

**Report of the meeting of the International Council on Archives
Committee on Descriptive Standards (ICA/CDS)
Rio de Janeiro, Brazil, November 19-21, 2002**

The Committee met for three days in Rio de Janeiro, November 19-21, 2002, at the invitation of the National Archives of Brazil. The meeting was held in conjunction with the Second International Seminar of Archives in the Iberian Tradition, *Electronic Archival Documents: Management and Preservation*. The main task of the Committee was the continuation of the review of ISAAR (CPF) and the finalization of an exposure draft of the 2nd edition of that standard. The Committee's previous plenaries in Brussels in October 2001 and Madrid in June 2002 started the review process. In the light of comments received from the international archival community, the Committee had decided to substantially overhaul the standard. It was also decided at the Brussels meeting that, because of the considerable changes proposed in the new draft ISAAR (CPF), there would need to be another round of input from the international archival community. The Madrid draft was the starting point for the work that had to be done in Rio. Other business conducted included discussion about future action on the ICA/UNESCO Open Source Archival Resource Information System (OSARIS) project and preparation for the next plenary meeting in Canberra, Australia in October 2003.

Discussion on the draft ISAAR (CPF) 2nd edition

The Committee spent most of November 19 and 20 redrafting the ISAAR (CPF) document, giving particular attention to the two relationships areas in the draft.

In the **Relationships Area**, the Committee decided to expand the text for the purpose statement for the Area to incorporate guidance on describing complex hierarchies and administrative changes. It was also agreed to reorder the elements in the Area, making the Name/Identifier element the first element. Two of the categories of relationship (the Part/Whole and Provider/Client relationships) were dropped as separate categories and included as examples in the Associative category.

It was decided to rename the Related Archival Materials and Other Resources Area as **Linking Archival Authority Records to Archival Materials and Other Resources**. After extensive discussion it was agreed to remove this Area from the body of the Authority Record standard itself and create a separate Chapter (Chapter 6) for these data elements. The reason for this is that it was agreed that these elements serve as the bridge between archival authority records and ISAD(G)-compliant descriptions of archival materials. It was agreed that long lists of related archival materials and other resources are not logically part of the authority record. As with the Relationships Area it was agreed to reorder the elements in Chapter 6 to make the Identifier/Title of the related resource element the first element in the Chapter. It was also agreed that the diagram that illustrates the linking of archival authority records to ISAD(G) descriptions should be added to Chapter 6 as Figure 1, rather than included as a separate appendix to ISAAR (CPF).

The Committee discussed written comments from Lydia Reid of NARA suggesting that the ISAAR accommodate multiple **Authorized forms of name (element 5.1.2)** in the case of entities that change their name. While some Committee members were supportive of the suggestion, most of the Committee disagreed, preferring instead to await comments on the draft from the international professional community. As such, the change of name scenario should be accommodated through use of element 5.1.5 (Other forms of name).

It was agreed that both in-text and full examples would be included in the exposure draft of the new ISAAR (CPF), with the full examples appearing in Appendix B. Ultimately, the printed 2nd edition of ISAAR should include fewer full examples than was the case for the 2nd edition of ISAD(G), but a greater range of full examples should be provided in the Web edition of the new ISAAR. For the purposes of the exposure draft, only one full example from each Committee member is required. While in-text examples can be extracted from the full examples, members are welcome to provide additional in-text examples if they wish.

It was agreed that Committee members should endeavour to forward their examples to the Secretary by 15 December, so that the exposure draft of the new ISAAR including examples can be prepared for publication on the CDS website by 15 January. Comments on the draft will be invited from the international professional community, with a deadline of 15 July for the receipt of comments by the Committee Secretary.

