



## APPLICATION OF ISAD(G) for HUMAN RIGHTS ARCHIVES

25 October 2012

*ISAD(G) General International Standard Archival Description, Second Edition.*

### **IDENTITY STATEMENT AREA**

#### **1.1 Reference code(s)**

*Purpose:*

To identify uniquely the unit of description and to provide a link to the description that represents it.

*Rule:*

Record, as necessary for unique identification, the following elements:

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

All three elements must be present for the purpose of information exchange at the international level.

***Examples:***

CA OTY F0453 (*Fonds*)  
*Canada, York University Archives*

CA OONAD R610-134-2-E (*Fonds*)  
*National Archives of Canada*

US MnHi P2141 (*Fonds*)  
*U.S., Minnesota Historical Society*

US DNA NWDNC-77-WDMC (*Series*)  
*U.S. National Archives & Records Administration*

AU A:NLA MS 8822 (*Fonds*)  
*National Library of Australia*

FR CHAN/363 AP 15 (*File*)  
*France, Centre historique des Archives nationales*

FR AD 53/234 J (*Fonds*)  
*France, archives départementales de la Mayenne*

FR AN 320 AP (*Fonds*)  
*Direction des archives de France*

IT AS FI  
*Italy, Archivio di Stato di Firenze*  
Note: *Reference code for a repository*

II/36/4 (*Subfile*)  
*Italy, Istituto Storico della Resistenza in Toscana*

IT ISR FI  
*Italy, Istituto Storico della Resistenza in Toscana*  
Note: *Reference code for a repository.*

BR AN SA (*Fonds*)  
*Brazil, Arquivo Nacional 14*

### **Application rules:**

- a. Country codes are established by the International Organization for Standardization. To find the ISO country code for your country, go to <http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html#sz>
- b. Countries can choose to have a central body establish repository codes for all archival institutions in the country or to have each repository choose its own code. In the latter case, it is important that a repository just beginning to describe records using ISAD(G) checks with other repositories in the country to ensure that the repository code it plans to use is unique.
- c. The first numbers or letters in the reference codes identifies the fonds; the last number is the level being described (subfonds, series, file, item).
- d. There can be any number of levels between the fonds and the level described.
- e. Series either are numbered consecutively throughout a fonds (for example, 77-01, 77-02, 77-03) or are numbered randomly using an accession code or pre-existing number. Consecutive numbers work best with fonds that are closed; i.e., there are no more records to be obtained by the archives. If numbering consecutively, make sure that there are sufficient zeroes at the beginning of the series numbers to accommodate all foreseeable series. This will ensure that a computer will automatically sort the series in proper numerical order. If using random numbers, it will be necessary to maintain a separate table to order the series within the fonds if you want an automated display in a specific order. Alternatively, the random numbers can be entered with the series in 4.5 Findings aids (see below), with access provided by clicking on the number there.

- f. It is helpful to put an alphabetic marker before a series; for example 77 S01 for the first series in fonds 77.
- g. The numbering in this element is a reference code, NOT A BOX NUMBER. The numbering gives the user a code to the intellectual contents of the fonds, not to a physical container.

## 1.2 Title

### *Purpose:*

To name the unit of description.

### *Rules:*

Provide either a formal title or a concise supplied title in accordance with the rules of multilevel description and national conventions.

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

For supplied titles, at the higher level, include the name of the creator of the records. At lower levels one may include, for example, the name of the author of the document and a term indicating the form of the material comprising the unit of description and, where appropriate, a phrase reflecting function, activity, subject, location, or theme.

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

### ***Examples:***

Helen Lucas fonds (*Fonds*)

The Christmas Birthday Story production records (*Series*)

The Christmas Birthday Story (*Item*)

*Canada, York University Archives*

St. Anthony Turnverein organizational records (*Fonds*)

*U.S., Minnesota Historical Society*

Papers of J. Lawton Collins (*Fonds*)

Appointment Books, 1948-1955 (*Series*)

*U.S. National Archives & Records Administration*

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

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

*U.S. National Archives & Records Administration*

Advertising and publicity materials (*Series*)

*U.S., University of North Carolina at Chapel Hill*

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

*National Archives of Australia*

Court-Martial of 3490 Corporal R.C. Taplin, 1<sup>st</sup> Battalion, Australian Infantry Forces (*File*)

*National Archives of Australia*

Papers of Edward Koiki Mabo (*Fonds*)  
*National Library of Australia*

Châtelet de Paris (*Fonds*)  
Parc civil (*Sub-fonds*)  
Actes faits en l'hôtel du lieutenant civil (*Series*)  
Suppliques au lieutenant civil (*Sub-series*)  
Demandes de création de curateur à succession, vu la renonciation des héritiers à celle-ci (*File*)  
Succession Guérin (*Item*)  
(*France, Centre historique des Archives nationales*)

