

**CYNGOR RHYNGWLADOL ARCHIFAU
INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES**

ICA

SAFONAU

**ISAD(G):
Safon Ryngwladol Gyffredinol ar gyfer Disgrifio Archifol**

Ail Argraffiad

**Mabwysiadwyd gan y Pwyllgor ar Safonau Disgrifio
Stockholm, Sweden, 19-22 Medi 1999**

Ottawa 2000

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CYFLWYNIAD

- C1.** Daeth Comisiwn *Ad Hoc* ar Safonau Disgrifio yr ICA (ICA/DDS), a ddatblygodd ISAD(G), yn bwyllgor sefydlog yn y Gyngres Ryngwladol ar Archifau a gynhaliwyd yn Beijing, Tsieina, ym 1996. Ymgymrodd y Pwyllgor Safonau Disgrifio (ICA/CDS) presennol â'r adolygiad o ISAD(G) (Ottawa, 1994) fel ei brif ddyletswydd yn ei raglen ar gyfer y pedair blynedd 1996-2000.
- C2.** Hwn yw'r ail argraffiad o'r ISAD(G), ac mae'n deillio o broses adolygu a ddisgrifiwyd yn y rhagair i argraffiad 1994, pan ragwelwyd cylch adolygu bob pum mlynedd. Ddechrau 1998, gwahoddwyd y gymuned archifol ryngwladol i gyflwyno sylwadau ar gyfer yr adolygiad. Anfonwyd llythyrau at bob aelod sefydliadol a phob cymdeithas a oedd yn aelod o'r ICA, ac at unedau trefniadol perthnasol o fewn yr ICA. Anfonwyd y gwahoddiad hefyd at aelodau'r we-restr ac fe'i gosodwyd ar Wefan yr ICA. Cyhoeddwyd mai 15 Medi 1998 fyddai'r dyddiad olaf i dderbyn sylwadau, gyda'r nod o gychwyn ar y gwaith o adolygu yn ail gyfarfod cyflawn y pwyllgor.
- C3.** Erbyn diwedd Medi 1998, roedd Ysgrifenyddiaeth yr ICA/CDS wedi derbyn sylwadau oddi wrth tua 33 o bwyllgorau cenedlaethol, sefydliadau ac unigolion o 25 o wledydd. Cymhwyswyd y sylwadau mewn compendium o 101 o dudalennau. Defnyddiwyd y "Compendium of Comments ISAD(G) Review", a anfonwyd at holl aelodau'r Pwyllgor ymlaen llaw, fel dogfen waith 2il Gyfarfod Cyflawn yr ICA/CDS.
- C.4** Cynhaliwyd 2il Gyfarfod Cyflawn yr ICA/CDS yn Yr Hâg, 19-22 Hydref 1998 pan gynhyrchwyd drafft cyntaf yr ISAD(G) adolygedig ar sail y sylwadau a oedd wedi eu derbyn. Dosbarthwyd y drafft hwn ymysg yr aelodau ac fe'i newidiwyd ymhellach trwy ohebu. Gorffennwyd y drafft yn ystod 3ydd Cyfarfod Cyflawn y Pwyllgor yn Stockholm, Sweden ac fe'i cyflwynwyd i'wr gyhoeddi ddechrau 2000 ar gyfer y XIVeg Cyngres Ryngwladol ar Archifau yn Seville, Sbaen ym mis Medi 2000.

Dyma aelodau'r Pwyllgor Sefydlog Safonau Disgrifio a ymgwymerodd â'r adolygiad ac a wasanaethodd ar y Pwyllgor yn ystod ei dymor o 1996-2000. (Dangosir enwau yr aelodau hynny a oedd yn aelodau o'r ICA/DDS mewn ffont italig):

<i>Victoria Arias</i> (Sbaen)	1996-1998
Elisa Carolina de Santos Canalejo (Sbaen)	1998-
Adrian Cunningham (Awstralia)	1998-
<i>Jan Dablin</i> (Sweden)	1996-
Vitor Manoel Marques da Fonseca (Brasil)	1996-
Michael Fox (USA)	1996-
<i>Ana Franqueira</i> (Portiwgal)	1996-
Bruno Galland (Ffrainc)	1996-
Kent Haworth (Canada)	1996-
Ma Jinghua (Tsieina)	1996-
<i>Christine Nougaret</i> , (Ffrainc) Cadeirydd	1996-
Dagmar Parer (Awstralia)	1996-1998
Lydia Reid (UDA)	1999-
<i>Hugo Stibbe</i> (Canada) Cyfarwyddwr ac Ysgrifennydd y Prosiect	1996-
Stefano Vitali (Yr Eidal)	1996-
Debra Wall (UDA)	1996-1998

Mynychodd y canlynol un neu fwy o'r cyfarfodydd cyflawn hefyd:

Asunción de Navascués Benlloch (Sbaen)

Eeva Murtomaa (Y Ffindir) **Cysylltiad ag IFLA**

Per-Gunnar Ottosson (Sweden)

Mae Pwyllgor yr ICA ar Safonau Disgrifio (ICA/CDS) yn cydnabod yn ddiolchgar nawdd oddi wrth y sefydliadau canlynol ar gyfer ei gyfarfodydd llawn a chyfarfodydd yr is-bwyllgorau:

Archives de France (Paris) (dwywaith)

Archivio di Stato di Firenze (Fflorens, Yr Eidal)

Arquivos Nacionais/Torre do Tombo (Lisboa, Portiwgal)

Landsarkivet (Stockholm, Sweden) (dwywaith)

Rijksarchiefdienst (Yr Hâg, Yr Iseldiroedd)

The National Archives of Canada (Ottawa, Canada) a roddodd nawdd ar ffurf yr Ysgrifenyddiaeth ar gyfer gwaith safonau disgrifio yr ICA am ail gyfnod o bedair blynedd.

Heb eu cyfraniadau sylweddol, yn ariannol ac o ran cyfleusterau a threfniadaeth wrth drefnu'r cyfarfodydd, ni fyddai'r safon hon wedi cael ei chynhyrchu.

RHAGYMDRODD:

- Rh.1** Yn y safon hon ceir canllawiau cyffredinol ar gyfer paratoi disgrifiadau archifol. Dylid ei defnyddio ochr yn ochr â safonau cenedlaethol sydd yn bodoli eisoes neu fel sail ar gyfer datblygu safonau cenedlaethol.
- Rh.2** Pwrpas disgrifio archifol yw adnabod ac esbonio cyd-destun a chynnwys deunydd archifol er mwyn ei wneud yn fwy hygyrch. Gwneir hyn trwy greu cynrychioliadau cywir ac addas a'u trefnu yn unol â modelau rhagosodedig. Gall prosesau sy'n ymwneud â disgrifio ddechrau pan fo dogfennau'n cael eu creu, neu cyn hynny, a pharhau trwy gydol oes y cofnodion. [Nodyn y cyfieithydd: rhoddir ystyr y gair Saesneg *records* – yn hytrach na *minutes* - i'r gair 'cofnodion' yn y ddogfen hon.] Mae'r prosesau hyn yn ei gwneud yn bosibl i sefydlu'r rheolaeth ddeallusol sy'n ofynnol er mwyn i gofnodion disgrifiadol dibynadwy, dilys, ystyrlon a hygyrch barhau i ddatblygu wrth i amser fynd yn ei flaen.
- Rh.3** Cofnodir elfennau penodol o wybodaeth am ddeunyddiau archifol wrth iddynt gyrraedd pob cam yn eu rheolaeth (e.e. creu, cloriannu, derbynodi, cadwraeth, trefnu) os am gadw'r deunydd yn ddiogel a'i reoli ar y naill law, a'i ryddhau ar yr adeg gywir i bawb sydd â'r hawl i'w archwilio ar y llall. Mae disgrifio archifol, yn ystyr ehangaf y gair, yn cynnwys pob elfen o wybodaeth, waeth pa bryd, yng nghwrs y broses reolaeth, y caiff ei hadnabod neu ei sefydlu. Mae'r wybodaeth am ddeunydd yn parhau'n ddeinamig yn ystod pob cam o'r broses, a gellir ei newid yng ngoleuni gwybodaeth bellach am y cynnwys neu am gyd-destun ei greu. Gall systemau gwybodaeth ar gyfrifiadur fod yn arbennig o ddefnyddiol wrth gyfuno neu ddethol elfennau o wybodaeth yn ôl y gofyn, a'u diweddarau neu eu cywiro. Er mai disgrifio archifol wedi'r penderfyniad i gadw deunydd yn barhaol yw ffocws y rheolau hyn, gellir eu defnyddio ar gyfer camau cynharach yn y broses.
- Rh.4** Mae'r safon hon yn cynnwys rheolau cyffredinol, ar gyfer disgrifio archifol, y gellir eu defnyddio beth bynnag fo ffurf neu gyfrwng y deunydd archifol. Nid yw'r rheolau a gynhwysir yn y safon hon yn cynnig arweiniad ar ddisgrifio deunyddiau arbennig megis selau, recordiadau sain a mapiau. Mae llawlyfrau sy'n datgan rheolau ar gyferdisgrifio deunyddiau o'r fath yn bod eisoes. Dylid defnyddio'r safon hon ochr yn ochr â'r llawlyfrau hyn er mwyn hwyluso'r gwaith o ddisgrifio deunyddiau arbennig yn briodol.
- Rh.5** Mae'r gyfres hon o reolau cyffredinol ar gyfer disgrifio archifol yn rhan o broses a fydd yn
- a. sicrhau bod disgrifiadau cyson, priodol a hunanesboniadol yn cael eu creu;
 - b. ei gwneud yn bosibl i adennill a chyfnewid gwybodaeth am ddeunydd archifol;
 - c. ei gwneud yn bosibl i rannu data awdurdodaeth; ac yn
 - ch. ei gwneud yn bosibl i gyfuno disgrifiadau sy'n deillio o leoliadau gwahanol a'u gwneud yn system wybodaeth unedig.

- Rh.6** Mae'r rheolau'n cyflawni'r dibenion hyn trwy adnabod a diffinio chwech ar hugain (26) o elfennau y gellid eu cyfuno i ffurfio disgrifiad o endid archifol. Dylid ffurfio strwythur a chynnwys yr wybodaeth ym mhob un o'r elfennau hyn yn unol â rheolau cenedlaethol perthnasol. Bwriedir i'r rheolau hyn, fel rheolau *cyffredinol*, fod yn gyffredinol berthnasol ar gyfer disgrifiadau o archifau beth bynnag fo natur neu faint yr uned ddisgrifio. Serch hynny, nid yw'r safon yn diffinio fformatau allbynnu na'r dulliau o gyflwyno'r elfennau hyn, er enghraifft mewn stocrestrau, catalogau, rhestrau ayb.
- Rh.7** Mae safonau disgrifio archifol yn seiliedig ar egwyddorion damcaniaethol cydnabyddiedig. Er enghraifft, mae'r egwyddor o ddisgrifio archifol o'r cyffredinol i'r penodol yn deillio'n ymarferol o'r egwyddor *respect des fonds*.¹ Rhaid nodi'r egwyddor hon os am adeiladu cyfundrefn ddisgrifio archifol y gellir ei gweithredu'n gyffredinol ac nad yw'n ddibynol ar gymhorthion chwilio unrhyw archifdy penodol, boed rai papur neu rai awtomeiddiedig.
- Rh.8** Ceir model hierarchaidd o lefelau trefnu ar gyfer y *fonds* a'i gydrannau yn Atodiad A-1. Mae yna lefelau disgrifio, gyda gwahanol raddau o fanylder, ynghlwm â phob lefel drefnu. Er enghraifft, gellir disgrifio *fonds* fel undod mewn disgrifiad unigol neu ei gynrychioli fel undod ac o ran ei gydrannau ar lefelau disgrifio gwahanol. Lefel ehangaf disgrifio yw'r *fonds*; lefelau dilynol yw'r cydrannau, ac yn aml nid ydynt yn ystyrllon wrth eu darllen yng nghyd-destun disgrifiad y *fonds* cyfan. Felly, mae modd cael disgrifiad ar lefel *fonds*, disgrifiad ar lefel cyfres, disgrifiad ar lefel ffeil a/neu ddisgrifiad ar lefel eitem. Gellir disgwyl lefelau rhyngol, megis lefel is-*fonds* neu is-gyfres. Gellir isrannu'r lefelau hyn i gyd ymhellach yn unol â chymhlethdod strwythur a/neu ddyletswyddau'r corff a greodd y deunydd archifol a threfniant y deunydd. Yn Atodiad A-2 gwelir bod y model yn dangos y berthynas gymhleth rhwng crëwr/crewyr a'r unedau disgrifio, beth bynnag fo eu lefel, fel y'u nodir yn y blychau sy'n cynrychioli cofnodion awdurdodaeth yn unol ag ISAAR(CPF), a dengys hefyd y cysylltiad rhyngddynt a'r blychau sy'n cynrychioli unedau disgrifio'r *fonds* a'i gydrannau. Mae Atodiad B yn dangos enghreifftiau llawn o ddisgrifiadau archifol a rhai o'u cydrannau.
- Rh.9** Mae pob rheol yn cynnwys:
- a. enw'r elfen o ddisgrifiad a ddaw o fewn y rheol;
 - b. datganiad o ddiben cynnwys yr elfen mewn disgrifiad;
 - c. datganiad o'r rheol gyffredinol/rheolau cyffredinol sy'n berthnasol i'r elfen; a,
 - ch. lle bo'n addas, enghreifftiau'n dangos gweithrediad y rheol(au).
- Rh.10** Rhifir paragraffau at ddiben cyfeirio atynt yn unig. Ni ddylid defnyddio'r rhifau hyn i ddynodi elfennau disgrifio.

¹ Cymerir yn ganiataol y gellir defnyddio'r rheolau a ddefnyddir i ddisgrifio *fonds* a'i rannau i ddisgrifio casgliad hefyd.

Rh.11 Trefnir y rheolau yn ôl saith maes o wybodaeth ddisgrifiadol:

1. Maes Datganiad o Hunaniaeth
(lle cyflwynir gwybodaeth hanfodol er mwyn adnabod yr uned a ddisgrifir)
2. Maes Cyd-destun
(lle cyflwynir gwybodaeth am darddiad a gwarchodaeth yr uned a ddisgrifir)
3. Maes Cynnwys a Strwythur
(lle cyflwynir gwybodaeth am gynnwys pynciol a threfniant yr uned a ddisgrifir)
4. Maes Amodau Mynediad a Defnydd
(lle cyflwynir gwybodaeth am argaeledd yr uned a ddisgrifir)
5. Maes Deunyddiau Cysylltiedig
(lle cyflwynir gwybodaeth am ddeunyddiau sydd â pherthynas bwysig â'r uned a ddisgrifir)
6. Maes Nodiadau
(lle cyflwynir gwybodaeth arbenigol a gwybodaeth na ellir ei chynnwys mewn maes arall)
7. Maes Rheoli Disgrifiadau
(lle cyflwynir gwybodaeth ar sut a phryd y lluniwyd y disgrifiad archifol, a chan bwy).

Rh.12 Mae pob un o'r 26 elfen y cyfeiria'r rheolau hyn atynt ar gael i'w defnyddio, ond nid oes angen defnyddio ond is-set mewn disgrifiad o unrhyw fath. Ystyrir mai dim ond ychydig iawn o elfennau sydd yn angenrheidiol ar gyfer cyfnewid gwybodaeth ddisgrifiadol yn rhyngwladol:

- a. cod cyfeirio;
- b. teitl;
- c. crëwr;
- ch. dyddiad(au);
- d. maint yr uned a ddisgrifir; a
- dd. lefel ddisgrifio.

Trwy gydol testun ISAD(G) esbonio, ac nid diffinio, yw pwrpas yr enghreifftiau. Maent yn taflu goleuni ar ddarpariaethau'r rheolau y maent yn gysylltiedig â hwy, yn hytrach nag yn ymestyn y darpariaethau hynny. Peidier ag ystyried mai cyfarwyddiadau yw'r enghreifftiau na'r ffurf y'u cyflwynir hwy ynddi. Er mwyn egluro'r cyd-destun, dilynnir pob enghraifft gan nodyn i ddangos y lefel ddisgrifio sy'n berthynol iddo (mewn ffont italig ac mewn cromfachau). Ar y llinell nesaf, eto mewn ffont italig, ceir enw'r sefydliad sy'n gofalu am y deunydd sy'n destun i'r enghraifft a/neu sydd wedi darparu'r enghraifft. Gall nodyn/nodiadau esboniadol pellach ddilyn, eto mewn ffont italig, wedi ei ragflaenu gan y gair **Nodyn**. Ni ddylid cymysgu rhwng nodyn i ddangos y lefel ddisgrifio, ffynhonnell yr enghraifft, ac unrhyw nodiadau, a'r enghraifft ei hun.

Rh.13 Gall unrhyw ddisgrifiad archifol gynnwys mwy na'r elfennau angenrheidiol o wybodaeth ac fe amrywia hynny yn ôl natur yr uned a ddisgrifir.

Rh.14 Mae pwyntiau mynediad yn cael eu seilio ar yr elfennau o ddisgrifiad. Cynyddir gwerth pwyntiau mynediad trwy reolaeth awdurdodaethol. Oherwydd pwysigrwydd pwyntiau mynediad ar gyfer adalw, datblygwyd safon ar wahân, *Safon Ryngwladol Cofnodion Awdurdodaeth Archifol ar gyfer Corfforaethau Corfforedig, Unigolion a Theuluoedd: ISAAR(CPF)*. Yn ISAAR(CPF) ceir rheolau cyffredinol ar gyfer sefydlu cofnodion awdurdodaeth archifol sy'n disgrifiol'r cyrff corfforaethol, unigolion a theuluoedd y gellid eu nodi fel crewyr mewn disgrifiadau o ddogfennau archifol. (Gweler Atodiad A-2 am ddarluniad sgematig o'r berthynas rhwng cofnodion disgrifiadol a rhai awdurdodaethol). Dylid datblygu geirfaeod a chonfensiynau i'w defnyddio ar y cyd â phwyntiau mynediad eraill naill ai'n genedlaethol neu ar wahân ar gyfer pob iaith. Mae'r safonau ISO canlynol yn ddefnyddiol wrth ddatblygu a chynnal geirfaeod rheoledig: ISO 5963 *Documentation - Methods for examining documents, determining their subject, and selecting indexing terms*, ISO 2788 *Documentation - Guidelines for the establishment and development of monolingual thesauri* ac ISO 999 *Information and documentation - Guidelines for the content, organization and presentation of indexes*.

Rh.15 Wrth ddyfynnu ffynhonnell gyhoeddedig mewn unrhyw elfen o ddisgrifiol, dylid dilyn fersiwn ddiweddaraf ISO 690 *Documentation - Bibliographic references - Content, form and structure*.

0. RHESTR O DERMAU A DDEFNYDDIR YN Y RHEOLAU CYFFREDINOL

0.1 Mae'r eirfa ganlynol gyda thermau a'u diffiniadau'n rhan annatod o'r rheolau disgrifio hyn. Dylid edrych ar y diffiniadau fel rhai sydd wedi eu creu'n benodol at ddibenion y ddogfen hon. Ychwanegir y geiriau cyfatebol yn Ffrangeg a Saesneg mewn cromfachau ar ôl pob diffiniad, yn null fersiwn Ffrangeg ISAD[G].

Awdur. Yr unigolyn neu gorfforaeth gorfforedig sy'n gyfrifol am gynnwys deallusol dogfen. Ni ddylid cymysgu rhwng awdur cofnodion a chrëwr cofnodion. (Auteur/Author)

Casgliad. Crynhoad artiffisial o ddogfennau y daethpwyd â hwy at ei gilydd ar sail nodwedd gyffredin heb ystyried tarddiad y dogfennau hynny. Ni ddylid cymysgu rhwng casgliad a *fonds* archifol. (Collection/Collection)

Cofnod. Gwybodaeth wedi ei chofnodi mewn unrhyw ffurf neu gyfrwng, wedi ei chreu neu ei derbyn a'i chynnal gan gorff neu unigolyn wrth drafod busnes neu wrth gynnal ei weithgareddau. (Document d'archives / Record)

Corfforaeth gorfforedig. Corff neu grŵp o unigolion a adnabyddir wrth enw penodol ac sydd yn gweithredu, neu'n cael gweithredu, fel endid. (Personne morale / Corporate body)

Crëwr. Y gorfforaeth gorfforedig, teulu neu unigolyn a greodd, a grynodd a/neu a gynhaliai gofnodion wrth weithredu'n bersonol neu'n gorfforaethol. Ni ddylid cymysgu rhwng crëwr a chasglwr. (Producteur d'archives / Creator)

Croniad. Derbyniad sy'n ychwanegol at uned ddisgrifio sydd eisoes dan ofal archifdy. (Accroissement / Accrual)

Cyfes. Dogfennau sydd wedi eu trefnu yn unol â system ffeilio neu wedi eu cynnal fel uned gan eu bod yn tarddu o'r un drefn gronni neu ffeilio, neu o'r un gweithgaredd; neu sydd â ffurf arbennig; neu oherwydd rhyw berthynas arall sy'n deillio o'r creu, y derbyn neu'r defnydd. Gelwir cyfes yn *record series* weithiau yn Saesneg. (Série organique/Series)

Cyfrwng. Y deunydd ffisegol, cynhwysydd, a/neu gludydd y cofnodir gwybodaeth arno neu ynddo (hy, tabled glai, papyrws, papur, memrwn, ffilm, tâp magnetig). (Support/Medium)

Cymhorthyn chwilio. Y term changaf ar gyfer disgrifiad neu gyfrwng cyfeirio o unrhyw fath a wneir gan wasanaeth archifau wrth sefydlu rheolaeth weinyddol neu ddeallusol dros ddeunydd archifol. (Instrument de recherche/Finding aid)

Disgrifio archifol. Creu cynrychioliad cywir o uned ddisgrifio a'i chydannau, os oes rhai, trwy gywain, dadansoddi, trefnu a chofnodi gwybodaeth sy'n adnabod, rheoli, lleoli ac esbonio deunyddiau archifol a'r cyd-destun a'r gweithdrefnau cofnodion

a'i cynhyrchodd. Mae'r term **Disgrifiad archifol** yn disgrifiol cynnyrch y broses.
(Description archivistique / Archival description)

Dogfen. Gwybodaeth gofnodedig beth bynnag fo'r cyfrwng a'r nodweddion. (*Gweler hefyd* Cofnod). (Document/Document)

Eitem. Yr uned archifol leiaf, na ellir ei rhannu'n ddeallusol, ee, llythyr, memorandwm, adroddiad, ffotograff, recordiad sain. (Pièce/Item)

Fonds. Yr holl gofnodion, beth bynnag fo'u ffurf a'u cyfrwng, a grëwyd yn organig a/neu wedi eu cronni a'u defnyddio gan unigolyn, teulu neu gorfforaeth gorfforedig neilltuol yng nghwrs gweithgareddau a swyddogaethau'r crëwr.
[**Nodyn y Cyfieithydd:** mae diffiniad *fonds* yn perthyn yn agos i'r hen gysyniad o grŵp/grŵp archifol ond mae peth gwahaniaeth yn yr ystyr. Er mwyn eglurder, felly, defnyddir y gair Ffrangeg, gan dderbyn ei genedl (hy, y *fonds* hwn, dau *fonds*) a'r lluosog *fonds* o'r Ffrangeg] (Fonds/Fonds)

Ffeil. Uned o ddogfennau a drefnwyd ac a dynnwyd at ei gilydd naill ai ar gyfer defnydd cyfredol gan y crëwr neu'n rhan o broses drefnu archifol, gan eu bod yn ymwneud â'r un pwnc, gweithgaredd neu drafodyn. Ffeil fel arfer yw'r uned sylfaenol mewn cyfres o gofnodion. (Dossier/File)

Gwarchodaeth. Y cyfrifoldeb am ofalu am ddogfennau ar sail meddiant ffisegol. Nid yw gwarchodaeth bob amser yn cynnwys perchnogaeth gyfreithiol na'r hawl i reoli mynediad at gofnodion. (Conservation/Custody)

Cloriannu. Y broses o benderfynu ar y cyfnod y dylid cadw cofnodion.
(Evaluation/Appraisal)

Is-fonds. Israniad o *fonds* yn cynnwys corff o gofnodion sy'n berthnasol i'w gilydd yn adlewyrchu israniadau gweinyddol yr asiantaeth neu'r sefydliad lle crëwyd y cofnodion neu, lle nad yw hynny'n bosibl, yn adlewyrchu crynodaau daearyddol, cronolegol, swyddogaethol neu gyffelyb o'r deunydd. Os oes gan y corff sy'n creu'r cofnodion strwythur hierarchaidd cymhleth, bydd gan bob is-*fonds* gymaint o is-is-*fonds* ag sy'n ofynnol er mwyn adlewyrchu lefelau strwythur hierarchaidd y brif uned weinyddol isradd berthnasol. (Sous-fonds / Sub-fonds)

Lefel ddisgrifiol. Lleoliad yr uned ddisgrifiol yn hierarchaeth y *fonds*. (Niveau de description/Level of description)

Math. Dosbarth o ddogfennau a adnabyddir ar sail nodweddion ffisegol (ee, dyfrlliw, lluniad) a/neu ddeallusol (ee, dyddiadur, siwrnal, dyddlyfr, llyfr cofnodion) cyffredin dogfen. (Type *neu* Rappel / Form)

Mynediad. Y gallu i ddefnyddio deunydd o *fonds*, yn ddibynnol fel arfer ar reolau ac amodau. (Accès/Access)

Pwynt mynediad. Enw, term, allweddair, cymal neu god y gellir ei ddefnyddio i chwilio am, adnabod a lleoli disgrifiad archifol. (Point d'accès/Access point)

Rheolaeth awdurdodaeth. Gweler Geirfa ISAAR(CPF). (Contrôle d'autorité/Authority control)

Tarddiad. Y berthynas rhwng y cofnodion a'r cyrff neu unigolion a'u creodd, a'u cronnodd neu a'u cynhaliai a'u defnyddio wrth gynnal eu gweithgareddau personol neu gorfforaethol. (Provenance / Provenance)

Teitl. Enw, ymadrodd, llythyren neu grŵp o lythrennau sy'n enwi uned ddisgrifio. (Intitulé/Title)

Teitl ffurfiol. Teitl sy'n ymddangos yn amlwg ar, neu yn, y deunydd archifol a ddisgrifir. (Titre / Formal title)

Teitl llanw. Teitl a roddir gan yr archifydd i uned ddisgrifio sydd heb deitl ffurfiol (Titre forgé / Supplied title)

Trefnu/Trefniad. Y prosesau deallusol a ffisegol o ddadansoddi dogfennau a gosod trefn arnynt yn unol ag egwyddorion archifol, a deilliannau'r broses honno. (Classement/Arrangement)

Uned ddisgrifio. Dogfen neu set o ddogfennau mewn unrhyw ffurf ffisegol, a drinnir fel endid, ac oherwydd hynny'n sail i ddisgrifiad unigol. (Unité de description/Unit of description)

1. DISGRIFIO AML-LEFEL

1.1 RHAGYMDRODD

Os mai'r *fonds* fel uned gyflawn sydd yn cael ei ddisgrifio, dylid ei gynrychioli gydag un disgrifiad, gan ddefnyddio'r elfennau disgrifio yn y modd a amlinellir yn adran 3 y ddogfen hon. Os gofynnir am ddisgrifio cydrannau'r *fonds*, gellir eu disgrifio ar wahân, gan ddefnyddio, yn yr un modd, yr elfennau priodol yn adran 3 unwaith eto. Mae'r holl ddisgrifiadau a geir wrth wneud hyn, gyda'i gilydd, ac wedi eu cysylltu'n hierarchaidd fel yr amlinellir yn y model yn Atodiad A-1, yn cynrychioli'r *fonds* a'r cydrannau ohono y gwnaed disgrifiadau ar eu cyfer. At ddibenion y rheolau hyn, gelwir y dechneg ddisgrifio hon yn **ddisgrifio aml-lefel**.

