



ARCHIVAL ARRANGEMENT POLICY

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1.0 POLICY STATEMENT

Fonds shall be arranged in accordance with the *Rules for Archival Arrangement*.

2.0 POLICY OBJECTIVE

The object of this policy is to provide a framework for implementing the *Rules for Archival Arrangement*.

3.0 APPLICATION

This policy applies to the Manager, Archival Holdings Management and all archivists in the Archival Holdings Management Branch

4.0 POLICY DIRECTIVES

4.1 Arrangement shall precede description.

4.2 Arrangement shall commence at the fonds level.

4.3 Arrangement shall respect or, where possible, restore original order.

5.0 POLICY GUIDELINES

5.1 Arrangement may be identified during appraisal.

5.2 There is no presumption that a fonds has been or can be arranged; the existence of archival arrangement must be proven from original order.

6.0 ACCOUNTABILITY

6.1 **Archivists** are responsible for:

(i) determining the arrangement of fonds in accordance with the *Rules for Archival Arrangement*;

(ii) creating an arrangement record in electronic form for any fonds for which an archival arrangement can be demonstrated;

(iii) communicating the completed arrangement record to the Manager of Archival Holdings Management for approval.

6.2 The **Manager, Archival Holdings Management**, is responsible for:

(i) approving completed arrangement records;

(ii) notifying the arranging archivist that the arrangement has been approved.

7.0 REFERENCES

NSARM Archival Appraisal Policy

NSARM Physical Organization of Fonds Policy

NSARM *Rules for Archival Arrangement*

NSARM Archival Description Policy

8.0 APPENDIX (Glossary)

Appraisal. The process of determining whether records are archival.

Arrangement. The processes involved in the intellectual organization of records based upon the principles of **respect des fonds** and **respect for original order**.

Description. The recording in a standardized form of information about the structure, function and content of records.

Fonds. The whole of the documents, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular individual, family or corporate body in the course of that creator's activities or functions.

Original order. The intellectual arrangement imposed on the fonds by its creator.

Provenance. The person(s) or office(s) of origin of the fonds, i.e., the person(s), family (families), or corporate body (bodies) that created and/or accumulated and used the records in the conduct of personal or business life. See also **Respect des fonds**.

Respect des fonds. The principle that the records of a person, family or corporate body must be kept together in their **original order**, if it exists or can be restored, and not be mixed or combined with the records of another person, family or corporate body. See also **Provenance**.

Respect for original order [respect for l'ordre primitif]. The principle that archival records should retain the **arrangement** established by the creator, so as to preserve existing relationships and reference numbers. See also **Restoration of original order**.

Restoration of original order. Reconstituting the **arrangement** of a group of archival materials which has been disturbed by accidental causes, or through deliberate rearrangement conducted by the persons or corporate bodies that had custody of the material in its inactive life.