

March 31, 2003

TO: LAUC-I Executive Board

FROM: LAUC-I Web and Archives Task Force

Judy Horn, ex-officio
Jennifer Jacobs
Colby Riggs, chair
Liza Vick

SUBJECT: Report of the Task Force

The LAUC-I Web and Archives Task Force was charged to:

- Review the 2000 report from the Ad Hoc Committee on the LAUC-I Archives
- Make recommendations to improve the look and usability of the LAUC-I website
- Investigate all that needs archiving and create a plan to accomplish this work
- Working in consultation with Special Collections & Archives to decide how much archiving is needed for the year.

The first task of our charge was to review the Report of the Ad Hoc Committee on the LAUC-I Archives from 2000. Judy Horn met with the Task Force to describe the Ad Hoc Committee approach to the report and the specific recommendations. The LAUC-I Web and Archives Task Force agrees with the recommendations of the 2000 report in general. The following are comments from the task force on the 2000 report:

In section II: Electronic Files - Recommendations B, D, E, G

B. The LAUC-I website is complete beginning in 1999-2000 but is not to be considered the official LAUC-I file.

From 2002-2003 forward the electronic materials linked to the LAUC-I website will be the official LAUC-I records. We recommend the electronic versions be considered archival because that is the format they are created in. In order for this succeed LAUC-I must commit resources.

D. Because the retention of material in electronic format cannot be guaranteed all LAUC-I files should be copied onto paper according retention information contained in "Retention of LAUC-I Archives."

All materials will be maintained in electronic and paper format from 2002-2003 forward using technology such as web conversion software, scanners and copying URL links so the material permanently resides on the LAUC-I website.

E. LAUC-I Officers should continue to maintain paper files and to send materials to the LAUC-I Archives according to the retention schedule.

All materials from 2002-2003 forward will be maintained in electronic and paper format and sent to the member responsible for the LAUC-I website and the paper archive.

G. LAUC-I website currently does not contain historical files

All electronic historical files from 2002-2003 forward will reside on the LAUC-I website

In section III: Next actions to be undertaken by the LAUC-I Executive Board -
Recommendations C

C. Appoint an LAUC-I member to be responsible for ongoing management of the LAUC-I Archives. It is proposed that this be a three-year appointment with the possibility of renewal.

The Task Force recommends a few possibilities for the responsibility of management of the LAUC-I Archives. According to the "LAUC-I By-Laws Article IV. Officers Section 8 the Duties of the Secretary Treasurer - Maintain records of LAUC-I ... Article XII. LAUC-I Archives - The Executive Board shall make provisions for the maintenance of the LAUC-I Archives" or a library student intern.

The following are the task force recommendations for paper and electronic documents from 2002-2003 forward.

I. Paper Records Section

This committee recommends that LAUC-I officers aim to produce and maintain their records in paper and electronic format. This section of the committee report addresses the paper versions. LAUC-I paper records need to be arranged and described according to accepted archival practice. Their proper preparation would allow them to be used by LAUC-I members for research, and allow a caretaker to keep track of them for security and preservation purposes. Paper records that are newly created should continue to be maintained by LAUC-I officers.

There are currently approximately 15 linear feet of paper records stored in the hall by the restrooms in ML 115. (See "Report of Ad Hoc Committee" dated August 29, 2000 for notes about the scattered LAUC-I records housed in the University Archives.) They date from 1968 until the mid 1990s.

A. This task force recommends that a library student intern be hired to process the material. If the student has some experience in archival processing, we estimate that at 16 hours a week, the LAUC-I paper records could be processed in one quarter. The processor would have several requirements that LAUC-I would need to provide:

1. Possibly, a stipend.
2. Archival supplies. At minimum, the material will need acid-free folders and boxes for protection and storage. A rough estimate of the cost of these supplies for 15 linear feet of material is \$350. Other supplies may be necessary in the event of preservation issues, oversized material, or other formats like videocassettes and computer disks.
3. A sufficient work area, with a networked computer, a small amount of shelving, and security for the material. The processor will need to

physically go through the records on a large table, leaving them out overnight. The computer is necessary to conduct background research and to produce a finding aid describing the material.

