

ANEXO XI: REVISÃO DA NORMA ISAD(G) 1998

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INTERNATIONAL COUNCIL ON ARCHIVES
COMMITTEE ON DESCRIPTIVE STANDARDS
(ICA/CDS)

SECRETARIAT

ANNOUNCEMENT

I. ISAD(G) Review

A major item on the agenda of the first plenary meeting of the ICA/CDS, held in Florence, Italy, November 10-12, was the planning and scheduling of the review of **ISAD(G): General International Standard Archival Description**, in accordance with its stated review cycle objective of 5 years. ISAD(G) was published in 1994. **This announcement is the call for that review so that a new and revised edition may be ready by 1999.**

All "A" and "B" members of ICA (National Archives or equivalent institutions and Professional Associations of Archivists, respectively) are hereby invited to send their comments to the Secretariat of the Committee at the address mentioned at the end of this announcement. (A letter with similar content as in this announcement has also been sent to all "A" and "B" members.)

THE DEADLINE FOR COMMENTS HAS BEEN SET FOR 15 SEPTEMBER 1998. DUE TO TIGHT TIME LINES IN THE SCHEDULE FOR REVIEW, THIS DEADLINE WILL BE STRICTLY ADHERED TO. ANY COMMENTS RECEIVED BY THE SECRETARIAT OF THE ICA/CDS LATER THAN THIS DATE WILL BE KEPT ON FILE FOR THE NEXT REVIEW, 5 YEARS AFTER THE PUBLICATION OF THE REVISED EDITION.

The following criteria and clarifications should be kept in mind when sending comments:

- Developing a standard is a fundamentally different process than maintaining or revising a standard. Once a standard has been published, promulgated, widely accepted and, in many cases implemented, such as is the case with ISAD(G), there is a vested interest in stability of the standard. The ICA/CDS, in its review process, is unwilling to take up suggestions of major or significant changes that alter the standard in a manner that takes it away from the principles and fundamental concepts that now underpin it. For example, additions and changes to wording of existing text are acceptable as are additional elements of description. Additional and different examples would be most welcome. Therefore, the review process is not a review of the fundamental principles, concepts and structures on which ISAD(G) rests and was built, rather, it is a re-examination of ISAD(G)'s clarity of language, illustrations and whether it needs expansion by addition of further elements.
- The ICA/CDS is well aware of the weakness of the link(s) between the ISAD(G) and the ISAAR(CPF) which is the result of their developmental sequence. The Committee will examine this carefully to see if the links may be strengthened. One of the options that has been suggested is to integrate the two standards.
- At its meeting in Florence, the ICA/CDS has decided, as part of the review process, to solicit input from special media groups in ICA for elements of description currently not in ISAD(G), needed to describe these media so that the ISAD may be used to describe any medium. This

File	The actual date at which the archival material in a unit of description was created.
	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.

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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.

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2. MULTILEVEL DESCRIPTION RULES

2.1 DESCRIPTION FROM THE GENERAL TO THE SPECIFIC

PURPOSE:

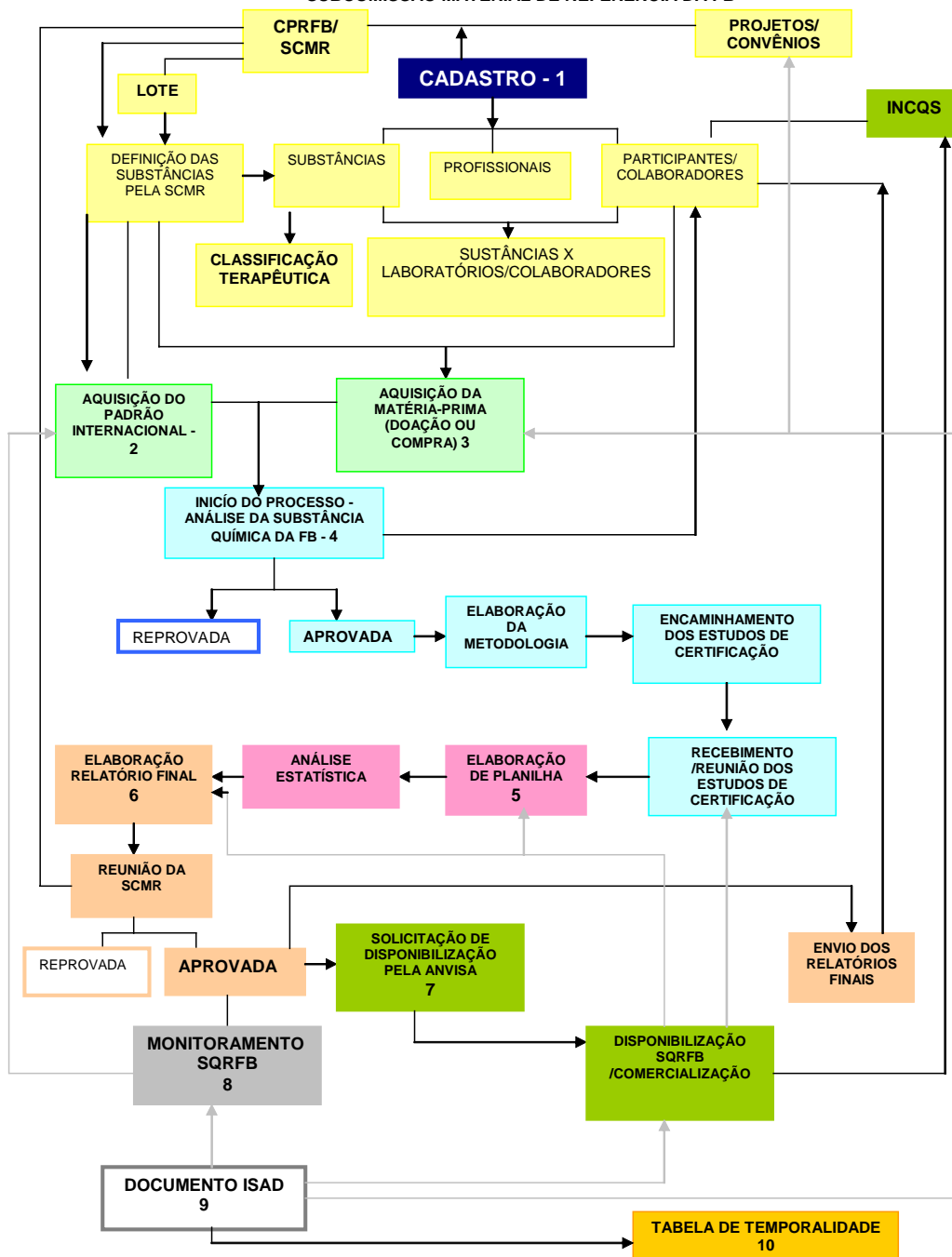
To represent the context and the hierarchical structure of the fonds and its parts.

RULE:

ANEXO C

**FLUXO DO PROCESSO PARA CONTROLE
DAS SQRFB**

**PROCESSO PARA DISPONIBILIZAÇÃO DAS SQRFB
SUBCOMISSÃO MATERIAL DE REFERÊNCIA DA FB**



ANEXO E

BANCO DE DADOS DO PROCESSO PARA CONTROLE DAS SQRFB

Banco de Dados SQRFB

