Orbis Cascade Alliance
Content Creation & Dissemination Program
Archives & Manuscripts Collections Service
Encoded Archival Description Training, 2016 February
Describing Archives: A Content Standard, 2nd Edition

Multilevel Minimum Elements

• Reference Code (What’s its number?)
  o Country
  o Repository
  o Local identifier
• Name and Location of Repository (Who’s got it?)
• Title (What’s it called?)
  o Devised title
  o Name of creator(s) or collector(s)
  o Nature of materials being described
• Date (When was it created?)
• Extent (How much of it is there?)
• Creator (Who created it?)
• Scope and Content (Who cares about this stuff?)
• Conditions Governing Access (Can you look at it?)
  o Restrictions if present
  o If unrestricted, state that fact
• 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