Ad Hoc Committee on Archives LAUC-I Ad Hoc Committee 2011-2012 Report

Submitted to General Membership: May 18, 2012

Submitted by: Dana Peterman and Audra Eagle Yun

Members (End Term):

All members have term of 2011-2013.

Audra Yun (co-chair)
Dana Peterman (co-chair)
Jeffra Bussmann (*leaving in July 2012*)
Pauline Manaka
Chloe Lerit
Colby Riggs

Charge: This is an ad hoc committee and is not listed in the LAUC-I Bylaws. The standing charge is:

1. Serve for two years from the date of inception, 2011-2013
2. Recommend and implement a simple but sensible plan to archive historical documents of the organization (LAUC-I; in limited cases LAUC, as needed)
3. Have a time-table when archiving and weeding are done and completed
4. Designate the chair and past chair responsible to implement the timetable
5. Through appointment or volunteering every three years, designate the LAUC-I librarian for Special Collections, whose duties include making sure that the archived materials in Special Collections continue to meet the requirements.
6. Work with HR/SC to recruit a Library school student intern to work on the documents in LL 115 – for at least 3 months. If there is a need for more time, arrange this.
7. Make sure the plan has a time table allowing periodic review by the LAUC-I chair; committee chairs; add this to the bylaws under the duties of relevant officers.
8. Make sure the "new" changes, duties, leadership roles, etc. are added to the LAUC-I bylaws as new revisions.

Supplemental Charges (if applicable): N/A

Summary of Activities:

- Reviewed documentation created by prior versions of LAUC-I Ad Hoc Committee on Archives to get background on older policies
- Confirmed concept of time table for material older than three years ("weeding"), placing these archived materials on the CMS
- Were unable to fulfill charges #3 and #4 because LAUC-I Bylaws state that archiving and reporting responsibilities and "timetables" are held by LAUC-I Executive Board and committee chairs, which is outside the purview of the LAUC-I Ad Hoc Committee on Archives
- Created committee workspace in the LAUC-I wiki space
- Ensured access to the T: drive and wiki for all committee members
- Moved digital archives from old LAUC-I website to new LAUC-I content management system (CMS) website, ensuring preservation through UCI Web Archives as part of UCI Special Collections & Archives
- Relocated paper LAUC-I archives into Special Collections and Archives; currently searching for intern to assist with processing the collection by Summer 2012
- Reviewed T: drive, CMS, and Wiki file structures
- Surveyed LAUC-I Executive Board to understand active and inactive file use and storage
- Determined storage and use for documents:
  - Wiki: in-process, non-final, non-public, active
  - T Drive: agendas, minutes, reports, semi-final, non-public, semi-active
  - CMS: agendas, minutes, reports, final, public, inactive
- Discussed importance of clear, simple documentation to encourage communication and effective documentation of Board, committee, and Academic Senate activities
- Drafted set of recommendations for review by Bylaws Ad Hoc Committee
- Met with Bylaws Ad Hoc Committee, resulting in revisions of committee recommendations and incorporation of archives-related language into the Bylaws
- Determined need for LAUC-I procedural handbook to supplement Bylaws
- Drafted flow chart illustrating life cycle of documents created by LAUC-I members, which informed procedural document
- Created procedural document that addresses:
  - Officer roles and responsibilities related to recordkeeping
  - Calendaring and timelines
  - Boilerplate reminder letters from Chair
- Created archives-specific documents
  - Officer and committee report templates

- o File name conventions for documents created by LAUC-I Executive Board, committees, and Academic Senate representatives
- Added LAUC-I Procedures Handbook section to LAUC-I CMS
- Train incoming LAUC-I Executive Board on roles and responsibilities, based on archives procedural documents
- Committee effectiveness
  - o Small working groups within the team to create documentation
  - o Pre-planning each meeting and mapping out calendar of regular monthly meetings
  - o Always incorporating action items into meetings
  - o Appointed members brought valuable LAUC-I and archives-related expertise to the committee
- Committee challenges
  - o Repeated consultation with history of prior archives ad hoc committees distracted from discussion about current and future recordkeeping needs of LAUC-I
  - o Presence of LAUC-I Chair (as highest ranking officer of LAUC-I) inhibited open discussion within committee, thereby cutting into effectiveness of committee to meet its determined goals
  - o Certain aspects of the committee charge were determined to be out of scope for committee work (such as charge statement 5, see above) and would be best suited for discussion with specific library staff or departments

Recommendations for the Future:

- Assess effectiveness of training the LAUC-I Executive Board and other persons responsible for archiving
- Assess suitability of our documentation and best practices based on need and requirements of the membership
- In 2012-13 year, consult periodically with Chair and Vice Chair/Chair-Elect to ensure continuity of roles and responsibilities regarding archival procedures
- Create a checklist to measure effectiveness of committee documents to be reviewed every three years by a representative outside of the LAUC-I Executive Board (and reporting to the Board)
- Facilitate addition of incoming Web Manager, to be appointed to LAUC-I Ad Hoc Committee on Archives
- This committee recommends the formation of an ad hoc committee to create a LAUC-I procedural handbook, which should include both Web Manager and Secretary
- This committee recommends that the LAUC-I Chair not serve as a member of this committee, but attend the introductory annual meeting

- This committee recommends that LAUC-I defer to library departmental priorities (e.g. Special Collections & Archives; Web Services) in achieving its goals with regard to the LAUC-I archives