



The Canadian Council of Archives

As a sub-committee of the Canadian Council of Archives Standards Committee, the Committee on Archival Description plays a vital role in assuring that the *Rules for Archival Description* are monitored, maintained and revised as needed. The committee strives to maintain consistent standards with respect to the style, length and type of information in archival descriptions to facilitate research and retrieval. The committee consults with industry professionals in order to gain institutional perspectives related to the evolution of archival descriptions — and best practices are applied, wherever suitable, to the Canadian model.

Standards are a common consideration for archivists, especially specific technical standards for conservation and organizational methods, and records management guidelines have resulted in a more coherent and consistent approach to information management. Now the profession has a set of rules that allows archival institutions to produce more uniform descriptions for their holdings and this significantly improves the efforts of researchers to find precisely what they are looking for. In short, standards facilitate the exchange of information between archives at the local, national, and international level.

The Canadian Committee on Archival Descriptions Mandate

- Maintain, monitor and interpret the *Rules for Archival Description*
- Receive and review comments and questions from individuals, institutions and the Canadian Council of Archives regarding archival descriptions
- Communicate with the archival community regarding the use of the *Rules for Archival Description*
- Represent Canadian interests in archival descriptions through participation in national and international committees
- Conduct research to recommend best practices for the inter-institutional exchange of archival descriptions

The creation of the *Rules for Archival Description* establishes for the first time a national set of rules for the description of archives; a goal the profession has sought for many years. It was the Association des archivistes du Québec who first recognized the need back in 1984, when they established a working group to publish the first set of rules to which findings from British and American reports were later incorporated. The *Rules for Archival Description* takes into account the nature of archives and the common assumptions currently guiding archivists, and the rules apply to text-based archives, architectural drawings, photographs and other graphics, as well as audio and video recordings.

The membership of the Canadian Committee on Archival Description is comprised of representatives from the Association des archivistes du Québec, the Association of Canadian Archivists, the Secretary General of the Bureau of Canadian Archivists and a representative of the Library and Archives Canada. ●

130 rue Albert Street,
Suite / bureau 501
Ottawa ON K1P 5G4
Tel / Tél.: (613) 565-1222
Toll-free / Sans frais: 1-866-254-1403
Fax / Téléc.: (613) 565-5445
Email / Courriel: cca@archivescanada.ca
www.cdncouncilarchives.ca

