

**Canadian Committee on Archival Description**  
**MANDATE STATEMENT AND TERMS OF REFERENCE**

**1 - MANDATE STATEMENT**

The Canadian Committee on Archival Description is responsible for the on-going development, monitoring, revision and promotion of archival descriptive standards\* to facilitate access to archival holdings in Canada and to represent Canadian interests in the development of international descriptive standards.

\* Descriptive standards include data content, data structure and data value standards and guidelines.

**2 - RESPONSIBILITIES**

**2.1** - As a committee of experts, to be responsible for the continuing maintenance, review, interpretation, and revision of Rules for Archival Description and to involve the archival community in the revision process by informing them of the Committee's work and consulting widely.

**2.2** - To be responsible for the development of other descriptive standards as required.

**2.3** - To provide advice to the Canadian archival community in response to questions and comments regarding archival descriptive standards.

**2.4** - To represent the interests of the Canadian archival community in the development and revision of national and international descriptive standards.

**2.5** - To collaborate with other organizations and groups in increasing access to Canada's archival holdings through the application of descriptive standards and networks.

**3 - MEETINGS**

**3.1** - Meetings will be held at the call of the Chairperson.

**4 - MANDATE STATEMENT AND RESPONSIBILITIES**

**4.1** - The mandate statement and responsibilities will be reviewed every three years.