Creating Local Context using EAC

New England Archivist 2011

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Project Archivist

Tufts University | Digital Collections and Archives

April 2, 2011

Brown University
Providence, RI

Introduction

Digital Collections and Archives

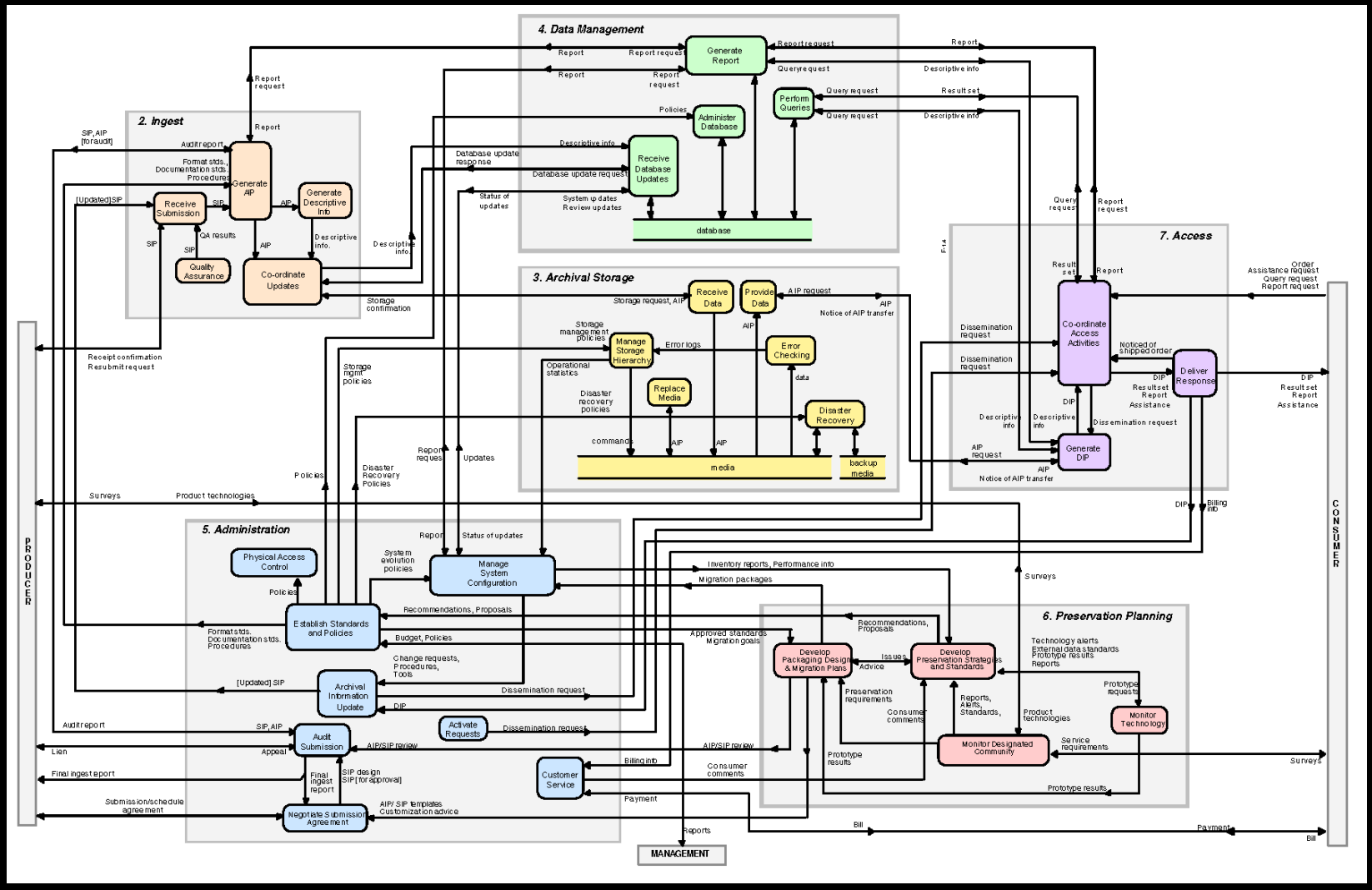
- Records Management Program
- University Archives
- Fedora Commons Repository managed with UIT/Academic Technology

- Need for Record Context Records (RCR)
- Decision to use EAC to create RCR
- How Tufts is implementing EAC
- How you could use it

Why did Tufts need Record Context Records (RCR)?

