira O'Connell-Morganstein

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Moira O'Connell-Morganstein	8/18/2020	9/1/2022
Co-Chair	Allison Olsen	8/15/2021	9/1/2023
Steering Committee Member	Andrea Altenbach	8/15/2021	9/1/2024
Member-at-Large	Helice Koffler	8/15/2021	9/1/2023
Steering Committee Member	Aliza Leventhal	8/15/2019	9/1/2022
Web Liaison	Paige Adair	8/15/2021	9/1/2023

### ACTIVITIES

**Completed:** -Transition the Digital Design Records Task Force to a committee. -Bi-monthly job listings posted to listserv -Added Career Opportunities page to the microsite with links to design and archive focused postings -Transitioned repository map from Click2Map to Google Maps -Informal Discussion series (topics included Building for Tomorrow, Detroit Institute for Art Archive, and Writing for the American Archivist)

**Ongoing:** -Informal Discussion Series -Digital Design Records Committee -Bi-Weekly job Postings -Continue to update repository map -Continue to update recordings page

**New:** During the 2021 / 2022 year we introduced the job listings posts to the listserv, the career opportunity page on the microsite, and the recordings page on the microsite.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

The DRS leaders (co-chairs and the steering committee) work to provide support to the DRS members through posts on the listserv, working on ways to increase participation and engagement, and look at the overall challenges facing the design records community. In the past year two of the steering committee members, Aliza Leventhal and Andi Altenbach created and published the Design records Appraisal Tool to provide archivists with a framework when reviewing a design collection. Many of our members also participated in the recent design records-focused edition of the American Archivist.

#### Goal 2: Enhancing Professional Growth

By providing design focused job resources to our community I hope we have helped them become more aware of professional opportunities. We have also publicized design-related articles and events from outside the section (on the listserv) for people to participate in.

### **Goal 3: Advancing the Field**

The process of transitioning Digital Design Records Task Force (DDRTF) to the Digital Design Records Committee (DDRC) is a direct way for DRS to support design records archivists. Advancing to the committee level will provide a chance to do more outreach and also engage the section more in creating solutions to the many challenges of complex digital records and models.

### **Goal 4: Meeting Members Needs**

The ongoing Informal Discussion series seeks to provide DRS members with a venue to meet other archivists in this niche and hear about projects they are working on, what their collections are like, present different approaches to design records related issues and so forth. We arrange for a variety of speakers each year and try to have 4-5 sessions each year. The sessions are virtual so that the maximum number of people can attend.

## **ANNUAL MEETING**

**Number of Attendees:** 51

**Summary of Meeting Activities:** Meeting took place virtually on July 27, 2022 at 2 PM EST - Eric Chin provided council updates Section Updates -Thanked members for voting but could not release results as they had not yet been provided -During the 2021/2022 we focused on updating the section microsite adding two new pages (career opportunities and recordings page) -Conducted three Informal Discussion series events and will continue to host them in 2022 / 2023 -Discussed Digital Design Records Task Force transition to a committee Presentations from DRS members: The Future is Change: A Reflection on the Digital Landscape at Texas Parks and Wildlife Department (Anna Reznik, Archivist and Records Analyst & Lori Miculka, Records Analyst, Texas Parks and Wildlife, Infrastructure Division) Where to begin: organizing 60 years' worth of drawings and papers (Linda Scinto, Kevin Roche John Dinkeloo and Associates) Managing ongoing donations from active firms (Jessica Quagliaroli, Architecture Records Archivist, Arts Library Special Collections, Yale University)

**Link to Meeting Minutes:** <https://www2.archivists.org/groups/design-records-section/recordings-0>

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The rate of participation during the 2021 / 2022 year seemed to be similar to the rate of participation for the past several years. We had good turnout for our virtual Informal Discussion events and I think we have some good ideas for continuing that into a third year during 2022 / 2023. There seems to be increased interest in the work that the Digital Design Records Committee (formerly the Digital Design Records Task Force) is doing. This committee in particular is doing a lot to really shape the way that Design Archivists will approach their collections and handle digital materials in the future. Their presentation during the annual section

meeting in July 2022 was well received and a great opportunity to introduce the committee to new members. The DDRC's work is expressly important at a time during which there is a marked increase in the influx of complicated digital materials to design archives. While there are still questions about how to preserve these materials and make them available there is also a lot of innovation - it's exciting to see so much opportunity.

#### **QUESTIONS FOR COUNCIL**

n/a

## Encoded Archival Standards Section

Council Liaison: Stephen Curley

Report Submitted by: Bo Doub

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Bo Doub	8/14/2020	9/1/2022
Co-Chair	Irene Gates	9/10/2021	9/1/2023
Steering Committee Member	Michele Combs	9/24/2019	10/1/2023
Steering Committee Member	Elizabeth Coup	9/10/2021	9/1/2023

### ACTIVITIES

**Completed:** At the beginning of the 2021-2022 term, the Encoded Archival Standards Section sent out multiple calls for suggested additions to the "Recommended Tools and Resources page" on the EAS Section microsite. The EAS Section received multiple responses and documented the new additions on the microsite's resources page. The EAS Section also collaborated with TS-EAS on multiple projects, including assisting with webinars, helping to promote educational opportunities, and organizing and holding a joint annual meeting that included a moderated panel and discussion on encoded archival standards in the context of aggregators of archival description (e.g., Archives Portal Europe, Online Archive of California, Archives Hub, ArchiveGrid, etc.) both within and outside of the United States.

**Ongoing:** Additional webinars are planned for the coming year, with some already in development, and the renewed partnership with TS-EAS will continue. The senior co-chair will serve as a liaison between the EAS Section Steering Committee and TS-EAS, and the section leaders plan to continue promoting webinars and working to increase the resources available to users of the standards.

**New:** The EAS Section is still promoting the use of the survey results that the EAS Section conducted in 2019 and 2020. The section conducted the 2019 survey to gain a better understanding of the types of standards our community members use (or don't use) and to document the various tools that the community uses to work with these standards. The EAS Section is currently starting the process to submit the survey's results to the SAA Dataverse repository, which supports active data reuse and reevaluation on behalf of the archives community.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

The EAS Section has worked hard to provide an inclusive, welcoming, and education-focused atmosphere for our members. Our work connects most with two aspects of this goal: -- 1.3. "Provide leadership in ensuring the completeness, diversity, and accessibility of the historical

record,” as we work to provide better resources that allow archivists to provide encoded records and enhance access; and -- 1.4 “Strengthen the ability of those who manage and use archival materials to articulate the value of archives,” as we strive to provide educational materials about the standards that can boost members’ abilities to manage and describe archival materials.

### **Goal 2: Enhancing Professional Growth**

The goals of the EAS Section are closely aligned with this particular aim, as our mission is to provide educational resources for our peers and colleagues internationally. Especially this past year, as we updated our bibliographic and other available resources on our microsite and developed free online webinars and tutorials about the standards, their updates and revision cycle, and use cases, all in collaboration with TS-EAS, we feel directly connected to two aspects of this goal: -- 2.2. “Provide content, via education and publications, that reflects the latest thinking and best practices in the field;” and -- 2.3. “Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.” Our annual meeting this year was intended to foster a sense of professional community and practice amongst our members, including a moderated discussion about the current state of encoded archival standards in the context of aggregators of archival description both within and outside of the United States. This work relates to an additional element of this goal, 2.4 “Foster communities for professional interaction.”

### **Goal 3: Advancing the Field**

The EAS Section works actively with TS-EAS in order to understand member needs regarding the encoded standards and provides resources and support for their usage. This includes sharing information about the revision cycle and being an active part of the conversation regarding shifts in the field and needs for revisions to the standards. EAS, in conjunction with TS-EAS, works to develop and provide access to research regarding the standards; this collaboration has proven to be highly effective for disseminating information about the encoded archival standards.

### **Goal 4: Meeting Members Needs**

The EAS Section completed a member survey in 2019-2020, and all activities regarding updating our online resources, working to develop free online tutorials, and holding a conversation about the standards at our annual meeting were in direct response to the member needs raised in that survey. When the EAS Section received the election results from the 2021 section election, one respondent requested updates relating to the Building a National Finding Aid Network (NAFAN) project's activities for the coming year. This feedback partly inspired the theme of the annual meeting's moderated panel: the use of encoded archival standards in the context of aggregators of archival description. Also in response to this feedback, the EAS Section arranged for a separate set of announcements and updates by NAFAN team members, Adrian Turner and Jodi Allison-Bunnell, to take place before the start of the moderated panel.

## **ANNUAL MEETING**

**Number of Attendees:** 104

**Summary of Meeting Activities:** The Encoded Archival Standards Section annual meeting was held jointly with TS-EAS on August 3, 2022. Bo Doub, EAS Section co-chair, started the meeting by sharing the agenda, along with updates and announcements from the EAS Section. Karin Bredenberg, Silke Jagodzinski, and Marie Elia provided updates and announcements relating to TS-EAS and TS-EAS' subteam for the EAC-CPF standard. Adrian Turner and Jodi Allison-Bunnell shared updates and announcements relating to the Building a National Finding Aid Network (NAFAN) project. The remaining portion of the meeting consisted of the moderated panel and discussion on encoded archival standards in the context of aggregators of archival description (e.g., Archives Portal Europe, Online Archive of California, Archives Hub, ArchiveGrid, etc.). The panel comprised 13 representatives from archival aggregation services across the United States and Europe: Jodi Allison-Bunnell (Montana State University Library); Maija Anderson (Orbis Cascade Alliance); Kerstin Arnold (Archives Portal Europe Foundation); Jennifer Brcka (Hesburgh Libraries (University of Notre Dame)); Karin Bredenberg (Kommunalförbundet Sydarkivera); Kira Dietz (Virginia Tech); Samantha Dodd (Texas Archival Resources Online); Oliver Götze (Archivportal-D); Margaret Kidd (Virginia Commonwealth University); Merrilee Proffitt (ArchiveGrid / OCLC Research); Chela Scott Weber (OCLC Research Library Partnership); Jane Stevenson (Archives Hub); Adrian Turner (California Digital Library).

**Link to Meeting Minutes:** <https://www2.archivists.org/groups/encoded-archival-standards-section/joint-eas-section-and-ts-eas-annual-meeting-recording>

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The number of people (104) who attended the EAS Section's joint annual meeting reflects a healthy level of energy and engagement in the section's membership. Other than the annual meeting, the 2021-2022 cycle did not involve a lot of direct dialogue between EAS Section members and the EAS Section steering committee. However, the fact that the EAS Section was able to recruit a new incoming co-chair and a new steering committee member during the 2022 election is encouraging.

## **QUESTIONS FOR COUNCIL**

No

## Government Records Section

Council Liaison: Erin Chin / Krystal Appiah

Report Submitted by: Cathrine Giles

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Cathrine Giles	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Kimberlee Roberts	9/15/2021	8/15/2022
Immediate Past Chair	Brad Houston	8/15/2021	9/1/2022
Steering Committee Member	Stephanie Bayless	9/15/2021	9/1/2024
Steering Committee Member	Gina Nichols	8/15/2019	9/1/2022
Steering Committee Member	Genevieve Preston	8/15/2020	9/1/2022

### ACTIVITIES

**Completed:** We revised the Standing Rules and removed dead links from the microsite. The revisions were approved by the Section by ballot vote.

**Ongoing:** We will continue to update the Links and Resources page on the microsite and discuss how to increase engagement.

**New:** We had no new projects this year.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

No direct action in this area.

