

ICA

INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES

STANDARDS

ISAD(G):
General International Standard Archival
Description

Second Edition

Adopted by the Committee on Descriptive Standards
Stockholm, Sweden, 19-22 September 1999

Ottawa 2000



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ISBN 0-9696035-5-X

CANADIAN CATALOGUING IN PUBLICATION DATA

Main entry under title:

ISAD (G) : general international standard archival description : adopted by the Committee on Descriptive Standards, Stockholm, Sweden, 19-22 September 1999

2nd ed.

Issued also in French under the same title.

ISBN 0-9696035-5-X

1. Cataloging of archival material--Standards. 2. Archival materials--Standards. 3. Descriptive cataloging--Standards. I. International Council on Archives. Committee on Descriptive Standards

Z695.2.I83 2000

025.3'414

C00-900424-6

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PREFACE:

- P1.** The ICA Ad Hoc Commission on Descriptive Standards (ICA/DDS), which developed ISAD(G), became a permanent committee at the ICA International Congress on Archives in Beijing, China, in 1996. The current Committee on Descriptive Standards (ICA/CDS) undertook the revision of ISAD(G) (Ottawa, 1994) as its primary task in its program for the 1996-2000 quadrennium.
- P2.** This, the second edition of the ISAD(G), is the result of a revision process which was declared in the preface of the 1994 edition, where a five-year revision cycle was foreseen. The announcement to the international archival community for submitting comments for the revision was made early in 1998 in letters sent to all institutional and association members of the ICA, as well as to various relevant organizational units within ICA. The announcement was also posted to the ICA List and World Wide Web (WWW) site on the Internet. The deadline for comments was announced for 15 September 1998 with the aim of starting the revision work at the second plenary meeting of the committee.
- P3.** At the end of September 1998 the Secretariat of the ICA/CDS had received approximately 33 submissions from national committees, organizations and individuals from 25 countries. The comments were compiled into a compendium of some 101 pages. The “Compendium of Comments ISAD(G) Review”, which was sent to all members of the Committee in advance, became the working document for the 2nd Plenary meeting of the ICA/CDS.
- P.4** The ICA/CDS 2nd Plenary took place in The Hague 19-22 October 1998 where a first draft of the revised ISAD(G) was produced based on the comments submitted. This draft was circulated among the members and further refined by correspondence. The draft was finished at the 3rd Plenary of the Committee in Stockholm, Sweden and submitted for publication in early 2000 for the XIVth International Congress on Archives in Seville, Spain in September 2000.



The following are the members of the ICA Committee on Descriptive Standards who undertook the revision and served on the Committee during its 1996-2000 term. (Members' names in *italic* continued from the ICA/DDS):

<i>Victoria Arias</i> (Spain)	1996-1998
Elisa Carolina de Santos Canalejo (Spain)	1998-
Adrian Cunningham (Australia)	1998-
<i>Jan Dahlin</i> (Sweden)	1996-
Vitor Manoel Marques da Fonseca (Brazil)	1996-
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Bruno Galland (France)	1996-
Kent Haworth (Canada)	1996-
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Dagmar Parer (Australia)	1996-1998
Lydia Reid (U.S.A.)	1999-
<i>Hugo Stibbe</i> (Canada) Project Director and Secretary	1996-
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Debra Wall (U.S.A.)	1996-1998

Also attending one or more plenary meetings:

Asunción de Navascués Benlloch (Spain)
 Eeva Murtomaa (Finland) **IFLA liaison**
 Per-Gunnar Ottosson (Sweden)

The ICA Committee on Descriptive Standards (ICA/CDS) gratefully acknowledges the sponsorship of its plenary and sub-committee meetings by the following institutions:

Archives de France (Paris) (twice)
 Archivio di Stato di Firenze (Florence, Italy)
 Arquivos Nacionais / Torre do Tombo (Lisbon, Portugal)
 Landsarkivet (Stockholm, Sweden) (twice)
 Rijksarchiefdienst (The Hague, Netherlands)
 The National Archives of Canada (Ottawa, Canada) which sponsored the Secretariat for a second quadrennium of ICA descriptive standards work.

Without their substantial contributions, both financial and in facilities and logistics for organizing the meetings, this standard would not have been possible.

INTRODUCTION

- I.1** This standard provides general guidance for the preparation of archival descriptions. It is to be used in conjunction with existing national standards or as the basis for the development of national standards.
- I.2** The purpose of archival description is to identify and explain the context and content of archival material in order to promote its accessibility. This is achieved by creating accurate and appropriate representations and by organizing them in accordance with predetermined models. Description-related processes may begin at or before records creation and continue throughout the life of the records. These processes make it possible to institute the intellectual controls necessary for reliable, authentic, meaningful and accessible descriptive records to be carried forward through time.
- I.3** Specific elements of information about archival materials are recorded at every phase of their management (e.g., creation, appraisal, accessioning, conservation, arrangement) if the material is to be on the one hand securely preserved and controlled, and on the other hand made accessible at the proper time to all who have a right to consult it. Archival description in the widest sense of the term covers every element of information no matter at what stage of management it is identified or established. At every stage the information about the material remains dynamic and may be subject to amendment in the light of further knowledge of its content or the context of its creation. Computerized information systems in particular may serve to integrate or select elements of information as required, and to update or amend them. While the focus of these rules is the description of archival materials after the point at which they have been selected for preservation, they may also be applied at earlier phases.
- I.4** This standard contains general rules for archival description that may be applied irrespective of the form or medium of the archival material. The rules contained in this standard do not give guidance on the description of special materials such as seals, sound recordings, or maps. Manuals setting out descriptive rules for such materials already exist. This standard should be used in conjunction with these manuals to enable appropriate description of special materials.
- I.5** This set of general rules for archival description is part of a process that will
- a. ensure the creation of consistent, appropriate, and self explanatory descriptions;
 - b. facilitate the retrieval and exchange of information about archival material;
 - c. enable the sharing of authority data; and
 - d. make possible the integration of descriptions from different locations into a unified information system.
- I.6** The rules accomplish these purposes by identifying and defining twenty-six (26) elements that may be combined to constitute the description of an archival entity. The structure and content of the information in each of these elements should be formulated in accordance with applicable national rules. As *general* rules, these are intended to be broadly applicable to descriptions of archives regardless of the nature or extent of the unit of description. However, the standard does not define output formats, or the ways in which these elements are presented, for example, in inventories, catalogues, lists, etc.



- I.7** Archival descriptive standards are based on accepted theoretical principles. For example, the principle that archival description proceeds from the general to the specific is the practical consequence of the principle of *respect des fonds*.¹ This principle must be articulated if a generally applicable structure and system of archival description is to be built which is not dependent on the finding aids of any given repository, whether in a manual or automated environment.
- I.8** In Appendix A-1 one may find a hierarchical model of the levels of arrangement for the fonds and its constituent parts. There are levels of description, with differing degrees of detail, appropriate to each level of arrangement. For example, a fonds may be described as a whole in a single description or represented as a whole and in its parts at various levels of description. The fonds forms the broadest level of description; the parts form subsequent levels, whose description is often only meaningful when seen in the context of the description of the whole of the fonds. Thus, there may be a fonds-level description, a series-level description, a file-level description and/or an item-level description. Intermediate levels, such as a sub-fonds or sub-series, may be expected. Each of these levels may be further subdivided according to the complexity of the administrative structure and/or functions of the organization which generated the archival material and the organization of the material. In Appendix A-2 the model represents the complex relationships between creator(s) and the units of description, regardless of level, as expressed in the boxes representing authority records according to ISAAR(CPF) and the links between them and the boxes representing the units of description of the fonds and its parts. Appendix B shows full examples of archival descriptions and some of its parts.
- I.9** Each rule consists of:
- a. the name of the element of description governed by the rule;
 - b. a statement of the purpose of incorporating the element in a description;
 - c. a statement of the general rule (or rules) applicable to the element; and
 - d. where applicable, examples illustrating implementation of the rule(s).
- I.10** Paragraphs are numbered and are given for citation purposes only. These numbers should not be used to designate elements of description.
- I.11** The rules are organized into seven areas of descriptive information:
1. Identity Statement Area
(where essential information is conveyed to identify the unit of description)
 2. Context Area
(where information is conveyed about the origin and custody of the unit of description)
 3. Content and Structure Area
(where information is conveyed about the subject matter and arrangement of the unit of description)
 4. Condition of Access and Use Area
(where information is conveyed about the availability of the unit of description)
 5. Allied Materials Area
(where information is conveyed about materials having an important relationship to the unit of description)

¹ It is assumed that the same rules used to describe a fonds and its parts may be applied to the description of a collection.

