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9.0. GENERAL RULES

9.0A. Preliminary rule

9.0A1. Scope. The rules in this chapter cover the description of digitally borne or digitized records that are encoded for manipulation by computer, consisting of data (e.g., text, images) and/or programs, and system documentation.¹ The rules in this chapter may be used to describe records in electronic form which constitute a fonds or a part thereof.

The rules, however, are not intended to apply to virtual records or electronic transmissions which do not result in a computer file residing in a permanent or semi-permanent addressable location. Nor are the rules intended to apply to firmware, such as programs residing in permanent memory in calculators or programmable toys.

Use these rules in conjunction with the chapter(s) dealing with the broad class(es) of material relating to the intellectual form of the unit being described. For multiple media fonds, see chapter 2.

9.0A2. Multilevel description

For instructions on the use of multilevel description for preparing descriptions of a fonds and its parts, see 1.0A2.

9.0B. Sources of information.

9.0B1. Chief source of information. The chief sources of information for records in electronic form are as follows ²:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, prefer in this order,
 - (a) sources internal to the file (e.g., title screen, main menu, internal label(s) or other identifying information);

¹ If the institution has itself produced a digitized copy of the unit being described, it may choose either to indicate the availability of the copy in the descriptive entry for the unit being described as instructed, or prepare a separate descriptive entry for the copy.

² For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

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- b) system documentation produced by the agency or person(s) responsible for creating, compiling, editing, or producing the records in electronic form in the file;
 - c) other sources (including information on the physical carrier or its container, issued by the creator, publisher, distributor, etc.). Prefer any permanently affixed paper, plastic, etc., label that is added by the publisher, distributor, etc. of the file, as opposed to those added locally, and as opposed to the container itself, which may have data embossed or printed on it.
4. For an item, prefer in this order,
- a) sources internal to the item (e.g., title screen, main menu, internal label(s) or other identifying information);
 - b) system documentation produced by the agency or person(s) responsible for creating, compiling, editing, or producing the records in electronic form in the item;
 - c) other sources (including information on the physical carrier or its container, issued by the creator, publisher, distributor, etc.). Prefer any permanently affixed paper, plastic, etc., label that is added by the publisher, distributor, etc. of the item, as opposed to those added locally, and as opposed to the container itself, which may have data embossed or printed on it.

9.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of description of the record in electronic form is set out below. Enclose information taken from outside the prescribed source(s) in square brackets unless instructed to do otherwise in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Date(s) of creation, including publication, distribution, etc.	Chief source of information
Physical description	Any source
Publisher's series	Chief source of information

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Archival description	Any source
Note(s)	Any source
Standard number	Any source

9.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

9.0D. Levels of detail in the description

See 1.0D and the .0D rules in the relevant media chapters.

9.0E. Language and script of the description

See 1.0E.

9.0F. Inaccuracies

See 1.0F.

9.0G. Accents and other diacritical marks

See 1.0G.

9.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 3.8A. Preliminary rule
- 3.8B. Notes
- 9.1A. Preliminary rule
- 9.1B. Title proper
- 9.1C. General material designation
- 9.1D. Parallel titles
- 9.1E. Other title information
- 9.1F. Statements of responsibility

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9.1A. Preliminary rule

9.1A1. Scope

See 1.1A1.

9.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Enclose the general material designation qualifier in parentheses.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

9.1B. Title proper

9.1B1. Formal title proper. At all levels of description, transcribe a formal title proper as instructed in 1.1B1.

Canadian Identification Centre report system

Taxpayer master assessment system

1971 census boundaries- 1:50,000 (coverage 000)

1986 CARTLIB

Chambers of the Chief Justice, National Judicial Institute, meetings from 1993 to 1998

Do not treat a data file name or computer file name as a title proper. If desired, record a data file name or computer file name, including its extension, in a note (see 9.8B2).

9.1B2. Supplied title proper. At all levels of description, if no formal title proper appears prominently in or on the chief source of information, supply a title as instructed in 1.1B2-1.1B4.

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9.1B3. Supplied title proper for a fonds. When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Fonds Antonio Lamer

Trade Negotiation Office fonds

9.1B4. Supplied title proper for a part of a fonds (e.g., series, file, item). When describing a part of a fonds, e.g., a series, file, or item, which lacks a formal title proper, supply a title as instructed in 1.1B4.

