

University of California Archivists Council (UCAC)

**Notes: 16 May 2002 UCAC Meeting**

Young Research Library, UCLA

Attendance: Charlotte B. Brown (Chair), Deborah Day, Steve Coy, David

Farrell, David Gartrell, Jennifer Jacobs, Lisa Mix, Brad Westbrook, Connie Williams (liaison, UC Records Management Committee)

**1. CDL-SOPAG**

**a. UCAC proposal for an electronic records management task force.**

On 25 Feb 2002 John Tanno (SOPAG Chair) emailed Charlotte Brown requesting a response from UCAC in reply to Associate Vice President William Campbell's Nov 2001 recommendations for addressing UC electronic records management issues. [Attachment A: Associate V.P. Campbell's letter to Brad Westbrook, 16 Nov 2001]

After some discussion, the UCAC concluded that AVP Campbell's recommendations - the revision of current UC-RMP Bulletins to include electronic record policies and the creation of a new UC-RMP Bulletin on electronic records management - are necessary elements of a UC electronic records policy. However, before responding to Tanno's request, the UCAC also concluded that more information is needed: 1) how is each UC archives handling the electronic records currently being transferred; 2) are our cohort institutions promulgating electronic records management policies through the revision of their institution's records management retention schedules?

**Actions**

Brown will forward the above information to Tanno and propose that the UCAC submit a formal response to SOPAG no later than September 15<sup>th</sup> 2002. Day and Jacobs will prepare and distribute a survey to the nine archivists; the survey will gather information in answer to #1 above. Westbrook will contact archivists from cohort institutions regarding #2 above [see CIC Archivists Group. *Standards for Electronic Records Policy* (14 Feb 2002), [www-personal.umich.edu/~deromedi/CIC/cic.htm](http://www-personal.umich.edu/~deromedi/CIC/cic.htm)]

**b. Report of the SOPAG Privacy Task Force [library information**

**systems] (27 Mar 2002, [www.cdlib.org/libstaff/privacytf/](http://www.cdlib.org/libstaff/privacytf/) )**

Brown brought to UCAC's attention the recently published report and noted the Privacy Task Force's recommendations, specifically recommendations 3 and 4:

3. [create] a task force to review and propose revision of the University Records Management Disposition Schedule for Library Records.

4. [assign] LTAG or another appropriate group the task of creating guidelines for retention UC library systems records.

#### **Action**

Brown will consult with Lynda Claassen (Chair, UC Heads of Special Collections) in recommending to Tanno that SOPAG appoint a representative from the UCAC/UCHOSC and a representative from the UC Records Management Committee to carry out recommendations 3 and 4.

NOTE: Lisa Mix has volunteered to serve as the UCAC/UCHOSC representative; Connie Williams is available to recommend a member of the UC Records Management Committee.

#### **c. Promulgation of "Policies for the Administration of University of**

**California Archives"**(Apr 2001)

Brown reported that the submission of the "Policies..." (Apr 2001) to SOPAG has been delayed pending Brown's incorporation of the edits submitted by the UC Records Management Committee. On 5 March Williams emailed comments from members of the Records Management Committee and from University Counsel Maria Shanle. The UCAC thanks the RMC for reviewing the document and for their comments.

#### **Action**

Brown will revise the "Policies..." to reflect comments and edits submitted by members of the RMC. Brown will submit the revision to Claassen for review/comments by HOSC. "Policies..." will then be submitted to Tanno (cc: UCAC, HOSC) with a request for promulgation as deemed appropriate by SOPAG.

#### **2. UC Records Management Committee**

Williams reported on recent RMC activities. Jacobs has agreed to serve as the UCAC liaison to the RMC. Farrell will attend meetings of the RMC Records Retention subgroup. Jacobs and Farrell will "backup" each other.

#### **Action**

Brown will email Jacobs and Farrell (cc: Williams, UCAC) confirming their RMC liaison duties.

