

# Writing the Administrative History

This will be information collected on the history of the corporate body that created or accumulated the records. Please note that this is different from the Biographical Sketch, as that is the history of the person or family responsible for the creation of the records.

The format is paragraph or narrative. Use complete sentences with no abbreviations. Be succinct.

If you are working at the series level, do not create an administrative history of the records unless the series creator differs from the fonds creator.

If there is more than one body responsible for the creation of the records, create an administrative history for each body.

The following elements should be included:

The **date** on which the organization was created and, if applicable, the date on which it ceased to exist.

The **responsibilities** or functions of the body, the **legislation** or policy that assigned it authority for those responsibilities, the **activities** of the body, and any significant **changes** in its activities and function.

Example: for Nova Scotia Archives and Records Management (NSARM) the responsibilities might be preserving and making accessible the records of the provincial government, its authority comes from the Archives Act, and its activities include acquiring, arranging, describing, storing and retrieving records.

If any organizations performed these functions **prior to or after** the existence of the corporate body, that information should be recorded as well.

If your archives holds the records of the earlier or later bodies, include this information in a Note.

Describe the **relationship** between this body and any higher body that has authority over it.

Example: Provincial Department of Education has authority over Halifax Regional School Board

Describe the **structure** of the body, and any parts of that body that are of particular significance.

Example: The CNSA is managed by an Executive Board with several

Committees reporting to it: Education, Preservation, ArchWay, Awards, and Adjudication. The Executive Board is composed of the President, Treasurer, Recording Secretary, Membership Secretary, Member-at-Large, a representative from Nova Scotia Museum ex officio and the provincial archivist ex officio.

Record any changes in the official name of the corporate body.  
Example: the Canadian Gallup Poll was founded as the Canadian Institute of Public Opinion.

Record the names of the Chief Officer(s).

If you deem that there is other significant administrative history that does not fall into any of the above categories it can be recorded here.

Please refer to rule 1.6 in *Rules for Archival Description* for more information.