



REGISTERED AS A CHARITY
NUMBER 1041063

IRISH GUIDELINES FOR ARCHIVAL DESCRIPTION

Society of Archivists, Ireland
March 2009

Irish Guidelines for Archival Description

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INTRODUCTION

These guidelines outline and explain best practice for archival description in Ireland. They apply to all kinds of archival collections and fonds. They are designed to assist archivists working with or without archival software packages.

The guidelines are based on ISAD(G): *General International Standard Archival Description*, 2nd Edition (2000) and should be used in conjunction with it. Like ISAD(G), these guidelines facilitate the creation of catalogue records for all kinds of archives. For more detailed description of special format material, such as photographs, maps and audiovisual archives, format-specific standards can also be consulted. The guidelines concern themselves only with the description of archives. They are not a guide to arrangement.

The aim of the guidelines is facilitate the standardization of descriptive practice in Ireland. Currently, the lack of a common practice militates against the easy use of finding aids by researchers moving from one archive to another. It also impedes progress towards interoperability. What makes the issue of standardization more pressing is that preliminary investigation is underway for establishing an online portal for Irish archives. A portal project would demand a standardized approach to description.

These guidelines have been produced by the Descriptive Standards Sub-committee, established by the Irish Region of the Society of Archivists in Spring 2008. The sub-committee members were Mary Mackey and Hazel Menton, National Archives of Ireland, Ciara Kerrigan, National Library of Ireland, and Elizabeth Mullins, School of History and Archives, University College Dublin. The work was carried out with the assistance of Stephen Scarth of PRONI and in consultation with Bill Stockting of the British Library. We are grateful to the members of committee of the Society of Archivists Ireland and the Heritage Council of Ireland, which provided support for various stages of our work

MULTI-LEVEL DESCRIPTION AND DATA ELEMENTS

ISAD(G) is based on the concept of multi-level description[1]. Descriptions are created at three broad levels:

1. Fonds and its sub-divisions (sub fonds): the upper levels of a description which give the user contextual information about the creator(s) and the origins of the records being described.

2. Series and its sub-divisions (sub series, sub sub series etc): the central levels of a description describing groupings of records which include more specific information about the purpose and use of particular types of record

3. File and item: the lowest levels of a description which describe individual files and items.

ISAD(G) identifies 26 data elements applicable to an archival description. Four principles guide how these elements combine to create coherent multi-level descriptions of archival collections:

- Description proceeds from the general to the specific
- Information should be relevant to the level of description
- Descriptions should be linked between levels
- There should be non-repetition of information

The *Irish Guidelines for Archival Description*, following ISAD(G), identify and explain the elements which can be used in the description of archival materials. These elements are divided into two groups: 'descriptive elements', which directly describe the archival material, and 'control elements', which describe the finding aid and its creation.

To facilitate multi-level description, the *Irish Guidelines* classify each element as mandatory, mandatory where applicable or optional.

Mandatory elements are those which must be included in each description. The guidelines identify seven elements as mandatory at all levels of description. These elements are 'reference code', 'title', 'creation dates','level of description', 'extent and medium', 'creator(s)' and 'scope and content'. Five additional elements are mandatory at the level of fonds. These are 'administrative/biographical history', 'arrangement', 'archivist's note','rules/conventions'and 'date of description(s)'. 'Archivist's note' and 'date of descriptions' will be generated automatically in an electronic cataloguing system.

Mandatory where applicable elements are included when a particular condition or set of circumstances apply which should be made known to the user. The 'Mandatory where applicable' elements are 'originals information', 'physical characteristics and technical requirements', 'language/scripts of material', 'user conditions', 'access conditions', 'appraisal and destruction'

[1] This description of levels is based on the *A2A Guidelines for new and revised cataloguing* Version 1.0 (2002) p. 6. See also *A2A Basic archival principles for new cataloguing projects* Version 1.1 (2003)

Optional elements are included at the discretion of the archivist when additional information is available which will add to the user's understanding of the material. The 'Optional elements' are 'accruals', 'immediate source of acquisition', 'archival history', 'finding aids', 'note', 'copies information', 'related material' and 'publication note'.

STRUCTURE OF THE GUIDELINES

The guidelines describe the 26 data elements listed in the order in which they appear in ISAD(G). They conclude with an appendix related to dating conventions, a bibliography and a glossary of terms.

The description of each element contains the following components:

Element Name

This names the data element.

ISAD(G) reference

This refers to the section in ISAD(G) on which the element is based.

Status

This classifies each element as ‘Mandatory’, ‘Mandatory where applicable’ or ‘Optional’.

Guidelines/ rules

This states the guidelines or rules which apply to the description of the element at every level, covering areas such as format and descriptive conventions. If no general guidelines or rules exist, this component is omitted from the element description.

Examples

This provides examples from Irish archives illustrating each element at the three broad levels of fonds, series and file/item. In some instances, examples are provided at fonds and series levels only, as this is the level at which these elements are generally applied.

DESCRIPTIVE ELEMENTS

1. REFERENCE CODE

ISAD(G) Reference: 3.1.1

Status: Mandatory

Guidelines:

Each unit of description must have a unique reference code.

The unique reference code identifies a unit of description and provides a link to the description it represents.

Depending on its context, the reference code can include a country code, repository code, and codes indicating fonds, subfonds, series, subseries, file, and item levels.