Mae pedair rheol ar gyfer sefydlu hierarchaeth o ddisgrifiadau. gwelir hwy yn rheolau 2.1 i 2.4.

2. RHEOLAU DISGRIFIO AML-LEFEL

2.1 DISGRIFIO O'R CYFFREDINOL I'R PENODOL

Pwrpas:

Cynrychioli cyd-destun a strwythur hierarchaidd y *fonds* a'i gydrannau.

Rheol:

Rhodder gwybodaeth am y *fonds* cyfan ar lefel y *fonds*. Ar y lefel nesaf a lefelau is na hynny, rhodder gwybodaeth am y cydrannau a ddisgrifir. Dylid cyflwyno'r disgrifiadau sy'n deillio o hyn fel cydberthynas hierarchaidd o'r rhannau i'r cyfan sy'n symud o'r mwyaf cyffredinol (y *fonds*) i'r mwy penodol.

2.2 GWYBODAETH SY'N BERTHNASOL I'R LEFEL O DDISGRIFIO

Pwrpas:

Cynrychioli'n gywir gyd-destun a chynnwys yr uned ddisgrifio.

Rheol:

Cyflwyner yn unig yr wybodaeth sy'n berthnasol i'r lefel a ddisgrifir. Er enghraifft, ni ddylid cynnig gwybodaeth fanwl am gynnwys ffeiliau os mai *fonds* yw'r uned ddisgrifio; ni ddylid cynnig hanes gweinyddol adran gyfan os mai adain neu gangen yw crëwr uned ddisgrifio.

2.3 CYSYLLTU DISGRIFIADAU

Pwrpas:

Egluro lle uned ddisgrifio yn yr hierarchaeth.

Rheol:

Cysyllter pob disgrifiad â'r uned ddisgrifio nesaf i fyny yn y drefn, lle bo'n addas, gan nodi'r lefel ddisgrifio. (*Gweler 3.1.4.*)

2.4 OSGOI AIL-ADRODD GWYBODAETH

Pwrpas:

Osgoi gwybodaeth ddiangen mewn disgrifiadau archifol a gysylltir mewn hierarchaeth.

Rheol:

Rhodder gwybodaeth sy'n gyffredin i'r cydrannau, ar y lefel uchaf sy'n berthnasol. Ni ddylid ailadrodd gwybodaeth a roddwyd eisoes ar lefel uwch mewn disgrifiad ar lefel is.

3. ELFENNAU DISGRIFIO

3.1 MAES DATGANIAD O HUNANIAETH

3.1.1 Cod(au) cyfeirio

Pwrpas:

Rhoi dynodiad unigryw i'r uned a ddisgrifir a thrwy hynny, darparu cyswllt â'r disgrifiad sy'n ei chynrychioli.

Rheol:

Cofnoder yr elfennau canlynol yn unol â'r angen ar gyfer dynodiad:

- cod y wlad yn unol â fersiwn ddiweddaraf **ISO 3166** *Codes for the representation of names of countries*;
- cod yr archifdy yn unol â safon codau archifdai cenedlaethol neu ddull arall o ddynodi lleoliad unigryw;
- cod cyfeirio lleol penodol, rhif rheolaethol, neu ddynodydd unigryw arall.

Rhaid wrth y tair elfen at ddibenion cyfnewid gwybodaeth ar lefel ryngwladol.

Enghreifftiau:

CA OTY F0453 (*Fonds*)

Canada, York University Archives

CA OONAD R610-134-2-E (*Fonds*)

Canada, National Archives of Canada

US MnHi P2141 (*Fonds*)

UDA, Minnesota Historical Society

US DNA NWDNC-77-WDMC (*Cyfras*)

UDA, National Archives & Records Administration

AU A:NLA MS 8822 (*Fonds*)

Australia, National Library of Australia

FR CHAN/363 AP 15 (*Ffeil*)

Ffrainc, Centre historique des Archives nationales

FR AD 53/234 J (*Fonds*)

Ffrainc, archives départementales de la Mayenne

FR AN 320 AP (*Fonds*)

Ffrainc, Direction des archives de France

IT AS FI

Yr Eidal, Archivio di Stato di Firenze

Nodyn: *Cod cyfeirio ar gyfer archifdy.*

II/36/4 (*Is-ffeil*)

Yr Eidal, Istituto Storico della Resistenza in Toscana

IT ISR FI

Yr Eidal, Istituto Storico della Resistenza in Toscana

Nodyn: *Cod cyfeirio ar gyfer archifdy.*

BR AN SA (*Fonds*)

Brasil, Arquivo Nacional

3.1.2 Teitl

Pwrpas:

Enwi'r uned a ddisgrifir.

Rheolau:

Rhodder teitl ffurfiol neu deitl llanw cryno yn unol â'r rheolau disgrifio aml-lefel a chonfensiynau cenedlaethol.

Lle bo'n briodol, dylid talfyrru teitl ffurfiol hir, os gellir gwneud hyn heb golli gwybodaeth angenrheidiol.

Yn achos teitlau llanw, ar lefelau uwch, dylid cynnwys enw crëwr y cofnodion. Ar lefelau is, gellir cynnwys, er enghraifft, enw awdur y ddogfen a therm sy'n dynodi ffurf y deunydd yn yr uned ddisgrifio a, lle bo'n addas, cymal sy'n adlewyrchu swyddogaeth, gweithgaredd, lleoliad, neu thema.

Dylid gwahaniaethu rhwng teitlau ffurfiol a theitlau llanw yn unol â chonfensiynau cenedlaethol neu ieithyddol.

Enghreifftiau:

Helen Lucas fonds (*Fonds*)

The Christmas Birthday Story production records (*Cyfres*)

The Christmas Birthday Story (*Eitem*)

Canada, York University Archives

St. Anthony Turnverein organizational records (*Fonds*)

UDA, Minnesota Historical Society

Papers of J. Lawton Collins (*Fonds*)

Appointment Books, 1948-1955 (*Cyfres*)

UDA, National Archives & Records Administration

Records of the Patent and Trademark Office (*Fonds*)

Patent Application Files, 1837-1918 (*Cyfres*)

UDA, National Archives & Records Administration

Advertising and publicity materials (*Cyfres*)

UDA, University of North Carolina at Chapel Hill

Courts-Martial files [including war crimes trials], single number series (*Cyfres*)

Australia, National Archives of Australia

Court-Martial of 3490 Corporal R.C. Taplin, 1st Battalion, Australian Infantry Forces (*Ffeil*)

Australia, National Archives of Australia

Papers of Edward Koiki Mabo (*Fonds*)

Australia, National Library of Australia

Châtelet de Paris (*Fonds*)

Parc civil (*Is-fonds*)

Actes faits en l'hôtel du lieutenant civil (*Cyfres*)

Suppliques au lieutenant civil (*Is-gyfres*)

Demandes de création de curateur à succession, vu la renonciation des héritiers à celle-ci (*Ffeil*)

Succession Guérin (*Eitem*)

Ffrainc, Centre historique des Archives nationales

“Affari risoluti” (Cyfres)
Yr Eidal, Archivio di Stato di Firenze
Nodyn: Teitl ffurfiol

“Filza 1” (Ffeil)
Yr Eidal, Archivio di Stato di Firenze
Nodyn: Teitl ffurfiol ar gyfer ffeil yng nghyfres “Affari risoluti” a enwir uchod, yn unol â'r rheolau disgrifio aml-lefel

Materiali di studio sulla politica estera italiana durante la prima guerra mondiale: documenti diplomatici
dall'archivio di Carlo a Prato (Ffeil)
Italy, Istituto Storico della Resistenza in Toscana
Nodyn: Teitl llawr

Góes Monteiro (Fonds)
Brazil, Arquivo Nacional

3.1.3 Dyddiad(au)

Pwrpas:

Adnabod a chofnodi dyddiad(au) yr uned a ddisgrifir.

Rheolau:

Cofnoder un, o leiaf, o'r mathau canlynol o ddyddiad ar gyfer yr uned ddisgrifio, fel bo'n addas ar gyfer y deunyddiau a'r lefel ddisgrifio.

Dyddiad(au) pan grynhowyd cofnodion wrth drafod busnes neu gynnal gweithgareddau;

Dyddiad(au) pan grëwyd dogfennau. Mae hyn yn cynnwys dyddiadau copïau, argraffiadau neu fersiynau o ddogfennau, atodiadau atynt a dogfennau gwreiddiol a gynhyrchwyd cyn iddynt gael eu crynhoi'n gofnodion.

Dylid nodi'r math o ddyddiad(au) a roddir. Gellir cynnig ac adnabod dyddiadau eraill yn unol â chonfensiynau cenedlaethol.²

Dylid nodi dyddiad fel dyddiad sengl neu ystod o ddyddiadau fel bo angen. Dylai ystod o ddyddiadau fod yn gynhwysol oni fo'r uned ddisgrifio'n system (neu ran o system) cadw cofnodion sy'n dal mewn defnydd cyson.

Enghreifftiau:

[c.1971]-1996 (Fonds)
Canada, York University Archives

1976-1989 (Fonds)
Canada, York University Archives

1980 (Eitem)
Canada, York University Archives

1852 March 23 (Eitem)
UDA, Minnesota Historical Society

1860-1865 (dates of creation of the material) (Cyfres)
UDA, National Archives & Records Administration
Nodyn: Cymernwyd yr enghraifft o gyfres o'r enw “Mathew Brady Photographs of Civil War-Era Personalities and Scenes.”
Er i'r ffotograffau gael eu tynnu rhwng 1860 a 1865, ni chafodd Snyddfa'r Prif Snyddog Signalau ofalaeth o'r casgliad. Defnyddiwyd y dyddiad 1921 er mwyn datgan dyddiad cronni'r gyfres hon o gofnodion.

² Argymhellir defnyddio ISO 8601:1988 Data elements and interchange formats -- Information interchange -- Representation of dates and times ar gyfer ysgrifennu dyddiadau lle bo'n addas.

1833-1998 (bulk 1833-1874) (*Fonds*)
UDA, University of North Carolina at Chapel Hill

1943, 1959-1992 (predominant 1972-1992) (*Fonds*)
Anustralia, National Library of Australia

1790-An VIII (*Pob lefel ddisgrifio o fonds i ffeil*)
Ffrainc, Direction des archives de France

1907-1949 (*Pob lefel ddisgrifio o fonds i ffeil*)
Ffrainc, Direction des archives de France

1923-1932, 1936-1945 (manque 1933 à 1935) (*Pob lefel ddisgrifio o fonds i ffeil*)
Ffrainc, Direction des archives de France

1120, 1640-1780 (*Ffeil*)
Ffrainc, Direction des archives de France
Nodyn: *Eitem sy'n dyddio o 1120 mewn ffeil o ddyddiad 1640 hyd 1780.*

1120 [copie XVIIIe] (*Eitem*)
Ffrainc, Direction des archives de France
Nodyn: *Adysgrif o'r XVIIIfed ganrif o weithred ddyddiedig 1120*

Fine anni '30-primi anni '40 (*Ffeil*)
Yr Eidal, Istituto Storico della Resistenza in Toscana
Nodyn: *Dyddiadau cronni ffeil*

Gli originali dei documenti in copia sono datati ago. 1914 - feb. 1919 (con prevalenza di documenti del 1914-1915) (*Is-ffeil*)
Yr Eidal, Istituto Storico della Resistenza in Toscana
Nodyn: *Dyddiadau'r dogfennau gwreiddiol a gynhysir yn is-ffeil y ffeil y dangosir ei dyddiadau uchod.*

sec. XIII -1777, con copie di documenti dal 1185 (*Fonds*)
Yr Eidal, Archivio di Stato di Firenze
Nodyn: *Dyddiadau ar gyfer fonds sy'n cynnwys rhai ddogfennau o'r XIIIeg ganrif sy'n copïau o gofnodion hŷn.*

1904-1960 (*Fonds*)
Brasil, Arquivo Nacional

3.1.4 Lefel ddisgrifio

Pwrpas:

Dynodi lefel trefnu yr uned a ddisgrifir.

Rheol:

Cofnoder lefel yr uned ddisgrifio hon.

*Enghreifftiau:*³

Fonds

Is-fonds

Cyfres

Is-gyfres

Ffeil

Eitem

³ Mae'r termau a ddefnyddir yn yr enghreifftiau yn y ddogfen hon yn dermau Cymraeg (ar wahân i *fonds* a ystyrir yn air Cymraeg yn y cyd-destun hwn). Mae termau mewn ieithoedd eraill ar gael yn y cyfieithiadau o ISAD(G) i'r ieithoedd hynny. (Gellir gweld rhai enghreifftiau mewn ieithoedd eraill yn yr enghreifftiau llawn yn Atodiad B).

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)*Pwrpas:*

Adnabod a disgrifio

- a. y maint ffisegol neu resymegol a
- b. cyfrwng yr uned a ddisgrifir.

Rheolau:

Noder maint yr uned a ddisgrifir trwy roi'r nifer o unedau ffisegol neu resymegol mewn rhifau Arabig a nodi'r uned fesur. Noder union gyfrwng (cyfryngau) yr uned a ddisgrifir.

Fel dewis arall, gellir nodi mesuriad llinol yr uned a ddisgrifir ar y silff neu ei gofod storio ciwbig. Lle rhoddir nodyn o faint uned a ddisgrifir mewn termau llinol, a lle byddai'n ddymunol cynnig gwybodaeth ychwanegol, ychwaneger yr wybodaeth ychwanegol mewn cromfachau.

*Enghreifftiau:*13 containers of graphic material and textual records (*Cyfras*)*Canada, York University Archives*103.5 cubic feet (98 boxes) (*Fonds*)*UDA, Minnesota Historical Society*1 folder, containing 38 items (*Ffeil*)*UDA, Minnesota Historical Society*5 folders and 2 audio cassettes (*Fonds*)*UDA, Minnesota Historical Society*143 rolls of microfilm, 35mm (*Cyfras*)*UDA, National Archives & Records Administration*27 data processing files on magnetic tape (*Cyfras*)*UDA, National Archives & Records Administration*130 items (0.5 linear ft.) (*Fonds*)*UDA, University of North Carolina at Chapel Hill*2.7metres (19 boxes + 1 oversized item) (*Fonds*)*Australia, National Library of Australia*30 m.l. (*Pob lefel ddisgrifio hyd at is-gyfras*)*Ffrainc, Direction des archives de France*60 fascicoli (*Is-fonds*)*Yr Eidal, Istituto Storico della Resistenza in Toscana*1346 filze e registri (*Fonds*)*Yr Eidal, Archivio di Stato di Firenze*Documentos textuais: 2,21 m (*Fonds*)*Brasil, Arquivo Nacional*

Opsïwn arall, lle bo'r uned a ddisgrifir yn system gadw cofnodion (neu'n rhan o system o'r fath) sy'n dal mewn defnydd cyson, yw dangos y maint sy'n wybyddus ar ddyddiad penodol a/neu'r maint sydd dan warchodaeth archifol.

Enghraifft:

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

3.2 MAES CYD-DESTUN

[Gellir rhoi peth o'r wybodaeth yn y maes hwn, h.y. enw'r crëwr/crewyr a'r banes gweinyddol/byngraiffyddol, mewn ffeiliau awdurdodaeth cysylltiol mewn rhai amgylchiadau. Gweler I.14.]

3.2.1 Enw crëwr/crewyr

Pwrpas:

Adnabod crëwr (neu grewyr) yr uned a ddisgrifir.

Rheol:

Cofnoder enw'r corff/cyrff neu'r unigolyn/unigolion a oedd yn gyfrifol am greu, crynhoi a chynnal y cofnodion yn yr uned a ddisgrifir. Dylid rhoi'r enw yn ei ffurf safonedig fel sy'n ofynnol gan gonfensiynau rhyngwladol neu genedlaethol yn unol ag egwyddorion ISAAR(CPF).

Enghreifftiau:

Lucas, Helen (1931-) (*Fonds*)

Canada, York University Archives

Great Northern Railway Company (U.S.) (*Fonds*)

UDA, Minnesota Historical Society

Minnesota. Attorney General. Charities Division (*Is-fonds*)

UDA, Minnesota Historical Society

Department of the Treasury (*Fonds*)

UDA, National Archives & Records Administration

Johnson, Lyndon B. (Lyndon Baines) (*Fonds*)

UDA, National Archives & Records Administration

Ballard, Rice C. (Rice Carter) d. 1860. (*Fonds*)

UDA, University of North Carolina at Chapel Hill

Mabo, Edward Koiki (1936-1992) (*Fonds*)

Australia, National Library of Australia

Conseil national de la Résistance (1943-1944) (*Fonds*)

Ffrainc, Centre historique des Archives nationales

Châtelet de Paris, Chambre de police (*Is-fonds*)

Ffrainc, Centre historique des Archives nationales

Gaetano Salvemini (*Fonds*)

Yr Eidal, Istituto Storico della Resistenza in Toscana

Segreteria di Stato (Granducato di Toscana, 1737-1808) (*Fonds*)

Yr Eidal, Archivio di Stato di Firenze

MONTEIRO, Pedro Aurélio de Góes (*Fonds*)

Brasil, Arquivo Nacional

3.2.2 Hanes Gweinyddol / Bywgraffyddol

Pwrpas:

Rhoi hanes gweinyddol neu fanylion bywgraffyddol am grëwr (neu grewyr) yr uned a ddisgrifir er mwyn gosod y deunydd yn ei gyd-destun a'i wneud yn haws i'w ddeall.

Rheolau:

Noder yn gryno unrhyw wybodaeth arwyddocaol am wreiddiau, cynnydd, datblygiad a gwaith y corff (neu gyrff) neu am fywyd a gwaith yr unigolyn (neu unigolion) a oedd yn gyfrifol am greu'r uned a ddisgrifir. Os oes gwybodaeth bellach ar gael mewn ffynhonnell gyhoeddedig, dyfynner y ffynhonnell.

Mae Meysydd Gwybodaeth ISAAR(CPF) yn awgrymu elfennau penodol o wybodaeth y gellir eu cynnwys yn yr elfen hon.

Ar gyfer unigolion a theuluoedd, cofnoder gwybodaeth megis enw a theitlu llawn, dyddiad geni a marw, man geni, yr holl leoedd lle y buont yn byw, gweithgareddau, galwedigaethau neu swyddogaethau, enw gwreiddiol (ac enwau eraill), cyflawniadau sylweddol, a manau marw.

Enghreifftiau:

Helen Lucas, Canadian artist, was born in 1931 in Weyburn, Saskatchewan, studied at the Ontario College of Art (Toronto) from 1950-1954 and was Drawing and Painting Master at Sheridan College (Oakville, Ont.) from 1973-1979. She has exhibited her art works widely in Canadian cities. She works from her Gallery in King City. In 1991 York University awarded her a Doctor of Letters (Honoris Causa). (*Fonds*)

Canada, York University Archives

Dwight P. Griswold was born in Harrison, Nebraska in 1893. He served in the Nebraska legislature during the 1920s and was governor of Nebraska from 1941 to 1947. He served as chief of the American Mission for Aid to Greece (AMAG) from June 14, 1947 to September 15, 1948.

(*Fonds*)

UDA, National Archives & Records Administration

Chang and Eng Bunker, the original Siamese twins, married sisters Sarah and Adelaide Yates in 1843 and established homes and families in Wilkes County and later Surry County, N.C. (*Fonds*)

UDA, University of North Carolina at Chapel Hill

Louis Hémon est un écrivain français né à Brest en 1880 et mort à Chapleau (Canada, Ontario) en 1913. Après des études de droit à la Sorbonne, il vécut huit ans en Angleterre, puis s'établit au Canada en 1911, vivant à Montréal et dans une ferme à Péribonka (Lac Saint-Jean). Pendant sa courte carrière, il rédigea plusieurs livres et articles dont le plus célèbre est Maria Chapdelaine : récit du Canada français, publié en 1916. (*Fonds*)

Ffrainc, Direction des archives de France

Jean-François Bournel (1740-1806), homme de loi à Rethel, député des Ardennes à la Législative, nommé en 1800 commissaire près le tribunal civil de sa ville, puis procureur impérial. (*Fonds*)

Ffrainc, Centre historique des Archives nationales

Gaetano Salvemini nacque a Molfetta l'8 settembre 1873. Compiuti gli studi ginnasiali e liceali in seminario, per la mancanza di mezzi economici della famiglia, nel 1890 vinse una borsa di studio presso l'Istituto di studi superiori pratici e di perfezionamento di Firenze dove si laureò con una tesi su *La dignità cavalleresca nel Comune di Firenze*. L'intensa produzione scientifica gli valse, nel 1901, il conseguimento della cattedra di storia medievale e moderna all'Università di Messina. Il forte impegno politico all'interno del Partito socialista, si esprime nella collaborazione alla stampa socialista ("Critica sociale" e "Avanti!"). Nel 1908 nel terremoto che distrusse la città di Messina,

perse la moglie, i cinque figli ed una sorella ed egli stesso si salvò per puro caso. Frattanto l'approfondirsi delle divergenze con i

gruppi dirigenti del Partito socialista lo andavano allontanando dallo stesso partito, da cui uscì nel 1910 da posizioni democratico-radicali, per fondare il settimanale "L'Unità". Lasciata, a seguito del terremoto, l'Università di Messina insegnò prima a Pisa, per approdare poi alla cattedra di storia moderna dell'Istituto di studi superiori di Firenze. Allo scoppio della guerra mondiale si schierò a fianco dell'interventismo democratico. Nel 1925 dette vita al primo giornale clandestino antifascista: il "Non Mollare", esperienza che si chiuse con la scoperta e l'arresto dei promotori del giornale, fra i quali lo stesso Salvemini. Rimesso in libertà provvisoria, decise di espatriare clandestinamente. Nel 1934 conseguì la cattedra di storia della civiltà italiana, istituita in memoria di Lauro De Bosis, presso l'Harvard University di Cambridge (Mass). Nel 1947 rimise piede per la prima volta in Italia dopo venti anni d'esilio, per tornarvi poi stabilmente nel 1949. Si spense il 6 settembre 1957. (Fonds)

Yr Eidal, Istituto Storico della Resistenza in Toscana

Pedro Aurélio de Góes Monteiro nasceu em Alagoas em 1889 e faleceu no Rio de Janeiro em 1956. Ingressou na Escola Militar em 1904. Foi nomeado chefe do estado-maior do destacamento em combate em Formiga, no Paraná, e designado para combater a Coluna Prestes. Chefe de gabinete do diretor de Aviação Militar (1927), assumiu a tarefa de organização da Aviação. Participou do movimento revolucionário de 1930 como chefe do estado-maior. Promovido a general de brigada em 1931, foi ministro da Guerra (1934-1935), inspetor das regiões militares do norte (1936) e chefe do Estado-Maior do Exército (1936-1939). Em 1945 assumiu o comando-em-chefe das Forças de Terra, Mar e Ar e, ao lado de outros generais, depôs o presidente Vargas. Com a volta de Getúlio Vargas à Presidência da República, assumiu a chefia geral do Estado-Maior das Forças Armadas (1951-1952). Escreveu *Operações do Destacamento Mariante no Paraná Ocidental e A Revolução de 30 e a finalidade política do Exército*. (Fonds)

Brasil, Arquivo Nacional

Ar gyfer cyrff corfforaethol, cofnoder gwybodaeth megis yr enw swyddogol, dyddiadau bodolaeth, deddfwriaeth alluogi, swyddogaethau, pwrpas a datblygiad y corff, ei hierarchaeth weinyddol, ac enwau blaenorol neu ddilynol neu amrywiadau arnynt.

Engbreiffian:

Northwest Airlines was incorporated in 1926 as Northwest Airways. The company began service on October 1, 1926, as an air mail carrier between the Twin Cities and Chicago. Passenger service was inaugurated in July 1927. Northwest expanded its service through the Dakotas and Montana to Spokane and Seattle in 1928-1933. The company was reincorporated as Northwest Airlines, Inc. in 1934. (Fonds)

UDA, Minnesota Historical Society

Torres Strait Islander human rights and indigenous lands rights activist. Principal plaintiff in the landmark High Court of Australia native title case, *Mabo and Others versus State of Queensland and the Commonwealth*, 1982-1992. (Fonds)

Australia, National Library of Australia

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. (Fonds)

Ffrainc, Centre historique des Archives nationales

Le HFD [haut fonctionnaire de la défense] est installé depuis 1963 auprès du cabinet du ministre. Sa création faisait suite à l'ordonnance du 7 janvier 1959 portant organisation générale de la

défense et au décret du 22 janvier de la même année, relatif aux attributions des ministres en la matière. Un décret postérieur du 13 janvier 1965 précisa l'organisation de la défense civile. C'est un arrêté du 3 août 1974 qui fixa dans le détail les attributions du haut fonctionnaire de défense (HFD) auprès du ministère de l'Intérieur. Il convient de préciser que les services de ce haut fonctionnaire englobèrent de 1975 à 1985 une sous-direction de la défense civile et des affaires militaires. En 1988, le service fut divisé en trois bureaux : le bureau de la protection des populations, le bureau de l'organisation, le bureau des plans de défense. (*Fonds*)
Efrainc, Centre historique des Archives nationales

3.2.3 Hanes archifol

Pwrpas:

Cynnig gwybodaeth am hanes yr uned a ddisgrifir sydd yn arwyddocaol o ran dilysrwydd, cywirdeb a dehongliad.

Rheolau:

Cofnoder holl drosglwyddiadau'r uned a ddisgrifir o ran perchnogaeth, cyfrifoldeb a/neu warchodaeth a nodir y gweithgareddau hynny, megis hanes ei threfnu, cynhyrchu cymhorthion chwilio cyfoes, ailddefnydd o gofnodion at ddibenion eraill neu eu trosi at ddiben meddalwedd amgen, sydd wedi cyfrannu at ei strwythur a'i threfniad presennol. Rhodder dyddiadau'r gweithredoedd hyn, hyd y gellir eu canfod. Os yw'r hanes archifol yn anhysbys, dylid nodi hynny.

