Describe the Collection:

DACS Element	Description
Reference Code (2.1)	
Name and Location of Repository (2.2)	
Title (2.3)	
Date (2.4)	
Extent (2.5)	
Name of Creator(s) (2.6)	
Scope and Content (3.1)	
Conditions Governing Access (4.1)	
Language and Scripts of Material (4.5)	
Administrative/Biographical History (2.7)	
Access Points	
Conditions Governing Use and Reproduction (4.4)	
Immediate Source of Acquisition (5.2)	

Use the remaining space for any further reflections on how accession records might be used by archivists, managers, and/or researchers.