

ANEXO B

NORMA ISAD (G)



International Council on Archives

ISAD(G): General International Standard Archival Description

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MEMBERS

PREFACE

INTRODUCTION

0. GLOSSARY OF TERMS ASSOCIATED WITH THE GENERAL RULES

1. MULTILEVEL DESCRIPTION

□ 1.1 INTRODUCTION

2. MULTILEVEL DESCRIPTION RULES

□ 2.1 DESCRIPTION FROM THE GENERAL TO THE SPECIFIC

2.2 INFORMATION RELEVANT TO THE LEVEL OF DESCRIPTION

2.3 LINKING OF DESCRIPTIONS

2.4 NON-REPETITION OF INFORMATION

3. ELEMENTS OF DESCRIPTION

□ 3.1 IDENTITY STATEMENT AREA

□ 3.1.1 Reference code(s)

3.1.2 Title

3.1.3 Dates of creation of the material in the unit of description

3.1.4 Level of description

3.1.5 Extent of the unit of description (quantity, bulk, or size)

3.2 CONTEXT AREA

□ 3.2.1 Name of creator

3.2.2 Administrative / Biographical history

3.2.3 Dates of accumulation of the unit of description

3.2.4 Custodial history

3.2.5 Immediate source of acquisition

3.3 CONTENT AND STRUCTURE AREA

□ 3.3.1 Scope and content / Abstract

3.3.2 Appraisal, destruction and scheduling information

3.3.3 Accruals

3.3.4 System of arrangement

3.4 CONDITIONS OF ACCESS AND USE AREA

□ 3.4.1 Legal status

3.4.2 Access conditions

3.4.3 Copyright / Conditions governing reproduction

3.4.4 Language of material

3.4.5 Physical characteristics

3.4.6 Finding aids

3.5 APPLIED MATERIALS AREA

□ 3.5.1 Location of originals

3.5.2 Existence of copies

3.5.3 Related units of description

3.5.4 Associated material

3.5.5 Publication note

3.6 NOTE AREA

□ 3.6.1 Note

APPENDIX

[TOC] [To top]

where it was discussed in an open session. The Commission met again in Stockholm in January 1993 to examine and revise the document in response to the comments received from the world wide review and the open session in Montreal. The current document is the result of that process.

6. A 5 year revision cycle is proposed for this document and this will be recommended to the ICA when the document is presented for publication.
7. The ICA Ad Hoc Commission on Descriptive Standards acknowledges and thanks Unesco for its financial support for this project. It also thanks the National Archives of Canada for its support of the Secretariat and the institutions that have hosted the Commission during the development of this document, the National Archives and the Ministry of Culture of Spain and the National Archives of Sweden.

[\[TOC\]](#) [\[To top\]](#)

INTRODUCTION

1. This set of general rules for archival description is part of a process that will
 - o a. ensure the creation of consistent, appropriate, and self explanatory descriptions;
 - o b. facilitate the retrieval and exchange of information about archival material;
 - o c. enable the sharing of authority data; and
 - o d. make possible the integration of descriptions from different repositories into a unified information system.
2. As **general** rules, these are intended to be broadly applicable to descriptions of archives regardless of the nature or extent of the unit of description. The rules guide the formulation of information in each of twenty-six (26) elements that may be combined to constitute the description of an archival entity.
3. Each rule consists of:
 - o a. the name of the element of description governed by the rule;
 - o b. a statement of the purpose of incorporating the element in a description;
 - o c. a statement of the general rule (or rules) applicable to the element; and
 - o d. where applicable, examples illustrating implementation of the rule(s).
4. The organization of the rules reflects a preferred structure for any given description incorporating elements governed by the rules. Within this structure the elements are grouped in six information areas:
 1. Identity Statement Area
(where essential information is conveyed to identify the unit of description)
 2. Context Area
(where information is conveyed about the origin and custody of the unit of description)
 3. Content and Structure Area
(where information is conveyed about the subject matter and arrangement of the unit of description)
 4. Condition of Access and Use Area
(where information is conveyed about the availability of the unit of description)
 5. Allied Materials Area
(where information is conveyed about materials having an important relationship to the unit of description)
 6. Note Area
(where specialized information and information that cannot be accommodated in any of the other areas may be conveyed).
5. All 26 elements covered by these general rules are available for use, but only a subset need be used in any given description. A very few elements are considered essential for international exchange of descriptive information:
 - o a. reference code;
 - o b. title;
 - o c. date(s) of creation or date(s) of accumulation of the material in the unit of description;

- d. extent of the unit of description; and
- e. level of description.

If the name of the creator is not included in the title, then the element of description that contains that name is also essential for international exchange.