6. Note Area
(where specialized information and information that cannot be accommodated in any of the other areas may be conveyed).
7. Description Control Area
(where information is conveyed on how, when and by whom the archival description was prepared).

- I.12** All 26 elements covered by these general rules are available for use, but only a subset need be used in any given description. A very few elements are considered essential for international exchange of descriptive information:
- a. reference code;
 - b. title;
 - c. creator;
 - d. date(s);
 - e. extent of the unit of description; and
 - f. level of description.

Examples throughout the text of ISAD(G) are illustrative and not prescriptive. They illuminate the provisions of the rules to which they are attached, rather than extend those provisions. Do not take the examples, or the form in which they are presented as instructions. To clarify the context, each example is followed by an indication of the level of description to which it pertains in *italic* and in parentheses. On the next line, the name of the institution that holds the material which the example illustrates and/or supplied the example is indicated, also in *italic*. Further explanatory note(s) may follow, also in *italic*, preceded by the word **Note:**. Do not confuse the indication of the level of description, the source of the example, and any notes with the example itself.

- I.13** The extent to which a given archival description will incorporate more than the essential elements of information will vary depending on the nature of the unit of description.
- I.14** Access points are based upon the elements of description. The value of access points is enhanced through authority control. Because of the importance of access points for retrieval, a separate ICA standard, *International Standard Archival Authority Record for Corporate Bodies, Persons and Families: ISAAR(CPF)*, has been developed. ISAAR(CPF) gives general rules for the establishment of archival authority records that describe the corporate bodies, persons, and families that may be named as creators in descriptions of archival documents. (See Appendix A-2 for a schematic illustration of the relationship between descriptive and authority records.) Vocabularies and conventions to be used with other access points should be developed nationally, or separately for each language. The following ISO standards are useful when developing and maintaining controlled vocabularies: **ISO 5963** *Documentation — Methods for examining documents, determining their subject, and selecting indexing terms*, **ISO 2788** *Documentation — Guidelines for the establishment and development of monolingual thesauri* and **ISO 999** *Information and documentation — Guidelines for the content, organization and presentation of indexes*.
- I.15** In citing a published source in any element of description, follow the latest version of **ISO 690** *Documentation — Bibliographic references — Content, form and structure*.



0. GLOSSARY OF TERMS ASSOCIATED WITH THE GENERAL RULES

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

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

Access point. A name, term, keyword, phrase or code that may be used to search, identify and locate an archival description.

Accrual. An acquisition additional to a unit of description already held by a repository.

Appraisal. The process of determining the retention period of records.

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

This term also describes the products of the process.

Arrangement. The intellectual and physical processes and results of analyzing and organizing documents in accordance with archival principles.

Author. The individual or corporate body responsible for the intellectual content of a document. Not to be confused with creators of records.

Authority control. See the Glossary of ISAAR(CPF).

Collection. An artificial assemblage of documents accumulated on the basis of some common characteristic without regard to the provenance of those documents. Not to be confused with an archival fonds.

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

Creator. The corporate body, family or person that created, accumulated and/or maintained records in the conduct of personal or corporate activity. Not to be confused with collector.

Custody. The responsibility for the care of documents based on their physical possession. Custody does not always include legal ownership or the right to control access to records.

Document. Recorded information regardless of medium or characteristics. (*See also* Record.)

File. An organized unit of documents grouped together either for current use by the creator or in the process of archival arrangement, because they relate to the same subject, activity, or transaction. A file is usually the basic unit within a record series.

Finding aid. The broadest term to cover any description or means of reference made or received by an archives service in the course of establishing administrative or intellectual control over archival material.

Fonds. The whole of the records, regardless of form or medium, organically created and/or accumulated and used by a particular person, family, or corporate body in the course of that creator's activities and functions.

Form. A class of documents distinguished on the basis of common physical (e.g., water colour, drawing) and/or intellectual (e.g., diary, journal, day book, minute book) characteristics of a document.

Formal title. A title which appears prominently on or in the archival material being described.

Item. The smallest intellectually indivisible archival unit, e.g., a letter, memorandum, report, photograph, sound recording.

Level of description. The position of the unit of description in the hierarchy of the fonds.

Medium. The physical material, container, and/or carrier in or on which information is recorded (i.e., clay tablet, papyrus, paper, parchment, film, magnetic tape).

Provenance. The relationship between records and the organizations or individuals that created, accumulated and/or maintained and used them in the conduct of personal or corporate activity.

Record. Recorded information in any form or medium, created or received and maintained, by an organization or person in the transaction of business or the conduct of affairs.

Series. Documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt, or use. A series is also known as a records series.

Sub-fonds. A subdivision of a fonds containing a body of related records corresponding to administrative subdivisions in the originating agency or organization or, when that is not possible, to geographical, chronological, functional, or similar groupings of the material itself. When the creating body has a complex hierarchical structure, each sub-fonds has as many subordinate sub-fonds as are necessary to reflect the levels of the hierarchical structure of the primary subordinate administrative unit.

Supplied title. A title supplied by the archivist for a unit of description which has no formal title.

Title. A word, phrase, character, or group of characters that names a unit of description.

Unit of description. A document or set of documents in any physical form, treated as an entity, and as such, forming the basis of a single description.



1. MULTILEVEL DESCRIPTION

1.1 INTRODUCTION

If the fonds as a whole is being described, it should be represented in one description, using the elements of description as outlined below in section 3 of this document. If description of the parts is required, they may be described separately also using the appropriate elements from section 3. The sum total of all descriptions thus obtained, linked in a hierarchy, as outlined in the model in the Appendix A-1, represents the fonds and those parts for which descriptions were made. For the purposes of these rules, this technique of description is called **multilevel description**.

Four fundamental rules apply when establishing a hierarchy of descriptions. They are set out in rules 2.1 to 2.4.

2. MULTILEVEL DESCRIPTION RULES

2.1 DESCRIPTION FROM THE GENERAL TO THE SPECIFIC

Purpose:

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

Rule:

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

2.2 INFORMATION RELEVANT TO THE LEVEL OF DESCRIPTION

Purpose:

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

Rule:

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

2.3 LINKING OF DESCRIPTIONS

Purpose:

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

Rule:

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

2.4 NON-REPETITION OF INFORMATION

Purpose:

To avoid redundancy of information in hierarchically related archival descriptions.

Rule:

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

3. ELEMENTS OF DESCRIPTION

3.1 IDENTITY STATEMENT AREA

3.1.1 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



3.1.2 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, 1st 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 risolti” (*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 risolti” 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

3.1.3 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.²

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

² 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.



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

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

3.1.4 Level of description

Purpose:

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

Rule:

Record the level of this unit of description.

Examples:³

Fonds

Sub-fonds

Series

Sub-series

File

Item

3.1.5 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:

³ 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. (Some non-English terms may be consulted in the full examples of Appendix B.)

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



3.2 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. See I.14.]

