**Arrangement & Description: Fundamentals**

**Day 1: Arrangement**

**8:45-9:00 Registration**

**9:00 Goals of arrangement and description**

**Principles of arrangement**

* + - Respect des fonds, provenance and original order
    - Nature of archives and manuscripts
    - Levels of arrangement

**Preparing for arrangement**

* + - Processing work plans or checklists
    - Estimating processing rates
    - Notification of processing

**Physical arrangement**

* + - Preliminary research
    - Determining series/subseries
    - Common arrangement schemes

Personal/Family papers

Literary papers

Organizational/Business records

Legislative papers

Arrangement of specific record types

Audiovisual materials

Correspondence

Photographs

Printed materials

Writings (manuscript/typescripts)

Additional/Other papers (Misc.)

* Electronic records
* Sorting
* Collecting descriptive notes during processing
* Separating materials
* Weeding
* Restricting materials
* Preparing file folders/boxes

**Additional techniques**

* + - Minimal processing

**Preservation during processing**

**4:30 Questions and wrap-up**

**Arrangement & Description: Fundamentals**

**Day 2: Description**

**9:00 Accessioning**

**Descriptive standards**

**Describing Archives: A Content Standard - Guiding Principles**

**Anatomy of a finding aid**

**Selected finding aid elements**

* Origination
* Title Statement
* Dates
* Physical Description
* Language
* Conditions Governing Access
* Conditions Governing Use
* Alternative Form Available
* Location of Originals
* Bibliography
* Related Material
* Separated Material
* Acquisition Information
* Custodial History
* Citation
* Biography/History
* Scope and Content
* Arrangement
* Other Finding Aid

**Container lists**

**Additions to living collections**

**Publishing finding aids**

**Getting feedback**

**Reappraisal and deaccessioning**

**Administration of Arrangement and Description**

**Learn more about Arrangement and Description: A Bibliography**

**Terms to Remember**

**Questions and wrap-up**

**Arrangement & Description: Fundamentals**

**Advanced Readings**

**Required:**

*Describing Archives: A Content Standard. 2nd Edition.* (Chicago: SAA, 2013). “Statement of Principles” (xv-xix) and Chapter 1 (pages 7-11). This book is available in print and for **FREE** download at <http://www2.archivists.org/publications/epubs>

Greene, Mark A. & Dennis Meissner “More Product, Less Process: Revamping Traditional

Archival Processing” *American Archivist* 68 (Winter/Fall 2005): pages 208-263

<http://americanarchivist.org/doi/abs/10.17723/aarc.68.2.c741823776k65863>

*Guidelines for Reappraisal and Deaccessioning* (Society of American Archivists, 2012)

[GuidelinesForReappraisalAndDeaccessioning-May2012.pdf](http://www2.archivists.org/sites/all/files/GuidelinesForReappraisalAndDeaccessioning-May2012.pdf)

Holmes, Oliver W. “Archival Arrangement -- Five Different Operations at Five Different Levels,” **American Archivist,** 27/1 (January 1964): pages 21-41.

<http://americanarchivist.org/doi/abs/10.17723/aarc.27.1.l721857l17617w15>

Miller, F. M. (1990). *Arranging and describing archives and manuscripts*. Chicago: Society of American Archivists, pages 19-28 and 69-77.

<http://babel.hathitrust.org/cgi/pt?id=mdp.39015025155477>

**Optional:**

Roe, Kathleen. “Chapter 4: The Practice of Arrangement and Description,” *Arranging & Describing: Archives and Manuscripts* (Chicago: Society of American Archivists, 2005): pages 45-97. Available for purchase through the Society of American Archivists (SAA) at: http://www.archivists.org/.

Weideman, Christine, "Accessioning and Processing," *American Archivist* 69 (Fall/Winter 2006): pages 274-283.

<http://americanarchivist.org/doi/abs/10.17723/aarc.69.2.g270566u745j3815>