

UC Archivists Council

Meeting of October 21, 2005
UC Berkeley
Doe Library Room 303
9 AM to 3:30 PM

Agenda

1. Approval of Minutes of April 29, 2005
2. Review of Documents
 - UCAC Charge
 - Roster
 - Goals & objectives, 2004-2005
3. Policies for Administration of University of California Archives
4. Policy Statement on Faculty Papers
5. California Public Records Act
6. Cataloging University Archives Record Series in MELVYL
7. Academic Senate Records
8. Managing Digital Archives
9. Electronic Theses and Dissertations
10. Electronic Records—Preservation & Access
11. UC History Digital Archives Update
12. Records Management Committee Update
13. System-wide Records-Information Practices Policy
14. Student Newspaper Scanning Project
15. Goals & Objectives 2005-2006

Present: Sheryl Davis, UCR; Christine Bunting, UCSC; Deborah Day, Scripps Institution of Oceanography; Steve Coy, UCSD; Jim Dooley, UCM; Jackie Dooley, UCI; John Skarstad, UCD; Charlotte Brown, UCLA; Lisa Mix, UCSF; Kathi Neal, UCB; Sally Thomas, UCHDA; Connie Williams, UCOP; David Farrell, UCB - Chair

Absent: David Gartrell, UCSB

1. Approval of Minutes

2. Review of Documents

- UCAC Charge - Jackie Dooley to make minor corrections and include dates of who was chair when.
- Roster - Circulated and corrected.
- Goals - Change professional standards to best practices. Change preservation to reflect the preservation of archival and manuscript materials in all formats

Action: Brown and Jackie Dooley to redraft.

- Objectives - Consolidate items 6 and 7 in last year's objectives to make maintaining the web site and publishing meeting minutes a single function.

Action: Brown to redraft.

3. Policies for Administration of University of California Archives &

5. California Public Records Act

Steve Coy circulated "Comments from UCSD on 'Policies for Administration of University of California Archives' for discussion.

Action: Coy and Farrell to refine. Appendix I to be redrafted by Day

4. Policy Statement on Faculty Papers

No change pending review by Brown and Mix.

6. Cataloging University Archives Record Series in MELVYL

Jim Dooley circulated a model for creating a minimal record in MELVYL. This type of record would be for unambiguous situations. After discussion the group decided:

- In field 506—model to be adapted
- In field 540—delete the second sentence of the copyright statement
- In field 555—change Internet to OAC

Action: Jim Dooley will recompile the model and submit it for consultation by HOSC. It will also be sent to CDC and HOTS for review.

7. Academic Senate Records

Brown summarized her informal presentation to the UC Academic Senate Administrative Officers at their July 2004 semi-annual meeting. Each attendee received: a UCAC roster, copies of the 'UC Records Disposition Schedule' sections for Academic Senate records, a sample finding aid for Academic Senate records, and copies of the August 19, 2003 letter from the UC Academic Senate Operations Committee to UC President Atkinson regarding Academic Senate structure

and resources. Based on her July 2004 discussion with the Senate Officers, Brown proposed that the UCAC develop a descriptive handout for campus Academic Senate staff that would: 1) explain current the UC records disposition schedules that apply to each campus' Academic Senate records [Academic Senate Bylaws (I-16) and Academic Senate Minutes (I-13)] and 2) offer guidelines [and best practices?] for the identification and transfer to each campus' archival Senate records to the campus University Archives. Brown also recommended that a joint meeting of the UCAC and the UC Academic Senate Officers be scheduled: to develop an action plan for implementing the guidelines at each campus and to promote ongoing coordination between the UCAC and the Academic Senate Officers.

8. Managing Digital Archives

The discussion centered on images—born digital and scanned. There was a general review of current local practices and the need to consider a more coordinated effort. The need for a thesaurus was raised. The CDL ImageService could be a model. Use fees at SIO may provide a model for the other campuses. Jackie Dooley noted that OCLC's digital photo workshop included a fee schedule for single tiffs, CDs, and DVDs.

9. Electronic Theses and Dissertations

Coy reported that the dissertation digitization project described last April has been expanded to include all departments at UCSD. Brown said UCLA is considering electronic filing. Their concern is that what is submitted is what appears. Skarstad noted that UCD has had a question about access to a portion of an electronic dissertation, specifically the bibliography, without having to purchase access to the whole dissertation.

It was noted that ProQuest does modify submitted dissertations. They insert a copyright page and delete the signatures.

10. Electronic Records—Preservation & Access

There was a brief discussion standardization using PDFs and METS records that included the reminder that the Digital Preservation Repository (DPR) was not accessible the way CDL and OAC are. Faculty papers and administrative records that were "born digital" were also part of the discussion. We reached a consensus when we determined that we needed more training—an electronic records workshop.

Action: Jackie Dooley will gather background information for a systemwide electronic records workshop.

11. UC History Digital Archives Update

Thomas circulated a summary of work done at UCDHA titled, "Loyalty Oath Web Site Expansion." In addition to materials assembled by David Gardner for his book, the summary listed five repositories of archival collections that had material relating to the Oath controversy.

Thomas also directed our attention to the UCDHA home page. She encouraged us to continue submitting photo images of faculty for the In Memoriam site. She also highlighted a new feature, the Atkinson Photographic Archive, a collection of 450 architectural images of the 10 UC campuses given by Rita and Richard Atkinson to the University of California.

Thomas announced two project proposals. The UC Legal History Web would provide links to all case law relating to the University of California. Such a site would meet the needs of General Counsel. The Selected Papers of UC Presidents would provide reports, speeches and policy materials that describe the activities of each administration.

12. Records Management Committee Update &

13. System-wide Records-Information Practices Policy

Williams circulated drafts of RMP-8a and RMP-8b. She noted that there will be more to come as the appendices are filled in. RMP-8b is less complete. There is a need to clarify the language to designate archival materials as public records. There is also a need to clarify the privacy rights of the dead.

14. Student Newspaper Scanning Project

Brown made a brief presentation regarding the project

Action: Brown will draft a proposal for review.

15. Goals & Objectives 2005-2006

Document owner: [Steve Coy](#)
Last reviewed: October 24, 2006