

Data elements - version 1 (10/27/2006)

Creator
Title
Date range
Size of collection
Preferred citation
Acquisition information
Terms of access
Restrictions on use/access
Location of collection
Processing information
Finding aid preparation
Identifier/call #

History/Biography
Scope and content
Arrangement
Subjects
Language
Related material(s)
Bibliography
Revisions

Series descriptions and container list are then separated

Series description:

Arrangement
Additional information regarding the materials

Container list:

Box
Folder
Personal name
Corporate name
Description of contents (Folder title)
Place
Date
Extent
Form
Alternative form
Physical characteristics
Material specifications
Language
Separated materials
Note, general