

# 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
4. New Business: UC Systemwide Records Management  
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 + CI for first time

## 6. Final Announcements

[No notes.]