University of California Archivists Council (UCAC)
Meeting Minutes, 7 December 1999
UC Irvine

Agenda Items

1. Review/Correct Meeting Minutes 12/98 & 4/99 Meetings
2. New Business: Revising OAC Help Pages: comment/discussion
3. Old Business: Collection Development Policy/Core Records: discuss & finalize
   Penny White (UCI) will meet with us from 1:30PM - 3PM to
   a. update UCAC about recent UC Records Management Committee meetings
   b. discuss the Skupsky functional records scheduling software applications at UCI &
      potential application UC systemwide
5. Presentation/Discussion of the October 1999 Conference on Preservation & Access to
   Electronic Records at Colleges & Universities
6. Final Announcements

Notes on the meeting

Present: Sid, Dave, Jackie, Robin, Deb., Charlotte, John, Rita, [Bill], [Brad]; Invited Guest:
[Penny White] rec. officer at UCI

1. Review/Correct Meeting Minutes 12/98 & 4/99 Meetings

   [No notes given.]

2. New Business: Revising OAC Help Pages: comment/discussion

   OAC Help pages - OAC working group - (Jackie and Robin on)/ Brian was chair; did
   meet separately[?], looked at issue of upgrading home and help pages for January release
   (annual reviews the idea). Robin volunteered to help Ken Weiss (CDL) w/ this OAC
   review.

   -- [handout w/notes distributed]

   Committee [Susan Snider at - Bancroft (also ___ Robin); Kelsey Shepherd -
   Environmental Science Archives (also ___ Robin); Ken and Robin]

   Identified:
   -- Need for glossary/ define terms/ incl. virtual collection
-- Mary Heath (according to Jackie) working on definition on virtual collections. There is a draft/ not yet distributed.
-- section on explaining sections/elements/components of finding aid; also things more complex to consider in future releases
-- different versions for different audiences a consideration; English and non-English speakers (have done such a thing for Cal. Heritage)
-- Think of SGML finding aid tags, especially if search w/in fields.
-- section on search for images (need controlled vocabulary)
-- Think about tutorial pop-up notes
-- Live search ___/ where you can see on your screen what they see
-- Charlotte sending/giving Robin edits
-- standardize terms
-- (Jackie) some terminology due to ______
-- Need to clarify language, reduce jargon
-- presentation issues
--suggest that John Olsen be advised of these dev.
-- look in context of good web design, as well as content
-- add navigating of virtual archives
-- search pages
-- Robin on timetable to try to have this rowed of changes before Christmas.
-- idea: add examples of expanded searches
-- use consistent theme for search examples
-- suggest that consistency on basic stuff now to help the most searches/ very few will use advanced strategies.

3. **Old Business: Collection Development Policy/Core Records: discuss & finalize**

-- Distribute 12/99 version of doe.
-- Have reordered/footnoted
-- note web sites and their contents may change
-- group went Thurs. doe. point by point and made suggested revisions, with a few enough left for clean up like UC Archives/UC Archivists
-- goals like still need to devise some language here and there
ACTION end Feb. -- Next draft by CB? By when?
ACTION end Feb. -- Comments to CB/ by when? End Jan.

4. **New Business: UC Systemwide Records Management**

-- UC System wide Records Management (Penny White UCI (Manager) Distribution and Document Management at UCI)
-- incl. records management-
-- see problem especially with retention schedule
-- outdated hard to use, ignored
-- electronic records are an issue/ records management group decided to take retention schedule, although many issues.
-- records management group sanction. of UCOP to work on schedule
-- look at functional records schedule rather than documents omitted - work out
-- model Oregon University System (maybe adapt). Create paragraph statements and see
if document fits into the category
-- This group? Look at several models; look at theirs and see if can make clearer
info./policy/etc. into different format.
-- question of legal research/how to do
-- right now 1 1/2 year to get one schedule/document approved
-- took ARMA course on how to create schedules.
-- most guidelines geared towards American business
-- Skupsky (sic) software to use if could apply; but not as happy as hoped -- it tracks all
laws, etc! -- not all regulatory stuff -- so if laws specify retention requirements, then can
tell if need to keep for those ____.
-- includes 10+ codes
-- also saw maybe that schedule could apply across the board to all campuses, + reverted
in schedule that were ______, so like retain 2-12 (so broad that difficult to use
effectively)
-- min./system wide w/leg. min.
-- each campus ___ process to add documents to tailor
-- not in committee process
-- question if archivists have review author as schedule being updated, etc.

Timeline: Try by Feb. to get recommendation set of ____ of records
-- issue of what to do if not listed in schedule
-- ____ state. That needs to keep perm. If not listed (to encourage getting listed)/ but
clearly not done and tends to run counter to logic.
-- meet in Feb. and get feedback on the approach; hope to have categories (then write
paragraphs) (see next steps in Nov.1 meeting minutes)
-- by Feb. they have functioning areas. We can reflect on that or look at present schedule
-- get Bill's list of core records ____ ____ for sure
-- question how proactive we can be
-- look at what in ____ schedule helps archival ____/state.
-- Robin try to see if can have archival elements extracted
-- after Feb. maybe sub-committee to react/review/respond to recordings committee.
* Brad -- look at web site and note any useful links
* update addresses for group. I Dave T. to email each

5. Presentation/Discussion of October 1999 ECURE

Informational.
Conference// Brad, John and Charlotte? Attended
-- may be offered/some conference again held/hosted at ___
(see that Robinson sent out)
focuses of many on C + Cl for first time

6. Final Announcements
[No notes.]