



PHYSICAL ORGANIZATION OF FONDS POLICY

Approval Date: 05 January 2000
Approved By: Provincial Archivist
Effective Date: [Approval Date]

TABLE OF CONTENTS

- 1.0 POLICY STATEMENT**
- 2.0 POLICY OBJECTIVE**
- 3.0 APPLICATION**
- 4.0 POLICY DIRECTIVES**
- 5.0 POLICY GUIDELINES**
- 6.0 ACCOUNTABILITY**
- 7.0 REFERENCES**
- 8.0 APPENDIX (Glossary)**

1.0 POLICY STATEMENT

The physical organization of fonds is independent of their archival arrangement.

2.0 POLICY OBJECTIVE

The objective of this policy is to ensure that the physical organization of fonds is not confused with or determined by their archival arrangement.

3.0 APPLICATION

This policy applies to all archivists and archival assistants in the Archival Holdings Management Division.

4.0 POLICY DIRECTIVES

- 4.1 Accruals to a fonds shall not be physically interfiled with it.
- 4.2 Storage of archival material must conform to NSARM preservation management policies and procedures.

5.0 POLICY GUIDELINES

- 5.1 The physical organization of a fonds may reflect its archival arrangement.
- 5.2 Physical (re)organization of a fonds should be carried out only when there are compelling reasons to do so.
- 5.3 Acceptable rationales for physical (re)organization of a fonds are: to meet preservation requirements and facilitate access.
- 5.4 Physical organization may include weeding.

6.0 ACCOUNTABILITY

- 6.1 **Archivists** are responsible for ensuring that the physical organization of fonds for which they are responsible conforms to this policy.

7.0 REFERENCES

NSARM Archival Arrangement Policy

NSARM Preservation Management Policy

NSARM Care and Handling Policy

8.0 APPENDIX (Glossary)

Arrangement. The processes involved in the intellectual organization of records based upon the principle of respect des fonds. Arrangement may be carried out at any or all of the following levels: fonds, series, file, item, or subdivision thereof.

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.

Weeding. The removal of individual documents or files lacking continuing value from a series.