“Affari risoluti” (*Series*)  
*Italy, Archivio di Stato di Firenze*  
Note: *Formal title*

“Filza 1” (*File*)  
*Italy, Archivio di Stato di Firenze*  
**Note:** *Formal title for a file of the series “Affari risoluti” named above, according to the multilevel description rules*

Materiali di studio sulla politica estera italiana durante la prima guerra mondiale: documenti diplomatici dall'archivio di Carlo a Prato (*File*)  
*Italy, Istituto Storico della Resistenza in Toscana*  
Note: *Supplied title*

Góes Monteiro (*Fonds*)  
*Brazil, Arquivo Nacional*

### **Application rules:**

- a. When the original title of the unit of description is unclear, add clarifying information after it in brackets.  
**Example:** SCU [Serious Crimes Unit]
- b. If the original title is spelled incorrectly and if the correct spelling is necessary for understanding, add the correct spelling after it in brackets.  
**Example:** Personal [Personnel]

## **1.3 Date(s)**

### *Purpose:*

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

### *Rules:*

Record at least one of the following types of dates for the unit of description, as appropriate to the materials and the level of description.

Date(s) when records were accumulated in the transaction of business or the conduct of affairs;

Date(s) when documents were created. This includes the dates of copies, editions, or versions of, attachments to, or originals of items generated prior to their accumulation as records.

Identify the type of date(s) given. Other dates may be supplied and identified in accordance with national conventions.<sup>1</sup>

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

***Examples:***

[c.1971]-1996 (*Fonds*)

*Canada, York University Archives*

1976-1989 (*Fonds*)

*Canada, York University Archives*

1980 (*Item*)

*Canada, York University Archives*

1852 March 23 (*Item*)

*U.S., Minnesota Historical Society*

1860-1865 (dates of creation of the material) (*Series*)

*U.S. National Archives & Records Administration*

Note: Example taken from a series entitled "Mathew Brady Photographs of Civil War-Era Personalities and Scenes." While the photographs were taken between 1860 and 1865, it was not until 1921 that the Office of the Chief Signal Officer secured custody of the collection. The 1921 date has been used to establish the date of accumulation for this series of records.

1833-1998 (bulk 1833-1874) (*Fonds*)

*U.S., University of North Carolina at Chapel Hill*

1943, 1959-1992 (predominant 1972-1992) (*Fonds*)

*National Library of Australia*

1790-An VIII (*All levels of description from fonds to file*)

*Direction des archives de France 16*

1907-1949 (*All levels of description from fonds to file*)

*Direction des archives de France*

1923-1932, 1936-1945 (manque 1933 à 1935) (*All levels of description from fonds to file*)

*Direction des archives de France*

1120, 1640-1780 (*File*)

*Direction des archives de France*

Note: An item of 1120 in a file of 1640 to 1780.

1120 [copie XVIIIe] (*Item*)

*Direction des archives de France*

Note: Transcript of a XVIIIth. century deed of 1120

Fine anni '30-primi anni '40 (*File*)

*Italy, Istituto Storico della Resistenza in Toscana*

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<sup>1</sup> It is recommended that ISO 8601:1988 *Data elements and interchange formats -- Information interchange -- Representation of dates and times* be used for writing dates where appropriate.

Note: *Dates of accumulation for a file*

Gli originali dei documenti in copia sono datati ago. 1914 - feb. 1919 (con prevalenza di documenti del 1914-1915) (*Sub-file*)

*Italy, Istituto Storico della Resistenza in Toscana*

Note: *Dates of the original documents comprised in the subfile of the file, whose accumulation dates are indicated above.*

sec. XIII -1777, con copie di documenti dal 1185 (*Fonds*)

*Italy, Archivio di Stato di Firenze*

Note: *Dates for a fonds containing some XIII century documents which are copies of more ancient records.*

1904-1960 (*Fonds*)

*Brazil, Arquivo Nacional*

### Application rules:

- a. When the dates of creation of one or a small number of items is significantly outside the range of dates of the body of material being described, indicate the break by use of a comma to separate the non-sequential items.

**Example:** 1960, 1982-1985

- b. When there are significant gaps in the records, indicate the break by use of a comma to separate the two span dates.

**Example:** 1962-1966, 1970-1971

- c. When there is a continuous sequence of documents, but most of them were created between two dates, record the span dates and the predominant dates.

**Example:** 1973-1985 (predominant 1980-1983)

- d. Dates are expressed in accordance with ISO 2014, "Writing of calendar dates in all-numeric form," which is year-month-day. The all numeric form is preferable because it is internationally easier to understand than numbers for years and words for months. The all-numeric system can be extended to accommodate hour and minute, if required to describe radio or television broadcasts.

