Orbis Cascade Alliance
Content Creation & Dissemination Program
Archives & Manuscripts Collections Service
EAD Training, 2015 June

What DACS Requires: Ten Elements

- Reference Code (What's its number?)
- Name and Location of Repository (Who's got it?)
- Title (What's it called?)
- Date (When was it created?)
- Extent (How much of it is there?)
- Creator (Who created it?)
- Scope and Content (Who cares?)
- Conditions Governing Access (Can you look at it?)
- Language and Scripts of the Materials (Can I read it?)
- Identification of the Whole-Part Relationship (How is it described?)

Multilevel Optimum Elements

- Biographical/Historical Note
- Access Points