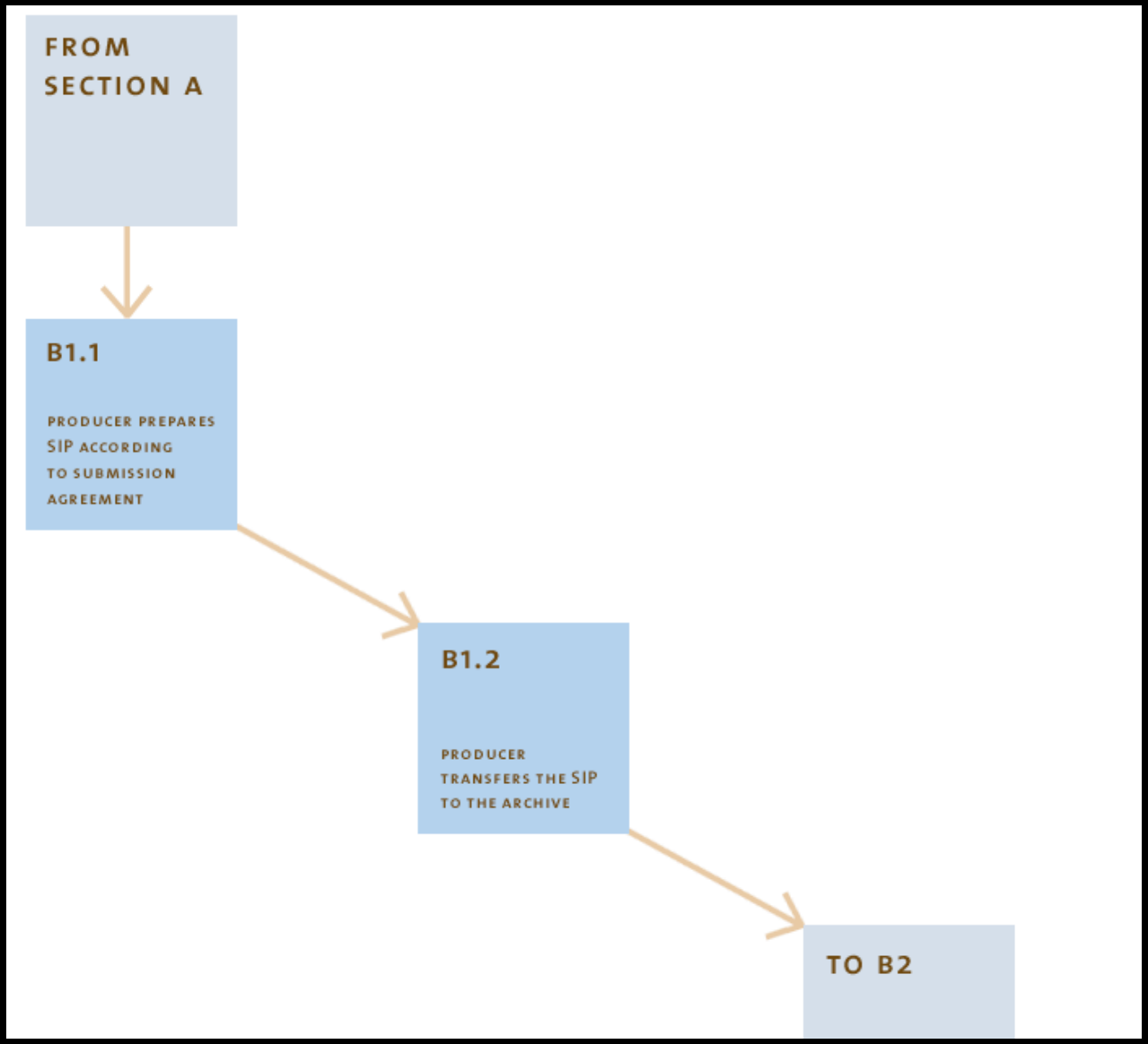
TAPER

Tufts Accessioning Program for Electronic Records


4. Data Management
Generate Report
Perform Queries
Administer Database
Receive Database Updates
database
2. Ingest
Generate AIP
Generate Descriptive Info
Receive Submission
Quality Assurance
Co-ordinate Updates
3. Archival Storage
Receive Data
Provide Data
Manage Storage Hierarchy
Error Checking
Replace Media
Disaster Recovery
media
backup media
7. Access
Co-ordinate Access Activities
Deliver Response
Generate DIP
5. Administration
Physical Access Control
Manage System Configuration
Establish Standards and Policies
Archival Information Update
Audit Submission
Activate Requests
Customer Service
Negotiate Submission Agreement
6. Preservation Planning
Develop Packaging Design & Migration Plans
Develop Preservation Strategies and Standards
Monitor Designated Community
Monitor Technology
PRODUCER
CONSUMER
MANAGEMENT

Ingest

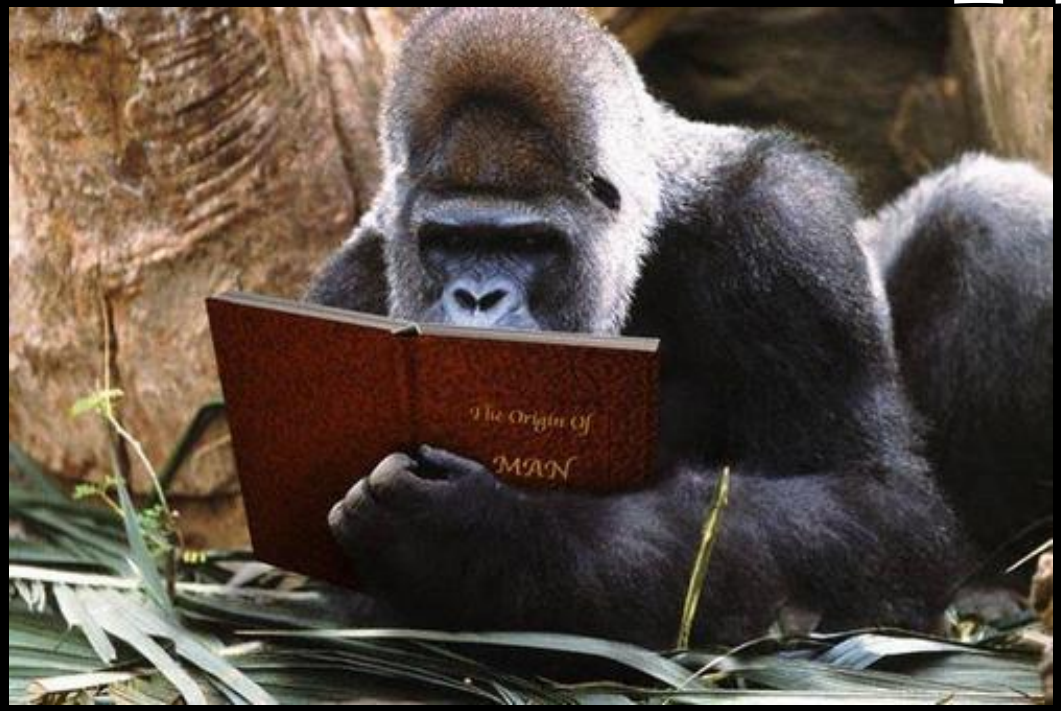
Ingest Guide for University Electronic Records



http://dca.lib.tufts.edu/features/nhprc/reports/ingest/index.html

* Submission Information Package

AIP*

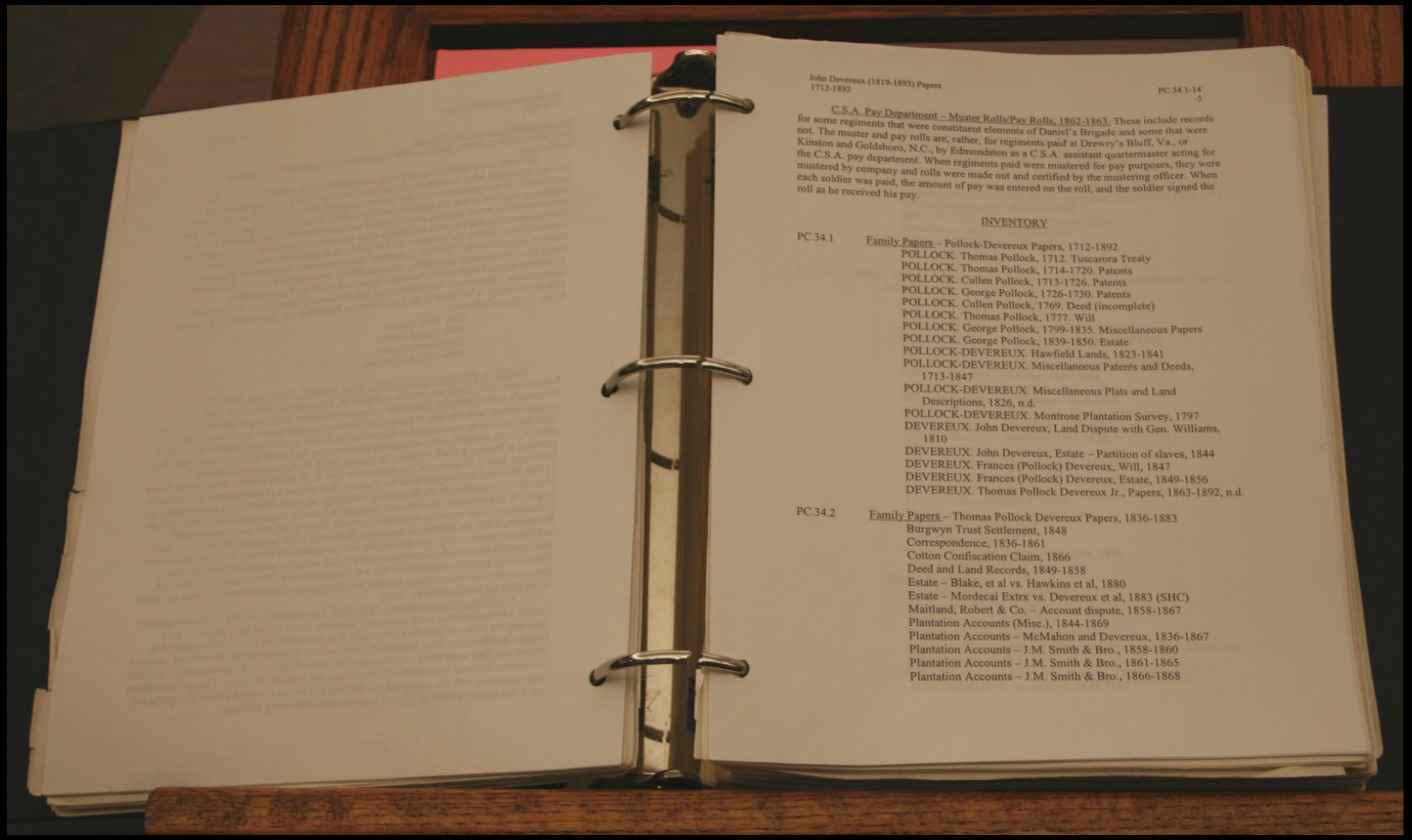


* Archival Information Package

ANTICIPATE

Who are the records creators?

