NATIONAL ARCHIVAL DEVELOPMENT PROGRAM (NADP)

Time Guidelines for Arrangement and Description Projects

Time Allocations for textual material

Introduction

These guidelines may be used in calculating eligible expenses for projects that focus on the arrangement and description of fonds or collections. Within all categories, except **Background research** and **Finding aid production**, segments of a fonds or collection can use different categories of time allocations for the purpose of calculating the time necessary to complete the activity. For example: for the initial assessment of 4 meters of material more than one rate can be used to calculate the allowable time for that step. One meter may be more complex than the rest and therefore require the highest allowable time, .5 meters per day, while the rest, 3 meters only needs the rate of 3 meters per day. This would provide an allowable total allocation of 3 days for that phase of the work. All such use of varying rates must be explained in detail. Applications that assign maximum time allocations for every category must make a strong case for the need for such resources and the importance of the holding. Not all categories need to be applied for.

Background research

5 days per project - if more than one fonds/collection is involved there are three options: submit each as separate projects, undertake at this rate [5 days only], or if the work is of a re-description nature, rather than arrangement and description, submit using re-description guidelines.

Appraisal

This will include appraisal, selection, physical evaluation, and/or preliminary sorting or consolidation.

0.5 m per day Material in no order, not in file folders, or folders

untitled. No list exists, no file system used or evident,

and significant reduction required

1.0 m per day Some file titles or divisions, but heavy weeding to be

done to reduce size

1.5 m per day Physical control in place, some sorting/review

needed, selection reduces size

3.0 m per day Ledgers, minutes, or a file plan that will be retained

Physical processing

This will include all aspects relating to the preservation and housing of the material.

1.0 m per day Significant flattening, removal of staples, replacement

of paper clips and/or replacement or addition of file

folders and boxes

1.5 m per day Refoldering and reboxing required, some need for

replacement of paper clips and staples

3.0 m per day Only some reboxing/refoldering required

Arrangement

All aspects involving the physical arrangement of the contents.

0.5 m per day No discernable order, significant comparison needed

with various parts of fonds/collection to construct files

and then order files

1.0 m per day Material is in files but relationship between files is

tenuous and hierarchy of series and files is not

evident

1.5 m per day Relationship of series or grouping of files is unclear

3.0 m per day Series and lower order is in place, little more involved

than verifying filing plan (alphabetical, chronological

or alpha-numeric system)

Description

This encompasses all aspects of the intellectual process of ascribing the descriptive elements for the fonds and any other levels in the hierarchy down to the file level.

0.5 m per day Files, sub-series, series and fonds/collection

descriptions need to be created from scratch. Significant series require RAD descriptions.

1.0 m per day Significant work is required at either the file or series

level.

1.5 m per day Information for file and series descriptions is available

or self-evident and it is just a matter of compiling it. Some complexity to series but material arrived with substantial contextual data for description elements

and hierarchical structure

3.0 m per day Arrangement is simplistic or straightforward with

significant homogeneity within series and

uncomplicated relationships between series and sub-

series.

Finding aid production

Although there may be some anomalies, it is expected that the length of time for finding aid production will be in proportion to the extent of the collection, the level of description, the number of files, and complexity of arrangement.

 2 m or less
 1-2 days

 3-5 m
 3-4 days

 6-10m
 5-6 days

 11-15 m
 7-8 days

 16 m or more
 9-10 days

ARRANGEMENT, DESCRIPTION, AND PHYSICAL PROCESSING TIMES ARE BASED ON THE EXTENT OF DOCUMENTS AFTER SELECTION

Time Allocations for other format of material

Photos

Appraisal and selection 200 images per day (based on the number of images

in the initial collection)

Arrangement 50 images per day (based on the number of images

in the final selection)

Description 50 images per day (based on the number of images

in the final selection)

Physical processing 100 images per day (based on the number of images

in the final selection)

Sound recordings

Appraisal and selection; Arrangement; Description; and Physical processing: 4 times running time of recordings.

Moving Images

Appraisal and selection; Arrangement; Description; and Physical processing: 4 times running time of films.

Architectural and Cartographic material

Appraisal and selection
Arrangement
Description

Physical processing 25 items per day 50 items per day 20 items per day 20 items per day

THESE ARE PROVIDED AS GUIDELINES ONLY TO ASSIST IN THE DETERMINATION OF TIME REQUIRED. APPLICANTS WILL, OF COURSE, BASE THEIR CALCULATIONS ON THE STATE OF THE RECORDS BEING PROCESSED