#### Goal 2: Enhancing Professional Growth

The joint section meeting provided a very in-depth view of disaster response and planning.

#### Goal 3: Advancing the Field

No direct action in this area.

#### Goal 4: Meeting Members Needs

Job, section, survey, and other opportunities are shared with the section. The section meeting recording was distributed to the members.

### ANNUAL MEETING

**Number of Attendees:** 37

**Summary of Meeting Activities:** We had a joint meeting with the Local Government Records Section. After a brief business meeting to discuss the upcoming election and standing rules revisions, three presenters spoke on different perspectives of disaster response and planning:

after the disaster, working with a vendor, and the creation of a disaster response plane: Rebecca Halbmaier, Kentucky Department for Libraries and Archives, provided an overview of her work with local government agencies after the December 21, 2021, tornadoes. Adam Lyszczarz, Prism Specialties, discussed Prism's experiences and offer tips for navigating disaster loss. Julie Irick, Seattle Municipal Archives, reviewed her experience creating a disaster response plan for SMA and how involvement with Seattle Heritage Emergency Response Network helped.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The section currently has little engagement. A few members have posted with questions, which other members are responsive to!, but the majority of posts are from the Steering Committee or cross-posts.

## **QUESTIONS FOR COUNCIL**

None at this time.

## Independent Archivists Section

Council Liaison: Derek Mosely

Report Submitted by: Virginia Allison-Reinhardt

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Ingi House	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Virginia Allison-Reinhardt	8/15/2021	8/15/2022
Immediate Past Chair	James Havron	8/15/2021	9/1/2022
Steering Committee Member	William Coates	8/14/2020	9/1/2023
Steering Committee Member	David Spriegel	8/14/2020	9/1/2023
Steering Committee Member	Lydia Tang	8/15/2021	9/1/2024
Steering Committee Member	Gina Tecos	8/14/2020	9/1/2023
Steering Committee Member	Rachael Woody	8/15/2019	9/1/2022
Web Liaison	Melissa Barker	8/15/2021	9/1/2024

### ACTIVITIES

**Completed:** 1. Update resources section on website (draft submitted, will vote and discuss for business meeting in Sept.) 2. Create transition document for leadership to address continuity issues and help new members get up to speed website (draft submitted, will vote and discuss for business meeting in Sept.) 3. Assigned steering committee to 3 subgroups with tasks to complete independently.

**Ongoing:** 1. Establish a new Google drive account and site and transfer files from Rebecca Ganz or use backup, provide new members access 2. Establish File Naming Convention and record keeping procedures

**New:** Clarify scope by creating the following documentation for our mini site 1. mission statement 2. roadmap: strategic plan for short-term and long-term goals 3. historical timeline of how our team formed

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Answered member questions that come to us seeking advice, specifically for establishing archives and contract gigs.

#### Goal 2: Enhancing Professional Growth

Held coffee hours but failed to take due to misunderstanding of microsite vs. SAA connect for communication.

#### Goal 3: Advancing the Field

NA

#### **Goal 4: Meeting Members Needs**

Took survey of members for annual meeting topics and what they would like to see

#### **ANNUAL MEETING**

**Number of Attendees:** 16

**Summary of Meeting Activities:** 2022 FORUM: How can we provide value to our members/SAA? This year, we would like to create a Roadmap that will enable the section steering committee to determine a future path and drive efforts towards accomplishing impactful goals. To this end it would be helpful to establish a historical timeline in hopes of resolving basic questions. We welcomed founding member Michelle Ganz to help us begin this process and learn more about the circumstances in which the section was founded and original vision. Held guided discussion with general question about how we can provide value to our members and SAA: How can we be of service to members, what sorts of resources and programs would you find useful?

**Link to Meeting Minutes:**

#### **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

This Section is young and still working to find its footing. We are in build mode. Attendees of our forum affirmed that there is a need for this section within SAA.

#### **QUESTIONS FOR COUNCIL**

We had an off year due to unexpected leadership drop but have been able to re-group and have a plan for moving forward. We have not heard from our liaison and he did not come to our annual meeting. Dominique Luster filled in on the spot in lieu of his absence. Members requested a workshop on starting a business, this would be something we could perhaps collaborate with other sections to fund. Topics would cover aspects of business that are not generally covered by SAA but very important for Consulting/contracting archivists to consider: insurance, finding clients, establishing rates and hours. We hope to bring in specialists from outside of SAA for the workshop and think it could prove very valuable for members, many whom have pivoted during the pandemic. Though this will not serve all of our members we recognize that serving consulting contracting archives is within our scope and is a task we can perhaps share with Lone Arrangers.

## International Archival Affairs Section

Council Liaison: Mario Ramirez / Dr. Lydia Tang

Report Submitted by: Natalie Baur

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Natalie Baur	8/15/2020	9/1/2022
Co-Chair	James Lowry	8/15/2021	9/1/2023
Member-at-Large	Brad Bauer	8/15/2019	9/1/2022
Member-at-Large	Kate Blalack	8/15/2021	9/1/2023
Member-at-Large	Ellen Engseth	8/15/2021	9/1/2022

### ACTIVITIES

**Completed:** The IAAS sponsored free, on-line informational webinars via the Archival Landscapes series, organized by co-chair James Lowry: Dr. Pimphot Seelakate, of the Department of Library Science, Faculty of Arts, Chulalongkorn University, Thailand  
Magdalena Wiśniewska-Drewniak is an assistant professor (academic teacher and researcher) at the Faculty of History, Nicolaus Copernicus University in Toruń, Poland  
Rita Tjien Foooh, Director of the National Archives of Suriname  
Mpho Ngoepe, Director of the School of Arts at the University of South Africa (UNISA)

**Ongoing:** The IAAS continues to program the Archival Landscapes series and will be launching future events via the IAAS community discussion.

**New:** Currently there are no new initiatives that have been developed prior to the writing of this report.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

The IAAS has served as an active platform for advocating for archives and archivists internationally. Of note, Melissa Taitano, of the University of Guam, was the guest speaker at the section's annual meeting. She advocated for her community's archival traditions and the role of community in preserving Guam's cultural heritage.

#### Goal 2: Enhancing Professional Growth

The Archival Landscapes series is a way for archivists from around the world to share their experiences in a way that broadens SAA membership's understanding of archives and archival affairs in a global context.

#### Goal 3: Advancing the Field

The section contributed to the advancement of the field by promoting the work of archivists

around the world so that the SAA membership and those beyond have access to trends, news, and advancements internationally.

#### **Goal 4: Meeting Members Needs**

The section discussion space serves as a medium to share international archival news. The Archival Landscapes series allows members to interact in live sessions with archivists around the world, and to have access to that content via the SAA Youtube channel after the events.

### **ANNUAL MEETING**

**Number of Attendees:** 25

**Summary of Meeting Activities:** Dr. Melissa Taitano of the University of Guam shared a 30 minute presentation about her work in community archives and how climate change is affecting that work in Guam. Co-Chairs Natalie Baur and James Lowry thanked outgoing members for their service, including Brad Bauer as outgoing Committee Member.

**Link to Meeting Minutes:**

### **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The membership is very engaged, especially in the Archival Landscapes series, which frequently has between 80-100 attendees for each live event.

### **QUESTIONS FOR COUNCIL**

no

## Issues and Advocacy Section

Council Liaison: Mario Ramirez / Krystal Appiah

Report Submitted by: Lauren McDaniel

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Lauren McDaniel	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Andrea Belair	9/15/2021	8/15/2022
Immediate Past Chair	Nahali Croft	8/15/2021	9/1/2022
Steering Committee Member	Burkely Hermann	9/15/2021	9/1/2023
Steering Committee Member	Caitlin Rizzo	8/18/2020	9/1/2022
Steering Committee Member	Sheridan Sayles	8/15/2019	10/1/2023
Steering Committee Member	Bradley Wiles	8/18/2020	9/1/2022

### ACTIVITIES

**Completed:** This year, the Issues & Advocacy (I&A) Section's activities were primarily outreach-related and continued to focus on archival labor issues. We completed work in six areas: 1) On our I&A SAA listserv, Committee member Caitlin Rizzo sent out a monthly wrap-up email to our I&A listserv to share with our Section members information about Section activities over the past month and links to relevant news or events that she has gathered (other Committee members also sent her material to include). 2) On our I&A Section Wordpress blog, our two new members, Andrea Belair (Vice Chair / Chair-Elect) and Burkely Hermann (Steering Committee member), wrote 'Steering Share' posts about themselves, their work, and why they joined I&A leadership in order to introduce themselves to our members. Burkely, a frequent contributor to our blog prior to joining the Committee, wrote an additional post about the use of incarcerated labor to index public records. 3) On our Microsite and Wordpress site, we made some long overdue changes to bring them more up to date, but more work needs to be done on the Microsite. 4) Committee member Burkely Hermann monitored our Twitter account (now our only Social Media presence), posting and retweeting relevant Section information and events. 5) Our Chair and Vice Chair convened the recurring fall and spring joint advocacy call with leaders of our affiliated SAA advocacy groups, CoPA, CoPP, and RAAC. The purpose of these biannual meetings is to share with each other what each of our groups are up to and see if we can support or amplify or collaborate in any way, which we've done in the past. 6) At our Annual Section Meeting this year, we organized a panel presentation and discussion about three recent resources that have come out to raise awareness of and support archival workers and supervisors dealing with different aspects of the issue of contingent archival labor (more details in the meeting section below).

In summer 2021, the authors of [Best Practices for Archival Term Positions](#) solicited feedback from us as well as other professional groups in and outside of SAA. Three of our Steering Committee members from the 2020-2021 cohort (Genna Duplisea, Caitlin Rizzo, and Bradley

Wiles) answered the call and provided valuable comments. They received acknowledgement from the authors on page 12 of the final document.

**Ongoing:** All six areas above will have ongoing activity next year: we'll continue to send out monthly wrap-up emails to our I&A listserv; our Wordpress site blog will continue to be a space for Steering to communicate to members and is open to folks in the archival community who also want to write on archival issues or advocacy work in which they're involved (more about our blog series guidelines here); minor edits to our Microsite and Wordpress site should be taking place every year to reflect the current leadership and activities, but other updates—especially to our Microsite—will continue into next year; we'll continue to have a Twitter presence, contributing to the conversation about archival issues and advocacy on that platform; we'll convene another year of fall and spring joint advocacy calls with CoPA, CoPP, and RAAC; and our next Annual Section Meeting will likely have another showcase for sharing and discussing about a pertinent archival issue.

**New:** Every year, I&A Steering Committee focuses on a special project for that year. This past year's project was small due to the continued stress of the pandemic: updating our online presence (Microsite and Wordpress site). This might continue as next year's special project or the new Steering Committee may decide on something different, maybe more ambitious, and/or perhaps partnering with another Section or one of our affiliated advocacy groups in SAA (CoPA, CoPP, or RAAC). Archival labor issues have been a major focus for the Steering Committee over the past few years, but this recent focus is open to change depending on the new Committee membership's interests.

## **STRATEGIC PLAN**

### **Goal 1: Advocating for Archives and Archivists**

Of SAA's four main goals, the I&A Section contributes most to this one. As a member-driven group affiliated with but separate from SAA advocacy committees such as CoPA, CoPP, and RAAC, we can engage with those Committees' issues and SAA's other relevant activities through providing support and/or a broader platform of discussion through our blog and listserv being open to Section member submissions. Our blog, listserv, and Annual Section meeting also provide forums for bringing up and discussing other issues affecting archives and archivists that may not be the current focus or remit of CoPA, CoPP, or RAAC. Our recent Annual Section meetings (this last year included) have contributed a lot to raising awareness about archival labor issues, amplifying the work of our fellow archivists involved in that advocacy.