What kinds of records do they transfer?



John Devereux (1819-1893) Papers
1712-1892

PC.34.1-14
-5

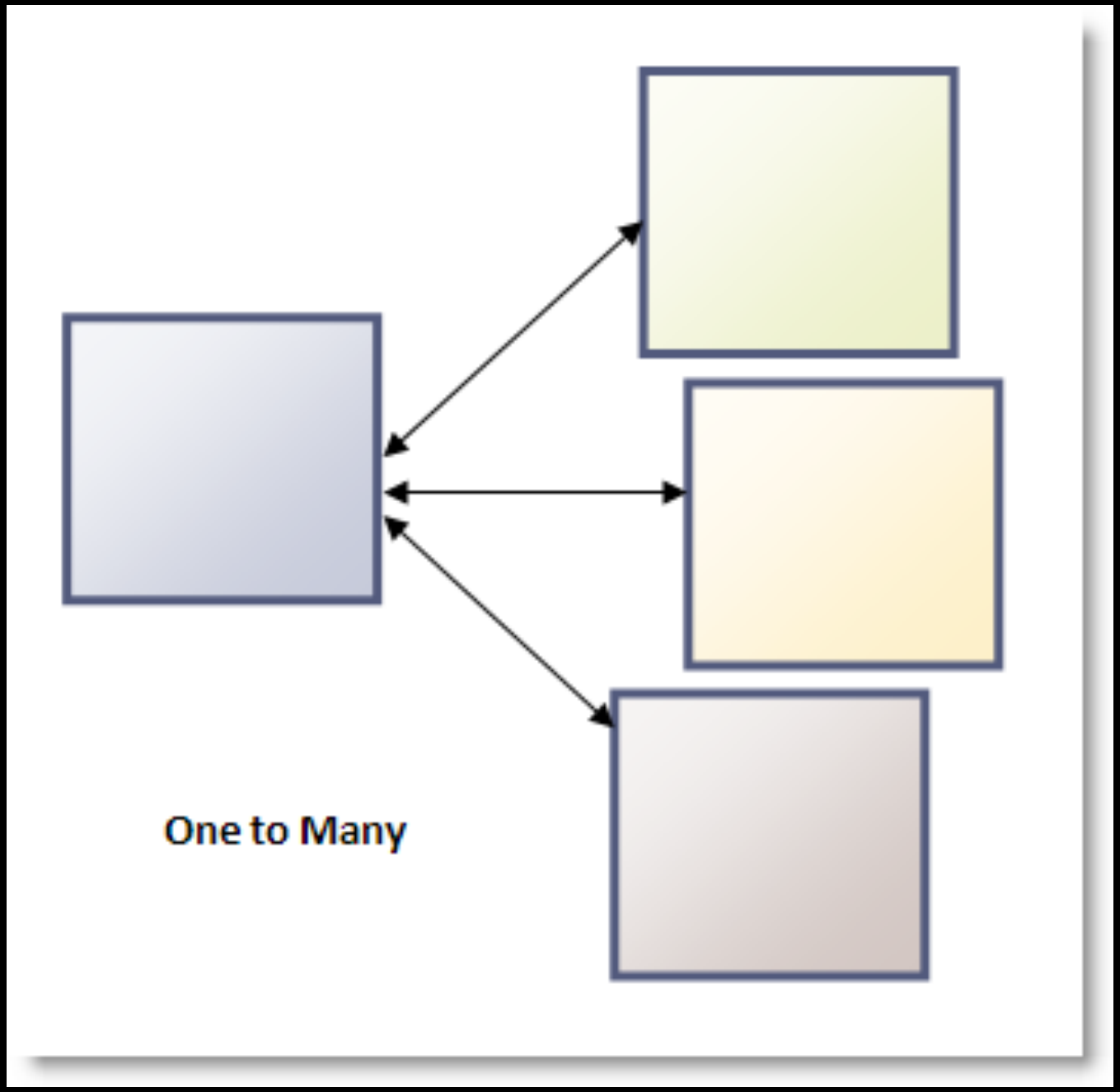
C.S.A. Pay Department – Muster Rolls/Pay Rolls, 1862-1863. These include records for some regiments that were constituent elements of Daniel's Brigade and some that were not. The muster and pay rolls are, rather, for regiments paid at Drewry's Bluff, Va., or Kinston and Goldsboro, N.C., by Edmondston as a C.S.A. assistant quartermaster acting for the C.S.A. pay department. When regiments paid were mustered for pay purposes, they were mustered by company and rolls were made out and certified by the mustering officer. When each soldier was paid, the amount of pay was entered on the roll, and the soldier signed the roll as he received his pay.