Submissions to the National Transportation Agency Review Commission
(Supplied title for the series)

1871 census files by district
(Supplied title for the series)

9.1C. *Optional addition.* General material designation.

9.1C1. At all levels of description, immediately following the title proper, give the appropriate general material designation as instructed in 1.1C1. Add the qualifier *electronic* as instructed in 1.1C4.

[cartographic material (electronic)]
[textual record (electronic)]
[textual record (some electronic)]

9.1D. Parallel titles

9.1D1. Transcribe parallel titles as instructed in 1.1D.

9.1E. Other title information

9.1E1. Give other title information as instructed in 1.1E.

9.1F. Statements of responsibility

9.1F1. Transcribe explicit statements of responsibility as instructed in 1.1F.

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9.2. EDITION AREA

Contents:

- 9.2A. Preliminary rule
- 9.2B. Edition statement
- 9.2C. Statements of responsibility relating to the edition

9.2A. Preliminary rule

9.2A1. Scope

See 1.2A1

9.2A2. Punctuation

For instructions on the use of spaces before or after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

9.2B. Edition statement

9.2B1. Give the edition statement as instructed in 1.2B.

Rev. ed.

1998 version

9.2C. Statements of responsibility relating to the edition

9.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, as instructed in 1.2C.

9.3. CLASS OF MATERIAL SPECIFIC DETAILS AREA

Contents:

- 9.3A Preliminary rule

9.3A. Preliminary rule

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This area is not used for records in electronic form.

9.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC.

Contents:

- 9.4A. Preliminary rule
- 9.4B. Date(s) of creation
- 9.4C. Place of publication, distribution, etc.
- 9.4D. Name of publisher, distributor, etc.
- 9.4E. Statement of function of publisher, distributor, etc.
- 9.4F. Date of publication, distribution, etc.
- 9.4G. Place of manufacture, name of manufacturer, date of manufacture

9.4A. Preliminary rule

9.4A1. Scope.

See 1.4A1.

9.4A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of the manufacturer by a colon.

Precede the date of manufacture by a comma.

9.4A3. In presenting information in the dates of creation, including distribution, publication, etc., area, follow the instructions set out in 1.4A3-1.4A7.

9.4B. Date(s) of creation

9.4B1. At all levels of description, give the dates of creation for the unit being described as instructed in 1.4B.

1988-1994

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[Digitized 1980]

Digitized 1992-1993 (originally created 1965-1990)

9.4C. Place of publication, distribution, etc.

9.4C1. Transcribe the place of publication, distribution, etc., of the unit being described as instructed in 1.4C.

9.4D. Name of publisher, distributor, etc.

9.4D1. Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D. Give information about person(s) or institution(s) responsible for the scanning, inputting, digitizing, or funding in a note (see 9.8B9).

9.4E. *Optional addition.* Statement of function of publisher, distributor, etc.

9.4E1. Add to the name of the publisher, distributor, etc., a statement of function as instructed in 1.4E.

Ottawa, Ont. : Statistics Canada [producer] ; Toronto, Ont. : Data Library Service, University of Toronto [distributor]

9.4F. Date of publication, distribution, etc.

9.4F1. Give the date of publication, distribution, etc., of the unit being described as instructed in 1.4F.

9.4G. Place of manufacture, name of manufacturer, date of manufacture

9.4G1. Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

9.5. PHYSICAL DESCRIPTION AREA

Contents:

- 9.5A. Preliminary rule
- 9.5B. Extent of descriptive unit (including specific material designation)
- 9.5C. Other physical details
- 9.5D. Dimensions

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9.5E. Accompanying material

9.5A. Preliminary rule

9.5A1. Scope

See 1.5A1.

9.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each physical description by a full stop, space, dash, space or start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

9.5A3. In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

9.5B. Extent of descriptive unit

9.5B1. At all levels of description, record the extent of the unit being described by giving the number of units in arabic numerals followed by the specific material designation. Use terms found in subrule .5B in the relevant chapter of part I. If none of these terms is appropriate, use conventional terminology. If appropriate, add a qualifying word or phrase in parentheses to describe the type of computer or data file.

