

University of California Archivists Council

13-14 November 2003
University of California, Irvine
Langson Library

Thursday, 13 November 2003
Room 210, Langson Library
Lunch will be set up at 1:00
Meeting times: 1:30 pm to 5:00 pm

Friday, 14 November 2003
Room 110, Langson Library
Breakfast will be set up at 8:30
Meeting times: 9:00 am to 12 noon

Agenda

I. Roll Call and Introductions

1. David Gartrell, UCSB, Chair
2. Connie Williams, UCOP Records Manager
3. Jennifer Jacobs, UCI
4. Charlotte Brown, UCLA
5. David Farrell, UCB, Acting University Archivist
6. Chuck Piotrowski, UCSC
7. Sally Thomas, Center for Studies in Higher Education, University of California History, Digital Archives
8. Deborah Day, Scripps Institution of Oceanography
9. Melissa Conway, UCR
10. John Skarstad UCD
11. Lisa Mix, UCSF

II. Housekeeping

- A. Review and approval of minutes
 1. no minutes available (approved 11/14/03)
- B. Approval of current agenda
 1. In Stasis
- C. Dinner place
 1. 6 p.m.
- D. Assignment of note-taking
Chuck

III. Reports

A. Campus announcements

1. Riverside

- a. Archivist (Half-Time) employed working on Collection
- b. Consultant on Photographs hired and used to analyze collection for use in grant proposals

2. Davis

- a. Finished cataloging Gary Snyder Papers now on OAC
 - (i) Itemized cataloging of thousands of documents
- b. Catalog and digitize UCD Public Affairs images
 - (a) 4000 total
 - (b) 1/3 scanned
- c. Announcement of new Collection Manager

3. UCLA

- a. New Library Director - Gary Strong - ex State Library, Queens Public Library
- b. Hired Consultant for fiscal issues
- c. Waiting for FY 2004 budget
- d. Campus shutting down for holidays
- e. Conservation Treatment lab built at SRLF
 - (a) Hiring conservationist
 - (b) Grant funded

4. Scripps

- a. NSF - NSDL Grant
- b. Digitize expedition Photographs
 - (a) 11 expedition reports
 - (b) Eventually going into Luna
- c. Campus Photographs need to get scanned
- d. Finished Centennial celebration - many reference questions

5. UCSC

- a. Introduction as new member
- b. Brief statement on UCSC's efforts toward reinvigorating the University Archives

6. UC - UCB a. 5% - 10% budget Cut for next year

- (a) UA position is frozen, but not cut
- b. Review of Charlotte Brown's Report
 - (a) LA5 hired to serve as an archivist
 - 1. working on SURGE
- c. Move of Library units and collections during renovations and re
- d. NRLF will be used extensively to meet research demands
- e. Planning for new Bancroft well underway
 - (a) Financial support is positive and seemingly progressive
- f. David continues as UA

7. UCI

- a. New Archives Asst started
- b. Campus Historical Records Advisory Board
 - (a) Budget
 - (b) Resource Wish List being developed
 - (c) UL is chair
- c. Computer Science grad class will work with Spec Coll to study website usability
- d. Library - Finished Compact Shelving in Basement
 - (a) 2000 lf for UA

8. UCSF

- a. Kept 1 FTE
- b. Received Papers of Ira Herskowitz (Geneticist)
- c. Digitize Japanese Print Collection - Scanning

- (a) Contract Translator
- (b) Collaborate with UC Merced's collection
- d. Reorg in Library

9. UCOP - Records Management - Connie

- a. New CIO for UCOP
- b. 80% Staff Support for the year
- c. New UC President
- (a) Assisted with information requests related to change
- d. Technology changes allowing easier collection of digital information at UCOP

10. UCSB

- a. 2 Nobel Prize Winners donating collections
- b. Unit received grant/gift for catalog Victor recordings
- c. Wax cylinders digitization project
- d. New Library Addition
- e. American Religions Collection
- f. Privacy/Confidential Lecture in ICA Vienna in August

(i)

B. Update on ICAP project [Charlotte]

- 1. No update - 2. will check on status

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

- 1. (Handout) of new Retention Schedules Database.
- 2. Jennifer and David have been working on retention schedule with Connie and Penny White.
- 3. Resource constriction has offered new responsibilities and challenges.
- 4. Questions about the search screen direct to Connie.

D. Overview of the University of California History Digital Archives [Sally Thomas]

- 1. Handout
- 2. Sally - Personal Background - Stanford History; Berkeley - Goldman Papers editor and web person. SIMS grad. Using Technology to expand access to historical collections. Western Archives Institute graduate.
- 3. ID's core collection relating to system-wide history
 - a. goal to digitize primary sources
 - b. create contextual materials
 - c. access via web
- 4. John Douglas, Director - Center for Studies in Higher Education
- 5. 4 yr grant from UCOP
- 6. Collections (see handout):
 - a. Minutes of Senate (Northern),
 - b. Academic Assembly
 - c. In memoriam
 - d. Annual Repts of UC Presidents
 - e. Master plans
 - f. Legislation relating to higher ed in CA
- 7. Scaled down due to budget
- 8. Grant request into NEH
- 9. Donor requests
- 10. Funding for another year through Dec 04
- 11. Publicity hasn't been as proactive as they like

