To: RDA Steering Committee

From: Renate Behrens, RSC Chair

Subject: Archives Working Group

At the July 2024 RSC Meeting, the RSC discussed the formation of an Archives Working Group

1   Background

Since its inception, RDA has been intended to be a standard that can be applied widely within the GLAM (Galleries, Libraries, Archives, and Museums) sector. Now that the 3R Project has concluded, and with expressions of interest from some groups within the archival community, the RSC feels that the time is right to explore the issues involved in applying RDA to archival materials

2   Membership

[To be established through a call for participants and direct invitations to identified experts]

James Hennelly, ALA Digital Reference *ex officio*
Szabolcs Dancs, Translations Team Liaison Officer *ex officio*

3   Terms of Reference

The Working Group operates within RSC/Operations/3, the general terms of reference for RSC Working Groups. As a task-and-finish group, the Working Group has a two-year term, 2025-2026.

4   Tasks

1. Research the following questions:

   - Are there institutions that are currently using RDA to document archival materials? Are there institutions that are using retrieval systems that search metadata prepared using RDA for library materials and another standard for archival materials? What are the challenges facing these institutions?

- Does, or can, RDA provide sufficient instructions and tools to archivists seeking to describe archival collections that are organised according to the principle of *respect des fonds*?
- Does, or can, RDA provide sufficient instructions or tools for archivists to record the custodial history of documents according to archival traditions?
- Is there a possibility for establishing an alignment between RDA and Records in Context (RIC), the standard currently under development by the International Council on Archives Experts Group on Archival Description?
- Are there standards bodies with which it would be useful for the RSC to establish (a) protocol(s)?

2. Prepare a Discussion Paper for the RSC. Guidelines for Discussion Papers are set out in RSC/Operations/5/2024.

3. Provide brief progress reports to the RDA Board and the RSC for each meeting. The RSC Secretary will prompt the Working Group Chair before each RSC meeting.

4. Provide an interim report to the RSC in December 2025. The RSC Secretary will prompt the Working Group Chair for this.

5. Provide a final report to the RDA Board and the RSC in December 2026. The RSC Secretary will prompt the Working Group Chair for this.

5   Reference sources

RSC/Papers/2024/1 – *The Collections Model in RDA*, prepared by Damian Iseminger, Technical Team Liaison Officer, to provide a summary overview for the benefit of this working group and others interested in this topic. Also available in ALAIR.