Fel opsinn arall, os derbynnir yr uned a ddisgrifir oddi wrth y crëwr yn uniongyrchol, ni ddylid cofnodi hanes archifol ond, yn hytrach, cofnoder yr wybodaeth hon fel ***Ffynhonnell uniongyrchol y derbyniad.*** (*Gweler 3.2.4*)

Enghreifftiau:

Letters written by Herbert Whittaker and mailed to Sydney Johnson remained in the custody of Johnson until his death when they were returned/bequeathed to Whittaker and now constitute part of his fonds. (*Fonds*)
Canada, York University Archives

This series was consolidated from a number of partially organized and miscellaneous files transferred to the State Archives in 1979. (*Cyfrës*)
UDA, Minnesota Historical Society

This material was located in a garage and sent to the National Archives and Records Administration as alienated Federal records. (*Cyfrës*)
UDA, National Archives & Records Administration

The papers were purchased by the National Library of Australia in March 1995 from Eddie Mabo's widow, Bonita Mabo. Before the papers were transferred to the Library in December 1994 they had been stored at the Mabo Family home in Townsville. When the Library took delivery of the Mabo Papers, they consisted of a mixture of labeled files and loose papers. Files created and identified by Mabo have been retained and located in their appropriate series. In some cases, where papers were clearly misfiled, file contents were rearranged by Library staff in consultation with members of the Mabo family. Loose papers have been arranged into series in thematic and chronological order by Library staff. Users can identify files created by Mabo as these have been kept in their original folders and stored in the Library's numbered acid-free folders. Included in the Mabo Papers were a number of audio tapes of oral history interviews conducted with Mabo by Professor Noel Loos of James Cook University. These tapes have been added to the Library's Oral History collection. (*Fonds*)
Australia, National Library of Australia

Les fonds des archives de cour tirent leur lointaine origine du trésor des chartes, conservé au château de Chambéry. Dès le XIV^e siècle, semble-t-il, ils se différencient des archives comptables. A l'époque d'Amédée VIII, au siècle suivant, le trésor des chartes, placé sous la responsabilité d'un archiviste propre, dit clavaire, forme un dépôt distinct de celui de la chambre des comptes. En 1539 les documents les plus précieux sont soustraits à l'occupation française et transférés à Verceil

et à Nice. Dix ans plus tard les archives concernant le Piémont quittent Chambéry pour Turin..Au début du XVIIe siècle il existait à Turin deux dépôts: celui du château et les archives camérales ou de la chambre des comptes..De 1713 à 1719 ces fonds firent l'objet d'un classement général et, sous l'énergique impulsion de Victor-Amédée II, soixante-quinze inventaires en furent rédigés de 1710 à 1720. (*Fonds*)

Ffrainc, archives départementales de la Savoie

L'Archivio della Segreteria di Stato costituiva la prosecuzione di quello cosiddetto del Consiglio di reggenza ed ambedue erano sottoposti alla vigilanza del Direttore della Segreteria di Stato. Nel 1808, con l'annessione della Toscana all'Impero francese, i due archivi confluirono nella Conservazione generale degli archivi ed ivi rimasero fino al 1814 quando, con la Restaurazione, fu ripristinata la Segreteria di stato, che ritirò dalla Conservazione generale il solo Archivio della Segreteria di stato dal 1765-1808, mentre l'Archivio del Consiglio di reggenza confluì nella nuova concentrazione archivistica allora costituita e posta sotto il controllo dell'Avvocato Regio, denominata Archivi riuniti a quelli delle Regie Rendite, dove fu ordinato ed inventariato. Negli anni successivi anche l'Archivio della Segreteria di Stato (1765-1808) passò agli Archivi riuniti a quelli delle Regie Rendite, per poi confluire, nel 1846 assieme all'Archivio del Consiglio di Reggenza, nell'Archivio delle Riformazioni. (*Fonds*)

Yr Eidal, Archivio di Stato di Firenze

Recebendo originalmente o código AP 51, os documentos foram identificados preliminarmente no início da década de 1980, tendo resultado desse trabalho uma relação de documentos por caixas e dentro destas por número de documento, seguindo como critério a guarda física do acervo e, provavelmente, a ordem original de entrada dos documentos na Instituição, sem agrupá-los por assunto, cronologia ou espécie. Essa relação permaneceu em vigor até julho de 1996, quando foi iniciado o arranjo deste fundo. (*Fonds*)

Brasil, Arquivo Nacional

3.2.4 Ffynhonnell uniongyrchol derbyniad neu drosglwyddiad

Pwrpas:

Adnabod ffynhonnell uniongyrchol y derbyniad neu drosglwyddiad.

Rheol:

Cofnoder y ffynhonnell yr uned a ddisgrifir, ynghyd â'r dyddiad a/neu ddull o'i chaffael os yw rhan neu'r cwbl o'r wybodaeth hon heb fod yn gyfrinachol. Os yw'r ffynhonnell yn anhysbys, dylid nodi hynny. Gellir, *fel opsiwn*, ychwanegu rhifau neu godau derbynodi.

Enghreifftiau:

Accession# 1994-040 donated by Helen Lucas in 1994. Accession #1998-034 donated by Helen Lucas in October 1998. (*Fonds*)

Canada, York University Archives

Gift of Herbert Whittaker on 22 April 1994. (*Fonds*)

Canada, York University Archives

Gift of Edna W. Phelps, 1971 October 29 (*Fonds*)

UDA, The University of California, Irvine

Purchased from Anne Vaughan in November 1996 (Acc. 96176) (*Fonds*)

UDA, University of North Carolina at Chapel Hill

Attorney-General's Department (*Cyfras*)

Anstralia, National Archives of Australia

Don de la Société ardoisière de l'Anjou (exploitation de Renazé) aux Archives départementales de la Mayenne, 1969 (*Fonds*)

Ffrainc, archives départementales de la Mayenne

Ces documents, provenant de l'ingénieur M. Law, ont été versés par le bureau départemental des travaux publics en 1921 (*Is-fonds*)
Ffrainc, archives départementales de Paris

Achat en 1936 par vente judiciaire au château des Bretonnières en Erbrée (*Fonds*)

Ffrainc, archives départementales d'Ille-et-Vilaine

Déposées le 22 septembre 1986 par Maître Monneret, syndic de la liquidation (*Fonds*)
Ffrainc, archives départementales du Jura

L'Archivio della Segreteria di stato pervenne all'Archivio Centrale dello Stato in Firenze, all'atto della sua fondazione (1852) insieme con il resto degli archivi già appartenuti alle Riformazioni. (*Fonds*)

Yr Eidal, Archivio di Stato di Firenze

Doado por Conceição Saint-Pastous de Góes Monteiro, viúva do titular, em 7 de maio de 1979. (*Fonds*)

Brasil, Arquivo Nacional

3.3 MAES CYNNWYS A STRWYTHUR

3.3.1 Cwmpas a chynnwys

Pwrpas:

Galluogi defnyddwyr i farnu perthnasedd posibl yr uned a ddisgrifir.

Rheol:

Rhodder crynodeb o gwmpas (megis cyfnodau amser, daearyddiaeth) a chynnwys (megis ffurfiau dogfennol, testun, prosesau gweinyddol) yr uned a ddisgrifir, sy'n addas ar gyfer y lefel ddisgrifio.

Enghreifftiau:

The fonds consists of correspondence, scrapbooks, photographs, "The Diary Series" (1971-1978); Relationship Drawings (1978-1981) (both of which includes 246 charcoal drawings, 40 sketches, 34 drawings, 5 etchings, 47 lithographs, 3 framed serigraphs, 1 sketchbook, and 1 pastel on paper); preliminary drawings for Angelica (1973) and Genesis; twelve original collage drawings for the book co-authored by Lucas and Margaret Laurence entitled The Christmas Story (1981) complemented with letters from Laurence while they were collaborating on the book; original prints (1970s); a sketchbook (1971); and Drawing Dedicated to my Daughter. Lucas provides an accompanying narrative to many of the drawings, giving context for the works and an account of their evolution between 1971 and 1979. The initial sketchbook pages are also included, portraying intimate personal images which she likens to "finding the achievement of my own voice." (*Fonds*)
Canada, York University Archives

This series contains maps and charts that relate, primarily, to the states in insurrection. The records show topography, roads, railroads, locations of cities and towns, coastal areas and shorelines, lines of defense, approaches to forts, positions of water craft, and operations during William Tecumseh Sherman and the Union Army's advances upon Atlanta and upon Vicksburg. (*Cyffres*)
UDA, National Archives & Records Administration

On November 25, 1963, President Johnson attended funeral services for President John F. Kennedy at St. Matthew's Cathedral. Although the Diary does not contain any details about the funeral, it does note that he returned to the Executive Office Building at 3:36 p.m. Later in the afternoon he received foreign dignitaries at the State Department, met with Prime Minister Hayato Ikeda of Japan, met with President Charles de Gaulle of France, and met with Prime Minister Lester Pearson of Canada. In the evening Johnson attended a meeting for state governors before meeting with his economic advisors. (*Eitem*)

UDA, National Archives & Records Administration

Correspondence, bills, and receipts, including slave bills of sale, of Siamese twins Chang and Eng Bunker relating to their North Carolina property, planting interests, family matters, and arrangement for exhibition tours. Also included are an account book, 1833-1839, showing income from public appearances and itinerary; clippings; photographs; articles about the twins by Worth B Daniels and Jonathan Daniels and related materials; and "Joined at Birth," a 1998

videotape about the twins that was made by Advance Medical Productions of Chapel Hill, NC, for the Discovery Channel. *(Fonds)*

UDA, University of North Carolina at Chapel Hill

Case contending that the Minnesota Comprehensive Health Care Act of 1976 is pre-empted by the Employees Retirement Income Securities Act. *(Ffeil)*

UDA, Minnesota Historical Society

The papers document many of Eddie Mabo's activities, especially during the years 1972-1992. These include his involvement in a number of family-based business and employment-creation ventures; his establishment of the Black Community School in Townsville, the first institution of its kind in Australia; his interest and involvement in indigenous arts; his involvement in a number of indigenous health, housing and education related boards, associations and committees; and his support for Torres Strait Islander independence and self-determination. The papers include material on the landmark land claim case, a number of personal documents, job applications and some song lyrics. In the later years of his life, Mabo kept diaries; some of these (1976, 1985-1992) are preserved in the Mabo Papers. *(Fonds)*

Australia, National Library of Australia

Ce fonds unique en Mayenne est susceptible d'intéresser tout à la fois l'histoire sociale, économique et industrielle du département. Il contient des documents très divers, des pièces comptables, de la correspondance, des plans, des papiers relatifs aux grèves, à la sécurité dans les mines, au groupement économique d'achat, à la Société de secours, etc. A titre d'exemple, la longue série constituée par les comptes rendus hebdomadaires de l'ingénieur relatifs à la marche de l'entreprise (1910-1930) constitue une source exceptionnelle puisqu'il s'agit d'un véritable "journal de bord" de l'exploitation. *(Fonds)*

Ffrainc, Archives départementales de la Mayenne

Ces dossiers comprennent les projets d'ordre du jour ainsi que les projets de textes devant être délibérés en Conseil des ministres, transmis au secrétaire général de la Présidence par le secrétariat général du Gouvernement, et les fiches relatives aux mesures individuelles. *(Cyfres)*

Ffrainc, Centre historique des Archives nationales

De juin 1818 à 1928, l'acte d'engagement volontaire enregistre les nom, prénom, âge, profession, domicile, date et lieu de naissance, et signalement du volontaire (taille, cheveux, sourcils, yeux, front, nez, bouche, menton, visage, signes particuliers), les noms, prénoms et domicile des parents.

(Cyfres)

Ffrainc, archives communales de Nantes

Ces « Etats des arrêts du Conseil et arrêts en commandement » sont des inventaires qui répertorient : 1^o) les arrêts simples rendus par le Conseil privé, avec la date de l'arrêt, le numéro d'ordre de la minute, les noms du rapporteur et de la partie qui a demandé une expédition ; 2^o) les arrêts en commandement, avec la date, le numéro d'ordre et le destinataire de l'arrêt, et éventuellement le nom du secrétaire d'Etat chargé de conserver la minute originale de l'arrêt. *(Cyfres)*

Ffrainc, Centre historique des Archives nationales

A signaler un plan en couleur du chemin d'Evry et chemin de Paris à Villeroys et Orangis. *(Eitem)*

Ffrainc, archives départementales de l'Essonne

Il fondo raccoglie gli affari istruiti dalla Segreteria di Stato e risolti, fino alla riforma dei Consigli del 1789, nel Consiglio di Stato, successivamente, nel Consiglio di Stato, finanze e guerra oppure risolti direttamente dal Granduca nel suo Gabinetto. Ad essi fanno seguito le filze di affari e i protocolli

del Commissario imperiale e dell'Amministratore generale della Toscana che ressero l'ex Granducato fra il 1807 e il 1808, prima della diretta annessione all'Impero francese. Il fondo conserva anche i cosiddetti "Affari di sanità", riuniti a quelli della Segreteria di Stato per decreto dell'Amministratore generale della Toscana nel 1808. (*Fonds*)
Yr Eidal, Archivio di Stato di Firenze

I documenti sono trascritti da varie fonti e precisamente: a) dalle fotocopie delle carte a Prato; b) dagli appunti e riassunti di Gaetano Salvemini delle medesime carte; c) da *Die Internationalen Beziehungen im Zeitalter des Imperialismus. Das Jahr 1914 bis zum Kriegausbruch*, herausgegeben von Otto Hoetzsch, Berlin, Verlag von Reimar Hobbing, 1931 (*Is-ffeil*)
Yr Eidal, Istituto Storico della Resistenza in Toscana

O fundo é constituído de correspondência, discursos, relatórios, recortes de jornais e publicações, documentação referente às atividades do titular como militar, ministro da Guerra, do Superior Tribunal Militar e chefe do Estado-Maior das Forças Armadas, entre outros cargos, e à sua vida pessoal, abordando a Coluna Prestes, o Tenentismo, a Revolução de 1930 e o Estado Novo. (*Fonds*)
Brasil, Arquivo Nacional

3.3.2 Gwybodaeth am gloriannu, gwaredu a rhestru

Pwrpas:

Cyflwyno gwybodaeth am unrhyw waith cloriannu, gwaredu neu restru.

Rheolau:

Cofnoder gwaith cloriannu, gwaredu neu restru a wnaed, neu y bwriedir ei wneud, i'r uned a ddisgrifir, yn arbennig os yw'r gwaith, o bosibl, yn effeithio ar ddehongliad o'r deunydd. Lle bo'n addas, noder yr awdurdod am weithredu o'r fath.

Enghreifftiau:

Criteria for file retention included the presence of attorney's handwritten notes, substantiating correspondence, depositions, and transcripts, which are seldom or never present in the supreme court's files. (*Cyfras*)
UDA, Minnesota Historical Society

All files in this series are appraised as 'retain permanently' under disposal authorities RDS440/10.1; RDA458/8.1 and RDA1176/8.1 (*Cyfras*)
Anstralia, National Archives of Australia

All the Mabo Papers that were transferred to the National Library have been preserved. (*Fonds*)
Anstralia, National Library of Australia

Les éliminations, pratiquées sur place avant le versement aux archives départementales, ont porté essentiellement sur des dossiers émanant de l'administration centrale ou rectorale : toutes les fonctions gestionnaires entièrement centralisées (carrière des personnels, notation administrative...) sont donc absentes du fonds. (*Fonds*)
Ffrainc, archives départementales de la Marne

Les dossiers de libérations conditionnelles pour la période 1959-1970 (avec quelques reliquats antérieurs) représentaient un total de 290 articles. Le délai d'utilité administrative fixé à 25 ans étant passé, un échantillonnage a pu être effectué en septembre 1996 en fonction des critères suivants : conservation en totalité des dossiers de condamnés à des peines de réclusion criminelle de 5 ans et plus, conservation d'un dossier sur vingt prélevé au hasard pour les autres dossiers. (*Cyfras*)
Ffrainc, Service des archives du ministère de la Justice

Il materiale più antico dell'archivio della *Dogana di Firenze* fu sottoposto a successive ondate di scarti nel corso degli ultimi decenni del Settecento e nel terzo decennio dell'Ottocento. Il materiale ottocentesco fu a sua volta selezionato al momento della confluenza del fondo nell'Archivio Centrale di Stato di Firenze nel 1852. Descrizione del materiale scartato è contenuta nei relativi elenchi conservati nella serie degli inventari storici dell'Archivio di Stato di Firenze. (*Fonds*)
Yr Eidal, Archivio di Stato di Firenze

3.3.3 Croniadau

Pwrpas:

Hysbysu'r defnyddiwr am ychwanegiadau a ragwelir at yr uned a ddisgrifir.

Rheol:

Noder a ddisgwylir cronladau ai peidio. Lle bo'n addas, rhodder amcangyfrif o'u maint a'u hamlder.

Enghreifftiau:

Further accruals are expected (*Fonds*)

Canada, York University Archives

The Attorney General's litigation files are received annually, ten years after the case is closed. Each transfer consists of approximately 50 cubic feet of records. (*Cyfrs*)

UDA, Minnesota Historical Society

Further accruals to this series are expected. (*Cyfrs*)

Australia, National Archives of Australia

It is understood that further Mabo papers are still in the possession of the Mabo Family and may be transferred to the Library in the future. (*Fonds*)

Australia, National Library of Australia

Pour la période 1790-1940, les archives sont provisoirement conservées à l'hôpital: délibérations de la commission administrative depuis 1807, registres d'entrée des malades et vieillards depuis 1841, registres des décès (1850-1919), statistiques hospitalières (1895-1918), divers registres de comptabilité. (*Fonds*)

France, archives départementales d'Ille-et-Vilaine

Trascorsi quarant'anni, le cartelle della serie *Carteggio ordinario* vengono regolarmente versate di anno in anno nella sezione separata d'archivio. (*Fonds*)

Yr Eidal, Sovrintendenza archivistica per la Toscana

3.3.4 System drefnu

Pwrpas:

Rhoi gwybodaeth am y strwythur mewnol, trefn a/neu system ddosrannu'r uned a ddisgrifir.

Rheol:

Manylar ar strwythur mewnol, trefn a/neu system ddosrannu'r uned a ddisgrifir.

Noder fel mae'r archifydd wedi trin y rhain. Ar gyfer cofnodion electronig, dylid cofnodi gwybodaeth am ddyluniad y system neu roi cyfeiriad at y man lle ceir yr wybodaeth. *Fel dewis arall*, gellid cynnwys unrhyw elfen o'r wybodaeth hon yn yr elfen Cwmpas a Chynnwys (3.3.1) yn unol â chonfensiynau cenedlaethol.

Enghreifftiau:

The original order of the fonds has been maintained and arranged into five series which reflect the major activities of the creator over the years. (*Fonds*)

Canada, York University Archives

Organized in 2 series: subject files (1913-1956, 42 cu. ft.) and crop reports and summaries (1932-1968, 1 cu. ft.). (*Is-fonds*)

UDA, Minnesota Historical Society

Arranged in two alphabetical sequences, one for general subjects, and one, by creamery name, for creameries. (*Cyfrs*)

UDA, Minnesota Historical Society

Arranged chronologically by year, thereunder alphabetically by name or acronym of office, and thereunder chronologically (*Cyfres*)

UDA, *National Archives & Records Administration*

The papers have been arranged into 17 series reflecting either the form of the record (eg: diaries) or the activities to which they relate (eg, Business ventures, Moomba Festival, etc). (*Fonds*)

Australia, *National Library of Australia*

Les papiers de famille ont été classés dans l'ordre de succession des familles qui ont été propriétaires de La Chapelle. Les papiers relatifs aux familles alliées à la famille de Moustier... ont été classés en dernier. A l'intérieur de chaque génération, on a classé ensemble les documents qui concernaient le chef de famille, son épouse et ses enfants.. Pour chaque groupe familial... figurent en tête les documents relatifs aux événements familiaux, suivis des correspondances, des pièces concernant la gestion du patrimoine, les activités intellectuelles..., les activités politiques et sociales (*Fonds*)

France, *archives départementales de la Seine-et-Marne*

Il fondo, nella parte che riguarda specificatamente la documentazione prodotta dalla Segreteria di Stato, è strutturato nelle tre serie tipiche degli archivi delle segreterie e dei ministeri toscani: quella delle buste di affari risolti, quella dei registri dei protocolli delle risoluzioni e, infine, quella dei registri (o repertori) degli affari, che costituisce lo strumento di accesso alle altre due. Rimasto privo di strumenti di corredo e di numerazione unica, fino al suo trasferimento dagli Uffici all'attuale sede dell'Archivio di stato di Firenze (1989), è stato in quell'occasione inventariato e dotato di numerazione unica di corda da Orsola Campanile. (*Fonds*)

Italy, *Archivio di Stato di Firenze*

I documenti sono ordinati in unica serie cronologica (*Sub-file*)

Italy, *Istituto Storico della Resistenza in Toscana*

Após a checagem dos documentos com a relação existente e a separação dos documentos por ano, foi possível a elaboração de um quadro de arranjo com diversas formas de seriação, tais como temática, estrutural e por espécie. (*Fonds*)

Brazil, *Arquivo Nacional*

3.4 MAES AMODAU MYNEDIAD A DEFNYDD

3.4.1 Amodau sy'n rheoli mynediad

Pwrpas:

Cynnig gwybodaeth ar statws cyfreithiol neu reoliadau eraill sy'n cyfyngu neu effeithio ar fynediad at yr uned a ddisgrifir.

Rheol:

Manylar ar y gyfraith neu'r statws cyfreithiol, cytundeb, rheoliad neu bolisi sy'n effeithio ar fynediad at yr uned a ddisgrifir. Lle bo'n berthnasol, noder hyd y cyfnod cau a'r dyddiad pan fydd y deunydd yn agored.

Enghreifftiau:

Unrestricted access, including display rights and consultation rights (*Fonds*)

Canada, *York University Archives*

Patient records contain private data; records are closed for 50 years from date of creation.

Researchers may apply to use these records in accordance with State Archives access statement.

(*Cyfres*)

USA, *Minnesota Historical Society*

Material restricted by 5 USC 552 (b)(1) - National Security (*Cyfres*)

USA, *National Archives & Records Administration*

Material restricted by terms of donor's deed of gift (*Cyffres*)
 UDA, National Archives & Records Administration

Use of audio, video, or film materials may require production of viewing copy. (*Fonds*)
 UDA, University of North Carolina at Chapel Hill

All materials of living persons other than Louis D. Rubin, Jr., are closed to research until January 2018 (25 years) or until date of death of such persons, whichever occurs first, except with the written permission of the persons involved. This restriction chiefly affects materials in Series 1.1, 6.2, and 7.1. LDR material is without restriction. (*Fonds*)
 UDA, University of North Carolina at Chapel Hill

Access to the entire fonds is restricted until 2005. Series 3 (Business ventures) is closed until 31 December 2000. (*Fonds*)
 Anstralia, National Library of Australia

As of November 1999, 1170 file items in this series have been access examined. 1150 files have been determined as being open access, 18 files determined as open with exemption and two files determined as closed access. Other files in the series have not yet been access examined. The controlling agency for this series is the Department of Defense, Central Office. (*Cyffres*)
 Anstralia, National Archives of Australia

Archives publiques communicables conformément à la loi n° 79-18 du 3 janvier 1979, article 7 (délai de soixante ans à compter de la date du document). Cependant, même pour les documents déjà communicables en application de la loi, le très mauvais état matériel des documents ne permet pas d'assurer leur libre consultation; pour cette raison et dans l'attente d'un microfilmage, il reste nécessaire de déposer une demande d'autorisation. (*Fonds, is-fonds*)
 Ffrainc, Direction des archives de France

Correspondance familiale non communicable avant 2010. (*Fonds*)
 Ffrainc, Direction des archives de France

La majorité des documents contenus dans ce fonds est désormais librement consultable. Néanmoins, la communication de certains dossiers relatifs au personnel est soumise au délai de communication prévu par l'article 7 de la loi n° 79-18 du 3 janvier 1979 (120 ans à compter de la date de naissance de l'intéressé, 150 ans à compter de la date de naissance pour les documents comportant des informations à caractère médical). (*Fonds*)
 Ffrainc, Direction des archives de France

Consultazione limitata e con autorizzazione del Comitato per la pubblicazione delle Opere di Salvemini (*Fonds*)
 Yr Eidal, Istituto Storico della Resistenza in Toscana

Para sua preservação, o acervo foi microfilmado e o acesso só é concedido por meio desse suporte. (*Fonds*)
 Brasil, Arquivo Nacional

3.4.2 Amodau sy'n rheoli atgynhyrchu

Pwrpas:

Nodi unrhyw gyfyngiadau ar atgynhyrchu'r uned a ddisgrifir.

Rheol:

Rhodder gwybodaeth am amodau megis hawlfraint sy'n rheoli atgynhyrchu'r uned a ddisgrifir ar ôl caniatáu mynediad at y deunydd. Os nad yw'n hysbys a oes cyfyngiadau o'r fath ai peidio, dylid cofnodi hynny. Os nad oes amodau, nid oes angen datganiad.

Enghreifftiau:

Copyright is retained by the artist (*Fonds*)

Canada, York University Archives

Quotation or publication, beyond the fair use provisions of the copyright law, from records less than 25 years old requires written permission. (*Fonds*)

UDA, Minnesota Historical Society

May not be reproduced without the written permission of MGM-Hearst Metrotone News. (*Eitem*)

UDA, National Archives & Records Administration

The donor has retained all proprietary rights and copyright in the published and unpublished writings of Rose Wilder Lane and Laura Ingalls Wilder. Those materials may be duplicated but may not be published without permission. (*Fonds*)

UDA, National Archives & Records Administration

La reproduction de documents appartenant à l'Etat et conservés aux Archives nationales donne lieu à la perception d'un droit de reproduction. (*Fonds*)

Ffrainc, Centre historique des Archives nationales

La riproduzione della serie "registri degli affari" è consentita unicamente in fotocopia da microfilm esistente. (*Cyffres*)

Yr Eidal, Archivio di Stato di Firenze

3.4.3 Iaith/arddulliau ysgrifennu'r deunydd

Pwrpas:

Nodi'r iaith/ieithoedd, arddull(iau) ysgrifennu a systemau o symbolau a ddefnyddir yn yr uned a ddisgrifir.

Rheol:

Noder yr iaith/ieithoedd a/neu arddull(iau) ysgrifennu'r deunyddiau a gynhwysir yn yr uned a ddisgrifir.

Noder unrhyw wyddor, arddull ysgrifennu, system o symbolau neu dalfyriadau nodedig a ddefnyddir.

Fel opsïwn, gellir cynnwys hefyd y codau ISO priodol am iaith/ieithoedd (**ISO 639-1** a **ISO 639-2: International Standards for Language Codes**) neu arddull(iau) ysgrifennu, (**ISO 15924: International Standard for Names of Scripts**).

Enghreifftiau:

In Dakota, with partial English translation (*Ffeil*)

UDA, Minnesota Historical Society

Chinese (*Cyffres*)

UDA, National Archives & Records Administration

English (*Ffeil*)

Australia, National Archives of Australia

Latin. Ecriture insulaire (noter en particulier l'abréviation utilisée pour *per*) (*Eitem*)

Ffrainc, Direction des archives de France

Scrittura notarile con molti prestiti dalla libreria. Numerose le legature soprattutto «sine virgula superius» come nella libreria. Ricchissimo il sistema abbreviativo che tipicizza la scrittura notarile, presenti le note tachigrafiche (*Eitem*)

Yr Eidal, Archivio di Stato di Firenze

Em português, contendo documentos em inglês, francês, espanhol e alguns cifrados. (*Fonds*)

Brasil, Arquivo Nacional

3.4.4 Nodweddion ffisegol a gofynion technegol

Pwrpas:

Cynnig gwybodaeth am unrhyw nodweddion ffisegol neu ofynion technegol sy'n effeithio ar ddefnydd o'r uned a ddisgrifir.

Rheol:

Noder unrhyw amodau ffisegol, megis gofynion cadwraeth, sy'n effeithio ardefnydd o'r uned a ddisgrifir. Noder unrhyw feddalwedd a/neu galedwedd sydd yn angenrheidiol i gael mynediad at yr uned a ddisgrifir.

Enghreifftiau:

Videotapes are in 1/2 inch helical open reel-to-reel format. (*Cyffres*)

UDA, Minnesota Historical Society

Many of the prints show some fading and silvering. (*Cyffres*)

UDA, National Archives & Records Administration

At least six prints have their images obscured due to time and the unstable chemical conditions within the print paper. (*Cyffres*)

UDA, National Archives & Records Administration

Sigillo fragile, escluso dalla riproduzione in attesa del restauro (*Eitem*)

Yr Eidal, Archivio di Stato di Firenze

3.4.5 Cymhorthion chwilio

Pwrpas:

Rhestru unrhyw gymhorthion chwilio ar gyfer yr uned a ddisgrifir.

Rheol:

Rhodder gwybodaeth am unrhyw gymhorthion chwilio a all fod gan yr archifdy neu grëwr cofnodion sydd yn cynnig gwybodaeth ynglŷn â chyd-destun a chynnwys yr uned a ddisgrifir. Lle bo'n addas, dylid cynnwys gwybodaeth am ble mae copi ar gael.

