

2017-03-15 UCAC Meeting Notes

Date

15 Mar 2017, 1pm-2:30pm

Call-In Instructions

Join the web meeting
Meeting URL: https://ucsd.zoom.us/j/8585348605
Audio Only Dial-In: +1 408 638 0968 (US Toll)
+1 646 558 8656 (US Toll)
Access Code: 858 534 8605
Password: This meeting does not require a password.

Attendees

- [Kathi Neal](#), Berkeley
- [Kevin C Miller](#), Davis
- [Laura Uglean Jackson](#), Irvine
- [Heather Briston](#), Los Angeles
- [Jim Dooley](#), Merced
- [Bergis Jules](#), Riverside
- [Marlayna Christensen](#), San Diego
- [Polina E Ilieva](#), San Francisco
- [Danelle Moon](#), Santa Barbara
- [Teresa Mora](#), Santa Cruz

Discussion items

Time	Item	Who	Notes
	Minutes	Heather Briston	
10min	<ul style="list-style-type: none">• Roll call• Review action items	All	<p>Jim Dooley, Bergis Jules; Heather Briston; Marlayna Christensen; Teresa Mora; Kevin Miller and Polina Ilieva. Not able to join Kathi Neal and Laura Uglean Jackson. Guest - Meredith from USC.</p> <p>Kevin C. Miller - web archiving - shared a draft document of their program. Checked in with CDL re: UC-wide documenting accounts. There is supposed to be a CJT(?) for web archiving, but it is not currently chaired or active.</p> <p>Marlayna will contact individuals with any outstanding action items.</p>
15min	<ul style="list-style-type: none">• RM C report	Marlayna Christensen	<ul style="list-style-type: none">• Monthly conference call report - review of retention schedule and accompanying policies. Currently reviewing library records retention policy. MC will send links if you're interested in reviewing documents more closely.
15min	<ul style="list-style-type: none">• Website/wiki changes	Teresa Mora	<p>Public and private (working) spaces are set up an accessible.</p> <p>TM - full contact information available on public page - no objections; Minutes currently in two places. Anyone who is a member of the CKG space can get access to our private area. (If we want to limit further we can.) Should they be in a public or private space? What are the requirements for making certain materials available system-wide?</p> <p>Things not moved: 2006 electronic records management workshop documents - could it be added as a part of the "resources" section in the Working Space; old resources - do we still consider them to be useful information? Consensus to move over; Do we want to move over historical minutes and annual reports? - yes move and keep - consensus.</p>
15min	<ul style="list-style-type: none">• Copyright statements	Heather Briston	<p>PI - idea was to look at all of our multiple copyright notices and nice to have some generic language that could be used.</p> <p>Is there a place for a best practices and examples in the area of copyright notices in and on finding aids. Action item - a HOSC issue - HB will talk with her HOSC about the issue and what might be needed and how best to proceed. HB will share this with the group</p>

Agenda Building

- Next meeting: May 17, 1-2:30pm
- Minutes: [Bergis Jules](#)
- Potential Topics:
 - Chron files
 - Retention schedule