University of California Archivists Council

University of California
Office of the President
1111 Franklin Building
Conference Room 7409

8 November 2002
9:30am to 4:30 pm

Agenda

I. Roll Call and Introductions

II. Housekeeping

A. Review and approval of minutes
B. Approval of current agenda
C. Dinner plans
D. Assignment of note-taking

III. Reports

A. Campus announcements
B. UC Records Management Committee report on meetings [Connie & Jennifer]
C. Report on SAA 2003 Local Arrangements Committee [Charlotte Brown & others]
D. Update on UCB Archivist position [Charlotte Brown & UCB representative]
E. Results of electronic records survey [Jennifer Jacobs]

IV. Discussion/decision items

A. Old Business
1. Electronic Records proposal: SOPAG response
2. Revision of "UCAC Policies for the Administration of University Archives" to include comments solicited from UC Counsel Maria Shanle
3. Promulgation of "UCAC Policies..." by SOPAG
B. New Business
1. UC Faculty papers statement [Charlotte; see agenda item 5, 16 May 2002]
2. UCAC/CHSE co-sponsored all-UC science conference
3. Review UCAC mission statement on SOPAG website for possible update
4. Newspaper digitization project
5. UC thesaurus
6. OAC archival best practices
7. Structure of university archives
8. Communication with campus offices
9. Schedule spring meeting

V. Adjournment

Minutes

I. Roll Call and Introductions

Present were: Charlotte Brown, UCLA; Jennifer Jacobs, UCI; Melissa Conway, UCR; Connie Williams, UCOP; Susan Storch, UCB ; John Skarstad, UCD; Steve Coy, UCSD; David Gartrell (chair), UCSB.

II. Housekeeping

Agenda was approved. Jennifer Jacobs agreed to take notes. Minutes of spring meeting approved.

III. Reports

III.A. Campus Announcements [9:50 AM]

UCLA. UCLA has been focusing on cleaning up copyright issues. Forms approved by lawyers in final draft. [***ACTION*** Charlotte to send out license agreement.] Anne Caiger has retired; Jeannie Guerard is the interim head of manuscripts processing. SRLF is building a conservation lab: paper-based materials only. Jan Reiff is interim head of the Oral History Program, which now reports directly to the University Librarian. The library is searching for a new University Librarian. There is one librarian on the search committee. The University Archives processed more than it took in this past year; Charlotte attributes this to great student assistants and a little luck. Was able to get library administration onto records disposition schedules. Trying to get server space to store archival copies of e-records. Drew up a licensing agreement for UC documents. Received a $150,000 endowment to process administrative records. Will use it for recent archival program graduates to process.

UC Irvine. Three new hires in Special Collections: a manuscripts processor, a university archives assistant, and a special collections cataloger. Jennifer and Jackie are working with the Historic Records Advisory Committee at UCI. New web page for Department of Special Collections.

Riverside. Just hired a new archivist, 40% FTE, Heidi Hutchinson. Ruth Jackson is the new University Librarian. She comes from Kansas. Acquired papers from John Moore, UCR philosophy papers. Issues on ownership and arrangement remain. A CD of previously unpublished songs from scores in the Heinrich Schenker papers was recently released.

UCOP. Connie's office has acting CIO, Kristine Hafner, while search goes on. She is moving ahead on policy issues. Connie will be reporting to Hafner for a year beginning December 1 to work on RMP revision. Completed migration to new records system, which can take in native electronic records. Will be recruiting for a temporary records manager.

UCB. University Archivist position has been advertised. Susan is working on Disability Rights and Independent Living Movement records. They have been collected both at local and national levels. Applied for National Institute on Disability and Rehabilitation Research grant. Several positions formerly classified as LA Ivs or Vs have been reclassified as librarian positions. Applied for a grant to process recently- acquired NAACP records.

UCD. Gary Snyder papers to UC Davis with grant from California State Library to process. Hired 2 archivists to work on processing--expect to have arrangement done by the end of the year. Daryl Morrison, from University of the Pacific, will be new head of the department; to start December 1st. Anticipating the acquisition of a donor's library of Western Americana (Michael

Harrison, formerly of the Bureau of Indian Affairs) when he dies; he's 104. Hired Jared Campbell to catalog electronic records. He has completed a database to output EAD/XML finding aids.

