Canadian Archival Accession Information Standard (CAAIS) Survey

Dear colleagues,

We are pleased to announce the release of the consultation draft of the Canadian Archival Accession Information Standard (CAAIS). CAAIS identifies a set of core elements that archival repositories can use to create consistent and reliable accession records to document the physical and legal transfer of archival materials from their creators and donors to archival institutions. The standard aims to capture information relating to key points in the accession process, making explicit the nature of acquired archival material, its source or provenance, and events related to how that material is handled within an institution.

CAAIS was drafted by the National Archival Accession Standard Working Group, an ad hoc committee of the Canadian Council of Archives (CCA). The consultation draft is being circulated for comment and feedback. While a list of the elements is available in both French and English, the full draft is currently available only in English. The Working Group will finalize the draft in light of feedback received and edition 1.0 will be made available simultaneously in both French and English.

Feedback. Please send comments and feedback by **December 31, 2017**. Comments in any form are welcome. The Working Group has prepared an online survey to accompany the consultation draft and encourages the archival community to submit feedback through this mechanism. This will enable the Working Group to more easily quantify and analyze feedback results.

The survey is available at: https://www.surveymonkey.com/r/CAAIS. The survey will close on December 31, 2017. For feedback outside of the survey, please email comments to the CCA at cca@archivescanada.ca.

Documents for review.
Links to the documents listed below are available on the first page of the survey.
- Canadian Archival Accession Information Standard (CAAIS): the consultation draft; English only.
- Appendix A: Summary of Element and Sub-Element Obligations / Annexe A: Sommaire des obligations d'éléments et de sous-éléments: appendix from the standard, giving a list of all elements; English and French.
- Accession Record Entity Relationship Diagram: visual overview of CAAIS elements and their relationships; English only.

Timeframe. The consultation period is set to close December 31, 2017. The Working Group will analyze comments and report back to the community by April 1st, 2018. Over the course of the fall and winter, the Working Group will prepare a discussion paper, highlighting a number of the more difficult issues and outlining implementation guidelines for particular elements. The next steps will depend on the nature of the feedback received. If only minor revisions to the consultation draft are required, the Working Group should be able to finalize the document, arrange for translation, and release v1.0 by the end of June 2018. However, if the feedback points to a need for extensive reworking, this timeline may have to be pushed back. Ideally, the discussion paper / implementation guidelines will accompany the release of version 1.0.

The Working Group extends our thanks to the CCA and its Secretariat for their logistical support and assistance throughout the drafting process. We would also like to thank InterPARES for their generous support that allowed the Working Group to hold two face-to-face meetings in Vancouver in 2016.

Raymond Frogner
Chair, National Archival Accession Standard Working Group
raymond.frogner@umanitoba.ca

Christina Nichols
Canadian Council of Archives
cnichols@archivescanada.ca