

# 2017-01-25 UCAC Meeting Notes

## Date

25 Jan 2017, 10am-4pm  
 UCSF Mission Bay, Mission Hall, Room MH 2103

## Call-In Instructions

<a href="#">Join the web meeting</a>	
Audio Only Dial-In:	<b>+1 415-514-1000 (Toll)</b>
Access Code:	<b>996 311 652</b>
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 – absent
- [Teresa Mora](#), Santa Cruz

## Discussion items

Time	Item	Who	Notes
10am	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Collection Development Policies</li> </ul>	All	<ul style="list-style-type: none"> <li>• I – more examples of what they want to collect, what to transfer/not to transfer; developing coll dev policies for faculty papers</li> <li>• SF – similar situation; posted on website</li> <li>• B – included in formal campus coll dev policies; website includes some details about what they are looking for; fac papers included in manuscript collections; guidelines for fac papers on UCAC website</li> <li>• D – similar situation; spec coll has internal guidelines, not posted; UA in separate unit now; used UCAC docs to develop libGuide for public guidelines; web archiving guidelines as well</li> <li>• SC – developed a coll dev policy based heavily on B policies, but not public facing; has LibGuide public doc with guidelines; also has flyer for fac papers; interested in seeing how the policy can be incorporated into records management policies</li> <li>• M – recently hired rec manager; beginning effort to deal with departments, retention schedule, etc.; has bits and pieces from retiring faculty;</li> <li>• R – basic description of coll deve policy; just got new director for distinctive collections; working to update policy with new website;</li> <li>• Why not post policies public facing? B – Document too lengthy, outdated; public facing is easier for users; D – internal workflows may need to be sorted out</li> <li>• Do these policies work for format agnostic? B – digital archives have survey document for digital materials</li> <li>• Transfer forms – group has shared transfer forms on wiki; many of the campuses have been borrowing from each other, but rather than having a uniform form, we can look to documents on the wiki;</li> <li>• PII line on transfer form? – could be easily checked off; SF asks what type of PII is included in collection, helps identify things that shouldn't be sent;</li> <li>• transfer of digital material – SD reviewing for to expand details about the digital collections being transferred; D – looked at online transfer form which includes electronic materials</li> <li>• How do you transfer data? – D primarily uses physical means of transfer; SF uses UCSF Box and Secure Box for transferring</li> </ul> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Marlayna Christensen will send call for internal coll deve policies</li> <li><input checked="" type="checkbox"/> Teresa Mora will move documents from UCAC website to wiki</li> </ul>

