



Ad Hoc Committee on the Monetary Appraisal of Electronic Records

Terms of Reference

Mandate

NAAB provides monetary appraisal services for donations of archival records to Canadian cultural institutions. Institutions acquire diverse types of materials for archival preservation and access. These include traditional paper-based records and analogue materials but also increasingly incorporate digitized and born-digital records in various media. The professional literature on monetary appraisal of electronic records is sparse, and the Canadian Archival System has struggled to cope with the lack of policies and procedures. The monetary appraisal of born-digital archives, in particular, is surrounded by uncertainty. This hinders institutions' ability to advise potential donors or evaluate the monetary value of potential donations and to this extent acts as a brake on acquisition. The development of guidelines will support and enhance institutions' capacity to acquire and better assess the electronic records their donors create and wish to transfer for preservation and access.

The Ad Hoc Committee will begin to tackle this problem by researching and developing a framework of guidelines and best practices for monetary appraisal of digital archival records.

Membership

The Committee shall have a maximum of seven voting members.

Committee membership shall be by appointment only, by the NAAB Board of Directors upon consideration of the expertise and knowledge needed to fulfill the Committee mandate.

Non-member observers may also be appointed, at the discretion of the Chair. Non-member observers will not have decision-making powers within the Committee.

Term

The Committee will begin its work in January 2019, for a period of two years.

Governance

The Committee shall be chaired by a professional archivist selected by NAAB's Board

of Directors. The Chair shall preside for the term of the Committee, unless otherwise determined by the NAAB Board of Directors, at its sole discretion.

A current NAAB Board member will be nominated as a Board Representative to the Committee. The Board Representative shall serve as a full voting member of the Committee. In addition to participating in the work of the Committee, the Board Representative will liaise and communicate between the NAAB Board of Directors and Committee.

Deliverables

The Committee will develop a framework, consisting of guidelines and best practices, related to the archival monetary appraisal of electronic records.

Administration

Working Language

The Working Group will function primarily in English; however, as resources permit, all official communication and deliverables will be translated and made available in both French and English.

Decision-making

The Committee will strive towards consensus. In such case as consensus cannot be reached, decisions will be made using a simple majority of at least fifty percent plus one vote.

Resources, Budget and Administration

The Committee shall meet by any electronic means that meets their needs. NAAB shall provide access to a teleconference line, as needed for Committee work. Video conferencing and email communication are encouraged.

The Committee is required to keep Minutes of meetings and forward a copy to the Secretariat for record keeping. The Minutes should record the date, attendees, decisions and next steps from each meeting. Upon request by the Committee Chair, a secretariat staff person may be assigned to assist with preparation of Minutes.

When communicating via email, the Committee is encouraged to copy the Executive Director or other secretariat resources, as determined from time to time by the Board of Directors.