

University of California Archivists Council

Meeting of October 27, 2006
CSU-East Bay Oakland
1000 Broadway, Suite 109
12:30-5:00 pm

AGENDA

1. Approval of Minutes of April 7, 2006

2. Review of organizational documents

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

3. OLD BUSINESS

- A. Follow-up to E-Records Workshop – Planning Committee
- B. DRAFT UC Faculty Papers: Identification & Appraisal – Mix, Neal
- C. Policy for Administration of University Archives (DRAFT revision of “Campus Level Core Records, p. 6) – Neal
- D. Confidential/Personal Records Survey – Farrell

4. NEW BUSINESS

- A. Chair/Secretary rotation; future meeting dates/locations – Farrell
- B. 2006-2007 Goals – Skarstad

5. FUTURE AGENDA

- A. Academic Senate Records Proposal – Brown
- B. UC Student Newspapers Proposal – Brown

6. Campus Updates

Attachments

- 1. Draft Minutes April 7, 2006
- 3. B. DRAFT UC Faculty Papers
 - C. Policy for Administration of University Archives
 - D. Confidential/Personal Records Survey

Links

- 2. [UCAC organizational documents:](#)

Present: Christine Bunting, UCSC; Deborah Day, Scripps Institution of Oceanography; Charlotte Brown, UCLA; Jim Dooley, UCM; David Gartrell, UCSB; Lisa Mix, UCSF; John Skarstad, UCD; Steve Coy, UCSD; Jackie Dooley, UCI; Melissa Conway, UCR; Connie Williams, UCOP; David Farrell, UBC – Chair

Guest: Monique Leahey-Sugimoto, UCLA

1. Approval of Minutes of April 7, 2006

Minutes approved.

2. Review of organizational documents

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

3. OLD BUSINESS

A. Follow-up to E-Records Workshop – Planning Committee

The sense of the Council was that the E-Records Workshop was very useful and that this would be a continuing topic for UCAC.

Action: The Planning Committee will prepare its report on the workshop, including the lists prepared during the small group session and the results of workshop evaluations. Gartrell will compile the small group lists and send them to the Planning Committee. The report of the Planning Committee will be circulated in draft form before it is submitted to CDC.

B. DRAFT UC Faculty Papers: Identification & Appraisal – Mix, Neal

The draft document on UC Faculty Papers was reviewed. This document is proposed as a common starting point. Local campus modifications are possible. Small changes were suggested:

- 3. Materials collected:
The types of materials collected [insert] *in any physical format* include....

Materials generally not collected:
Delete “records relating to other campuses”
Insert “federal records”
- 5. Factors that weigh against accepting papers:
Insert language relating to choosing to deposit rather than donate papers.
- 7. Copyright:
New text: Copyrights in a collection may be held by UC faculty, UC Regents, or other parties. The disposition of copyrights held by the donor may be a factor in accepting the collection.

- 9. Suggested minimum level of acquisition:
New text: For all tenured faculty acquire a curriculum vitae, bio-bibliography and a portrait photograph if available.

Action: Mix and Neal will make final changes and sent the document to HOSC for comment. If there is no HOSC comment, the document will be sent to Jim Dooley to deliver to CDC.

C. Policy for Administration of University Archives (DRAFT revision of "Campus Level Core Records, p. 6) – Neal and Bunting

There was a general discussion regarding Appendix 1 as it related to the University of California Records Disposition Schedule Manual. It was pointed out that the Appendix was an archives generated document with an intended audience of librarians and the general public. The Manual was seen as a records management document directed at records creators, records managers and archivists. No changes were suggested.

In section VI, Deaccessioning & Reformatting, it was noted that reformatting has been edited out of the section over time. We agreed to delete "& Reformatting" from the section title.

Action: Bunting and Neal to finalize.

D. Confidential/Personal Records Survey – Farrell

After reviewing the survey, it was clear that some campuses collect confidential records and some do not. Because confidential records are seen as a growing concern, we will continue the discussion and include campus counsel (Maria Shanle was suggested).

Action: Farrell to draw up questions or examples to submit to Maria Shanle for a conference call.

4. NEW BUSINESS

A. Chair/Secretary rotation; future meeting dates/locations – Farrell

Skarstad became the chair and Jackie Dooley became the secretary. Next meeting tentatively scheduled for San Diego to coincide with HOSC meeting. Dates in April to be determined.

Action: Conway to coordinate date with HOSC.

B. 2006-2007 Goals – Skarstad

Goals for the coming year will derive from the report of the E-Records Workshop Planning Committee.