Country code should be included for international data exchange, repository codes in a national context.

Rules:

- Country code should follow ISO 3166 (IE for Republic of Ireland, GB for Northern Ireland)
- For convenience, ARCHON codes should be used for repository level (e.g. National Archive code IE 0625, PRONI code GB 0255)

At all other levels:

- Uppercase should be used in preference to lowercase. A mixture of cases should be avoided
- There should be no punctuation
- Roman numerals should not be used
- Higher level reference codes should always precede lower level codes
- A forward slash (/) should be used as an indicator of a change of level of description

Fonds Level:

Reference codes at fonds level comprise a short code that is unique to the fonds being described.

Examples

PRES
S1
129
CR1

Sub Fonds Level:

Examples

129/2

CR1/1

Series and Sub Series Level:

Assign a short code unique to the series, or sub series, being described.

The code at series and sub series level should include the fonds code and short code(s) unique to the series or sub series being described.

Examples at series level	Examples at sub series level
PRES/1	PRES/1/1
S1/10	S1/10/1
129/2/5	129/2/5/3

File and item level:

Assign a short numeric code to the file or item being described.

The reference code at file or item level should be preceded by the codes of the higher levels i.e. fonds, series and sub series codes.

Examples

PRES/1/1/9

S1/10/1/5

129/2/5/3

2. TITLE

ISAD(G) Reference: 3.1.2

Status: Mandatory

Guidelines:

At all levels single quotation marks should be used to distinguish between formal and supplied titles.

Fonds level:

At fonds level give a clear and concise statement made up of two elements: name of the creator and an indication of the nature or form of the fonds. This should be a basic description, such as ‘archives’, ‘papers’ or ‘records’. Details about specific types of records can be given in the scope and content area.

Examples

Office of the Secretary to the President: records

Papers of John A. Costello

Lismore Estate Papers

Northern Ireland Office: papers

Fine Gael Election Archives

Series and Sub Series level:

At series and sub series level give a clear and concise statement made up of two elements: the name of the creator and the specific type of records.

Examples

Office of the Secretary to the President: registered files

Dáil Éireann Publicity Bureau: communications and press releases

Joyce Papers: draft of episodes of Ulysses

Department of Education: Private Office files

File and Item level:

Where a file or item has a formal title, this should be used.

Where there is no title, give a brief statement that identifies it. This should generally be contained in a single sentence with detailed information being placed in the scope and content area. The type of descriptive information to

include will depend on the particular nature of the document and may reflect record type, activity, function, topic, location or period.

Examples

Biographical notes on Eamon De Valera

Orders of sale to Land Commission

Memorandum sent to Edward VII

Notebook containing preparatory work for Ulysses

Irish teachers' pension rules 1921

Typescript list of words in English with Irish equivalents

3. CREATION DATES[2]

ISAD(G) Reference: 3.1.3

Status: Mandatory

Guidelines:

Each unit of description must have creation dates(s).

Creation dates can be either precise, specifying the day, month, year, or imprecise, specifying the decade, century or part of century.

Both precise and imprecise dates can be either certain or derived:

Certain:	the creation date(s) is recorded in the unit of description
Derived:	the creation date(s) is inferred from either the unit of description and/or other sources.

Rules:

For all dates:

- Dates should be given in the modern form
- Give the modern equivalent for regnal years and pre-Gregorian calendar documents (before 1 January 1752)
- Dates should be given in the same language as the finding aid
- Year span should be given in full
- Months should either be given in full or abbreviated to 3 letters
- Do not use the suffixes ‘st’, ‘rd’, ‘th’
- Do not use punctuation
- Separate dates with a hyphen
- Do not use roman numerals

For derived dates only:

- Derived dates should be indicated by use of square brackets
- Do not use ‘Undated’ as it is unhelpful and unnecessary.
- A question mark ‘?’ indicates a single year in which the document was created
- Circa, ‘c’, indicates a possible span of five years before or after the date given
- An explanation of the derivation of date can be given in the scope and content element.

Fonds level:

At fonds level dates should be given as a year or span of years. At this level only provide date spans in years, detailed dates with days and months should

[2] Further examples of dates are provided in Appendix A.

not be given. If the covering dates are misleading to the user, an explanation can be given in the scope and content area.

If dates at fonds level are uncertain, it is not necessary to use square brackets, circa or question marks as dates can be clarified and specified at series, sub series and item level.

First and last dates should be separated by a hyphen and no other punctuation should be used.

Examples

1900

1750-1877

Series and Sub Series level:

At series and sub series level the dates should be given as a year or span of years.

At these levels square brackets are used for derived dates. When derived dates are uncertain, circa or questions marks are used within the brackets.

First and last dates should be separated by a hyphen.

Examples at series level	Examples at sub series level
1852-1853	1900-1909
[c1852-1853]	[c 1900- 1902]
[?1852-1853]	[?1900-1902]

File and item level:

Give the precise creation date as given in the document in terms of days, months and years if possible. For copies give the date of the copy rather than the date of the original. The date of the original should be included in the title or scope and content area. Where there are gaps at file or item level this should be indicated in the scope and content area.

At these levels square brackets are used for derived dates. Circa or questions marks are used within the brackets to indicate uncertain dates.