3.2.1 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

3.2.2 Administrative / Biographical history

Purpose:

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

Rules:

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

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 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 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

3.2.3 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 3.2.4)

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 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 XVII^e 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 Riformagioni. (*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



3.2.4 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

3.3 CONTENT AND STRUCTURE AREA

3.3.1 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

3.3.2 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

3.3.3 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, Sovrintendenza archivistica per la Toscana

3.3.4 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 Uffizi 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 CONDITIONS OF ACCESS AND USE AREA

3.4.1 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



3.4.2 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

3.4.3 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 tipizza 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

3.4.4 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 ½ 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

3.4.5 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

3.5 ALLIED MATERIALS AREA

3.5.1 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

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*

3.5.2 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

3.5.3 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 F¹ : administration générale, F⁴ : comptabilité générale, et F¹⁹ : 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 châtelainies avec les amendes de justices (XIIIe-XVIIe 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

3.5.4 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*, n^{os} 10 et 11), un catalogue des maisons ou familles admises au XVIII^e 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

3.6 NOTES AREA

3.6.1 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



3.7 DESCRIPTION CONTROL AREA

3.7.1 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 Toskánsckých Habsburku, 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

3.7.2 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

3.7.3 **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

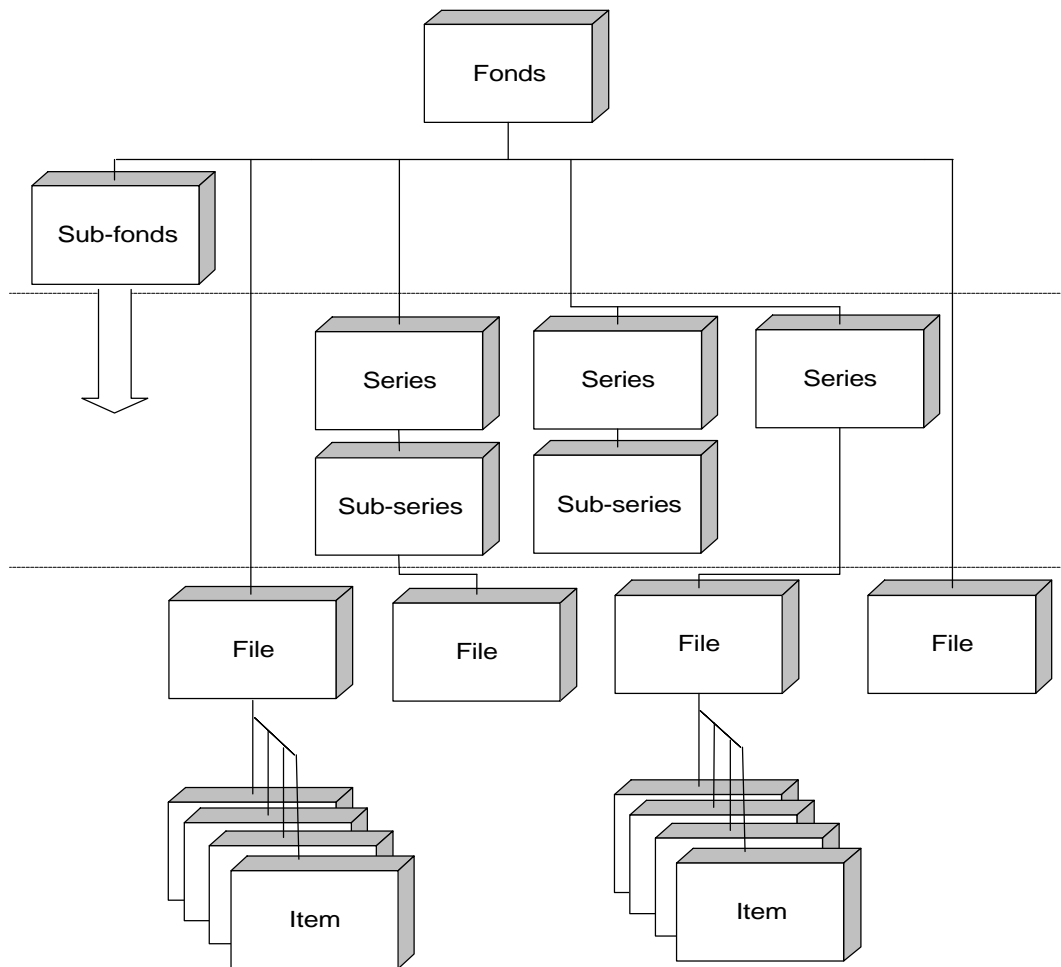
File access decision and item registration, 22 November 1984 (*File*)
National Archives of Australia

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

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

**APPENDIX A-1**

- A1 The ISAD(G) hierarchical model shows a typical case and does not include all possible combinations of levels. Any number of intermediate levels are possible between any shown in the model.

Model of the levels of arrangement of a fonds



RELATIONSHIP BETWEEN DESCRIPTIVE AND AUTHORITY RECORDS Illustrated with an example

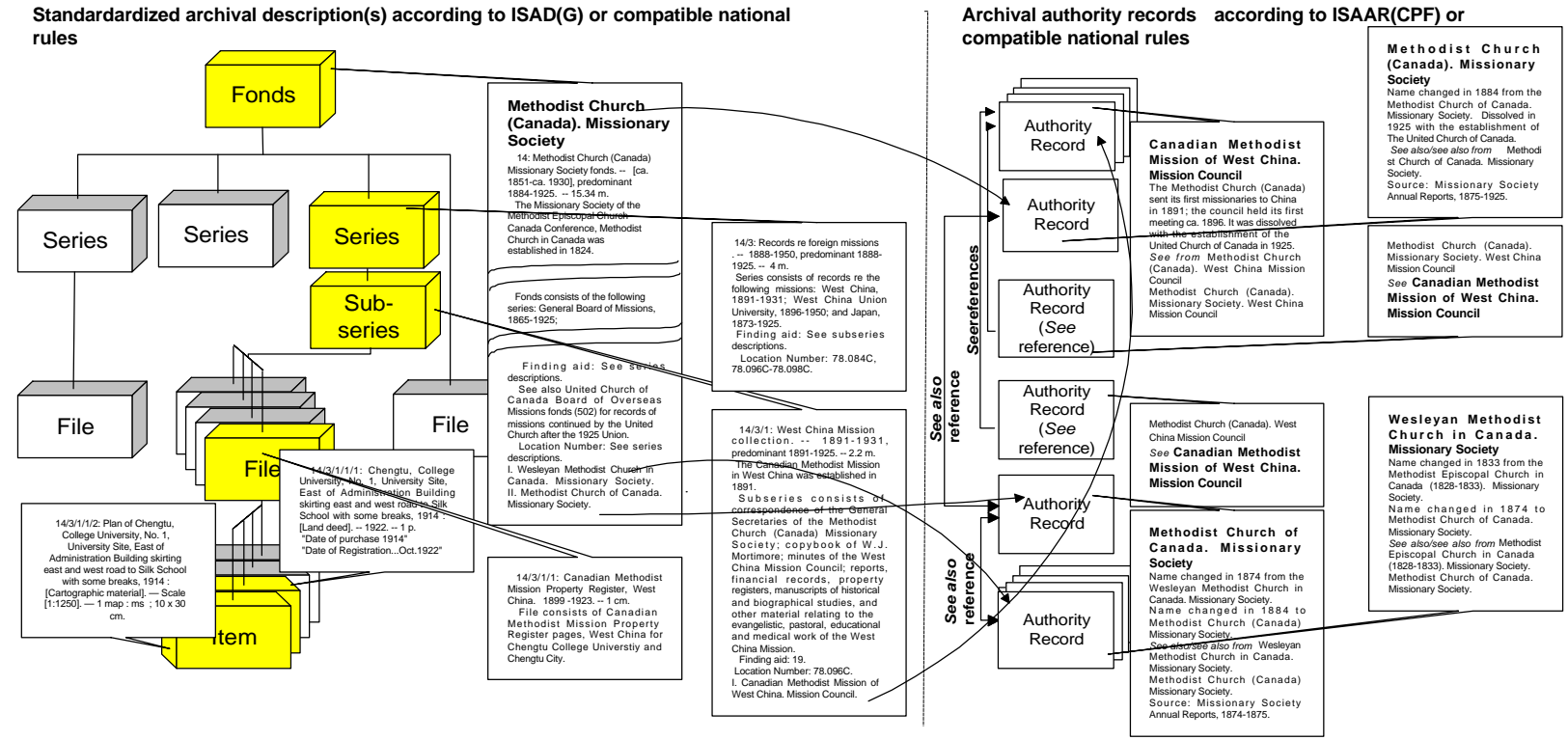
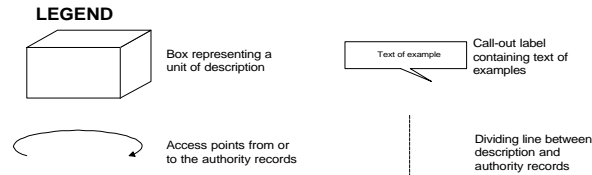


Chart designed and produced by Hugo L.P. Stibbe, c1998



APPENDIX B

Full Examples

The examples in this appendix are set out to illustrate ISAD(G). According to paragraph 6 of the introduction (I.6), “...the standard does not define output formats, or the ways in which these elements [of description] are presented, for example in inventories, catalogues, lists, etc.” Consequently, the display and order of the elements of description in this appendix are not mandatory. However, for the purposes of this standard, they follow the order of ISAD(G).

