

University of California Archivists Council

7-8 October 2004
University of California, Santa Cruz

Day 1

Noon-5

I. Roll Call and Introductions

Present: Jim Dooley, UCM; Steve Coy, UCSD; Sheryl Davis, UCR; Sally Thomas, UC Digital History Project; Chuck Piotrowski, UCSC; David Gartrell, UCSB; John Skarstad, UCD.

II. Housekeeping

Operational Issues

- Approval of Previous Minutes
- Approval of Agenda

III. Reports

A. Campus Announcements

1. UC Records Management Committee

(See Oct 8 minutes)

2. UC History Digital Archives (Sally Thomas)

- Funding Issues
 - Decline of funding
 - NEH 200k proposal was not funded –digitization for the Regents minutes
 - NHPRC - Potential funding OGC digitization of U case law as it relates to their special status as a U.
 - Alumni Magazine
 - It appears that due to the University wide funding situation UCOP's financial support of the project may dissipate
 - Less staff to do work
- Summary of Digital Content (Hand Out)
- Changing technology has created challenges in website management and coding formats.
- New Architecture pages - Copyright clearance
- Proceeding on digitizing former President Atkinson Papers

3. Scripps Institution of Oceanography

No representative present, no report submitted

4. UCB (Sally Thomas for David Farrell)

- Associate University Archivist authorized - Hope to Hire by July
- David Farrell now official University Archivist.
- Susan Storch, a Processing Archivist for Berkeley Campus permanent hire at 75% FTE
- Kerr and Gardner Processing Grant
- Proposal being created for submission to UCOP that follows on the task force that analyzed the status of the University Archives housed at UCB Archives and at UCOP. The proposal will soon be submitted. It includes:
 - Associate Archivist to handle UCOP - Classified in Librarian Series
 - Associate Archivist to Handle UCB
 - Funding for the UC Digital Archives
 - Question to UCAC: Would the Council write a letter of support for the proposal. Council is willing to support, but would like to see the proposal. Sally will author and circulate. Seek appropriate affirmation from CDC prior to delivery.
- Seismic upgrades to Bancroft are on hold due escalating cost of building materials
- 2nd All U History Conference on hold.

5. UCD (John Skarstad)

- Metadata on University Archives Photos
 - 1400 scanned
 - Seeking software for metadata
 - Looking at models - Homebrew v. purchase, LC software, Harvard
- UCD Serials collection – working with Serials Dept.
 - Student and official administration campus publications
 - All original cataloging required
 - 1 FTE dedicated to project
 - Surveying campus to ID what publications are extent
 - Future goal: departmental archives
- Staff issue: Reclass of collections manager and processing archivist from LA IV to LAV
 - Raised the question of whether the Archivist title should be classified at a professional level because of the training and experience increasingly needed.

6. UCI

No representation, no report

7. UCLA

No representation, no report

8. UCM (Jim Dooley)

- Construction on Library continues. Due to open fall of 2005.
- Planning to hire a head of access services
- 1 fte LA II hired
- Mostly collecting documents and realia and planning for future inventorying and processing.

- Over the last year the Archives interacted significantly with the Academic Senate and Student Services to ensure the proper and timely deposit of records
- Staff size still small in the Library. This has created a need for existing staff to assume multiple responsibilities.
 - While Jim has spent a fair amount of time on University Archivist's duties a majority of his time is spent as Head of Technical Services
 - 4 librarians total serving on all UC committees
- Digitization Projects
 - 2/3 of the way though art works from the Lee Museum - Photography 80% done and Metadata 25%
 - UCSF Japanese Medical Collections - Lisa Mix will be doing the metadata at UCSF
 - Yosemite Archives - Consistent changes in Yosemite administration make progress difficult

9. UCR (Sheryl Davis)

- San Jose/Fullerton intern working on Panama Canal collection, realia and photographs
- Envisioning a future University Archivist position.

10. UCSD (Steve Coy)

- Database Management Systems
- Archivist Toolkit Funded by Mellon Grant - Brian Schottlander and Brad Westbrook
 - Open source
 - Partnered with NYU, UCSD (Scripps, MSCL), Five Colleges
 - Use Case Methodology – ensuring quality communications between business users (archivists) and IT 3 cases completed
- UCSD Administrative Records has selected a new EDMS

11. UCSF

No representative, no report

12. UCSB (David Gartrell)

- Hired a LA 2 for University Archives processing, but quit
- Would like to rehire
- Finished and posted University Archives collections on OAC
- 50th Anniversary Exhibit <http://history.library.ucsb.edu/> - Display of year books, ephemera, and 50s media
- Attended International Archivists (ICA) Meeting in Vienna

13. UCSC (Chuck Piotrowski)

- Departure of Chuck Piotrowski.
- University Archives responsibilities will fall to Christine Bunting, Head of Special Collections.