First and last dates should be separated by a hyphen.

Examples

2 Sep 1792-30 Sep 1792

2 September 1792-30 September 1792

[2 Sep 1792]

[c 2 Sep 1792]

4. LEVEL OF DESCRIPTION

ISAD(G) Reference: 3.1.4 and Appendix A-1 ‘Models of the levels of arrangement of a fonds’

Status: Mandatory where applicable

Guidelines:

State the level of description before each fonds, sub fonds, series or sub series.

The following examples are the most common levels of description which may be contained in a fonds.

Examples

- Fonds
- Sub fonds
- Sub-sub fonds
- Series
- Sub series
- Sub-sub series
- Sub-sub-sub series
- File
- Item

5. EXTENT AND MEDIUM

ISAD(G) Reference: 3.1.5

Status: Mandatory

Guidelines:

This element indicates the number and medium of documents being described.

Rules:

- Roman numerals should not be used
- Linear and cubic measurements should be avoided as they are of limited assistance to the user

Fonds level:

At fonds level extent can be given as the number of archival boxes. For smaller fonds it may be more appropriate to give the number of items.

Examples

25 boxes

4 volumes

3 files

10 boxes and 2 outsize items

Series and Sub Series level:

This element indicates the size of the series (or sub series) being described. An estimation of the number of records should be given. Precise definitions of record types such as minute books or deeds should be avoided.

Examples at series level	Examples at sub series level
25 boxes	5 boxes
10 files and 2 volumes	5 files and 1 volume
3 volumes	6 volumes
1 item	3 items

File and Item level:

At file and item level give the precise indication of the extent and medium of the unit of description. This can state the general extent followed by the specific in brackets.

Examples

1 membrane

3 items

8 files

4 pages

1 map

1 photographic album (205 photographs)

1 large bound volume (14 maps)

1 audio cassette

3 videos

1 DVD

1 CD

1 CDROM

6. CREATOR(S)

ISAD(G) Reference: 3.2.1

Status: Mandatory

Guidelines:

Give the name of the corporate body, family or individual that created the records. Each separate name should be formed in accordance with the National Council on Archives *Rules for the Construction of Personal, Place and Corporate Names* (Wiltshire, 1997).

The *International Standard Archival Authority Record for Corporate bodies, Persons, and Families* provides detailed guidance for the elements required when constructing authority records.[3]

Fonds level:

Naming the creator at fonds level will suffice if the lower levels have the same creator.

Examples

Ireland, Chief Secretary's Office

Bellingham family of Castlebellingham, county Louth

Butler family, Dukes of Ormond

Northern Ireland Assembly

Series and Sub Series level:

If the series or sub-series has a different creator, mention it at the appropriate level.

Examples

Ireland, National Archives

Murphy, William, 1843-1926

Holy Trinity parish, Belfast

File and item level:

If a file or item has a different creator, mention it at the appropriate level.

Examples

[3] ISAAR (CFP): *International Standard Archival Authority Record for Corporate bodies, Persons, and Families*. 2nd ed. Vienna: International Council on Archives, 2004.

Ireland, National Archives, Corporate Services

Murphy, William, 1901-1999

7. ADMINISTRATIVE/BIOGRAPHICAL HISTORY

ISAD(G) Reference: 3.2.2

Status: Mandatory at fonds level

Fonds level:

Give a concise administrative or biographical history of the creator. Include information on the origin, progress, development and work of the organisation or on the life and work of the individual(s) responsible for the creation of the records.

Provide detailed information relating to the period covered by the records, such as official name, date of existence, enabling legislation, functions, purpose and development, administrative hierarchy, changes of name for corporate bodies, full names and titles, dates of birth and death, pertinent activities, occupations and offices, significant achievements for individuals.

Examples

The office of President of Ireland, the executive head of the State, was established by the Constitution of 1937. The status, election, powers and functions of the position were defined in Articles 12, 13 and 14. The functions include the signing of bills into law, the supreme command of the Defence Forces and the appointment of the Taoiseach and other members of Government on the nomination of and with the prior approval of Dáil Éireann.

The Office of Secretary to the President was established under the Presidential Establishment Act, 1938 to assist with formal duties including acting as ex officio Clerk to the Council of State (a post established under Article 31 of the Constitution to advise the President on exercise of official powers and functions); and serving as Secretary to the Presidential Commission (to exercise the powers and functions of the office of President in the event of the absence, incapacity, death, resignation or removal from office of the President). The Secretary's signature is essential for the authentication of the Presidential Seal when affixed to a document executed by the Commission under Seal.

In performing official duties, the Secretary to the President examines the implications of draft legislation that may refer to the duties, powers and functions of the President. The Secretary also serves as head of a secretariat which provides the necessary administrative infrastructure to support the President in performing the functions prescribed by the Constitution and in meeting a wide range of official ceremonial and social obligations.

The Abercorn family are the senior surviving branch of the Scottish House of Hamilton in the male line, the dukedom of Hamilton having passed through a female in the mid-seventeenth century. The direct male ancestor of the Abercorns was Lord Claud Hamilton, fourth son of James, 2nd Earl of Arran, Regent of Scotland during the minority of Queen Mary. He was created Duke of Chatelherault in the kingdom of France. Lord Claud was distinguished for his attachment to Mary Queen of Scots, and at an early age was appointed commendator of the abbey of Paisley. The extensive lands of this abbey were after the Reformation erected into a temporal lordship, and he was elevated to the peerage under the title of Lord Paisley. He had four sons, of whom James, the eldest, was created Baron of Abercorn, 1603, and in 1606 advanced to the dignity of Earl of Abercorn, Baron of Paisley, Hamilton, Mountcastle and Kilpatrick. The estate of Abercorn, from which this title is derived, is in Linlithgowshire.

