



INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES

COMMITTEE ON DESCRIPTIVE STANDARDS
COMITE SUR LES NORMES DE DESCRIPTION
(CDS/CND)

Minutes of First Plenary Meeting

Belgian State Archives
Brussels, Belgium
3-6 October 2001

Members Present: Nils Brübach (Germany), Herman Coppens (Belgium), Adrian Cunningham (Australia), Blanca Desantes Fernández (Spain), Vitor Marques da Fonseca (Brazil), Michael Fox (USA), Bruno Galland (France), Kent Haworth, Project Director and Secretary (Canada), Per-Gunnar Ottosson (Sweden), Stefano Vitali (Italy), Dick Sargent (United Kingdom).

Absent (with apologies): Luis Arriola (Mexico); Lydia Reid (USA);

1. The draft agenda was approved with the following additions:
 - 4.1 Review of work plan
 - 4.3 Future meeting topics
 - 7.1 Maintenance and governance of EAD & EAC (M. Fox)
2. The committee decided that it would deal with administrative and new items on its agenda during the afternoon of the first day (3 October) and remaining items on its last day (6 October). Two full days were reserved for the ISAAR review (4-5 October).
3. **ISSAR (CPF) review:** the Committee devoted nearly all its allotted time considering this item. The Committee received some 18 responses from the archival community around the world to its call for comments. After considerable discussion the Committee agreed that in light of other recent initiatives to develop a Document Type Definition known as Encoded Archival Context (EAC), more substantial revisions to the standard would be necessary. As a result, the Committee spent two days drafting an outline of the revisions it felt necessary to accommodate EAC (see Appendix A). Adrian Cunningham and Dick Sargent will produce a revised draft for the Committee's review by the end of February 2002. A draft of the revision will be completed by the end of 2002 and mounted on the ICA/CDS web site for an open review period of 6 months closing in May 2003. The Committee agreed that a second round of review was necessary given that the original call for comments suggested that only minor revisions would be made to the standard. A final version of the standard will be approved at the Committee's Australia meeting in 2003 and presented in published form to the Vienna Congress in 2004. Notes taken on the structure around which the revised ISAAR would be drafted appear as Appendix A to these minutes.

4. Administrative items:

4.1 Review of Strategic Work Plan (document # ICA-CDS 2000/03): Work plan items #6 (standards maintenance and enhancements) and #7 (training and education) will be considered by the CDS in 2003, at its meeting in Australia. Michael Fox will prepare a draft report for review by the committee at its next meeting which will analyse the relationship between EAC & EAD standards with the international standards ISAD(G) and ISAAR(CPF). A final report will be prepared by the end of 2003.

A suggestion by the Chair that the CDS consider producing a "Manual of Best Practices" could be included in its consideration of training and education programmes.

4.2 Approval of revised Mandate Statement and Terms of Reference (document # ICA-CDS 2000/01). Approved as amended. This revision will be forwarded to the ICA Secretariat and mounted on the Committee's web site.

4.3 Web-site and translations: the Committee agreed that CDS documents can be placed on the web site in either French or English as soon as they are approved. Translation into the other working language of the committee will be undertaken as soon as possible. To facilitate the speedy publication of ICA-CDS documents on the web, Dick Sargent offered, subject to the approval of Dr. Kitching, that the CDS web site be managed off the Historic Manuscripts Commission web site. The Committee appreciated this offer, which was subsequently agreed to. The Project Secretary will immediately forward the following documents to be mounted on the web site:

- a. ISAD(G) second edition;
- b. ISAAR(CPF);
- c. Mandate statement and terms of reference (2001);
- d. Membership list
- e. Translation Guidelines
- f. Report on finding aids

The ICA Secretariat will be advised accordingly, with a request that once the new ICA web site is up and running, that a link be made to the CDS url from the ICA site. In addition, translations into other languages are welcomed and links can be made to them as they are produced.

4.4 Brazil meeting: the meeting will comprise a one-day conference and 3 full days of meetings scheduled for November 2002. At its Brazil meeting the Committee will give final approval of the revised draft of ISAAR (CPF), after which comments from the community will be solicited over a 6 month review period. It was decided that IFLA's proposal for a joint meeting of specialists from archives, libraries, and museums be deferred until after Brazil meeting.

Dates and arrangements for the Australia meeting (2003) will be finalized after the new National Archivist of Australia is appointed.

4.5 Report on meeting of Special Committee on development of a standardized tool for encoding archival finding aids. A draft of this report was circulated to committee members for information. The final version of the report will be sent to the ICA Secretary-General by 31 October 2001.

5. New items

5.1 Maintenance and governance of EAD & EAC. Michael Fox brought this item to the ICA-CDS for discussion noting that intellectual control of EAD was transferred to SAA after initial development and a working group established with 9 members. There is a recognized need for funding, the need to have broader involvement in the maintenance of EAD, and an open maintenance procedure that includes the participation of archivists and persons involved in standards, and the administration of electronic files associated with EAD administration. Alternative models for responsibility of the maintenance of the standard might be to give to ICA, ISO, or NISO. The Committee wonders if ICA is the right organization to maintain EAD. The Committee decided that the EAD working group should communicate with the CDS, welcoming its potential endorsement of EAD and requesting the CDS to explore potential modalities for ICA to embrace responsibility for its maintenance.