IV. Discussion/decision items

A. Old Business

1. Archives and Campus Anniversaries

Davis 100th anniversary of Davis becoming state institution

- Website to follow
- Celebrations of various anniversaries 2005-2021

2. RMP-2

Issued

3. Update on Action Items previous

4. Preservation Advisory Committee

- Tried to get the committee at appendix c on the RMP-2.
- Willingness on Preservation to work on these issues with Records Management Committee.
- Need to know more about the audience and wanted to focus information to specific groups.

5. Electronic Dissertations

- UCSD pilot project to selected depts. for digital submissions
- See October 8 Notes.
- Paper/No Paper submission
- Masters Thesis – costly to submit to Proquest
 - Preservation Copy
 - Use Copy
 - Digital copy

6. “Policies for Administration of University of California Archives”

Remove from list

7. UC thesaurus

Charlotte and Deborah – Need Update

8. Newspaper digitizing project – OCLC

Charlotte

9. UC faculty papers statement

Charlotte

B. New Business

1. UCAC mission statement

2. Cmte Goals and Objectives/Reporting to CDC

- CDC needs to report to SOPAG
- Goals and objectives proposed, drafted.

Day 2

Friday, October 8, 2004

Present: Jim Dooley, UCM; Trisha Cruse, UC Digital Library; David Gartrell, UCSB; John Skarstad, UCD; Suzanne Samuel, UC Digital Library; Steve Coy, UCSD; Connie Williams, UCOP Records Management Committee; Sally Thomas, UC Digital History Project; Sheryl Davis, Riverside; Chuck Piotrowski, Santa Cruz.

9:00 -10:30

Digital Preservation Presentation

University Archives and CDL Open Discussion

Report on CDL Activity with Guests

- Suzanne Samuel, Project Manager, Digital Preservation, CDL
- Trisha Cruse, Director, Digital Preservation Program, CDL
- General presentation on the CDL projects
- Preservation program – goal to support the teaching, learning, and research mission of the University
- Working to develop an infrastructure for use by the campuses.
- "<http://www.cdlib.org/inside/projects/preservation/dpr/>"
<http://www.cdlib.org/inside/projects/preservation/dpr/>
- FAQ: "<http://www.cdlib.org/inside/projects/preservation/dpr/faq.pdf>"
<http://www.cdlib.org/inside/projects/preservation/dpr/faq.pdf>
- Asked UCAC to send needs, requirements of UC archives and list of core collections to Trisha.
- Steve Coy will inquire to CDL on status of e-dissertations
- Common Framework for all campuses to archive digital materials– Will need assistance from the campuses to develop guidelines.

10:45 – 1 p.m.

IV. Discussion and decision items (continued)

A. New Business

1. CDC/SOPAG/Records Management/Library Records Retention

- Privacy Liaisons want to update retention of patron records to meet best business practice and privacy needs

- The issue is being handled by the Privacy Liaisons, who have been in touch with the Records Management Committee. UCAC will have input via the RMC when a formal recommendation has been submitted from the PLs to the RMC.

2. Records Manager's request to UC Preservation Advisory Council

- RMP should link to positions and not to specific instructions. RMP-2, Appendix C already does this.
- PAC would prefer to deal one-on-one with issues.
- UCD - Consultations to campus are free for emergency/disaster support.

3. Academic Senate and the Archives

- UCB – incomplete
- UCSD – incomplete
- UCSC – No relationship
- UCM – Relationship Established
- UC Digital Archives. In Memoriam will no longer be published in hard copy. Will be made available through OAC. Digital publication of minutes. U will have to keep the minutes, regardless of format.

4. Current Chair, Chuck, resigns and recognizes UCSC's commitment to the Council. Group will be hearing from UCSC as to what level of participation UCSC can afford. Christine Bunting will assume the role of UCSC University Archivist.

5. UCAC Representative to UCOP Records Management Committee

Question addressed: The representative to the UC Records Management Committee was always UC Irvine. This was a unique situation and no longer possible. What should the Council do?

Solution:

- Chair of UCAC should be the official representative, but should be able to delegate to any campus University Archivist.
- Jim Dooley said he would be willing to attend the Records Management Committee meeting if David, as UCAC chair, was unable to attend.

Next Meeting: UCR – date to be decided - circa April 28-29, 2005.

Close