The 1st Earl of Abercorn was one of the promoters of the Plantation of Ulster, and had a very great estate granted out of the escheated lands in Co. Tyrone. He died in 1618, and was succeeded by his son, James, who during his father's lifetime had been created a peer of Ireland in 1616, by the title of Baron of Strabane. James, the 2nd Earl, was a loyal supporter of Charles I. He was succeeded by his son George, 3rd Earl, at whose death, without issue, the title devolved upon Claud, grandson of Claud, 2nd Lord Strabane. Claud, 4th Earl, was outlawed for supporting James II, but his brother, on succeeding as 5th Earl, had the outlawry reversed. His kinsman, the 6th Earl, prior to succeeding to the earldom in 1701, was a colonel of regiment to James, but assisted in raising the siege of Londonderry for William.

The 7th Earl, who succeeded in 1734, was a fellow of the Royal Society, and wrote treatises on harmony and loadstones; his younger brother, the Hon. Charles Hamilton, was a noted horticulturist. The 8th Earl was a patron of the arts, a builder, and the consolidator of the family's property and influence. In 1745 he bought the Duddingston estate, outside Edinburgh, where Sir William Chambers built a mansion for him in the 1760s. At Paisley in Renfrewshire, the family's former property, which he re-acquired in 1764, he built the Place of Paisley and laid out a new town in the 1770s. His successor, the 9th Earl, created 1st Marquess in 1790, was another great patron of architects, a leader of fashion, a friend of Pitt the Younger (Prime Minister, 1783-1801 and 1804-1806), and the first considerable political figure in the family. His grandson, the 2nd Marquess, created 1st Duke in 1868, was Lord Lieutenant of Ireland twice, 1866-1868 and 1874-1876. The 2nd Duke was a friend of Edward VII's and held various Household appointments, 1866-1901. The 3rd Duke was the first Governor of Northern Ireland, 1922-1945. The dukedom of Abercorn is Ulster's only dukedom, Ireland's second and Britain's second-last.

Seán Lemass was born in Dublin in 1899 to a draper whose business was conducted in Capel Street. After serving as a young Volunteer in the 1916 Rising, and escaping deportation, he worked in the drapery shop for some time, before rejoining the Volunteers as a full-time officer. Following his arrest in 1920, he was interned in Ballykinlar for a year. He opposed the Treaty, fought in the Four Courts during the Civil War, and was subsequently interned in the Curragh Camp and Mountjoy Jail. Upon release, he turned to the political side of the republican movement and was elected TD for Dublin South in 1924 but abstained from taking his seat. Influential in founding the Fianna Fáil Party in 1926, he was appointed Minster for Industry and Commerce, when the party entered government in 1932. During the Emergency (1941–5), his portfolio expanded to cover the Ministry of Supplies. In 1945, de Valera nominated him as Tánaiste, and he succeeded de Valera as Taoiseach in 1959. He is remembered for building up Ireland's industry and infrastructure and founded many state bodies to achieve this such as Bord na Móna, Aer Lingus and Irish Shipping.

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8. ARCHIVAL HISTORY

ISAD(G) Reference: 3.2.3

Status: Optional

Fonds level:

Give information on the archival history of the fonds.

Record successive transfers of ownership, responsibility or custody of the fonds. Indicate those actions such as history of the arrangement, production of contemporary finding aids, re-use of the records for other purposes, software migrations, and any additional factors which have contributed to its present structure and arrangement. Give the dates of these actions, in so far as they can be ascertained.

If the archival history is unknown, record this fact. An archival history is not necessary where the records are acquired directly from the creator.

Examples

Records created by State Paper Office, Dublin Castle and transferred to National Archives in 1991.

Department of the Taoiseach: Jack Lynch papers

The Lynch Papers are original and duplicate documents addressed to or otherwise coming into the possession of Jack Lynch, TD, while serving as Taoiseach. These documents were retained by him for his personal information and later returned to the custody of the Department of the Taoiseach. Many of the documents are copies from official Departmental records. All of the documents relate to Northern Ireland and consist largely of memoranda on general government policy and reports on political and security matters. Included in the papers is a letter to Lynch referring to the alleged illegal attempt by Government Ministers to import arms into Ireland, which led to the subsequent Arms Trial in 1970.

Council for the Encouragement of Music and the Arts

Papers originating from the Council for the Encouragement of Music and the Arts (CEMA), created February 1943, were inherited and absorbed into the functions of The Arts Council of Northern Ireland (ACNI) which was formed at the beginning of 1963.

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9. IMMEDIATE SOURCE OF ACQUISITION

ISAD(G) Reference: 3.2.4

Status: Optional

Fonds level:

Give the source from which the fonds was acquired, and the date and method of acquisition. If the source is unknown record that information.

To comply with Data Protection legislation depositors' names should only be included in finding aids with their permission.

