University of California Archivists Council (UCAC)
Meeting Minutes, 28 April 1999
UC San Francisco

AGENDA for the Day

1. Ross Smith, Office of General Counsel, UCOP to make a presentation and enter into question & discussion period with membership about federal and state laws pertinent to University Archives records
2. Corrections/Acceptance of 12/98 UCAC meeting minutes
3. Updates
   a. SOPAG 4/9/99 Meeting discussion of HOSC/UCAC (Chandler/Dooley)
   b. CDL/UMI: Electronic Theses (Chandler)
   c. Electronic Records Working Group Meeting in March 1999 (Chandler)
4. Old Business
   a. Collection Development Policy (revised by C. Brown after 12/9/99 meeting)
   b. Core Records Document discussion in context of revised Collection Development Policy
5. New Business
   a. Discussion of practices by each campus for processing, access & preservation of media including video, audio and motion-picture film (Tambo)
   b. Setting next meeting date and location -- coincide with HOSC? Agenda items.
6. John Douglass/Sally Thomas of UCOP - UC History Project
   Afterwards discuss participation with UCOP History Project - digitization efforts with CDL? Grant opportunities?

   [Were the following added after the agenda was printed?]

7. OAC Digital Project on Arts and Ethnic Groups, in the University Archives context
8. NSF

Notes on the meeting

The meeting was held at UCSF, 9:30-4:30.

Present: Sid Berger (UCR), Rita Bottoms (UCSC), C. Brown (UCLA), R. Chandler (UCSF), D. Day (UCSD/Scripps), J. Dooley (UCI), W. Roberts (UCB), J. Skarstad (UCD), D. Tambo (UCSB), B. Westbrook (UCSD)

Guests: Ross Smith (Office of General Counsel, UCOP), John Douglass and Sally Thomas (UC History Project, UCOP).

1. **Ross Smith, Office of General Counsel, UCOP: Presentation**

    Ross Smith - presentation and discussion on federal and state laws pertinent to University Archives records. Copies of agenda and notes of an Information Practices Seminar, Steven G. Rosen presenter, held Feb. 8, 1999 at UC Irvine, also were distributed. A number of points were raised, including:

    a. California Public Records Act: based on FOIA. Concerned both the people's right to know and privacy rights of the individual (which can be at odds with each other). Public has the right to inspect records - broadly defined. Public records are records retained re the public's business, regardless of format (see notes from UCI seminar for further definitions and exceptions). Public records are open to inspection during normal business hours, but necessarily immediate access. Have 10 days to respond whether granting access and 20 days if stored in remote facility. Records requested must be specifically identified. If denying request, need names, titles of positions, and dates of denial. Call local counsel or UCOP General Counsel if it looks like there may be a problem. Each campus should have a Local Information Practices Officer who handles these kinds of issues. Sometimes it is difficult to know if the request actually is a Public Records Act request or not. On the question of faculty research, Smith indicated that judge would consider these to fall under Public Records Act, whereas it is UCOP's opinion that they are university records, created and maintained by the university. There also is an eFOIA now, electronic records access. On the issue of faculty papers and letters of recommendation for a student, for example, probably redact, masking identifiers and treating document as a student or personnel record.
    b. California Information Practices Act. Relates to privacy. Government agency can only collect personal information that is necessary and relevant to perform its operations.
        -- Smith noted that these laws are very political, with lobbying groups on both side of the issue, i.e. no privacy vs. no disclosure.
        -- UCOP web page has these documents and others.
        -- Unprocessed collections - archivists' duty to not disclose personal information. Does not mean closing unprocessed collections, but not providing access until examined. Should have disclaimer on unprocessed collections saying something like "consult University Archivist, etc. for access" and we need to inspect first, for personal information, before granting access.

