

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

|| PURPOSE:

To identify and record

- a. the physical extent and
- b. the type of material of the unit of description.

RULES:

Record the extent of the unit of description by giving the number of physical units in arabic numerals and the specific unit designation appropriate for the broad class of material to which the unit of description belongs.

Examples:

2 film rolls
128 photographs
19 folders
25 volumes
20 enclosures
20 m (548 articles)

Alternatively, give the linear shelf space or cubic storage space of the unit of description.

Examples:

300 boxes (30 m)

If the statement of extent for a unit of description is given in linear terms and additional information is desirable, add the additional information in parentheses.

Examples:

4 m (ca. 10 200 items)

Optionally, where the unit of description is a record-keeping system (or part thereof) in active use, show

- || the known extent at a given date; and/or
- the extent in custody.

Examples:

128 photographs (at 6 Feb. 1990) **In custody:** 58 photographs

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3.2 CONTEXT AREA

3.2.1 Name of creator

|| PURPOSE:

To identify the creator (or creators) of the unit of description.

RULE:

Name the organization (or organizations) or the individual (or individuals) responsible for the creation of the unit of description provided this information does not appear in the title.

3.2.2 Administrative / Biographical history

|| PURPOSE:

To provide an administrative history of, or biographical details on, the creator (or creators) of the unit of description to place the material in context and make it better understood.

RULES:

Record concisely any significant information on the origin, progress, development and work of the organization (or organizations) or on the life and work of the individual (or individuals) responsible for the creation of the unit of description. If additional information is available in a published source, cite the source.

For persons or families record information such as full names and titles, dates of birth and death, place of birth, successive places of domicile, activities, occupation or offices, original and any other names, significant accomplishments, and place of death.

Examples:

Louis Hémon was a French writer born at Brest, France in 1880. He died in Canada at Chapleau (Ont.) in 1913. He studied law at La Sorbonne in Paris. He spent eight years in England before going to Canada in 1911, where he lived in Montréal and on a farm at Péribonka (Lac Saint-Jean). In his short career, he wrote several books and articles. Hémon is famous for: *Maria Chapdelaine : récit du Canada français*, published for the first time in 1916

For corporate bodies record information such as the official name, the dates of existence, enabling legislation, functions, purpose and development of the body, its administrative hierarchy, and earlier, variant or successive names.

Examples:

The Freedmen's Bureau was established in the War Department 3 Mar. 1865, to supervise all activities relating to refugees and freedmen and to assume custody of all abandoned or confiscated lands or property. Abolished 10 June 1872, and remaining functions transferred to the Freedmen's Branch, Office of Adjutant General and after 1879, to the Colored Division of the Office of Adjutant General

The Kingston Steam Trawling Company was incorporated in 1891. Hellyer Bros acquired a majority shareholding in 19[?] and the company was absorbed into Associated Fisheries when Hellyer Bros merged with that company in 1961. It ceased trading in 1965 and was dissolved in 1972.

La société ardoisière de l'Anjou a été constituée le 16 juillet 1894 par quatre actionnaires dans le but d'acquérir et d'exploiter plusieurs carrières en Maine-et-Loire (Trelazé et Noyant-la-Gravoyère) et dans la Mayenne. L'acquisition des ardoisières de Renazé s'est étalée sur quatre ans: propriétaire de la carrière d'Ensuzières et actionnaire majoritaire de la Société de Laubinière (1894); propriétaire des ardoisières de la Touche et du Fresne (1895); propriétaire de Laubinière (1897). Victime de la concurrence espagnole vers 1960, la société ardoisière de l'Anjou a fermé son dernier puits à Renazé le 31 décembre 1975.

3.2.3 Dates of accumulation of the unit of description

|| PURPOSE:

To supply date(s) of accumulation of the unit of description (e.g., series, file) by its creator.

RULE:

Give the date(s) of accumulation of the unit of description by the creator (or creators) as a single date or a range of dates. The date or dates recorded here refer to the record keeping actions of the creator (or creators) and may not antedate the date of establishment of the creating corporate body (or earliest creating corporate body) or the date of birth of the creating individual (or earliest creating individual). These dates may differ from the dates recorded at **3.1.3 Dates of creation of the material in the unit of description** in cases where the unit of description resulted from an activity involving accumulation of documents created prior to filing by the creator (or earliest creator), such as documents accumulated from a variety of sources during an investigation or legal action.

Examples:

1917-1919

(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.)

(See also approach in 3.1.3)

21.2.1915 - 21.12.1915

3.2.4 Custodial history

|| PURPOSE:

To provide information on changes of ownership and custody of the unit of description that is significant for its authenticity, integrity and interpretation.

RULES:

Record the successive transfers of ownership and/or custody of the unit of description, along with the dates thereof, insofar as they can be ascertained. If the custodial history is unknown, record that information.