#### **3. University Archivist Review Committee [UC-B]**

Brown provided background and an update on this committee. Charles Faulhaber/Director, Bancroft Library formed the committee in January 2002 and asked the group to review the mission and staffing requirements of the UC-B and UCOP archives. Committee members are:

Phil Bantin, University Archivist/Indiana University

Charlotte B. Brown, UCLA University Archivist

Susan Combs, Records Manager/UC-B Chancellor's Office

John Douglass, Senior Research Fellow/Cntr. for Studies in Higher Education

Patricia Pelfrey, Assistant to UC President Atkinson

Sheldon Rothblatt, UC-B History, Emeritus

The committee expects to submit their report and recommendations to Faulhaber by mid-June 2002.

#### **Action**

Brown will ask Faulhaber to post the committee's report to the UCAC website.

#### **4. All-UC Conference on the History of the UC (Apr 2002)**

UCAC members reviewed the conference events for those who were unable to attend. The UCAC congratulates the UC Center for Studies in Higher Education (CSHE) for a most successful well-run conference. The UCAC also encourages the CSHE to offer subsequent conferences. After some discussion, a suggested topic emerged: the sciences in the UC. The conference could be offered in conjunction with the 100<sup>th</sup> anniversary of the Scripps Institute of Oceanography (Sept. 2003).

We then discussed the content of the UC History Digital Archives (UCHDA) website: [sunsite.berkeley.edu/uchistory](http://sunsite.berkeley.edu/uchistory)

The UCAC agrees to assist the UCHDA in the identification of useful web content and to supply relevant UC-wide and UC campus information. One suggestion offered: "Top Ten" most requested photos from each of the UC campuses. For further information, contact:

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In response to a letter (2 May 2002) sent to Charlotte Brown from UC-B Prof. Emeritus Roberta Park, Brown encourages UCAC members to submit articles and/or to refer researchers to submit articles to "The Chronicle of the University of California." Prof. Park's contact information is:

Roberta J. Park, Professor Emeritus

Dept. of Integrative Biology

UC Berkeley

Berkeley, CA 94720-3140

#### **Action**

- link UCAC website to UCHDA
- submit articles to "Chronicle of the UC"

#### **5. UC faculty papers statement**

Discussion was deferred until the Fall 2002 UCAC meeting.

#### **6. Selection of New UCAC Chair**

David Gartrell/UC-SB agreed to serve as UCAC chair 2002-2004. After David's term, we will resume the selection of UCAC chair based on the alphabetical rotation by campus. We will pick up the rotation with UC-SC and continuing as follows: UC-B, UC-D, UC-I, UCLA, UC-R, UC-SD, UC-SF, UC-SB, UC-SC.

#### **7. Society of American Archivists (SAA) 2003 Los Angeles conference**

Discussed several possible program proposals. Will convene a "rump" UCAC meeting to discuss possible proposals at the upcoming August SAA 2002 conference.

#### **8. UCAC digitization of student newspapers**

Brown described a 2002 ALA midwinter presentation she attended. The presentation was sponsored by OCLC Digital & Preservation Resources; they demonstrated a new dtd for newspapers. Brown proposed that the UCAC contact OCLC and discuss the digitization of UC campus student newspapers. The discussions will be coordinated with the OAC and the UC Cntr. for Studies in Higher Education.

#### **Action**

Brown will contact OCLC on behalf of the UCAC and report on her findings at the Fall 2002 UCAC meeting.

#### **9. Future UCAC Agenda Items:**

**Priority:** develop a UC thesaurus (as a subset of LCSH).

[see: UCAC meeting notes 25 April 2001, agenda 9a]

#### **Additional agenda items:**

- Standardize OAC Best Practices (OACBPG) to UC Archival records:

data elements

UC copyright statement

extent

donor information

box descriptions

series sequencing

relationship between MARC record and finding aid

controlled access terms (re: UC Thesaurus?)

- UC campus newspapers: markup and keyword search via OCLC - submit LSTA grant proposal to markup first 10 yrs. of each campus' student newspaper (from m'film edition)?

- establish and OAC virtual archive for UC archival finding aids

- review/revise UCAC Mission statement on SOPAG website

- establish a uniform UC copyright statement for MARC, EAD, etc.

The next UCAC meeting is tentatively scheduled for November 8, 2002 - UCOP offices in Oakland.

The Spring 2003 meeting will be held at UC-SB.

7 Oct 2002/cbb

revised 17 Oct 2002

UCAC/may 2002 mtg. notes