



November 2, 2015

LAUC Archives Task Force  
Librarians Association of the University of California

TO: Kate Tasker, Chair, LAUC Archives Task Force  
FR: Diane Mizrachi, LAUC President  
RE: 2015-16 Charge, LAUC Archives Task Force

I am pleased to appoint you 2015-16 Chair of the LAUC Archives Task Force for a term beginning immediately and ending September 30, 2016.

I am pleased to announce the formation and charges for the 2015-16 LAUC Archives Task Force for a term commencing November 2, 2015 and ending September 30, 2016.

### **Administrative Structure**

Please note that LAUC Committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once a committee's charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President.

### **Committee Background and Significance**

The purpose of the Statewide LAUC Archives Task Force is to review current policies and practices and propose recommendations that would improve upon the current state. Membership in this Task Force shall consist of a Chair, the current LAUC Archivist, and two additional members.

Statewide LAUC's theme for this year is to celebrate the professional achievements and activities of our members, and to make them more public to our constituents and others. Content is still being moved from the old website to our new and vastly improved site: <https://lauc.ucop.edu/>.

An important component of recording and preserving our work is through the LAUC Archive, whose physical documents are maintained at the Bancroft Library of UCB. Guidelines for archival policies were last reviewed and updated in 2009: <http://tinyurl.com/pa3nl4j> but it time to revisit them again and consider policies for the curation and presentation of both physical and digital documents.

### **Charges**

- Review the current state of the LAUC Archives including:
  - Scope – what is included in the statewide LAUC archives?
  - Policies – formal, written policies and common practices
  - Procedures – how are documents submitted, entered, and processed?

- Finding tools – usability, and efficiency
- Condition of print collections
- Condition of digital docs

Address the following questions:

- How should current policies & practices be revised to reflect digital and other developments?
- How should plan be implemented?
- Where should we publicize our policies? How do we ensure LAUC members know about them?
- How do we ensure policies are followed?

Timeline:

November 2, 2015 – Task Force appointed

Spring Assembly (March 21, 2016) – Task Force presents preliminary report for discussion

Post-assembly – Suggestions from members reviewed and considered

September 1, 2016 – Final report due

Reports should be submitted using the following format:

### **Reporting Guidelines**

SUBJECT LINE: [Committee Name] Report

BODY OF MESSAGE:

TO: LAUC President

FR: [Committee Name]

RE: [year (e.g., 2015-16)] Report Name (e.g., Final Report)]

Committee Charge:

Summary of Action Items:

Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

### **Committee Work and Meetings**

The Executive Board urges the committee to conduct its business through conference call(s), or using other technologies, such as email or chat. Please discuss options with the President.

### **Committee Expenses**

The current LAUC Travel and Reimbursement Policy and Procedures document is linked to the LAUC homepage. Different Divisions may handle transactions differently and Committee members should check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Thank you for your service to the LAUC membership. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about the Charge.

## **LAUC Archives Committee**

### **CHAIR: Kate Tasker, UCB**

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