Examples

Transferred by the Office of the Secretary to the President in 1990.

Deposited anonymously in 1987.

Purchased from Sotheby Auctioneers, London in September 2007.

Indefinite loan from the National Trust.

Hugh Leonard deposited his papers in the National Library of Ireland in 1996 under Section 176 of the Tax Consolidation Scheme.

10. SCOPE AND CONTENT

ISAD(G) Reference: 3.3.1

Status: Mandatory

Guidelines:

Comprehensive scope and content descriptions are essential, as they are the basis for searching in any electronic format.

Fonds level:

Provide a comprehensive, yet brief, introductory description to allow the user to decide whether the fonds (or sub-fonds) is worthy of further investigation. This may comprise a list of series or sub series.

The names of the people, bodies, places, events, activities and subjects most associated with the fonds (or sub-fonds) should be included.

Additional detail can be given about the form and period covered by documents if required.

> Examples
>
> The records of the Office of Secretary to the President were created during the course of providing administrative support to the President of Ireland in the discharge of official and ceremonial duties. Many of the files relate solely to the formal signing of legislation by the President, while others concern the ceremonial and social aspects of the President's work, such as receiving visiting dignitaries, diplomats and representatives of church and social and voluntary organisations.
>
> The records of the Office of the Secretary to the President relate to the terms of office of six presidents, from Douglas Hyde to the presidency of Patrick Hillary. During this period the following have served as Secretary to the President: Michael McDunphy (1937-1954), Daniel J O'Donovan (1954-1959) Mairtín Ó Flathartaigh (1959-1978) and MS Ó hOdhráin from 1979.
>
> ———————————————————
>
> This collection contains an extensive set of personal letters between Thomas and Muriel MacDonagh, neé Muriel Gifford. As such it gives an important insight into the private and family life of this public figure, from one of the most important periods of Irish history. The material also shows the family relationships within the wider MacDonagh and Gifford families, through their letters and personal items.
>
> While the collection contains a large amount of correspondence and personal material, there is very little material relating to Thomas MacDonagh's literary work or his involvement in the Irish Volunteers.

Much of this material is already held by the National Library, and is detailed and catalogued in Appendix II.

The Foster/Massereene papers derive from the Foster family of Collon, county Louth, Viscounts Ferrard, and the Clothworthy and Skeffington families, Viscounts Massereene, of Antrim Castle, county Antrim, and relate to their estates, mainly in counties Antrim and Louth, and to the lives and political careers of individual family members, most notably John Foster (1740-1828), the last Speaker of the Irish House of Commons.

Series and Sub Series level:

The names of the people, bodies, places, events, activities and subjects most associated with the fonds (or sub-fonds) should be included.

If the covering dates are potentially misleading due to significant gaps, additional detail can be included here. More detail may also be given about the specific types of documents found.

Examples

The visitors' books contain signatures of official visitors to the President. They include signatures of heads of state and government, international parliamentary and diplomatic representatives, taoisigh and government ministers, members of the main religious denominations, in addition to representatives of social, cultural, professional and vocational organisations.

This series contains the correspondence of Thomas MacDonagh with his fiancée and later wife, Muriel Gifford. During their engagement and periods of separation in their married life, when Muriel Gifford was ill or Thomas MacDonagh away on business, MacDonagh wrote nearly every day and sometimes more than once a day. Although the letters are personal, they occasionally contain information about MacDonagh's literary works and profession life.

The Foster family correspondence is addressed to Chief Baron Anthony Foster, John (Speaker) Foster and Thomas Henry Foster, Viscount Ferrard. It includes letters to Anthony Foster from his father, John Foster the elder, dealing with issues such as the acquisition of land and politics in Dunleer in the period 1733-44. It also includes a substantial quantity of letters mainly addressed to John Foster about the financial difficulties of two branches of the Foster family - the Sibthorpes of Dunany, Co. Louth, and the Burghs of Bert and Oldtown, Co. Kildare - for the period 1760-80. Family correspondence relating to the period 1805-1830 is more miscellaneous in content. One of the principal correspondents is John

Foster's only daughter, Anna Lady Dufferin, whose letters deal mainly with horticulture and social events.

File and item level:

The description should include the names of the people, bodies, places, events, activities and subjects featured in the file or item.

Explanation of any dating issues should be given. More detail may also be given about the form of documents and their status, whether they are copies or drafts for example.

Care should be taken that descriptions of individuals do not breach Freedom of Information and Data Protection legislation.

Examples

Visitors' book in columnar format, recording the date of visit and containing the visitor's signature.

Letters and a telegram, written by Thomas MacDonagh to Muriel MacDonagh while on trips to Galway and Dungannon. Includes letter from a visit made to Galway to canvas support for MacDonagh's application for the chair in English at the university. Also includes letters from a visit to Dungannon, where MacDonagh was an examiner for the Intermediate Education Board. The letters refer to Pádraic Colum, Pádraig Pearse, and Robert Donovan, who MacDonagh hopes will support him in a dispute at UCD over his lecturing style, but they are mainly personal in nature. One letter includes a programme for the cinema he attended, and another encloses a separate letter addressed to his son Donagh MacDonagh, who has just cut his second tooth.

