

PRO-001 Writing an authoritative history of Tufts Units

Number/Unique ID

PRO-001

Purpose

The purpose of this procedure is to provide guidance for writing a history for the authority record in the Records Creator database in rediscovery.

Scope

DCA Staff
Casual Employees
Interns

Policy/Procedure Statement

For information on creating authority records see [DAT-036 Records Context Authority Records Policy Information](#)

General principles

Agency history notes establish a context from which to understand the collection and its creator. Agency histories encompass a wide range of agency types including for example, offices, departments, social clubs, fraternal organizations, and informal organizations. Remember, these are the contextual windows into the collection.

- be consistent with the facts especially names and dates
- be concise and organized in your description
- be as specific and precise as possible -- provide as much quantitative detail as possible
- be as objective as possible -- just the facts please

Abstract

The abstract should contain a brief summary of the history. It should be no longer than 100 words or a few sentences.

Complete agency history

A complete history should include the following information in this order:

- Name -- current and changes (DACS 10.34). Include dates of changes when known and use the full name consistently throughout the description.
- Dates of founding and/or dissolution (DACS 10.27)
- Changes in the main functions or activities (DACS 10.29 and 10.30)
- Predecessor and successor bodies (DACS 10.32)
- Names of significant people who worked in or headed the agency (DACS 10.35)
- Other significant information not recorded elsewhere, such as publications, programs and events (DACS 10.36)

Related descriptions and procedures

These items should not contain descriptions of the collection material, as this properly belongs in the scope and content note. For further information see [PRO-003 Writing Scope Notes](#).

Approval

Approval Date

2011-05-26

2009-04-06

2008-03-11

Effective Date

2008-03-11

Responsibility

Archivist for Collections and Reference
Records Archivist

Review

In accordance with yearly schedule or as needed.

Publishing

[DCA Policies and Procedures](#) wiki

Keywords

See Labels