**Example:** 1998-02-22

- e. Dates will usually include either the year or year and month; day will be included when describing a single item such as a daily publication, a radio broadcast, or a television program. In general, in descriptions of fonds and sub-fonds on the year is used, and in series either only the year or the year-month are used.

## 1.4 Level of description

*Purpose:*

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

*Rule:*

Record the level of this unit of description.

**Examples:<sup>2</sup>**

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<sup>2</sup>The terms used for the levels of description of the in-text examples in this document are in English. For the terms in other languages, see the translations of ISAD(G) in that language.

Fonds  
Sub-fonds  
Series  
Sub-series  
File  
Item

**Application rules:**

- a. When describing records that have multiple levels between the fonds and the series, use the words “First level sub-fonds,” “Second level sub-fonds,” and so forth. Do not use sub-sub-sub-sub fonds.
- b. “Item” means the smallest physical entity handled by the user, irrespective of the number of parts of the intellectual contents within the physical entity. For example, a video tape of a news program will contain within it a number of segments, but the ISAD(G) description will describe the contents of the tape as an entire item.
- c. Video and sound recordings may require description at the sub-item level to identify particular segments within a recording. For such descriptions, use the FIAT or IASA standard, as appropriate, and link to that description through element 4.5, Finding aids.

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

*Purpose:*

To identify and describe

- a. the physical or logical extent and
- b. the medium of the unit of description.

*Rules:*

Record the extent of the unit of description by giving the number of physical or logical units in arabic numerals and the unit of measurement. Give the specific medium (media) of the unit of description.

*Alternatively*, give the linear shelf space or cubic storage space of the unit of description. If the statement of extent for a unit of description is given in linear terms and additional information is desirable, add the additional information in parentheses.

***Examples:***

13 containers of graphic material and textual records (*Series*)  
*Canada, York University Archives*

103.5 cubic feet (98 boxes) (*Fonds*)  
*U.S., Minnesota Historical Society*

1 folder, containing 38 items (*File*)  
*U.S., Minnesota Historical Society*

5 folders and 2 audio cassettes (*Fonds*)  
*U.S., Minnesota Historical Society*

143 rolls of microfilm, 35mm (*Series*)  
*U.S. National Archives & Records Administration*

27 data processing files on magnetic tape (*Series*)  
*U.S. National Archives & Records Administration*

130 items (0.5 linear ft.) (*Fonds*)  
*U.S., University of North Carolina at Chapel Hill*

2.7metres (19 boxes + 1 oversized item) (*Fonds*)  
*National Library of Australia*

30 m.l. (*All levels of description until sub-series*)  
*Direction des archives de France*

60 fascicoli (*Sub-fonds*)  
*Italy, Istituto Storico della Resistenza in Toscana*

1346 filze e registri (*Fonds*)  
*Italy, Archivio di Stato di Firenze*

Documentos textuais: 2,21 m (*Fonds*)  
*Brazil, Arquivo Nacional*

*Optionally*, where the unit of description is a record-keeping system (or part thereof) in active use, show the known extent at a given date and/or the extent in custody.

***Example:***

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

**Application rules:**

- a. When listing multiple formats at a single level of description, such as a fonds, use the following order: paper, microform, electronic, maps, measured drawings (architectural or engineering), posters, still photographs, sound recordings, motion pictures, video recordings.

***Example:*** 192.00 linear meters paper; 60 reels microfilm; 2 gigabytes electronic records; 4201 sound records; 4 motion pictures

- b. The principal measurement is directed to the quantity of material available to the USER. Records are measured from the front of the container to the back of the container, as the user would handle the records.

- c. Textual records are described in feet to the second decimal point. Optionally, the number of boxes or volumes can be indicated in parentheses.

***Example:*** 8.00 linear meters paper (64 archival boxes)

- d. If the textual records are less than one archival box, add the words “less than” and the approximate or actual number of pages.

***Example:*** Less than 0.12 linear meters (63 pages)



- e. Still photographs described above the item level may be described either in number of items or in meters with the approximate or actual number of items. Use the rule in 1.5d (above) for indicating quantities of less than 0.10 linear meters.
- f. Motion pictures, sound, and video productions may have more than one physical item in a single unique production. Describe the number of unique productions first and the number of reels following in parentheses.  
**Example:** 1 motion picture (6 reels)
- g. Electronic records will be described by number of electronic files, with the number of kilobytes, megabytes or gigabytes in parentheses.  
**Example:** 5 electronic files (20 MG)

## **2 CONTEXT AREA**

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

### **2.1 Name of creator(s)**

*Purpose:*

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

*Rule:*

Record the name of the organization(s) or the individual(s) responsible for the creation, accumulation and maintenance of the records in the unit of description. The name should given in the standardized form as prescribed by international or national conventions in accordance with the principles of ISAAR(CPF).

