Archival Description Checklist: Obligation Status by Level of Description

Fonds	Series	Files and items
Mandatory (core set) = Partial level of detail		
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	Language of materials
Language of materials	Restrictions on access	Restrictions on access
Restrictions on access		Physical storage
		Note:
		Archives typically provides only these fields (partial description) at the file and item levels
Required = Always enter a value if aiming at Full level of detail		
Source of title proper	Source of title proper	Source of title proper
Physical description	Physical description	Physical description
Admin history / bio sketch	Scope and content	Scope and content
Custodial history	Terms governing use, reproduction, and publication	Terms governing use, reproduction, and publication
Scope and content	Accruals	Status
Terms governing use, reproduction, and publication	Status	Level of detail
Accruals	Level of detail	
Subject access point		Note:
Rules or conventions		Archives typically does not produce full descriptions at the file and item levels
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	Admin history / bio sketch	Variations in title
Language and script notes	Custodial history	Alternative identifier
Availability of other formats	Arrangement	Admin history / Bio sketch
Finding aids	Language and script notes	Custodial history
Associated materials	Availability of other formats	Availability of other formats
Related materials	Finding aids	Finding aids
Alpha-numeric designations	Associated materials	Associated materials
Conservation	Related materials	Related materials
Physical description note	Alpha-numeric designations	Alpha-numeric designations
Name and place access points	Conservation	Conservation
	Physical description note	Rights
	Name and place access points	Name and place access points
	Dates of creation, revision and deletion	Rights statement
Optional = Use if more detail is desired		
Physical condition	Physical condition	Statement of scale (cartographic)
Accompanying material	Location of originals	Statement of projection (cartographic)
Physical condition	Accompanying material	Statement of coordinates (cartographic)
Location of originals	General note	Statement of scale (architectural)
Accompanying material	Genre access points	Issuing jurisdiction and denomination (philatelic)
General note	Sources	Physical condition
Genre access points		Arrangement
Sources		Language and script notes
		Physical condition
		Location of originals
		Accompanying material
		General note
		Status
		Level of detail
		Dates of creation, revision and deletion
		Sources