4. A supervisor. The student will need some training, and if the student has no practical experience with archival material, at least one quarter of hands-on training will be necessary.
5. Shelving for the material once it has been processed. The storage area must be sufficiently secure, and a caretaker or archivist should provide controlled access to the material.

B. The Head of Special Collections and Archives (Jackie Dooley) has agreed to provide for LAUC-I the last three items, numbers 3-5 above, provided certain conditions are met. The conditions include:

1. LAUC systemwide records are removed. Only LAUC-I records will be stored and maintained in Special Collections and Archives. (This committee recommends that LAUC systemwide records needed for continued use be maintained by LAUC-I as reference files.)
2. LAUC-I material already in the University Archives is processed along with the records currently in ML 115, so duplicates can be weeded out.
3. Records not designated "Permanent" in the retention schedule are weeded out and not sent to Special Collections.

II. Electronic Records Section

This committee recommends that LAUC-I officers aim to produce and maintain their records in paper and electronic format. Additionally, officers should strive to maintain and archive both versions, according to the retention schedule provided. This section of the committee report addresses the electronic versions.

The current LAUC-I Chair and student assistant have done an excellent job of creating and maintaining the LAUC-I website: <http://sun3.lib.uci.edu/~lauciweb/>.

A. Electronic archival records should be deposited in the "Historical Information" section of this site (which is subdivided by year). In this section, each year is represented by a pathfinder page, which contains links to documentation about membership, committees, meetings, agendas, minutes and other information of historical value. The 1999-2000 (<http://sun3.lib.uci.edu/~lauciweb/9900/9900page.html> - <http://sun3.lib.uci.edu/~lauciweb/9900/>) and 2000-2001 (<http://sun3.lib.uci.edu/~lauciweb/0001/0001page.html> - <http://sun3.lib.uci.edu/~lauciweb/0001/>) links provide particularly clear examples of how these pathfinder pages should be maintained. Documents are clearly listed and categorized by type and/or committee.

B. These original documents, linked to from the pathfinder pages, are considered archival and should never be altered or edited in any way once transferred to the Historical Information section. If additions or modifications need to be made (for

example, name omitted from a committee), these should be added in a separate link at the bottom each pathfinder page (see diagram, “Additions/modifications link”). This would be clearly marked in a different color or bracketed according to archival practice (indicating that changes have been made to original pathfinder page). They would also include links back to the original document.

C. As mentioned above, someone needs to be designated to maintain this archival website and have clear responsibility for making and recording changes. This person could also be responsible for re-organizing or improving the usability of the site if necessary in the future. Some of the responsibilities include:

- Updating links (sun server, dead links to personal pages)
- Changing servers (migration, other transitions)
- Transferring documents from paper format or from other websites
- Maintaining consistency and continuity

D. The task force recommends that all materials in draft and final versions be in electronic format and stored in designated locations.

1. A folder structure needs to be established on the UCI Libraries Windows (NT) servers to store draft materials that are created locally. The membership could easily access these draft documents and can use advanced Word editing features such as Track Changes or Comments to monitor versions.
2. The LAUC-I website needs to have an LAUC-I membership only section. This section could store the final versions of materials that should be viewed only by LAUC-I membership because of the nature of the content such as Executive Board minutes. This section will be available outside the UC Irvine Libraries to the LAUC-I membership via their email login and password.

E. Electronic Files prior to 2002-2003 that are in electronic format should be added to the electronic historical archive. Attachment 1 is a spreadsheet with the retention inventory and a checklist showing document status. The spreadsheet has a few additional documents because the 2000 recommendation describes the aggregate group and not the individual files in the large groups.