Enghreifftiau:

Contents list available (*Cyffres*)

Canada, York University Archives

Transcript of original interview available (*Cyffres*)

Canada, York University Archives

Series level descriptions available with associated box lists (*Fonds*)

Canada, York University Archives

An inventory that provides additional information about this collection is available in electronic form at <http://www.mnhs.org/library/findaids/00020.xml>. (*Fonds*)

UDA, Minnesota Historical Society

Geographic index (*Cyffres*)

UDA, National Archives & Records Administration

A set of bound volumes contains caption lists for these negatives. (*Cyffres*)

UDA, National Archives & Records Administration

Paper inventories for parts of this series are available upon request. As of November 1999, 1172 file item descriptions are available on the National Archives' RecordSearch database. (*Cyffres*)

Australia, National Archives of Australia

A 31 page published finding aid is available. This finding aid is also available on the Web at <http://www.nla.gov.au/ms/findaids/8822.html> (*Fonds*)
Australia, National Library of Australia

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. (*Fonds*)
Ffrainc, archives départementales de la Mayenne

Actes du Parlement de Paris. Première série : de l'an 1254 à l'an 1328. Tome premier : 1254-1299, par E. Boutaric, Paris, 1863, in-4°, CXII-CCCXXXII-468 p. Tome deuxième: 1299-1328, par E. Boutaric, Paris, 1867, in-4°, 788 p. (Archives de l'Empire. Inventaires et documents).
 Inventaire analytique dans l'ordre chronologique reconstitué de tous les actes du Parlement de Paris, de 1254 à janvier 1328, avec adjonction de nombreux documents provenant du Trésor des Chartes. Index des noms géographiques, de personnes et de matières des deux volumes, à la fin du tome deuxième. (*Cyfrës*)
Ffrainc, Centre historique des Archives nationales

Segreteria di Stato (1765-1808), inventario a cura di O. Campanile, Firenze, 1989, *Inventari*, N/292 (*Fonds*)
Yr Eidal, Archivio di Stato di Firenze

ARQUIVO NACIONAL (Brasil). **Guia de Fundos do Arquivo Nacional.** Rio de Janeiro: O Arquivo, 1999. 673 p. Digitado e em base de dados.
 _____. **Fundo Góes Monteiro:** inventário analítico. Rio de Janeiro: O Arquivo, 1999, 209 p. (Instrumentos de Trabalho; n. 19)
 O inventário acha-se também disponível em base de dados. (*Fonds*)
Brasil, Arquivo Nacional

3.5 MAES DEUNYDDIAU CYSYLLTIEDIG

3.5.1 Bodolaeth a lleoliad y gwreiddiol

Pwrpas:

Nodi bodolaeth, lleoliad, argaeledd a/neu wareidiad y dogfennau gwreiddiol lle mae'r uned a ddisgrifir yn cael ei ffurfio o gopiau.

Rheol:

Os yw dogfen wreiddiol yr uned a ddisgrifir ar gael (yn y sefydliad neu mewn man arall), cofnoder ei leoliad ynghyd ag unrhyw rifau rheolaethol o bwys. Os nad yw'r dogfennau gwreiddiol bellach mewn bodolaeth, neu os nad yw eu lleoliad yn hysbys, nodir hynny.

Enghreifftiau:

Following sampling in 1985, the remaining case files were destroyed. (*Cyfrës*)
UDA, Minnesota Historical Society

It appears the original of file item 81645 was withdrawn from A471 some time after August 1988, and currently the file has not been located. A photocopy of the file has been placed with the series in lieu of the original. (*Cyfrës*)
Australia, National Archives of Australia

The originals are located in the Western Historical Manuscript Collection, University of Missouri, Columbia, Missouri. (*Cyfrës*)
UDA, National Archives & Records Administration

Originals of these documents are presidential records in the custody of the National Security Council. (*Cyfrës*)

UDA, *National Archives & Records Administration*

Microfilm du cartulaire de Redon (original aux archives de l'Evêché) (*Cyffres*)
Ffrainc, archives départementales d'Ille-et-Vilaine

Attualmente le carte a Prato sono conservate presso l'archivio dell'Istituto nazionale per la storia del movimento di liberazione in Italia (Milano). Su Carlo a Prato e il suo archivio cfr. TORCELLAN N., Per una biografia di Carlo a Prato, in Italia contemporanea, 1970, lug.-set., 124, p. 3-48, dove è anche la descrizione sommaria del Fondo a Prato (*Ffeil*)
Yr Eidal, Istituto Storico della Resistenza in Toscana

Nodyn: Mae copïau o bapurau personol Carlo a Prato yn ffurfio'r uned a ddisgrifir.

3.5.2 Bodolaeth a lleoliad copïau

Pwrpas:

Nodi bodolaeth, lleoliad ac argaeledd copïau o'r uned a ddisgrifir.

Rheol:

Os yw'r copi o'r uned a ddisgrifir ar gael (yn y sefydliad neu mewn man arall), noder ei leoliad, ynghyd ag unrhyw rifau rheolaethol o bwys.

Enghreifftiau:

Digital reproductions of the Christie family Civil War correspondence are available electronically at <http://www.mnhs.org/collections/christie.html>. (*Fonds*)
UDA, Minnesota Historical Society

In August 1988 a photocopy of item 81645 (from the Japanese War Crimes Trials section of the series) was transferred to the Australian Archives from the Australian War Memorial under the number 1010/6/134 and accessioned into series A2663. (*Cyffres*)
Anstralia, National Archives of Australia

The Mabo Papers have been microfilmed onto 11 reels of 35mm film held at NLA Mfm G 27,539-27,549. Full sets of the microfilm are held by the Townsville and Cairns campus libraries of the James Cook University of North Queensland. (*Fonds*)
Anstralia, National Library of Australia

Cases numbers 1-769 have been reproduced as National Archives and Records Administration microfilm publication M1082, entitled "Records of the U S District Court for the Eastern District of Louisiana, 1806-1814." (*Cyffres*)
UDA, National Archives & Records Administration

Les cahiers de doléances ont été microfilmés sous la cote 2 Mi 30 (*Ffeil*)
Direction des archives de France

Una copia dei microfilm e delle trascrizioni furono depositati nel maggio 1941 nella Widener Library di Harvard (Cambridge, Mass) e si trovano ora nella Houghton Library (*48M-394) (*Cyffres*)
Yr Eidal, Istituto Storico della Resistenza in Toscana

Microfilmes 045-97 a 054-97. (*Fonds*)
Brasil, Arquivo Nacional

3.5.3 Unedau disgrifio perthynol

Pwrpas:

Adnabod unedau disgrifio perthynol.

Rheol:

Noder gwybodaeth am unedau disgrifio sydd yn yr un archifdy neu mewn man arall sydd â chysylltiad oherwydd tarddiad neu sydd yn perthyn i'w gilydd mewn rhyw ffordd arall. Rhodder esboniad o natur y berthynas, gan ddefnyddio geiriau rhagarweiniol priodol. Os yw'r uned disgrifio berthynol yn gymhorthyn chwilio,

dylid defnyddio elfen ddisgrifio cymhorthion chwilio (3.4.5) wrth wneud y cyfeiriad ati.

Enghreifftiau:

Earlier files of a similar nature (1959-1968) are catalogued as Minnesota. Secretary of State. Charitable corporations files. (*Cyfres*)
UDA, Minnesota Historical Society

See also Louis Decimus Rubins papers (#3899) and the Clyde Edgerton papers (#4616) in the Southern Historical Collection, University of North Carolina at Chapel Hill (*Fonds*)
UDA, University of North Carolina at Chapel Hill

Previous series: A703 – Correspondence files, multiple number series with occasional alphabetical prefixes and infixes [Canberra].

Controlling series:

1 Jan 1901-A3193, Name index cards for courts-martial files [including war crimes trials], alphabetical series;

1 Jan 1901-A6739, Register of Transcripts of Courts-Martial Proceedings;

1 Jan 1929-31 Dec 1952 A5024, Subject index cards to A432, Correspondence files, annual single number series - A5024 controls those files relating to Japanese war crimes trials; 1 Jun 1975 - by 3 Jul 1975 A3194, Copies of subject index cards [A5024] relating to Japanese war crimes trials - A3194 controls those files relating to Japanese war crimes trials.

A quantity of records in this series, within the file number range 80776 to 81663, deals with Japanese war crimes trials. The index cards for these files are available as CRS A3193/XM1 and A3194/XM1. (*Cyfres*)

Australia, National Archives of Australia

Sound recordings from the Mabo Papers are held in the National Library's Oral History collection at TRC 3504. (*Fonds*)

Australia, National Library of Australia

Ces documents prennent la suite de ceux versés depuis 1811 dans les séries F₁: administration générale, F₄: comptabilité générale, et F₁₉: cultes (*Cyfres*)

Ffrainc, Centre des archives contemporaines

Des registres de même origine sont conservés sous les cotes 11 J 1-81 (fonds Magon de la Balue, complément) et en 39 J 1-12 (fonds Urvoys de Saint-Michel) (*Cyfres*)

Ffrainc, archives départementales d'Ille-et-Vilaine

A compléter, aux Archives départementales de la Côte-d'Or, par le fonds de la chambre des comptes de Dijon qui contient celui de la chambre des comptes de Savoie pour la Bresse, le Bugey et le Pays de Gex ; on notera en particulier les comptes des châtelainies avec les amendes de justices (XIII^e-XVII^e siècles) (B 6670 à 10409) et les aveux et dénombrements des seigneurs (B 10470 à 11118) (*Fonds*)

Ffrainc, archives départementales de l'Ain

Le buste di affari direttoriali dal 1771 al 1785 sono attualmente conservate nel fondo *Consiglio di reggenza* (1737-1765), nn.1008-1025. Anche ad esse si accede, come al resto della documentazione riferibile alla Segreteria di Stato, attraverso la serie dei registri degli affari, conservata nel fondo *Segreteria di Stato* (1765- 1808). (*Fonds*)

Yr Eidal, Archivio di Stato di Firenze

3.5.4 Nodyn am gyhoeddiadau

Pwrpas: Nodi unrhyw gyhoeddiadau sydd mewn bodolaeth am yr uned a ddisgrifir, neu sydd wedi eu seilio ar ddefnydd, astudiaeth neu ddadansoddiad ohoni.

Rheol:

Noder cyfeiriad at, a/neu wybodaeth am, gyhoeddiad sydd mewn bodolaeth am yr uned a ddisgrifir, neu sydd wedi ei seilio ar ddefnydd, astudiaeth neu ddadansoddiad ohoni. Dylid cynnwys cyfeiriadau at ffacsiliau neu adysgrifau.

Enghreifftiau:

The entire calendar has been published in 12 volumes from the set of cards held by the University of Illinois. *The Mereness Calendar: Federal Documents of the Upper Mississippi Valley 1780-1890* (Boston: G. K. Hall and Co., 1971). (*Fonds*)
UDA, Minnesota Historical Society

Noel Loos' biography of Mabo, *Edward Koiki Mabo : his life and struggle for land rights*, St Lucia, UQP, 1996, makes numerous references to the Mabo Papers. (*Fonds*)
Australia, National Library of Australia

Fr. Bluche a publié sous le titre *Les Honneurs de la Cour*, Paris, 1957, 2 vol. in-4° (*Les Cahiers nobles*, nos 10 et 11), un catalogue des maisons ou familles admises au XVIII^e siècle aux honneurs de la Cour, établi d'après ces documents. (*Cyfrs*)
Ffrainc, Centre historique des Archives nationales

BUCCHI, S. Nota sulla formazione dell'Archivio Salvemini, in *Il Ponte*, 1980, XXVI, 1, gen., p. 43-61; VITALI, S., L'Archivio Salvemini, in *Informazione*, 1987, VI, 12, p. 39; Introduzione. In VITALI, S., *Archivio Gaetano Salvemini. I Manoscritti e materiali di lavoro*, Roma, Ministero per i beni culturali e ambientali. Ufficio centrale per i beni archivistici, 1998; SALVEMINI, G., *Opere*, Milano, Feltrinelli, 1961-1978, vol. 1-9 (tomi 18); SALVEMINI, G., *Carteggio*, 1898-1926, Bari, Laterza, 1984-1997, (voll. 5) (*Fonds*)
Yr Eidal, Istituto Storico della Resistenza in Toscana

Nodyn: Cyboeddiadau am fonds Salvemini Gaetano a seilinyd ar ddogfennau a geir o fewn y fonds.

SMITH, Peter Seaborn. **Góes Monteiro and the role of the Army in Brazil.** [s.l. : s.n.], 1980.
MONTEIRO, Pedro Aurélio de Góes. **The Brazilian Army 1925:** a contemporary opinion.
Introdução de Peter Seaborn Smith. [s.l.]: University of Waterloo, 1981. (Occasional paper series) (*Fonds*)
Brasil, Arquivo Nacional

3.6 MAES NODIADAU

3.6.1 Nodyn

Pwrpas:

Darparu gwybodaeth na ellir ei gosod mewn maes arall.

Rheol:

Cofnoder gwybodaeth arbenigol neu wybodaeth arall o bwys nad oes elfen arall o ddisgrifiad ar ei chyfer.

Enghreifftiau:

Title supplied from contents of the series (*Fonds*)
Canada, York University Archives

Also known as: Uncle Remus collection. (*Fonds*)
UDA, Emory University

Previously known as: Battle of Kennesaw Mountain collection. (*Fonds*)
UDA, Emory University

Please note that only a portion of this item has been digitized and made available online. (*Eitem*)
UDA, National Archives & Records Administration

Item barcode 209393 (*Ffeil*)
Anustralia, National Archives of Australia

Fontes complementares são mencionadas no inventário do fundo. (*Fonds*)
Brasil, Arquivo Nacional

3.7 MAES RHEOLI DISGRIFIADAU

3.7.1 Nodyn archifydd

Pwrpas:

Esbonio sut y lluniwyd y disgrifiad a chan bwy.

Rheol:

Cofnoder nodiadau am ffynonellau y cyfeiriwyd atynt wrth lunio'r disgrifiad a nodi pwy a'i lluniodd.

Enghreifftiau:

Description prepared by S. Dubeau in October 1997; revised in April 1999 (*Fonds*)
Canada, York University Archives

Processed by: Lydia Lucas, May 1996; Lara Friedman-Shedlov, May 1999 (*Fonds*)
UDA, Minnesota History Society

Description written by Sharon G. Thibodeau (*Fonds*)
UDA, National Archives & Records Administration

Papers arranged and described by Adrian Cunningham. (*Fonds*)
Anustralia, National Library of Australia

La descrizione è stata compilata da Alessandra Topini nel corso del progetto “Anagrafe informatizzata degli archivi italiani” e revisionata da Stefano Vitali (1999). Sono state consultate le seguenti fonti archivistiche: AS FI, *Segreteria di Stato (1765-1808)*, 1142; SÚAP, *Rodinný archiv Toskánckých Habsburků, Ferdinando III*, 1, cc. 1-4; le opere seguenti: ; PANSINI G., *Potere politico e amministrazione al tempo della Reggenza lorenese*, in *Pompeo Neri. Atti del colloquio di studi di Castelfiorentino 6-7 maggio 1988*, a cura di A. Fratoianni e M. Verga, Castelfiorentino, Società storica della Valdelsa, 1992, p. 29-82; CONTINI A., *Pompeo Neri tra Firenze e Vienna (1755-1766)*, *ibidem*, p. 239-331; BECAGLI V., *Pompeo Neri e le riforme istituzionali della prima età leopoldina*, *ibidem*, p. 333-376 (*Fonds*)
Yr Eidal, Archivio di Stato di Firenze

Descrição preparada por Mariza Ferreira de Sant'Anna e Maria da Conceição Castro, técnicas do Arquivo Nacional. (*Fonds*)
Brasil, Arquivo Nacional

3.7.2 Rheolau neu Gonsensiynau

Pwrpas:

Nodi'r protocolau y seiliwyd y disgrifiad arnynt.

Rheol:

Cofnoder y rheolau neu'r consensiynau rhyngwladol, cenedlaethol a/neu leol a ddefnyddiwyd wrth lunio'r disgrifiad.

Enghreifftiau:

Fonds and series level descriptions based on *Rules for Archival Description* (*Fonds*)
Canada, York University Archives

Description based on the Oral History Cataloging Manual (Chicago: Society of American Archivists, 1995). (*Cyffres*)
UDA, Minnesota Historical Society

Series controlled and described under the rules of the National Archives of Australia's Commonwealth Records Series (CRS) System. (*Cyffres*)
Australia, National Archives of Australia

Cet instrument de recherche a été élaboré conformément aux recommandations de l'ouvrage suivant : Direction des Archives de France, *Les instruments de recherche dans les archives*, Paris : La Documentation française, 1999, 259 p. (*Fonds*)
Ffrainc, Direction des archives de France

La descrizione è stata compilata sulla base del *Manuale per i rilevatori* del progetto "Anagrafe degli archivi italiani." (Roma, 1994) e delle *Istruzioni per la rilevazioni dei dati. Progetto "Anagrafe"* dell'Archivio di Stato di Firenze (Firenze, 1995-1997) e revisionata facendo riferimento all'*International Standard Archival Description (General)* (*Fonds*)
Yr Eidal, Archivio di Stato di Firenze

3.7.3 Dyddiad(au) disgrifio

Pwrpas:

Nodi pa bryd y lluniwyd a/neu y diwygiwyd y disgrifiad hwn.

Rheol:

Noder y dyddiad(au) pan luniwyd a/neu y diwygiwyd y manylion.

Enghreifftiau:

Finding aid prepared April 1972. (*Fonds*)
UDA, Minnesota Historical Society

1999-02-11 (*Eitem*)
UDA, National Archives & Records Administration

Series registered, 24 September 1987. Description updated, 10 November 1999. (*Cyffres*)
Australia, National Archives of Australia

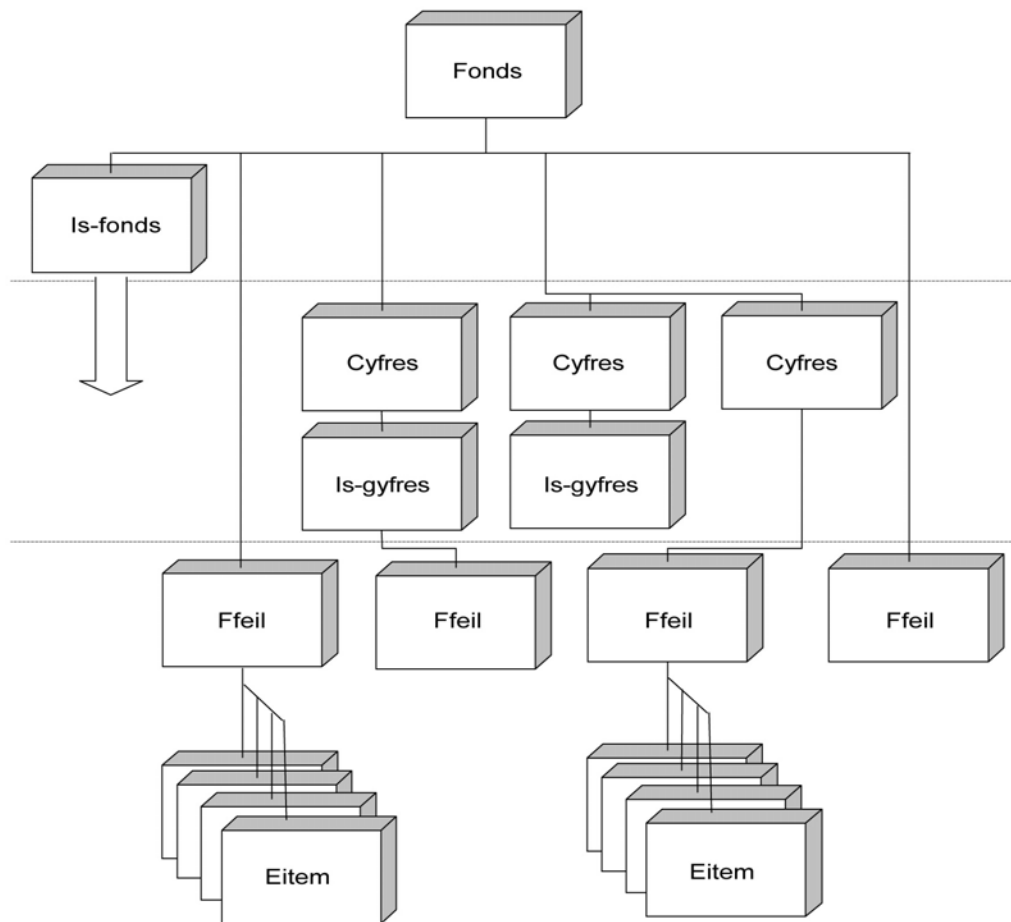
File access decision and item registration, 22 November 1984 (*Ffeil*)
Australia, National Archives of Australia

Redatta nel 1995, revisionata nel settembre 1999. (*Fonds*)
Yr Eidal, Archivio di Stato di Firenze

1/12/1999 (*Fonds*)
Brasil, Arquivo Nacional

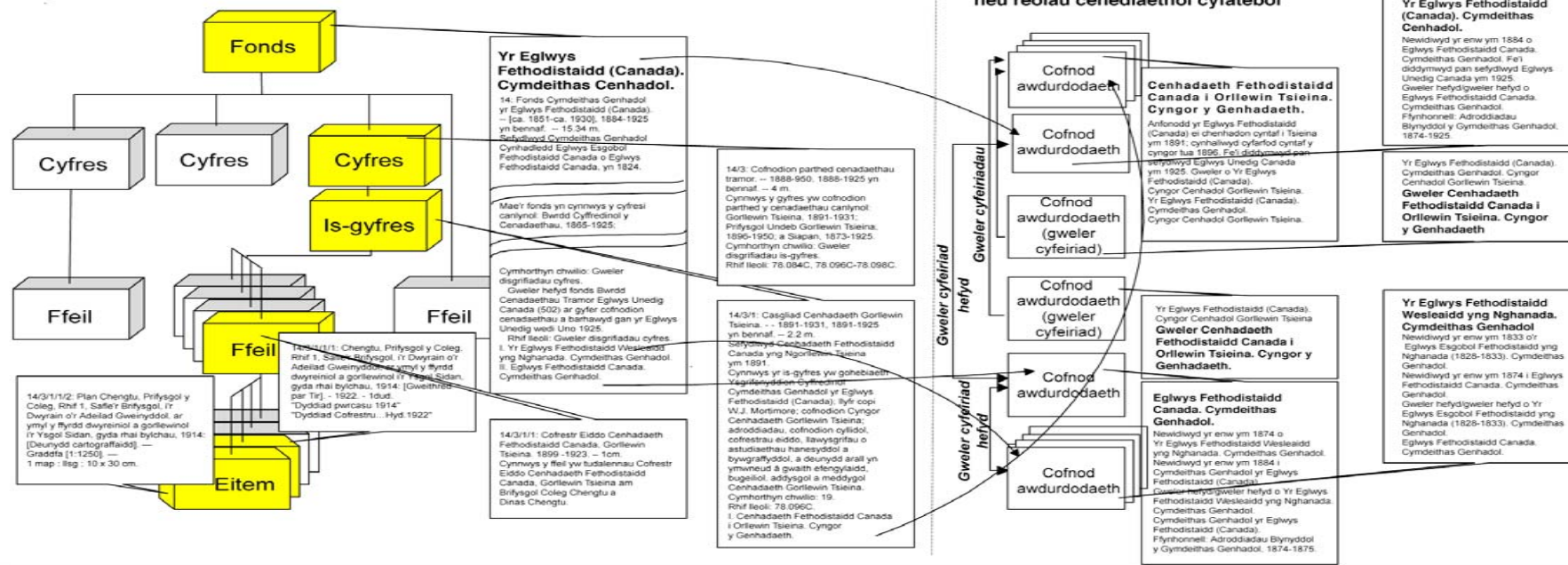
**ATODIAD A-1**

- A1 Mae model hierarchaidd ISAD(G) yn dangos enghraifft nodweddiadol ac nid yw'n cynnwys pob cyfuniad posibl o lefelau. Mae unrhyw nifer o lefelau rhyngol rhwng y rhai a ddangosir yn y model yn bosibl.

Modelau o'r lefelau mewn trefniant fonds

Y BERTHYNAS RHWNG COFNODION DISGRIFIO A CHOFNODION AWDURDODAETH
Esboniad trwy gyfrwng enghraifft

Cofnodion awdurdodaeth archifol yn unol ag ISAAR(CPF)
neu reolau cenedlaethol cyfatebol



Dyluniwyd a chynhyrchwyd y siart gan Hugo L.P. Stipbe. c1998

ALLWEDD

Blach yn cynrychioli
uned ddisgrifio

Label yn cynnwys
testun yr enghraifft



Pwyntiau mynediad o
neu'r cofnodion
awdurdodaeth



Linell dertyn rhwng
cofnodion disgrifio a
cofnodion awdurdodaeth

ATODIAD B

Enghreifftiau llawn

Mae'r enghreifftiau sydd yn yr atodiad hwn at ddibenion dangos gweithdrefn ISAD(G). Yn ôl paragraff 6 y rhagymadrodd (I.6), "...nid yw'r safon yn diffinio fformau allbynnu na'r dulliau o gyflwyno'r elfennau [disgrifio] hyn, er enghraifft mewn stocrestrau, catalogau, rhestrau ayb." Oherwydd hyn, nid yw ffurf a threfn yr elfennau disgrifio yn yr atodiad hwn yn fandadol. Serch hynny, at ddibenion y safon hon, maent yn dilyn trefn ISAD(G).

Dangosir dull aml-lefel ISAD(G) trwy gynnwys cymaint o lefelau disgrifio mewn un hierarchaeth fertigol ag sy'n berthnasol a/neu ymarferol at ddibenion y safon hon. Nid yw pob enghraifft yn un aml-lefel. Lle mae lefelau disgrifio'n bodoli, fe'u henwir ac fe'u dangosir trwy indeintio. Nid yw'r disgrifiad o'r cydrannau o anghenrheidrwydd yn dangos pob lefel bosibl na'r holl ddisgrifiadau a fyddai'n deillio o ddisgrifio *fonds* neu gasgliad a'i holl gydrannau. Yn unol â pharagraff Rh.12, nid yw'r enghreifftiau o anghenraid yn cynnwys pob un o'r 26 elfen o ddisgrifio sydd yn ISAD(G). Yn yr enghreifftiau, ni ailadroddir yr elfennau disgrifio mandadol ar bob lefel. Gan fod atodiad B yn dangos hierarchaeth integreiddiedig, gweithredir rheol aml-lefel 2.4, Osgoi Ailadrodd Gwybodaeth. Er enghraifft, os mai'r un yw crëwr yr uned ddisgrifio ar lefel uwch â'r crëwr ar lefel is, nid yw hyn yn cael ei ail-adrodd ar y lefel(au) is.

Mae rhifau ac enwau'r elfennau disgrifio'n ymddangos yn y golofn ar y chwith yn iaith y cyfieithiad hwn. Yn unol â pharagraff Rh.4, gellir defnyddir rheolau lleol neu rai sy'n bodoli eisoes ar gyfer deunyddiau o fathau arbennig. (Digwydd hyn fel arfer ar lefel ddisgrifio yr eitem.) Dangosir mewn cromfachau enwau'r elfennau disgrifio ar gyfer deunyddiau arbennig nad ydynt wedi eu cynnwys yn ISAD(G) a rhaid nodi pa reolau neu gonfensiynau a ddefnyddir. (Gweler 3.7.2.)

Mae cynnwys yr elfennau disgrifio yn cael eu dangos yn y golofn ganol yn iaith y disgrifiad fel y'i cyflwynwyd i ICA/CDS. Mae enwau'r elfennau disgrifio yn yr iaith ddisgrifio wreiddiol yn hytrach nag yn iaith y cyfieithiad, yn ymddangos yn y golofn ar y dde.