    ACTION ITEMS:

    (1) Identify our local Information Practices Officer.
    (2) Develop scenarios for Ross Smith/Steve Rosen to review, of instances where our archival procedures/practices might conflict with the CPRA. One example: faculty papers might be considered public records. When a faculty donor signs a donor form, do their restrictions override FOIA requests. These scenarios might result in UCAC developing guidelines. Brad and Robin were going to take the lead in developing these scenarios.

2. **Corrections/Acceptance of 12/98 UCAC meeting minutes**

   [No notes.]

3. **Updates**
   a. **SOPAG 4/9/99 Meeting discussion of HOSC/UCAC (Chandler/Dooley)**
   b. **CDL/UMI: Electronic Theses (Chandler)**
   c. **Electronic Records Working Group Meeting in March 1999 (Chandler)**

   In the interest of time, decided not to discuss these updates. Robin agreed to send out emails about them [which she did shortly after the meeting].

4. **Old Business**
   a. **Collection Development Policy (revised by C. Brown after 12/9/99 meeting)**

      Collection Development Policy, version 3.0, dated Apr. 1999, by Charlotte and Deborah. Discussion on Section IV: Collecting Scope (to embed or append the core records list?). Also, who is the audience and what is the purpose of the document? For administrators? For our guidance? Does/should this document include UCOP too? Will want University Librarians and Heads of Special Collections to review and approve the final document. Document should cover practices of all campuses. Also serves a documentation purpose, providing an historical record of current best thinking on the subject.

      ACTION ITEM:

      Commitment by the group to finalize this document by the next meeting. Deborah and Charlotte will work on next draft. Corrections/revisions suggestions to Charlotte by May 7. Bill will review the document for the UCOP perspective, also by May 7. Charlotte will produce next draft by May 21.

   b. **Core Records Document discussion in context of revised Collection Development Policy**

      [No notes.]

5. **New Business**
   a. **Discussion of practices by each campus for processing, access & preservation of media including video, audio and motion-picture film (Tambo)**

      Tabled.

   b. **Setting next meeting date and location -- coincide with HOSC? Agenda items.**

      J. Dooley to host at UC Irvine, Tuesday, Dec. 7, 1999 (HOSC to meet Monday, Dec. 6).

CDL Digitization [a possible agenda item, to bring up with John Douglass in terms of coordinating efforts; did talk about this in HOSC]

6. **John Douglass/Sally Thomas of UCOP - UC History Project**

   John Douglass/Sally Thomas - UC History Project, UCOP (printouts of the Summary: UC History Website Project distributed to the group). UC History Project includes four parts: UC history seminars series; set of publications, including "Chapters in the History of UC"; Chronicles of the University of California (semi-annual); and UC History Website project. The website project to include Daily Calendar, Academic Senate, President's Office documents (e.g. inaugural speeches), Regents meeting minutes. Will involve digitizing select documents. Sees this as a gateway, systemwide, not just UCB, with links to individual campus sites. Will start with Verne A. Stadtman, The Centennial Record of the University of California. Also will include departmental histories. New faculty, list of major administrators, perhaps some publications of faculty, digital images, with video/audio ideas down the road. Short term goal is to get a prototype up.

   Several members observed that this seems very UCOP/UCB oriented and need to have much more on individual campus developments if it truly is to be UC history.

   ACTION ITEM:

   We will send John descriptions of what is happening at the individual campuses (re web development). Open up a dialogue between UCAC and UC History Project, via Bill (who is listed as a Project Director, along with Douglass). Douglass will email us re project developments or informational requests.

7. **OAC Digital Project on Arts and Ethnic Groups, in the University Archives context**

   Discussion of kinds of materials that might be appropriate, including faculty papers, ethnic studies departments, and possibly published/printed materials such as pamphlets.

8. **NSF**

   Michael Sohal still interested in a UC project (this was in the context of funds to make social science databases available). Discussion on logistical problems of organizing a multi-campus project on a short timeline (since each campus would need to sign off). Suggested the information be forwarded to R. Lucier and B. Schottlander to see if there might be anything CDL could take advantage of.