6 photographs (tiff)

1 sound recording (mp3)

9.5B2. *Optionally*, give the digital extent (e.g., bytes, kilobytes, megabytes, terabytes) of the unit being described in arabic numerals. Follow the digital extent with a phrase containing an appropriate specific material designation, if this does not duplicate the general material designation. If a further measure of extent is required add such information in parentheses after the primary statement of extent.

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5 GB of photographs

2 TB (3 maps)

9.5B3. *Optionally*, give the number of physical carriers. If a further measure of extent is required, give, as appropriate, the extent, digital extent, number of computer records, images, documents, etc., and/or the specific material designation in parentheses after the primary statement of extent. Use conventional terminology to record the specific format of the physical carrier. *Optionally*, use one of the following terms as appropriate:

computer cartridge
computer cassette
computer disk
computer reel

2 CD-ROMs (textual records)

1 zip disk (96 MB)

1 computer disk

Give a trade name or other similar specification in a note (see 9.8B10).

9.5B4. When the unit being described contains parts that fall into three or fewer special classes of material, give the extent for each special class of material.

184 remote-sensing images. — 6 photographs (tiff). — 1 sound recording (mp3)

11 MB of textual records. — 5 MB of photographs. — 2 MB of drawings

9.5B5. When the unit being described contains parts that fall into more than three special classes of material, follow the instructions in 1.5B3.

2.4 MB of textual records and other material

9.5B6. If the unit being described contains system documentation in another physical form (e.g., paper) or other material, consult the .5 rules in the chapter that deals with that class of material.

2 GB of textual records

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20 cm of textual records

9.5C. Other physical details

9.5C1. If the unit being described is encoded to produce sound, give *sd*. If the unit being described is encoded to display in two or more colours, give *col*.

1 TB of cartographic material : col.

1 computer disc : sd., col.

Give details of the requirements for the production of sound or the display of colour in a note (see 9.8B1a).

9.5C2. *Optionally*, for published material retained on its original carrier, give the physical characteristics, if readily available and if they are considered to be important, e.g.,

number of sides used
recording density (e.g., number of bits per inch (*bpi*),
single, double)
sectoring
storage capacity
tracks

1 computer disk : sd., col., single sided, single density, soft sectored

2 computer reels : 6250 bpi

9.5D. Dimensions

9.5D1. If the option at 9.5B3 is applied, give the physical dimensions for the physical carrier(s).³

³ The dimensions of several physical carriers are provided below.

8 x 6 cm	for 8 mm EXABYTE cassettes
9 x 9 cm	for 3.5" diskettes
14 x 14 cm	for 5.25" diskettes
21 x 21 cm	for 8" diskettes
26 cm (diam.)	for 10" reels
31 cm (diam.)	for 12" reels

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1 computer disk ; 9 x 9 cm

9.5E. Accompanying material

9.5E1. Give details of accompanying material as instructed in 1.5E1. Do not treat system documentation as accompanying material (see 9.7D2h).

5 GB of photographs : col. + 1 poster

15 MB (1 map) : col. + 1 pamphlet

9.6. PUBLISHER'S SERIES AREA

Contents:

9.6A. Preliminary rule

9.6B. Publisher's series statement

9.6A. Preliminary rule

9.6A1. Scope

See 1.6A1.

9.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space or start a new paragraph.

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series or subseries by a semicolon.

9.6B. Publisher's series statement

9.6B1. Transcribe the publisher's series statement as instructed in 1.6.

11 x 12 cm

10 x 15 cm

for 3480 and 3490 cartridges

for DC600 cartridges

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Survey of consumer finances

General social surveys = Enquêtes sociales générales

Public use microdata files / Statistics Canada

General social surveys : cumulative files / [conducted by] National Opinion Research Center, University of Chicago

General social surveys ; cycle 4

CIPO polls ; no. 815-1A

9.7. ARCHIVAL DESCRIPTION AREA

Contents:

9.7A. Preliminary rule

9.7B. Administrative history / Biographical sketch

9.7C. Custodial history

9.7D. Scope and content and system description

9.7A. Preliminary rule

9.7A1. Scope

See 1.7A1.

9.7A2. Punctuation

Precede each element of description with a full stop, space, dash, space or start a new paragraph for each element of description.

Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

9.7A3. Form of presentation of information

Follow the instructions set out in 1.7A4.

9.7A4. Citations in the archival description area.

Follow the instructions set out in 1.7A5.