UCSD. Hired two new librarians: Jessica Silver, from the Japanese American National Museum, is Public Services librarian. Arvid Nelson is temporary cataloger. Brad Westbrook is temporarily working on a metadata project, and Steve is serving as interim University Archivist. ARIADNE, UCSD's archives & manuscripts finding aids database, is not working on their new computers, and the department has received funding to convert from a DOS-based system to a system using the Oracle platform and a Java user interface. Library is working with the Supercomputer Center to make a persistent archives. Francis Crick papers will be available in facsimile at UCSD; originals to the Wellcome. Finished arranging rare books into call number order.

III.B. UC Records Management Committee [Connie and Jennifer]

There will be a meeting at UCOP on 11/14/02. Connie is chair and Jennifer will attend as representative of UCAC. UCAC members may distribute the "RMP Bulletin Recommendations" after the meeting on the 14th. Sonia Johnston is the new UCRMC representative from Merced.

Interim CIO believes committee appropriate vetting agency for RMP. Share document with SOPAG after next meeting? Jennifer hopes to get UCAC involved in electronic records disposition schedules. University of Oregon has schedules online; brought records in line with state schedules.

Searchable schedules have "archives" as office of record, can collate.

III.C. SAA 2003 Local Arrangements Committee [Charlotte]

SAA meets in Century City August 18 to 23, 2003. Charlotte is on the Local Arrangements Committee, along with Luke Swetland and Sue Hodgson. Double the amount of program proposals as Birmingham. Meeting December 6th. Film festival instead of a reception on Friday night. Though there will be no trips to the Huntington, there will be plenty to do, and field trips will take advantage of Santa Monica's bus system.

III.D. Hiring of Berkeley Archivist [Charlotte]

A report from the search committee is pending.

III.E. Electronic records survey [Jennifer]

Two recent electronic records surveys that involved members of UCAC: SAA Electronic Records Section newsletter article briefly reviewing recent e-records accessions at UCs. Jennifer and Deborah Day have done a preliminary survey of 5 types of records at UCI and at Scripps. The results will help them to compile a slightly more formal questionnaire for use on other campuses. [**ACTION** Jennifer will report on this at UCRMC meeting.] Jennifer distributed three documents concerning electronic records. She and Deborah plan to distribute a more formal questionnaire.

IV.B.4. Newspaper digitization project [Charlotte]

(This agenda item, seen as requiring only brief discussion, was moved up to accommodate lunch plans.) Charlotte distributed document regarding Draft Proposal to Scan UC Student Newspapers.

She suggests we apply for an LSTA grant for a 10,000 page pilot project, and use the results of that to uncover funding sources for 500,000 pages at a time of future digitizing. [***ACTION*** Charlotte to proceed with LSTA application and contact Robin Chandler.] Need to find out more about site licensing and proprietary nature of OCLC's role was noted.

Meeting broke for lunch at approximately 11:30 AM.

IV.A.1. Electronic records proposal: SOPAG response [1:50 PM]

David Gartrell gave a chronology of the proposal, up to the 9/9/02 letter from UCAC to SOPAG. SOPAG replied by requesting UCAC initiate more coordination with the records managers and UCRMC on this issue. Now that Connie has distributed document & is happy with temporary appointee, new light is shed on viability of working within RMP-14. The other piece is SOPAG's proposed revision of library privacy records. Can a member of UCAC & UCRMC join the circulation records task force? [***ACTION*** David G. will respond to SOPAG with several concrete actions that we will take, including sending two archivists, David F. and Jennifer, to help work on retention schedules and developing our e-records survey. The response will also include a request to reconsider the proposal as previously submitted.]

Connie doubts "prescribed" electronic records retention scheduling from UC records management. Responsibility for electronic records may be within functional group responsibility. Pilot program at Merced still seen as a good idea. Educause rated electronic records as least important issue in IT. Difficulty of archivists working with administration noted.