Open Source Archival Resource Information System (OSARIS) project

Stefano Vitali reported on a meeting that was held in Paris on 7-8 October between representatives of CDS, CIT, UNESCO and ICA Headquarters. Stefano, Bruno Galland and Nils Brübach represented the CDS at this meeting. Stefano reported that \$US18,000 has been made available by UNESCO to fund phase 2 of the project. A team consisting of Peter Horsman (Netherlands) and Rob Mildren (Scotland) has been appointed to conduct the work for phase 2, with the assistance of 8 co-readers (Stefano, Bruno Galland, Nils Brübach, Adrian Cunningham, Vitor Fonseca, Marcel Caya, Eduardo Pedruelo and Evelyn Wareham). A work plan for phase 2 has been developed, with the completion date given as June 2003, after which there will be another meeting of stakeholders in Paris. The main work involved in phase 2 is the assessment of existing software against the agreed functional specifications and the preparation of a feasibility study.

Discussion by the Committee reaffirmed a strong preference that the software product should be both free and open source and that it should ideally be a multi-purpose archival management tool, not just a tool for encoding archival descriptions. Given the level of commitment that would be required to maintain and support such software, the Committee is of the view that the ICA does not have the resources to do this on its own and that the project requires ongoing cooperation between the ICA and UNESCO if it is to be viable. It was also agreed that EAD and EAC experts should be added to the list of co-readers.

The views of the Committee will be communicated to ICA Headquarters.

The relationships between ISAD, ISAAR, EAD and EAC

Michael Fox described the new version of EAD that has recently been released. Some of the changes were necessary for EAD to comply with the 2nd edition of ISAD(G). EAD continues to receive support from the Society of American Archivists, the Library of Congress, the Research Libraries Group and an international EAD Working Group.

Per-Gunnar Ottosson reported that there had been some progress on the Encoded Archival Context (EAD) DTD in recent months. The draft DTD is available on the University of Virginia website together with some examples. Per-Gunnar has also prepared a cross-walk between the draft new ISAAR and the draft EAC. EAC has been successfully tested in the context of the LEAF project in Europe. To take the EAC initiative forward a tag library is required. EAC will also need to catch up with the latest changes to the ISAAR draft. There was some discussion about who should be responsible for taking the EAC work forward. It was decided that Dick Sargent should liaise with Daniel Pitti about harmonizing EAC with the Rio draft of ISAAR and over the development of an EAC Tag Library.

Michael Fox circulated a draft report on the conceptual relationships between ISAD, ISAAR, EAD and EAC (reference: CDS Strategic Work Plan item 5). This draft will be revised for discussion and approval at the CDS meeting in Canberra in October 2003. Ultimately, the paper should be published on the CDS website and submitted to *Comma* for print publication by the ICA.

Policy and Procedures for the future maintenance of CDS standards

The Committee held some preliminary discussions on this matter, with a final position to be determined at the Canberra meeting. Stefano stated that he does not envisage a need for a fixed schedule of revisions for ISAD and ISAAR into the future. The CDS will, however, require a process for receiving and considering suggestions for modifications to the two standards.

It was foreshadowed that the CDS could in future develop a standard for describing functions. Michael Fox suggested that the CDS should develop a document outlining the functional requirements for archival description in a manner similar to the FRBD document published by IFLA.

It was agreed that the Secretary would draft a document for submission to the ICA for consideration at the Canberra meeting that would report on CDS activities during 2000-2004 and make recommendations for future work of the Committee including a process for managing rolling revisions to the Web versions of both ISAD (G) and ISAAR (CPF).

Preparations for the 2004 ICA Congress in Vienna

A report from Bruno Galland about his attendance at the CITRA meeting in Marseille was distributed together with a notice from Joan Van Albada about the 2004 Congress.

It was noted that proposals for sessions at the Congress need to be submitted by 1 February 2003. After some discussion it was agreed to prepare five session proposals on behalf of the Committee.

Agenda for Canberra meeting, October 2003

The agenda for the Canberra meeting will include:

- consideration of the comments on the exposure draft of the new ISAAR and finalization of the new ISAAR for publication;
- consideration and approval of Michael Fox's paper on the relationships between ISAD, ISAAR, EAD and EAC;
- Recommendations to the ICA on the future work of the CDS and the future maintenance processes for CDS standards.

The meeting closed on Thursday, November 21, 2002 with a heart felt thanks to the National Archives of Brazil for hosting the meeting, creating a most amenable and friendly environment and taking care of all the facilities and considerable logistics in providing the accommodation, meals and transportation.

Adrian Cunningham
Secretary