The multilevel aspect of ISAD(G) is illustrated by including as many levels of description in a single vertical hierarchy as are applicable and/or practical for the purposes of this standard. Not all examples are multilevel. Where levels of description are present, they are named and shown by indentation. The description of the parts do not necessarily show all possible levels nor all of the descriptions that would result from describing a fonds or collection and all of its parts. In accordance with I.12, the examples do not necessarily contain all 26 elements of description of the ISAD(G). In the examples, the mandatory elements of description are not all repeated at each level. Because the display in appendix B shows an integrated hierarchy, the multilevel rule 2.4, Non-repetition of Information, is applied. For example, if the creator of the unit of description at a higher level is the same as the creator at a lower level, it is not repeated at the lower level(s).

The numbering and the names of the elements of description appear in the left-hand column in the language of the standard. In accordance with I.4, local or existing rules may be used for special types of materials. (This usually occurs at the item level of description.) Names of elements of description for special materials which do not occur in ISAD(G) are shown in brackets and the rules or conventions used must be specified. (See 3.7.2.)

The contents of the elements of description appear in the middle column in the language of the description as submitted to the ICA/CDS. The names of the elements of description in the language of description, other than the language of the standard, appear in the right-hand column. This column will be empty if the language of description is the same as the language of the standard.

Other than the name(s) of the creator(s) (controlled or uncontrolled), access points are not shown in these examples. See ISAAR(CPF) for aspects of authority control for names of creators.

Number and name of element of description

Description

Name of element in the language of description

Corporate body fonds: description of the fonds, and one of its series, sub-series, sub-sub-series, files and items.
Language of description: English (Canada)

Fonds level

3.1.1 Reference code(s) CA OONAD R610-0-3-E
Former Archival Reference number: RG43.

3.1.2 Title Department of Railways and Canals fonds [multiple media]

3.1.3 Date(s) 1791-1964, predominant 1879-1936.

3.1.4 Level of description Fonds

3.1.5 Extent and medium of the unit of description (quantity, bulk, or size) 326.18 m of textual records. – ca. 8,500 photographs. – 1000 maps. – 58 technical drawings.

3.2.1 Name of creator(s) Canada. Dept. of Railways and Canals

3.2.2 Administrative history

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 government-owned 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 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.

Number and name of element of description	Description	Name of element in the language of description
3.3.1 Scope and content	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.	
3.3.3 Accruals	No further accruals are expected.	
3.3.4 System of arrangement	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.	
3.4.5 Finding aids	An inventory to the former RG 43 (July 1998) is available. File lists to some sub-series are available.	
3.6.1 Note(s)	Title is based on the name of the department in its enabling legislation (42 Vict., c. 7, s. 4-5).	
3.7.2 Rules or convention	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	
3.7.3 Date(s) of descriptions	September 11, 1999	

Series level

3.1.1 Reference code(s)	CA OONAD R610-134-2-E Former Archival Reference number: RG43-A
3.1.2 Title	Railway Branch correspondence, contracts, specifications, maps, plans and technical drawings and other miscellaneous records [textual record, cartographic material]
3.1.3 Date(s)	1867-1936
3.1.4 Level of description	Series
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	123.75 m of textual records. – ca. 1000 maps

Number and name of element of description	Description	Name of element in the language of description
3.2.2 Administrative history	<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>	
3.3.1 Scope and content	<p>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.</p>	
3.3.4 System of arrangement	<p>The series is arranged into three sub-series: Correspondence received; Subject files; and Quebec Bridge.</p>	
3.4.2 Conditions governing reproduction	<p>Copyright belongs to the Crown.</p>	
3.6.1 Note	<p>Title is based on the contents of the series.</p>	
3.7.2 Rules or convention	<p><i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.</p>	
3.7.3 Date(s) of descriptions	<p>August 11, 1999</p>	
<u>Sub-series level</u>		

<i>Number and name of element of description</i>	<i>Description</i>	<i>Name of element in the language of description</i>
3.1.1 Reference code(s)	CA OONAD R610-135-4 Former Archival Reference number: RG43-A-I	
3.1.2 Title	Correspondence received and miscellaneous records [textual record, cartographic material]	
3.1.3 Date(s)	1867-1936	
3.1.4 Level of description	Sub-series	
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	117.3 m of textual records. – ca. 1000 maps	
3.3.1 Scope and content	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.	
3.3.4 System of arrangement	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.	
3.5.2 Existence and location of copies	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.	
3.6.1 Note	Title is based on the contents of the sub-series.	
3.7.2 Rules or convention	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	
3.7.3 Date(s) of descriptions	October 20, 1999	

***Number and name of
element of description***

Description

***Name of element in
the language of
description***

File level

3.1.1 Reference code(s)

CA OONAD R610-136-7-E
File number: 5722.
Parts: 1=1875, 1906-1908; 2=1910-1914.
Former reference number: RG43-A-I-2.

3.1.2 Title

Canadian Northern Railway Co. - Route Map - Sudbury to Port Arthur [cartographic material]

3.1.3 Date(s)

1875, 1906-1914

3.1.4 Level of description

File

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

46 maps

**3.4.1 Conditions
governing access**

Records are available for consultation without restriction.

3.4.5 Finding aids

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.

3.7.2 Rules or convention

Rules for Archival Description (RAD), Bureau of Canadian Archivists, 1990.

**3.7.3 Date(s) of
descriptions**

October 20, 1999

Item level

3.1.1 Reference code(s)

CA OONAD R610-137-2-E
Former reference number: RG43-A-I-2.

3.1.2 Title

Camp plan from 185+12 Carden's exploration, Windicoostigan to Sturgeon Falls to
Kashaboie River at station 1562+73

3.1.3 Date(s)

1875

3.1.4 Level of description

Item

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

1 map

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

[Scale]

1:25 000

3.2.3 Archival history

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.

**3.4.1 Conditions
governing access**

No restriction on access or reproduction.

3.7.2 Rules or convention

Rules for Archival Description (RAD), Bureau of Canadian Archivists, 1990.
Cartographic materials : A Manual of interpretation for AACR2, Anglo-American Cataloguing Committee for Cartographic Materials (Hugo L.P. Stibbe, ed.), 1982.

**3.7.3 Date(s) of
descriptions**

October 20, 1999

Number and name of element of description

Description

Name of element in the language of description

**Personal fonds: description of the fonds, and two of its series, one of its sub-series, files and two items.
Language of description: English (Canada)**

Fonds level

3.1.1 Reference code(s) CA OTY F0453

3.1.2 Title John Smith fonds

3.1.3 Date(s) 1951-1994

3.1.4 Level of description Fonds

3.1.5 Extent and medium of the unit of description (quantity, bulk, or size) 4.8 m of textual records. – 202 videocassette tapes. – 3 audio cassette tapes. – 3 boxes of graphic materials.

3.2.1 Name of creator(s) Smith, John, 1943-

3.2.2 Biographical history 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.

3.3.1 Scope and content 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.

3.3.3 Accruals Further accruals are expected.

Number and name of element of description	Description	Name of element in the language of description
3.3.4 System of arrangement	The fonds is arranged into the following six series: Series #S1014: Production files; Series #S1015: Scripts; Series #S1016: National Film Board files; Series #S1017: Canadian Broadcasting Corporation files; Series #1018: Business files; and Series #S1019: Personal files.	
3.4.1 Conditions governing access	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.	
3.4.5 Finding aids	File lists available with series level descriptions.	
3.6.1 Note	Title supplied from contents of the fonds.	
3.7.2 Rules or convention	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	
3.7.3 Date(s) of descriptions	August 8, 1999	
<u>Series level</u>		
3.1.1 Reference code(s)	CA OTY F0453 S1014	
3.1.2 Title	Production files	
3.1.4 Level of description	Series	
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	2.7 m of textual records. – 2 folders of photographs. – 61 video cassettes.	
3.3.1 Scope and content	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).	
3.3.4 System of arrangement	Sub-series within this series are arranged alphabetically by the title of the production. – Some sub-series level descriptions available.	
3.7.3 Date(s) of descriptions	August 8, 1999	
<u>Sub-series level</u>		
3.1.1 Reference code(s)	CA OTY F0453 S1014.1	

<i>Number and name of element of description</i>	<i>Description</i>	<i>Name of element in the language of description</i>
3.1.2 Title	<i>Boys of St. Vincent</i> productions files.	
3.1.3 Date(s)	1990-1993	
3.1.4 Level of description	Sub-series	
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	1.24 m (ca. 7 boxes) of textural records. – 2 video cassettes.	
3.3.1 Scope and content	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).	
3.4.5 Finding aids	File list of textual records and item level descriptions of release version of the production is available.	
3.7.3 Date(s) of descriptions	August 8, 1999	
<u>File level</u>		
3.1.1 Reference code(s)	CA OTY F0453 S1014.1	
3.1.2 Title	<i>Boys of St. Vincent</i> release versions	
3.1.3 Date(s)	1992	
3.1.4 Level of description	File	
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	2 video cassettes (185 min.)	
3.3.1 Scope and content	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 <i>The Boys of St. Vincent</i> produced by John N. Smith.	
3.6.1 Note	Title supplied from contents of the file.	
3.7.3 Date(s) of descriptions	August 8, 1999	

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

Item level (1)

3.1.1 Reference code(s)

CA OTY F0453 S1014.1

3.1.2 Title

The Boys of St. Vincent [videorecording]

3.2.1 Name of creator(s)

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

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

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

3.3.1 Scope and content

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.