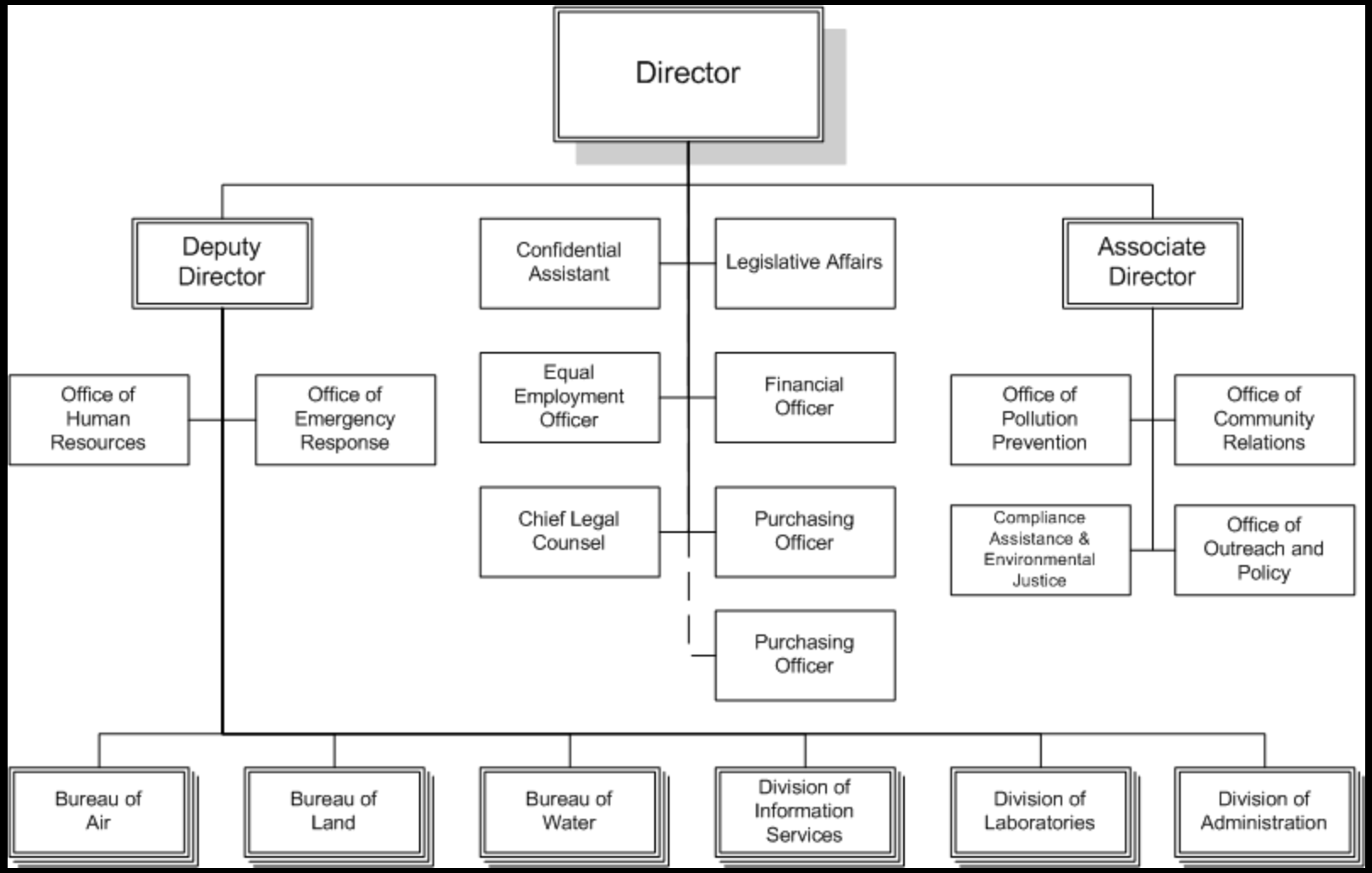
INVENTORY

PC.34.1 Family Papers – Pollock-Devereux Papers, 1712-1892
- POLLOCK. Thomas Pollock, 1712. Tuscarora Treaty
- POLLOCK. Thomas Pollock, 1714-1720. Patents
- POLLOCK. Cullen Pollock, 1713-1726. Patents
- POLLOCK. George Pollock, 1726-1730. Patents
- POLLOCK. Cullen Pollock, 1769. Deed (incomplete)
- POLLOCK. Thomas Pollock, 1777. Will
- POLLOCK. George Pollock, 1799-1835. Miscellaneous Papers
- POLLOCK. George Pollock, 1839-1850. Estate
- POLLOCK-DEVEREUX. Hawfield Lands, 1823-1841
- POLLOCK-DEVEREUX. Miscellaneous Patents and Deeds, 1713-1847
- POLLOCK-DEVEREUX. Miscellaneous Plats and Land Descriptions, 1826, n.d.
- POLLOCK-DEVEREUX. Montrose Plantation Survey, 1797
- DEVEREUX. John Devereux, Land Dispute with Gen. Williams, 1810
- DEVEREUX. John Devereux, Estate – Partition of slaves, 1844
- DEVEREUX. Frances (Pollock) Devereux, Will, 1847
- DEVEREUX. Frances (Pollock) Devereux, Estate, 1849-1856
- DEVEREUX. Thomas Pollock Devereux Jr., Papers, 1863-1892, n.d.

PC.34.2 Family Papers – Thomas Pollock Devereux Papers, 1836-1883
- Burgwyn Trust Settlement, 1848
- Correspondence, 1836-1861
- Cotton Confiscation Claim, 1866
- Deed and Land Records, 1849-1858
- Estate – Blake, et al vs. Hawkins et al, 1880
- Estate – Mordecai Extrx vs. Devereux et al, 1883 (SHC)
- Maitland, Robert & Co. – Account dispute, 1858-1867
- Plantation Accounts (Misc.), 1844-1869
- Plantation Accounts – McMahon and Devereux, 1836-1867
- Plantation Accounts – J.M. Smith & Bro., 1858-1860
- Plantation Accounts – J.M. Smith & Bro., 1861-1865
- Plantation Accounts – J.M. Smith & Bro., 1866-1868

Old School Finding Guide


One to Many


Director
Deputy Director
Confidential Assistant
Legislative Affairs
Associate Director
Office of Human Resources
Office of Emergency Response
Equal Employment Officer
Financial Officer
Office of Pollution Prevention
Office of Community Relations
Chief Legal Counsel
Purchasing Officer
Compliance Assistance & Environmental Justice
Office of Outreach and Policy
Purchasing Officer
Bureau of Air
Bureau of Land
Bureau of Water
Division of Information Services
Division of Laboratories
Division of Administration

Decision to use EAC to create Record Context Records (RCR)?

Photo: Tourism Australia

Details report

Select

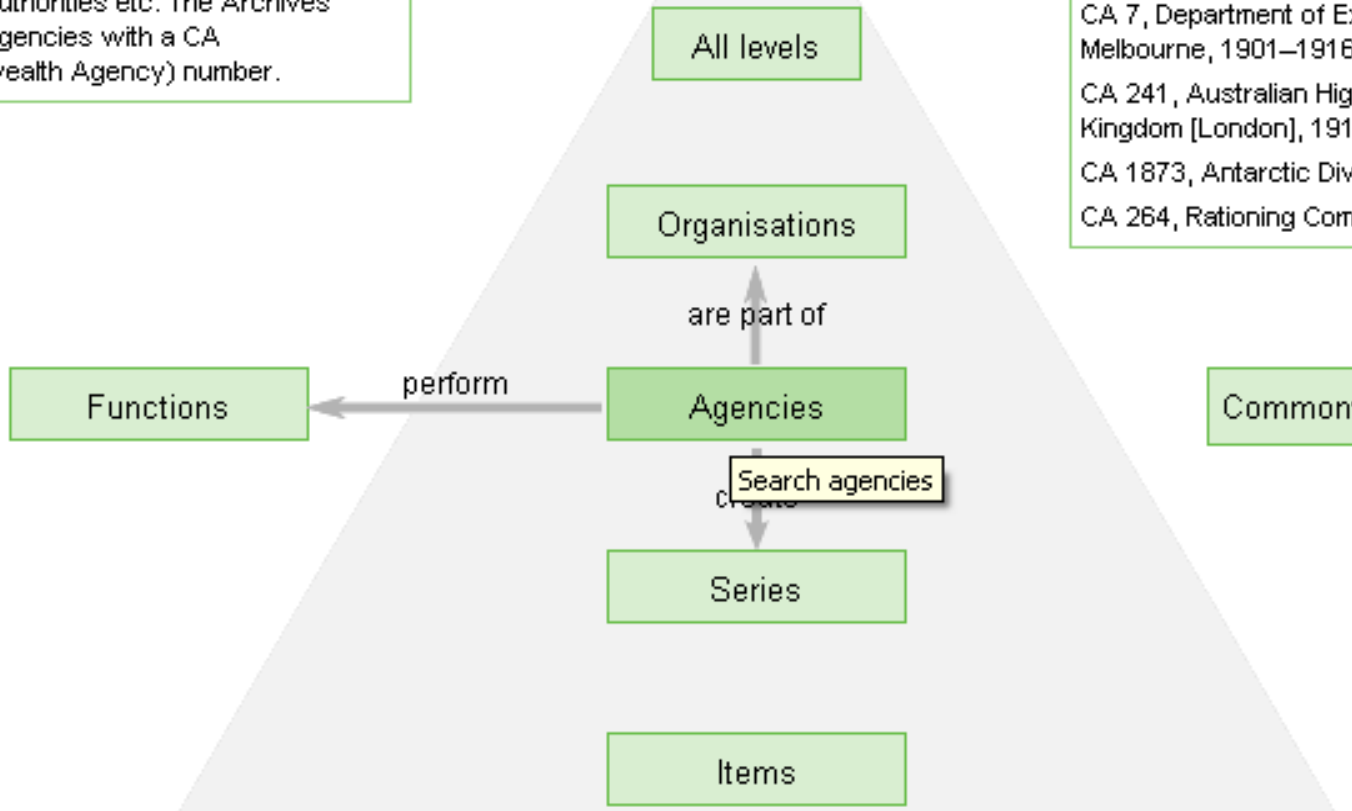
Agency details for: CA 219	
Agency number	CA 219
Title	Australian News and Information Bureau, Canberra
Date range	16 Mar 1950 - 14 Feb 1973
Series recorded by this agency	Series
Organisation controlling	16 Mar 1950 - 14 Feb 1973 CO 1, COMMONWEALTH OF AUSTRALIA
Location	Australian Capital Territory
Agency status	Regional or State Office
Function	16 Mar 1950 - 14 Feb 1973 GOVERNMENT MEDIA
Agency note	This agency suceeded the Department of Information which was abolished in 1950. The ANIB absorbed a large proportion of the staff and functions of the Department of Information, although some were taken over by the Australian Broadcasting Commission. The ANIB consisted of a Home and an Overseas Organisation, the former being responsible for an Editorial Division and a Film Division, and the latter for dissemination of information relating to Australia throu ..... (More)

Done

National Archives of Australia "Records Search"
http://naa12.naa.gov.au/SearchNRetrieve/Interface/SearchScreens/BasicSearch.aspx

Commonwealth Record Series (CRS) System

Agencies are government departments, statutory authorities etc. The Archives registers agencies with a CA (Commonwealth Agency) number.



