

## **S.J. MCKEE ARCHIVES ARRANGEMENT and DESCRIPTION POLICY**

### **Purpose**

This document is designed to set out the arrangement and description policy of the S.J. McKee Archives in accordance with the current standard of the *Rules for Archival Description* available from the Canadian Council of Archives at: <http://www.cdncouncilarchives.ca/archdesrules.html> (February 2008)

### **Definitions**

**APPRAISAL:** The process of determining whether records are archival.

**ARRANGEMENT:** The processes involved in the intellectual organization of records based upon the principles of respect des fonds and respect for original order.

**DESCRIPTION:** The recording in a standardized form of information about the structure, function content and context of records.

**FONDS:** The whole of the documents, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular individual, family or corporate body in the course of that creator's activities or functions.

**ORIGINAL ORDER:** The intellectual arrangement imposed on the fonds by its creator.

**PROVENANCE:** The person(s) or office(s) of origin of the fonds, i.e., the person(s), family (families), or corporate body (bodies) that created and/or accumulated and used the records in the conduct of personal or business life.

**RESPECT DES FONDS:** The principle that the records of a person, family or corporate body must be kept together in their original order, if it exists or can be restored, and not be mixed or combined with the records of another person, family or corporate body.

**RESTORATION OF ORIGINAL ORDER:** Reconstituting the arrangement of a group of archival materials that has been disturbed by accidental causes, or through deliberate rearrangement conducted by the persons or corporate bodies that had custody of the material in its inactive life.

### **Application**

The University Archivist is responsible for determining the arrangement of fonds in accordance with the Rules for Archival Description; and, creating an arrangement record in electronic form for all fonds held in the S.J. McKee Archives. The University Archivist shall be guided in this work by the following principles:

1. Arrangement may be identified during appraisal.
2. Arrangement shall precede description.
3. Arrangement shall commence at the fonds level.
4. Arrangement shall respect or, where possible, restore original order.
5. In the clear absence of original order the University Archivist will determine an appropriate order based on the nature and content of the records.

## **Reference**

*Rules for Archival Description*, Canadian Council of Archives at:  
<http://www.cdncouncilarchives.ca/archdesrules.html> (February 2008)

*Archival Arrangement Policy*, Nova Scotia Archives and Records Management Policy –  
<http://www.gov.ns.ca/nsarm/organization/am/acquisition.pdf>

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