Optionally, when the unit of description is acquired directly from the creator, do not record a custodial history but rather, record this information as the **Immediate source of acquisition**.

(See 3.2.5)

Examples:

The Ocean Falls Corporation records remained in the custody of Pacific Mills Ltd., and its successor companies, until the mill and townsite were taken over by the British Columbia provincial government in 1973. In 1976 the records were transferred to the Ocean Falls Public Library, which began the rearrangement of the records in their current form...

Originally collected by George Madison and arranged by his nephew, John Ferris, after Madison's death. Purchased by Henry Kapper in 1878 who added to the collection with materials purchased at auctions in Philadelphia and Paris, 1878-1893

Records inherited by Houghton Urban District Council in 1937 and later deposited at Durham Record Office. Transferred to Tyne and Wear Archives Service on 28 July 1976

Le fonds de l'exploitation de Renazé comprend, probablement depuis les années 1895-1897, deux fonds d'entreprises absorbées: ceux de la société ardoisière de Laubinière et de l'ardoisière de la Touche, établissement Bourdais et Cie

3.2.5 Immediate source of acquisition

|| PURPOSE:

To record circumstances of the immediate source of acquisition.

RULE:

Record the donor or source from which the unit of description was acquired and the date and/or method of acquisition if any or all of this information is not confidential. If the source or donor is unknown, record that information. *Optionally*, add accession numbers or codes.

Examples:

Transferred from Department of Geography, 16 June 1977

Donated by the sisters of Peter Neve Cotton, Mrs Mary Small of Saltspring Island and Mrs Patricia Jarvis of Bellevue, Washington, March 1983
 Purchased at Sotheby's auction, 29 Mar 1977
 The orderly books were transferred from Pension Office, 1909; the letter books were transferred from the State Department, 1915
 Received from: Euroc AB, Malmö. Date of acquisition: 1978-10-27
 Transferred from the Selangor Secretariat, Sultan Abdul Samad Building, Kuala Lumpur, 1967
 Don de la Société ardoisière de l'Anjou (exploitation de Renazé) aux Archives départementales de la Mayenne, 1969

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3.3 CONTENT AND STRUCTURE AREA

3.3.1 Scope and content / Abstract

|| PURPOSE:

To identify the subject matter and the form of the unit of description to enable users to judge its potential relevance.

RULE:

Give a brief summary of the subject content (including time period) of the unit of description. Include information on form as appropriate for the particular level of description. Do not repeat here information already given elsewhere in the description.

Examples:

General policy files and registers of the Ministry of Health and the Ministry of Housing and Local Government relating to extinguishment of tithe rent charges. The files contain information about grants to local authorities, rates and rate refunds, and evidence submitted to the Royal Commission on Tithe Rent-charge in 1934. The registers contain records of payments of grants to various authorities from 1938 to 1955 under the Tithe Act 1936 < l'exploitation de bord? ?journal véritable d'un s?agit puisqu'il exceptionnelle source une constitue (1910-1930) l'entreprise marche la à relatifs l'ingénieur hebdomadaires rendus comptes les par constituée série longue d'exemple, titre a etc. secours, société d'achat, économique groupement au mines, dans sécurité grèves, aux papiers des plans, correspondance, comptables, pièces divers, très documents contient il département. du industrielle et sociale, l'histoire fois tout d'intéresser susceptible est mayenne en unique fonds ce consignee the and exporter, destination, quantity, item, of sailing, date nationality, vessel, name includes this exports. rubber regarding states malay for office commissioner?s high to secretary f.m.s. between correspondence contains file france. italy shipments relating->

3.3.2 Appraisal, destruction and scheduling information

|| PURPOSE:

To provide information on any appraisal, destruction and scheduling action taken.

RULES:

Record any appraisal actions taken on the unit of description if that action affects the interpretation of the material.

Where appropriate, record the authority by which the action has been taken.

Examples:

Files of every tenth year have been retained

All files are kept permanently under the National Archives of Malaysia ruling: "Permanent retention of records dated before 31.12.1948"

Très peu d'éliminations ont été effectuées au cours du classement de ce fonds : seuls les brouillon informes ou illisibles, les formulaires vierges ou en exemplaires multiples en ont fait l'objet. Globalement, ces éliminations n'ont pas dépassé la valeur d'une liasse

3.3.3 Accruals

|| PURPOSE:

To inform the user of possible changes in the extent of the unit of description.

RULE:

Indicate if future accruals, additional transfers or deposits are expected. Where appropriate, give an estimate of their quantity and frequency. Examples:

Records from the Office of the Ceremonials Assistant are transferred to the archives five years following the academic year to which the records relate. On average, 40 cm of records are transferred to the archives annually on Aug. 1

Accruals are expected

3.3.4 System of arrangement

|| PURPOSE:

To provide information on the arrangement of the unit of description.