Typescript copy of a statement drawn up at a special meeting of the Gaelic Athletic Association's Central Council held at Croke Park on 28 May 1916, arising out of 'the press reports before the Rebellion Commission by those giving evidence endeavoring to connect the G.A.A. with the Irish Volunteers and Citizen Army'.

William Hamilton of Killileagh, County Down, leases for one year to Archibald Hamilton of Killileagh, County Down, lands and rents in Lisnasallogh, one half of moiety of Killelegh, Carrowgullen, Castlewilliam, Lisnagh, Ballitrim, Island Tagard, Ballyhackmore, Tollyard, Tonoughmore, Brysogh, Rathcunningham and Knocknagony, all in County Down. The lease is endorsed with a deed of gift between William Hamilton and Archibald Hamilton, which releases the lands leased to Archibald from liability for William's debts.

11. APPRAISAL AND DESTRUCTION

ISAD(G) Reference: 3.3.2

Status: Mandatory where applicable

Guidelines:

This element is mandatory if material has been appraised or destroyed.

Fonds Level:

Record any actions of appraisal and/or destruction, especially where it will affect the interpretation of the material.

Record the authority for such actions where appropriate

Example

A selection of routine administrative records were destroyed in accordance with Section 7 of the National Archives Act, 1986.

12. ACCRUALS

ISAD(G) Reference: 3.3.3

Status: Optional

Fonds Level:

Indicate where accruals are expected, their frequency and the quantity if known.

Examples

An annual accrual of records is anticipated from the Office of the Secretary to the President.

Additional files have been retained by the family for future deposit.

13. ARRANGEMENT

ISAD(G) Reference: 3.3.4

Status: Optional

Fonds Level:

Give information on the current internal structure, order or system of classification of the fonds.

The information contained in this element complements the Scope and Content and Archival History sections.

Examples

The original arrangement by administrative file series has been retained.

Doneraile papers have been arranged into four sub fonds: estate material, farm and garden, house and family papers.

Arranged chronologically by individual.

Series level:

Examples

Retained in original order by file reference number.

Correspondence retained in original alphabetical order by recipient.

Index books arranged alphabetically by plaintiff.

Estate papers have been divided into three series: leases and related agreements, financial and administrative and estate management.

14. ACCESS CONDITIONS

ISAD(G) Reference: 3.4.1

Status: Mandatory where applicable

Guidelines:

This element is mandatory if there are access restrictions.

Fonds level:

For closed records state the closure dates.

Examples

All records under 30 years old are unavailable for consultation

Access with depositor's consent only

As part of Hugh Leonard's deposit agreement a number of typescript and printed diary files are not available for consultation during his lifetime. For researchers' information there is a brief description of the diary contents given in the list.

Available by appointment to holders of a UCDA Reader's ticket. Produced for consultation in microform.

Series and Sub Series level:

Examples

All records under 30 years are closed

File and item level:

Record any access restrictions to a file or item. For closed records it is better to indicate when a record will be open, rather than simply stating that it is closed for a period of years.

Examples

Closed until 2020

Available only by appointment with the archivist

Digital reproductions of photographs only

15. USER CONDITIONS

ISAD(G) Reference: 3.4.2

Status: Mandatory where applicable

Guidelines:

This element is mandatory if there are conditions that affect the use or reproduction of the material after access has been granted.

This includes all rights issues, including copyright; legislative issues, including data protection and any restrictions imposed by the creator.

Fonds level:

Examples

Records cannot be reproduced without consent of the creator

Records cannot be reproduced without consent of the depositor

Records cannot be reproduced without consent of the literary agent(s)

Bound volumes will not be copied.

Series and Sub Series:

Examples

No reproduction of any documents

No reproduction of membranes

File and Item:

Examples

Documents with seals will not be reproduced

16. LANGUAGE/SCRIPTS OF MATERIAL

ISAD(G) Reference: 3.4.3

Status: Mandatory where applicable

Guidelines:

It is mandatory to note languages and typographical scripts (e.g. Latin, Arabic, Cyrillic) that main user group would not generally understand.

If there is more than one language, state these in order of predominance.

The following ISO standards can be used: ISO 639-2b for languages and ISO 15924 for scripts.

Fonds level:

Examples

Irish and English

English, Irish and French

English and Latin

File and item level:

Examples

Irish

Latin

French and English

English, Irish and French

17. PHYSICAL CHARACTERISTICS AND TECHNICAL REQUIREMENTS

ISAD(G) Reference: 3.4.4

Status: Mandatory where applicable

Guidelines:

This element is mandatory if there are any physical characteristics that affect the use of the material or any technical requirements for access.

It can also be used to describe the physical characteristics of manuscripts covering areas such as writing material, quiring, ruling, binding, and script.

Fonds level:

If there is anything about the physical nature or condition of the fonds that affects use, then state this briefly.

Examples

Fragile

Largely illegible

Partially mould damaged

No audio visual facilities available

Majority of documents in secretary hand

File and item level:

Examples

Fragile

Fragment

Fire damaged

Cassette player required

Map table

Vellum. Written in pointed minuscule. Dry-point ruling

18. FINDING AIDS

ISAD(G) Reference: 3.4.5

Status: Optional

Guidelines:

Identify any published finding aids, facsimiles or transcriptions which provide information relating to the context or content of the fonds.

Fonds

Examples

Lohan, Rena. *Guide to the Archives of the Office of Public Works* Dublin: Stationery Office, 1994.

