

ANSWERS

CAVEAT: GIVEN THE CONTEXTUAL NATURE OF APPLYING DACS IN A SPECIFIC SETTING, THESE ANSWERS ARE NOT TO BE CONSTRUED AS THE "CORRECT" OR "ONLY" ANSWERS!

1. Rancho San Joaquin survey map by the surveyor Richard Egan. No date. 43 x 60 cm. Extends from the Balboa Peninsula (labeled "Sand Spit") to Laguna Beach (labeled "Long Beach," the name given to Laguna Beach up until 1882) along the western edge of the map. Extends from a geographic feature labeled "Red Hill" and the Santa Ana River along the northern edge of the map. The map's southern edge is marked by public lands and Rancho Cañada de Los Alisos. Some topographical features are indicated. Scale is listed as 1 mile to 1 inch. Map is sleeved in Mylar and housed in a single, flat box measuring 12" x 16" x 3".

Date:

Date of Creation: Before 1882

2.4.3 (record one) - 2.4.5 (Western-style Arabic numerals) - 2.4.6 (single or range) - 2.4.15 (estimated single dates)

Extent:

1 survey map (43 x 60 cm.)

[parallel statements]

2.5.3 (record numerical quantity) - 2.5.4 (physical quantity) - 2.5.5 (material types) - 2.5.7 (parallel statements of extent)

2. The Institutional Master File (IMF) Basic Educational Data System, created by the New York State Education Department, contains 14 flat files of numeric and character data, each file representing a single school year. The IMF contains data on each school district, private and public school, and Board of Cooperative Educational Services (BOCES) in the state. Each record contains information on enrollment statistics, the number and type of professional and paraprofessional staff, and limited information on facilities, such as the number and type of classrooms and buildings. Files are available for the schools years from 1967-1981, and the average file contains 7,200 records. Files are stored on magnetic tapes, one tape for each school year, ranging from 0.9 to 1.2 megabytes in size.

Date:

Dates of Creation: 1967-1981

2.4.3 - 2.4.5 - 2.4.6 - 2.4.7 (inclusive dates)

Extent:

14 magnetic tapes

[single statement]

2.5.3 - 2.5.4 (single statement of physical extent - carrier type)

3. Materials accumulated from 1903 to 1918 by the Wisconsin Capitol Commission, created in 1903 (Chapter 399) and abolished in 1918 to supervise the construction of the fourth Wisconsin Capitol. Included are minutes; planning materials and the program issued to architects who wished to bid on the project; specifications and contracts; financial records (25 document boxes); records of the Capitol Improvement Commission that was first organized in 1903 to remodel the third Wisconsin Capitol and expanded after the fire of 1904 to construct the new structure; and extensive correspondence of architect Lew F. Porter, secretary of the commission, and J. H. Gormley, construction superintendent. Materials are in 47 document boxes.

- [Note: one document box = 0.5 linear feet]

Date:

Dates of Record-keeping Activity: 1903-1918

2.4.3 - 2.4.5 - 2.4.6 - 2.4.7 (inclusive date ranges)

Extent:

47 boxes, including financial records

[qualified statement]

2.5.3 - 2.5.4 - 2.5.6 (qualified to highlight important material types [here, 1/2 of the records])

1. Records of the Law School document the evolution of legal education at the University of Michigan from 1852 to 1999, as well as the tenures of various deans and faculty. The bulk of the materials cover the period after 1950. Documentation includes historical and class files; student organizations and activities files; planning and construction of Law School buildings files; information on William W. Cook and his bequest; topical files; deans' correspondence; reports; and minutes. Also included are materials related to the Thomas M Cooley and William W. Cook lecture series; portraits of faculty and students; and photographs of activities of the Judge Advocate General's School held at the Law School during World War II, the construction of the Law Quadrangle and Law Library addition, and student activities. The records are housed in 122 standard record cartons, 12 of which contain the photographs, with oversize architectural drawings stored in a single tube.

- [Note: one standard record carton = 1.0 linear feet]

Date:

Dates of creation: 1852-1999, bulk 1950-1999

2.4.3 - 2.4.5 - 2.4.6 - 2.4.7 (inclusive date ranges) - 2.4.10 (predominant/bulk dates)

Extent:

110 cartons of textual materials, 12 cartons of photographs, 1 tube of architectural drawings

[multiple statements]

2.5.3 - 2.5.4 - 2.5.8 (multiple statements of extent to highlight material types) -- sort of accounting for everything here, since not using a qualification term like "including"; though 2.5.8 doesn't say you *must* account for everything, this is what differentiates this from 2.5.6.