

## 251 ORGANIZATION AND ARRANGEMENT OF MATERIALS

### Field Definition and Scope

This field contains information about organization and arrangement of materials in the collection as well as position of the unit in the hierarchy of archival description.

### Subfields & Occurrence

Field/Subfield	Field/Subfield Name	Repeatability	Occurrence
251	ORGANIZATION AND ARRANGEMENT OF MATERIALS	R	O
a	Organization	R	O
b	Arrangement	R	O
c	Level	NR	O

### Indicators

Indicator	Value	Description
1	#	blank (not defined)
2	#	blank (not defined)

### Subfields Description

#### \$a Organization

Manner in which the materials being described have been subdivided into smaller units, such as how the record groups are divided into series, and series into subseries. Repeatable.

#### \$b Arrangement

Terms used to describe the pattern of arrangement of materials within a unit, such as alphabetical, chronological, etc. Repeatable.

#### \$c Level

Term used to identify hierarchical position of the described materials in the whole hierarchy of description. Normally, standard archival units are used – fonds, series, file, resource. Not repeatable.

### Related Fields

RECORD LABEL, Hierarchical level code (character position 8)	Character position 8 in the RECORD LABEL indicates the hierarchical relationship (if any) between the record and other records in the file without naming particular level explicitly.
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### Examples

EX 1
200 1#\$aНиколай II, император. 1868-1918\$;1860-1991
251 ##\$a2 описи\$cФонд
Collection of records of Nikolay II, Emperor of Russia. Arranged in two series.

### History

2012	New field.
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