Examples:

CA 7, Department of External Affairs [I], Melbourne, 1901–1916

CA 241, Australian High Commission, United Kingdom [London], 1910–ongoing

CA 1873, Antarctic Division, 1949–ongoing

CA 264, Rationing Commission, 1942–1950

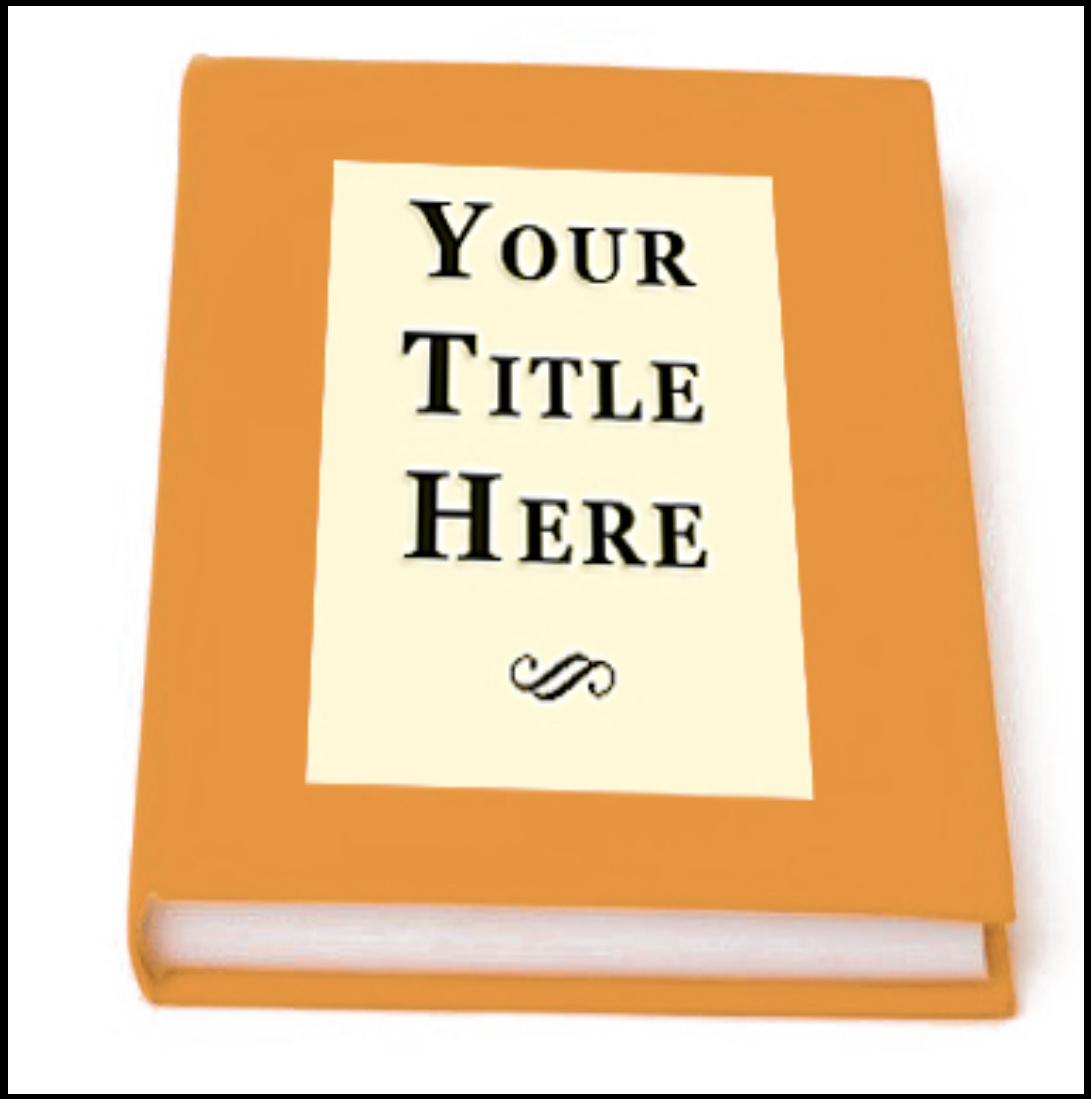
INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES

ISAAR (CPF)

International Standard Archival Authority Record For Corporate Bodies, Persons and Families

Second Edition

Uses the ISAAR –CPF fields



* AKA <nameEntry>

Implementation of EAC

- Minimum Fields
- Dates
- Linking
- When to create a new context description (RCR)

Policy/Procedure Statement

The following data elements are required:

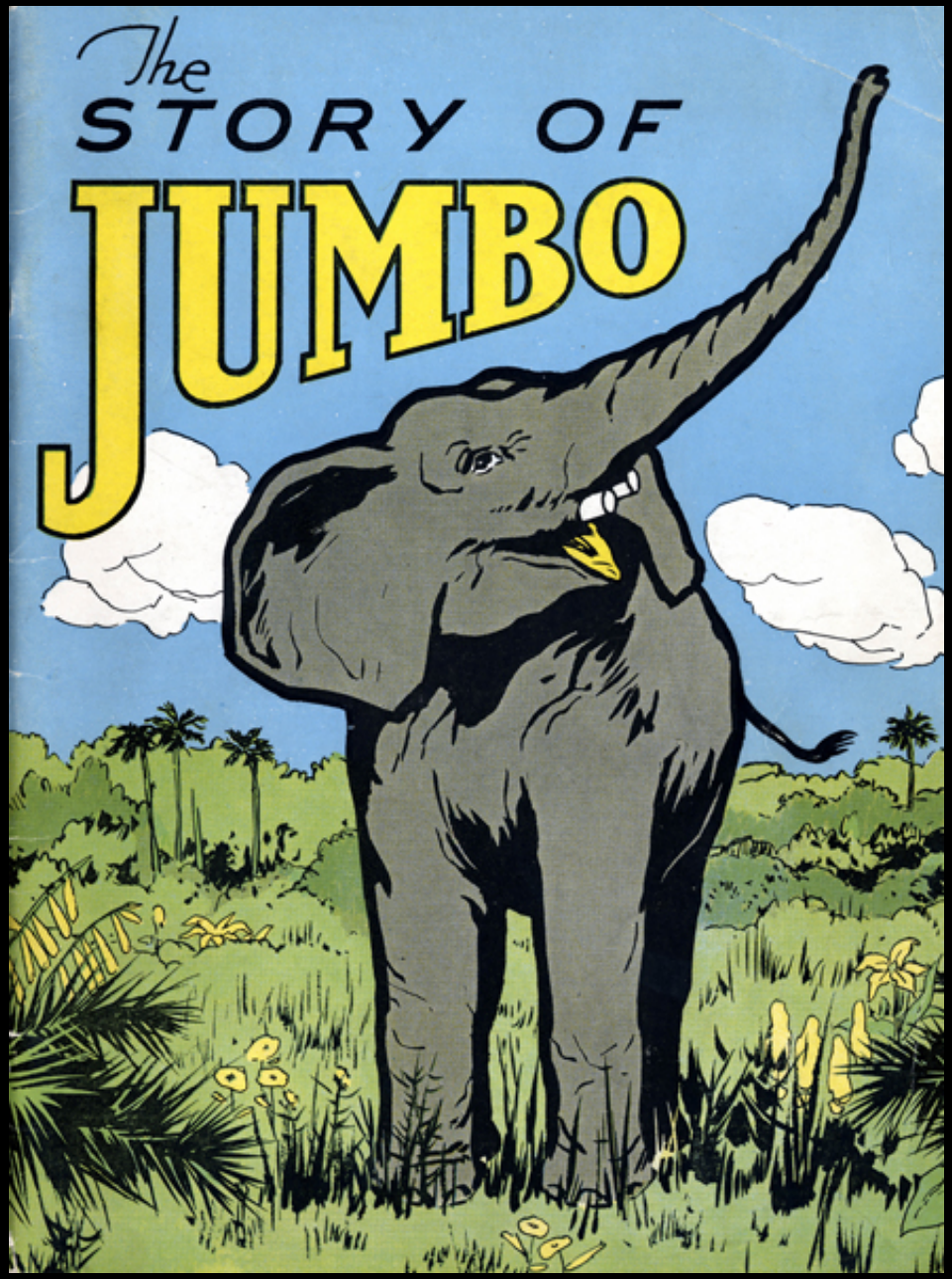
Required by DCA	Required in EAC
Record ID	<recordId>
Status	
Name Entry	<nameEntry>
Entity Type	<entityType>
Start Date	<fromDate>
End Date	<toDate>
Maintenance	<eventType>
Add by date	<eventDateTime standardDateTime>
History	<biogHist>
Sources	<sources>
	<languageDeclaration> <language> <script>