Ni ddangosir pwyntiau mynediad, ar wahân i enw(au) crëwr/crewyr (wedi, neu heb ei/eu r(h)eoli). Gweler ISAAR(CPF) ar gyfer agweddau ar reolaeth awdurdodaeth enwau crewyr.

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio***Fonds sefydliad corfforaethol: disgrifiad o'r fonds, ac un o'i gyfresi, is-gyfresi, is-is-gyfresi, ffeiliau ac eitemau.****Iaith y disgrifiad: Saesneg (Canada)****Lefel fonds****Fonds level**

3.1.1 Cod(au) cyfeirio	CA OONAD R610-0-3-E Former Archival Reference number: RG43.	Reference code(s)
3.1.2 Teitl	Department of Railways and Canals fonds [multiple media]	Title
3.1.3 Dyddiad(au)	1791-1964, predominant 1879-1936.	Date(s)
3.1.4 Lefel ddisgrifio	Fonds	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	326.18 m of textual records. – ca. 8,500 photographs. – 1000 maps. – 58 technical drawings.	Extent and medium of the unit of description (quantity, bulk, or size)
3.2.1 Enw crëwr/crewyr	Canada. Dept. of Railways and Canals	Name of creator(s)
3.2.2 Hanes gweinyddol	The Department of Railways and Canals existed from 1879 to 1936. It was established on May 15, 1879 (42 Vict. c. 7, s. 4-5), when it assumed responsibilities formerly under the direction of the Department of Public Works. It was dissolved on November 2, 1936 (1 Edw. VIII, c. 34), when its functions were incorporated in the newly created Department of Transport to group together all the federal government's transport related activities. A Minister of the crown headed the Department, with a Deputy Minister as the chief administrative officer. Initially, it had two branches, the Railway Branch and the Canal Branch, each directed by a Chief Engineer, with the assistance of an accountant and a secretary responsible for record keeping, contracts, and reports. The Railway Branch was responsible for the construction, operation, and maintenance of governmentowned railways and telegraph networks such as the Intercolonial Railway, and the Prince Edward Island Railway and with railway companies with which it had major contracts such as the Canadian Pacific Railway Company. The Canal Branch was responsible for construction, operation, and maintenance of canals and navigation systems on the Great Lakes and along the St. Lawrence, Ottawa, Trent, and Richelieu Rivers, as well as for the St. Peter's and Rideau Canals. In addition to its central offices in Ottawa, the Department had a large field service to operate railways and canals. In 1906, a Statistical	Administrative history

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
	Branch, which reported to the Comptroller, was created to gather and compile data on canals and railways. Three years later, the department reorganized into five branches, the Secretary's, Legal, Statistical, Accountant's, and two Chief Engineers Branches. In 1912, the Office of the Assistant Deputy Minister was created to oversee general administration.	
3.3.1 Cwmpas a chynnwys	Consists of records created by the Department and received from its predecessor, the Department of Public Works. Includes correspondence, contracts, financial and administrative, and other textual records; engineer's drawings and specifications for construction of rail lines, stations, canals, telegraph lines; photographs, maps and plans of properties and construction sites.	Scope and content
3.3.3 Croniadau	No further accruals are expected.	Accruals
3.3.4 System drefnu	The fonds is arranged into nine series: Railway Branch, Canal Branch, Legal records, Rideau Canal, Trent Canal, St. Peter's Canal, St. Lawrence Canals, Welland Canal, and Comptroller's Branch.	System of arrangement
3.4.5 Cymhorthion chwilio	An inventory to the former RG 43 (July 1998) is available. File lists to some sub-series are available.	Finding aids
3.6.1 Nodyn	Title is based on the name of the department in its enabling legislation (42 Vict., c. 7, s. 4-5).	Note(s)
3.7.2 Rheolau neu Gofensiynau	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	Rules or convention
3.7.3 Dyddiad(au) disgrifio	September 11, 1999	Date(s) of descriptions
<u>Lefel cyfres</u>		<u>Series level</u>
3.1.1 Cod(au) cyfeirio	CA OONAD R610-134-2-E Former Archival Reference number: RG43-A	Reference code(s)
3.1.2 Teitl	Railway Branch correspondence, contracts, specifications, maps, plans and technical drawings and other miscellaneous records [textual record, cartographic material]	Title
3.1.3 Dyddiad(au)	1867-1936	Date(s)

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.1.4 Lefel ddisgrifio	Series	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	123.75 m of textual records. – ca. 1000 maps	Extent and medium of the unit of description (quantity, bulk, or size)
3.2.2 Hanes gweinyddol	<p>When the Department of Railways and Canals was created in 1879, the Railway Branch of the Department of Public Works was transferred to the new department. The Railway Branch was responsible for the construction, operation and maintenance of government-owned railways, which in 1879 included the Intercolonial Railway, the Prince Edward Island Railway and a planned transcontinental railway to British Columbia. The branch was also responsible for the administration of federal government aid to railways, designed to encourage the development and construction of new lines. Government assistance took many forms and at various times included land grants, cash subsidies, loans, debentures and the guarantee of bonds or interest. By 1879, steam railways had assumed a significant role in Canadian economic development and were expanding very rapidly. The plan to construct a railroad to the Pacific Coast in the early 1870s was only one factor affecting the decision to create a separate Department of Railways and Canals. Since 1850, close to 6,800 miles of track had been laid in Canada, seventy percent in the twelve years since Confederation. During the lifetime of the Department of Railways and Canals, not one but three trans-continental railways were constructed, and thousands of miles of new lines were laid in all regions of Canada. Between 1900 and 1915 alone, railway mileage doubled from 17,657 to 34,882. This over extension of railway development immediately prior to World War I eventually led to the amalgamation of the Canadian Northern Railway, the Grand Trunk Railways and the Canadian Government Railways system to form Canadian National Railways (CNR). By the end of 1936, Canada had over 42,000 miles of railway track, most of which was operated by CNR and the Canadian Pacific Railway (CPR). The Dominion Government had granted 31,881,643 acres of land to steam railway companies as bonus grants or grants for rights of way, stations or townsites, and over 72,000,000 had been disbursed to railway companies. The Department of Railways and Canals, through its Railway Branch, was intimately associated with this great era of railway development in Canada from 1879 until 1936.</p>	Administrative history
3.3.1 Cwmpas a chynnwys	Series consists of records acquired and accumulated by the Railway Branch of the Department of Railways and Canals between 1867 and 1936. The series includes correspondence records, records from the Office of the Chief Engineer, records relating to subsidies to Railways and to the Quebec Bridge and Railroad Company.	Scope and content

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.3.4 System drefnu	The series is arranged into three sub-series: Correspondence received; Subject files; and Quebec Bridge.	System of arrangement
3.4.2 Amodau sy'n rheoli atgynhyrchu	Copyright belongs to the Crown.	Conditions governing reproduction
3.6.1 Nodyn	Title is based on the contents of the series.	Note
3.7.2 Rheolau neu Gonfensiynau	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	Rules or convention
3.7.3 Dyddiad(au) disgrifio	August 11, 1999	Date(s) of descriptions
<u>Lefel is-gyfres</u>		<u>Sub-series level</u>
3.1.1 Cod(au) cyfeirio	CA OONAD R610-135-4 Former Archival Reference number: RG43-A-I	Reference code(s)
3.1.2 Teitl	Correspondence received and miscellaneous records [textual record, cartographic material]	Title
3.1.3 Dyddiad(au)	1867-1936	Date(s)
3.1.4 Lefel ddisgrifio	Sub-series	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	117.3 m of textual records. – ca. 1000 maps	Extent and medium of the unit of description (quantity, bulk, or size)
3.3.1 Cwmpas a chynnwys.	Sub-series consists of correspondence acquired and accumulated by the Railway Branch. It includes Correspondence received, Subject files, Journals, Registers of letters received, General and special Indexes, and Papers filed.	Scope and content.
3.3.4 System drefnu	All incoming correspondence was registered with a consecutive letter/ number and subject number. The letters were arranged and maintained by subject. A vast portion of the registered correspondence created between 1879 and 1901 was brought forward in 1901 and was included in a new system of subject files.	System of arrangement

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.5.2 Bodolaeth a lleoliad copïau	Microfilm copies produced by the National Archives of Canada of many records in this sub-series may be found on reels T-7351 to T-7380, T-7319 to T-7324. Further finding aids may be consulted under the reference numbers 43-1, 43-33, 43-34 and 43-35.	Existence and location of copies
3.6.1 Nodyn	Title is based on the contents of the sub-series.	Note
3.7.2 Rheolau neu Gonfensiynau	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	Rules or convention
3.7.3 Dyddiad(au) disgrifio	October 20, 1999	Date(s) of descriptions
<u>Lefel ffeil</u>		<u>File level</u>
3.1.1 Cod(au) cyfeirio	CA OONAD R610-136-7-E File number: 5722. Parts: 1=1875, 1906-1908; 2=1910-1914. Former reference number: RG43-A-I-2.	Reference code(s)
3.1.2 Teitl	Canadian Northern Railway Co. - Route Map - Sudbury to Port Arthur [cartographic material]	Title
3.1.3 Dyddiad(au)	1875, 1906-1914	Date(s)
3.1.4 Lefel ddisgrifio	File	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	46 maps	Extent and medium of the unit of description (quantity, bulk, or size)
3.4.1 Amodau sy'n rheoli mynediad	Records are available for consultation without restriction.	Conditions governing access
3.4.5 Cymhorthion chwilio	Finding aid number: 43-50. The finding aid is a computer generated list sorted alphabetically. Listed are volume number, file number, file title and inclusive dates of the file.	Finding aids

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.7.2 Rheolau neu Gonfensiynau	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	Rules or convention
3.7.3 Dyddiad(au) disgrifio	October 20, 1999	Date(s) of descriptions
<u>Lefel eitem</u>		<u>Item level</u>
3.1.1 Cod(au) cyfeirio	CA OONAD R610-137-2-E Former reference number: RG43-A-I-2.	Reference code(s)
3.1.2 Teitl	Camp plan from 185+12 Carden's exploration, Windicoostigan to Sturgeon Falls to Kashaboiwe River at station 1562+73	Title
3.1.3 Dyddiad(au)	1875	Date(s)
3.1.4 Lefel ddisgrifio	Item	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1 map	Extent and medium of the unit of description (quantity, bulk, or size)
[Graddfa]	1:25 000	[Scale]
3.2.3 Hanes archifol	Internal (National Archives of Canada) transfer from Government Archives Division (RG 43 Canada. Dept. of Railways and Canals, vol. 347, file 5722, Part 1) to the Visual and Sound Archives Division.	Archival history
3.4.1 Amodau sy'n rheoli mynediad	No restriction on access or reproduction.	Conditions governing access
3.7.2 Rheolau neu Gonfensiynau	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990. <i>Cartographic materials : A Manual of interpretation for AACR2</i> , Anglo-American Cataloguing Committee for Cartographic Materials (Hugo L.P. Stibbe, ed.), 1982.	Rules or conventions
3.7.3 Dyddiad(au) disgrifio	October 20, 1999	Date(s) of description

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Fonds personol: disgrifiad o'r fonds, a dwy o'i gyfresi, un o'i is-gyfresi, ffeiliau a dwy eitem.
Iaith y disgrifiad: Saesneg (Canada)

Lefel fonds

3.1.1 Cod(au) cyfeirio

CA OTY F0453

3.1.2 Title

John Smith fonds

3.1.3 Dyddiad(au)

1951-1994

3.1.4 Lefel ddisgrifio

Fonds

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)

4.8 m of textual records. – 202 videocassette tapes. – 3 audio cassette tapes. – 3 boxes of graphic materials.

3.2.1 Enw crëwr/crewyr

Smith, John, 1943-

3.2.2 Hanes bywgraffyddol

John Smith is a Canadian film-maker whose films include "Dieppe" and "The Boys of St. Vincent", which he both directed and co-wrote, the latter gaining for him the 1994 Gemini award for Best Direction in a Dramatic Program. Smith was born in Montreal in 1943 and obtained a B.A. in 1964 from McGill University. While studying for a Master's degree in Political Science he became involved with a group of film-makers, and as a result of this association produced his first film with a fellow-student for the CBC in 1967. In 1968 he went to work for CBC Toronto as a researcher and a year later moved to Hobel-Leiterman Productions as a producer/director for television series on the CTV network. In 1972 he joined the National Film Board as executive producer of the television unit. With the closure of the NFB's television unit in the mid-1970's, Smith turned his attention to drama, with the result that he produced several films, including *Acting Class* (a view of the workings of the National Theatre School), *The First Winter* (a dramatic account of Irish settlers in the Ottawa Valley in the 1880's), and *For the Love of Dance* (a backstage look at the world of dance through the activities of seven Canadian Dance Troupes). His most recent film (1995) is *Dangerous Minds*, starring Michelle Pfeiffer.

Fonds level

Reference code(s)

Title

Date(s)

Level of description

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

Name of creator(s)

Biographical history

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.3.1 Cwmpas a chynnwys	The fonds consists of a wide variety of documentation in a variety of formats relating to Smith's personal life and professional career as writer, producer and director. The documentation includes screenplays, draft notes for works in progress, shot lists, story boards, call lists and shooting schedules, casting and contact lists, correspondence, research files, and press clippings; incomplete printing elements for 16mm and 35mm productions, rough assemblies, rushes and outs on VHS and Beta video cassettes for film productions.	Scope and content
3.3.3 Croniadau	Further accruals are expected.	Accruals
3.3.4 System drefnu	The fonds is arranged into the following six series: Series #S1014: Production files; Series #S1015: Scripts; mSeries #S1016: National Film Board files; Series #S1017: Canadian Broadcasting Corporation files; Series #1018: Business files; and Series #S1019: Personal files.	System of arrangement
3.4.1 Amodau sy'n rheoli mynediad	Access to some textual records is restricted. Written permission to consult must be obtained from John N. Smith. All moving image material is accessible only for research use. Copies of moving image material in the fonds is made for study purposes on an as-requested basis.	Conditions governing access
3.4.5 Cymhorthion chwilio	File lists available with series level descriptions.	Finding aids
3.6.1 Nodyn	Title supplied from contents of the fonds.	Note
3.7.2 Rheolau neu Gonfensiynau	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	Rules or convention
3.7.3 Dyddiad(au) disgrifio	August 8, 1999	Date(s) of descriptions
<u>Lefel cyfres</u>		<u>Series level</u>
3.1.1 Cod(au) cyfeirio	CA OTY F0453 S1014	Reference code(s)
3.1.2 Teitl	Production files	Title

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.1.4 Lefel ddisgrifio	Series	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	2.7 m of textual records. – 2 folders of photographs. – 61 video cassettes.	Extent and medium of the unit of description (quantity, bulk, or size)
3.3.1 Cwmpas a chynnwys	Series consists of research files, successive drafts of scripts, casting lists, and other documentation related to films produced by John Smith. Films included in this series include <i>The Boys of St. Vincent</i> (1992), <i>Dieppe</i> (1993), and <i>My Posse Don't Do Homework</i> (1994?). Other production files include such award winning films as <i>Bargain Basement</i> (1976), <i>Revolution's Orphans</i> (1979), and <i>First Winter</i> (1980).	Scope and content
3.3.4 System drefnu	Sub-series within this series are arranged alphabetically by the title of the production. – Some sub-series level descriptions available.	System of arrangement
3.7.3 Dyddiad(au) disgrifio	August 8, 1999	Date(s) of descriptions
<u>Lefel is-gyfres</u>		<u>Sub-series level</u>
3.1.1 Cod(au) cyfeirio	CA OTY F0453 S1014.1	Reference code(s)
3.1.2 Teitl	<i>Boys of St. Vincent</i> productions files.	Title
3.1.3 Dyddiad(au)	1990-1993	Date(s)
3.1.4 Lefel ddisgrifio	Sub-series	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1.24 m (ca. 7 boxes) of textual records. – 2 video cassettes.	Extent and medium of the unit of description (quantity, bulk, or size)
3.3.1 Cwmpas a chynnwys	Sub-series consists of research files, time lines, successive drafts of the screenplay, script revisions, and publicity files relating to the release of the film. Files pertaining to the Supreme Court case preventing the film from being shown in Montreal and in Ontario are in the series titled CBC files (Series #1017).	Scope and content

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r Elen yn iaith y disgrifio</i>
3.4.5 Cymhorthion chwilio	File list of textual records and item level descriptions of release version of the production is available.	Finding aids
3.7.3 Dyddiad(au) disgrifio	August 8, 1999	Date(s) of descriptions
<u>Lefel ffeil</u>		<u>File level</u>
3.1.1 Cod(au) cyfeirio	CA OTY F0453 S1014.1	Reference code(s)
3.1.2 Teitl	Boys of St. Vincent release versions	Title
3.1.3 Dyddiad(au)	1992	Date(s)
3.1.4 Lefel ddisgrifio	File	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	2 video cassettes (185 min.)	Extent and medium of the unit of description (quantity, bulk, or size)
3.3.1 Cwmpas a chynnwys	File consists of video cassettes of the release version of <i>Boys of St. Vincent</i> and <i>The Boys of St. Vincent : 15 years later</i> . a two-part production entitled The Boys of St. Vincent produced by John N. Smith.	Scope and content
3.6.1 Nodyn	Title supplied from contents of the file.	Note
3.7.3 Dyddiad(au) disgrifio	August 8, 1999	Date(s) of descriptions
<u>Lefel eitem (1)</u>		<u>Item level (1)</u>
3.1.1 Cod(au) cyfeirio	CA OTY F0453 S1014.1	Reference code(s) CA
3.1.2 Teitl	The Boys of St. Vincent [videorecording]	Title
3.2.1 Enw crëwr/crewyr .	Les Productions T1 -Action Inc. in co-production with the National Film Board of Canada, in association with the Canadian Broadcasting Corporation (Producers). — Canada : Productions T1 -Action, Inc.	Name of creator(s).

*Rhif ac enw'r elfen**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)

1 videocassette (92 min.) : sd., col. ; 2 in.

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

3.3.1 Cwmpas a chynnwys

Performers: Henry Czerny, Brian Dooley, Philip Dinn, Johnny Morina. – Directed by John N. Smith ; director of photography, Pierre Letarte ; edited by Werner Nold. – VHS. Closed-captioned for the hearing impaired. – Item is a fictional account of the emotional and sexual humiliation experienced by boys in a Newfoundland orphanage run by the All Saints Brothers. Tells the story of ten-year-old Kevin who rebels against the authoritarian rule.

Scope and content

3.7.3 Dyddiad(au) disgrifio

August 8, 1999

Date(s) of descriptions

Lefel eitem (2)Item level (2)

3.1.1 Cod(au) cyfeirio

CA OTY F0453 S1014.1

Reference code(s)

3.1.2 Teitl

The Boys of St. Vincent [videorecording] : 15 years later

Title

3.2.1 Enw crëwr/crewyr

Les Productions T1 -Action Inc. in co-production with the National Film Board of Canada, in association with the Canadian Broadcasting Corporation (Producers). – Canada : Productions T1 -Action, Inc.

Name of creator(s)

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)

1 videocassette (93 min.) : sd., col. ; 2 in.

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

3.3.1 Cwmpas a chynnwys

Performer(s): Henry Czerny, Sebastian Spence, David Hewlett. – Directed by John N. Smith ; director of photography, Pierre Letarte ; edited by Andre Corriveau. – VHS. Closed-captioned for the hearing impaired. – Item is a fictional account of a public inquiry into the physical and sexual abuse reported by former residents of a Newfoundland orphanage run by the All Saints Brothers. Kevin recounts his torment at the hands of Brother Lavin, who is now married and the father of two children.

Scope and content

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

3.7.3 Dyddiad(au) disgrifio August 8, 1999

Date(s) of descriptions

Lefel cyfres**Series level**

3.1.1 Cod(au) cyfeirio CA OTY F0453 S1015

Reference code(s)

3.1.2 Teitl Scripts

Title

3.1.3 Dyddiad(au) 1989-1994

Date(s)

3.1.4 Lefel ddisgrifio Series

Level of description

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli) 1.08 m of textual records

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

3.3.1 Cwmpas a chynnwys Series consists of scripts sent to John Smith in the course of his film making career for which there are no production notes, just screenplays.

Scope and content

3.3.4 System drefnu Scripts are arranged alphabetically by the title of the script.

System of arrangement

3.4.5 Cymhorthion chwilio File list available.

Finding aids

3.7.3 Dyddiad(au) disgrifio July 18, 1999

Date(s) of descriptions

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Fonds Corfforaethol: disgrifiad o'r fonds, ac un yr un o'i gyfresi, is-gyfresi, ffeiliau ac eitemau.
Iaith y disgrifiad: Saesneg (Canada)

Nodyn: Defnyddir yr enghraifft hon yn niagram Atodiad A-2.

Lefel fonds**3.1.1 Cod(au) cyfeirio**

CA OTV/VUAR-14

3.1.2 Teitl

Methodist Church (Canada) Missionary Society fonds

3.1.3 Dyddiad(au)

[ca. 1851-ca. 1930], predominant 1884-1925

3.1.4 Lefel ddisgrifio

Fonds

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)

15.34 m of textual and cartographic material records

3.2.1 Enw crëwr/crewyrMethodist Church (Canada). Missionary Society.
Wesleyan Methodist Church in Canada. Missionary Society.
Methodist Church of Canada. Missionary Society.**3.2.2 Hanes gweinyddol**

The Missionary Society of the Methodist Episcopal Church Canada Conference, Methodist Church in Canada was established in 1824. When this Church joined with the British Wesleyans to establish the Wesleyan Methodist Church in Canada in 1833, the Society evolved into an Auxiliary of the Wesleyan Missionary Society (Great Britain) to support the growth of domestic missions, including missions to Aboriginal People. This union was ended in 1840, but resumed in 1847. In 1854 the British Hudson's Bay Territory missions were transferred to the Missionary Society in Canada, which gradually took over the responsibility of all mission work from Britain beginning in Central Canada and the Northwest. The Society, with some changes in administrative structure, existed as part of the Methodist Church of Canada and the Methodist Church (Canada). The object of the Society came to be the support and enlargement of the aboriginal, French, domestic, foreign and other missions, carried on under the direction of the central committee and board, and later also under the Conferences. In 1906, the missions were divided between two new Departments --Foreign and Home.

Fonds level**Reference code(s)****Title****Date(s)****Level of description****Extent and medium of the unit of description (quantity, bulk, or size)****Name of creator(s)****Administrative history**

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.3.1 Cwmpas a chynnwys	Fonds consists of the following series: General Board of Missions, 1865-1925; correspondence of the General Secretaries, 1868-1923; foreign mission records, 1888-1950; home mission records, 1906-1927; financial records, 1899-1930; quarterly returns of aboriginal institutes and day schools, 1902-1923; printed ephemera; and constitution and financial records of the Superannuation Fund for Lay Missionaries of Foreign Fields, 1919-1929.	Scope and content
3.5.3 Unedau disgrifio perthynol	See also United Church of Canada Board of Overseas Missions fonds (502) for records of missions continued by the United Church after the 1925 Union.	Related units of description
3.7.2 Rheolau neu Gofensiynau	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	Rules or convention
3.7.3 Dyddiad(au) disgrifio	February 18 1998	Date(s) of descriptions
<u>Lefel cyfres</u>		<u>Series level</u>
3.1.1 Cod(au) cyfeirio	CA OTV/VUAR-14/3	Reference code(s)
3.1.2 Teitl	Records re foreign missions	Title
3.1.3 Dyddiad(au)	1888-1950, predominant 1888-1925	Date(s)
3.1.4 Lefel ddisgrifio	Series	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	4 m of textual and cartographic records	Extent and medium of the unit of description (quantity, bulk, or size)
3.3.1 Cwmpas a chynnwys.	Series consists of records re the following missions: West China, 1891-1931; West China Union University, 1896-1950; and Japan, 1873-1925.	Scope and content.
3.6.1 Nodyn	Location Number: 78.084C, 78.096C-78.098C	Note

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio***Lefel is-gyfes**

3.1.1 Cod(au) cyfeirio

CA OTV/VUAR-14/3/1

3.1.2 Teitl

West China Mission collection

3.1.3 Dyddiad(au)

1891-1931, predominant 1891-1925.

3.1.4 Lefel ddisgrifio

Sub-series

3.1.5 Maint a chyfrwng yr uned
a ddisgrifir (nifer, swmp neu
faintioli)

2.2 m of textual and cartographic records

3.2.1 Enw crëwr/crewyr

Canadian Methodist Mission of West China. Mission Council

3.2.2 Hanes gweinyddol

The Canadian Methodist Mission in West China was established in 1891.

3.3.1 Cwmpas a chynnwys

Subseries consists of correspondence of the General Secretaries of the Methodist Church (Canada) Missionary Society; copybook of W.J. Mortimore; minutes of the West China Mission Council; Reports, financial records, property registers, manuscripts of historical and biographical studies, and Other material relating to the evangelistic, pastoral, educational and medical work of the West China Mission.

