

2017-05-17 UCAC Meeting Notes

Date

17 May 2017, 1pm-2pm

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 – absent
- [Marlayna Christensen](#), San Diego
- [Polina E Ilieva](#), San Francisco
- Danelle Moon, Santa Barbara – absent
- [Teresa Mora](#), Santa Cruz
- [Lisa Vallen](#), Guest (Merced)

Discussion items

Time	Item	Who	Notes
	Minutes		
10min	Roll call Review action items	All	Heather Briston, Marlayna Christensen, Jim Dooley, Polina Ilieva, Teresa Mora, Kevin Miller, Kathi Neal and Laura Uglean Jackson. Not able to join Bergis Jules and Danelle Moon. Guest - Lisa Vallen from UCM. No outstanding agenda items
5 min	In person meeting at SAA?	Polina E Ilieva	Would people be interested in meeting in person at SAA in lieu of the currently scheduled conference call on July 19? Most members plan to attend SAA. PI will distribute a doodle poll for us to determine a meeting time at the conference. The July 19 conference call will be cancelled.
15min	RMC report	Kevin C Miller	KM took over as liaison to the Committee in April. April meeting was cancelled. Next in-person meeting will be at UCD on June 28. Please let him know if there are any issues you'd like him to bring to the group. MC asked about the inconsistency in the Records Schedule with our archival practice as discussed at the joint meeting in January 2017, specifically in regard to item 8A4.
15min	UC Cooperative Extension Archives	Lisa Vallen	LV presented on her work to establish a formal UC Cooperative Extension Archives. She is based at Merced but there are Coop Extension offices in every county in California. So far her project has focused on the offices in Merced, Ventura and Humboldt. She is working to identify historic records, educate office staff as to the significance of their records, systematize their retention and develop retention schedules. Please contact her at evallen@ucmerced.edu if any of our repositories hold Coop Extension materials in our own collections. KN noted that UCB definitely has relevant materials not just in UA but also as part of its Oral History program and the UCOP records.
15min	Chron Files	Laura Uglean Jackson	LUJ asked if campuses have set guidelines for the collection and retention of chronological files (correspondence and memos filed chronologically). Not every campus has such files, correspondence files at UCB, UCLA and UCSD are organized using a subject based numerical system. UCD and UCSC do have this type of file structure but generally only for very high level officials (Chancellor).
	Adjourn		

Agenda Building

- Next meeting: July 19, 1-2:30pm
- Minutes: [Bergis Jules](#)

- Potential Topics:
 - Retention schedule