Record id = RCR00001

- Status
  - Draft
  - Ready
  - Exported
  - Re-exported

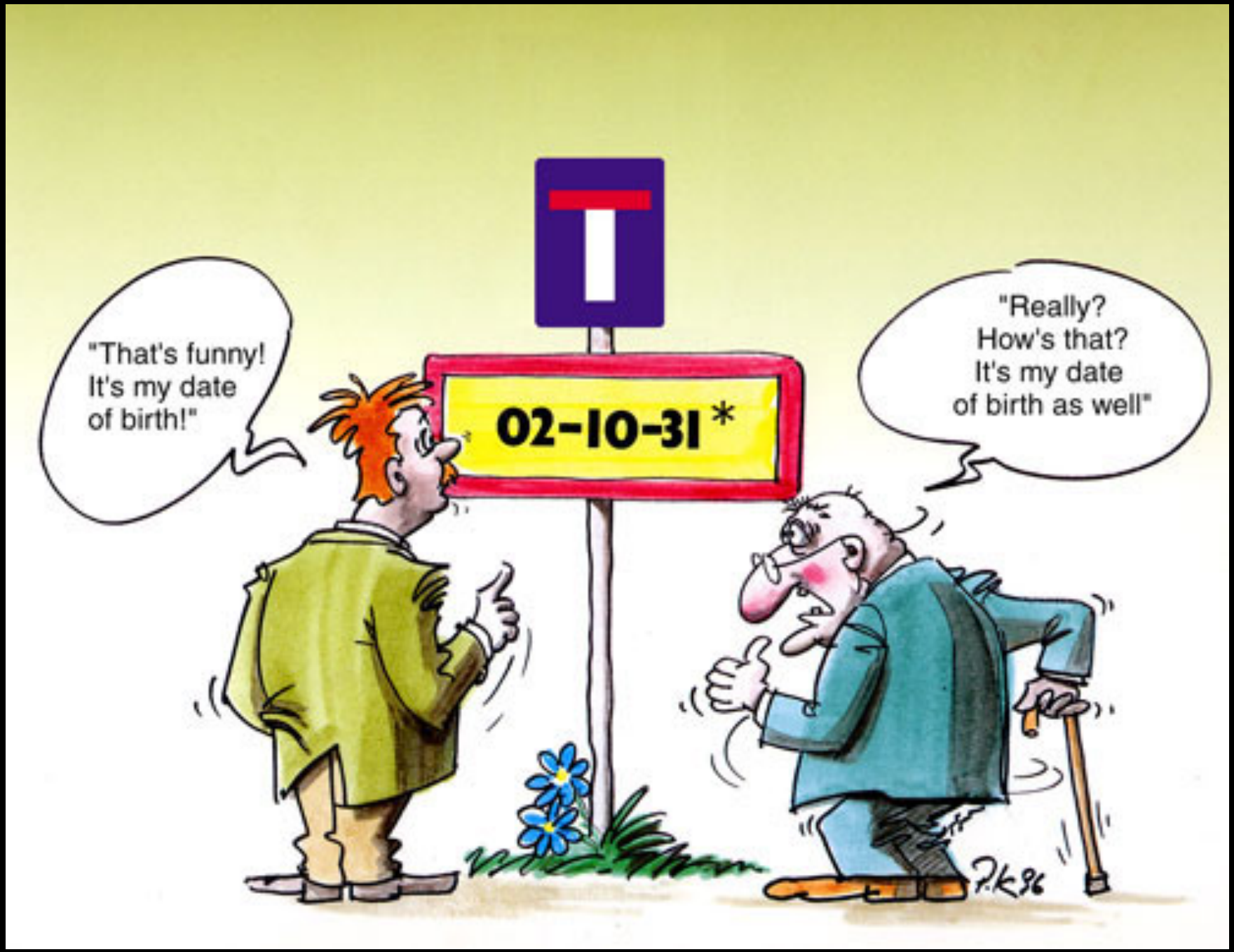
- Name
- History

- Entity Type
  - Corporate Body
  - Person
  - Family



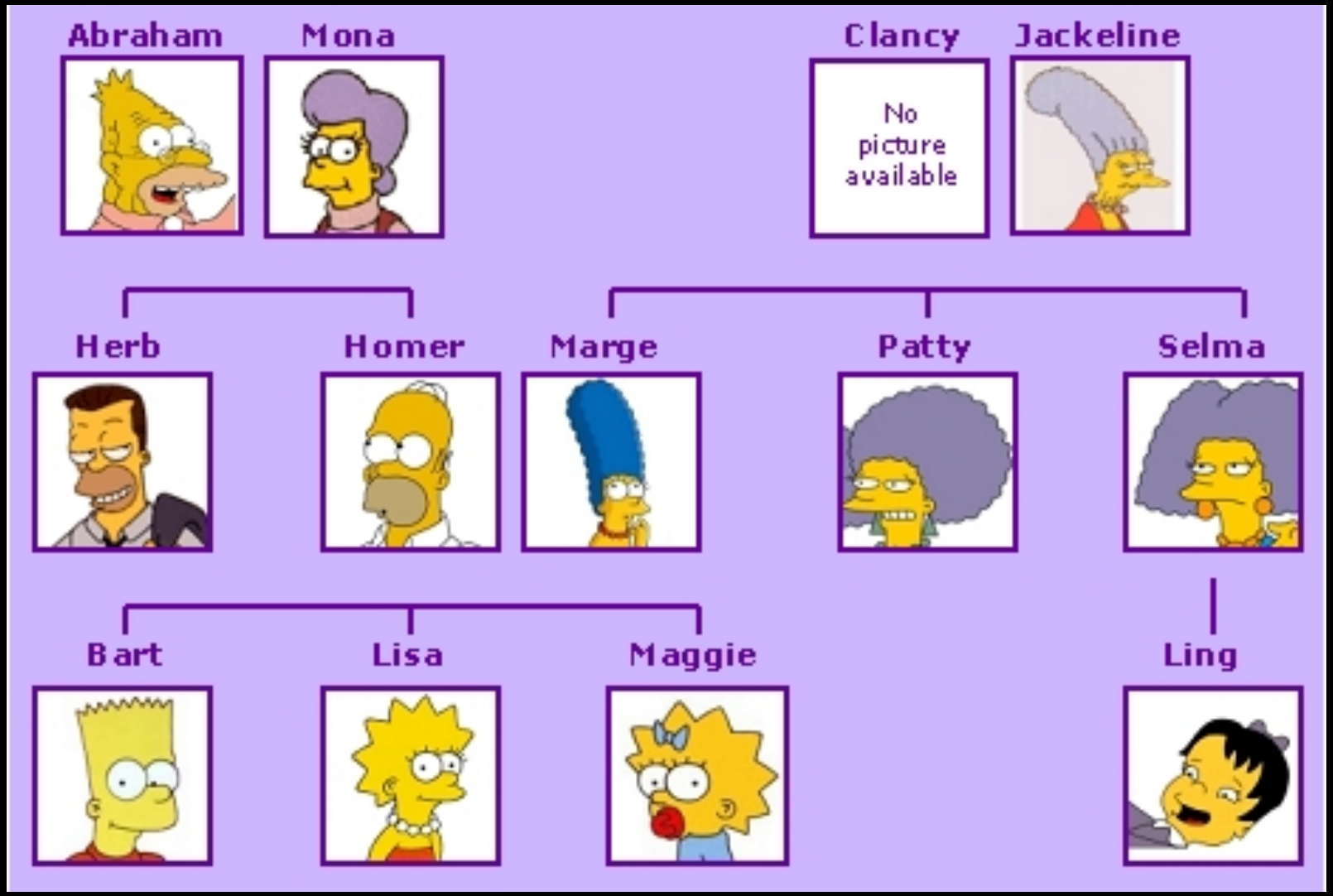
Maintenance

Source

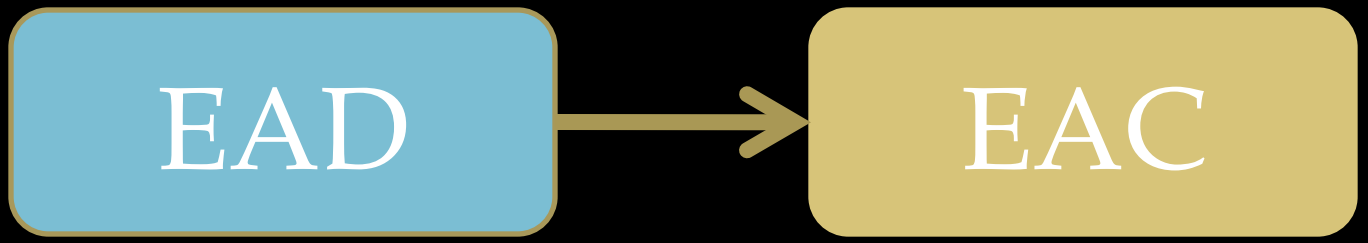

"That's funny! It's my date of birth!"
02-10-31 *
"Really? How's that? It's my date of birth as well"