12. Accepting corrections
13. Thematic Websites in development - Undergraduate Research Apprenticeship Program
 - a. Loyalty Oath Controversy
 - b. Campus Planning - Architectural Planning
14. Online Exhibits
 - a. Centennial of the Anthropology Department at UCB
15. Wants to work with campuses to mutual benefit
16. DTD text encoding SGML
17. Working with CDL
 - (a) All Public Docs Converted To XML
 - (b) Creating Mets records for documents
 - (ii) Subject Terms for cataloging (Handout)
 - (a) Trying to unify terms.
 - (b) Working with CDL structured text working group
18. Want to provide a thematic narrative history for the history of the Regents, pending funding
19. ROHO working through CDL.
20. Changing practices to meet CDL encoding standards.
21. Charlotte - applauds efforts of CHDA
22. UC Thesaurus - need identified and solution desired.
 - a. Contact Sally about Thesaurus Handout
23. General discussion about creating resources that are of use to the researcher
24. Images? - will have some images incorporated into TEI, but mostly jpeg
25. Individuals should contact Sally for campus histories.
26. Review first UC History Conference online

E. All UC History Conference - David F.

1. (Handout)
2. UCHDA project
3. Building the Research Enterprise
4. Focus on Scholarly presentations
5. Nov 5-6 2004
6. UCSD as the site
7. Co-Chairs (see handout)
8. David would like suggestions on agenda
9. David would also like help to develop a proposal for UC Archivists
10. Assistance needed with funding
 - a. Seek lab support, NSF, History of Science Society,
 - b. Is it OK to ask UL ?
 - (a) Cmte: OK to ask UL and Heads of Special Collections
11. Charlotte - craft topical elements towards of the program may be a gateway to funds
12. What can UCAC do?
 - a. bibliography of collections: advertising processed and unprocessed
 - b. Charlotte and Lisa will work with Committee to develop programs
13. Ask emeriti
14. Invite a significant person.
15. Contact Office of Technology Transfer. Office of Laboratory Administration
16. Contact the Chancellors and Science Deans leaders

F. RMP 2 - Connie

1. Connie would like feedback from the group.
 - a. While editorial comments are welcome, please review and comment on content.
 - b. Based on demand and utilitarian elements were integrated.
 - c. Get your comments to Connie by Dec 1, 2003.
 - d. UCAC needs to consider endorsing/not endorsing document.
 - e. Please review RMP-1 for further background

- f. Chuck will review and work with Connie on the Archivist as Steward/Proprietor - if a unit transfers the material are you transferring Stewardship? And what does that mean?
- g. Please comment on records preservation.
- h. David G. will organize endorsement activity
- i. Connie asked for opinion on her priorities. Committee agreed that online retention schedule is a preferred priority over policy issues, including electronic records.

End of the day

Day 2

Approval of April 25, 2003 minutes

G. UCSC integrated archives/records management program [Chuck]

IV. Discussion/decision items

A. Old Business

1. Electronic Records proposal: where do we stand?

- a. Haven't heard from SOPAG
- b. SOPAG Summary of recent activity online
- c. Inactivity on all fronts
- d. Recommends SOPAG to put on hold, but reaffirm commitment

2. Discussion of the implications of "Digital Visual Resources Planning: Report of the Digital Visual Resources Task Force to SOPAG"

- a. SOPAG Taskforce, responses by Dec 19.
- b. Too broad - didn't define "Visual Resources" and "Collections"
- c. Survey was poorly worded
- d. Question of data leads to conclusions were not valid
 - (a) Too few responses
 - (b) Inconsistent
- e. Survey should be redone
- f. Identified information access as an issue (One-stop)
- g. CB agreed with JS about the less than satisfactory survey methodology and results, but stated that they should be Commended for trying
- h. Report is online
- i. Discussion of campus history and Wiki. User interaction with the document should be documented.

3. "Policies for Administration of University of California Archives"

- a. Charlotte will append Public Records Issues from the UCLA Public Records Fair.
- b. Correcting Appendix 2.
- c. Appendix 2 will be vetted and added when used.

4. UC thesaurus

- a. UCOP Existing thesaurus from 80s is on UCSB Archives website
- b. LCSH terms
- c. UC standard terms
- d. UCI has terms and cataloging manual that will be shared
- e. We will compile existing terms and compare to existing LCSH

- f. Harvard Thesaurus for Higher Education - we should review
- g. We will all contribute manuals for peer review to UCAC

5. Newspaper digitization project

- a. No progress
- b. Licensed - Olive
- c. Student Newspapers online OCLC West
- d. LSTA funding being investigated

6. UC faculty papers statement

- a. No Progress

7. UCAC mission statement

- a. No progress.

B. New Business, continued

1. New UCAC website/roster - corrections, additions, notifications

- a. Kudos to Jennifer
- b. Using CDL Content Management software.

2. UC Council of Graduate Deans. "Issues for Consideration: Electronic Dissertations" (May 2003)

- a. Handout from Charlotte
 - (a) ProQuest
 - (b) Deans contacted by William Savage, CDL response
 - (c) CDL will have to play a role and is working to coordinate
 - (d) UC is negotiating for all campuses
 - (e) JS - Fees
- b. Issues
 - (a) Cataloging
 - (b) Preservation
 - (c) Is the Correct "Official" Version on file?
 - (d) Indelible record
- c. Waiting to get words back from Graduate Deans.

3. OAC archival best practices/MARC template for archival catalog records in Melvyl

- a. Previously addressed

4. Thoughts on/current practices for "born digital" records

- a. Chuck will ask Jacqueline Craig to invite UCAC head to UCITPS
- b. Collections with digital media
 - (a) On server

5. Dealing with mixed [u. archival material + personal/non-u. archival material] collections?

- a. Maintain original order
- b. Catalog should reflect personal and University
- c. Avoid removing, but there are rare instances when removal may be necessary or practical.

6. Schedule spring meeting

- a. In April
- b. In conjunction with SCA in Costa Mesa.

V. Adjournment 11:45 a.m.

Document owner: Steve Coy

Last reviewed: September 28, 2004