6. The extent to which a given archival description will incorporate more than the essential elements of information will vary depending on the nature of the unit of description and the requirements of the information system (manual or automated) of which it is a part. Some systems may include descriptions of the constituent parts of the fonds (e.g., series, items) as well as the fonds itself. To assure the efficiency and clarity of such systems, preparation of the multilevel descriptions within them should be guided by the rules concerning their linkage and informational content. Multilevel rules designed to accomplish this have been incorporated in these general rules.
7. The areas of description covered by these general rules are those thought to have the widest applicability in an international archival context. This is only the beginning of a standardization effort. Further specific rules should be formulated to guide the description of special categories of material (such as cartographic materials, motion pictures, electronic files, or charters, notarial deeds, property titles).
8. Access points are based upon the elements of description. The value of access points is enhanced through authority control. Because of the importance of access points for retrieval, international guidelines should be developed for formulating them. The Ad Hoc Commission on Descriptive Standards is developing a standard description for authority records. Vocabularies and conventions to be used with access points should be developed nationally, or separately for each language. The following ISO standards are useful when developing and maintaining controlled vocabularies: *ISO 5963 Documentation - Methods for examining documents, determining their subject, and selecting indexing terms* and *ISO 2788 Documentation - Guidelines for the establishment and development of monolingual thesauri*.
9. In citing a published source in any element of description, follow the latest version of *ISO 690 Documentation - Bibliographic references - Content, form and structure*.

[\[TOC\]](#) [\[To top\]](#)

GLOSSARY OF TERMS ASSOCIATED WITH THE GENERAL RULES

0.1 The following glossary with terms and their definitions forms an integral part of these rules of description. The definitions are to be understood as having been formulated specifically for the purposes of this document.

Access

The ability to make use of material from a fonds, usually subject to rules and conditions.

Access point

A name, keyword, index term, etc. by which a description may be searched, identified and retrieved.

Appraisal

The process of determining the archival value of a set of records.

Archival description

The creation of an accurate representation of a unit of description and its component parts, if any, by the process of capturing, collating, analyzing, and organizing any information that serves to identify archival material and explain the context and records systems which produced it.

Arrangement

The intellectual operations involved in the analysis and organization of archival material.

Authority control

The control of standardized forms of terms including names (personal, corporate or geographic) used as access points.

Corporate body

An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity.

Creator

See Provenance.

Date of accumulation

The period over which the material within, or forming part of, the unit of description has been accumulated by the creator.

Date of creation

- File** The actual date at which the archival material in a unit of description was created.
- File** An organized unit of documents grouped together either for current use by the creator or in the process of archival arrangement, because they relate to the same subject, activity, or transaction. A file is usually the basic unit within a record series.
- Finding aid** The broadest term to cover any description or means of reference made or received by an archives service in the course of establishing administrative or intellectual control over archival material.
- Fonds** The whole of the documents, regardless of form or medium, organically created and/or accumulated and used by a particular person, family, or corporate body in the course of that creator's activities and functions.
- Form** The type or kind of material comprising a unit of description, e.g., letters, minute books.
- Formal title** A title which appears prominently on or in the archival material being described.
- Item** The smallest intellectually indivisible archival unit, e.g., a letter, memorandum, report, photograph, sound recording.
- Level of description** The position of the unit of description in the hierarchy of the fonds.
- Location** The repository, or address of a private owner, at which the archival material is held.
- Provenance** The organization or individual that created, accumulated and/or maintained and used documents in the conduct of personal or corporate activity.
- Series** Documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt, or use. A series is also known as a records series.
- Sub-fonds** A subdivision of a fonds containing a body of related documents corresponding to administrative subdivisions in the originating agency or organization or, when that is not possible, to geographical, chronological, functional, or similar groupings of the material itself. When the creating body has a complex hierarchical structure, each subgroup has as many subordinate subgroups as are necessary to reflect the levels of the hierarchical structure of the primary subordinate administrative unit.
- Supplied title** A title supplied by the archivist for a unit of description which has no formal title.
- Title** A word, phrase, character, or group of characters that names a unit of description.
- Unit of description** A document or set of documents in any physical form, treated as an entity, and as such, forming the basis of a single description.

[\[TOC\]](#) [\[To top\]](#)

1. MULTILEVEL DESCRIPTION

1.1 INTRODUCTION If the fonds as a whole is being described, it should be represented in one description, using the elements of description as outlined below in section 3 of this document. If description of the parts is required, they may be described separately also using the appropriate elements from section 3. The sum total of all descriptions thus obtained, linked in a hierarchy, as outlined in the model in the Appendix, represents the fonds and those parts for which descriptions were made. For the purposes of these rules, this technique of description is called **multilevel description**. Four fundamental rules apply when establishing a hierarchy of descriptions. They are set out in rules 2.1 to 2.4.

[\[TOC\]](#) [\[To top\]](#)

2. MULTILEVEL DESCRIPTION RULES

2.1 DESCRIPTION FROM THE GENERAL TO THE SPECIFIC

PURPOSE:

To represent the context and the hierarchical structure of the fonds and its parts.

