

### 13. REPORT OF THE COMMISSION FOR DOCUMENTATION AND CATALOGUING

Mr Klaue reported on the work done by the Commission in Brussels, under the following items :

- 1) completion of "maximum data" form for feature film catalogues  
"maximum data" for newsreel cataloguing
- 2) consideration of "minimum data" for animated and puppet films
- 3) standard classification schemes for non-fiction films
- 4) storage and cataloguing of stills
- 5) discussion of machinery for co-ordination of indexing
- 6) standardization of abbreviations of periodicals
- 7) suggestions of periodicals which should be put on microfilm
- 8) consideration of recommended "genres" for cataloguing.

The Commission also studied two draft forms prepared by Mr Klaue, the first for the exchange of filmographic information between archives, the second one being a questionnaire on related materials.

The difficulties met by the Commission in accomplishing valuable work and in reaching efficient results were due, in the opinion of both Miss Davies and Mr Klaue, to the fact that FIAF had never foreseen agreements concerning the organization and the work of commissions and that, in the case of this commission no specific tasks were set by the Executive Committee.

The Secretary General read two reports (annexed to these minutes), one by Miss Davies and the other by Mr Klaue, giving their opinion on the subject. Mr Ledoux objected that the work was not well prepared in any case, but Mr Lindgren thought that the biggest mistake had been to put documentation and cataloguing together. Mr Van Dyke and Mr Pogacic preferred to split this commission into two parts, one for Documentation, the other for Cataloguing. It was then agreed to dissolve the Commission and reorganize two new ones, each containing at least one member of the Executive Committee.

On the basis of the reports of Miss Davies and Mr Klaue, the following points were then outlined by the Executive Committee, as regulations to be observed for all FIAF's Commissions :

1. The Chairman of each Commission would be elected by the Executive Committee and would propose the members of this Commission to the Executive Committee.
2. A Vice-Chairman would be also elected by the Commission, to replace the Chairman if needed.
3. The Chairman would be responsible for the work of the Committee, for calling for the Committee's meetings, etc.
4. As far as possible, the Executive Secretary would take the notes and make the minutes of the meetings, under the responsibility of the Chairman.
5. The Chairman of the Commission might propose a new member to the Executive Committee.
6. The Commission should consist of a limited number of specialist workers. There should be a stated maximum of SEVEN members, chosen for their experience rather than as representatives of a particular archive.
7. The Commission should be given definite terms of reference, in writing by the FIAF Executive and instructed to produce a report within a stated line.
8. The Commission should meet in private but should be empowered to call for evidence or reports from non-members.
9. The Commission meetings should preferably be held outside the framework of FIAF General and Executive meetings, leaving any Commission members who are also at the Executive free to attend.
10. All votes for commissions to be taken by simple majority.

In any case, it was agreed that the present Commission would decide who will report in New York, considering Miss Brenda Davies as Chairman of the Commission for Documentation and Mr Klaus as Chairman of the Commission for Cataloguing.

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The Executive Committee meeting was officially adjourned at 5.30 p.m. on March 4th 1969.