**3.7.3 Date(s) of
descriptions**

August 8, 1999

Item level (2)

3.1.1 Reference code(s)

CA OTY F0453 S1014.1

3.1.2 Title

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

3.2.1 Name of creator(s)

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

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

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

Number and name of element of description

Description

Name of element in the language of description

3.3.1 Scope and content

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.

3.7.3 Date(s) of descriptions

August 8, 1999

Series level

3.1.1 Reference code(s)

CA OTY F0453 S1015

3.1.2 Title

Scripts

3.1.3 Date(s)

1989-1994

3.1.4 Level of description

Series

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

1.08 m of textual records

3.3.1 Scope and content

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.

3.3.4 System of arrangement

Scripts are arranged alphabetically by the title of the script.

3.4.5 Finding aids

File list available.

3.7.3 Date(s) of descriptions

July 18, 1999

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

**Corporate fonds: description of the fonds, and one each of its series, sub-series, files and items.
Language of description: English (Canada)**

Note: This example is used in the diagram of Appendix A-2.

Fonds level

3.1.1 Reference code(s) CA OTV/VUAR-14

3.1.2 Title Methodist Church (Canada) Missionary Society fonds

3.1.3 Date(s) [ca. 1851-ca. 1930], predominant 1884-1925

3.1.4 Level of description Fonds

**3.1.5 Extent and medium
of the unit of description
(quantity, bulk, or size)** 15.34 m of textual and cartographic material records

3.2.1 Name of creator(s) Methodist Church (Canada). Missionary Society.
Wesleyan Methodist Church in Canada. Missionary Society.
Methodist Church of Canada. Missionary Society.

**3.2.2 Administrative
history** 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.

Number and name of element of description	Description	Name of element in the language of description
3.3.1 Scope and content	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.	
3.5.3 Related units of description	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.	
3.7.2 Rules or convention	<i>Rules for Archival Description</i> (RAD), Bureau of Canadian Archivists, 1990.	
3.7.3 Date(s) of descriptions	February 18 1998	

Series level

3.1.1 Reference code(s)	CA OTV/VUAR-14/3
3.1.2 Title	Records re foreign missions
3.1.3 Date(s)	1888-1950, predominant 1888-1925
3.1.4 Level of description	Series
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	4 m of textual and cartographic records
3.3.1 Scope and content	Series consists of records re the following missions: West China, 1891-1931; West China Union University, 1896-1950; and Japan, 1873-1925.
3.6.1 Note	Location Number: 78.084C, 78.096C-78.098C

Sub-series level

3.1.1 Reference code(s)	CA OTV/VUAR-14/3/1
3.1.2 Title	West China Mission collection
3.1.3 Date(s)	1891-1931, predominant 1891-1925.
3.1.4 Level of description	Sub-series

<i>Number and name of element of description</i>	<i>Description</i>	<i>Name of element in the language of description</i>
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	2.2 m of textual and cartographic records	
3.2.1 Name of creator(s)	Canadian Methodist Mission of West China. Mission Council	
3.2.2 Administrative history	The Canadian Methodist Mission in West China was established in 1891.	
3.3.1 Scope and content	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 Finding aids	Finding aid: 19	
3.6.1 Note	Location Number: 78.096C	
<u>File level</u>		
3.1.1 Reference code(s)	CA OTV/VUAR-14/3/1/1	
3.1.2 Title	Canadian Methodist Mission Property Register, West China	
3.1.3 Date(s)	1899 -1923	
3.1.4 Level of description	File	
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	1 cm of textual records and 1 plan	
3.3.1 Scope and content	File consists of Canadian Methodist Mission Property Register pages, West China for Chengtu College University and Chengtu City.	

Number and name of element of description

Description

Name of element in the language of description

Item level (1)

3.1.1 Reference code(s)

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

3.1.2 Title

Chengtu, College University, No. 1, University Site, East of Administration Building skirting east and west road to Silk School with some breaks, 1914

3.1.3 Date(s)

1922

3.1.4 Level of description

Item

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

1 plan [Land deed], 1 p.

3.6.1 Note

"Date of purchase 1914"
"Date of Registration...Oct.1922"

Item level (2)

3.1.1 Reference code(s)

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

3.1.2 Title

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]

3.1.3 Date(s)

1914

3.1.4 Level of description

Item

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

1 map : ms ; 10 x 30 cm

[Scale]

[1:1 250]

3.7.2 Rules or conventions

Rules for Archival Description (RAD), Bureau of Canadian Archivists, 1990.
Cartographic materials : A Manual of interpretation for AACR2, Anglo-American Cataloguing Committee for Cartographic Materials (Hugo L.P. Stibbe, ed.), 1982.

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

**Personal fonds: description of the fonds level and one of its series and files.
Language of description: English (U.S.A.)**

Fonds level

3.1.1 Reference code(s) US DNA NLE-A71

3.1.2 Title Papers of J. Lawton Collins

3.1.3 Date(s) 1896-1975 (dates of accumulation)

3.1.4 Level of description Fonds

**3.1.5 Extent and medium
of the unit of description
(quantity, bulk, or size)** ca. 58,500 pages on paper

3.2.1 Name of creator(s) Collins, J. Lawton

3.2.2 Biographical history May 1, 1896 Born, New Orleans, La.
1917 Graduated from U.S. Military Academy, West Point, NY.
1919-1920 Occupation duty in the Rhineland, Germany (Rank--captain).
July 15, 1921 Married Gladys Easterbrook.
1921-1925 Instructor, U.S. Military Academy, West Point, NY.
1925-1927 Attended Infantry School at Fort Banning and Field Artillery School at Fort Sill.
1927-1931 Instructor, Infantry School, Fort Benning.
1932 Promoted to major.
1931-1933 Attended Command and General Staff School, Fort Leavenworth, Kansas.
1933-1936 Served in the Philippines as Brigade Executive (23rd Brigade) and as Operations and Intelligence Officer, G-2-3, of the Philippine Division.
1936-1937 Attended Army Industrial College, Washington, DC.
1937-1938 Attended Army War College, Fort May 1, 1896 Born, New Orleans, La.
1938-1940 Instructor, Army War College.
1940 Served on Secretariat, Army General Staff.
1941 Chief of Staff, VII Army Corps, Birmingham, Alabama - participated in Tennessee, Arkansas, and Louisiana maneuvers.
1941-1942 Chief of Staff, Hawaiian Department.
Feb. 1942 Promoted brigadier general.
May 1942 Promoted to major general.
1942-1943 Commander, 25th Infantry Division, Pacific Theater.

Number and name of element of description

Description

Name of element in the language of description

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 Immediate source of acquisition or transfer Donated by J. Lawton Collins in 1970, 1976, 1980, 1981, and 1986.

3.4.3 Language/script of material English

Series level

- 3.1.1 Reference code(s)** US DNA NLE-A71-19
- 3.1.2 Title** Speeches, Statements and Lectures
- 3.1.3 Date(s)** 1939-1972 (dates of accumulation)
- 3.1.4 Level of description** Series
- 3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)** ca. 4,000 pages on paper

Number and name of element of description

Description

Name of element in the language of description

3.3.1 Scope and content

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 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 System of arrangement

Arranged chronologically.