### **Goal 2: Enhancing Professional Growth**

The I&A Section enhances professional growth in two ways. First, our blog and listserv—open to all to submit posts on—provides our Steering Committee and all other Section members the opportunity to improve their professional writing and communication skills. Our blog is a very accessible venue for anyone to submit a post to share about one's research or work related to archival issues and advocacy. And for those of us who read the blog and listserv posts, we've provided the chance to stay in the know and learn more about Section-related professional issues and events. Second, membership on our Steering Committee (open to all SAA members),

whether in the positions of Vice Chair / Chair-Elect or Committee member, provides a low-pressure way to be involved in advocacy work. It is an especially valuable training ground for folks who are just beginning to get involved in advocacy work and may continue on to other SAA leadership positions from there.

### **Goal 3: Advancing the Field**

Our various outreach methods (blog, listserv, monthly recap email, and Twitter account) communicate professional knowledge and updates and allow space for members to share and connect with each other about archival issues. Our Annual Section Meetings are an especially good opportunity to showcase recent developments or publications around a certain archival issue that focus members attention and increase the conversation in a way that goes beyond announcing them on our listserv or a blog post.

### **Goal 4: Meeting Members Needs**

We are a very accessible SAA group in which members can easily get involved, with multiple ways to share archival issues through: our I&A listserv, blog, as well as reporting archival issues directly to our Section leadership via a link on our Microsite and Wordpress site. We are transparent about our activities and meeting minutes in our monthly recap email, our Section elections are open to all members to self-nominate, and recently our Annual Section Meeting has been virtual with no SAA membership required to register to attend. We are perhaps more approachable than higher-up or more formal SAA advocacy committees, but we are also connected to and communicate with them through the biannual joint advocacy calls we convene. In these ways, we are an important conduit for member voices to hear one another and to be heard by SAA.

## **ANNUAL MEETING**

**Number of Attendees:** 44, including Steering Committee members and 3 panelists

**Summary of Meeting Activities:** Our Annual Meeting was half Section business, half panel presentation and discussion about archival labor issues. In the first half, we received announcements from our Council Liaison, Mario Ramirez; announced changes to Section Steering Committee leadership (those newly elected, those continuing, those rotating off); and gave a brief Section report of our past year's activities. In the second half, we continued I&A's recent attention to archival labor issues and had three speakers present on recent resources they had helped create that address different aspects of contingent archival labor: Courtney Dean (UCLA Library Special Collections) represented the Term Labor Best Practices Working Group's Best Practices for Archival Term Positions; Alison Fulmer (NEDCC) represented the New England Archivists Contingent Employment Study Task Force Report; and Michelle Peralta (Yale University Library) represented the Residency Interest Group (RIG)'s Diversity Residency Toolkit. Following their presentations, we moderated a discussion with the speakers and then opened up the discussion to questions from the meeting attendees.

**Link to Meeting Minutes:** Link to slide deck:

<https://docs.google.com/presentation/d/134jswVY9gH9gvxEwqDFoPizQtRIDepF6/edit?usp=sharing&ouid=115276160812945784964&rtpof=true&sd=true>

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

For the past couple of years, the energy of our Section has been low, mostly due to the stress of the pandemic. The Steering Committee this past year intentionally kept our goals small due to our limited bandwidth. We are optimistic about a rebound in motivation, however, due to the fact that we received a full slate of nominees for our election and for 2022-2023 have maximum Steering Committee membership (8). There are currently 424 SAA members subscribed to the I&A listserv, we had a strong turnout for our virtual Annual Section Meeting (44 total), and we had a fairly large voter turnout for our Section election (about 50 members). Archivists still seem to be interested in advocating for archives, and—increasingly—for themselves and their archival colleagues, so the future of engagement with the I&A Section looks bright.

## **QUESTIONS FOR COUNCIL**

No, but thank you to you all (and Felicia Owens!) for all your help and support!

## Labor Archives Section

Council Liaison: Eric Chin / Joyce Gabiola

Report Submitted by: Shae Rafferty

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Sarah Lebovitz	8/15/2021	9/1/2023
Co-Chair	Shae Rafferty	8/15/2020	9/1/2022

### ACTIVITIES

**Completed:** Most of our activities are ongoing/new.

**Ongoing:** -Labor Archives Directory

**New:** -Established quarterly meetings for membership – these will be an ongoing activity to increase communication and collaboration. -Established a Communications subgroup to work on group communications including social media and newsletter

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Providing meetings and face time with LAS members to hear their needs and help meet those needs through connection section members and utilizing the knowledge of the group.

#### Goal 2: Enhancing Professional Growth

Used the quarterly meetings to learn and discuss topics ranging from work projects, sharing of work problem solutions, and relevant topics in archives like reparative description.

#### Goal 3: Advancing the Field

Labor Archives Directory - increasing the information available about labor archive collections and resources.

#### Goal 4: Meeting Members Needs

Quarterly meetings – let members provide ideas and topics for discussion, increased communications.

### ANNUAL MEETING

**Number of Attendees:** 15? I didn't write it down so I can't remember the exact number. We had a few members show up towards the end because of a time zone miscalculation issue.

**Summary of Meeting Activities:** We reviewed activities and provided a progress report of the year to membership. We briefly discussed how the co-chairs are currently working on assessing the state and direction of the group – what the group has worked on in the past, currently, and

what is the best vision for the group as it moves forward. We have high hopes that we will continue to see increased engagement among members and let membership know that we will continue working towards providing opportunities for involvement and collaboration amongst colleagues.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

We have a somewhat small, but dedicated group of members who are active in contributing and communicating and are working on reaching out to members who previously have been more heavily involved but have fallen off email lists and communications in somewhat recent years.

## **QUESTIONS FOR COUNCIL**

No

## Local Government Records Section

Council Liaison: Jasmine Jones

Report Submitted by: Andrea Gietzen

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Andrea Gietzen	8/15/2021	9/1/2022
Vice Chair / Chair-Elect	John Slate	10/1/2021	8/15/2022
Steering Committee Member	Samuel Alexander	10/12/2020	9/1/2023
Steering Committee Member	Christina Bryant	8/18/2018	9/1/2022
Steering Committee Member	Bennett Chapman	10/12/2020	9/1/2023
Steering Committee Member	Jeanie Fisher	8/15/2019	9/1/2022
Steering Committee Member	Dennis Riley	10/12/2020	9/1/2023
Steering Committee Member	John Slate	10/12/2020	9/1/2023

### ACTIVITIES

**Completed:** Annual Meeting Program 2022, 8/18/2022 held jointly with the Government Records Section. Three guest speakers: Rebecca Halbmaier, Kentucky Department for Libraries and Archives, provided an overview of her work with local government agencies after the December 21 tornadoes. Adam Lyszczarz, Prism Specialties, discussed Prism's experiences and offered tips for navigating disaster loss. Julie Irick, Seattle Municipal Archives, reviewed her experience creating a disaster response plan for SMA and how involvement with Seattle Heritage Emergency Response Network helped.

**Ongoing:** Local Government Archives directory project: John Slate, coordinator

**New:** No new projects were proposed this year.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Encouraging participation through listserv, elections and meetings

#### Goal 2: Enhancing Professional Growth

3 featured speakers at the 2021 annual meeting for educational programming; Providing a forum at the annual section meeting for discussion.

#### Goal 3: Advancing the Field

By being the country's only forum for local government archives and archivists, and promoting best practices among professionals and laymen.

#### **Goal 4: Meeting Members Needs**

By fostering creative solutions to problems and questions posed on listserv; by providing quality educational programming during the annual meeting

#### **ANNUAL MEETING**

**Number of Attendees:** 37

**Summary of Meeting Activities:** Annual Meeting Program 2022 was held virtually and jointly with the Government Records Section on 8/18/2022. A brief overview of SAA initiatives was given by Council Liason Eric Chin. Both section chairs discussed section business, encouraged participation in their respective sections and reviewed candidates for upcoming elections. Section business was followed by three guest speakers who discussed various aspects of disaster recovery. Rebecca Halbmaier, Kentucky Department for Libraries and Archives, provided an overview of her work with local government agencies after the December 21 tornadoes. Adam Lyszczarz, Prism Specialties, discussed Prism's experiences and offered tips for navigating disaster loss. Julie Irick, Seattle Municipal Archives, reviewed her experience creating a disaster response plan for SMA and how involvement with Seattle Heritage Emergency Response Network helped.

**Link to Meeting Minutes:** n/a

#### **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

activity/discussion noise for the group has been traditionally low despite our relatively large membership of 218 members

#### **QUESTIONS FOR COUNCIL**

The group does not have any pressing questions at this time.

## Lone Arrangers Section

Council Liaison: Derek Mosley

Report Submitted by: Katrina O'Brien

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Katrina O'Brien	8/15/2020	8/15/2022
Vice Chair / Chair-Elect	Micaela Terronez	8/15/2021	8/15/2022
Steering Committee Member	Rebecca Leung	8/15/2020	9/1/2022
Steering Committee Member	Sauda Mitchell	8/15/2020	9/1/2022
Steering Committee Member	Julie Yamashita	8/15/2021	9/1/2022
Newsletter Editor	Katy Sternberger	8/15/2021	9/1/2023
Web Liaison	Margaret Hewitt	8/15/2020	9/1/2022

### ACTIVITIES

**Completed:** - Reinvigorated and redesigned the Regional Representative program - Redesigned and reinvigorated the section newsletter SOLO - Developed a series of online members events

**Ongoing:** - Defined and refined the newly established leadership roles voted into effect for 20/21 elections

**New:** - Plans to create new members survey - Plans to build out member events - Plans to build out regional rep resources - Looking into changing the section name

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Regional representative program, members events

#### Goal 2: Enhancing Professional Growth

Members events, newsletter, regional rep resources

#### Goal 3: Advancing the Field

Members events, regional rep program, newsletter

#### Goal 4: Meeting Members Needs

Built events and resources based on survey responses

### ANNUAL MEETING

**Number of Attendees:** 63

**Summary of Meeting Activities:** Meeting started with each leaders giving updates and future plans, then a roundtable discussion on the "State of the Lone Arranger" open to all attendees

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Good. With the updating of the leadership in specific roles, the leadership has been better able to provide the resources and support requested of our members. This coming year will be the first year that all leaders were elected into specific roles. This will continue to strengthen the leadership's ability to engage and support its members.

## **QUESTIONS FOR COUNCIL**

Not at this time

## Metadata and Digital Object Section

Council Liaison: Meg Tuomala / Dr. Lydia Tang

Report Submitted by: Mike Shallcross

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Lara Friedman-Shedlov	8/15/2021	8/15/2023
Co-Chair	Michael Shallcross	8/14/2020	9/1/2022
Steering Committee Member	Bailey Adolph	2/1/2022	9/1/2023
Steering Committee Member	Randi Johnson	8/14/2020	9/1/2023
Steering Committee Member	Edwina Murphy	8/15/2021	9/1/2024
Steering Committee Member	Rachel Searcy	10/1/2019	9/1/2022
Education Coordinator	Natalia Gutierrez-Jones	10/1/2019	9/1/2022
Social Media Coordinator	Christy Bailey-Tomecek	8/14/2020	9/1/2023
Web Liaison	Jessica Serrao	10/1/2019	9/1/2022

### ACTIVITIES

**Completed:** • Participated in SAA's Early-Career Member initiative by hosting Bailey Adolph an early-career archivist/student seeking mentorship and professional service. • Appointed Bailey Adolph to serve the remainder of Clayton Ruminski's term on the MDOS Steering Committee. • Explored potential collaboration on video podcasts with the Women Archivists Section. • Provided feedback on the SAA Strategic Plan Dashboard for fiscal years 2023–2025. • Solicited a full slate of candidates for the 2022 MDOS section elections. • Held annual section meeting with small-group breakout discussions on topics of interest identified by membership.