#### ***Examples***

Lucas, Helen (1931- ) (*Fonds*)  
*Canada, York University Archives*

Great Northern Railway Company (U.S.) (*Fonds*)  
*U.S., Minnesota Historical Society*

Minnesota. Attorney General. Charities Division (*Sub-fonds*)  
*U.S., Minnesota Historical Society*

Department of the Treasury (*Fonds*)  
*U.S. National Archives & Records Administration*

Johnson, Lyndon B. (Lyndon Baines) (*Fonds*)  
*U.S. National Archives & Records Administration*

Ballard, Rice C. (Rice Carter) d. 1860. (*Fonds*)  
*U.S., University of North Carolina at Chapel Hill*

Mabo, Edward Koiki (1936-1992) (*Fonds*)  
*National Library of Australia*

Conseil national de la Résistance (1943-1944) (*Fonds*)  
*France, Centre historique des Archives nationales*

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

*France, Centre historique des Archives nationales*

Gaetano Salvemini (*Fonds*)

*Italy, Istituto Storico della Resistenza in Toscana*

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

*Italy, Archivio di Stato di Firenze*

MONTEIRO, Pedro Aurélio de Góes (*Fonds*)

*Brazil, Arquivo Nacional*

### **Application rules:**

- a. If the name of the creator is in the title element (1.2 above), leave this element blank.
- b. Use the final name of the creating entity; previous names will be entered in ISAAR(CPF) or in 2.2 Administrative history.

## **2.2 Administrative / Biographical history**

### *Purpose:*

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

### *Rules:*

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

The Information Areas of ISAAR(CPF) suggest specific informational elements that may be included in this element.

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

### ***Examples:***

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*)

*U.S. 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*)

*U.S., 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)

*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)

*France, 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)

*Italy, 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)

*Brazil, Arquivo Nacional*

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

### ***Examples:***

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)  
*U.S., 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)*  
*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)

*France, 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)

*France, Centre historique des Archives nationales*

### **Application rules:**

- a. If creating an ISAAR(CPF) entry, link here.
- b. Do not describe the entity in both ISAAR and ISAD(G)—choose one of the two.
- c. A list of the names of the persons heading the organization is helpful.

## **2.3 Archival history**

### *Purpose:*

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

### *Rules:*

Record the successive transfers of ownership, responsibility and/or custody of the unit of description and indicate those actions, such as history of the arrangement, production of contemporary finding aids, re-use of the records for other purposes or software migrations, that have contributed to its present structure and arrangement. Give the dates of these actions, insofar as they can be ascertained. If the archival history is unknown, record that information.

*Optionally*, when the unit of description is acquired directly from the creator, do not record an archival history but rather, record this information as the Immediate source of acquisition. (See 2.4)

### **Examples:**

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. *(Series)*  
*U.S., Minnesota Historical Society*

This material was located in a garage and sent to the National Archives and Records Administration as alienated Federal records. *(Series)*  
*U.S. 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)*  
*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 X<sup>IV</sup>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 XVII<sup>e</sup> 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)*  
*France, 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)*  
*Italy, 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)*  
*Brazil, Arquivo Nacional*

### **Application rules:**

- a. When the unit of description is acquired directly from the creator, leave 2.3 blank and use element 2.4.

- b. If the unit of description remains in the custody of the creator, identify the unit that now has custody. If the records move to the custody of an archives at some future time, the transfer can be noted in 2.4 below and 2.3 can be amended to show the length of time that the records remained in the hands of the creator.

## 2.4 Immediate source of acquisition or transfer

### *Purpose:*

To identify the immediate source of acquisition or transfer.

### *Rule:*

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

### *Examples:*

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*)  
*U.S., The University of California, Irvine*

Purchased from Anne Vaughan in November 1996 (Acc. 96176) (*Fonds*)  
*U.S., University of North Carolina at Chapel Hill*

Attorney-General's Department (*Series*)  
*National Archives of Australia*

Don de la Société ardoisière de l'Anjou (exploitation de Renazé) aux Archives départementales de la Mayenne, 1969 (*Fonds*)  
*France, 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 (*Sub-fonds*)  
*France, archives départementales de Paris*

Achat en 1936 par vente judiciaire au château des Bretonnières en Erbrée (*Fonds*)  
*France, archives départementales d'Ille-et-Vilaine*

Déposées le 22 septembre 1986 par Maître Monneret, syndic de la liquidation (*Fonds*)  
*France, 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 Riformagioni. (*Fonds*)  
*Italy, Archivio di Stato di Firenze*

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

### **Application rules:**

- a. Use one of the following terms to described acquisitions:

Transferred by (**note:** to be used only for materials transferred inside the same legal institution, such as from a government agency to the National Archives or from a church to the diocesan archives)

Donated by

Deposited by (placed in an archives but not transferred to its legal custody)

Purchased from

Inherited through will of

### **3 CONTENT AND STRUCTURE AREA**

#### **3.1 Scope and content**

*Purpose:*

To enable users to judge the potential relevance of the unit of description.

