Handout for SAA DACS Workshop Exercise 4: Writing DACS-compliant description for tricky records

DACS Element	Description
2.1 Reference Code	
2.2 Name and Location of Repository	
2.3 Title	
2.4 Date	
2.5 Extent	
2.6 Name of Creator(s)	
2.7 Administrative/Biographical History	

3.1 Scope and Content	
3.2 System of Arrangement	
4.1 Conditions Governing Access	
4.2 Physical Access	
4.3 Technical Access	

4.4 Conditions Governing Reproduction and Use	
4.5 Languages and Scripts of the Material	
4.6 Finding Aids	
5.1 Custodial History	
5.2 Immediate Source of Acquisition	
5.3 Appraisal, Destruction, and Scheduling Information	

5.4 Accruals	
6.1 Existence and Location of Originals	
6.2 Existence and Location of Copies	
6.3 Related Archival Materials	
6.4 Publication Note	