**Ongoing:** Re-launch of the section newsletter, with timelines for production and guidelines to ensure consistency. Additional work needed to solicit and sustain contributions from membership.

**New:** Launched "Re-Envisioning MDOS", with the dual goals of clarifying the mission of our section and improving its engagement with membership. When our section was originally founded as a Roundtable more than 10 years ago, its initial focus was on "digitization, digital archival objects and the metadata that enables access, management, and preservation." Over the years, however, this focus on digitization gradually receded. At the same time, a significant overlap has emerged between the mission of MDOS and those of the Electronic Records Section (regarding "digital objects") and the Description Section (regarding "metadata"). As a result, we believe it has become increasingly difficult to define the unique focus of MDOS and the value that we can offer to members. To better understand these issues and identify strategies to increase our members' interest and involvement with the section, we plan to hold a series of focus group sessions in the fall of 2022. In conducting these sessions, the Steering Committee

hopes to better understand perceptions of MDOS and learn how the section can make significant contributions to members' professional engagement and development

## **STRATEGIC PLAN**

### **Goal 1: Advocating for Archives and Archivists**

We will be working to determine how we can best advocate for archives and archivists in the coming year. In this past year, the MDOS Steering Committee signed a successful petition from the Environmental Data and Governance Initiative (EDGI) asking the Environmental Protection Agency to retain archival data on the agency website.

### **Goal 2: Enhancing Professional Growth**

The MDOS Steering Committee delivered information and education via the annual section meeting, which featured information on how members can be involved in the Technical Subcommittee on Encoded Archival Standards and the American Archivist Reviews portal as well as robust break-out room discussion on such topics as archives and inclusivity, helpful tools and technologies, and large-scale metadata creation.

### **Goal 3: Advancing the Field**

Relaunched the section newsletter in order to further engage with the membership by encouraging sharing of new initiatives and resources. In addition, the Steering Committee considered a request from the SAA Committee on Research, Data, and Assessment (CORDA) to submit relevant datasets to the SAA Dataverse. While no current datasets were identified, the Steering Committee will consider sharing anonymized data gathered by the upcoming Re-Envisioning MDOS focus group initiative.

### **Goal 4: Meeting Members Needs**

The MDOS Steering Committee continues to facilitate communication via our e-list, e-newsletter, microsite, and Twitter account. We also solicited member suggestions for programming during the annual section meeting. The "Re-Envisioning MDOS" focus group initiative is also a significant undertaking to better understand how MDOS can better engage with its members and provide programming and resources that best meet their needs.

## **ANNUAL MEETING**

**Number of Attendees:** 53

**Summary of Meeting Activities:** MDOS held a brief business meeting, followed by updates from the SAA Council, the Technical Subcommittee on Encoded Archival Standards, and the American Archivist Reviews portal. We then proceeded to moderated small-group discussions on three topics, using Jamboards to solicit and document key discussion points. We then reconvened as a large group to review these discussions and wrap up the event.

**Link to Meeting Minutes:** <https://www2.archivists.org/groups/metadata-and-digital-object-section/2022-mdos-annual-meeting>

## **SELF-ASSESSMENT**

### **How would you describe the health or energy of your section? How engaged are your members?**

As in previous years, the level of involvement and engagement among membership has been less than ideal. While this reflects an ongoing impact of the pandemic (and associated phenomena of Zoom fatigue), we also believe that section members may not have a clear understanding of the section's mission or focus, especially given potential overlap with other sections (e.g., the Electronic Records Section and topics around "digital objects" as well as the Description Section and topics around metadata). We believe that our upcoming "Re-Envisioning MDOS" focus group initiative will allow us to better understand this lack of engagement and inform strategies to better engage with and meet the needs of members.

## **QUESTIONS FOR COUNCIL**

None at this time.

## Military Archives Section

Council Liaison: Rachel E. Winston

Report Submitted by: Andrew Hinton

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Andrew Hinton	8/15/2021	9/1/2022
Vice Chair / Chair-Elect	Cara McCormick	8/15/2021	8/15/2022
Secretary	Amy Mondt	8/18/2018	9/1/2022
Communications Liaison	Matthew Peek	8/15/2021	9/1/2023

### ACTIVITIES

**Completed:**

- Organized a program of section coffee chat meetings throughout the 2021-2022 year. The section held 6 coffee chats. This included a joint meeting with the College & University Archives Section. Average attendance at these meetings was 10 to 15 people per meeting. The coffee chats were:
  - o September 15, 2021. Discussion about dealing with difficult collections (e.g. conscious redescription, handling photograph identifications for various unidentified peoples from other countries, managing issues of racist language and content in military holdings, uncertainty of security issues in collections).
  - o November 15, 2021. Discussion about conference proposals.
  - o February 16, 2022. Presentation by Krista Ferrante (MITRE Corporation) on how to engage with the SAA Committee on Public Policy. This was followed by a round robin discussion where attendees shared news and information on interesting collections and projects from the military holdings at their institutions.
  - o March 23, 2022. Presentation by Dr. Frank Blazich Jr., head curator of Military History in the Division of Political and Military History of the Smithsonian National Museum of American History. Blazich discussed the process of deaccessioning and reappraisal of military archival materials in the Smithsonian's holdings, the steps by which the need to evaluate the collections for such an effort came about, and the challenges involved in this effort for one of the United States' top history museums.
  - o April 28, 2022. Presentation by Eliot Wilczek (MITRE Corporation) on the relationship between recordkeeping and counterinsurgency leadership through a case study of reports written by American province advisory teams during the Vietnam War.
  - o May 25, 2022. Discussion with Molly Bompane, Curator at U.S. Army Heritage and Education Center in Carlisle, Pennsylvania. Topics included reimagining interpretive spaces and collection materials as a way to stay relevant in a world of ever-changing priorities; ways to reimagine and rethink display space, how we use collections, and how we connect and interact with stakeholders; and conceptualizing new spaces and reinterpreting our collections to reinvigorate them, stay relevant within a given mission, and engage new audiences. This was a joint session with the College & University Archives Section.
- Added a War Period Timelines/Guides section to the microsite to assist archivists working with military history collections in accessing reliable, easy-to-follow timelines for various wars and military periods (largely involving U.S. forces). This

resource was developed in response to various MARS listserv requests for such war period timelines or guides, to be used for online exhibits, digital collections, assisting in writing finding aids, or aiding in identifying dates for military archival materials (such as photographs). •

Revitalized the MARS Facebook page

**Ongoing:** • Updated various parts of the section microsite.

**New:** • Have approximately 8-10 coffee chats with at least 4 joint chats with other sections during the 2022-2023 year. • Continue to grow the military archives directory and the war period timelines/guides list. • Finish cleaning up the section microsite. • Organize a social gathering and staff ride during the Washington 2023 meeting.

## **STRATEGIC PLAN**

### **Goal 1: Advocating for Archives and Archivists**

• The section held coffee chat meetings and organized an annual section meeting that gave archivists an opportunity to discuss and learn from each other about various topics including working with difficult collections, deaccessioning and reappraisal, and outreach and exhibits.

### **Goal 2: Enhancing Professional Growth**

• The section continued to offer a coffee chat series that gave more opportunities for members to meet and learn from each other about a range of topics. The annual section meeting provided members with opportunities to learn about work being done at the National Security Research Center at Los Alamos National Laboratory and digitization work of WWI and WWII records at the State Archives of North Carolina. • Creating a list of war period timelines/guides allowed members to have a more accurate understanding of military records in their holdings. The list is a useful tool for helping archivists create online exhibits, arrange digital collections, write finding aids, and identify dates for military archival materials (such as photographs).

### **Goal 3: Advancing the Field**

• As noted in Goal 2, the section's coffee chats and annual section meeting provided presentations on current work and leading practices in the field at institutions including the National Security Research Center at Los Alamos National Laboratory and the State Archives of North Carolina.

### **Goal 4: Meeting Members Needs**

• As noted in Goal 2, creating a list of war period timelines/guides improved members' abilities to provide accurate arrangement and description of the military records in their holdings.

• The coffee chats gave members additional opportunities to present on their projects and experiences.

## **ANNUAL MEETING**

**Number of Attendees:** 26

**Summary of Meeting Activities:** Section Business Andrew Hinton, Texas Tech University  
Matthew Peek, University of Houston-Clear Lake • Call for candidates for open position on steering committee • List of war period timelines/guides and MARS Facebook page  
Reviewing for the American Archivist Rose Buchanan, American Archivist Reviews Editor  
The National Security Research Center at Los Alamos National Laboratory Rizwan Ali,  
Director of National Security Research Center and Los Alamos National Laboratory Digitizing  
WWI and WWII records at the State Archives of North Carolina Matthew Peek, University of  
Houston-Clear Lake (formerly State Archives of North Carolina)

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The section had a very active year in 2021-2022. Its continuation of the coffee chat series has allowed the section to continue to be persistently active throughout the year. Cara McCormick and Matthew Peek were instrumental in sustaining the coffee chat meetings and they are continuing on as section Chair and Communication Liaison, respectively, in 2022-2023. With them at the helm, the Military Archives section has a strong steering committee. The section has an active core of members. The section does have room to grow its membership and foster more active participation from a wider range of its members. The coffee chats should also give the Military Archives section more opportunities to establish partnerships with other sections this coming year.

## **QUESTIONS FOR COUNCIL**

None

## Museum Archives Section

Council Liaison: Dominique Luster

Report Submitted by: Katrina O'Brien

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Katrina O'Brien	8/15/2021	9/1/2022
Vice Chair / Chair-Elect	Jenna Stout	8/15/2021	8/15/2022
Secretary	Tara Laver	7/29/2017	9/1/2022
Newsletter Editor	Janeen Schiff	8/15/2021	9/1/2023
Web Liaison	Shannon Morelli	8/18/2018	9/1/2022

### ACTIVITIES

**Completed:** - SAA council approval of the Museum Archives Guidelines. - Updated Standards & Best Practices Resource Guide - Closed MAS working group after the approval of the new museum archives standards. - Included member and expert presentations in annual meeting in lieu of symposium.

**Ongoing:** Section newsletters (twice annually)

**New:** - Leadership looking into taking on roles of the defunct MAS working group such as symposium and other projects. - Leadership plans to produce a new members survey to determine demographics and interests.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

MA standards, Implementing feedback from 2020-21 MAS members survey

#### Goal 2: Enhancing Professional Growth

Newsletter, presentations

#### Goal 3: Advancing the Field

MA standards, resource guide, presentations

#### Goal 4: Meeting Members Needs

Implementing feedback from 2020-21 MAS members survey, resource guide

### ANNUAL MEETING

**Number of Attendees:** 52

**Summary of Meeting Activities:** Started with business meeting with each of the leadership giving updates then a series of four presentations focused on collaborations which was followed by a Q&A.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Good. After having a near-repeat of 19/20 leadership for 20/21 during the first year of pandemic and leaders like our members were dealing with the impact on the profession and personal lives, the election of two new leaders (Vice/Chair and Newsletter Editor) for 21/22 helped the MAS leadership push forward and support members that were beginning to reengage. I am excited to see the next generation of MAS leadership take over post COVID pandemic as members engagement continues to increase.