*Rule:*

Give a summary of the scope (such as, time periods, geography) and content, (such as documentary forms, subject matter, administrative processes) of the unit of description, appropriate to the level of description.

*Examples:*

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. (*Series*)

*U.S. 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. (*Item*)

*U.S. 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, N.C., for the Discovery Channel. (*Fonds*)

*U.S., 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. *(File)*  
*U.S., 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)*  
*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)*  
*France, 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. *(Series)*  
*France, 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. *(Series)*  
*France, archives communales de Nantes*

Ces « Etats des arrêts du Conseil et arrêts en commandement » sont des inventaires qui répertorient : 1°) 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°) 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. *(Series)*  
*France, Centre historique des Archives nationales*

A signaler un plan en couleur du chemin d'Evry et chemin de Paris à Villeroy et Orangis. *(Item)*  
*France, 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)*  
*Italy, 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 Kriegsausbruch*, herausgegeben von Otto Hoetzsch, Berlin, Verlag von Reimar Hobbing, 1931 *(Sub-file)*  
*Italy, 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*)  
*Brazil, Arquivo Nacional*

### **Application rules:**

- a. The summary should begin with a statement of the general nature of the records.
- b. Discussion of the strength of the records for research is often useful for the researcher.
- c. Any specific examples or mentions of exceptional items should normally be at the end of the note.

### **3.2 Appraisal, destruction and scheduling information**

#### *Purpose:*

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

#### *Rules:*

Record appraisal, destruction and scheduling actions taken on or planned for the unit of description, especially if they may affect the interpretation of the material.

Where appropriate, record the authority for the action.

#### *Examples:*

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. (*Series*)

*U.S., 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 (*Series*)

*National Archives of Australia*

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

*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*)

*France, 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. (*Series*)

*France, 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*)  
*Italy, Archivio di Stato di Firenze*

#### **Application rules:**

- a. Record the title of the schedule and its effective date; for example, Records Schedule 1992-15, Records of the Contracts Committee, 1992-08-19.
- b. If the schedule applies only to the series, list it on the ISAD(G) for the series, not at the fonds or sub-fonds level.
- c. Enter information on reappraisal here.

### **3.3 Accruals**

#### *Purpose:*

To inform the user of foreseen additions to the unit of description.

#### *Rule:*

Indicate if accruals are expected. Where appropriate, give an estimate of their quantity and frequency.

#### *Examples:*

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. (*Series*)  
*U.S., Minnesota Historical Society*

Further accruals to this series are expected. (*Series*)  
*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*)  
*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*)  
*Italy, Soprintendenza archivistica per la Toscana*

#### **Application rules:**

- a. This element will normally say either "Accruals are expected" or "Accruals are not expected." Include a date only if there is a reasonably sure transfer date.

### **3.4 System of arrangement**

#### *Purpose:*

To provide information on the internal structure, the order and/or the system of classification of the unit of description.

**Rule:**

Specify the internal structure, order and/or the system of classification of the unit of description. Note how these have been treated by the archivist. For electronic records, record or reference information on system design.

*Alternatively*, include any of this information in the Scope and Content element (3.3.1) according to national conventions.

**Examples:**

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.). (*Sub-fonds*)

*U.S., Minnesota Historical Society*

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

*U.S., Minnesota Historical Society*

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

*U.S. 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*)

*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*

**Application rules:**

- a. This element **MUST** be completed for each level of description above the file unit level.
- b. This is the element that provides a link to the next (subordinate) level of description; each grouping within the next level must be named here, in order to provide a direct link to that group.

**Example:** The records are arranged in three Second level sub-fonds and one series.

The Second level sub-fonds are:

Records of the Deputy Special Prosecutor

Records of the Chief Investigator

Records of the Witness Protection Unit

The series is:

Records relating to public defenders

- c. Spell out numbers one through ten; thereafter use digits.

## 4 CONDITIONS OF ACCESS AND USE AREA

### **4.1 Conditions governing access**

*Purpose:*

To provide information on the legal status or other regulations that restrict or affect access to the unit of description.

*Rule:*

Specify the law or legal status, contract, regulation or policy that affects access to the unit of description. Indicate the extent of the period of closure and the date at which the material will open when appropriate.