6. Adjournment. The meeting adjourned at 10:30 am, 6 October with an expression of appreciation to Herman Coppens and the Belgian State Archives for their generous hospitality. The next scheduled meeting of the

ICA/CDS will be held in Rio De Janeiro, Brazil, in November 2002.

APPENDIX A

PROPOSAL TO REVISE ISAAR STRUCTURE BASED ON EAC

Preface

- History of the standard
- Emerging standards for communication

Introduction

1. Scope of the standard
2. Related documents: ISAD(G) & related to standards
3. Glossary of Terms related to the standard
4. General section
 - 1.Reasons for standard: why it is important
 - 2.Explain standard: what is an authority file
 - 3.Structure
 - 4.Application of the standard

- General rules: essential elements
 - free text vs. structured elements
 - relationship of ISAAR and ISAD
 - relationship between ISAAR and communication formats

- Appendices: data model; mapping data elements from version 1 to version 2
- Full examples

Glossary

Add the term “*qualifier*.”

Rules

1. Identity Area

Purpose of the Area: to provide elements which identify uniquely the corporate body, the person, or the family in accordance with national and international standards, and to define a standardised access point.

- *1.1 Type of entity: (e.g. corporate body, person, family) (1.2)
- *1.2 Authorised form of name (1.3) [with date, place and other qualifiers as needed]
- 1.3 Parallel forms of name (1.4)
- 1.4 Non-preferred forms of name (1.5)
- 1.5 Authorised forms of name according to other rules (e.g. AACR2) (2.1.2, 2.2.2, 2.3.2)
- 1.6 Legal number(s) of the entity (2.1.1)

2. Description Area

Purpose of the Area: to describe the corporate body, person or family named in the Identity Area. This can consist of a free text biographical, corporate or family history and/or a structured text and/or links to other relevant sources. All elements should include date qualifiers.

- *2.1 Dates of existence
- 2.2 Chronological narrative
- 2.3 Geographical areas (includes jurisdiction) (2.1.3, 2.1.4, 2.2.3, 2.2.4, 2.3.3, 2.3.4)
- 2.4 Legal status (corporate bodies only) (2.1.5)
- 2.5 Mandate (with jurisdiction qualifier) (only for corporate bodies) (2.1.6)
- 2.6 Functions, occupations and activities (2.1.6, 2.2.6, 2.3.6)
- 2.7 Organisational structure (including family tree) (2.1.7, 2.3.7)
- 2.8 Social, cultural and historical context (e.g. gender, ethnicity, nationality, religion, politics)
- 2.9 Other significant information (2.1.9, 2.2.9, 2.3.9)

3. Relationships Area (1.6, 2.1.8, 2.2.8, 2.3.8)

Purpose of the Area: to record relationships with other corporate bodies, persons and /or families. All relationships should include date qualifiers.

3.1 For each association record the following information:

- General type of relationship
 - Hierarchical
 - Temporal
 - Part/whole
 - Associate
- Specific description of the relationship
 - e.g. spouse
- Entity name/ID/link
- Dates

4. Related archival materials and other resources Area

Purpose of the Area: to provide links to archival descriptions, bibliographical and other relevant resources. All links should provide date qualifiers.

- 4.1 Archival materials: for each related unit of description, record the following in free and/or structured text.
- Type of archival description/resource
 - Type of relationship, e.g. creator, author, subject, owner, controller
 - Name, ID, link to the unit of description

Dates

- 4.2 Other resources
 - Type of resource
 - Type of relationship
 - Name/ID, link
 - Dates

5. Control Area

Purpose of the Area: to document and record sources used to compile the authority record, its creator(s) and status.

- *5.1 International Record ID (identity code(s) of the authority record) (*1.1*)
(in countries like the UK where a single agency, HMC, will maintain a national name authority file, the ID will be a national one prefixed by 'GB', elsewhere archival institutions will identify themselves as the creator of authority records by their institutional ID.)
- 5.2 Institution ID/name or code of institution responsible for the creation of the record
- 5.3 Archivist's note (*3.1*)
- 5.4 Rules and/or Conventions (*3.2*)
- 5.5 Date of creation/revision (*3.3*)
- 5.6 Status of record (e.g., draft/finalised)
- 5.7 Version of record
- 5.8 Level of detail of record (e.g., minimal/full)
- 5.9 Language/script

N.B. The * symbol indicates essential elements of description. The corresponding element numbers from the first edition of ISAAR (CPF) are given in italics at the end of each element.

Time line for revision of standard:

Prepare a draft revision: 28 February
Review by ica-cds: 30 April
Comments incorporated by editorial committee producing a revised draft with areas of contention noted: 30 June
Review revision in Brazil November 2001
Mounted on web site December 2002
First approved revision open to public for 6 months: May 2003
Finalized version of the standard approved at Australia meeting: (September 2003)
Publication: 2004.