## **QUESTIONS FOR COUNCIL**

Not at this time

## Oral History Section

Council Liaison: Stephen Curley

Report Submitted by: Lindsay Hiltunen

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Lindsay Hiltunen	8/15/2020	8/15/2022
Vice Chair / Chair-Elect	John Davis	8/15/2021	8/15/2022
Steering Committee Member	Christina Boyles	8/18/2020	9/1/2022
Steering Committee Member	Nicholas Pavlik	8/18/2020	9/1/2022
Steering Committee Member	Elissa Stroman	8/15/2021	9/1/2023
Steering Committee Member	Francena Turner	8/15/2021	9/1/2023

### ACTIVITIES

**Completed:** Gmail address set up [saa.oralhistory@gmail.com](mailto:saa.oralhistory@gmail.com) Section documents secured on shared drive attached to our gmail Twitter launched @saa\_oralhistory

**Ongoing:** Legacy project - UWM transcript cleanup

**New:** Developing a YouTube Channel Staring a spotlight of oral history projects from SAA members to share on our social media and future YouTube channel Exploring the creation of an oral history workshop to offer to SAA members

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

We have as individuals and a section been advocates for oral historians within our profession. We have shared ideas about how to advocate for oral history projects at one's home institution via discussions and the listserv.

#### Goal 2: Enhancing Professional Growth

We frequently share professional development opportunities via our list and on our social media.

#### Goal 3: Advancing the Field

Our annual section meeting included discussion of post-covid best practices for oral history. Exploring how best to conduct oral history in the new landscape is important to how we embrace new technologies and methods in our work.

#### Goal 4: Meeting Members Needs

We have centralized our communication and section documents to facilitate better communication and dissemination of information. We have launched a new Twitter account to stay in touch with colleagues and folks interested in oral history.

## **ANNUAL MEETING**

**Number of Attendees:** 92

**Summary of Meeting Activities:** We hosted a joint session with ERS. In hosting a joint session, our goal was to encourage dialogue between our members and to reflect on our shared interests and challenges, particularly in the ways that our work has been impacted by a remote working environment and the ongoing COVID-19 pandemic. Our meeting will began with 15 minutes of section business in breakout rooms before coming together for presentations and Q+A. We had prerecorded and live sessions (from 5 presenting groups) and the topics were diverse with a focus on oral history and new methods in the post-pandemic and COVID landscape.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Our section is becoming more active and we are hopeful to continue to grow our member engagement. Our new initiatives to be visible on social media and our future plan to spotlight member projects will be value added for all. We are moving forward with purpose and are in a good place for future growth of the section.

## **QUESTIONS FOR COUNCIL**

No questions at this time.

## Performing Arts Section

Council Liaison: Rachel Winston

Report Submitted by: Cecily Marcus

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Cecily Marcus	8/17/2020	9/1/2022
Co-Chair	Katalin Rac	8/15/2021	9/1/2023
Steering Committee Member	John Esh	8/15/2021	9/1/2023
Steering Committee Member	Laura LaPlaca	8/15/2020	9/1/2022
Newsletter Co-Editor	Rachel McNellis	8/15/2021	9/1/2023
Newsletter Co-Editor	Stephanie Neel	3/1/2020	9/1/2022
Web Liaison	Supriya Wronkiewicz	11/13/2018	9/1/2022

### ACTIVITIES

**Completed:** Community Engagement: Two issues of Performance! edited and published (Fall 2021 and Spring 2022) “Performance in the Archives,” a panel discussion held on April 29, 2022 (National Dance Day!) featured Lynn Garafola, Professor Emerita of Dance, Barnard College, Columbia University; Zachary Whittenburg, dance journalist and Arts Program Officer at the Richard H. Driehaus Foundation; Lela J. Sewell-Williams, archivist and the Curator of Manuscript Division at Howard University’s Moorland-Spingarn Research Center; Jennie Scholick, Director of Education and Training of the San Francisco Ballet; and moderated by Dr. Kathy Carbone, former dancer, archivist, and Lecturer at UCLA’s Department of Information Studies.

**Ongoing:** Community Engagement: Social Media planning, including partnering with other sections/SAA to share performing arts collections; boosting engagement with Instagram by soliciting images/brief descriptions of collections materials from members. Sharing information about webinars and other events through other organizations to help the performing arts archive world become more intertwined.

**New:** focus on Instagram for increased community engagement and collection sharing. Pursue collaborations with other SAA sections. Pursue more active relationships and collaborative opportunities with synergistic organizations such as American Theatre Archive Project, Dance USA, etc. as well as academic institutions who train archivists, etc. Solicit guidance from membership on new priorities for PA section activities. Continue to identify opportunities for further alignment with SAA Strategic Plan and priorities.

### STRATEGIC PLAN

### **Goal 1: Advocating for Archives and Archivists**

The PAR Section shared information about webinars, trainings, and other events of possible interest to section members.

### **Goal 2: Enhancing Professional Growth**

The PAR Section continued to help with professional growth by providing section members the opportunity to write and publish pieces in our Performance! newsletter. An objective of our panel discussion, Performance in the Archives, was to help to identify synergies between archival collections and archivists with other fields and professions.

### **Goal 3: Advancing the Field**

Another objective of the panel discussion was to identify future opportunities for collaboration; to elucidate the impact of performing arts archives across numerous fields and disciplines; and to foster conversation about the skills, knowledge, and abilities—both traditional and non-traditional—needed to steward archival collections effectively, with impact, and with increased accessibility.

### **Goal 4: Meeting Members Needs**

The Steering Committee made an effort to share more opportunities, such as webinars, coffee chats, and programs, to our section from the profession at large. We did this mainly through the official SAA listserv and some social media outreach. We also encouraged people to participate in the section by encouraging them to write for Performance!, run for the steering committee, and to join us at the section meeting during the annual meeting.

## **ANNUAL MEETING**

**Number of Attendees:** 107 at peek (joint section meeting with Web Archiving Section)

**Summary of Meeting Activities:** Land Acknowledgements Encouraged voting in elections  
Year in review for both sections Presentations: The Intersection of Web Archives and the  
Performing Arts Contemporary Composers Web Archive, Kathleen DeLaurenti, Director,  
Peabody Institute Arthur Friedheim Library and Miranda Siler, Web Collection Librarian, Ivy  
Plus Libraries Confederation 10 Hairy Legs Dance Company Records, Libby Smigel, Dance  
Curator, Library of Congress; Melissa Wertheimer, Music Reference Specialist, Library of  
Congress DC Punk Web Archive, Robert LaRose, Digital Curation Librarian, The People's  
Archive, DC Public Library

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The energy and health of the section is good. More than 70 people attended the panel discussion in March 2022; there was strong attendance at the annual meeting; we received quality

submissions for the newsletter; and with effort, attracted more candidates for section leadership than we had positions to fill.

### **QUESTIONS FOR COUNCIL**

None

## Preservation Section

Council Liaison: Derek Mosley

Report Submitted by: Dyani Feige

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Dyani Feige	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Kimberly Hoffman	8/15/2021	8/15/2022
Immediate Past Chair	Kara McClurken	8/15/2021	9/1/2022
Steering Committee Member	Heather Parks	8/14/2020	9/1/2022
Steering Committee Member	Kat Trammell	8/15/2021	9/1/2023
Ex Officio	Kate Philipson	11/17/2021	9/1/2022
Ex Officio	Kelley Smith	10/18/2021	9/1/2022
Ex Officio	Sylvia Welsh	10/18/2021	9/1/2022

### ACTIVITIES

**Completed:** • Reviewed/suggested updates for SAA’s May Day site of disaster recovery resources, which was then subsequently updated by SAA staff. This site had not been updated in a number of years, so this required not only correcting some links but providing new resources and descriptions as relevant. • Updated the Section’s description/charge to be more detailed, partially in the interest of articulating some of the varied, holistic issues that comprise “preservation” broadly. The new description reads (changes bolded and underlined): “The Preservation Section of the Society of American Archivists promotes the preservation of archives and manuscript collections managed by collecting repositories, including government, academic and cultural heritage institutions, in the United States. Our mission is to raise awareness of and disseminate information about the preservation of physical and digital archival materials regardless of format, by focusing on issues related to the "ten agents of deterioration:" neglect, fire, environment (temperature, relative humidity, and light), pests, pollutants/contaminants, physical forces, security issues, and water. The Section offers access to its resources to the membership of the Preservation Section, the membership of the Society of American Archivists, and to anyone interested in preservation.”

**Ongoing:** • Maintain Preservation Section Twitter. • National Disaster Recovery Fund for Archives (NDRFA) fundraiser – 2022 saw the reintroduction of the Annual Meeting Silent Auction. The Auction was a huge success – with 42 donations (ranging from homemade garments to regional food/drink to reference publications), NDRFA raised \$3,119 through the auction itself and another \$1,595 in donations by conference attendees who received last year’s popular enamel pins as thank-you gifts. • During Preservation Week, once again we hosted our annual Twitter conference, #PresTC22. Two presentations were live-tweeted this year; during the month of April, our Twitter account had 6,409 profile visits and 16 new followers. • The Section organized and moderated one Coffee Chat, held via Zoom on December 15.

Section members were given the opportunity to vote on a discussion topic and selected “sustainability in collections care.” Representatives from Environment & Culture Partners, the Image Permanence Institute, and Linden Preservation Services fielded questions and provided recommendations. ● A member of this section serves as the liaison with the Heritage Emergency National Task Force. ● This Section was approached as part of a larger discussion around potential options for the future of SAA’s Security Section. While the Preservation Section agreed that the Security Section should not be “merged with” or “absorbed into” Preservation, this in part prompted us to update our Section description (see above) in order to clarify that security is, in many instances, at least partially a preservation issue.

**New:** ● See “Completed” regarding the Section description update.

## **STRATEGIC PLAN**

### **Goal 1: Advocating for Archives and Archivists**

The Section took this on directly, as advocacy was the main topic of our Annual Section Meeting (see below). While the presentations in this meeting were primarily focused on internal advocacy around preservation and collections care, the Section also contributes to advocating for the field more broadly. By raising money for the National Disaster Relief Fund for Archives, we both spotlight that important program and tangibly support institutions impacted by disasters. We highlight issues of safety for both the collections and those working within. We provide outreach tools, like preservation bookmarks, that can be used to educate the public about preserving our collections.

### **Goal 2: Enhancing Professional Growth**

Our free programming (all online over the course of 2021-2022) provide valuable resources to our members, many who have never had the opportunity to take a preservation class as part of their education or career. Our “coffee chats” provide an informal, approachable venue for participants to meet and ask questions of professionals in the field, and sometimes to share their own experiences with one another. In seeking members for the Section’s Education Subcommittee, we reached directly out to the Students and New Archives Professionals (SNAP) Section to try to recruit volunteers newer to the field, in order to not only grow our field but to give them committee and networking opportunities. We incorporate both physical and digital preservation into our programming and outreach, and in updating our Section description were sure to articulate this specifically (“digital preservation” was not previously mentioned).

### **Goal 3: Advancing the Field**

We select timely issues to discuss in our programming and resource development. The Section has focused on sustainable practices and connections with preservation over the past several years, recognizing that this broad issue does not have a specific “home” within SAA. We have also focused on the unique challenges and opportunities presented by the ongoing COVID-19 pandemic and, as stated in Goal 2, have addressed issues of digital preservation as well as analog.