RULE:

At the fonds level give information for the fonds as a whole. At the next and subsequent levels give information for the parts being described. Present the resulting descriptions in a hierarchical part-to-whole relationship proceeding from the broadest (fonds) to the more specific.

2.2 INFORMATION RELEVANT TO THE LEVEL OF DESCRIPTION

□ PURPOSE:

To represent accurately the context and content of the unit of description.

RULE:

Provide only such information as is appropriate to the level being described. For example, do not provide detailed file content information if the unit of description is a fonds; do not provide an administrative history for an entire department if the creator of a unit of description is a division or a branch.

2.3 LINKING OF DESCRIPTIONS

□ PURPOSE:

To make explicit the position of the unit of description in the hierarchy.

RULE:

Link each description to its next higher unit of description, if applicable, and identify the level of description. (See 3.1.4.)

2.4 NON-REPETITION OF INFORMATION

□ PURPOSE:

To avoid redundancy of information in hierarchically related archival descriptions.

RULE:

At the highest appropriate level, give information that is common to the component parts. Do not repeat information at a lower level of description that has already been given at a higher level.

[\[TOC\]](#) [\[To top\]](#)

3. ELEMENTS OF DESCRIPTION

3.1 IDENTITY STATEMENT AREA

3.1.1 Reference code(s)

□ PURPOSE:

To identify the repository and to provide a link between the archival material and the description that represents it.

RULE:

Record the country code in accordance with the latest version of *ISO 3166 Codes for the representation of names of countries*, followed by the repository code in accordance with the national repository code standard followed by a local repository specific reference code, control number, or other unique identifier.

Examples:

CA NAC ANC-C2358
 US LC 72-064568
 MY P/AMM Z4
 MY MS ANM P/PESU.H.C.O 410/1915
 FR AD 53/234 J

3.1.2 Title

□ PURPOSE:

To name the unit of description.

RULES:

When the unit of description bears a formal title, transcribe it exactly as to wording, order and spelling but not necessarily as to punctuation and capitalization.

Examples:

Account of occurrences at Peace River 1832
 Hue and cry and Police Gazette 1828-1842
 Shipments of rubber for Italy and France
 Société ardoisière de l'Anjou. Exploitation de Renazé (Mayenne)
 Fonds Perret
 Fonds Hennebique

If appropriate, abridge a long formal title, but only if this can be done without loss of essential information.

Alternatively, compose a concise title. At the fonds level, include the name of the creator. At lower levels include, for example, the name of the creator and a term indicating the form of the material comprising the unit of description and, where appropriate, a phrase reflecting function, activity, subject, location, or theme.

Distinguish between formal and supplied titles according to national or language conventions.

Examples:

Minute books of the Women's Christian Temperance Movement
 Letters of Presbyterian missionaries serving in Manitoba
 Videotapes of Ronald Reagan's campaign speeches
 Records of the Coast and Geodetic Survey
(Fonds level title)

□ Records of the Office of the Superintendent
(Sub-fonds level title)

□ Letters sent
 Letters received
 Drafts of Annual Reports to the Congress
(Series level titles)

□ Draft of the First Report
(File level title)

Papers of the Rockefeller Family
(Fonds level title)

□ Papers of John D. Rockefeller, Sr.
(Sub-fonds level title)

□ Correspondence relating to business affairs
 Correspondence relating to philanthropic activity
 Personal correspondence
(Series level titles)

□ Letters to J. Pierpont Morgan
 Letter to Theodore Roosevelt
(Item level titles)

3.1.3 Dates of creation of the material in the unit of description

□ PURPOSE:

To identify and record the date(s) of creation of the material in the unit of description.

RULES:

Give the dates of creation of the material in the unit of description as a single date or a range of dates as appropriate. A range of dates should always be inclusive unless the unit of description is a record-keeping system (or part thereof) in active use.

Examples:

1900-1919

(The New York State Joint Legislative Commission to investigate seditious activities operated and accumulated records from 1917 to 1919. The actual dates of the records within the series, however, are 1900-1919, reflecting the creation of the original documents collected as evidence in the commission's investigations) (Compare approach in 3.2.3)

23 Mar 1927

circa 1930

1858

before 1850

1907-1949

1907-

21.2.1915 - 21.12.1915

Optionally, also record

(a) the predominant dates or significant gaps. Never enter predominant dates without inclusive dates.

□ **Examples:**

1703-1908 (predominant 1780-1835)

1923-1945 (lacking 1933 to 1935)

(b) date(s) for records in custody.

□ **Examples: Contents:** 1703-1908 **Contents in custody:** 1703-1868
 (predominant 1708-1835)

Contents: 1907- **Contents in custody:** 1907-1958 (predominant 1930-)
 (predominant 1930-1958)

3.1.4 Level of description

□ PURPOSE:

To identify the level of arrangement of the unit of description.

RULE:

Record the level of this unit of description.

Examples:

Fonds

Series

Sub-series

File

Item