3.4.5 Cymhorthion chwilio

Finding aid: 19

3.6.1 Nodyn

Location Number: 78.096C

Lefel ffeil

3.1.1 Cod(au) cyfeirio

CA OTV/VUAR-14/3/1/1

3.1.2 Teitl

Canadian Methodist Mission Property Register, West China

3.1.3 Dyddiad(au)

1899 -1923

Sub-series level

Reference code(s)

Title

Date(s)

Level of description

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

Name of creator(s)

Administrative history

Scope and content

Finding aids

Note

File level

Reference code(s)

Title

Date(s)

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.1.4 Lefel ddisgrifio	File	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1 cm of textual records and 1 plan	Extent and medium of the unit of description (quantity, bulk, or size)
3.3.1 Cwmpas a chynnwys	File consists of Canadian Methodist Mission Property Register pages, West China for Chengtu College University and Chengtu City.	Scope and content
<u>Lefel eitem (1)</u>		<u>Item level (1)</u>
3.1.1 Cod(au) cyfeirio	CA OTV/VUAR-14/3/1/1/1	Reference code(s)
3.1.2 Teitl	Chengtu, College University, No. 1, University Site, East of Administration Building skirting east and west road to Silk School with some breaks, 1914	Title
3.1.3 Dyddiad(au)	1922	Date(s)
3.1.4 Lefel ddisgrifio	Item	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1 plan [Land deed], 1 p.	Extent and medium of the unit of description (quantity, bulk, or size)
3.6.1 Nodyn	"Date of purchase 1914" "Date of Registration...Oct.1922"	Note
<u>Lefel eitem (2)</u>		<u>Item level (2)</u>
3.1.1 Cod(au) cyfeirio	CA OTV/VUAR-14/3/1/1/1	Reference code(s)
3.1.2 Teitl	Plan of Chengtu, College University, No. 1, University Site, East of Administration Building skirting east and west road to Silk School with some breaks [cartographic material]	Title
3.1.3 Dyddiad(au)	1914	Date(s)
3.1.4 Lefel ddisgrifio	Item	Level of description

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1 map : ms ; 10 x 30 cm	Extent and medium of the unit of description (quantity, bulk, or size)
[Graddfa]	[1:1 250]	[Scale]
3.7.2 Rheolau neu Gonfensiynau	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990. <i>Cartographic materials : A Manual of interpretation for AACR2</i> , Anglo-American Cataloguing Committee for Cartographic Materials (Hugo L.P. Stibbe, ed.), 1982.	Rules or conventions

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Fonds personol: disgrifiad o lefel y fonds, ac un o'i gyfresi, a'i ffeiliau.
Iaith y disgrifiad: Saesneg (UDA)

Lefel fonds

3.1.1 Cod(au) cyfeirio	US DNA NLE-A71
3.1.2 Teitl	Papers of J. Lawton Collins
3.1.3 Dyddiad(au)	1896-1975 (dates of accumulation)
3.1.4 Lefel ddisgrifio	Fonds
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	ca. 58,500 pages on paper
3.2.1 Enw crëwr/crewyr	Collins, J. Lawton
3.2.2 Hanes bywgraffyddol	<p>May 1, 1896 Born, New Orleans, La.</p> <p>1917 Graduated from U.S. Military Academy, West Point, NY.</p> <p>1919-1920 Occupation duty in the Rhineland, Germany (Rank--captain).</p> <p>July 15, 1921 Married Gladys Easterbrook.</p> <p>1921-1925 Instructor, U.S. Military Academy, West Point, NY.</p> <p>1925-1927 Attended Infantry School at Fort Banning and Field Artillery School at Fort Sill.</p> <p>1927-1931 Instructor, Infantry School, Fort Benning.</p> <p>1932 Promoted to major.</p> <p>1931-1933 Attended Command and General Staff School, Fort Leavenworth, Kansas.</p> <p>1933-1936 Served in the Philippines as Brigade Executive (23rd Brigade) and as Operations and Intelligence Officer, G-2-3, of the Philippine Division.</p> <p>1936-1937 Attended Army Industrial College, Washington, DC.</p> <p>1937-1938 Attended Army War College, Fort May 1, 1896 Born, New Orleans, La.</p> <p>1938-1940 Instructor, Army War College.</p> <p>1940 Served on Secretariat, Army General Staff.</p> <p>1941 Chief of Staff, VII Army Corps, Birmingham, Alabama - participated in Tennessee, Arkansas, and Louisiana maneuvers.</p> <p>1941-1942 Chief of Staff, Hawaiian Department.</p> <p>Feb. 1942 Promoted brigadier general.</p>

Fonds level**Reference code(s)****Title****Date(s)****Level of description****Extent and medium of the unit of description (quantity, bulk, or size)****Name of creator(s)****Biographical history**

Rhif ac enw'r elfen ddisgrifio**Disgrifiad****Enw'r elfen yn iaith y disgrifio**

May 1942 Promoted to major general.
 1942-1943 Commander, 25th Infantry Division, Pacific Theater.
 1944-1945 Commander, VII Army Corps, European Theater.
 1945 Promoted to lieutenant general.
 1945-1947 Chief of Public Information, War Department.
 1947-1949 Deputy and vice chief of staff, U.S. Army.
 1948 Promoted to four-star general.
 1949-1953 Chief of Staff, U.S. Army.
 1953-1956 U.S. representative on NATO's Military Committee and Standing Group.
 1954-1955 Special representative of U.S. in Vietnam with rank of ambassador. March 31 1956
 Retired from U.S. Army.
 1956-1957 Director and vice chairman, President's Committee for Hungarian Refugee Relief.
 1957-1969 Vice chairman, board of directors, Pfizer International Inc. and member, board of directors, Charles Pfizer and Co., Inc.
 1969-1987 Consultant, Pfizer International Inc.
 Sep. 12, 1987 Died, Washington, DC

3.2.4 Ffynhonell uniongyrchol y derbyniad neu drosglwyddiad

Donated by J. Lawton Collins in 1970, 1976, 1980, 1981, and 1986.

Immediate source of acquisition or transfer

3.4.3 Iaith/arddulliau ysgrifennu'r deunydd

English

Language/script of material

Lefel cyfres**3.1.1 Cod(au) cyfeirio**

US DNA NLE-A71-19

Series level

Reference code(s)

3.1.2 Teitl

Speeches, Statements and Lectures

Title

3.1.3 Dyddiad(au)

1939-1972 (dates of accumulation)

Date(s)

3.1.4 Lefel ddisgrifio

Series

Level of description

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)

ca. 4,000 pages on paper

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

3.3.1 Cwmpas a chynnwys

This series contains materials on nearly two hundred presentations by Collins, including speeches, statements, lectures, and interviews. The bulk of the speeches run from 1946 to 1955. Most of the speeches, statements, and lectures are either typed or printed final copies, but there are also drafts of a few speeches, plus handwritten and typed notes and outlines for a number of speeches. Some of

Scope and content

Rhif ac enw'r elfen ddisgrifio**Disgrifiad****Enw'r elfen yn iaith y disgrifio**

the groups General Collins spoke to included service school classes, military units, civic and veterans organizations, educational institutions, and various committees of Congress. He also participated in interviews conducted by numerous members of the media. Although Collins intended to speak on topics relating to the U.S. military, national security, and U.S. foreign policy, he also spoke occasionally on general patriotic themes and domestic problems and policies.

3.3.2 Gwybodaeth am gloriannu, gwaredu neu restru

Arranged chronologically.

System of arrangement

3.4.1 Amodau sy'n rheoli mynediad

Material restricted by terms of donor's deed of gift. There are no national security restrictions.

Conditions governing access

3.4.2 Amodau sy'n rheoli atgynhyrchu

Published materials may be subject to copyright restrictions. Literary rights to unpublished writings of J. Lawton Collins have been waived.

Conditions governing reproduction

3.4.5 Cymhorthion chwilio

Container and folder list.

Finding aids

Lefel ffeil

3.1.1 Cod(au) cyfeirio

US DNA NLE-A71-19-6

File level

Reference code(s)

3.1.2 Teitl

Speech outlines

Title

3.1.3 Dyddiad(au)

1951-1953 (dates of creation)

Date(s)

3.1.4 Lefel ddisgrifio

File

Level of description

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)

ca. 170 pages on paper

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

3.3.1 Cwmpas a chynnwys

This file unit contains outlines for a number of speeches given between 1951 and 1953. Included are handwritten as well as typed notes.

Scope and content

3.4.1 Amodau sy'n rheoli mynediad

Unrestricted

Conditions governing access

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Fonds corfforaethol (cofnodion trefriadaethol): disgrifiad o lefel y fonds, ac un o'i gyfresi, ac eitemau.
Iaith y disgrifiad: Saesneg (UDA)

Lefel fonds

3.1.1 Cod(au) cyfeirio

US DNA 220

3.1.2 Teitl

Records of the Commission on the Bicentennial of the United States Constitution

3.1.3 Dyddiad(au)

1983-1992 (dates of accumulation)

3.1.4 Lefel ddisgrifio

Fonds

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)

202 linear feet of textual records on paper, graphic materials on paper, photographic prints, and video recordings

3.2.1 Enw crëwr/crewyr

Commission on the Bicentennial of the United States Constitution

3.2.2 Hanes gweinyddol

The Commission on the Bicentennial of the United States Constitution was established by an act of Congress approved September 29, 1983, and extended until June 30, 1992. The Commission was composed of 23 members, with former Chief Justice of the United States Warren E. Burger serving as its Chairman. The Commission's primary statutory obligation was to encourage private organizations and state and local governments to organize and participate in bicentennial activities that commemorated the drafting, ratification, and history of the Constitution. The Commission sought cooperation, advice, and assistance from both private and governmental agencies and organizations and also delegated authority to State advisory commissions to assist in its efforts. In addition, the Commission served as a clearinghouse for the collection and dissemination of information about bicentennial events and plans. The chief focus of the Commission's programs was Educational, with particular emphasis on primary and secondary schools. Accordingly, the Commission committed the major part of its resources to teaching materials, teacher training, and the development and dissemination of new publications on the Constitution.

3.4.3 Iaith/arddulliau ysgrifennu'r deunydd

English

Lefel cyfres

3.1.1 Cod(au) cyfeirio

DNA NWDNS-220-BCC

3.1.2 Teitl

Photographs of Nationwide Celebrations of the Bicentennial of the Constitution

Fonds level

Reference code(s)

Title

Date(s)

Level of description

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

Name of creator(s)

Administrative history

Language/scripts of material

Reference code(s)

Title

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.1.3 Dyddiad(au)	1987 (dates of accumulation)	Date(s)
3.1.4 Lefel ddisgrifio	Series	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1700 photographic prints	Extent and medium of the unit of description (quantity, bulk, or size)
3.3.1 Cwmpas a chynnwys	The photographs in this series consist primarily of coverage of state and local observances of Constitution Day, Sept. 17, 1987. There are also other celebrations represented, such as Independence Day. The photographs, which were submitted by local liaison offices to the Commission, show parades, elementary school displays and pageants, ceremonial tree plantings, and other activities. In addition, there are photographs documenting citizenship ceremonies, and showing new Americans taking the oath of citizenship. Nearly all of the photographs are captioned. Persons of interest photographed in this series include Arkansas Governor Bill Clinton, speaking at Ft. Smith's Constitution celebration, and former astronaut Edwin "Buzz" Aldrin at El Dorado, California's celebration.	Scope and content
3.3.2 Gwybodaeth am gloriannu, gwaredu neu restru	Photographs are arranged alphabetically by state, thereunder alphabetically by city, town, or county.	System of arrangement
3.4.1 Amodau sy'n rheoli mynediad	Unrestricted.	Conditions governing access
3.4.2 Amodau sy'n rheoli atgynhyrchu	Photographs from commercial sources may be subject to copyright restrictions.	Conditions governing reproduction
3.4.5 Cymhorthion chwilio	Container and folder list.	Finding aids
<u>Lefel Eitem</u>		<u>Item level</u>
3.1.1 Cod(au) cyfeirio	US DNA NWDNS-220-BCC-1	Reference code(s)
3.1.2 Teitl	America on Parade: America's Parade of History Sets Sail with Christopher Columbus and Soars Out into Space Aboard the Shuttle "Columbia"	Title
3.1.3 Dyddiad(au)	1987 (date of creation)	Date(s)

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.1.4 Lefel ddisgrifio	Item	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1 poster on paper	Extent and medium of the unit of description (quantity, bulk, or size)
3.3.1 Cwmpas a chynnwys	This poster is a time chart of events in United States history from 1492 to the 1980s.	Scope and content
3.4.2 Amodau sy'n rheoli atgynhyrchu	May not be reproduced without the written consent of the National Geographic Society.	Conditions governing reproduction

*Rhif ac enw'r elfen ddisgrifio Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Fonds teuluol (papura teuluol): disgrifiad o lefel y fonds, ac un o'i gyfresi a ffeiliau
Iaith y disgrifiad: Saesneg (UDA)

Lefel fonds

3.1.1 Cod(au) cyfeirio	US DNA NW-XP
3.1.2 Teitl	The Robert E. Peary Family Collection
3.1.3 Dyddiad(au)	1798-1976 (dates of accumulation)
3.1.4 Lefel ddisgrifio	Fonds
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	312 linear feet of photographs, maps and charts, and textual records
3.2.1 Enw crëwr/crewyr	Robert E. Peary Family
3.4.3 Iaith/arddulliau ysgrifennu'r deunydd	English

Lefel cyfres

3.1.1 Cod(au) cyfeirio	US DNA NWDNS-XPE
3.1.2 Teitl	Peary Family Photographs
3.1.3 Dyddiad(au)	1890-1916 (dates of creation) ca. 1960 (dates of accumulation)
3.1.4 Lefel ddisgrifio	Series
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	260 photographic prints, copy negatives, and transparencies
3.2.4 Ffynhonnell uniongyrchol y derbyniad neu drosglwyddiad	The records described in this series were among the initial Instrument of Gift by Marie Peary Kuhne and Robert E. Peary, Jr., signed by Wayne Grover, the Archivist, on May 20, 1964 (accession III-NCA-438).

Fonds level

Reference code(s)

Title

Date(s)

Level of description

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

Name of creator(s)

Language / scripts
of materialSeries level

Reference code(s)

Title

Date(s)

Level of description

Extent and medium
of the unit of description
(quantity, bulk, or size)Immediate source of
acquisition or transfer

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.3.1 Cwmpas a chynnwys	This series consists of black and white photographic prints of family and friends of Robert E. Peary, images taken inside the Peary home, and scenes from their travels. Shown are images of Marie Peary and Mrs. Josephine Peary dressed in furs. A picture of Marie Peary dressed in furs is also visible on a piano in one of the images showing the apartment, which is shown but the exact address is not given. Scenic views from trips taken by the Pearys throughout the United States are also included. Some of the images include views of Pikes Peak, Colorado, Cheyenne, Wyoming and Niagara Falls, New York. In addition, there is an undated print of a Bowdoin College Reunion, class of 1877, Brunswick, Maine.	Scope and content
3.3.2 Gwybodaeth am gloriannu, gwaredu neu restru	Arranged chronologically by the year the photographs were taken.	System of arrangement
3.4.1 Amodau sy'n rheoli mynediad	All donor-imposed restrictions have been lifted.	Conditions governing access
3.4.2 Amodau sy'n rheoli atgynhyrchu	Albumen prints may not be copied on electrostatic copying machines or similar equipment.	Conditions governing reproduction
3.4.4 Nodweddion ffisegol a gofynion technegol	Many of these prints are very faded and show signs of silver mirroring.	Physical characteristics and technical requirements
<u>Lefel ffeil</u>		<u>File level</u>
3.1.1 Cod(au) cyfeirio	US DNA NWDNS-XPE-10	Reference code(s)
3.1.2 Teitl	Miscellaneous Family Views Which Include Marie and Robert E. Peary, Jr.	Title
3.1.3 Dyddiad(au)	ca. 1909 (date of creation)	Date(s)
3.1.4 Lefel ddisgrifio	File	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	9 photographic prints	Extent and medium of the unit of description (quantity, bulk, or size)

Rhif ac enw'r elfen ddisgrifio

Disgrifiad

Enw'r elfen yn iaith y disgrifio

Fonds personol: disgrifiad o fonds, ac un o'i gyfresi
Iaith y disgrifiad: Saesneg (Awstralia)

Lefel fonds

3.1.1 Cod(au) cyfeirio

AU A:NLA MS 8822

3.1.2 Teitl

Papers of Edward Koiki Mabo

3.1.3 Dyddiad(au)

1943, 1959-1992 (predominant 1972-1992)

3.1.4 Lefel ddisgrifio

Fonds

3.1.5 Maint a chyfrwng yr uned
a ddisgrifir (nifer, swmp neu
faintioli)

2.7 metres (19 boxes + 1 oversized item)

3.2.1 Enw crëwr/crewyr

Mabo, Edward Koiki (1936-1992)

3.2.2 Hanes bywgraffyddol

Torres Strait Islander human rights and indigenous lands rights activist. Principal plaintiff in the landmark High Court of Australia native title case, *Mabo and Others versus State of Queensland and the Commonwealth*, 1982-1992.

3.2.3 Hanes archifol

The papers were purchased by the National Library of Australia in March 1995 from Eddie Mabo's widow, Bonita Mabo. Before the papers were transferred to the Library in December 1994 they had been stored at the Mabo Family home in Townsville.

When the Library took delivery of the Mabo Papers, they consisted of a mixture of labeled files and loose papers. Files created and identified by Mabo have been retained and located in their appropriate series. In some cases, where papers were clearly misfiled, file contents were rearranged by Library staff in consultation with members of the Mabo family. Loose papers have been arranged into series in thematic and chronological order by Library staff. Users can identify files created by Mabo as these have been kept in their original folders and stored in the Library's numbered acid-free folders.

Included in the Mabo Papers were a number of audio tapes of oral history interviews conducted with Mabo by Professor Noel Loos of James Cook University. These tapes have been added to the Library's Oral History collection.

3.3.1 Cwmpas a chynnwys

The papers document many of Eddie Mabo's activities, especially during the years 1972-1992. These include his involvement in a number of family-based business and employment-creation ventures; his

Fonds level

Reference code(s)

Title

Date(s)

Level of description

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

Name of creator(s)

Biographical history

Archival history

Scope and content

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
	establishment of the Black Community School in Townsville, the first institution of its kind in Australia; his interest and involvement in indigenous arts; his involvement in a number of indigenous health, housing and education related boards, associations and committees; and his support for Torres Strait Islander independence and selfdetermination. The papers include material on the landmark land claim case, a number of personal documents, job applications and some song lyrics. In the later years of his life, Mabo kept diaries; some of these (1976, 1985-1992) are preserved in the Mabo Papers.	
3.3.2 Gwybodaeth am gloriannu, gwaredu neu restru	All the Mabo Papers that were transferred to the National Library have been preserved	Appraisal, destruction and scheduling information
3.3.3 Croniadau	It is understood that further Mabo papers are still in the possession of the Mabo Family and may be transferred to the Library in the future.	Accruals
3.3.4 System drefnu	The papers have been arranged into 17 series reflecting either the form of the record (eg: diaries) or the activities to which they relate (eg. Business ventures, Moomba Festival, etc).	System of arrangement
3.4.1 Amodau sy'n rheoli mynediad	Access to the entire fonds is restricted until 2005. Series 3 (Business ventures) is closed until 31 December 2000.	Conditions governing access
3.4.3 Iaith/arddulliau ysgrifennu'r deunydd	Mostly in English, with the exception of some documents, which are written in the Torres Strait Islander language of Meriam Mer.	Language/scripts of material
3.4.5 Cymhorthion chwilio	A 31 page published finding aid is available. This finding aid is also available on the Web at http://www.nla.gov.au/ms/findaids/8822.html	Finding aids
3.5.2 Bodolaeth a lleoliad copïau	The Mabo Papers have been microfilmed onto 11 reels of 35mm film held at NLA Mfm G 27,539-27,549. Full sets of the microfilm are held by the Townsville and Cairns campus libraries of the James Cook University of North Queensland.	Existence and location of copies
3.5.3 Unedau disgrifio perthynol	Sound recordings from the Mabo Papers are held in the National Library's Oral History collection at TRC 3504.	Related units of description
3.5.4 Nodyn am gyhoeddiadau	Noel Loos' biography of Mabo, <i>Edward Koiki Mabo : his life and struggle for land rights</i> , St Lucia, UQP, 1996, makes numerous references to the Mabo Papers.	Publication note
3.7.1 Nodyn archifydd	Papers arranged and described by Adrian Cunningham.	Archivist's note
3.7.3 Dyddiad(au) disgrifio	1995	Date(s) of descriptions

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
<u>Lefel cyfres</u>		<u>Series level</u>
3.1.1 Cod(au) cyfeirio	AU A:NLA MS 8822/4	Reference code(s)
3.1.2 Teitl	Black Community School, Townsville	Title
3.1.3 Dyddiad(au)	1973-1984	Date(s)
3.1.4 Lefel ddisgrifio	Series	Level of description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	0.8 metres (5 boxes)	Extent and medium of the unit of description (quantity, bulk, or size)
3.2.1 Enw crëwr/crewyr	Mabo, Edward Koiki (1936-1992)	Name of creator(s)
3.2.2 Hanes bywgraffyddol	Eddie Mabo was Director of the Townsville Black Community School, the first of its kind established in Australia, throughout the ten years of the School's existence. The School, which was an independent school funded by the Commonwealth Government, was established in 1973 to provide primary school education to Aboriginal and Torres Strait Islander children. The School was forced to close in 1983 because the lease on its site expired and the School was unable to secure an alternative site.	Biographical history
3.3.1 Cwmpas a chynnwys	Records relating to the establishment and administration of the Black Community School and related Activities. Includes copies of the School's Constitution, Memorandum and Articles of Association, Correspondence, photographs, account books, newsletters, job applications, survey forms, staff time sheets, wages books, invoices, receipts, audited financial statements and cheque butts.	Scope and content
3.3.4 System drefnu	The series has been arranged into 28 numbered folders and one box of loose cheque butts.	System of arrangement
3.4.1 Amodau sy'n rheoli mynediad	Restricted until 2005.	Conditions governing access
3.4.3 Iaith/arddulliau ysgrifennu'r deunydd	English	Language/scripts of material

Rhif ac enw'r elfen ddisgrifio

Disgrifiad

Enw'r elfen yn iaith y disgrifio

Fonds corfforaethol: disgrifiad o fonds⁴ ac un o'i gyfresi a ffeiliau
Iaith y disgrifiad: Saesneg (Awstralia)

Lefel fonds

3.1.1 Cod(au) cyfeirio

AU NAA CA37

3.1.2 Teitl

Department of Defence Co-ordination Central Office fonds

3.1.3 Dyddiad(au)

13 November 1939 -- 14 April 1942

3.1.4 Lefel ddisgrifio

Fonds

3.1.5 Maint a chyfrwng yr uned
a ddisgrifir (nifer, swmp neu
faintioli)

Approximately 400 metres

3.2.1 Enw crëwr/crewyr

Australia—Department of Defence Co-ordination, Central Office

3.2.2 Nodyn gweinyddol

On 13 November 1939, separate Departments of Navy, Army and Air were established and the Department of Defence [II] then became the Department of Defence Co-ordination. The Department of Defence Coordination was responsible for the co-ordination of defence activities, and in particular, for the following:

(i) Defence policy: All matters of Defence policy in their relation to the Departments of Navy, the Army, Air and Supply and Development.

(ii) Administrative co-ordination and review:

(a) Co-ordination of the activities and requirements of the Navy, Army and Air Departments in the administrative sphere.

Fonds level**Reference code(s)****Title****Date(s)****Level of description****Extent and medium
of the unit of description
(quantity, bulk, or size)****Name of creator(s)****Administrative**

- 4 Nid yw'n arferiad gan archifau'r llywodraeth yn Awstralia i greu disgrifiadau archifol ar lefel *fonds*. Fel arfer, lefel y gyfres yw'r lefel uchaf o reolaeth ddeallusol cofnodion cyhoeddus yn Awstralia. Mae disgrifiadau lefel cyfres yn cynnwys cyfeiriadau at endidau tarddiadol megis asiantaethau'r llywodraeth a fu â pherthynas gyda'r gyfres a ddisgrifir. Serch hynny, mae modd adeiladu disgrifiadau lefel *fonds* o'r disgrifiadau o gyfresi ac asiantaethau sy'n sail i 'system gyfres' Awstralia. Crëwyd yr enghraifft a ddangosir yma o ddata a geir yn System CRS Archifau Cenedlaethol Awstralia er mwyn cynhyrchu disgrifiad lefel *fonds* sy'n cydymffurfio ag ISAD(G). Am wybodaeth am system Awstralia, gweler: Adrian Cunningham, 'Dynamic Descriptions: Australian strategies for the intellectual control of records and record keeping systems' yn P.J. Horsman, F.C.J. Ketelaar a T.H.P.M. Thomassen (gol.), *Naar een nieuw paradigma in de archivatie*, Amsterdam, 1999, tt. 133-142; a Chris Hurley, 'Problems with Provenance', *Archives and Manuscripts: the Journal of the Australian Society of Archivists*, cyf. 23, rhif 2, Tach. 1995, tt. 234-259.

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

- (b) Higher co-ordination between the Departments of the Navy, Army, Air and Supply and Development in its relation to the requirements of the several services.
 - (c) Co-ordination of all joint-service matters.
 - (d) Co-ordination of Civil Staff matters (other than Public Service) as may be determined.
 - (iii) Financial Co-ordination and review:
 - (a) Co-ordination of the financial requirements of defence policy affecting Departments of Army, Navy, Air, Supply and Development, and defence Co-ordination.
 - (b) Review of major financial proposals and expenditure of the Departments referred to in (a).
 - (c) General control of funds allotted for the carrying out of Defence Policy, together with the supervision of audit authorisations and expenditure
 - (d) Co-ordination of the financial regulations of the Departments of the Navy, the Army and Air.
 - (iv) Works Co-ordination and review:
 - (a) Co-ordination of the works requirements of the Service Departments and the Department of Supply and Development.
 - (b) Maintenance of uniform standards and specifications.
 - (c) Inspection and review.
 - (d) General schemes of office accommodation for the Department of Defence Co-ordination, Navy, Army and Air, including the Victoria Barracks area.
 - (v) Commonwealth War Book:
 - (a) Maintenance of the Commonwealth War Book
 - (b) General Administration of the National Security Act and Regulations and co-ordination of departmental action thereunder.
 - (vi) Civilian defence and State Co-operation: Advice on plans for civil defence and related co-ordination of activities of States.
- The Department controlled the following higher direction and joint machinery:
- . War Cabinet (CA 1468) which replaced the peacetime Council of Defence. The Department was responsible for the secretarial work of the War Cabinet, including the maintenance of its records.
 - . Advisory War Council (CA 495)
 - . Defence Committee (CA 289)
 - . Chiefs of Staff Committee
 - . Board of Business Administration [II] (CA 101)
 - . Manpower Committee
 - . National Register Board (CA 161)
 - . Advisory Works Panel
 - . Accountancy Panel
- Staff from the Department were represented on the Treasury Committee. The Administrative Arrangements Orders of 29 November 1939 (Commonwealth of Australia Gazette, No. 153 of 30 November 1939) listed the Acts administered by the Department as:

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Defence Act 1903-1939 (except in relation to the organisation and control of the Naval Forces or the Military Forces)
 Defence Equipment Act 1924, 1928, 1934, 1936, 1937, 1938, 1939
 Defence (Visiting Forces) Act 1939
 Geneva Convention Act 1938
 National Registration Act 1939
 National Security Act 1939
 Telegraph Act 1909
 War Precautions Act Repeal Act 1930-1934, Section 22 (with the exception of sub-section (f))

During the course of its existence changes in defence administration occurred. The Department of Home Security (CA 43) formed in June 1941, assumed responsibility for advice on plans for civil defence and coordination of such activities of States.

In December 1941, the Treasury Defence Division assumed responsibility for Financial Co-ordination and Review, the Board of Business Administration, the Treasury Committee, and the function of co-ordination of civil staff matters (other than the Public Service).

The Directorate of Manpower, established in January 1942, in the Department of Labour and National Service, became responsible for manpower matters and replaced the Manpower Committee and the National Register Board.

With the arrival of United States Staff Officers in Australia in January 1942, an Administrative Planning Committee was established to assist the Americans in arranging through the appropriate Australian Departments, for the establishment of their base organisations in Australia.

Ministerial responsibility for the Department was vested in the Prime Minister who thereby could control the direction of the war effort. On 14 April 1942, the Prime Minister announced that the title of the Department was to be changed to the Department of Defence [III] (CA 46). It was considered a more appropriate statement of his functions as Minister, having regard to the new organisation of the Allied Forces in the South-West Pacific area.

Ministers to the Department were:

13 Nov 1939 - 29 Aug 1941 : Hon Robert Gordon Menzies (CP 54)
 29 Aug 1941 - 7 Oct 1941 : Hon Arthur William Fadden
 7 Oct 1941 - 14 Apr 1942 : Hon John Curtin (CP 258)

The Secretary of the Department was Sir Frederick G Shedden.