9.7B. Administrative history/Biographical sketch

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9.7B1. Administrative history. Give a concise administrative history as instructed in 1.7B1.

Statistics Canada's roots can be traced back to the establishment in 1847 of the Board of Registration and Statistics which became part of the Bureau of Agriculture in 1855. At Confederation, responsibility for census and statistics was placed under the Department of Agriculture where it remained until 1918. In that year, the Dominion Bureau of Statistics (Statistics Canada since 1971) was created as a central statistics gathering agency. The main functions of Statistics Canada include the compilation, analysis, and publication of statistical data relative to the commercial, industrial, financial, social, and general condition of the people, and the regular undertaking of a census of population and agriculture in Canada

(Administrative history for the Statistics Canada fonds)

The Census Operations Division was formed in 1978-1979, consolidating activities which had previously been performed in a number of divisions, primarily Census Field. It is one of 20 Divisions of Statistics Canada involved in the collection and processing of the quinquennial census of population and housing. The mandate of the Division is to provide planning and management infrastructure, budgeting, and play a lead role in the processing and dissemination of the census of population and housing

(Administrative history for a series forming part of the Statistics Canada fonds)

9.7B2. Biographical sketch. Give a concise biographical sketch as instructed in 1.7B2.

Dr. Rosalie Bertell was born at Buffalo, New York, in 1929. She received a doctorate in mathematics, with a specialty in biometrics, from the Catholic University of America, Washington, D.C. (Biometrics is the science of mathematical predictions of medical phenomenon). She is a member of the Grey Nuns of the Sacred Heart.

Since 1969, she has studied cancer and birth defects, especially as they relate to low level radiation exposure and has been a research consultant in biometry, with specialty in public health aspects of exposure to ionizing radiation. She was the Senior Cancer Research Scientist, Tri-State Leukemia Survey at Roswell Park Memorial Institute, Buffalo, N.Y., 1970 to 1978 and was instrumental in founding the Ministry of Concern for Public Health in Buffalo, N.Y. in 1978.

Coming to Canada in 1980, she became an Energy and Public Health Specialist with the Jesuit Centre for Social Faith and Justice, Toronto, 1980 to 1984. She founded the non-profit International Institute of Concern for Public Health and served as its Director of Research and Director of the Board, from 1984 to 1987 and as president from 1987 to 1994. The institute provided

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scientific and technical assistance to government agencies, citizens' groups and labour unions relating to environmental hazards as well as a scientific publication on environmental hazards. Dr. Bertell was appointed to the Scientific Advisory Board on the Great Lakes of the International Joint Commission, 1991-1995, and to the International Joint Commission's Nuclear Task Force in 1995. She was a consultant with the United States Nuclear Regulatory Commission and the United States Environmental Protection Agency. She currently serves on Advisory Boards to the Great Lakes Health Effects Program of Health Canada, the Ontario Environmental Assessment Board, Global Education Associates (New York) and the NGO Disarmament Committee at the United Nations.

She advocates stricter safeguards and better monitoring of health for nuclear workers and the general public, a phase out of nuclear technology for weapons or power generation, waste isolation rather than disposal, standardized international monitoring of environmental and human health, and protection of the biosphere from genotoxic damage.

Dr. Bertell has published extensively in her field including the book "No immediate danger: prognosis for a radioactive earth", which was first published in 1985, and is editor-in-chief of the periodical, *International Perspectives in Public Health*.

(Biographical sketch for the Rosalie Bertell fonds)

Né à Montréal le 8 juillet 1933, le juge en chef Antonio Lamer fait ses études au collège Saint-Laurent (1952) et à l'Université de Montréal où il obtient un diplôme en droit en 1956. Admis au Barreau du Québec en 1957, il pratique le droit en particulier avec Cutler, Lamer, Bellemare et Associés.

Entre 1957 et 1969, il est professeur agrégé à la Faculté de droit de l'Université de Montréal, chargé de cours en criminologie et fonde l'Association des avocats de la défense de la province de Québec, tout en occupant plusieurs postes avec le Barreau canadien, dont celui de président national de la section de la justice criminelle. Il est conseiller spécial du ministre de la justice du Québec en matière de réorganisation des tribunaux. Il est aussi membre du conseil de discipline du Barreau du Québec et du conseil d'administration de l'école de formation professionnelle du Barreau et, pendant de nombreuses années, membre du conseil d'administration du Barreau d'assistance judiciaire du Barreau de Montréal.