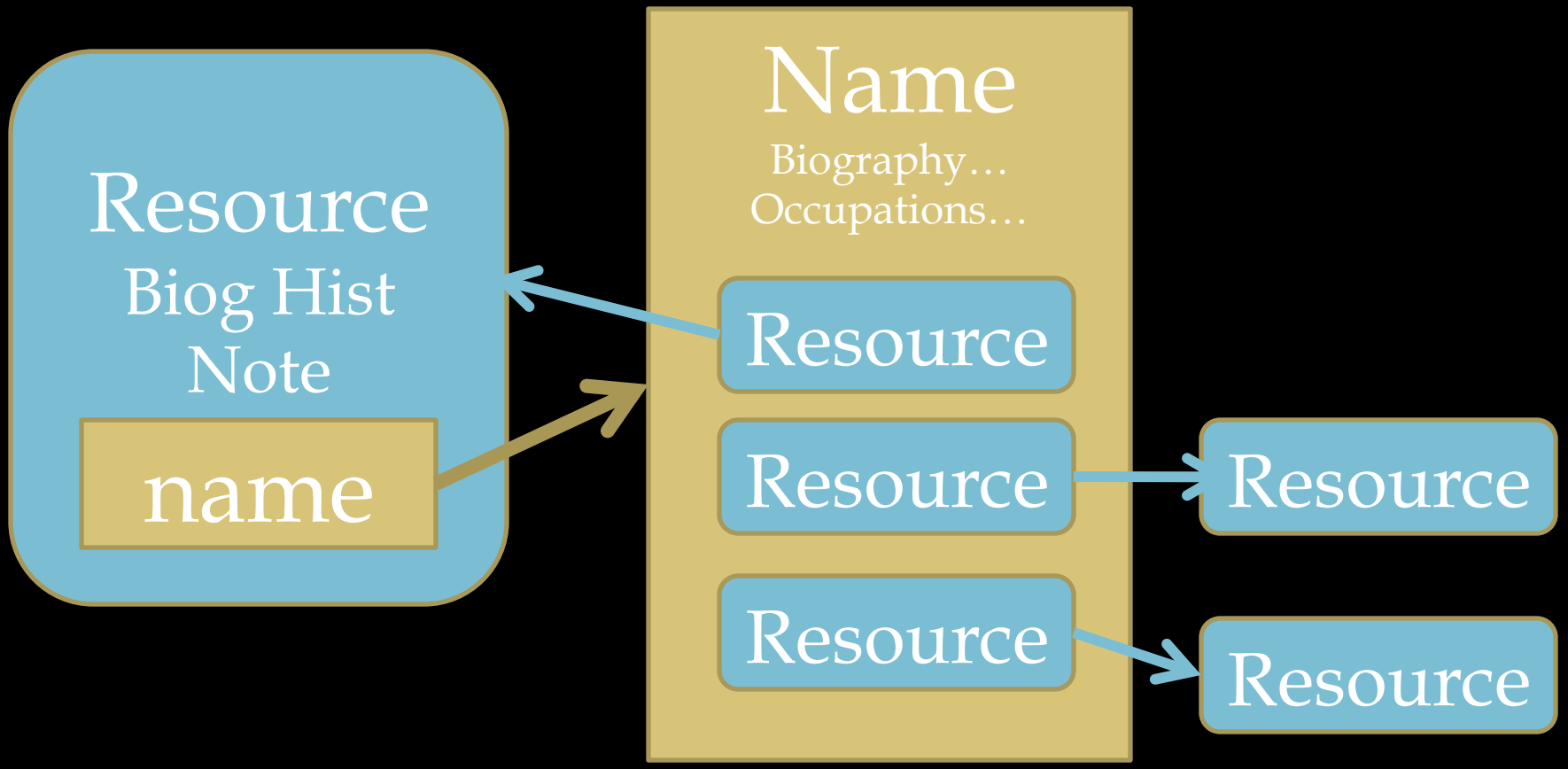
2099-12-31 = Present

Linking

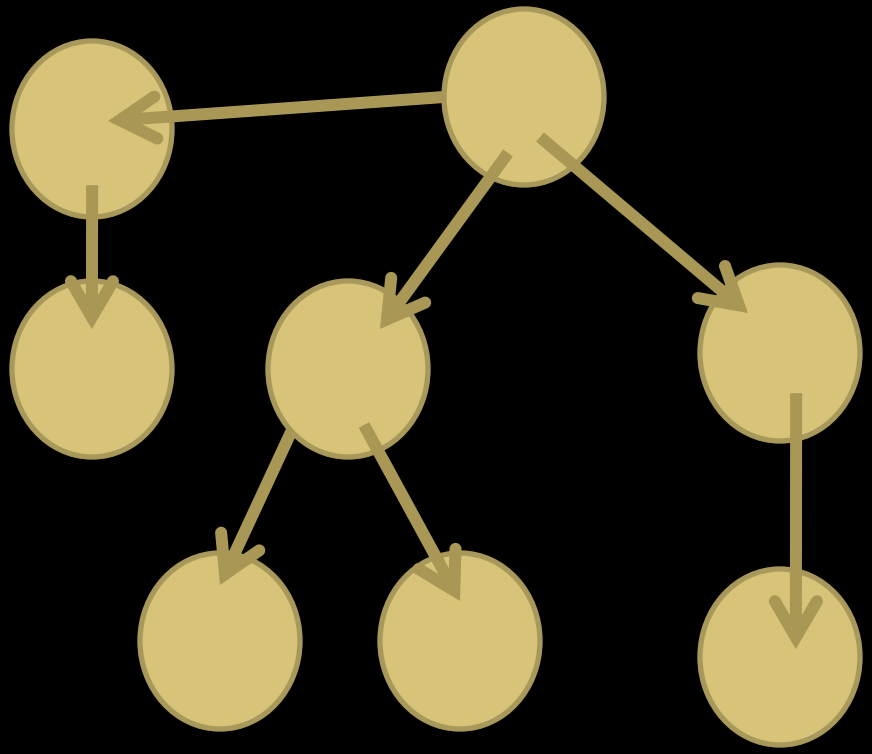


http://dca.lib.tufts.edu/ontology/rcr.rdfs.xml

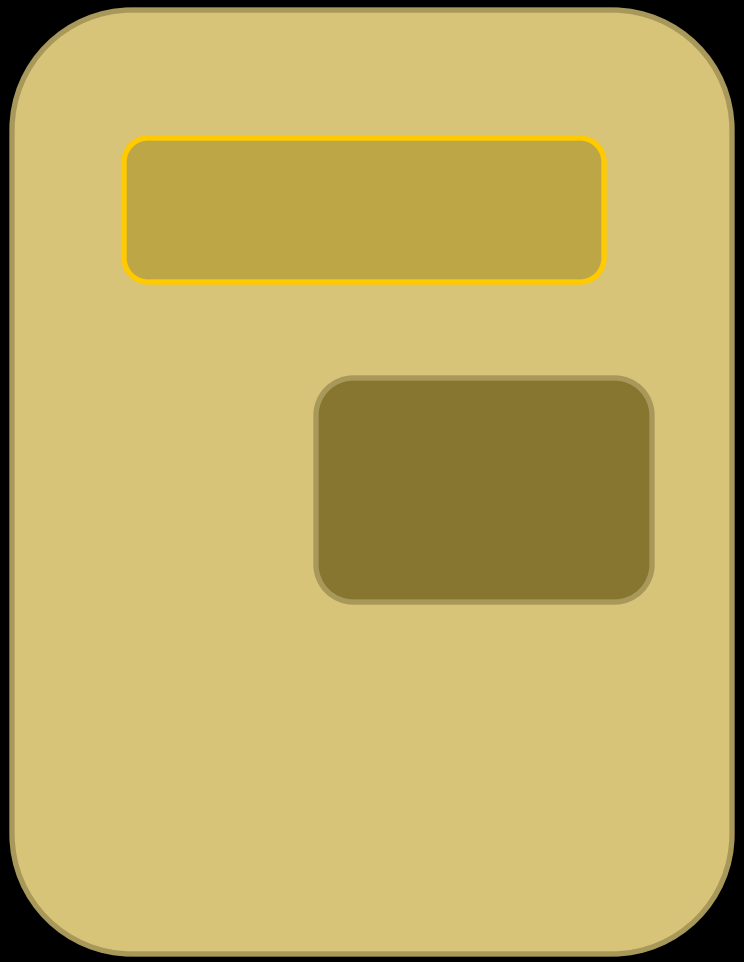