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.3.1 Cwmpas a chynnwys	<p>The following 48 series were recorded by this agency:</p> <p>A471 Courts-Martial files [including war crimes trials], single number series;</p> <p>A663 Correspondence files, multiple number series with 'O' prefix (primary numbers 1-224);</p> <p>A664 Correspondence files, multiple number series (Class 401);</p> <p>A816 Correspondence files, multiple number series [Classified 301];</p> <p>A817 Correspondence Australian Comforts Fund, Defence Liaison Officers Series;</p> <p>A818 Index to Correspondence Australian Comforts Fund, Defence Liaison Officers Series;</p> <p>A828 Colonial and Commonwealth Army List;</p> <p>A830 Royal Australian Air Force Lists;</p> <p>A1194 Library Material, Single Accession Number Series with Decimal Classification;</p> <p>A1567 Correspondence files, multiple number series, (primary numbers 665/4 - 678/1) (civilian personnel);</p> <p>A1830 Printed Library Catalogues;</p> <p>A1942 Subject registration booklets (L14's) for CRS A664, correspondence files multiple number series (class 401);</p> <p>A1943 Subject index cards ('Staff Policy Index') for CRS A664, correspondence files, multiple number series (class 401);</p> <p>A1944 Name index cards for correspondence files, multiple number series, CRS A664, A663, A1567 and A1952;</p> <p>A1952 Correspondence files, multiple number series (primary numbers 401-665) ('Old Military');</p> <p>A2689 Daily War Summaries from the Dominions Office (First Series);</p> <p>A2758 Daily War Summaries from the Dominions Office (Second Series);</p> <p>A4396 Subject registration booklets (L14's) for CRS A663, correspondence files, multiple number series with 'O' prefix (primary numbers 1-224);</p> <p>A4397 Subject registration booklets (L14's) for CRS A1567, correspondence files, multiple number series (primary numbers 665/4-678 (personnel);</p> <p>A4520 Name index cards for CRS A816, Correspondence files, multiple number series (Classified 301);</p> <p>A4521 Subject index cards for CRS A816, correspondence files, multiple number series (Classified 301);</p> <p>A4524 Subject index cards for CRS A663, correspondence files, multiple number series with 'O' prefix (primary numbers, 1-224);</p> <p>A4526 Subject index cards for CRS A1567, correspondence files, multiple number series, (primary numbers 665/4 - 678) (personnel);</p> <p>A4564 Nominal index to reports of deaths and casualties for CRS A663, correspondence files, multiple number series with 'O' prefix;</p> <p>A4565 Contributions index for CRS A663, correspondence files, multiple number series with 'O' prefix, (primary numbers 1-224);</p>	Scope and content

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

A4601 Subject index cards ('Staff Index') for correspondence files, multiple number series, CRS A664, CRS A1567 and CRS A1952;
A5954 The Shedden Collection' [Records collected by Sir Frederick Shedden during his career with the Department of Defence and in researching the history of Australian Defence Policy], two number series;
A6388 War Book Office: correspondence folders;
A6389 War Book Office; register of correspondence folders;
A7711 Report on the Directorate of Prisoners of War and Internees of Army Headquarters, Melbourne;
A7942 Defence Committee Papers;
A8416 Correspondence files, binders, books, viewgraphs, and maps created by the Director-General, Operations and Plans, Army, single number series;
A8447 Chiefs of Staff Committee (COSC) minutes and agenda, annual single number series;
A9791 Records, correspondence, reports associated with meetings of the Council of Defence [other than minutes and agenda], single number series;
AA1979/605 Subject registration booklets (L 14's) for correspondence files, multiple number series ('old military series') (portion relating to arbitration, 665/2 and 665/37;
AWM174 Records of H L Port, Defence Committee Secretariat;
B5156 Medical records of miscellaneous prisoners of war, alphabetical series;
CP745/1 General Correspondence;
MP353/1 Copy of report of proceedings, exhibits and miscellaneous papers of Board of Enquiry into the ordering and purchase of canvas from General Motors-Holden Ltd. 1941;
MP353/2 Copies of report of proceedings, exhibits, and miscellaneous papers of Board of Enquiry into the ordering and purchase of electric cable from Olympic Tyre & Rubber co., 1941;
MP353/3 Copies of report of proceedings, exhibits and miscellaneous papers of Board of Enquiry into the ordering and purchasing of mechanical vehicles from General Motors-Holden Ltd and the Ford Motor Co of Australia, 1942;
MP535/1 Correspondence relating to the staffing and organisation of the Directorate of Civilian Defence;
MP535/4 Papers relating to civil defence in Australia;
MP1074/1 Classified outward signals (confidential);
MP1074/4 Unclassified inward signals;
P1234 War Book of the Commonwealth of Australia;
P2238 Commonwealth War Book, 1939.

3.4.5 Cymhorthion chwilio

Paper inventories for parts of the series in this fonds are available upon request. Detailed series descriptions and file item descriptions are available on the National Archives' Record Search database.

Finding aids

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

3.5.3 Unedau disgrifio perthynol

Previous agency

13 Nov 1939CA 19, Department of Defence [II] (Central Administration)

Subsequent agency

26 Jun 1941CA 43, Department of Home Security - Directorate of Civil Defence and State co-operation

26 Jun 1941 CA 44, Department of Transport [II], Central Office - For organisation of transport for an emergency, Principal Committee.

1 Dec 1941CA 11, Department of the Treasury [I], Central Office - for financial matters, Board of Business Administration, civil staff matters

1 Dec 1941 CA 68, Defence Division, Department of the Treasury

1 Jan 1942CA 40, Department of Labour and National Service, Central Secretariat/ (by 1947 known as Central Office) - for Manpower Committee and National Register Board

14 Apr 1942CA 46, Department of Defence [III], Central Office - for all remaining functions

Controlled agency

13 Nov 1939 - 31 Dec 1940 CA 532, War Railway Council

13 Nov 1939 - 31 Jan 1941 CA 161, National Register Board

13 Nov 1939 - 26 Jun 1941 CA 538, Directorate of Civilian Defence and State Co-operation

13 Nov 1939 - by 25 Feb 1942 CA 638, Accountancy Advisory Panel

13 Nov 1939 - 14 Apr 1942 CA 1468, War Cabinet Secretariat

13 Nov 1939 - 14 Apr 1942 CA 289, Defence Committee [II]

13 Nov 1939 - 14 Apr 1942 CA 318, Chiefs of Staff Committee

13 Nov 1939 - 14 Apr 1942 CA 421, (Services) Man Power Committee

13 Nov 1939 - 14 Apr 1942 CA 8055, Council of Defence [IV]

29 Dec 1939 - 11 Feb 1942 CA 101, [Defence] Board of Business Administration [II]

22 Jul 1940 - 29 Sep 1941 CA 2375, Organisation of Transport for An Emergency, Principal Committee

1 Aug 1940 - 14 Apr 1942 CA 4210, HMAS LEEUWIN, Western Australia

1 Sep 1940 - 6 Nov 1941 CA 153, Central Inventions Board

8 Jul 1941 - 16 Dec 1941 CA 190, Compensation Boards

1 Jan 1942 - 14 Apr 1942 CA 1129, RAAF Air Attache, Washington, USA

5 Jan 1942 - 14 Apr 1942 CA 361, Administrative Planning Committee

1 Feb 1942 - 30 Apr 1942 CA 424, Medical Services Advisory Committee

by 25 Feb 1942 - 14 Apr 1942 CA 379, Defence Communications Committee

by 25 Feb 1942 - 14 Apr 1942 CA 835, Standing Committee of Service Liaison Officers

Persons associated with agency

1 Nov 1939 - 21 May 1940 CP 111, Essington LEWIS CH, DSC - Board of Business Administration - Chairman

Related units of description

Rhif ac enw'r elfen ddisgrifio**Disgrifiad****Enw'r ekfeb yn iaith y disgrifio**

13 Nov 1939 - 22 May 1940 CP 111, Essington LEWIS CH, DSC - Advisory Panel on Industrial Organisation
 - Chairman
 13 Nov 1939 - 7 Oct 1941 CP 54, The Rt Hon Sir Robert Gordon MENZIES PC, KT, CH, QC
 -Minister
 13 Nov 1939 - 14 Apr 1942 CP 320, Sir Frederick Geoffrey SHEDDEN KCMG, OBE - Secretary
 7 Oct 1941 - 14 Apr 1942 CP 258 The Rt Hon John Joseph Ambrose CURTIN PC – Minister

3.7.3 Dyddiad(au) disgrifio

Agency registered, 30 September 1987.

Date(s) of descriptions**Lefel cyfres****3.1.1 Cod(au) cyfeirio**

AU A:NAA A471

Series level**Reference code(s)****3.1.2 Teitl**

Courts-Martial files [including war crimes trials], single number series

Title**3.1.3 Dyddiad(au)**

1 January 1901 -

Date(s)**3.1.4 Lefel ddisgrifio**

Series

Level of description**3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)**

465 metres (94,414 paper files as at 1992)

Extent and medium of the unit of description (quantity, bulk, or size)**3.2.1 Enw crëwr/crewyr**

Australia—Department of Defence [1 Jan 1901 –21 Dec 1921]
 Australia—Attorney-General's Department, Central Office [1 Jan 1901 – 31 Dec 1987]

Name of creator(s)**3.2.3 Hanes archifol**

Australia—Department of Defence (Central Administration) [21 Dec 1921 – 13 Nov 1939]
 Australia—Department of Defence Co-ordination, Central Office [13 Nov 1939 – 14 April 1942]
 Australia—Department of Defence, Central Office [14 Apr 1942 -]

Archival history

The files in this series were initially created and held by the three service departments of the Department of Defence (Army, Navy, Air Force). At the completion of each case, up to 1988, the record was sent to the Central Registry, Attorney-General's Department for registration.

Section 99(1) of the Defence Act 1903 required that transcripts of courts-martial proceedings be sent to the Attorney-General's Department. In 1982 the Defence Force (Miscellaneous Provisions) Act repealed Part VIII of the Defence Act (relating to courts-martial) and replaced it with a section which did not require transcripts of courts-martial proceedings to be sent to the Attorney-General's

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y digrifio*

Department. Nevertheless, the practice of sending files to the Attorney-General's Department continued until 1988. The transcripts are now no longer received by the Attorney-General's Department.

In the period up to 1960, the records were transferred to the Victorian Office of the Australian Archives for ease of reference by the service departments. From 1960 onwards, when these departments had been transferred to Canberra, all files were sent to the ACT Office of the Australian Archives by the Attorney-General's Department. The registers and indexes were maintained in Canberra.

In 1995 courts-martial files from the Defence correspondence file series A703 were top-numbered into series A471. The Defence Archival and Information Section allocated courts-martial file numbers and annotated the control records of A703 to show where top-numbering had occurred. The superseded file numbers from A703 have been recorded in brackets beneath the courts-martial file number on the consignment list.

3.2.4 Ffynhonnell uniongyrchol y derbyniad neu drosglwyddiad

Attorney-General's Department

Immediate source of acquisition or transfer

3.3.1 Cwmpas a chynnwys

Records of all courts-martial proceedings created by the Australian Army, Navy and Air Force.

Scope and content

3.3.2 Gwybodaeth am gloriannu, gwaredu neu restru

All files in this series are appraised as 'retain permanently' under disposal authorities RDS440/10.1; RDA458/8.1 and RDA1176/8.1

Appraisal, destruction and scheduling information

3.3.3 Croniadau

Further accruals to this series are expected.

Accruals

3.3.4 System drefnu

The registration of these files comprised the allocation of a single number and from 1901 to 1991 this ranged from 1-94226.

System of arrangement

3.4.1 Amodau sy'n rheoli mynediad

As of November 1999, 1170 file items in this series have been access examined. 1150 files have been determined as being open access, 18 files determined as open with exemption and two files determined as closed access. Other files in the series have not yet been access examined. The controlling agency for this series is the Department of Defence, Central Office.

Conditions governing access

3.4.3 Iaith/arddulliau ysgrifennu'r deunydd

English, with some Japanese language material.

Language/scripts of material

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.4.4 Nodweddion ffisegol a gofynion technegol	Paper files and documents	Physical characteristics and technical requirements
3.4.5 Cymhorthion chwilio	Paper inventories for parts of this series are available upon request. As of November 1999, 1172 file item descriptions are available on the National Archives' RecordSearch database.	Finding aids
3.5.1 Bodolaeth a lleoliad y gwreiddiol	It appears the original of file item 81645 was withdrawn from A471 some time after August 1988, and currently the file has not been located. A photocopy of the file has been placed with the series in lieu of the original.	Existence and location of originals
3.5.2 Bodolaeth a lleoliad copïau	In August 1988 a photocopy of item 81645 (from the Japanese War Crimes Trials section of the series) was transferred to the Australian Archives from the Australian War Memorial under the number 1010/6/134 and accessioned into series A2663.	Existence and location of copies
3.5.3 Unedau disgrifio perthynol	<p>Previous series: A703 - Correspondence files, multiple number series with occasional alphabetical prefixes and infixes [Canberra].</p> <p>Controlling series: 1 Jan 1901 - A3193, Name index cards for courts-martial files [including war crimes trials], alphabetical series; 1 Jan 1901 - A6739, Register of Transcripts of Courts-Martial Proceedings; 1 Jan 1929 - 31 Dec 1952 A5024, Subject index cards to A432, Correspondence files, annual single number series - A5024 controls those files relating to Japanese war crimes trials; 1 Jun 1975 - by 3 Jul 1975 A3194, Copies of subject index cards [A5024] relating to Japanese war crimes trials - A3194 controls those files relating to Japanese war crimes trials</p> <p>A quantity of records in this series, within the file number range 80776 to 81663, deals with Japanese war crimes trials. The index cards for these files are available as CRS A3193/XM1 and A3194/XM1.</p>	Related units of description
3.7.2 Rheolau neu Gonfensiynau	Series controlled and described under the rules of the National Archives of Australia's Commonwealth Records Series (CRS) System.	Rules or conventions
3.7.3 Dyddiad(au) disgrifio	Series registered, 24 September 1987. Description updated, 10 November 1999.	Date(s) of descriptions

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio***Lefel ffeil****3.1.1 Cod(au) cyfeirio**

AU A:NAA A471/2349

3.1.2 TeitlCourt-Martial of 3490 Corporal R.C. Taplin, 1st Battalion, Australian Infantry Forces**3.1.3 Dyddiad(au)**

1918-1919

3.1.4 Lefel ddisgrifio

File

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)

3 cm thick paper file

3.2.1 Enw crëwr/crewyrAustralia—Department of Defence
Australia—Attorney-General's Department, Central Office**3.2.4 Ffynhonnell uniongyrchol y derbyniad neu drosglwyddiad**

Attorney-General's Department

3.3.2 Gwybodaeth am gloriannu, gwaredu neu restru

Retain permanently

3.3.4 System drefnu

Chronological with numbered folios

3.4.1 Amodau sy'n rheoli mynediad

Open access

3.4.3 Iaith / arddulliau ysgrifennu'r deunydd

English

3.6.1 Nodyn

Item barcode 209393

3.7.3 Dyddiad(au) disgrifio

File access decision and item registration, 22 November 1984

File level**Reference code(s)****Title****Date(s)****Level of description****Extent and medium of the unit of description (quantity, bulk, or size)****Name of creator(s)****Immediate source of acquisition or transfer****Appraisal, destruction and scheduling information****System of arrangement****Conditions governing access****Language/scripts of material****Note****Date(s) of descriptions**

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Fonds personol: disgrifiad o'r fonds, ac un o'i is-fonds, cyfres, ffeiliau, ffeiliau ac eitemau
Iaith y disgrifiad: Ffrangeg (Ffrainc)

Lefel fonds

3.1.1 Cod(au) cyfeirio FR AN 320 AP

3.1.2 Teitl Papiers Bazaine

3.1.3 Dyddiad(au) 1808-1949

3.1.4 Lefel ddisgrifio fonds

3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli) 5 cartons (320 AP 1-5), 1 carton non coté, 0,75 m.l.

Fonds**Référence****Intitulé-analyse****Dates extrêmes****Niveau de description****Importance matérielle de l'unité de description (quantité, volume ou dimension)**

3.2.1 Enw crëwr/crewyr Dominique Bazaine

Nom du producteur

3.2.3 Hanes archifol Ces papiers de famille furent réunis par le frère du maréchal, Pierre-Dominique Bazaine, qui a, en outre, tenu un journal relatant tous les faits et gestes de son frère, document qui figure dans ce fonds. Ces papiers reçurent un premier classement sommaire par Georges Bazaine, petit-neveu du maréchal, en vue d'une exploitation historique : ce dernier a rassemblé toutes sortes d'articles de journaux, de notes prises dans divers livres et concernant tout particulièrement le rôle que joua le maréchal pendant la campagne de 1870, papiers qui forment la majeure partie du cinquième carton. Ce fonds a été acheté à la veuve du général Régnauld, historien qui s'efforça dans ses écrits de réhabiliter le maréchal Bazaine, ce qui explique la présence de deux lettres du général Régnauld dans le cinquième carton.

Historique de la conservation

3.3.1 Cwmpas a chynnwys 320 AP 1 Archives de Dominique Bazaine, père du maréchal, parti comme ingénieur des Ponts et Chaussées en Russie, et de membres de la famille Bazaine (Pierre-Dominique et Mélanie, frère et soeur du maréchal), 1808-1870.

Présentation du contenu

320 AP 2-4 Archives du maréchal Achille Bazaine, 1831-1888.

320 AP 5 Archives de Georges et Alphonse Bazaine : réhabilitation du maréchal. 1912-1949.

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
	<p>Supplément (non classé) Archives personnelles et familiales, mettant au jour certains aspects de la jeunesse et de la vie de Bazaine. Correspondance avec sa seconde femme, son fils Alphonse, militaire de carrière et diverses personnalités . Guerre de 1870, procès de Bazaine, sa condamnation à mort, la grâce du maréchal Mac-Mahon, l'internement à Sainte-Marguerite, l'évasion et le refuge à Madrid : rapports d'officiers, mémoires, lettres, coupures de presse, manuscrit de son fils Alphonse pour la réhabilitation de son père (1918).</p>	
3.7.3 Dyddiad(au) disgrifio	1999-05-06	Date(s) de la description
<u>Lefel is-fonds</u>		<u>Sous-fonds</u>
3.1.1 Cod(au) cyfeirio	FR AN 320 AP 2-4	Référence
3.1.2 Teitl	Archives du maréchal Achille Bazaine	Intitulé-analyse
3.1.3 Dyddiad(au)	1831-1888	Dates extrêmes
3.1.4 Lefel ddisgrifio	sous-fonds	Niveau de description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	3 cartons, 0,30 cm	Importance matérielle de l'unité de description (quantité, volume ou dimension)
3.2.1 Enw crëwr/crewyr	Archille Bazaine	Nom du producteur
3.2.2 Hanes bywgraffyddol	<p>Né le 13 février 1811, le futur maréchal Bazaine s'engage à vingt ans comme simple soldat et Conquiert tous les grades en Afrique. Sous-lieutenant à vingt-quatre ans et décoré quelques années Plus tard, il prend part aux expéditions de Kabylie, de Mitianah et du Maroc comme capitaine et Dirige les affaires arabes dans la subdivision de Tlemcen. La révolution de 1848 le trouve lieutenantcolonel. L'Empire en fait un général de brigade, et c'est avec ce grade qu'il participe à la guerre de Crimée dont il revient général de division. En 1862, il prend le commandement du corps Expéditionnaire envoyé au Mexique avec le malheureux Maximilien. En 1864, il est élevé à la dignité de maréchal. Successivement commandant du troisième corps et commandant en chef de la garde impériale, le 15 juillet 1870, il est appelé à la tête du troisième corps de l'armée du Rhin, pour devenir le général en chef de l'armée de Metz au mois d'août. Après maints déboires, s'étant attardé sous Metz, il capitule entre les mains des Prussiens. Cette reddition paraît bien vite honteuse et le</p>	Notice biographique

Rhif ac enw'r elfen ddisgrifio**Disgrifiad****Enw'r elfen yn iaith y disgrifio**

6 ctobre 1873, il est traîné devant les tribunaux. Reconnu coupable, il est condamné à la peine de mort avec dégradation militaire. Mac-Mahon commue la peine en vingt ans de détention avec dispense de l'humiliation de la dégradation. Transféré à Sainte-Marguerite après avoir perdu tout espoir de voir sa peine commuée, il s'enfuit le 8 août 1874. Après être passé par la Suisse, la Belgique et l'Angleterre, il se réfugie en Espagne, où il meurt le 20 septembre 1888.

3.3.1 Cwmpas a chynnwys

320 AP 2 Des débuts à la campagne au Mexique, 1831-1867
320 AP 3 Du retour en France à la fuite en Espagne, 1868-1874
320 AP 4 L'exil et la mort en Espagne, 1874-1888

Présentation du contenu**Lefel cyfres****3.1.1 Cod(au) cyfeirio**

FR AN 320 AP 3

Série organique**Référence****3.1.2 Teitl**

Du retour en France à la fuite en Espagne

Intitulé-analyse**3.1.3 Dyddiad(au)**

1868-1874

Dates extrêmes**3.1.4 Lefel ddisgrifio**

Série organique

Niveau de description**3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)**

4 dossiers, 0,10 cm

Importance matérielle de l'unité de description (quantité, volume ou dimension)**3.3.1 Cwmpas a chynnwys**

dossier 1 Du retour en France à la capitulation de Metz, 1868-1870
dossier 2 L'exil en suisse, 1871
dossier 3 Le procès, 1871-1874
dossier 4 De la condamnation à l'évasion et à la fuite en Espagne, 1873-1874

Présentation du contenu**3.7.3 Dyddiad(au) disgrifio**

1999-08-11

Date(s) de la description**Lefel ffeil****3.1.1 Cod(au) cyfeirio**

FR AN 320 AP 3, dossier 3 Référence

Dossier**Référence****3.1.2 Teitl**

Le procès de Bazaine

Intitulé-analyse**3.1.3 Dyddiad(au)**

1871-1874

Dates extrêmes**3.1.4 Lefel ddisgrifio**

Dossier

Niveau de description

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	55 pièces	Importance matérielle de l'unité de description (quantité, volume ou dimension)
3.3.1 Cwmpas a chynnwys	pièces 1-2 Lettres de Bazaine après son retour à Paris, octobre-décembre 1871 pièces 3-8 Lettres de Napoléon III, Eugénie, Thiers et Jules Favre à Bazaine et à sa femme, 1872 pièces 9-20 Correspondance de Bazaine pendant son séjour à Versailles , 1872-1873 pièces 21-48 Lettres de soutien à Bazaine et à sa famille après le verdict du procès, 1872-1874 pièces 49-52 Notes de Pierre-Dominique Bazaine sur le procès, s.d. pièces 53-55 Copies dactylographiées de défense apportées au procès, s.d.	Présentation du contenu
<u>Lefel eitem</u>		<u>Pièce</u>
3.1.1 Cod(au) cyfeirio	FR AN 320 AP 3, dossier 3, pièce nN 11	Référence
3.1.2 Teitl	Accusé de réception par le maréchal Bazaine d'un ordre à comparaître devant le Conseil d'enquête relatif aux capitulations de la guerre 1870-1871.	Intitulé
3.1.3 Dyddiad(au)	Paris, 12 mars 1872	Dates extrêmes
3.1.4 Lefel ddisgrifio	Pièce	Niveau de description
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1 page in-folio	Importance matérielle

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Fonds personol: disgrifiad o'r fonds, ac un o'i is-fonds, ffeiliau, ac is-ffeiliau
Iaith y disgrifiad: Eidaleg

Lefel fonds

3.1.1 Cod(au) cyfeirio	IT ISR FI	Segnatura o codice identificativo
3.1.2 Teitl	Salvemini Gaetano	Denominazione o titolo
3.1.3 Dyddiad(au)	1898-1983	Data/e
3.1.4 Lefel ddisgrifio	fondo	Livello di descrizione
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	buste 150	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.2.1 Enw crëwr/crewyr	Gaetano Salvemini	Denominazione del/dei soggetto/i produttore/i
3.2.2 Hanes bywgraffyddol	<p>Gaetano Salvemini nacque a Molfetta l'8 settembre 1873. Compiuti gli studi ginnasiali e liceali in seminario, per la mancanza di mezzi economici della famiglia, nel 1890 vinse una borsa di studio presso l'Istituto di studi superiori pratici e di perfezionamento di Firenze dove si laureò con una tesi su <i>La dignità cavalleresca nel Comune di Firenze</i>. L'intensa produzione scientifica gli valse, nel 1901, il conseguimento della cattedra di storia medievale e moderna all'Università di Messina. Il forte impegno politico all'interno del Partito socialista, si espresse nella collaborazione alla stampa socialista ("Critica sociale" e "Avanti!"). Nel 1908 nel terremoto che distrusse la città di Messina, perse la moglie, i cinque figli ed una sorella ed egli stesso si salvò per puro caso. Frattanto l'approfondirsi delle divergenze con i gruppi dirigenti del Partito socialista lo andavano allontanando dallo stesso partito, da cui uscì nel 1910 da posizioni democraticoradicali, per fondare il settimanale "L'Unità". Lasciata, a seguito del terremoto, l'Università di Messina insegnò prima a Pisa, per approdare poi alla cattedra di storia moderna dell'Istituto di studi superiori di Firenze. Allo scoppio della guerra mondiale si schierò a fianco dell'interventismo democratico. Nel 1925 dette vita, al primo giornale clandestino antifascista: il "Non Mollare", esperienza che si chiuse con la scoperta e l'arresto dei promotori del giornale, fra i quali lo stesso Salvemini. Rimesso in libertà provvisoria, decise di espatriare clandestinamente. Nel 1934 conseguì</p> <p>la cattedra di storia della civiltà italiana, istituita in memoria di Lauro De Bosis, presso l'Harvard</p>	Nota biografica

Rhif ac enw'r elfen ddisgrifio**Disgrifiad****Enw'r elfen yn iaith y disgrifio****3.2.3 Hanes archifol**

University di Cambridge (Mass). Nel 1947 rimise piede per la prima volta in Italia dopo venti anni d'esilio, per tornarvi poi stabilmente nel 1949. Si spense il 6 settembre 1957.

Dopo la morte di Salvemini nel 1957 le carte che egli aveva presso di sé a Capo di Sorrento furono trasportate a Roma, per essere utilizzate nel quadro della pubblicazione delle opere e dell'epistolario salveminiiani. Il nucleo iniziale fu successivamente arricchito delle carte che Salvemini aveva lasciato negli Stati Uniti al momento del ritorno in Italia e di altra documentazione donata da suoi amici, collaboratori o corrispondenti a vario titolo. Le carte furono via via conservate in sedi diverse: da ultimo in casa della vedova di Ernesto Rossi, Ada.

Storia archivistica**3.2.4 Ffynhonnell uniongyrchol y derbyniad neu drosglwyddiad**

Nel corso della prima metà degli anni '80 il fondo è stato depositato in successive *tranche* presso l'Istituto Storico della Resistenza in Toscana, per essere riordinato, inventariato e messo a disposizione degli studiosi.

Modalità di acquisizione o versamento**3.3.1 Cwmpas a chynnwys**

Il fondo è diviso in due parti. 1) Manoscritti e materiali di lavoro, carte donate o aggregate, suddivisa, a sua volta in 15 sezioni (87 buste totali), che possono essere raggruppate come di seguito indicato: a) Carte Salvemini (1898-1957) suddivise in quattro sezioni, per un totale di 140 fascicoli, contenenti in particolare: atti e documenti personali (certificati, attestati, materiale contabile, ecc.); manoscritti di opere storiche, di saggi, di articoli e note politiche; diari, agende e taccuini relativi, in particolare, ad alcuni momenti salienti della vita di Salvemini ("Memorie e soliloqui": sugli anni dell'avvento del fascismo, il diario del viaggio in Italia nel 1947, entrambi editi); materiali preparatori relativi in massima parte alle opere storiche e comprendenti trascrizioni e copie di fonti archivistiche, note di lettura, bibliografie, appunti sparsi, stesure preparatorie di scritti; testi di conferenze e lezioni universitarie, sia degli anni precedenti all'esilio, che del periodo di insegnamento presso l'Harvard University; ritagli di giornali e di rivista, estratti, contenenti saggi storici e articoli di contenuto politico, sia di Salvemini che di altri autori; raccolte di lettere in originale o copia, relative, in particolare a determinate fasi dell'attività politica di Salvemini (soprattutto gli anni della ripresa dei contatti con l'Italia dopo la seconda guerra mondiale); b) Celebrazioni salveminiiane e pubblicazione delle Opere (1957- 1977) comprendente due sezioni per un totale di 11 fascicoli; c) Carte donate o aggregate (1913-1969), suddivise in sette sezioni (Carte Ugo Ojetti; Carte Elsa Dallolio; Carte Isabel Massey; Carte George La Piana; Carte Enzo Tagliacozzo; Carte Iris Origo; Carte Ruffino-Benzoni) per un totale di 37 fascicoli; d) Pubblicazioni e fotografie (1906-1978); e) Archivio Salvemini e bibliografia salveminiiana (1957-1980);. 2) Carteggio, suddiviso, attualmente, nelle seguenti sezioni, per un totale di circa 70 buste: a) lettere di Gaetano Salvemini fino al 1925, originali bb. 2; b) lettere di Salvemini fino al 1925, fotocopie, bb. 4; c) lettere di Salvemini dal 1926 al 1957, originali e fotocopie, bb. 3; d) carteggio Salvemini-Ernesto Rossi, bb. 3; e) lettere a Gaetano Salvemini fino al 1925, bb. 15; f) lettere a Salvemini dal 1926 al 1957, bb. 18; g) lettere del periodo americano, bb. 15; h) lettere di corrispondenti non identificati ed altro materiale da attribuire, bb. 6.