Are we setting our sights too high with high-level administration documents? RMP deals more with administration and scheduling. Archivists can bring best practices to RMC. Jennifer is the "normal" rep, David Farnell is scheduling rep. [***ACTION*** Charlotte to forward bullet list to David G.] Ask John Tanno for recommendations concerning Merced. State preference, "failing that..." here are our primary considerations. [***ACTION*** David G. to draft response & circulate.]

IV.A.2. UCAC Policies for Administration of UC Archives [Charlotte] [2:45 PM]

Clarifications in new draft. Document informs regarding core functions. UCRM gave good edits. Question over CPRA informs Appendix 2, which Maria Schanle will review now that her comments have been incorporated into 7 October revision. [***ACTION*** Charlotte will send the most recent draft (Oct 7, 2002) to Maria Shanle of General Counsel, to take her up on her previous offer to make more substantive comments on California Public Records Act appendix. Will pass the document along after Shanle makes her comments.] Audiences for the policies include: bibliographers, ULs, faculty and staff, etc.

IV.A.3. Promulgation of "UCAC Policies..." by SOPAG

Document has not yet been sent to SOPAG; new draft will be better.

IV.B.1. UC faculty papers statement [Charlotte]

[***ACTION*** Charlotte will draft a faculty papers policy statement for the next meeting.]

IV.B.2. Next All-UC history conference [Charlotte] [2:55 PM]

UCAC/CHSE conference to follow up on UC History conference. Plan scrapped to coincide with Scripps centennial. Charlotte distributed an email containing suggested presentations that might be sponsored by UCAC. John mentioned a proposal at Davis to put together a museum of the faculty members' collections of, for example, nematodes, baskets, tomato seeds and bugs. He also hoped it could be another 2-day conference, where one day is reserved for biological sciences, and one for physical sciences. UCAC's role in the conference would be as something of a program committee, and CSHE is covering the funding. UCAC agrees to participate.

IV.B.3. Review UCAC mission statement on SOPAG website for possible update

Discussion postponed for a later meeting.

IV.B.4. Newspaper digitization project

This agenda item was discussed before lunch; see above.

IV.B.5. UC thesaurus

David G. marked the UCOP thesaurus into HTML a while ago. The Regents' minutes use these terms. [***ACTION*** He will resend the URL to UCAC.] Goals for a UC thesaurus: access terms in cataloging. Kate Bowers at Harvard is working on LCSH entries for higher education. We could use them in conjunction with our UC thesaurus. Proposal to share out ideas with Kate Bowers.

IV.B.6. OAC archival best practices [Charlotte]

OAC is developing a toolkit for producing EAD finding aids. On hold pending toolkit? Genie is modifying OAC's. We are waiting on this.

IV.B.7. Structure of university archives

David Gartrell is interested in how other UCAC members have structured their university archives.

John is just beginning to address this Davis. There has been just an alphabetical vertical file and a serials file. Both will be broken up: vertical file into archival series and vertical file, the serials will be cataloged.

At UCSD, Steve keeps record groups, hierarchically numbered. Publications are cataloged or appended to record groups. UCLA does the same. Numbering system VCs on down. Catalogs and encodes at office level.

Charlotte stores all UCLA archival records off-site. She keeps a ready reference file, including subject files, biography files, photographs, and a book collection. Most reference questions are answered that way. Arbitrary number to each office of origin, then broken down into record series. One finding aid (container list) for each record series.

Jennifer keeps record groups only as an intellectual arrangement. She keeps archival series together intellectually and physically. She also is beginning to treat publications archivally in their own publication series. Irvine structure similar to UCLA's. Working on EAD.

Davis just beginning to address. Effort being made to "tear apart" vertical file-like historic structure and merge into provenance-based units.

Melissa's situation at UCR is similar to that at Davis and UCSB. Suggestion to communicate over this.

IV.B.8. Communication with campus offices [3:45, David G.]

This issue will be tabled until next meeting.

IV.B.9. Spring meeting

Will be held in Santa Barbara; put a hold on April 25th.

V. Adjournment

Meeting was adjourned at approximately 4:00 PM, followed by an informal tour of UCOP scanning & indexing operation.