

**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?)
 - Country
 - Repository
 - Local identifier
- Name and Location of Repository (Who's got it?)
- Title (What's it called?)
 - Devised title
 - Name of creator(s) or collector(s)
 - 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?)
 - Restrictions if present
 - 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