**Examples:**

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. (*Series*)

*U.S., Minnesota Historical Society*

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

*U.S. National Archives & Records Administration*

Material restricted by terms of donor's deed of gift (*Series*)

*U.S. National Archives & Records Administration*

Use of audio, video, or film materials may require production of viewing copy. (*Fonds*)

*U.S., 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*)

*U.S., 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)*  
*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. *(Series)*  
*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, sub-fonds)*  
*Direction des archives de France*

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

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

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

### **Application rules:**

- a. Each entry must include this information.
- b. At the fonds level, indicate restrictions that affect any material in any part of the fonds. At subordinate levels, provide specific information on the application of the restrictions to that body of records.  
**Example (fonds level):** The records are subject to the General Restrictions of the National Archives. In addition, some restrictions imposed by the donor exist; see series 77-03.  
**Example (series level):** The records are closed until 2025 or the death of the donor, whichever occurs first.
- c. If any restrictions are specified in the legal instrument transferring the materials to the Archives, quote the restrictions unless in so doing the reason for the restriction might be revealed. If the restriction statement itself must be withheld from public review, then indicate: "Some materials closed pursuant to donor's instructions."

## 4.2 Conditions governing reproduction

### *Purpose:*

To identify any restrictions on reproduction of the unit of description.

### *Rule:*

Give information about conditions, such as copyright, governing the reproduction of the unit of description after access has been provided. If the existence of such conditions is unknown, record this. If there are no conditions, no statement is necessary.

### ***Examples:***

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*)  
*U.S., Minnesota Historical Society*

May not be reproduced without the written permission of MGM-Hearst Metrotone News. (*Item*)  
*U.S. 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*)  
*U.S. 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*)  
*France, Centre historique des Archives nationales*

La riproduzione della serie "registri degli affari" è consentita unicamente in fotocopia da microfilm esistente. (*Series*)  
*Italy, Archivio di Stato di Firenze*

### **Application rules:**

- a. If the government exercises copyright in its records, indicate that at the fonds level.
- b. If only a part of the materials in a fonds is covered by copyright, describe the restrictions at the lowest level of description that contains the copyrighted materials (for example, at the sub-fonds or series level).
- c. For audiovisual materials obtained from sources that assert copyright, a copyright statement **MUST** be included.
- d. If an audiovisual item was obtained from a source other than the records creator and the copyright status of the external item is unknown, record that fact.
- e. For audiovisual materials described at the item level, where the series includes the works of various copyright holders, include the copyright description at the item level.
- f. In each copyright statement, include the name and (if possible) the address of the copyright holder or the individual executing the copyright.

### 4.3 Language/scripts of material

*Purpose:*

To identify the language(s), script(s) and symbol systems employed in the unit of description.

*Rule:*

Record the language(s) and/or script(s) of the materials comprising the unit of description.

Note any distinctive alphabets, scripts, symbol systems or abbreviations employed.

*Optionally*, also include the appropriate ISO codes for language(s) (ISO 639-1 and ISO 639-2: *International Standards for Language Codes*) or script(s), (ISO 15924: *International Standard for Names of Scripts*).

***Examples:***

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

U.S., *Minnesota Historical Society*

Chinese (*Series*)

U.S. *National Archives & Records Administration*

English (*File*)

*National Archives of Australia*

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

*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 (*Item*)

*Italy, Archivio di Stato di Firenze*

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

*Brazil, Arquivo Nacional*

**Application rules:**

- a. The purpose of this element is to alert the user of the languages that are needed to use the materials.
- b. Do not attempt to identify every language used in any way in the materials; identify the principal languages used. If a language is important in a single item, such as an audio recording, but is not regularly used elsewhere in the materials, indicate that language only in the item level description.

### 4.4 Physical characteristics and technical requirements

*Purpose:*

To provide information about any important physical characteristics or technical requirements that affect use of the unit of description.

*Rule:*

Indicate any important physical conditions, such as preservation requirements, that affect the use of the unit of description. Note any software and/or hardware required to access the unit of description.

**Examples:**

Videotapes are in 1/2 inch helical open reel-to-reel format. (*Sub-series*)  
U.S., Minnesota Historical Society

Many of the prints show some fading and silvering. (*Series*)  
U.S. National Archives & Records Administration

At least six prints have their images obscured due to time and the unstable chemical conditions within the print paper. (*Series*)  
U.S. National Archives & Records Administration

Sigillo fragile, escluso dalla riproduzione in attesa del restauro (*Item*)  
Italy, Archivio di Stato di Firenze

**Application rules:**

- a. The purpose here is to indicate to the potential user the physical barriers to research use. It is not the place to create a Condition Assessment Report or a preservation worksheet.
- b. This element is revised as preservation work is completed on the materials.
- c. If the original items cannot be used but a copy in another format (such as microfiche or CD-ROM) is available, state “ [ ] must be used in lieu of originals.”
- d. For audiovisual materials with item level technical descriptions of the physical characteristics, provide a link here or, if the item level description has both general information and technical description, cross-reference here to 4.6 Finding aids.
- e. For technical descriptions of electronic records, provide a link here.