### **Goal 4: Meeting Members Needs**

See Goals 1 and 2. We provide and maintain resources for May Day and Preservation Week.

We have a variety of leadership opportunities within the section at a variety of time commitments, to support a wide range of needs. We put out a call for volunteers each year and encourage both self-nomination and the nomination of others. In order to select topics for programs such as coffee chats, we have sought direct input from our members through Twitter polls.

## **ANNUAL MEETING**

**Number of Attendees:** 30+

**Summary of Meeting Activities:** After a brief summary of the year's activities by the Outgoing Preservation Section chair, the bulk of the section meeting was dedicated to a presentation on advocacy, primarily internal, around the importance of preservation and collections care. The presentation Importance of Archival Preservation: Creating Sustainability for the Future, consisted of three sessions, "Managing Operations & Priorities," "The Big Picture," and "How Do You Advocate for Institutional Buy-in for Preservation?" Presenters Kristianna Chanda, Records Digitization Manager at Princeton Art Museum and Project Technician for the National Newspaper Project for Rutgers University; Tonye Doukpolagha, Intern at the State Archives of North Carolina; and Heather Parks, Head of Preservation at Binghamton University spoke about first-hand experiences at their repositories and also shared some selected case studies from others in the field. The NDRFA co-chair gave a brief presentation reminding participants about the in-person silent auction to take place at the Annual Meeting. There was then an open discussion around potential directions members might wish to see the Section take in the following year, and several announcements about interesting projects at participants' repositories.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

This year was a bit quieter for the Section. Members seem to remain engaged in general, but turnout was lower for our coffee chat and Annual Section Meeting, as were submissions for the Twitter conference. The Section has discussed this several times, including in brainstorming for next year. We speculate that this may be attributed in part to "Zoom fatigue" – as our members are balancing a wide range of different "new normals," the enthusiasm for virtual events that held strong throughout 2020 and some of 2021 has faded. One option for responding to this might be to focus more in the year to come on static resources, such as bibliographies, tip sheets, infographics, etc. that could be accessed by members on their own time rather than requiring someone to log into a virtual meeting at a specific date and time. The Section leadership remained as engaged and active as in years past, meeting at least on a monthly basis and communicating throughout the rest of the month via Connect. While in the past several of the subcommittees (Education, Communications) have met this frequently as well, this year they

joined the Program and NDRFA subcommittees in meeting on more of an ad hoc basis depending on what projects were underway and what events upcoming.

### **QUESTIONS FOR COUNCIL**

The Section is curious about ongoing Council discussions around SAA's commitment to addressing sustainability. From our Annual Report last year, "We proposed a Sustainability Committee to the SAA Council. Our request generated good discussion, but ultimately, the decision was made not to form a committee but to wait for a new Exec. Director and incorporate sustainability into the new Strategic Plan. Preservation Section will continue to monitor this situation." Our Council Liaison wrote to us, "The strategic plan will be under review in the fall and that is when Council will be able to add language and goals around sustainability." The Section Leadership was, therefore, disappointed when we read SAA's Strategic Plan and saw no mention of sustainability. Any insight from Council on SAA's plans to directly recognize this as a critically important topic would be greatly appreciated.

## Privacy and Confidentiality Section

Council Liaison: Meg Tuomala / Dr. Lydia Tang

Report Submitted by: Katrina Windon

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Katrina Windon	8/15/2021	9/1/2022
Vice Chair / Chair-Elect	DiAnna Hemsath	8/15/2021	8/15/2022
Immediate Past Chair	Rachel Gattermeyer	8/15/2021	9/1/2022
Steering Committee Member	Shelly Black	8/15/2021	9/1/2023
Steering Committee Member	Veronica Denison	8/18/2020	9/1/2022
Steering Committee Member	Elizabeth Russell	8/18/2020	9/1/2022
Steering Committee Member	Ashlyn Velte	8/15/2021	9/1/2023

### ACTIVITIES

**Completed:** In August 2021, the Steering Committee conducted an Activities Survey of Section members to determine what activities and initiatives Section members were most interested in. 18 responses were received, and this feedback helped to guide our planning for the year. On November 16, 2021, the Section hosted a webinar, “Bulk Reviewer Demo and Q&A,” led by developer Tessa Walsh, to introduce Section members to the tool and how it can be used in identification, review, and removal of sensitive digital files. It was attended by 81 people, and the YouTube video has since been viewed 151 times. On March 23, 2022, the P&C Section partnered with the College & University Archives Section to host a coffee chat; P&C Steering Committee member Ashlyn Velte and Sarah Coates led a Zoom discussion on “Balancing Privacy and Access: Private and Publicly Identifiable Information in Archival Collections.” In July 2022, an article analyzing the results of a 2019 survey on access restrictions conducted by the Privacy & Confidentiality Section Steering Committee was published in the Journal of Contemporary Archival Studies.

**Ongoing:** The Steering Committee continues to compile and share on the listserv monthly news round-ups that included Section updates, information about upcoming Section events, other professional events, and recent publications related to privacy and confidentiality. The Section also continues to maintain other resources for Section members, including: - Anonymous Question Form. The form provides a way to ask questions to the P&C listserv anonymously to get insight from fellow archivists. - P&C Documentation Portal. The portal pulls together real examples of policies and procedures related to addressing privacy and confidentiality. - Bibliography. The bibliography contains a curated list of scholarly articles that explore many facets of privacy and confidentiality in archives.

**New:** The Privacy and Confidentiality Section Steering Committee is looking forward to another year of exciting events and projects that meet member needs. New projects will be driven by Section and/or Steering Committee interests.

## **STRATEGIC PLAN**

### **Goal 1: Advocating for Archives and Archivists**

The P&C Section Steering Committee is meeting Goal 1 by: - Providing documentation and best practices about privacy and confidentiality issues to archivists to implement at their home institutions through the blog, bibliography, and P&C Documentation Portal. - Creating opportunities to hear expert advice by Heather Briston and Aprille McKay that archivists can use to advocate for new tools, policies, and practices to their institutional leadership.

### **Goal 2: Enhancing Professional Growth**

The P&C Section Steering Committee is meeting Goal 2 by: - Hosting a webinar offering archivists the opportunity to learn about the Bulk Reviewer tool from its developer. - Sharing resources through our monthly news round-ups, blog, bibliography, and P&C Documentation Portal. - Co-hosting a Zoom chat with the College & University Archives Section on balancing privacy and confidentiality considerations with access to archival collections.

### **Goal 3: Advancing the Field**

The P&C Section Steering Committee is meeting Goal 3 by: - Aggregating and promoting resources, best practices, guides, scholarly articles, and institutional documentation through the P&C Documentation Portal, Blog, Bibliography, and Monthly News Roundups. - Publishing a scholarly analysis of the results of the P&C Section Steering Committee's 2019 access restrictions survey in the Journal of Contemporary Archival Studies

### **Goal 4: Meeting Members Needs**

The P&C Section Steering Committee is meeting Goal 4 by: - Creating and encouraging an open space to ask questions about privacy and confidentiality issues in archives through the Anonymous Question Form and setting up anonymous question chat options in live events. - Soliciting members' wants and interests through our P&C Activities Survey to set the tone and direction for the year. - Using the data from the P&C Activities Survey to develop educational, discussion-based, and networking opportunities including the Bulk Reviewer webinar, a Zoom coffee chat with the College and University Archives Section, and programming at our Annual Section Meeting.

## **ANNUAL MEETING**

**Number of Attendees:** 69

**Summary of Meeting Activities:** On August 2, 2022, the Section held its Annual Section Meeting on Zoom. The business meeting included updates from SAA Council, a recap of 2021-2022 Section activities, and an introduction to new Steering Committee members. Following the business meeting, two speakers presented; UC San Diego Library Program Director of Scholarship Tools and Methods Heather Briston presented on "Navigating privacy,

confidentiality, and sensitivity in backlog and older collections,” and Bentley Historical Library Lead Archivist for University Archives Aprille Cooke McKay presented on "Negotiating a new access policy for the academic records of deceased students at the University of Michigan." Presentations were followed by an active Q&A session.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The Privacy and Confidentiality Section had healthy attendance at its annual events, as well as robust engagement through Q&A. While listserv postings tend to be minimal, Section members engage with programming and with surveys.

## **QUESTIONS FOR COUNCIL**

Is there an intent to continue holding Section meetings on Zoom, separate from the SAA Annual Conference? We have found this arrangement to result in higher attendance, and appreciate the opportunity for our Section Meetings to be open to those who cannot attend the conference.

## Public Library Archives & Special Collections Section

Council Liaison: Jasmine Jones

Report Submitted by: Heather Lanctot

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Heather Lanctot	8/15/2021	9/1/2022
Vice Chair / Chair-Elect	Laura Carroll	8/15/2021	8/15/2022
Steering Committee Member	Dylan Gaffney	8/15/2021	9/1/2022
Steering Committee Member	Catherine Oseas	8/15/2019	9/1/2022
Steering Committee Member	Matthew Peek	8/15/2021	9/1/2023
Steering Committee Member	Johanna Russ	8/15/2019	9/1/2022

### ACTIVITIES

**Completed:** The Public Library Archives and Special Collections Section Steering Committee worked over the past year to accomplish two main goals: revamping our quarterly newsletter and updating our resources page on our microsite. Both of these goals were created in an attempt to increase communication and provide relevant, up-to-date, and easily navigable resources for our members. Ultimately, our section accomplished the following this year:

1. Monthly Steering Committee meetings and promotion of these meetings through the listserv to encourage attendance by membership;
2. Research and launch of our new blog “The Finding Aid: Information for and About Public Library Archives and Special Collections” - Investigation into the blogs and newsletters that other sections were utilizing - Creation of ongoing blog topics and tags
  - a. Get to Know PLASC
  - b. PLASC Section Business
  - c. Member Articles and Contributions
 - Research into blog hosting platforms that would work best for our section committee and members - Authoring of several blog posts
3. Continuation of our Twitter poll series with our PLASC account (@PubLibArchives) asking a variety of questions regarding archival COVID response, archivists’ needs, and some lighthearted and fun questions as well; - Increased followers by 25% 2021-2022 (382 followers, following 449) - Our three most popular posts this year had to do with lighthearted poll questions.
  - a. Most popular poll question was: What seemingly obvious thing have you had to tell patrons they absolutely could not do in the Archives?
4. Updated and relaunched our Resources Page on our Microsite.
  - Sent out a survey to PLASC members to identify resource categories that would be most useful and of most interest.
  - Identified the 7 most popular resource categories and compiled a minimum of 5 resources per category, focusing on resources that were easily accessible, geographically diverse, and relevant to Public Library Archives and Special Collections.
  - Researched other SAA section websites to gain insight into Resource Page layouts.
  - Redesigned the Resource Page layout, emphasizing a design that was navigable with minimal extraneous text. Eliminated broken links and outdated resources. Issued calls to our membership for additional resources for each category, so we could improve and update the

Resources. 5. Hosted three lightning talks at our Annual Section Meeting (7/20) who discussed projects and initiatives in their repositories to help create more inclusive and diverse collections and Reading Rooms.

**Ongoing:** Ongoing activities include our Twitter posts (polls, highlighting microsite resources and blog content, the work of our colleagues, etc.), monthly meetings, monitoring and updating the Resources Page of our microsite quarterly, and continuing to create and solicit members for new content for the PLASC blog. As a means of engagement and outreach, we also plan to use the new blog to routinely submit calls to our membership for additional resources for our microsite Resources Page by specific category.