10: 45am	Web Archiving		<ul style="list-style-type: none"> <li>• Web Archiving using Archive-It</li> <li>• D – adds 1-1.5 Tb/year; reviewing what they are archiving; has internal working document with "purpose statement" - will become public facing coll deve policy; focus on domain, UC Davis history, events &amp; culture, focus around particular individuals; subject areas of distinction, include subject specialists; regional historical i.e. local government; websites with eye toward curriculum to support teaching needs; is the collection at risk; considers preservation, education/outreach, developing QA, evaluating success of program</li> <li>• how are you dealing with access and rights to web archvies? Access: uses references in finding aid, catalog; hasn't been implemented at scale. Rights: try to contact rightsholders and seek release, have a solid take-down statement</li> <li>• Guidelines and training are needed to help have a focused collection</li> <li>• Web archiving costs are going up; we need to develop a sustainable method for funding the services; UCs have special pricing for first 3 years, but prices will be rising</li> <li>• Preservation – Duracloud/CDL partnership is available; anything else?</li> <li>• UC/UCOP web archiving? – Berkeley is doing LAUC systemwide; UC has 15 Archive-It accounts</li> </ul> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Kevin C Miller will share his web archiving document</li> <li><input checked="" type="checkbox"/> Kevin C Miller will see who administers the UC Libraries archive-it account</li> </ul>
11: 45pm	Lunch		
12: 45pm	Round Robin Updates /Questions		<ul style="list-style-type: none"> <li>• M – collecting as possible before things get lost; working with new records manager and would like to develop paths for bringing records into the archives; expecting to grow and develop as a university archive over the next year</li> <li>• B – Bancroft has launched Aeon as of last week; LAUC archives task force submitted report; National Writing Records Project exhibit, "New Favorites" exhibit involving all curators = top 15 objects that came in since Bancroft retrofit</li> <li>• D – developing suite of faculty focused services; trying to bring up back end of digital asset management system; focusing on web archiving; looking at ePADD in the next 2 quarters. One-off projects – working with Google Project to digitize back issues of dissertations and theses; doing a lot of outreach regarding climate change data sites</li> <li>• SC – library focusing on digital strategy, establishing workflows for digital materials; some web archiving; outreach with various faculty, departments, and student groups. Questions: had digitized floor plans for admin and chancellor's house - how are these being served to researchers? (SF turned floor plans over to Capital Planning to provide access to current buildings. Blue prints for buildings that no longer exist reside in Archives); Who is working with ePADD? (Irvine); Chancellor's Office is ready to release some of their email</li> <li>• SF – new digital archivist and planning for digital forensics lab; will be developing policies and web archiving; NHPRC grant to process AIDS research collection; interviewed 3 candidate for new UL in December, hopefully decision will come soon; received money for scanning equipment (Historical Patients Lab)</li> <li>• I – Audra in talks with Law School to fund .5 time processor (temp) for law school and dean's records; involved in SNACK (EAC) tool, have interface that allows editing; working more with student affairs to collect more student organizations; ePADD only able to test appraisal and ?? modules; has asked Born Digital CKG to help with testing of modules, Laura will send more details; working on digitization collection development policy - how they select their digital projects and prioritize</li> <li>• SD –</li> </ul> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Marlayna Christensen will send digital collection proposal form</li> </ul>
1:30pm	Research Data	UCAC /RMC	<p><i>With Records Managers Committee (RMC) and Wendy D. Streitz, Executive Director of Research Policy Analysis &amp; Coordination</i></p> <ul style="list-style-type: none"> <li>• Developing policy for handling research data and what happens to data when someone leaves the university. Some awards require research data plans; it has been suggested that it stay with the university. What happens to it? Who keeps it? have looked at Merritt, but it isn't HIIIPA compliant</li> <li>• Harvard Research Record retention policy released recently</li> <li>• RMC will develop tools to help point people to the right place</li> </ul>
2:30pm	Break		

2:45pm	<ul style="list-style-type: none"> <li>Born digital materials (e-mail, web-sites, etc.)             <ol style="list-style-type: none"> <li>How to transfer to the archives</li> <li>How are records managers dealing with born digital records?</li> <li>What are they telling units to do with these records?</li> <li>Share challenges, success stories, etc.</li> </ol> </li> <li>How privacy protection/access is handled in the archives</li> </ul>	UCAC/RMC	<ul style="list-style-type: none"> <li>Question 1: RMC – SC: training to deal the same as paper; preferred format for long term storage, figuring out how to transfer; still figuring it out; email - saving as PDF, but not yet transferred to UA; individually assessing correspondence chancellor's email. SD: providing UA access to chancellor's record; email stored as msg files, also translated in PDF behind the scene; OP: see <a href="http://www.ucop.edu/information-technology-services/">www.ucop.edu/information-technology-services/</a> tips also message management on right side bar with more info; I: using archivematica tool to create access copies</li> <li>How do e-records get transferred to UA?</li> <li>How is privacy protection/access handled in the archives?</li> <li>What is the plan on each campus for chancellor and cabinet email? SD: might be to schedule a meeting to review correspondence in various areas, retention varies in units; understanding was last established in 1999. OP: capture significant email in Document Central (president's office decides?);</li> <li>Web archiving – Archive-It established on each campus and capturing elements of the website. Check with UA for details of what is being captured.</li> </ul>
3:30pm	Wrap-up including logistics for next meeting		<ul style="list-style-type: none"> <li>proposed that we meet face-to-face annually with RMC (around january)</li> </ul>
4pm	Meeting Adjourn		

## Action items

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## Agenda Building

- Next meeting: March 15, 1-2:30pm
- Minutes: [Heather Briston](#)
- Potential Topics:
  - UC Sesquicentennial Exhibit plans
  - Chron files
  - Retention schedule
  - Collection development policies