Le 19 décembre 1969, il est nommé juge à la Cour supérieure et à la Cour du Banc de la Reine (juridiction criminelle) de la province de Québec. À compter du mois de décembre 1971, il est nommé vice-président de la Commission de la réforme du droit au Canada et en devient le président en avril 1976. Au cours du mois de juin 1974, il accède à la présidence de la Société de criminologie du Québec et siège au conseil d'administration de la Fondation canadienne des droits de l'homme.

Il est nommé juge à la Cour d'appel du Québec le 17 mars 1978, juge puisné à la Cour suprême du Canada le 28 mars 1980 et il devient juge en

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Chef de cette même Cour le 1er juillet 1990. Parallèlement, il préside le Conseil canadien de la magistrature, le Conseil d'administration de l'Institut national de la magistrature et le Conseil consultatif de l'Ordre du Canada.

Au cours de sa carrière, il a reçu plusieurs décorations honorifiques dont des doctorats honoris causa des universités de Montréal, Moncton, Ottawa et Toronto. Il fut nommé commandeur de l'Ordre de Saint-Jean en 1991 et lieutenant-colonel honoraire du 62e Régiment d'artillerie de Campagne de Shawinigan en 1993

(Biographical sketch for the Antonio Lamer fonds)

9.7C. Custodial history. Give the custodial history as instructed in 1.7C.

9.7D. Scope and content and system description

9.7D1. Scope and content. Give the scope and content of the unit being described, as instructed in 1.7D. Include a summary of data elements or data element categories, where applicable.

Subseries consists of the Commercial Licensing System (CLS) database, an online registry system, containing information on the following: vessels which are licensed to harvest commercial species of fish; persons who own commercial licences; persons who hold person-type commercial fishing licences; revenue generated by the sale of licences; historical information on vessels, persons, and licences. The major functions performed by the system include: issuance of licences; registration of new commercial vessels; recording reports of change of ownership of a vessel; transfer of licence eligibility from one person to another; updating person and vessel information; updating vessel inspection expiry dates; reporting on persons, vessels and licences and; accounting for all revenue received

(Scope and content for a subseries in the Department of Fisheries and Oceans fonds)

9.7D2. System description. Where significant to an understanding of the unit being described, provide a description of the information, office, or other data management system in which the records in electronic form were created. The System description should be placed at the level for which it is common to all of the material being described (see 1.0A2d). Describe the essential characteristics, hardware and software requirements of the system. Include here information that describes the requirements, capabilities, limitations, design, operation and maintenance of the creator's original system. Include the elements essential to understanding the unit being described, or provide references to other sources in which this information is given. Give current system requirements for access as instructed in 9.8B1.

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The System description may be given in a narrative or in a formatted note. Give the elements specified in 9.7D2a through 9.7D2j in any appropriate order.

During its active life, the Commercial Licensing System (CLS) database was an Ingres database, running on in-house VAX equipment. The system was cumulative, i.e., data was added as required but none was deleted. For the location of the metadata of the electronic system and the records within it, consult the computer file list for subseries. Metadata files are marked with an asterisk. For the location of printed documentation, consult the archivist (*Subseries level system description*)

System description: IBM PC; 64K; colour card; 2 disk drives

9.7D2a. System name and developer. Give the name of the information, office, or other data management system, and the name(s) of the person(s) and/or office(s) responsible for the development of the system, including version number, creation or implementation date, and other relevant details.

9.7D2b. Hardware. Give details of the hardware on which the system operated, including manufacturer and serial number, types and capabilities of peripherals significant to the creation of the records, both input and output devices, including internal modifications.

9.7D2c. Operating system. Give details of the name, version, and distributor of the operating system, as well as whether or not local modifications had been made to it.

9.7D2d. Network or multi-user configuration. Give the name, version, and distributor, if applicable, of the network architecture and software. For non-networked multi-user systems, give relevant details of the configuration, e.g., distribution of hardwired terminals, dial-up capabilities, etc.

9.7D2e. System security and access. Give details of system security provisions, name, version, and distributor of security software if applicable, who had access to the system, capabilities of categories of user account groups, etc. Give also details of system's ability to provide levels of protection to specific databases, computer files or data elements.