RULE:

Give information on the arrangement of the unit of description. Specify the principal characteristics of the internal structure, the order of the material and, if appropriate, how these have been treated by the archivist.

To provide information about any important physical characteristics that affects use of the unit of description.

RULE:

Indicate any important physical details and/or the permanent physical condition of the material that limits use of the unit of description.

Examples:

Images faded
Legible under ultraviolet light only

3.4.6 Finding aids

PURPOSE:

To identify any finding aids to the unit of description.

RULE:

Give information about any finding aids that the repository or records creator may have that provide information relating to the contents of the unit of description. If appropriate, include information on where to obtain a copy.

Examples:

Box list
Detailed finding aid available; file level control
Finding aid: Records of Parks Canada (RG84) / Gabrielle Blais. (General inventory series / Federal Archives Division). Ottawa : Public Archives of Canada, 1985
Geographical index
Correspondence index to 1880
Descriptive Lists, High Commissioner's Office Records
Répertoire numérique du fonds 234 J. Société ardoisière de l'Anjou. Exploitation de Renazé / Isabelle LAS. (Archives du pays bleu / Archives départementales de la Mayenne). Laval : Archives départementales de la Mayenne, 1922. Comprend notamment un glossaire des termes techniques de l'industrie ardoisière

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3.5 ALLIED MATERIALS AREA

3.5.1 Location of originals

PURPOSE:

To identify the repository, corporate body or individual which holds the originals if the unit of description is a reproduction.

RULE:

If the unit of description is a reproduction, and another repository, corporate body or individual holds the originals, record their name if the information is not confidential. Give also any identifying numbers and other information that may help in locating the original material. If the originals are known to be no longer extant, give that information.

Examples:

Original in National Archives of Canada, C2358
Originals destroyed after microfilming, 1981
Originals retained by the Society of Friends, Newcastle upon Tyne (access by permission from the Secretary)
Originals in Headquarters, National Archives of Malaysia

3.5.2 Existence of copies

PURPOSE:

To indicate the existence and availability of copies of the unit of description.

RULE:

If the unit of description is available (either in the institution or elsewhere) in another format, record the formats, together with any significant control numbers and the location where they may be consulted.

Examples:

Diaries and correspondence also available on microfilm
Films also available on videocassette

3.5.3 Related units of description

PURPOSE:

To identify related units of description in the same repository.

RULE:

If the unit of description consists of material that has a direct and significant connection to another unit of description, indicate the relationship. Use appropriate introductory wording. If the related unit of description is a finding aid, use the **Finding aids** element of description (3.4.6) to make the reference to it.

Examples:

These include many stray medieval accounts similar to material in E101 and SC6
For further documents concerning the Queen's Jointure see LR5

Related series: In-letters from the Office of the General Manager
 Files related to trades, rubber exports, etc., e.g., Export of rubber - S of S 116/15; Export of rubber to Italy and France - H.C.O. 288/15; Shipment of rubber approved by Rubber Export Committee - S of S 388/15; Agriculture Bulletin - Misc. 390/15; Exportation of rubber to Canada - S of S 402/15; Rubber shipment: 7 ton from Harrison and Crossfield to Alcan & Co., Paris, in June - S of S 938/15; Shipment of rubber to New York per SS Indrawadi on 6.9.1915 -H.C.O. 1981/15

Sources complémentaires mentionnées dans l'instrument de recherche imprimé

3.5.4 Associated material

[] PURPOSE:

To indicate the existence in other repositories of material associated by provenance to the unit of description.

RULE:

If material in another repository has a relationship by provenance to the unit of description, provide information about the associated material and the repository.

Examples:

Ernest Buckler fonds held by the Public Archives of Nova Scotia

Files relating to trades, customs and excise, rubber exports, estimates, annual reports, etc. at the National Archives of Malaysia Branch Offices

Sources complémentaires mentionnées dans l'instrument de recherche imprimé

3.5.5 Publication note

[] PURPOSE:

To identify any publications that are based on the use, study, or analysis of the unit of description.

RULE:

Record a citation to, and/or information about, a publication that is based on the use, study, or analysis of the unit of description.

Examples:

Folios 23-24 published in *Chronicon Petriburgense* ed. T Stapleton (1849), pp. 176-182

Bibliographie dans l'instrument de recherche

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3.6 NOTE AREA

3.6.1 Note

[] PURPOSE:

To provide specialized information and information that cannot be accommodated in any of the other areas.

RULE:

Record specialized or other important information not accommodated by any of the defined elements of description.

1 Some of the information in this area, i.e., the name of the creator(s) and the administrative/biographical history may, in certain applications, be accommodated in linked authority files. See [1.8](#).

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