

## Archival Description Checklist: Obligation Status by Level of Description

<u>Fonds</u>	<u>Series</u>	<u>Files and items</u>
<b>Mandatory (core set) = Partial level of detail</b>		
Title proper	Title proper	Title proper
GMD	GMD	GMD
Level of description	Level of description	Level of description
Repository	Identifier	Identifier [if applicable]
Identifier	Date of creation	Date of creation
Date of creation	Language of materials	Restrictions on access
Language of materials	Restrictions on access	Physical storage
Restrictions on access		
		Note: Archives' file- and item-level description typically uses <b>only</b> these fields = <b>partial description</b>
<b>Required = Always enter a value if aiming at Full level of detail</b>		
Source of title proper	Source of title proper	Language of materials
Physical description	Physical description	Source of title proper
Admin history / bio sketch	Scope and content	Physical description
Custodial history	Terms governing use, reproduction, and publication	Scope and content
Scope and content	Accruals	Terms governing use, reproduction, and publication
Terms governing use, reproduction, and publication	Status	Status
Accruals	Level of detail	Level of detail
Subject access point		
Rules or conventions		Note: Archives' file- and item-level description typically <b>does not</b> use these fields = <b>partial description</b> rather than <b>full description</b>
Status		
Level of detail		
Dates of creation, revision and deletion		
Language of description		

**Fonds****Series****Files and items****Required if applicable = Always enter a value when applicable if aiming at Full level of detail**

Variations in title	Variations in title	Parallel titles [Item level only]
Alternative identifier	Alternative identifier	Source of title proper
Arrangement	Arrangement	Variations in title
Language and script notes	Language and script notes	Alternative identifier
Availability of other formats	Availability of other formats	Availability of other formats
Finding aids	Finding aids	Finding aids
Associated materials	Associated materials	Alpha-numeric designations
Related materials	Related materials	Conservation
Alpha-numeric designations	Alpha-numeric designations	Rights
Conservation	Conservation	Name and place access points
Physical description note	Physical description note	Rights statement
Name and place access points	Name and place access points	
	Dates of creation, revision and deletion	

**Optional = Use if more detail is desired**

Physical condition	Admin history / bio sketch	Class of material specific details
Script of material	Custodial history	Admin history / Bio sketch
Location of originals	Physical condition	Custodial history
Accompanying material	Script of material	Physical condition
General note	Location of originals	Arrangement
Genre access point	Accompanying material	Script of material
Sources	General note	Language and script notes
	Genre access points	Location of originals
	Sources	Associated materials
		Related materials
		Accompanying material
		General note
		Status
		Level of detail
		Dates of creation, revision and deletion
		Sources