Diagram: Additions/modifications link

(See 2000 recommendation attachment 3 – LAUC-I Annual Retention and Disposal Calendar)

LAUC-I 2000-2001 Historical Information

- [Membership List](#)
- [General Membership Meeting Calendar](#)
(Includes links to agendas and minutes)
- [Executive Board Meeting Calendar](#)
(Includes links to agendas and minutes)
- LAUC-I Roster
 - [Executive Board](#)
 - [Standing Committees](#)
 - [Ad Hoc Committees](#)
 - [LAUC Statewide Standing Committee Representatives](#)
 - [UCI Academic Senate Committee Representatives](#)
- LAUC/LAUC-I Election 2001 Information
 - [LAUC/LAUC-I Election Calendar 2001](#)
 - [LAUC-I 2001 Call for Nominations](#)
- Issues Under Discussion
 - [Culture of Professional Evaluation](#)
 - [Revision of the Librarian Series](#)
 - [Delegation of Librarian Review Decisions to the University Librarian](#)
 - [Factual Résumé Guidelines](#)
 - [Guidelines for Librarians' Annual Plans](#)
- Events
 - [LAUC-I Spring Assembly, April 27, 2001](#)
 - [LAUC-I Program, June 8, 2001: "Open Door Policy, Behind Closed Doors, Or Pay at the Door?"](#)

The Historical Information pathfinder is completed in December 2001. It contains all of the documentation from the past term.

LAUC-I Standing Committees

Unless otherwise noted, LAUC-I standing committee members are elected for 3 year terms, commencing Se

Academic Librarianship

- James Crooks (2001), Kay Collins (2002), Barb Lucas (2003), Bill Landis (2003)
- Charge

Cultural Diversity

- Lydia Shahid (2000), Manuel Urrizola (2002), Bill Wong (2002), Christina Woo (2001)
- Charge

Professional Development

- Angela Yang (2001): **Chair**; Sara Eichhorn (2002), Vicki Grahame (2003), Linda Murphy (2001)
- [Charge](#)

A link from the pathfinder to the LAUC-I Standing Committee section. This section was completed in December 2001. *Note - The charges of the Academic Librarianship and Cultural Diversity Committees are missing (There are no links)*

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 - [Academic Librarianship - Charge - added 5/20/02](#)
 - [Ad Hoc Committees](#)
 - [LAUC Statewide Standing Committee Representatives](#)
 - [UCI Academic Senate Committee Representatives](#)
- LAUC/LAUC-I Election 2001 Information
 - [LAUC/LAUC-I Election Calendar 2001](#)
 - [LAUC-I 2001 Call for Nominations](#)

The Historical Information pathfinder is edited in [May 2002](#) because the charge for the Academic Librarianship Committee is added - *Note- The title of the document and date added*

TO: James Crooks (2001), Kay Collins (2002), Barb Lucas (2003), Bill Landis (2003)
FROM: LAUC-I Executive Board
DATE: 2000-10-12
RE: LAUC-I 2000/2001 Academic Librarianship Committee Charge

LAUC-I ACADEMIC LIBRARIANSHIP COMMITTEE STANDING CHARGE:

Upon request of the LAUC-I Executive Board, review and update as needed existing documents. Librarians. Formulate responses to such documents, or to issues and questions regarding the review documents or policies relating to the academic review process. Other duties as assigned.

*LAUC-I Bylaws
Article VII. Committees.*

The Academic Librarianship Committee charge is added to the web site in [May 2002](#). *Note - The file should have a URL that is not linked from the LAUC-I Standing Committee 2000-2001 web page. Text is input in a metadata field – “Added to the LAUC-I Archives - Date Added”*

LAUC-I Standing Committees

Unless otherwise noted, LAUC-I standing committee members are elected for 3 year terms, commencing September

Academic Librarianship

- James Crooks (2001), Kay Collins (2002), Barb Lucas (2003), Bill Landis (2003)
- Charge

Cultural Diversity

- Lydia Shahid (2000), Manuel Urrizola (2002), Bill Wong (2002), Christina Woo (2001)
- Charge

Professional Development

- Angela Yang (2001): **Chair**; Sara Eichhorn (2002), Vicki Grahame (2003), Linda Murphy (2001)
- [Charge](#)

Note - The LAUC-I Standing Committee web page created in [December 2001](#) is not changed.

Attachment 1: Retention Inventory



"Retention
Survey.xls"