**New:** The section is planning on publishing a series of monthly thematic blog posts that highlight the innovative work of public library archives and special collections throughout the United States. Each month's post will align with the nationally recognized theme for that month, such as Hispanic Heritage Month in September/October and LGBTQIA+ in November. Our goal for these posts is to increase the awareness of our members' work and encourage professional discussion and growth. In addition to the monthly themed posts, we will publish informational posts about section news and relevant programs for PLASC members. We will also encourage member engagement by repeatedly calling for submissions to the blog.

## **STRATEGIC PLAN**

### **Goal 1: Advocating for Archives and Archivists**

One of the main ways that PLASC helped to advocate for the profession and show the vital role of archives and archivists play was through our social media work. Our presence on Twitter, over the course of the year, helped to not only amplify the work of our colleagues and provide a platform for sharing information, it also offered a space for Public Library Archives and Special Collections staff to engage with each other, especially with the ever-changing COVID landscape.

### **Goal 2: Enhancing Professional Growth**

PLASC wanted to improve our communication with our section members and began by evaluating our current communication strategies. To help ensure that our methods of communicating about resources, educational opportunities, and PLASC business were easily accessible and affordable we decided to continue to utilize the SAA listserv to announce section business and invite members to our monthly meetings, but we also transitioned our quarterly newsletter to a blog format. The blog allows us to be more agile, responsive, and equitable in our communications with our members. In addition to sharing information relevant to our members through the blog, we also see it as a platform (in partnership with Twitter) to help connect PLASC colleagues, and foster professional communities.

### **Goal 3: Advancing the Field**

In an attempt to expand professional knowledge and help our members, who often work in smaller repositories with very few staff, PLASC wanted to update the Resources Page on our microsite. The site now has reliable, useful, and up-to-date support information and resources to assist the needs and work of public library archives. The resources are divided into seven categories that were identified by our members, through a survey, as the most beneficial to their

work. The committee has also encouraged members to engage with this resource and submit resource suggestions via email to not only improve the resource lists, but also better support the work of public library archives and special collections.

#### **Goal 4: Meeting Members Needs**

At this year's section meeting, PLASC wanted to make sure that we were able to provide content that helped to foster a more inclusive association and profession. Through our lightning talks we were able to highlight the work of three repositories currently working to increase the diversity of, and equitable access to, archival collections: James Scott – Librarian/Archivist Sacramento Room, Sacramento Public Library; Catherine Oseas Champion – Assistant Archivist, Birmingham Public Library; and Joanna Kolosov – Special Collections Librarian & Archivist & Zayda Delgado – Supervising Librarian History & Genealogy Library, Sonoma County Library. We were also excited to help enhance professional knowledge amongst our members while aligning our talks with goals outlined in SAA's DEIA Work Plan (2021).

### **ANNUAL MEETING**

**Number of Attendees:** 42

**Summary of Meeting Activities:** The Public Library Archives and Special Collection (PLASC) section meeting was on July 20th from 1:00 pm to 2:30 pm CT. The meeting began with updates from PLASC Steering Committee members about our work over the past year. Then the section hosted lightning talks by presenters who are currently working to increase the diversity of, and equitable access to, archival collections. Here's an outline of the session: 1. Welcome & introductions, Heather Lanctot, PLASC Chair 2. 2022 Steering Committee recap, and updates about Committee work over the past year 3. Twitter Polls and Social Media Engagement - Dylan Gaffney 4. New Blog - Laura Carroll 5. Microsite Resources Page - Matthew Peek and Johanna Russ 6. Lightning Talk Presentations: a. James Scott - Librarian/Archivist Sacramento Room, Sacramento Public Library b. Catherine Oseas Champion – Assistant Archivist, Birmingham Public Library c. Joanna Kolosov - Special Collections Librarian and Archivist & Zayda Delgado - Supervising Librarian Sonoma County History and Genealogy Library, Sonoma County Library 7. Questions and wrap-up - Matthew Peek and Heather Lanctot

**Link to Meeting Minutes:** [https://www2.archivists.org/groups/1766/group\\_minutes](https://www2.archivists.org/groups/1766/group_minutes)

### **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The PLASC Steering Committee is a very engaged group. Throughout the course of the previous year committee members were committed to the work and were enthusiastic about the creation of annual goals and the completion of our projects. After sending out listserv reminders about monthly meetings throughout the year, we only had two guests in attendance. Member engagement could be an area of improvement for the Steering Committee to work on in the next

year. We are hopeful that with the launch of the new blog, and the plan for regular posts in the next year, that membership engagement will increase.

### **QUESTIONS FOR COUNCIL**

None at this time.

## Records Management Section

Council Liaison: Meg Tuomala / Krystal Appiah

Report Submitted by: Krista Oldham

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Krista Oldham	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Ryan Leimkuehler	9/10/2021	8/15/2022
Immediate Past Chair	Jessika Drmacich	8/15/2021	9/1/2022
Steering Committee Member	David Brown	8/15/2019	9/1/2022
Steering Committee Member	Jennifer Motszko	9/10/2021	9/1/2024
Early-Career Member	Jennifer Dantchev	9/10/2021	9/1/2022

### ACTIVITIES

**Completed:** Hosted 2 well-attended Coffee Chats that focused on transitioning to Microsoft365 in the workplace and SAA's RM education offerings. Held a successful RIM Month Colloquium with 96 attendees.

**Ongoing:** Coffee Chats and planning for annual RIM Month Colloquium

**New:** We have not yet had a meeting to determine what projects we plan to tackle this year.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

During our coffee chats, advocacy is a topic that comes up often. We advocate for our profession and our professionals. We also try to share ideas on who we can communicate value.

#### Goal 2: Enhancing Professional Growth

We had been working diligently to make sure that our section members have the ability and access to professional development. Our goal is to eventually add more educational opportunities focusing on RM and then develop a SAA certificate or track

#### Goal 3: Advancing the Field

We have and continue to partner with other section on documents related to best practices and we continue to encourage section members and others to contribute to our RM case study series

#### Goal 4: Meeting Members Needs

We continue to ask our members what they need and adjust our programming accordingly.

### ANNUAL MEETING

**Number of Attendees:** Steady 60

**Summary of Meeting Activities:** Our annual section meeting was a Coffee Chat style conversation for section members to share their experiences redefining workloads and work/life balance as well as coping, managing, and mitigating the challenges of burnout, low morale, and job fatigue.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

I think we are an incredibly healthy and vibrant section with engaged members who look to the section for guidance and community related to RM.

## **QUESTIONS FOR COUNCIL**

No

## Science, Technology, and Health Care Section

Council Liaison: Tonia Sutherland

Report Submitted by: Gabrielle Barr

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Gabrielle Barr	8/15/2020	8/15/2022
Co-Chair	Brandon Pieczko	8/15/2021	8/15/2023
Immediate Past Chair	Jennifer Langford	8/15/2021	9/1/2022
Steering Committee Member	Peter Collopy	8/15/2019	9/1/2022
Steering Committee Member	Edith Escobedo	8/15/2021	9/1/2023
Steering Committee Member	Chiyong (Tali) Han	8/15/2021	9/1/2022
Steering Committee Member	DiAnna Hemsath	8/15/2019	9/1/2022
Steering Committee Member	Julia Pope	8/15/2021	9/1/2023
Steering Committee Member	Nicole Topich	8/15/2021	9/1/2024
Steering Committee Member	Nora Zaldivar	1/22/2020	9/1/2022
Early-Career Member	Anna Lucas	8/15/2021	9/1/2022

### ACTIVITIES

**Completed:** Transferred the newsletter to a blog format planned session for annual meeting with 4 speakers

**Ongoing:** STHC resource portal for the website

**New:** 2 lunch-n-learns were conducted this year; 1 about datasets and 1 about STHC and corporate archives

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

our group has not done so much advocacy; we have celebrated those in our group through featuring them in the blog, including them in the annual meeting, and pointing out presentations and publications of group members

#### Goal 2: Enhancing Professional Growth

hosted two lunch and learns on relevant subjects; interesting content was also disseminated through the blog

#### Goal 3: Advancing the Field

members are working on putting resources on the website related to difficult issues in STHC repositories like HIPAA, hazardous materials, and datasets; collaborating with individuals from LAMPHHS

#### **Goal 4: Meeting Members Needs**

Information was put out via the listserv

#### **ANNUAL MEETING**

**Number of Attendees:** circa. 30

**Summary of Meeting Activities:** We thank those leaving and welcome those in new positions; then we heard from those in the group in charge are various projects such as the blog, the data portal, and the lunch-n-learns. This was followed by 4 presentations from group members about the hybrid work environment and a guided group discussion on the topic.

**Link to Meeting Minutes:**

#### **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Some members post frequently and are engaged while many are not.

#### **QUESTIONS FOR COUNCIL**

no

## Visual Materials Section

Council Liaison: Dominique Luster

Report Submitted by: Alexis Peregoy

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Alexis Peregoy	8/15/2021	8/15/2022
Vice Chair / Chair-Elect	Stefanie Caloia	8/15/2021	8/15/2022
Immediate Past Chair	Patrick Cullom	8/15/2021	9/1/2022
Member-at-Large	Lilli Keane	8/15/2019	9/1/2022
Representative	Ashley Levine	11/16/2018	9/1/2022
Member-at-Large	Angela Schwarz	8/15/2021	9/1/2024
Newsletter Editor	Elizabeth Gadelha	8/16/2020	9/1/2024
Web Liaison	Alan Renga	5/12/2015	9/1/2024

### ACTIVITIES

**Completed:** This year was a year of rebuilding the section, as it has been struggling to be an active section over the past few years. 1. Drafted and implemented a new three-year strategic plan 2. Conducted a membership survey, seeking ways to improve the section's activity and membership engagement 3. Shuttered the section's website, saavms.org and will only use microsite and listserv for section activity 4. Updating resource list and created form for membership input on resource list 5. Views blog continues to remain active with publishing 6. Held an annual meeting with lightning talks and presentations

**Ongoing:** 1. Continue to update resources and the microsite 2. Views blog continues with publishing activities

**New:** 1. A Fall networking event is being planned for October 2023 2. Seeking a communications coordinator and social media volunteer 3. Standing rules revision working group 4. Additional membership events throughout 2022-2023, TBD

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

This is an area we need to continue to work on. This past year, we really focused on the other three strategic goals, which are represented throughout our Section's 3-year plan.

#### Goal 2: Enhancing Professional Growth

We are working to update our list of visual materials resources, which helps membership in their work with visual materials. We are also updating the microsite with more related and useful content. We have solicited calls for various ways members can participate in our work: the microsite/resources updating working group, social media volunteer and communications

coordinator, and other working groups. Contributions to our blog, Views, is always another outlet for members to enhance their professional growth.

### **Goal 3: Advancing the Field**

We offered lightning talks and presentations at the annual meeting, to showcase projects that are advancing the field, such as state-of-the-art cold storage renovations, teaching with primary sources, and other topics. We intend to offer multiple events this next year, including potential workshops based on membership feedback.

### **Goal 4: Meeting Members Needs**

We conducted a VMS membership poll to find out what membership is wanting from the section so we can better serve the group. We also enhanced the microsite with relevant information, and are working on compiling an updated VM resources list for membership. We are hosting a Fall 2022 Meet and Greet/ networking event, with more events to come throughout the year.

