

**From:** Gordon Daines [mailto:gordon\_daines@byu.edu]  
**Sent:** Thursday, November 15, 2012 9:49 AM  
**To:** Peter Wosh  
**Cc:** Teresa Brinati; Cory Nimer; SAA Technical Subcommittee on DACS  
**Subject: Implementing DACS proposal**

Peter,

Please find attached a proposal to create a publication entitled *Implementing DACS*. The Technical Subcommittee on DACS feels very strongly that a set of implementation guidelines will facilitate the adoption of DACS by more U. S. archivists. The proposal has been generated by the TS-DACS and we recommend that Cory L. Nimer of Brigham Young University be asked to author the work. I have already contacted Cory and he is willing to do so if the publications board approves the project. We would like to have the publication prepared and available by the upcoming SAA annual meeting in 2013. This is an aggressive timeline but one that we feel is doable. We envision the publication being available in both electronic and printed formats. We look forward to working with the publications board to bring this important work to fruition. Please let me know if you have any questions.

Gordon

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# Implementing DACS: A Guide to the Archival Content Standard

Proposal Submitted by the Technical Subcommittee on *Describing Archives: A Content Standard*  
Prospectus  
15 November 2012

**Proposed Author:** Cory L. Nimer, Manuscripts Cataloger/Metadata Specialist at Brigham Young University

**Theme, purpose and scope:** *Implementing DACS* is envisioned as an illustrated guide for implementing the second edition of *Describing Archives: A Content Standard* (DACS)—a companion guide for the standard. Its content would be similar to that of the *Maxwell's Handbook* series commonly used in bibliographic description.

As part of the current revision process for DACS, significant changes have been made to both the rules and the format of the manual. The current draft includes a considerable expansion of the rules for creating archival authorities records, something that will be new to many archivists. The new version of the standard will also focus on the rules themselves, removing both its broader context and extended encoding examples. This handbook will serve as a supplement to the text, and will include explanations of the individual rules, recommendations for selecting rule options, and extended examples of usage and encoding. It will also seek to contextualize the process of archival description, including information on other standards from the cultural heritage community that impact archival systems such as *Resource Description and Access* (RDA).

**Format and length:** The publication will be between 80-90 pages long and will include descriptive commentary on DACS rules as well as examples.

**Audience:** This publication is intended for all archivists using DACS. It will be geared for use by novice archivists as well as seasoned archivists who are looking to implement DACS in their work.

**Value to the archival community:** This publication will enable easier adoption of DACS by a variety of archival institutions and archivists. It will also be an excellent teaching tool for archival graduate programs and for SAA continuing education workshops.

**Relationship to existing archival literature:** There are no current published guides to implementing DACS and this publication would fill a significant gap in existing literature.

**Sponsorship:** The work is sponsored by the Society of American Archivists' Technical Subcommittee on *Describing Archives: A Content Standard*.

**Graphics and illustrations:** The work will include illustrations from a variety of implementations of DACS including EAD encoding, EAC encoding, and MARC encoding.

**Outline:**

- Introduction to archival description
  - Establishing standards
  - Archival description and the cultural heritage community
- Describing archival materials
  - Introduction to archival description
  - Identity statement area elements
  - Context area elements
  - Content and structure elements
  - Conditions of access and use area elements
  - Notes area elements
  - Description control area elements
- Describing archival creators
  - Introduction to authority work
  - Identity area elements
  - Description area elements
  - Control area elements
- Describing relationships
  - Relationships between materials
  - Relationships between creators
  - Relationships between materials and creators
- Providing additional access
  - Subject access
  - Functional access
  - Occupational access
  - Genre/Forms
- Future trends