Ambiti e contenuto

Rhif ac enw'r elfen ddisgrifio**Disgrifiad****Enw'r elfen yn iaith y disgrifio**

3.4.1 Amodau sy'n rheoli mynediad	Consultazione limitata e con autorizzazione del Comitato per la pubblicazione delle Opere di Salvemini.	Condizioni che regolano l'accesso
3.4.5 Cymhorthion chwilio	E' stato completato il riordinamento della sezione Manoscritti e materiali di studio e ne è stato redatto l'inventario analitico: VITALI S., <i>Archivio Gaetano Salvemini. I Manoscritti e materiali di lavoro</i> , Roma Ministero per i beni culturali e ambientali. Ufficio centrale per i beni archivistici, 1998. E' in corso l'inventariazione analitica del carteggio, del quale Monica Valentini ha completato la schedatura mediante applicativo in CDSISIS delle lettere a Salvemini fino al 1925.	Strumenti di ricerca
3.5.4 Nodyn am gyhoeddiadau	BUCCHI, S. Nota sulla formazione dell'Archivio Salvemini, in <i>Il Ponte</i> , 1980, XXVI, 1, gen., p. 43-61; VITALI, S., L'Archivio Salvemini, in <i>Informazione</i> , 1987, VI, 12, p. 39; Introduzione. In VITALI, S., <i>Archivio Gaetano Salvemini. I Manoscritti e materiali di lavoro</i> , Roma, Ministero per i beni culturali e ambientali. Ufficio centrale per i beni archivistici, 1998; SALVEMINI, G., <i>Opere</i> , Milano, Feltrinelli, 1961-1978, vol. 1-9 (tomi 18); SALVEMINI, G., <i>Carteggio</i> , 1898-1926, Bari, Laterza, 1984-1997, (voll. 5)	Bibliografia
3.7.1 Nodyn archifydd	La descrizione è stata compilata da Stefano Vitali sulla base della scheda contenuta nel volume <i>Guida agli archivi delle personalità della cultura in Toscana tra '800 e '900. L'area fiorentina</i> , a cura di E. Capannelli e E. Insabato, Firenze, Olschki, 1996, p. 549-553	Nota dell'archivista
3.7.2 Rheolau neu Gonsensiynau	Sono state seguite le regole della Sovrintendenza archivistica per la Toscana per la descrizione degli archivi di personalità e le norme ISAD (G)	Norme e convenzioni
3.7.3 Dyddiad(au) disgrifio	Redatta nel settembre 1996, revisionata nel settembre 1999	Data/e della descrizione
<u>Lefel is-fonds</u>		
3.1.1 Cod(au) cyfeirio	<i>Manoscritti e materiali di lavoro</i> , II	Segnatura o codice identificativo
3.1.2 Teitl	Manoscritti e materiali di lavoro dall'esilio al secondo dopoguerra	Denominazione o titolo
3.1.3 Dyddiad(au)	1925-1946	Data/e
3.1.4 Lefel ddisgrifio	sub-fondo	Livello di descrizione
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	60 fascicoli	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.3.1 Cwmpas a chynnwys	I fascicoli raccolti nella sezione, che abbraccia l'intero periodo dell'esilio salveminiano, comprendono	Ambiti e contenuto

Rhif ac enw'r elfen ddisgrifio**Disgrifiad****Enw'r elfen yn iaith y disgrifio**

innanzi tutto la non abbondante documentazione residua relativa ai primi studi salveminiiani sul fascismo in Italia, seguita da quella, certamente più cospicua, su Stato e Chiesa in Italia e su vari aspetti dell'Italia fascista negli anni Trenta. In successione sono poi collocati i corsi di lezioni all'*Harvard University* ed i materiali preparatori ad essi collegati nonché la documentazione sugli studi relativi alla storia delle politica estera italiana durante la prima guerra mondiale e all'epoca della guerra libica. L'ultima parte della sezione comprende i fascicoli con testi di conferenze e di articoli e altri documenti - fra i quali una ricca raccolta di lettere salveminiiane - riconducibili all'impegno politico salveminiiano nel corso della seconda guerra mondiale e l'abbondante documentazione sul fascismo in America.

Lefel ffeil**3.1.1 Cod(au) cyfeirio**

II/36

Segnatura o codice**3.1.2 Teitl**

Materiali di studio sulla politica estera italiana durante la prima guerra mondiale: documenti diplomatici dall'archivio di Carlo a Prato

Denominazione o titolo**3.1.3 Dyddiad(au)**

fine anni '30-primi anni '40

Data/e**3.1.4 Lefel ddisgrifio**

fascicolo

Livello di descrizione**3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)**

4 sottofascicoli

Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)**3.2.3 Hanes archifol**

Gaetano Salvemini, che aveva già preso rapida visione di questa documentazione nel 1921, poté studiarla in maniera più approfondita a Zurigo nell'estate nel 1938. Tuttavia non vi trovò più una parte dei documenti visti nel 1921. L'anno successivo la Milton Institution finanziò la microfilmatura dell'intero corpus documentario. Il lavoro, avviato prioritariamente con la riproduzione dei documenti che Salvemini non aveva avuto il tempo di analizzare e riassumere a Zurigo, dovette interrompersi allo scoppio della guerra, quando questa parte della documentazione era già stata fotografata. Negli anni successivi Salvemini fece trascrivere i documenti microfilmati e li integrò in un'unica raccolta con la trascrizione dei riassunti da lui presi direttamente a Zurigo di quelli che non si erano potuti riprodurre.

Storia archivistica**3.5.1 Bodolaeth a lleoliad y gwreiddiol**

Attualmente le carte a Prato sono conservate presso l'archivio dell'Istituto nazionale per la storia del movimento di liberazione in Italia (Milano). Su Carlo a Prato e il suo archivio cfr. TORCELLAN N., Per una biografia di Carlo a Prato, in Italia contemporanea, 1970, 124, lug.-set., p. 3-48, dove è anche la descrizione sommaria del Fondo a Prato.

Esistenza e localizzazione degli Originali

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.5.2 Bodolaeth a lleoliad copïau	Una copia dei microfilm e delle trascrizioni furono depositati nel maggio 1941 nella Widener Library di Harvard (Cambridge, Mass) e si trovano ora nella Houghton Library (*48M-394)	Esistenza e localizzazione di copie
<u>Lefel is-ffeil</u>		
3.1.1 Cod(au) cyfeirio	II/36/4 (precedenti segnature: II/11/1-4; II/1/2)	Segnatura o codice identificativo
3.1.2 Teitl	Raccolta di trascrizioni di documenti diplomatici sull'Italia nella prima guerra mondiale	Denominazione o titolo
3.1.3 Dyddiad(au)	Gli originali dei documenti in copia sono datati ago. 1914 - feb. 1919 (con prevalenza di documenti del 1914-1915)	Data/e
3.1.4 Lefel ddisgrifio	sottofascicolo	Livello di descrizione
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	carte. 17 manoscritte, non autografe, numerate: 51-69, carte. 22 manoscritte, in parte non autografe, carte 1196 dattiloscritte, con correzioni manoscritte in parte non autografe	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.3.1 Cwmpas a chynnwys	I documenti sono trascritti da varie fonti e precisamente: a) dalle fotocopie delle carte a Prato; b) dagli appunti e riassunti di Gaetano Salvemini delle medesime carte; c) da <i>Die Internationalen Beziehungen im Zeitalter des Imperialismus. Das Jahr 1914 bis zum Kriegsausbruch</i> , herausgegeben von Otto Hoetzsch, Berlin, Verlag von Reimar Hobbing, 1931.	Ambiti e contenuto
3.3.4 System drefnu	I documenti sono ordinati in unica serie cronologica	Criteri di ordinamento
3.4.5 Cymhorthion chwilio	La raccolta è preceduta da un indice ms., non aut. incompleto, che elenca i documenti del periodo 14 ago. 1915-8 set. 1916	Strumenti di ricerca
3.5.3 Unedau disgrifio perthynol	I documenti trascritti da quest'ultima opera provengono dalle trascrizioni conservate anche in II/35/4.1 e II/35/5.e.	Unità di descrizione collegate

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio****Fonds sefydliad corfforaethol: disgrifiad o'r fonds, ac un o'i gyfresi a ffeiliau
Iaith y disgrifiad: Eidaleg*****Lefel fonds**

3.1.1 Cod(au) cyfeirio	IT AS FI 0642	Segnatura o codice identificativo
3.1.2 Teitl	Segreteria di Stato (1765-1808)	Denominazione o titolo
3.1.3 Dyddiad(au)	1738-1808	Data/e
3.1.4 Lefel ddisgrifio	fondo	Livello di descrizione
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	1346 filze e registri	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.2.1 Enw crëwr/crewyr	Segreteria di Stato (Granducato di Toscana, 1737-1808)	Soggetto produttore
3.2.2 Hanes gweinyddol	Nella prassi di governo del Granducato lorenese, i Consigli di Stato e Finanze costituivano lo strumento per la risoluzione degli affari correnti e le Segreterie istituivano le pratiche di loro competenza, sulle quali i Direttori delle stesse Segreterie e i Consiglieri esprimevano il proprio parere nelle sedute dei rispettivi Consigli. Alle Segreterie spettava poi "spedire", cioè comunicare agli uffici competenti, il tenore delle risoluzioni adottate, affinché fossero applicate. In base al regolamento del 31 dicembre 1770, la Segreteria di stato risultò composta da un Direttore e due Segretari, ognuno dei quali aveva competenza per gli affari del proprio dipartimento, scriveva personalmente i rescritti per informazione e attendeva alla spedizione degli affari. Il Primo segretario si occupava anche degli affari di Livorno e della revisione delle stampe; il secondo, degli affari delle Maremme. Il Direttore aveva la competenza esclusiva, senza obbligo di parteciparne informazione al Sovrano, in una serie di affari considerati di "media importanza", secondo la gerarchia che venne stabilita nel motuproprio del 27 dicembre 1773, che distingueva tra affari di "minima importanza", affidati ai capi degli uffici minori, di "media importanza", affidati ai Direttori dei Dipartimenti di Stato, Finanze e Guerra, e "importanti", da discutere nel rispettivo Consiglio. Nel 1780 si realizzò una riforma della Segreteria di stato che prevedeva la riduzione del numero degli affari da portare in Consiglio ampliando le competenze non più del Direttore della Segreteria bensì dei singoli uffici. Il 6 aprile 1789 furono riuniti il Consiglio di Stato, cui già era stata attribuita, nel 1770, la competenza sugli affari di guerra, e quello delle finanze, pur restando separate le rispettive Segreterie.	Storia istituzionale/amministrativa

Rhif ac enw'r elfen ddisgrifio**Disgrifiad****Enw'r elfen yn iaith y disgrifio**

A capo del Consiglio di Stato, finanze e guerra fu posto un Primo direttore mentre a capo dei Dipartimenti di Stato e di finanze, due Secondi direttori. Questo regolamento rimase in vigore durante la seconda reggenza nel 1790. Nell'aprile del 1791, all'arrivo di Ferdinando II, fu riconfermato l'assetto del 1789. La riforma del 1789, introduceva nel funzionamento del Consiglio anche elementi di collegialità poiché i consiglieri dovevano esaminare e discutere collegialmente gli affari da sottoporre al Granduca sulla base dei rapporti informativi delle segreterie e proporre un unico parere, tranne nei casi di grave dissenso, nei quali si portavano al sovrano voti separati. La Segreteria di Stato fu soppressa a seguito dell'annessione della Toscana all'Impero francese nel 1808.

3.2.3 Hanes archifol

L'Archivio della Segreteria di Stato costituiva la prosecuzione di quello cosiddetto del Consiglio di Reggenza ed ambedue erano sottoposti alla vigilanza del Direttore della Segreteria di Stato. Nel 1808, con l'annessione della Toscana all'Impero francese, i due archivi confluirono nella Conservazione generale degli archivi ed ivi rimasero fino al 1814 quando, con la Restaurazione, fu ripristinata la Segreteria di Stato, che ritirò dalla Conservazione generale il solo Archivio della Segreteria di Stato dal 1765-1808, mentre l'Archivio del Consiglio di Reggenza conflui nella nuova concentrazione archivistica allora costituita e posta sotto il controllo dell'Avvocato Regio, denominata Archivi riuniti a quelli delle Regie Rendite, dove fu ordinato ed inventariato. Negli anni successivi anche l'Archivio della Segreteria di Stato (1765-1808) passò agli Archivi riuniti a quelli delle Regie Rendite, per poi confluire, nel 1846 assieme all'Archivio del Consiglio di Reggenza, nell'Archivio delle Riformazioni.

Storia archivistica**3.2.4 Ffynhonnell uniongyrchol y derbyniad neu drosglwyddiad**

L'Archivio della Segreteria di Stato pervenne all'Archivio Centrale dello Stato in Firenze, all'atto della sua fondazione (1852) insieme con il resto degli archivi già appartenuti alle Riformazioni.

Modalità di acquisizione o versamento**3.3.1 Cwmpas a chynnwys**

Il fondo raccoglie gli affari istruiti dalla Segreteria di Stato e risolti, fino alla riforma dei Consigli del 1789, nel Consiglio di Stato, successivamente, nel Consiglio di Stato, finanze e guerra oppure risolti direttamente dal Granduca nel suo Gabinetto. Ad essi fanno seguito le filze di affari e i protocolli del Commissario imperiale e dell'Amministratore generale della Toscana che ressero l'ex Granducato fra il 1807 e il 1808, prima della diretta annessione all'Impero francese. Il fondo conserva anche i cosiddetti "Affari di sanità", riuniti a quelli della Segreteria di Stato per decreto dell'Amministratore generale della Toscana nel 1808.

Ambiti e contenuto**3.3.4 System drefnu**

Il fondo, nella parte che riguarda specificatamente la documentazione prodotta dalla Segreteria di Stato, è strutturato nelle tre serie tipiche degli archivi delle segreterie e dei ministeri toscani: quella delle buste di affari risolti, quella dei registri dei protocolli delle risoluzioni, infine, quella dei registri (o repertori) degli affari, che costituisce lo strumento di accesso alle altre due. Rimasto privo di strumenti di corredo e di numerazione unica, fino al suo trasferimento dagli Uffici all'attuale sede dell'Archivio di Stato di Firenze (1989), è stato in quell'occasione inventariato e dotato di numerazione unica di corda da Orsola Campanile.

Criteri di ordinamento

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.4.1 Amodau sy'n rheoli mynediad	La serie dei registri degli affari non è consultabile in originale.	Condizioni che regolano l'accesso
3.4.2 Amodau sy'n rheoli atgynhyrchu	La riproduzione della serie “registri degli affari” è consentita unicamente in fotocopia da microfilm esistente.	Condizioni che regolano la riproduzione
3.4.5 Cymhorthion chwilio	Segreteria di Stato (1765-1808), inventario a cura di O. Campanile, Firenze, 1989, Inventari, N/292.	Strumenti di ricerca
3.5.2 Bodolaeth a lleoliad y gwreiddiol copïau	La serie “Registri degli affari risolti” è interamente riprodotta in microfilm.	Esistenza e localizzazione di copie
3.5.3 Unedau disgrifio perthynol	Le buste di affari direttoriali dal 1771 al 1785 sono attualmente conservate nel fondo <i>Consiglio di Reggenza (1737-1765)</i> , nn.1008-1025. Anche ad esse si accede, come al resto della documentazione riferibile alla Segreteria di Stato, attraverso la serie dei registri degli affari, conservata nel fondo <i>Segreteria di stato (1765-1808)</i> . Un secondo originale dei protocolli degli affari risolti del 1790 al 1808 è conservato in <i>Segreteria di Gabinetto. Duplicati dei protocolli, Segreteria di Stato</i> , nn. 1-186	Unità di descrizione collegate
3.5.4 Nodyn am gyhoeddiadau	CAMPANILE O., Introduzione all'inventario della Segreteria di stato (1765-1808) in <i>Per Orsella</i> , Firenze, 1993, p. 17-25	Bibliografia
3.7.1 Nodyn archifydd	La descrizione è stata compilata da Alessandra Topini nel corso del progetto “Anagrafe informatizzata degli archivi italiani” e revisionata da Stefano Vitali (1999). Sono state consultate le seguenti fonti archivistiche: AS FI, <i>Segreteria di Stato (1765-1808)</i> , 1142; SÚAP, <i>Rodinný archiv Toskánských Habsburků, Ferdinando III</i> , 1, cc. 1-4; le opere seguenti: ; PANSINI G., Potere politico e Amministrazione al tempo della Reggenza lorenese, in <i>Pompeo Neri. Atti del colloquio di studi di Castelfiorentino 6-7 maggio 1988</i> , a cura di A. Fratoianni e M. Verga, Castelfiorentino, Società storica della Valdelsa, 1992, p. 29-82; CONTINI A., Pompeo Neri tra Firenze e Vienna (1755-1766), <i>ibidem</i> , p. 239-331; BECAGLI V., Pompeo Neri e le riforme istituzionali della prima età leopoldina, <i>ibidem</i> , p. 333-376.	Nota dell'archivista
3.7.2 Rheolau neu Gonsensiynau	La descrizione è stata compilata sulla base del Manuale per i rilevatori del progetto “Anagrafe degli archivi italiani.” (Roma, 1994) e delle Istruzioni per la rilevazioni dei dati. Progetto “Anagrafe” dell'Archivio di Stato di Firenze (Firenze, 1995-1997) e revisionata facendo riferimento all'International Standard Archival Description (General)	Norme e convenzioni
3.7.3 Dyddiad(au) disgrifio	Redatta nel 1995, revisionata nel settembre 1999.	Data/e della descrizione

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
<u>Lefel cyfres</u>		
3.1.1 Cod(au) cyfeirio	IT AS FI 0642 001	Segnatura o codice identificativo
3.1.2 Teitl	“Affari risolti”	Denominazione o titolo
3.1.3 Dyddiad(au)	1738-1808	Data/e
3.1.4 Lefel ddisgrifio	serie	Livello di descrizione
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	815 filze	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.3.1 Cwmpas a chynnwys	La serie è costituita da buste che contengono i fascicoli degli affari di competenza della Segreteria di stato. Ogni fascicolo è formato dagli atti necessari allo svolgimento dell'affare medesimo, dalla apertura della pratica (minute delle missive, responsive e documenti diversi) alla sua conclusione con la minuta della risoluzione finale. La serie comprende buste di affari risolti, dal 1784 al 1789, dal 1791 al 1799, dal sovrano all'interno o fuori dal Consiglio; dal 1790 all'aprile 1791 risolti dal Consiglio di reggenza o dal Sovrano; dal luglio 1799 al maggio 1800 risolti dal Senato o da questo con sovrano dispaccio; dal giugno all'ottobre del 1800 risolti dalla reggenza. Dal 1801 al 1807, durante il Regno d'Etruria, gli affari sono risolti dalla regina reggente per Ludovico di Borbone. Dal dicembre 1807 gli affari sono risolti dal Consiglio sotto la presidenza del Commissario di S. M. Imperatore dei francesi e Re d'Italia e nel 1808 dal suddetto Consiglio e dall'Amministratore generale della Toscana.	Ambiti e contenuto
3.3.4 System drefnu	In ogni busta i fascicoli sono raggruppati in "protocolli", numerati in serie annuale, e ordinati Cronologicamente secondo la data di risoluzione dell'affare.	Criteri di ordinamento
3.4.5 Cymhorthion chwilio	Il reperimento dei singoli fascicoli posteriori al 1771 è possibile attraverso i "registri degli affari risolti", all'interno dei quali gli affari sono repertoriati secondo il dipartimento o la persona cui si riferiscono e sono individuati dal numero di protocollo e dal numero di affare interno al protocollo.	Strumenti di ricerca
<u>Lefel ffeil</u>		
3.1.1 Cod(au) cyfeirio	289	Segnatura o codice identificativo
3.1.2 Teitl	“Filza 1”	Denominazione o titolo

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.1.3 Dyddia(au)	gennaio 1780	Data/e
3.1.4 Lefel ddisgrifio	unità archivistica	Livello di descrizione
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	4 fascicoli	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.3.1 Cwmpas a chynnwys	Protocolli 1-4, segretario Seratti	Ambiti e contenuto

*Rhif ac enw'r elfen ddisgrifio**Disgrifiad**Enw'r elfen yn iaith y disgrifio*

Fonds corfforaethol: disgrifiad o'r fonds, ac un o'i gyfresi ac eitemau
Iaith y disgrifiad: Portiwgaleg (Brasil)

Lefel fonds

3.1.1 Cod(au) cyfeirio	BR AN 1H	Código(s) de referência
3.1.2 Title	Comissão Especial de Exame do Cofre dos Órfãos	Título
3.1.3 Dyddiad(au)	1889 a 1932	Data(s)
3.1.4 Lefel ddisgrifio	Fundo	Nível de descrição
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	0,97 m de documentos textuais 1 foto (p & b)	Dimensão e suporte
3.2.1 Enw crëwr/crewyr	BRASIL. Comissão Especial de Exame do Cofre dos Órfãos	Produtor(es)
3.2.2 Hanes gweinyddol	<p>A Comissão Especial de Exame do Cofre dos Órfãos foi constituída em janeiro de 1916, por membros nomeados pelos ministros da Justiça e Negócios Interiores e da Fazenda, para verificar a contabilidade dos empréstimos feitos pelos cofres dos órfãos ao Tesouro Nacional.</p> <p>Tais empréstimos haviam sido autorizados pelo decreto n.º 231, de 13/11/1841, que, em seu art. 6º § 4º, permitia ao governo valer-se, com juros de 6% ao ano, das quantias depositadas nos cofres dos cartórios de órfãos, provenientes de heranças, doações ou legados recebidos por menores, dementes, pródigos etc. Mais tarde, pelo decreto n.º 779, de 6/9/1854, tais juros foram reduzidos a 5%.</p> <p>Na medida em que a escrituração dos empréstimos pelo Tesouro Nacional não determinava o nome dos credores, mas apenas o valor total emprestado numa dada ocasião, ocorreram situações em que o Tesouro pagava a um credor quantias recolhidas por diversos empréstimos, além de outras em que o total recolhido ao Tesouro era menor do que aquele acusado nos livros dos escrivães de órfãos.</p> <p>Suspeitando-se de irregularidades, foram formadas várias comissões que, acusando a presença de problemas, não os resolveram. Pelo decreto n.º 5.143, de 27/2/1904, foi determinado que a partir daquela data fossem os empréstimos escriturados em nome dos menores, declarando-se a soma emprestada, filiação dos credores, origem da herança ou legado e data da maioridade dos credores. Era fundamental, entretanto, que se resolvessem os problemas dos empréstimos anteriores.</p>	História administrativa

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
	A Comissão, que iniciou seus trabalhos em 1916, dedicou-se ao exame da escrituração dos empréstimos ocorridos no período de 18/3/1871 a 21/7/1910, havendo concluído esse trabalho e apresentado relatório de suas conclusões em dezembro de 1925. Há, entretanto, indicações de que a Comissão tenha continuado a existir após essa data, na medida em que existem documentos posteriores a 1925.	
3.2.3 Hanes archifol	O fundo reúne também documentação de caráter privado de um dos servidores da Comissão, Cândido Venâncio Pereira Peixoto, funcionário do Tribunal de Contas cedido à Comissão em 1916.	História arquivística
3.2.4 Ffynhonnell uniongyrchol y derbyniad neu drosglwyddiad	Não há informação a respeito do recolhimento dessa documentação ao Arquivo Nacional.	Procedência
3.3.1 Cwmpas a chynnwys	Documentação referente ao funcionamento administrativo da Comissão e ao exame dos empréstimos feitos pelo Cofre dos Órfãos ao Tesouro Nacional, incluindo a nova escrituração daqueles ocorridos entre 18/3/1871 e 21/7/1910. Documentos privados de Cândido Venâncio Pereira Peixoto e cópias ou minutas de documentos referentes à sua vida profissional.	Âmbito e conteúdo
3.3.4 System drefnu	A documentação foi arranjada em 3 séries, a saber: Cândido Venâncio Pereira Peixoto: documentos Particulares, Administração e Exame Contábil.	Sistema de arranjo
3.4.4 Nodweddion ffisegol a gofynion technegol	Os documentos são manuscritos ou datilografados. Vários foram escritos a lápis, o que prejudica sua leitura.	Características físicas e requisitos técnicos
3.4.5 Cymhorthion chwilio	ARQUIVO NACIONAL (Brasil). Guia de Fundos do Arquivo Nacional . Rio de Janeiro: O Arquivo, 1999. 673 p. Digitado e em base de dados. _____. Inventário da Comissão Especial de Exame do Cofre dos Órfãos . Rio de Janeiro. O Arquivo, 1999. 23 p. Digitado.	Instrumentos de pesquisa
3.7.1 Nodyn archifydd	Para a história administrativa da Comissão foi utilizado seu próprio acervo, notadamente o relatório final. Descrição preparada por Mauro Lerner Markowski e Vitor Manoel Marques da Fonseca, técnicos do Arquivo Nacional.	Nota do arquivista

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.7.3 Dyddiad(au) disgrifio	1999-12-01	Data(s) da(s) descrição(ões)
<u>Lefel cyfres</u>		
3.1.1 Cod(au) cyfeirio	BR AN 1H 3	Código(s) de referência
3.1.2 Teitl	Exame Contábil	Título
3.1.3 Dyddiad(au)	1905 a 1927	Data(s)
3.1.4 Lefel ddisgrifio	Série	Nível de descrição
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	0,52 m de documentos textuais	Dimensão e suporte
3.3.1 Cwmpas a chynnwys	Pareceres quanto a requisições de pagamento de empréstimos do Cofre dos Órfãos ao Tesouro Nacional, documentos produzidos pela Comissão para comprovar suas conclusões e nova escrituração dos empréstimos do Cofre dos Órfãos ao Tesouro Nacional. Relatório de comissão anterior e relatório final da Comissão Especial de Exame do Cofre dos Órfãos.	Âmbito e conteúdo
3.3.4 System drefnu	Predominou, exceto quanto aos últimos documentos que constituíam o resultado final dos trabalhos da Comissão, a ordem cronológica, sendo, às vezes, inferida a data dos documentos.	Sistema de arranjo
<u>Lefel eitem</u>		
3.1.1 Cod(au) cyfeirio	BR AN 1H 3 91	Código(s) de referência
3.1.2 Teitl	Tesouro Nacional. Cofre dos Órfãos da Capital Federal. Livro 7º da nova escrituração dos Empréstimos 10/2/1893 - 21/7/1910.	Título
3.1.3 Dyddiad(au)	1925	Data(s)
3.1.4 Lefel ddisgrifio	Unidade de arquivamento	Nível de descrição
3.1.5 Maint a chyfrwng yr uned a ddisgrifir (nifer, swmp neu faintioli)	198 fls.	Dimensão e suporte

<i>Rhif ac enw'r elfen ddisgrifio</i>	<i>Disgrifiad</i>	<i>Enw'r elfen yn iaith y disgrifio</i>
3.3.1 Cwmpas a chynnwys	Informa os seguintes dados: vara, escritura, valor total do empréstimo, data, credor, valor por credor, data de pagamento, a quem foi pago, capital e juros. Contém índice.	Âmbito e conteúdo
3.6.1 Nodyn	As folhas 63 a 154 estão em branco.	Notas