## **ANNUAL MEETING**

**Number of Attendees:** 68

**Summary of Meeting Activities:** We started with a 25 minute business meeting that provided an overview of the membership poll results, the three-year plan, and a membership call for visual material resource contributions. We also announced our fall networking event, election results, and open roles. The business meeting ended with council updates from Dominique Luster. We then moved into presentations and lightning talks, with four presenters. Topics included "Teaching Visual Literacy with Historical Photographs," "Building a Transnational Database for the Dispersed Chinese Art Digitization Project," "A California Archivist in Ohio?," and "Creating Sustainable Preservation for At-Risk Visual Materials: A Cold Storage Renovation Project". We ended with questions and member feedback. We used all 90 minutes.

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

The health or energy of our section is at-risk, with not much engagement from members. We struggled to get members to complete the membership poll, with a total of 37 responses received. We struggled to get feedback on the three-year plan. We are struggling to get members to contribute resources to our VM resources page. We struggled to get members to present at the annual meeting, with only one presentation by a member - the other three presentations were conducted by the steering committee members.

## **QUESTIONS FOR COUNCIL**

We want to increase the visibility of the section and increase membership engagement but it is a challenge. We would love to contribute to a future SAA education course on visual materials, but we've had a hard time finding contributors.

## Web Archiving Section

Council Liaison: Tonia Sutherland

Report Submitted by: Melissa Wertheimer

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Melissa Wertheimer	8/15/2021	10/15/2022
Vice Chair / Chair-Elect	Susan Paterson	8/15/2021	10/15/2022
Secretary	Kiera Sullivan	10/21/2020	10/15/2022
Communications Manager	Rosie Grant	8/15/2021	10/15/2022
Education Coordinator	Ryder Kouba	10/21/2020	10/15/2022
Early-Career Member	Amanda Greenwood	8/15/2021	10/15/2022

### ACTIVITIES

**Completed:** Coffee Chat no. 1 (March 29, 2022), U.S. Federal Government Web Archiving Initiatives; Coffee Chat no. 2 (May 10, 2022): The National Web Archive Program at Library and Archives Canada; 10 blog posts from November 2021-June 2022, including 2 guest bloggers from the section membership; and 35 Tweets from August 2021-August 2022.

**Ongoing:** Coffee Chats, Blog posts, Twitter posts and retweets, SAA Listserv communications

**New:** Poll section members about coffee chat/blog post content; increase content focus for social media engagement; and actively solicit blog content from early-career professionals and student members.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

This past year, the Web Archiving Section (WAS) advocated for archives and archivists through our online outreach activities. Our first virtual Coffee Chat held on Zoom, "U.S. Federal Government Web Archiving Initiatives," featured Lauren Baker and Meghan Lyon from the Library of Congress, Dory Bower from the Government Publishing Office, Lynda Schmitz Fuhrig from the Smithsonian Institution Archives, and Christie Moffatt from National Library of Medicine at the National Institutes of Health. This variety of speakers and institutions provided over 80 attendees with fascinating perspectives about the range of web archiving initiatives that all kinds of information professionals, including archivists, contribute to in the U.S. federal government. Our second virtual Coffee Chat held on Zoom, "The National Web Archive Program at Library and Archives Canada," featured Tom Smyth, Program Manager of the Web and Social Media Preservation Program, Digital Preservation Division, Library and Archives Canada. This was an important way to highlight contributions of our valued Canadian colleagues in the archives profession to over 70 attendees, as well as contextualize how web archiving can fit into a larger digital preservation program. This year's blog posts had 2,309 blog views from

August 2021-August 2022. These posts, which included WAS steering committee authors and authors from the general section membership, advocated for archives and archivists in many phases of careers and types of repositories. For example, a blog post by the steering committee's Student Member in February 2022, "Learning How to Web Archive: A Graduate Student Perspective," focused on the valuable archival labor of student employees in higher education web archiving programs.

### **Goal 2: Enhancing Professional Growth**

The Web Archiving Section (WAS) provided opportunities for members to network and share knowledge. In addition to the Coffee Chats, an important example is our collaboration with the Performing Arts Section on a joint section meeting for the 2022 SAA Annual Meeting. The previous year, we collaborated with a related format-based section, the Electronic Records Section. This year, WAS collaborated with a subject-based section to help more SAA members learn about respective specialties and how they can work together.

### **Goal 3: Advancing the Field**

The Web Archiving Section (WAS) featured members' work and contributions to the field in Coffee Chats, in blog posts, and through Twitter. Tweets and Retweets highlighted new projects of section members as well as initiatives from the International Internet Preservation Consortium. Grace McGann's December 2021 blog post, "Community Input for Web Archiving at Small and Rural Libraries," serves as an example of the important role that public libraries can play through web archiving.

### **Goal 4: Meeting Members Needs**

The high attendance at both of our Zoom Coffee Chats, which especially increased from last year, indicate that virtual offerings throughout the year are a need of our members that is being met.

## **ANNUAL MEETING**

**Number of Attendees:** At least 100. SAA has not provided the section with statistics.

**Summary of Meeting Activities:** This was a joint section meeting with the Performing Arts Section. Chairs of each section gave business meeting updates and year-end summaries. Kathleen DeLaurenti (Director, Peabody Institute Arthur Friedheim Library) and Miranda Siler (Web Collection Librarian, Ivy Plus Libraries Confederation) presented "The Contemporary Composers Web Archive." Libby Smigel (Dance Curator, Library of Congress) and Melissa Wertheimer (WAS Chair and Music Reference Specialist, Library of Congress) presented "A Born-Digital Race Against Time: The 10 Hairy Legs Dance Company Records." Robert LaRose (Digital Curation Librarian, The People's Archive, DC Public Library) presented "The Punk Web Archive at DC Public Library." The presentations were followed by a moderated question-and-answer session.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

### **How would you describe the health or energy of your section? How engaged are your members?**

I was privileged to lead a dedicated, hardworking steering committee. I was also impressed with how our goals to increase blog and Twitter engagement were met this year. The WAS Twitter account now has 1,669 followers, and this year's posts received 232 "likes." Engagement with our Twitter posts increased 16.7% over the year. Our section members do post to the section listserv with questions; I also received direct messages through the SAA Communications portal about web archiving from section members. Attendance at our two Coffee Chats was high (over 150 attendees total), so the content we offer is certainly of interest both inside and outside SAA. Seeking candidates for elections and speakers for section meetings, as in previous years, remains a challenge, especially with pandemic-related burnout from professional service and Zoom; in both cases, personal invitations from steering committee members yielded participation. Overall, the Web Archiving Section serves a portion of SAA members and broadens the perspective of how archivists can shape the historical record.

## **QUESTIONS FOR COUNCIL**

In alternate years such as this one, our section steering committee roles rotate off too many at one time which creates extreme pressure come election time; 5 of our 6 steering committee positions rotated off this year. We needed to delay our election until after the annual meeting in order to create a full candidate slate. The alternate year's heavy turnover also leaves a large gap in section leadership continuity and memory. I hope that our section liaison/the SAA Council can actively work with next year's steering committee to remedy this issue to ease the work of future professional service volunteers.

## Women Archivist Section

Council Liaison: Rachel Winston

Report Submitted by: kYmberly Keeton

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	kYmberly Keeton	11/1/2019	8/15/2022
Co-Chair	Michelle Pollock	8/15/2021	8/15/2023
Steering Committee Member	April Anderson-Zorn	8/15/2019	9/1/2022
Steering Committee Member	Cassandra Berman	8/15/2020	9/1/2023
Steering Committee Member	Lynn Cowles	8/15/2020	9/14/2022
Steering Committee Member	Rosemary K. J. Davis	8/15/2019	9/1/2022
Steering Committee Member	Michelle Ganz	8/15/2019	9/1/2022
Steering Committee Member	Anjelica Ruiz	8/15/2019	9/1/2022

### ACTIVITIES

**Completed:** 2021 annual section meeting. Introduced new Co-Chair, kYmberly Keeton as returning in her role.

**Ongoing:** All programming for our section during the pandemic (2021-2022) has been about members taking the initiative to be proactive about their wellness in the workplace and honoring their worth and value moving forward.

**New:** The first time in WARs history as a section that a Video Podcast: Coffee & Archival Talk has been created.

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

I believe that our section did accomplish our goals by providing resources, discussions, and activities for our section to engage with virtually as it pertains to women & equity in the workplace, COVID-19, and DEI.

#### Goal 2: Enhancing Professional Growth

Our 2022 section meeting focused on women in the state of Texas - African American who work in archival spaces and sharing what they do in their roles in the South.

#### Goal 3: Advancing the Field

Through our video podcast it helped advance our field by providing an outside the box approach to discussing issues about what members deemed as valuable information to share, issues that affect them, and ways to continue being productive during a continued pandemic.

#### **Goal 4: Meeting Members Needs**

As leadership for this section, we provided as much as we could with the resources that were available to provide information and safe spaces to collaborate, talk, and be involved with our new line of programming.

#### **ANNUAL MEETING**

**Number of Attendees:** 20

**Summary of Meeting Activities:** June 2022 Video Podcast Episode #5 | June 17, 2022 | 10 AM CST - 11AM CST Texas Juneteenth Roundtable: Featuring African American Archivists, Curators, Librarians, Directors and Records Administrators

**Link to Meeting Minutes:**

#### **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

I believe that our section members were engaged this year and showed up for our events in a major way! They provided feedback and suggestions about all of our topics, per our video podcast.

#### **QUESTIONS FOR COUNCIL**

No

## Women's Collections Section

Council Liaison: Mario Ramirez / Krystal Appiah

Report Submitted by: Alex McGee

### 2021-2022 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Anna Holland	8/15/2021	9/1/2022
Co-Chair	Alexandra McGee	8/15/2021	9/1/2023

### ACTIVITIES

**Completed:** Women's Activism Blog series, joint podcast episode with Women Archivists Section

**Ongoing:** Women's collections reparative description on microsite

**New:** Collaboration resource for members

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

Ongoing project to add reparative description to our microsite reflects SAA goal to ensure completeness, diversity and accessibility of historical record.

#### Goal 2: Enhancing Professional Growth

This year's women's activism blog series provided educational content that reflects latest thinking in women's collections. Podcast episode with Women Archivists section helped us foster a community for professional interaction.

#### Goal 3: Advancing the Field

Ongoing reparative description project has WCS joining in the conversation about the need for new description standards, and has us participating in its development.

#### Goal 4: Meeting Members Needs

Blog series have provided an avenue for members of the profession to share out relevant collections, exhibits and events with the community, fostering an inclusive community for archivists.

### ANNUAL MEETING

**Number of Attendees:** 37

**Summary of Meeting Activities:** Announcements Election info Blog updates Reviews Editors Presentations Mari Roa Oliva - inaugural Women@MIT fellow, "A Lab of One's

Own” Chloe Pfendler - “Describing Women’s Collections: Resource Guide” Discussion - member wishes for upcoming year

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

We could have more energy from the section, but the discussion section of the annual section meeting showed that there was a lot of interest and ideas for how the section can expand and operate to meet members' interests more directly. The ideas shared offered some exciting food for thought for the new slate of leadership.

## **QUESTIONS FOR COUNCIL**

We noticed during elections this year that many of the other sections only have 2 leadership positions and then a steering committee. We wonder if moving to that structure would be beneficial for us to consider long term. Any information you have on that for the new leadership to consider would be much appreciated. The idea has been suggested to our section previously to consider merging, but our leadership has reservations that this would not support the mission of the section.