**4.5 Finding aids****Purpose:**

To identify any finding aids to the unit of description.

**Rule:**

Give information about any finding aids that the repository or records creator may have that provide information relating to the context and contents of the unit of description.

If appropriate, include information on where to obtain a copy.

**Examples:**

Contents list available (*Series*)  
Canada, York University Archives

Transcript of original interview available (*Series*)  
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*)  
U.S., Minnesota Historical Society



Geographic index (*Series*)  
*U.S. National Archives & Records Administration*

A set of bound volumes contains caption lists for these negatives. (*Series*)  
*U.S. 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. (*Series*)  
*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*)  
*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*)  
*France, 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. (*Series*)  
*France, Centre historique des Archives nationales*

*Segreteria di Stato (1765-1808)*, inventario a cura di O. Campanile, Firenze, 1989, *Inventari*, N/292 (*Fonds*)  
*Italy, 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*)  
*Brazil, Arquivo Nacional*

### **Application rules:**

- a. Provide an electronic link to any finding aids here.
- b. For any accessioned records that serve as finding aids, indicate who created the finding aid and give its reference code from ISAD(G) element 1.1.
- c. For audiovisual items described at the sub-item level, provide an electronic link here. Identify the description standard used (i.e., FIAF, FIAT, IASA).

## **5 ALLIED MATERIALS AREA**

### **5.1 Existence and location of originals**

#### *Purpose:*

To indicate the existence, location, availability and/or destruction of originals where the

unit of description consists of copies.

**Rule:**

If the original of the unit of description is available (either in the institution or elsewhere) record its location, together with any significant control numbers. If the originals no longer exist, or their location is unknown, give that information.

**Examples:**

Following sampling in 1985, the remaining case files were destroyed. (*Series*)  
*U.S., 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. (*Series*)  
*National Archives of Australia*

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

Originals of these documents are presidential records in the custody of the National Security Council. (*Series*)  
*U.S. National Archives & Records Administration*

Microfilm du cartulaire de Redon (original aux archives de l'Evêché) (*Series*)  
*France, archives départementales d'Ille-et-Vilaine*  
*ISAD(G) General International Standard Archival Description, Second Edition. 31*

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 (*File*)  
*Italy, Istituto Storico della Resistenza in Toscana*

Note: *The unit of description is made up of copies from the personal papers of Carlo a Prato*

**Application rules:**

- a. The purpose of this element is to identify originals of the entire body of records being described, not of particular items within that body. For example, if an archives holds an electrostatic copy of the personal papers of a former official, and the entire series consists of those copies, enter the information on the source from which the archives obtained the copies.
- b. If the paper records were destroyed after microfiching, filming, electronic data entry, scanning, or other duplication, enter that information here.

**5.2 Existence and location of copies**

**Purpose:**

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

**Rule:**

If the copy of the unit of description is available (either in the institution or elsewhere) record its location, together with any significant control numbers.

**Examples:**

Digital reproductions of the Christie family Civil War correspondence are available electronically at <http://www.mnhs.org/collections/christie.html>. (*Fonds*)  
*U.S., 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. (*Series*)  
*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*)  
*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." (*Series*)  
*U.S. National Archives & Records Administration*

Les cahiers de doléances ont été microfilmés sous la cote 2 Mi 30 (*File*)  
*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) (*Series*)  
*Italy, Istituto Storico della Resistenza in Toscana*

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

### **Application rules:**

- a. This element is not used to describe individual items that are duplicated; use it for series, sub-fonds or fonds.
- b. This element is not used to track copies of particular file units or items duplicated (including scanned) by the archives and provided to researchers for a fee.
- c. The use of the element is limited to copies in a format other than that of the original item, such as paper that has been microfilmed or microform that has been digitized.
- d. Indicate both copies in the archives and copies in other repositories where public use is possible.

### **5.3 Related units of description**

#### *Purpose:*

To identify related units of description.

#### *Rule:*

Record information about units of description in the same repository or elsewhere that are related by provenance or other association(s). Use appropriate introductory wording and explain the nature of the relationship. If the related unit of description is a finding aid, use the finding aids element of description (3.4.5) to make the reference to it.

#### *Examples:*

Earlier files of a similar nature (1959-1968) are catalogued as Minnesota. Secretary of State. Charitable corporations files. (*Series*)  
*U.S., 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*)  
*U.S., 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.

