

**Time Guidelines for Fonds-Level Redescription Projects
(based on guidelines originally developed by the
Canadian Council of Archives)**

For each application, it is necessary to state the specific rate of re-description - number of fonds per day, or number of days per fonds. If applicable, you may use a variety of rates in a single application but the rates and reasons for them, as well as the number of fonds involved, need to be explained in detail.

<i>Rate of Description</i>	<i>Rationale for Rate</i>
3-5⁺ fonds per day	This rate of re-description should be used for fonds / collections which require little or no research or consultation of the material or supporting documentation. A rate of 5 or more fonds /collections per day would be used where the work consists of pasting or migrating data from existing electronic documents into a database or template. The rate would be used when minor consultation with the material or accession / donor files is required to complete entries
1-2 fonds per day	This rate would be used when there are missing data elements that require more than minimal research and writing efforts. In most of these cases, there is some sort of description in a legacy system and likely an inventory or box list. Typically one or more of the narrative data elements is missing or inadequate, or effort is required to compensate for deficient legacy, donor, or accession files.
2-4 days per fonds	A rate from this range means that there are significant gaps in the information available on the fonds/collections. Although there may be preliminary lists, there is no aggregate information, administrative history/biographical sketch, or scope and content. Holdings falling into this category should only be attempted once your institution has completed holdings capable of being described at the faster rates. Holdings that would take longer than 3 days will only be approved under exceptional circumstances, which would include a significant number of sub-series of diverse and qualitative content requiring extensive and disparate scope and content elements. If it will take longer than 4 days to describe a fonds, it should be done as an arrangement and description project at the rates stated for those projects.