3.4.1 Conditions governing access

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

3.4.2 Conditions governing reproduction

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

3.4.5 Finding aids

Container and folder list.

File level

3.1.1 Reference code(s)

US DNA NLE-A71-19-6

3.1.2 Title

Speech outlines

3.1.3 Date(s)

1951-1953 (dates of creation)

3.1.4 Level of description

File

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

ca. 170 pages on paper

3.3.1 Scope and content

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

3.4.1 Conditions governing access

Unrestricted.

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

**Corporate fonds (organizational records): description of the fonds level and one of its series and items.
Language of description: English (U.S.A.)**

Fonds level

3.1.1 Reference code(s) US DNA 220

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

3.1.3 Date(s) 1983-1992 (dates of accumulation)

3.1.4 Level of description Fonds

**3.1.5 Extent and medium
of the unit of description
(quantity, bulk, or size)** 202 linear feet of textual records on paper, graphic materials on paper, photographic prints, and video recordings

3.2.1 Name of creator(s) Commission on the Bicentennial of the United States Constitution

**3.2.2 Administrative
history** 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 Language / scripts
of material** English

Number and name of element of description

Description

Name of element in the language of description

Series level

3.1.1 Reference code(s)

DNA NWDNS-220-BCC

3.1.2 Title

Photographs of Nationwide Celebrations of the Bicentennial of the Constitution

3.1.3 Date(s)

1987 (dates of accumulation)

3.1.4 Level of description

Series

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

1700 photographic prints

3.3.1 Scope and content

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.

3.3.2 System of arrangement

Photographs are arranged alphabetically by state, thereunder alphabetically by city, town, or county.

3.4.1 Conditions governing access

Unrestricted.

3.4.2 Conditions governing reproduction

Photographs from commercial sources may be subject to copyright restrictions.

3.4.5 Finding aids

Container and folder list.

Item level

3.1.1 Reference code(s)

US DNA NWDNS-220-BCC-1

3.1.2 Title

America on Parade: America's Parade of History Sets Sail with Christopher Columbus and Soars Out into Space Aboard the Shuttle "Columbia"

3.1.3 Date(s)

1987 (date of creation)

3.1.4 Level of description

Item

***Number and name of
element of description***

Description

***Name of element in
the language of
description***

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

1 poster on paper

3.3.1 Scope and content

This poster is a time chart of events in United States history from 1492 to the 1980s.

**3.4.2 Conditions
governing reproduction**

May not be reproduced without the written consent of the National Geographic Society.

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

***Family fonds (family papers): description of the fonds level and one of its series and files.
Language of description: English (U.S.A.)***

Fonds level

- 3.1.1 Reference code(s)** US DNA NW-XP
- 3.1.2 Title** The Robert E. Peary Family Collection
- 3.1.3 Date(s)** 1798-1976 (dates of accumulation)
- 3.1.4 Level of description** Fonds
- 3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)** 312 linear feet of photographs, maps and charts, and textual records
- 3.2.1 Name of creator(s)** Robert E. Peary Family
- 3.4.3 Language / scripts of material** English

Series level

- 3.1.1 Reference code(s)** US DNA NWDNS-XPE
- 3.1.2 Title** Peary Family Photographs
- 3.1.3 Date(s)** 1890-1916 (dates of creation)
ca. 1960 (dates of accumulation)
- 3.1.4 Level of description** Series
- 3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)** 260 photographic prints, copy negatives, and transparencies
- 3.2.4 Immediate source of acquisition or transfer** 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).

Number and name of element of description

Description

Name of element in the language of description

3.3.1 Scope and content

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.

3.3.2 System of arrangement

Arranged chronologically by the year the photographs were taken.

3.4.1 Conditions governing access

All donor-imposed restrictions have been lifted.

3.4.2 Conditions governing reproduction

Albumen prints may not be copied on electrostatic copying machines or similar equipment.

3.4.4 Physical characteristics and technical requirements

Many of these prints are very faded and show signs of silver mirroring.

File level

3.1.1 Reference code(s)

US DNA NWDNS-XPE-10

3.1.2 Title

Miscellaneous Family Views Which Include Marie and Robert E. Peary, Jr.

3.1.3 Date(s)

ca. 1909 (date of creation)

3.1.4 Level of description

File

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

9 photographic prints

Number and name of element of description

Description

Name of element in the language of description

**Personal fonds: description of the fonds and one of its series.
Language of description: English (Australia)**

Fonds level

3.1.1 Reference code(s) AU A:NLA MS 8822

3.1.2 Title Papers of Edward Koiki Mabo

3.1.3 Date(s) 1943, 1959-1992 (predominant 1972-1992)

3.1.4 Level of description Fonds

3.1.5 Extent and medium of the unit of description (quantity, bulk, or size) 2.7 metres (19 boxes + 1 oversized item)

3.2.1 Name of creator(s) Mabo, Edward Koiki (1936-1992)

3.2.2 Biographical history 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 Archival history 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.

Number and name of element of description	Description	Name of element in the language of description
3.3.1 Scope and content	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.	
3.3.2 Appraisal, destruction and scheduling information	All the Mabo Papers that were transferred to the National Library have been preserved	
3.3.3 Accruals	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.	
3.3.4 System of arrangement	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).	
3.4.1 Conditions governing access	Access to the entire fonds is restricted until 2005. Series 3 (Business ventures) is closed until 31 December 2000.	
3.4.3 Language/scripts of material	Mostly in English, with the exception of some documents, which are written in the Torres Strait Islander language of Meriam Mer.	
3.4.5 Finding aids	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	
3.5.2 Existence and location of copies	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.	
3.5.3 Related units of description	Sound recordings from the Mabo Papers are held in the National Library's Oral History collection at TRC 3504.	
3.5.4 Publication note	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.	
3.7.1 Archivist's note	Papers arranged and described by Adrian Cunningham.	
3.7.3 Date(s) of descriptions	1995	

Number and name of element of description

Description

Name of element in the language of description

Series level

3.1.1 Reference code(s)

AU A:NLA MS 8822/4

3.1.2 Title

Black Community School, Townsville

3.1.3 Date(s)

1973-1984

3.1.4 Level of description

Series

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

0.8 metres (5 boxes)

3.2.1 Name of creator(s)

Mabo, Edward Koiki (1936-1992)

3.2.2 Biographical history

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.

3.3.1 Scope and content

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.

3.3.4 System of arrangement

The series has been arranged into 28 numbered folders and one box of loose cheque butts.

3.4.1 Conditions governing access

Restricted until 2005.

3.4.3 Language/scripts of material

English

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

**Corporate fonds: description of the fonds ⁴and one of its series and files.
Language of description: English (Australia)**

Fonds level

3.1.1 Reference code(s) AU NAA CA37

3.1.2 Title Department of Defence Co-ordination Central Office fonds

3.1.3 Date(s) 13 November 1939 -- 14 April 1942

3.1.4 Level of description Fonds

**3.1.5 Extent and medium
of the unit of description
(quantity, bulk, or size)** Approximately 400 metres

3.2.1 Name of creator(s) Australia—Department of Defence Co-ordination, Central Office

**3.2.2 Administrative
history** 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 Co-ordination 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.

4 It is not the practice of government archives in Australia to create fonds-level archival descriptions. In general, the highest level of intellectual control of public records in Australia is at the series level. Series level descriptions include references to provenance entities such as government agencies that have had a relationship with the series being described. It is, however, possible to construct fonds-level descriptions from the series and agency descriptions that form the basis of the Australian 'series system'. The example that is provided here has been constructed from data contained in the National Archives of Australia's CRS System to produce an ISAD(G) compliant fonds-level description. For information on the Australian system see: Adrian Cunningham, 'Dynamic Descriptions: Australian strategies for the intellectual control of records and recordkeeping systems' in P.J. Horsman, F.C.J. Ketelaar and T.H.P.M. Thomassen (eds), *Naar een nieuw paradigma in de archivistiek*, Amsterdam, 1999, pp. 133-142; and Chris Hurley, 'Problems with Provenance', *Archives and Manuscripts: the Journal of the Australian Society of Archivists*, vol. 23, no. 2, Nov. 1995, pp. 234-259.

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

- (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 forcivil 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

***Number and name of
element of description***

Description

***Name of element in
the language of
description***

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:

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.

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

3.3.1 Scope and content

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

Number and name of element of description

Description

Name of element in the language of description

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 Finding aids

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.