Finding aid in reading room and on website

Card catalogue of place names in reading room

19. ORIGINALS INFORMATION

ISAD(G) Reference: 3.5.1

Status: Mandatory where applicable

Guidelines:

This element is mandatory if information about the originals is known.

Where the fonds consists of copies, record the existence, location and availability of originals.

If the original no longer exists or the location is unknown record the fact.

Fonds and Series level:

Examples

Originals held by UCD Archives

Originals in private custody

Originals held by The National Archives, United Kingdom

Location of originals unknown

Some of the records survive in their original form, others are transcripts. The transcripts are handwritten, printed and typed.

File and Item level:

Examples

Original file withdrawn 1970, current location unknown, photocopy available

Original file destroyed 1999, microfilm available

20. COPIES INFORMATION

ISAD(G) Reference: 3.5.2

Status: Optional

Guidelines:

Record the existence, location and availability of copies. Where possible include reference codes.

Fonds level:

Examples

Microfilm copies held by the Public Record Office of Northern Ireland and individual parish churches

Digital reproductions available online: www.census.nationalarchives.ie

http://www.proni.gov.uk/index/search_the_archives/will_calendars.htm

File and Item level:

Examples

Available on microfilm, see MFGS 2/2987

Digital surrogate available at www.ivrla.ucd.ie

21. RELATED MATERIAL

ISAD(G) Reference: 3.5.3

Status: Optional

Guidelines:

Record related primary material and/or archives which are held by the same repository or elsewhere.

When citing this material provide:

- Reference code
- Location
- A brief explanation of its relevance to the material currently being described.

Fonds level:

Examples

See also Department of Justice, Equality and Law Reform records, IE/NAI/JUST/2007/999

See also previous accessions from Department of Justice, Equality and Law Reform records, IE/NAI/JUST/2007/998

Sound recordings relating to the fonds are held by RTÉ Sound Archives.

Private papers of Eamonn de Valera are held by UCD Archives

See also papers held by the Northern Ireland Assembly

22. PUBLICATION NOTE

ISAD(G) Reference: 3.5.4

Status: Optional

Guidelines:

Cite secondary publications used to compile the finding aid and any works about or based on the use or study of the fonds.

Use a recognized style guide, e.g. Chicago, Harvard, to standardize your method of citation.

Fonds level:

Examples

Ferriter, Diarmaid. *The transformation of Ireland, 1900-2000*. London: Profile, 2004.

Mosley, Charles, ed. *Burke's peerage and baronetage*. 106th ed. London: Fitzroy Dearborn, 1999.

23. NOTE

ISAD(G) Reference: 3.6.1

Status: Optional

Guidelines:

Before using this element, check carefully that the information will not fit into any other data element. If it cannot, record it here.

Example

Hugh Leonard used three different names throughout his life. John Keyes Byrne, Jack Keyes Byrne and Hugh Leonard. He is referred to as Hugh Leonard at all times in this list apart from in the description of some items which specifically note his other names. These items are mainly scripts, notebooks and material from the 1950s.

CONTROL ELEMENTS

24. ARCHIVIST'S NOTE

ISAD(G) Reference: 3.7.1

Status: Mandatory

Guidelines:

Give name of listing archivist(s), including revisions by other archivist(s).

Fonds level:

Example

John Murphy, revised by Mary McCarthy

25. RULES/CONVENTIONS

ISAD(G) Reference: 3.7.3

Status: Mandatory

Guidelines:

Record the international, national and/or institutional rules or conventions followed in preparing the finding aid.

Fonds level:

Examples

ISAD(G): General International Standard Archival Description. 2nd ed. Ottawa: International Council on Archives, 2000.

National Council on Archives: Rules for the Construction of Personal, Place and Corporate Names. 1997.

National Archives, Ireland: Conventions for Listing Archival Collections. Unpublished, 2006.

26. DATE OF DESCRIPTION(S)

ISAD(G) Reference: 3.7.2

Status: Mandatory

Guidelines:

Record completion date of the finding aid and date(s) of any revisions.

Fonds level:

Examples

Finding aid prepared August 2008

August 2006, revised August 2008

APPENDIX A

DATES: FURTHER EXAMPLES

For single dates:		
Year	Certain Derived Derived within a single year of document's creation	1533 [1533] [?1533]
Month, year	Certain Certain Certain month and derived year Derived Derived within a span of five years before and after the date given	September 1533 Sep 1533 Jan [1533] [September 1533] [c September 1533]
Day, month, year	Certain Certain Derived	7 September 1533 7 Sep 1533 [7 Sep 1533]
Date spans:		
Years	Certain Derived Certain and derived	1533-1603 [1533-1603] 1533 – [?1603]
Months, years	Certain Certain Derived Certain and Derived	September 1533- March 1603 Sep 1533-Mar 1603 [Sep 1533-Mar 1603] [Sep 1533]-Mar 1603
Days, months, years	Certain Certain Derived	7 September 1533- 24 March 1603 7 Sep 1533-24 Mar 1603 [7 September 1533- 24 March 1603]
Decade	Derived	[1530-1539]
Century	Derived	[1500-1599]
Parts of a century	Derived: first half of century Derived: first quarter of century Derived: second half of a century	[1500-1550] [1500-1525] [1550-1600]

APPENDIX B

BIBLIOGRAPHY

Data structure:

A2A – Guidelines for New and Revised Cataloguing. Version 1.0. 2002.
http://www.nationalarchives.gov.uk/partnerprojects/a2a/standards.htm

Describing Archives: A Content Standard (DACS). Rev. ed. Chicago: Society of American Archivists, 2007.

