

RAD Descriptions Worksheet for fonds level descriptions

Refer to *Rules for Archival Description (RAD)* for more information on each data element.
Numbers in front of elements are *RAD* rule numbers.

* = required information

1.1 Supplied Title Proper*: [name of creator + fonds]

1.4 Dates of Creation*: [range of years or single date]

1.5 Physical Description*: [extent + type of material]

EITHER

1.7B1 Administrative History*: [dates of founding/ending, mandate/sphere of functional responsibility, predecessor and successor bodies, administrative relationships, administrative structure, names of the corporate bodies, name(s) of the chief officers, other significant information]

OR

1.7B2 Biographical Sketch*: [full name, dates of birth/death, vital events, place of residence, education, occupation, activities, other significant information]

1.7C Custodial History: [use only if records not rec'd from creator, include names of individuals/organizations, dates. If not known, say so.]

1.7D Scope and content*: [function or activity that generated records, time period, geographical area, internal arrangement, list of series, documentary forms ex. reports, minutes, correspondence, drawings, speeches, etc.]

Fonds consists of...

Commonly Used Notes:

1.8B2 Source of supplied title note*: [ex: Title based on contents of fonds.]

1.8B9 Physical description note: [additional formats, damaged or difficult to read]

1.8B12 Immediate source of acquisition note: [donor's name, date, method of acquisition, if not confidential]

1.8B13 Arrangement note: [ex: Arrangement by archivist, or Reconstitution of original order]

1.8B16 Restrictions on access note: [ex: Access to correspondence is restricted until 2010]

1.8B17 Finding aids note: [ex: Box list available]