3.5.3 Related units of description

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 [II], Central Office - for financial matters, Board of Business Administration, civil staff matters

**Number and name of
element of description**

Description

**Name of element in
the language of
description**

1 Dec 1941 CA 68, Defence Division, Department of the Treasury
1 Jan 1942 CA 40, Department of Labour and National Service, Central Secretariat/ (by 1947 known as Central Office) - for Manpower Committee and National Register Board
14 Apr 1942 CA 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
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 Date(s) of
descriptions**

Agency registered, 30 September 1987.

Number and name of element of description

Description

Name of element in the language of description

Series level

3.1.1 Reference code(s)

AU A:NAA A471

3.1.2 Title

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

3.1.3 Date(s)

1 January 1901 -

3.1.4 Level of description

Series

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

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

3.2.1 Name of creator(s)

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

3.2.3 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 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 superceded file numbers from A703 have been recorded in brackets beneath the courts-martial file number on the consignment list.

3.2.4 Immediate source of acquisition or transfer

Attorney-General's Department

3.3.1 Scope and content

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

<i>Number and name of element of description</i>	<i>Description</i>	<i>Name of element in the language of description</i>
3.3.2 Appraisal, destruction and scheduling information	All files in this series are appraised as 'retain permanently' under disposal authorities RDS440/10.1; RDA458/8.1 and RDA1176/8.1	
3.3.3 Accruals	Further accruals to this series are expected.	
3.3.4 System of arrangement	The registration of these files comprised the allocation of a single number and from 1901 to 1991 this ranged from 1 - 94226.	
3.4.1 Conditions governing access	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.	
3.4.3 Language / scripts of material	English, with some Japanese language material.	
3.4.4 Physical characteristics and technical requirements	Paper files and documents	
3.4.5 Finding aids	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.	
3.5.1 Existence and location of originals	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.	
3.5.2 Existence and location of copies	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.	

Number and name of element of description

Description

Name of element in the language of description

3.5.3 Related units of description

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.

3.7.2 Rules or conventions

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

3.7.3 Date(s) of descriptions

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

File level

3.1.1 Reference code(s)

AU A:NAA A471/2349

3.1.2 Title

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

3.1.3 Date(s)

1918-1919

3.1.4 Level of description

File

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

3 cm thick paper file

3.2.1 Name of creator(s)

Australia—Department of Defence
Australia—Attorney-General's Department, Central Office

3.2.4 Immediate source of acquisition or transfer

Attorney-General's Department

3.3.2 Appraisal, destruction and scheduling information

Retain permanently

***Number and name of
element of description***

Description

***Name of element in
the language of
description***

**3.3.4 System of
arrangement**

Chronological with numbered folios

**3.4.1 Conditions
governing access**

Open access

**3.4.3 Language / scripts
of material**

English

3.6.1 Note

Item barcode 209393

**3.7.3 Date(s) of
descriptions**

File access decision and item registration, 22 November 1984

Number and name of element of description

Description

Name of element in the language of description

**Personal fonds: description of the fonds, and one of its sub-fonds, series, files and items.
Language of description: French (France)**

Fonds level

Fonds

3.1.1 Reference code(s) FR AN 320 AP

Référence

3.1.2 Title Papiers Bazaine

Intitulé-analyse

3.1.3 Date(s) 1808-1949

Dates extrêmes

3.1.4 Level of description fonds

Niveau de description

3.1.5 Extent and medium of the unit of description (quantity, bulk, or size) 5 cartons (320 AP 1-5), 1 carton non coté, 0,75 m.l.

Importance matérielle de l'unité de description (quantité, volume ou dimension)

3.2.1 Name of creator(s) Dominique Bazaine

Nom du producteur

3.2.3 Archival history 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 Régnault, historien qui s'efforça dans ses écrits de réhabiliter le maréchal Bazaine, ce qui explique la présence de deux lettres du général Régnault dans le cinquième carton.

Historique de la conservation

3.3.1 Scope and content 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 sœur du maréchal), 1808-1870. 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.

Présentation du contenu

Number and name of element of description**Description****Name of element in the language of description**

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).

3.7.3 Date(s) of descriptions

1999-05-06

Date(s) de la description

Sub-fonds level**Sous-fonds****3.1.1 Reference code(s)**

FR AN 320 AP 2-4

Référence

3.1.2 Title

Archives du maréchal Achille Bazaine

Intitulé-analyse

3.1.3 Date(s)

1831-1888

Dates extrêmes

3.1.4 Level of description

sous-fonds

Niveau de description

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

3 cartons, 0,30 cm

Importance matérielle de l'unité de description (quantité, volume ou dimension)

3.2.1 Name of creator(s)

Archille Bazaine

Nom du producteur

3.2.2 Biographical history

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 lieutenant-colonel. 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

Notice biographique

Number and name of element of description

Description

Name of element in the language of description

6 octobre 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 Scope and content

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

Series level

Série organique

3.1.1 Reference code(s)

FR AN 320 AP 3

Référence

3.1.2 Title

Du retour en France à la fuite en Espagne

Intitulé-analyse

3.1.3 Date(s)

1868-1874

Dates extrêmes

3.1.4 Level of description

Série organique

Niveau de description

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

4 dossiers, 0,10 cm

Importance matérielle de l'unité de description (quantité, volume ou dimension)

3.3.1 Scope and content

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 Date(s) of descriptions

1999-08-11

Date(s) de la description

File level

Dossier

3.1.1 Reference code(s)

FR AN 320 AP 3, dossier 3

Référence

3.1.2 Title

Le procès de Bazaine

Intitulé-analyse

3.1.3 Date(s)

1871-1874

Dates extrêmes

3.1.4 Level of description

Dossier

Niveau de description

Number and name of element of description**Description****Name of element in the language of description****3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)**

55 pièces

Importance matérielle de l'unité de description (quantité, volume ou dimension)

3.3.1 Scope and content

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

Item level**Pièce****3.1.1 Reference code(s)**

FR AN 320 AP 3, dossier 3, pièce nN 11

Référence

3.1.2 Title

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 Date(s)

Paris, 12 mars 1872

Dates extrêmes

3.1.4 Level of description

Pièce

Niveau de description

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

1 page in-folio

Importance matérielle

Number and name of element of description

Description

Name of element in the language of description

**Personal fonds: description of the fonds, and one of its subfonds, files and sub-files.
Language of description: Italian.**

Fonds level

3.1.1 Reference code(s) IT ISR FI

Segnatura o codice identificativo

3.1.2 Title Salvemini Gaetano

Denominazione o titolo

3.1.3 Date(s) 1898-1983

Data/e

3.1.4 Level of description fondo

Livello di descrizione

3.1.5 Extent and medium of the unit of description (quantity, bulk, or size) buste 150

Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)

3.2.1 Name of creator(s) Gaetano Salvemini

Denominazione del/dei soggetto/i produttore/i

3.2.2 Biographical history 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 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 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.

Nota biografica

Number and name of element of description	Description	Name of element in the language of description
3.2.3 Archival history	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 Immediate source of acquisition or transfer	Nel corso della prima metà degli anni '80 il fondo è stato depositato in successive <i>tranche</i> 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 Scope and content	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
3.4.1 Conditions governing access	Consultazione limitata e con autorizzazione del Comitato per la pubblicazione delle Opere di Salvemini.	Condizioni che regolano l'accesso
3.4.5 Finding aids	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 CDS-ISIS delle lettere a Salvemini fino al 1925.	Strumenti di ricerca

Number and name of element of description	Description	Name of element in the language of description
3.5.4 Publication note	BUCCHI, S. Nota sulla formazione dell'Archivio Salvemini, in <i>Il Ponte</i> , 1980, XXVI, 1, gen., p. 43-61; Bibliografia 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 Archivist's note	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 Rules or convention	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 Date(s) of descriptions	Redatta nel settembre 1996, revisionata nel settembre 1999	Data/e della descrizione