ISAD(G): *General International Standard Archival Description*. 2nd ed. Ottawa: International Council on Archives, 2000.
http://www.ica.org/en/node/30000

Indexing and Authority Control:

ISAAR (CFP): *International Standard Archival Authority Record for Corporate bodies, Persons, and Families*. 2nd ed. Vienna: International Council on Archives, 2004.
http://www.ica.org/en/node/30004

National Council on Archives: Rules for the Construction of Personal, Place and Corporate Names. 1997.
http://www.ncaonline.org.uk/materials/namingrules.pdf

Relevant ISO Standards:

ISO 639-2: *Codes for the representation of names of languages, Alpha-3 code*. Geneva: International Standards Organisation, 1998.
http://www.iso.org/iso/iso_catalogue

ISO 3166: *Codes for the representation of names of countries*. Geneva: International Standards Organisation, 2006.
http://www.iso.org/iso/iso_catalogue

ISO 15924: *Codes for the representation of names of scripts*, Geneva: International Standards Organisation, 2004.
http://www.iso.org/iso/iso_catalogue

APPENDIX C

GLOSSARY

This glossary consists of definitions drawn from ISAD(G)2nd edition and from Richard Pearce-Moses' *A Glossary of Archival and Records Terminology*., Society of American Archivists. 2005.

For the purposes of this document, definitions were selected which reflected the understanding of archival terms in the Irish context. The origin of the definitions used here is indicated by the inclusion of (ISADG) or (RPM). Users are referred to the full versions of both glossaries available at http://www.ica.org/en/node/30000 and http://www.archivists.org/glossary.

Access	The ability to make use of material from a fonds or collection, subject to rules and conditions (ISADG)
Acquisition	Materials received by a repository as a unit; an accession (RPM)
Accrual	Record(s) added to an existing collection (RPM)
Appraisal	The process of determining the length of time records should be retained (RPM)
Archival Description	The process of analyzing, organizing, and recording details about the formal elements of a record or collection of records, such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding (RPM)
Arrangement	The process of organizing records with respect to their provenance and original order, to protect their context and to achieve physical or intellectual control over the materials (RPM)
Authority Control	The process of establishing the preferred form of a heading, such as proper name or subject, for use in a catalogue, and ensuring that all catalogue records use such headings (RPM)
Collection	Materials assembled by a person, organization, or repository from a variety of sources; an artificial collection (RPM)
Creator	The individual, group, or organization that is responsible for the creation, accumulation or maintenance of records (RPM)
Data Element	A unit of information as defined within an information system, typically corresponding to a field in a database record or printed form (RPM)
Document	Recorded information regardless of medium or characteristics. (RPM)
File	An organised unit of documents grouped together either for current use by the creator or in the process of archival arrangement, because they relate to the same subject, activity, or transaction. A file is usually the basic unit within a record series (RPM)
Finding Aid	A description of records that gives the repository physical and intellectual control over the records and that assists users to gain access to and understand the records (RPM)
Fonds	The entire body of records of an organization, family, or individual that have been created and accumulated as the result of an organic process reflecting the functions of the creator (RPM)
Interoperability	The ability of different systems to use and exchange information through a shared format. Standards facilitate interoperability (RPM)

Item	The smallest intellectually indivisible archival unit, e.g. a letter, memorandum, report, photograph, sound recording (ISADG)
Level of Description	The position of the unit of description in the hierarchy of the fonds (ISADG)
Medium	The physical material, container, and/or carrier in or on which information is recorded (e.g. parchment, paper, magnetic tape) (RPM)
Multilevel description	A finding aid or other access tool that consists of separate, interrelated descriptions of the whole and its parts, reflecting the hierarchy of the materials being described (RPM)
Papers	A collection of personal or family documents; personal papers (RPM)
Provenance	Information regarding the origins, custody, and ownership of record(s) (RPM)
Record	Recorded information in any form or medium, created or received and maintained, by an organization or person in the transaction of business or the conduct of affairs (RPM)
Reference Code	A number or code assigned to uniquely identify a record or fonds (RPM)
Regnal Years	From 1189 official documents in Great Britain were dated using the regnal year. Each regnal year begins on the anniversary of the day the sovereign succeeded to the throne (e.g. 1509 was the year Henry VII acceded to the throne of England and may be cited as ‘1 Hen. 8’)
Series	A group of similar records that are arranged according to a filing system and that are related as the result of being created, received, or used in the same activity; A series is also known as a records series (ISADG)
Sub Series	A body of documents within a series readily distinguished from the whole by filing arrangement, type, form, or content (RPM)
Sub Fonds	A subdivision of a fonds containing a body of related records corresponding to administrative subdivisions in the originating agency or organization or to geographical, chronological, functional or similar groupings of the material itself (ISADG)
Title	A word or phrase that identifies a unit of description (RPM)
Unit of Description	A document or set of documents, in any physical form, treated as an entity and forming the basis of a single description (ISADG)