

University of California Archivists Council Common Knowledge Group Charter

1. Summary and Scope of Work

This CKG is a standing group of experts in the area of University Archives. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

This CKG serves to coordinate policies and procedures for the administration of the University Archives program at each campus in accordance with the provisions of Records Management Program Bulletins RMP-1 and RMP-2.

2. Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, new technologies, best practices, and local campus developments within a defined knowledge area.
- Provide input and information to other UC Libraries groups as requested.
- Conceive innovative ideas and improvements relevant to the UC Libraries' Systemwide Plans and Priorities.
- Review and make recommendations regarding the collection, preservation and use of official University of California administrative records.
- Review UC records disposition schedules and recommend changes to the UC Records Management Program according to the provisions of RMP-1 and RMP-2.
- Advise the UC Libraries on administrative records issues.
- Coordinate activities with the University Records Management Committee as required by RMP-2.

3. Membership and Terms of Appointment

Membership includes the University Archivists (or designee) representing the 10 campuses and other representatives as invited by the CKG.

- Kathi Neal, UC Berkeley
- Kevin C. Miller, UC Davis
- Laura Uglean Jackson, UC Irvine
- Heather Briston, UCLA
- Jim Dooley, UC Merced
- Bergis Jules, UC Riverside
- Marlayna Christensen, UC San Diego, Chair (term ending June 30, 2017)
- Polina E. Ilieva, UC San Francisco, Vice-Chair
- Danelle Moon, UC Santa Barbara
- Teresa Mora, UC Santa Cruz

Term of membership is indefinite dependent on position as university archivist. The CKG will have a Chair and Vice-Chair each serving one-year terms rotating alphabetically by campus. Appointments will begin on July 1 and end on June 30 of the next calendar year.

4. Communication and Meetings

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CKG; CKGs with open membership will maintain lists open to all interested UC Libraries staff.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff

This CKG will communicate regularly through these forums:

- Listserv: uc-archivists-request@ucdavis.edu
- Web Site: <http://libraries.universityofcalifornia.edu/ucac>
- Wiki: <https://wiki.library.ucsf.edu>
- Bi-monthly conference calls
- Annual in-person meetings