Sub-fonds level

3.1.1 Reference code(s)	<i>Manoscritti e materiali di lavoro</i> , II	Segnatura o codice identificativo
3.1.2 Title	Manoscritti e materiali di lavoro dall'esilio al secondo dopoguerra	Denominazione o titolo
3.1.3 Date(s)	1925-1946	Data/e
3.1.4 Level of description	sub-fondo	Livello di descrizione
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	60 fascicoli	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.3.1 Scope and content	I fascicoli raccolti nella sezione, che abbraccia l'intero periodo dell'esilio salveminiano, comprendono innanzi tutto la non abbondante documentazione residua relativa ai primi studi salveminiani 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' <i>Harvard University</i> ed i materiali preparatori ad essi collegati nonché la documentazione sugli studi relativi alla storia della 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 salveminiane - riconducibili all'impegno politico salveminiano nel corso della seconda guerra mondiale e l'abbondante documentazione sul fascismo in America.	Ambiti e contenuto

File level

Number and name of element of description	Description	Name of element in the language of description
3.1.1 Reference code(s)	II/36	Segnatura o codice
3.1.2 Title	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 Date(s)	fine anni '30-primi anni '40	Data/e
3.1.4 Level of description	fascicolo	Livello di descrizione
3.1.5 Exent and medium of the unit of description	4 sottofascicoli	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.2.3 Archival history	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 Existence and location of originals	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
3.5.2 Existence and location of copies	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>Sub-file level</u>		
3.1.1 Reference code(s)	II/36/4 (precedenti segnature: II/11/1-4; II/1/2)	Segnatura o codice identificativo
3.1.2 Title	Raccolta di trascrizioni di documenti diplomatici sull'Italia nella prima guerra mondiale	Denominazione o titolo
3.1.3 Date(s)	Gli originali dei documenti in copia sono datati ago. 1914 - feb. 1919 (con prevalenza di documenti del 1914-1915)	Data/e
3.1.4 Level of description	sottofascicolo	Livello di descrizione

Number and name of element of description	Description	Name of element in the language of description
3.1.5 Extent and medium of the unit of description	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 Scope and content	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 of arrangement	I documenti sono ordinati in unica serie cronologica	Criteri di ordinamento
3.4.5 Finding aids	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 Related units of description	I documenti trascritti da quest'ultima opera provengono dalle trascrizioni conservate anche in II/35/4.l e II/35/5.e.	Unità di descrizione collegate

***Corporate body fonds: description of the fonds, and one of its series and files.
Language of description: Italian***

Fonds level

3.1.1 Reference code(s)	IT AS FI 0642	Segnatura o codice identificativo
3.1.2 Title	Segreteria di Stato (1765-1808)	Denominazione o titolo
3.1.3 Date(s)	1738-1808	Data/e
3.1.4 Level of description	fondo	Livello di descrizione
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	1346 filze e registri	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.2.1 Name of creator(s)	Segreteria di Stato (Granducato di Toscana, 1737-1808)	Soggetto produttore

Number and name of element of description	Description	Name of element in the language of description
3.2.2 Administrative history	<p>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.</p> <p>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.</p>	Storia istituzionale/amministrativa
3.2.3 Archival history	<p>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 Riformagioni.</p>	Storia archivistica
3.2.4 Immediate source of acquisition or transfer	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.	Modalità di acquisizione o versamento

Number and name of element of description	Description	Name of element in the language of description
3.3.1 Scope and Content	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 of arrangement	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 Uffizi 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
3.4.1 Condition governing access	La serie dei registri degli affari non è consultabile in originale.	Condizioni che regolano l'accesso
3.4.2 Condition governing reproduction	La riproduzione della serie "registri degli affari" è consentita unicamente in fotocopia da microfilm esistente.	Condizioni che regolano la riproduzione
3.4.5 Finding aids	Segreteria di Stato (1765-1808), inventario a cura di O. Campanile, Firenze, 1989, Inventari, N/292.	Strumenti di ricerca
3.5.2 Existence and location of copies	La serie "Registri degli affari risolti" è interamente riprodotta in microfilm.	Esistenza e localizzazione di copie
3.5.3 Related units of description	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 Publication note	CAMPANILE O., Introduzione all'inventario della Segreteria di stato (1765-1808) in <i>Per Orsella</i> , Firenze, 1993, Bibliografia p. 17-25	
3.7.1 Archivist's note	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 Habsburku, Ferdinando III</i> , 1, cc. 1-4; le opere seguenti: ; PANSINI G., <i>Potere politico e amministrazione al tempo della Reggenza lorenese</i> , 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., <i>Pompeo Neri tra Firenze e Vienna (1755-1766)</i> , <i>ibidem</i> ; p. 239-331; BECAGLI V., <i>Pompeo Neri e le riforme istituzionali della prima età leopoldina</i> , <i>ibidem</i> , p. 333-376.	

Number and name of element of description	Description	Name of element in the language of description
3.7.2 Rules or convention	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 Date(s) of descriptions	Redatta nel 1995, revisionata nel settembre 1999.	Data/e della descrizione

Series level

3.1.1 Reference code(s)	IT AS FI 0642 001	Segnatura o codice identificativo
3.1.2 Title	"Affari risolti"	Denominazione o titolo
3.1.3 Date(s)	1738-1808	Data/e
3.1.4 Level of description	serie	Livello di descrizione
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	815 filze	Consistenza e supporto dell'unità di descrizione (quantità, volume, dimensione fisica)
3.3.1 Scope and Content	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 of arrangement	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 Finding aids	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

***Number and name of
element of description***

Description

***Name of element in
the language of
description***

File level

3.1.1 Reference code(s)

289

Segnatura o codice
identificativo

3.1.2 Title

“Filza 1”

Denominazione o titolo

3.1.3 Date

gennaio 1780

Data/e

3.1.4 Level of description

unità archivistica

Livello di descrizione

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

4 fascicoli

Consistenza e supporto
dell'unità di descrizione
(quantità, volume,
dimensione fisica)

3.3.1 Scope and content

Protocolli 1-4, segretario Seratti

Ambiti e contenuto

Number and name of element of description

Description

Name of element in the language of description

Corporate fonds: description of the fonds, and one of its series and items.
Language of description: Portuguese (Brazil).

Fonds level

3.1.1 Reference code(s)	BR AN 1H	Código(s) de referência
3.1.2 Title	Comissão Especial de Exame do Cofre dos Órfãos	Título
3.1.3 Date(s)	1889 a 1932	Data(s)
3.1.4 Level of description	Fundo	Nível de descrição
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	0,97 m de documentos textuais 1 foto (p & b)	Dimensão e suporte
3.2.1 Name of creator(s)	BRASIL. Comissão Especial de Exame do Cofre dos Órfãos	Produtor(es)
3.2.2 Administrative history	<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> <p>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.</p>	História administrativa

Number and name of element of description	Description	Name of element in the language of description
3.2.3 Archival history	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 Immediate source of acquisition or transfer	Não há informação a respeito do recolhimento dessa documentação ao Arquivo Nacional.	Procedência
3.3.1 Scope and content	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 of arrangement	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 Physical characteristics and technical requirements	Os documentos são manuscritos ou datilografados. Vários foram escritos a lápis, o que prejudica sua leitura.	Características físicas e requisitos técnicos
3.4.5 Finding aids	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 Archivist's note	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
3.7.3 Date(s) of descriptions	1999-12-01	Data(s) da(s) descrição(ões)

Number and name of element of description

Description

Name of element in the language of description

Series level

3.1.1 Reference code(s)	BR AN 1H 3	Código(s) de referência
3.1.2 Title	Exame Contábil	Título
3.1.3 - Date(s)	1905 a 1927	Data(s)
3.1.4 Level of description	Série	Nível de descrição
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	0,52 m de documentos textuais	Dimensão e suporte
3.3.1 Scope and content	Pareceres quanto a requisições de pagamento de empréstimos do Cofre dos Órfãos ao Tesouro Nacional, Âmbito e conteúdo 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.	
3.3.4 System of arrangement	Predominou, exceto quanto aos últimos documentos que constituíam o resultado final dos trabalhos da Sistema de arranjo Comissão, a ordem cronológica, sendo, às vezes, inferida a data dos documentos.	

Item level

3.1.1 Reference code(s)	BR AN 1H 3 91	Código(s) de referência
3.1.2 Title	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 - Date(s)	1925	Data(s)
3.1.4 Level of description	Unidade de arquivamento	Nível de descrição
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)	198 fls.	Dimensão e suporte
3.3.1 Scope and content	Informa os seguintes dados: vara, escrivão, valor total do empréstimo, data, credor, valor por credor, Âmbito e conteúdo data de pagamento, a quem foi pago, capital e juros. Contém índice.	
3.6.1 Note	As folhas 63 a 154 estão em branco.	Notas