

# University of California Archivists Council

University of California, Santa Barbara  
Davidson Library  
Mary Cheadle Room (3rd Floor)

25 April 2003  
9:30am to 4:30 pm

**Present were:** Charlotte Brown (UCLA) , Melissa Conway (UC Riverside) , Steve Coy (UC San Diego), Deborah Day (Scripps Institution of Oceanography), David Farrell (UC Berkeley) , David Gartrell (UC Santa Barbara), Jennifer Jacobs (UC Irvine) , Lisa Mix (UC San Francisco), and John Skarstad (UC Davis).

## Agenda

### I. Roll Call and Introductions

### II. Housekeeping

A. Review and approval of minutes: Jennifer agreed to post minutes from November meeting on UCAC website.

B. Approval of current agenda: agenda approved.

C. Dinner plans

D. Assignment of note-taking: Jennifer and David G. to both take notes, consolidate after transcription.

### III. Reports

#### A. Campus announcements

**1. UC Davis:** Daryl Morrison started as department head in December. LSTA grant for Gary Snyder Papers. Department is digitizing publicity photos (300 dpi, 8"x10") from university archives and making them available online; plans are to use an XML template for metadata.

#### 2. UCLA

#### 3. UC San Diego

#### 4. Scripps Institution of Oceanography

#### 5. UC Irvine

#### 6. UC Berkeley

#### 7. UC San Francisco

## **8. UC Riverside**

## **9. UC Santa Barbara**

### **B. Report on ICAP project [Charlotte & David G.]**

### **C. UC Records Management Committee report on meetings [Jennifer & David F.]**

### **D. Update on SAA 2003 Local Arrangements Committee [Charlotte]**

### **E. Update on UCB archivist situation?**

## **IV. Discussion/decision items**

### **A. Old Business**

#### **1. Electronic Records proposal: where do we stand?**

#### **2. Revisions to "UCAC Policies for the Administration of University Archives"**

It's in the same state as it was. Charlotte Brown will submit to UC counsel. The one online is approved, but the appendix (public records) needs to be checked; not yet promulgated to SOPAG for this reason.

#### **3. UC thesaurus**

Kate Bowers, cataloger at Harvard University archives, has been talking about updating the Case Western thesaurus of college and university archives terms. LCSH could inform a thesaurus of our own.

#### **4. Newspaper digitization project**

Charlotte Brown has been in touch with OCLC (at ALA midwinter), but they seem to have dropped the ball. She (CB) will draft a proposal based on what's in our catalogs as microfilm for student newspapers. Need to see test costs and model that OCLS proposes, also find out who owns copyright to student newspapers: UC regents or student groups? Development office could also be interested in searchable student newspapers. The DTD is key here.

#### **5. UC Faculty papers statement**

#### **6. UCAC/CHSE co-sponsored all-UC science conference**

Cal and Center for Studies in Higher Education are working on this. John Douglas was on leave, but now he's back, so the conference planning will move forward. Wants it to have more of a scholarly/faculty bent. No updates of late. David Farrell will talk to Kathy Donahue and Russell Johnson for suggestions on faculty participants.

### **B. New Business**

#### **1. Review UCAC mission statement on SOPAG website for possible update**

Deborah Day to look at SOPAG charge with Lisa Mix and report back.

## **2. OAC archival best practices**

Still on hold pending BPG.

## **3. "Permanent" vs. "to Archives" records schedule designations**

Out of RMP-2: three or four ways to say "permanent" or "to archives." Do we want a definition for "permanent?" "To archives" seems odd to many; "subject to archival review" should be default. "Permanent" = office of origin to retain; if not to archives. Jennifer to draft update, submit to UCAC, thence Connie.

## **4. HIPAA compliance and archives**

Six-year retention. Non-acceptance of patient records. 18 identifiers.

## **5. Communication with campus offices**

First step is to talk with records manager. Go to offices with records manager or tag team. Bring a handout. (Charlotte to share hers.) Campus HR course on records for employees. Focus on paper records. Mostly from faculty departments, mostly administrators.

## **6. Electronic theses and dissertations**

Davis has a new Head of Graduate Services. Nothing but idle speculation at this point? UCI has "talked about it." All present agree that this should be a systemwide or a grad div initiative.

## **7. Alumni papers**

## **8. Schedule fall meeting**

## **V. Adjournment**

Document owner: [Steve Coy](#)  
Last reviewed: September 28, 2004