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9.7D2f. Programming language. Give details of the programming environment in which the software operated, the language(s), and if significant, the compiler(s) with which the software was written and compiled.

9.7D2g. Software/application capabilities. Give details of major functionalities, including data input, management, and output capabilities. Include word processing, database management, spread-sheet, statistical, electronic mail, data quality management, and other relevant capabilities. Give details of capability of producing and managing metadata.

Include de facto or international standards used. Include, where applicable, technical specifications or limitations, such as memory size and requirements, interactive or batch processing capability, record-length limitations, etc.

Describe, where applicable, user interfaces for inputs and outputs, such as report generation capabilities, whether templates or views are pre-defined or user-defined, ability of users to customize their environment, etc.

9.7D2h. System documentation. Give the scope of the system documentation available, including presence or absence of up-to-date system and software manuals, on-line help screens, etc. Include known variances between the records and the documentation itself.

9.7D2i. System milestones. Where applicable, give a summary of major events affecting the design and operation of the system. This may include facts, such as the dates of design, implementation, conversion, and changes in record formats or access procedures. Include details of event-specific hardware and software environments.

9.7D2j. Location of system software. Where applicable, give a description of where and how the software component(s) of the system are preserved, including availability of source code, programming commentary, and/or other documentation.

9.8. NOTE AREA

Contents:

9.8A. Preliminary rule

9.8B. Notes

9.8A. Preliminary rule

9.8A1. Scope

See 1.8A1.

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9.8A2. Punctuation

Precede each note by a full stop, space, dash, space or start a new paragraph.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

9.8A3. Form of presentation of notes

See 1.8A4.

9.8A4. Notes relating to reproduced material

See 1.8A5.

9.8B. Notes. Make notes in the order in which they are given here. However, give a particular note first when it has been decided that note is of primary importance.

9.8B1a. System requirements for access. Make a note on the technical requirements for access. Give the following characteristics in any appropriate order: make and model of the computer(s) on which the records are designed to run; amount of memory required; name of the operating system; software requirements; kind and characteristics of any required or recommended peripherals; hardware (internal modifications).

System requirements: 48K RAM, Apple Disk II with controller, col. monitor
(Computer file requires colour monitor for display)

System requirements: RTI Series 500 CD-ROM DataDrive
(File is available on CD-ROM)

9.8B1b. Remote access. If the unit being described is available via remote access, make a note indicating relevant information needed to access it. If appropriate, give mode of access, site, and path, Uniform Resource Locator (URL), or other international standard designation for this information.

<http://ftp.rpi.edu/pub/communications/internet-cmc.html>

9.8B2. Variations in title. Make notes on variant titles as instructed in 1.8B1.

Commonly known as: Quality of life surveys
(Title proper is Social change in Canada)

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Title on paper copy of system documentation: User guide

Optionally, transcribe a data set name or a computer file name if it differs from the title proper. Include here locally assigned computer file or data set names.

File name: ONT86CD.SAS

9.8B3. Source of title proper. Always give the source of the title proper.

Title from manual

Title from the content of the records

Title from codebook

Title from external label

Title from correspondence by creator of the file

Title from printout

9.8B4. Parallel titles and other title information. Make notes on parallel titles and other title information as instructed in 1.8B3.

9.8B5. Continuation of title. Complete the transcription of the formal title proper and/or other title information as instructed in 1.8B4.

9.8B6. Statement(s) of responsibility. Make notes on any statement(s) of responsibility as instructed in 1.8B5. Also make notes on persons or bodies connected with the unit being described and not already named in the description.

9.8B7. Attributions and conjectures. Make notes on authors to whom the unit being described has been attributed as instructed in 1.8B6.

9.8B8. Edition. Make notes relating to the edition as instructed in 1.8B7. Give details of minor changes which do not constitute a new edition, if considered significant.

Anonymized edition created by University of British Columbia Data Library

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9.8B9. Date(s) of creation, including publication, distribution, etc. Make notes on dates and other details of publication, distribution, etc., as instructed in 1.8B8.

User's manual distributed by the American Political Science Association, Washington, D.C.

9.8B9a. Date(s) of accumulation. Make notes relating to date(s) of accumulation of the unit being described as instructed in 1.8B8a.

9.8B10. Physical description. Make notes relating to the physical description of the unit being described as instructed in 1.8B9. Indicate the type of file, e.g., data, document, image, program, and/or number of computer records, images, documents, etc., if this information is known and has not been given elsewhere in the description.

