Archives Committee Annual Report for 2019-2020

I. Function

The function of the Archives Committee is to determine the policies governing the control and use of the university archives.

The University Archives and Records Management houses approximately:

- 33,000 linear feet of paper materials
- 2.5 million photos
- 2,100 oral histories
- 4,500 films and videos
- 8,500 audio recordings, memorabilia campus publications, and other university records

Archives Staff:
Katie Nash (University Archivist), Cat Phan (Digital and Media Archivist), Troy Reeves (Oral History Program), and Sarah Grimm (University Records Officer). Archives has two vacancies. The reference desk is being staffed about 40 hours per week by iSchool graduate students and this is working out well.

II. Activities

The Committee meets once each semester. The committee met in November 2019, and in April 2020. The spring meeting was held virtually to discuss retiring the Archives Committee and integrating it into the Library Committee. Present at that meeting were: Junko Mori (chair), Jeri Barak-Cunningham, Tom Purnell, Daniel Einstein, Lisa Bratzke, David Pavelich, Jake Smith, Katie Nash, and Jane Richard. Also present was Heather Daniels (Secretary of the Faculty and Archives Committee emerita)

III. Current and Future Issues or Concerns

Like all other operations, the physical shut-down of campus and other effects due to the COVID-19 pandemic have been the foremost concern. Behind-the-scenes projects has kept everyone busy, including students. However, the public facing responsibilities, like reference, are harder to meet because there’s no access to the physical collections.

The Archives was an independent department for many years and it made sense to establish its own committee. However, when the Archives was put under the umbrella of the General Library System, having separate shared governance committees for the archives and the libraries has not been efficient in addressing common operations.

The recent arrival of the new leaders in the General Library System and in University Archives presented a perfect opportunity for the committee to re-examine the existing structure, which has not been touched for quite some time. After examining pros and cons of different options, the committee arrived at the conclusion that it is best to retire the Archives committee and move its advisory functions to be merged into those the Universities Library Committee (ULC). The
proposed committee structure will parallel to that of the administrative structure. And ULC has a better shared governance structure that includes academic staff, university staff, and students.

The ULC is of the longest-standing committees in the university, and as the shared governance body charged with advising on the overall information services mission of UW-Madison, the ULC is the appropriate place for these functions. The membership and functions of the ULC will be adapted accordingly.

The Archives Committee met virtually on April 27, 2020 and approved this plan.

V. Summary/Recommendation

To implement this integration plan, several things must be done through the University Library Committee and the University Committee and the Faculty Senate; the list below should not be considered complete:

To do- University Libraries Committee

- Update functions of ULC in Faculty Policies & Procedures 6.46
- Include term “archives/archival” where appropriate
- Change membership of ULC to include University Archivist

To do- University Committee/Faculty Senate

- Remove Archives Committee from Faculty Policies & Procedures 6.24
- Remove archives policy from Faculty Legislation II-500
- Consider proposals related to the University Library Committee in Faculty Polices & Procedures 6.46

VI. University Archives Committee Membership, 2019-2020

Faculty [term ends]
Junko Mori, Asian Languages & Cultures (chair) [2020]
Tom Purnell, English [2021]
Jeri Barak-Cunningham [2022]

Academic Staff [term ends]
Daniel Einstein, Facilities Planning & Management [2021]

Ex officio
Jake Smith, Secretary of the Academic Staff
Carole Kolb, Provost’s Designee
Katie Nash, University Archivist
Jane Richard, Secretary of the Faculty’s designee

Named Members
[vacant] Wisconsin Historical Society/State Archivist
Lisa Bratzke, University Library Committee liaison
David Pavelich, General Library System Director's designee
Appendix

Faculty Policies and Procedures 6.24. ARCHIVES COMMITTEE

A. MEMBERSHIP. The Archives Committee consists of the following members:
   1. Three faculty members appointed for three-year terms.
   2. One academic staff member.
   3. Chair of the University Libraries Committee.
   4. Vice Provost for Libraries
   5. Director of the State Historical Society.
   6. University archivist, ex officio nonvoting.
   7. Secretary of the faculty, ex officio nonvoting.
   8. Provost, ex officio nonvoting.
   9. Secretary of the academic staff, ex officio nonvoting

B. FUNCTIONS. Determines the policies governing the control and use of the university archives.