(*Series*)

*National Archives of Australia*

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

*National Library of Australia*

Ces documents prennent la suite de ceux versés depuis 1811 dans les séries F<sub>1</sub>: administration générale, F<sub>4</sub>: comptabilité générale, et F<sub>19</sub>: cultes (*Series*)

*France, 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 Urvoy de Saint-Michel) (*Series*)

*France, 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 châellenies avec les amendes de justices (XIII<sup>e</sup>-XVII<sup>e</sup> siècles) (B 6670 à 10409) et les aveux et dénombrements des seigneurs (B 10470 à 11118) (*Fonds*)

*France, 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*)

*Italy, Archivio di Stato di Firenze*

### **Application rules:**

- a. Cite other holdings in the archives by 1.1 Reference code number and 1.2 Title.
- b. This element may link to a reference information paper on a specific topic.

- c. If this element is used to alert users to materials in another repository, include the fonds and name and address of the repository; alternatively, include name of fonds and provide an electronic link to the description in the other repository.
- d. If the creator of the materials has divided them among two or more repositories, this element must be used to link the descriptions of the divided records of the same provenance.

#### 5.4 Publication note

##### *Purpose:*

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

##### *Rule:*

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

##### *Examples:*

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*)  
U.S., 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*)  
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<sup>e</sup> siècle aux honneurs de la Cour, établi d'après ces documents. (*Series*)  
France, 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*)

Italy, Istituto Storico della Resistenza in Toscana

Note: Publications about the fonds Salvemini Gaetano and based on the documents within the 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*)  
Brazil, Arquivo Nacional

##### **Application rules:**

- a. List only major or well-known publications; do not try for an exhaustive bibliography.
- b. In general, do not include newspaper articles.

## **6 NOTES AREA**

### **6.1 Note**

*Purpose:*

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

*Rule:*

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

***Examples:***

Title supplied from contents of the series (*Fonds*)

*Canada, York University Archives*

Also known as: Uncle Remus collection. (*Fonds*)

*U.S., Emory University*

Previously known as: Battle of Kennesaw Mountain collection. (*Fonds*)

*U.S., Emory University*

Please note that only a portion of this item has been digitized and made available online. (*Item*)

*U.S. National Archives & Records Administration*

Item barcode 209393 (*File*)

*National Archives of Australia*

Fontes complementares são mencionadas no inventário do fundo. (*Fonds*)

*Brazil, Arquivo Nacional*

**Application rules:**

- a. If artifacts or books were transferred to the archives with the fonds, note that here. If these items have been transferred to another custodian, such as a library, provide a reference here. If there is a list of the artifacts or books, optionally provide an electronic link to that list.

## **7 DESCRIPTION CONTROL AREA**

### **7.1 Archivist's Note**

*Purpose:*

To explain how the description was prepared and by whom.

*Rule:*

Record notes on sources consulted in preparing the description and who prepared it.

***Examples:***

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*)

*U.S., Minnesota History Society*

Description written by Sharon G. Thibodeau (*Fonds*)

*U.S. National Archives & Records Administration*

Papers arranged and described by Adrian Cunningham. (*Fonds*)  
*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 Toskánských 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*)  
*Italy, Archivio di Stato di Firenze*

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

### **Application rules:**

- a. List the names of all persons who contributed to the description.
- b. If the description is revised, add the name(s) of the persons making the revisions.

## **7.2 Rules or Conventions**

### *Purpose:*

To identify the protocols on which the description is based.

### *Rule:*

Record the international, national and/or local rules or conventions followed in preparing the description.

### ***Examples:***

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). (*Series*)  
*U.S., Minnesota Historical Society*

Series controlled and described under the rules of the National Archives of Australia’s Commonwealth Records Series (CRS) System. (*Series*)  
*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*)  
*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*)  
*Italy, Archivio di Stato di Firenze*

**Application rules:**

- a. State “Application of ISAD(G) for Human Rights Archives.”

**7.3 Date(s) of descriptions**

*Purpose:*

To indicate when this description was prepared and/or revised.

*Rule:*

Record the date(s) the entry was prepared and/or revised.

***Examples:***

Finding aid prepared April 1972. (*Fonds*)

*U.S., Minnesota Historical Society*

1999-02-11 (*Item*)

*U.S. National Archives & Records Administration*

Series registered, 24 September 1987. Description updated, 10 November 1999. (*Series*)

*National Archives of Australia*

File access decision and item registration, 22 November 1984 (*File*)

*National Archives of Australia*

Redatta nel 1995, revisionata nel settembre 1999. (*Fonds*)

*Italy, Archivio di Stato di Firenze*

1/12/1999 (*Fonds*)

*Brazil, Arquivo Nacional*

**Application rules:**

- a. Indicate if the entry is a revision. Retain the date(s) of all previous versions.

***Example:*** 2003-03-12; rev. 2005-01-25