APPENDIX 2 - DESCRIBING ARCHIVES:
A CONTENT STANDARD (DACS) REFERENCE

Describing Archives: A Content Standard, Version 2019.0.3.
Link: https://files.archivists.org/pubs/DACS_2019.0.3_Version.pdf

DACS Standard	Required or Recommended?	Notes
2.1.3 Repository Identifier	Recommended, if available	Not required, but helpful if submitting to larger, consortia databases. Must be requested from Library of Congress.
2.2 Name and Location of Repository	Required	Determine the repository's name and keep it consistent across the records. If your records ever join consortia records from other repositories this name will help identify where the collection or item "lives".
2.1.1 Local Identifier (Local Call # or Accession #)	Required	Determine a naming convention that is sustainable per collection and digitized item. Document this standard and be consistent. Most catalog systems, and consortia systems will not support duplicate identification numbers.
2.6 Name of Creator (LOC authority or local authority)	Required, if available	Name of the creator of the collection/item, if known. Import the name from the Library of Congress Name Authority file. If an adequate name cannot be found then a local authority may be created - make sure to document this decision. If the creator is unknown, then use Unknown.
2.3 Title	Required	Full name of the collection creator/donor if known, with the first letter of each word capitalized, i.e. First, MI, Last, Suffix. Follow the proper name with (in lower case) "collection" if mixed materials, or "papers" if primarily written documents.
2.4 Date	Required	The time period spanned for material in the collection. For open collections which are still receiving material, give the earliest date of the material followed by a hyphen and the word "ongoing" in square brackets. EX: 1875-[ongoing].
2.5 Extent (Physical Description)	Recommended, if appropriate	The quantity or number of units described.
Physical Description - Type of Unit	Required	The unit of measurement: linear feet, cubic feet, boxes, items.

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2.7 Administrative History or Biographic Note	Recommended	Example: Burton E. Ashley, geologist, worked for the British South Africa Company (1930-1933). He received a M.A. degree from the University of Minnesota in 1936 and worked for the Texas Company (1936-1943), Phillips Petroleum Company (1943-1950), U.S. Geological Survey (1950-1957) and the U.S. Bureau of Mines (1957-1960). In 1961, he became minerals officer for the U.S. Department of State, serving in Australia. After retiring, Ashley served as a volunteer in the Mineral Sciences Department of the National Heritage organization of Natural History.
3.1 Scope & Content (Summary/Description)	Required	Collection description, primarily in terms of content (vs. format). Provide a narrative description of the scope and content of the collection, for Minimum Level Processing the description should be in the form of an abstract. For Optimum Description the summary should be a full length. Summaries should include the creator and/or donor of the collection items, the major subjects captured by the collection items, countries or regions represented in the collection materials, and the span of years represented in the collection.
4.1 Conditions Governing Access	Required, if restrictions exist	Used for physical access restrictions. This includes the terms governing access and the physical access provisions Use a standard text line in all collection and subsequent level records.
4.4 Conditions Governing Use	Recommended	Used for intellectual restrictions on use including reproduction. Use the following standard text lines when appropriate in all collection level records. Leave blank when no restrictions exist. Use this field for when copyright or duplicates exist.
4.5 Language of the Materials	Required, if applicable	What languages appear in the collection?

5.1 Custodial History/5.2 Immediate Source of Acquisition (Provenance)	Recommended	Recommended if known. Mostly helpful for backend accounting and transparency. Donated, Purchased, Loaned or Transferred from whom or from where and year. When purchased, do not mention the name of the seller. Examples: Donated by Volkmar Wentzel, 1999.; Purchased, 2000.; Collected by the Archives Staff, Willamette Falls Heritage Foundation Archives.
Access Points (Personal Name)	Recommended	Recommended best practice is to use controlled vocabulary, such as Library of Congress Authorities, Getty Thesaurus, Art & Architecture Thesaurus
Access Points (Topical Term)	Recommended	Recommended best practice is to used controlled vocabulary, such as Library of Congress Authorities, Getty Thesaurus, Art & Architecture Thesaurus
Access Points (Geographical Name)	Recommended	Recommended best practice is to used controlled vocabulary, such as Library of Congress Authorities, Getty Thesaurus, Art & Architecture Thesaurus
Access Points (Culture)	Recommended	Recommended best practice is to used controlled vocabulary, such as Library of Congress Authorities, Getty Thesaurus, Art & Architecture Thesaurus