Part 1: Initial Decision-Making

1. Start
   - What are you working with?
     - Nothing
     - Accession data
     - Collection-level description
     - Existing finding aid

2. All required DACS elements present?
   - No
     - Get required DACS elements
   - Yes
     - Record elements

3. What is desired end result?
   - Fully detailed finding aid
   - Collection-level finding aid

4. Choose tools
   - Encoding software
     - AT or AS output
   - Excel-Word-Access output for <dsc>

5. End
   - Choose tools
   - End