

# University of California Archivists Council

Meeting of April 7, 2006  
Room 570 Langson Library  
UC Irvine  
10 AM – 3:30 PM

## AGENDA

1. Approval of Minutes of October 21, 2005

2. Review of organizational documents

- UCAC Charge
- Roster
- Goals & objectives 2005-2006

3. OLD BUSINESS

- A. DRAFT Policy Statement on Faculty Papers
- B. Policy for Administration of University Archives
- C. MELVYL cataloging template
- D. UCHDA Update
  - Decentralization of Atkinson Photo Archives
  - In Memoriam
  - Presidential Annual Reports

4. NEW BUSINESS

- A. DRAFT UC Student Newspaper Proposal
- B. 2006-2007 Goals
- C. Managing confidential records and privacy issues
- D. IT Planning Process (Greenstein conference call scheduled for 1 PM PT)
- E. Proposed program on managing electronic records
- F. Future meeting dates/locations

5. FUTURE AGENDA

- A. Academic Senate Records Proposal

6. Campus Updates (during lunch)

## ***Enclosures***

- 1. Draft Minutes 10/21/05
  - A. DRAFT Policy Statement on Faculty Papers
  - B. Policy for Administration of University Archives

- C. MELVYL cataloging template
- 4. A. DRAFT UC Student Newspaper Proposal
  - B. 2006-2007 Goals
  - C. Managing confidential records and privacy issues
  - D. IT Planning Process.
  - E. Electronic Records Program proposal

### **Links**

- 2. **Archivists Council Documents**
- 4. C. **APM 160**

**Present:** Melissa Conway, UCR; Christine Bunting, UCSC; Deborah Day, Scripps Institution of Oceanography; Jim Dooley, UCM; Jackie Dooley, UCI; David Gartrell, UCSB; Lisa Mix, UCSF; Kathi Neal, UCB; John Skarstad, UCD; David Farrell, UCB – Chair

Conference Call: Steve Coy, UCSD; Connie Williams, UCOP

Absent: Charlotte Brown, UCLA

### **1. Approval of Minutes of October 21, 2005**

Minutes reviewed. Text relating to Item 7, Academic Senate Records, will be inserted. No additional changes.

### **2. Review of organizational documents**

UCAC Charge Roster Goals & objectives 2005-2006

### **3. OLD BUSINESS**

#### **A. DRAFT Policy Statement on Faculty Papers**

A draft policy, "UC Faculty Papers: Identification and Appraisal," was distributed for brief discussion and review.

**Action:** Mix will take comments and redraft for circulation and review by next meeting.

#### **B. Policy for Administration of University Archives**

Some modifications were suggested for the Policy. In Section IV.A.2, Faculty Papers, the phrase that campuses "collect faculty papers selectively" should emphasize selectively in bold.

In Section VII, Access, new text was added at the end of the Section: "Access to records shall be in accordance with local in-house practices."

In the Appendix, remove "Administrative" from the title and add an explanatory paragraph.

**Action:** Neal and Bunting to draft the paragraph.

#### **C. MELVYL cataloging template**

Jim Dooley earlier circulated a draft template for cataloging an archival record in Melvyl. Farrell submitted the template to UCB Cataloging Department for comment and distributed the marked-up draft for discussion.

**Action:** Jim Dooley to write an introductory paragraph. In the 540 field, delete the second

sentence. In the 555 field, substitute "finding aid" for "inventory." After the changes, the template will be sent to OAC to update their documentation.

#### D. UCHDA Update

##### Decentralization of Atkinson Photo Archives

- The campus photographs commissioned by President Atkinson are going to be decentralized to the depicted campuses. In this way, the images can be managed consistently with other campus images.  
**Action:** Farrell to send CDs of each campus's images to each.
- In Memoriam and Presidential Annual Reports These will be discussed later via e-mail.

## 4. NEW BUSINESS

#### A. DRAFT UC Student Newspaper Proposal

Discussion deferred. Brown submitted a draft document, "UC Student Newspapers Electronic Conversion Project," for review.

**Action:** Council members to send comments to Brown.

#### B. 2006-2007 Goals

Brown submitted a draft list of goals for 2006-2007. Defer further discussion to fall meeting

#### C. Managing confidential records and privacy issues

The council discussed privacy practices on the various campuses. Farrell will meet with UC counsel. Additional discussion was deferred.

**Action:** Farrell will circulate survey to compile local campus practices.

#### D. IT Planning Process (Greenstein conference call)

We had a conference call with Daniel Greenstein, University Librarian for Systemwide Library Planning and the CDL. Coy and Williams joined in the teleconference. Greenstein led us through a PowerPoint presentation giving an overview of the IT planning process at UCOP and CDL.

#### E. Proposed program on managing electronic records

Tom Frusciano (Rutgers University), Phil Bantin (University of Indiana) and Rob Spindler (Arizona State University) were asked by Jackie Dooley to submit ideas that could be directed toward a UCAC E-records program. Their written submissions were distributed and discussed. The council's intention was to develop a common framework for managing electronic records in the UC system. The program should serve the campus records managers as well as the university archivists.

**Action:** Committee formed to investigate program arrangements: Bunting, Farrell, Mix, and Williams. They will develop a proposal to submit to SOPAG for financial support.

#### F. Future meeting dates/locations