Computer files 5 through 37, comprising ca. 500 ft. of 2400 ft. magnetic tape, IBM-standard label, EBCDIC, 6250 bpi
(Computer files 1 through 4, and 38 on, in this example, belong to different fonds and are entirely unrelated to the unit being described, but are stored on the same magnetic tape for economy of storage.)

The number of records varies with each sub-system (i.e. table) with the largest consisting of 194,264 records or about 12 MB

Give a general statement, if the information is readily available, on the structure of the data (raster, vector, or both).

Includes both raster and vector data of varying scales and resolution

Vector file

If known, give the resolution of vector images that have been digitized from a cartographic item (e.g., every 2 mm). For raster images, provide a statement about the area that each raster represents (e.g., 5 m x 5 m). If known, give the vertical resolution for three-dimensional items.

9.8B10a. Physical condition. Make notes on the physical condition of the unit being described as instructed in 1.8B9a.

9.8B10b. Conservation. Make notes on any specific conservation treatment as instructed in 1.8B9b. Give details of digitization or logical reformatting of the unit being

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described since its transfer to archival custody. Indicate the location of any relevant documentation.

Computer files migrated by the National Archives of Canada from original word-processing software (MICOM) to WordPerfect, version 4.2 to maintain readability of data. Technical specifications of the migration are filed with the printed documentation

9.8B10c. Accompanying material. Make notes on accompanying material as instructed in 1.8B9c.

9.8B11. Publisher's series. Make notes on important details of publisher's series as instructed in 1.8B10.

9.8B12. Alpha-numeric designations. Make notes of any important numbers borne by the unit being described as instructed in 1.8B11.

ISR study no. 256

9.8B13. Immediate source of acquisition. Make notes on the immediate source of acquisition as instructed in 1.8B12.

9.8B14. Arrangement. Make notes on the arrangement as instructed in 1.8B13.

When the records were transferred to the Archives, the computer files were arranged in subdirectories which reflect the original work stations from which they came.

9.8B15. Language. Make notes on the language of the unit being described as instructed in 1.8B14.

9.8B16. Originals and reproductions.

9.8B16a. Location of originals. Make notes on the location of originals as instructed in 1.8B15a.

RECORDS IN ELECTRONIC FORM

9.8B16b. Availability of other formats. Make notes on the availability of other formats as instructed in 1.8B15b.

Also available in printed form and in microform

Issued also for IBM PC and PC-compatible hardware

9.8B17. Restrictions on access, use, reproduction, and publication. Make notes on restrictions as instructed in 1.8B16.

Restricted: Contains respondents' name and telephone numbers. Must be anonymized before dissemination

A signed research agreement with Ontario Ministry of Health must be obtained before access can be provided

Data not to be released before July 1, 1999

Permission to view does not include the right to obtain copies of documents. Explicit permission to make copies of documents must be obtained from the donor

Researchers must sign an undertaking that they will not reveal information about living persons without their written consent

Publication of secondary analysis based on these data require prior approval of Statistics Canada

9.8B18. Finding aids. Make notes on finding aids as instructed in 1.8B17.

KWIC index to 1945-1965 polls available in Canadian social science data catalog / Institute for Behavioural Research, York University. 1974

The finding aid is a descriptive list of directories and computer files filed in alphabetical, chronological or numerical order

9.8B19. Associated material. Make notes on associated material as instructed in 1.8B18.

Master microdata records located in Statistics Canada

9.8B20. Accruals. Make notes on accruals as instructed in 1.8B19.

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9.8B21. Related groups of records in different fonds. Make notes regarding related groups of records as instructed in 1.8B20.

9.8B21a. Related groups of records within the same fonds. Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

9.8B22. General note. Use this note to record any other descriptive information considered important as instructed in 1.8B21.

9.9. STANDARD NUMBER AREA

Contents:

9.9A. Preliminary rule

9.9B. Standard number

9.9A. Preliminary rule

9.9A1. Scope

See 1.9A1.

9.9A2. Punctuation

Precede this area by a full stop, space, dash, space or start a new paragraph.

9.9B. Standard number

See 1.9B.

ISSN 1068-5723

(*ISSN for Arachnet electronic journal on virtual culture*)