EAD
EAC


Resource
Biog Hist
Note
name
Name
Biography…
Occupations…
Resource
Resource
Resource
Resource
Resource

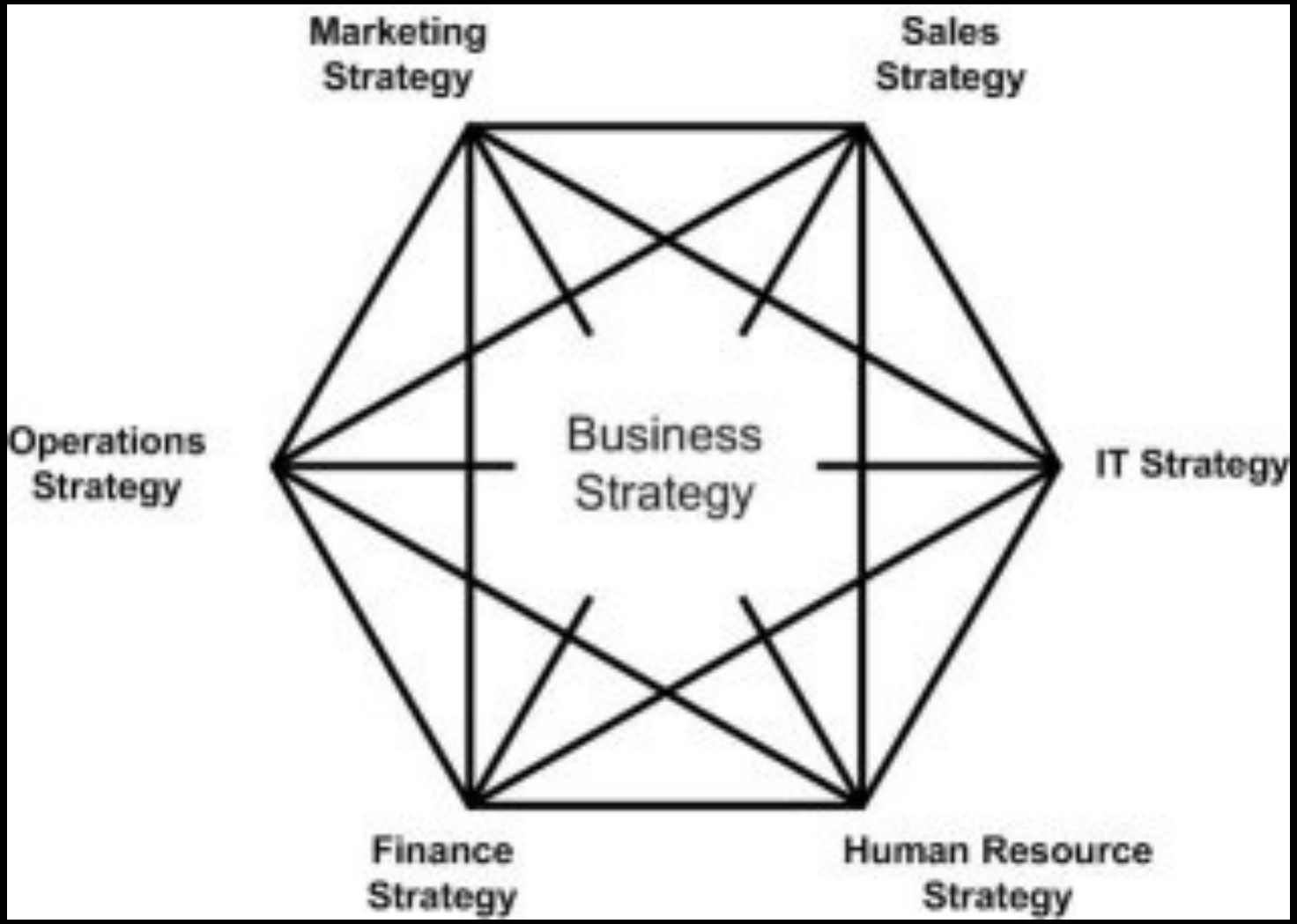
When do you create a new Description?

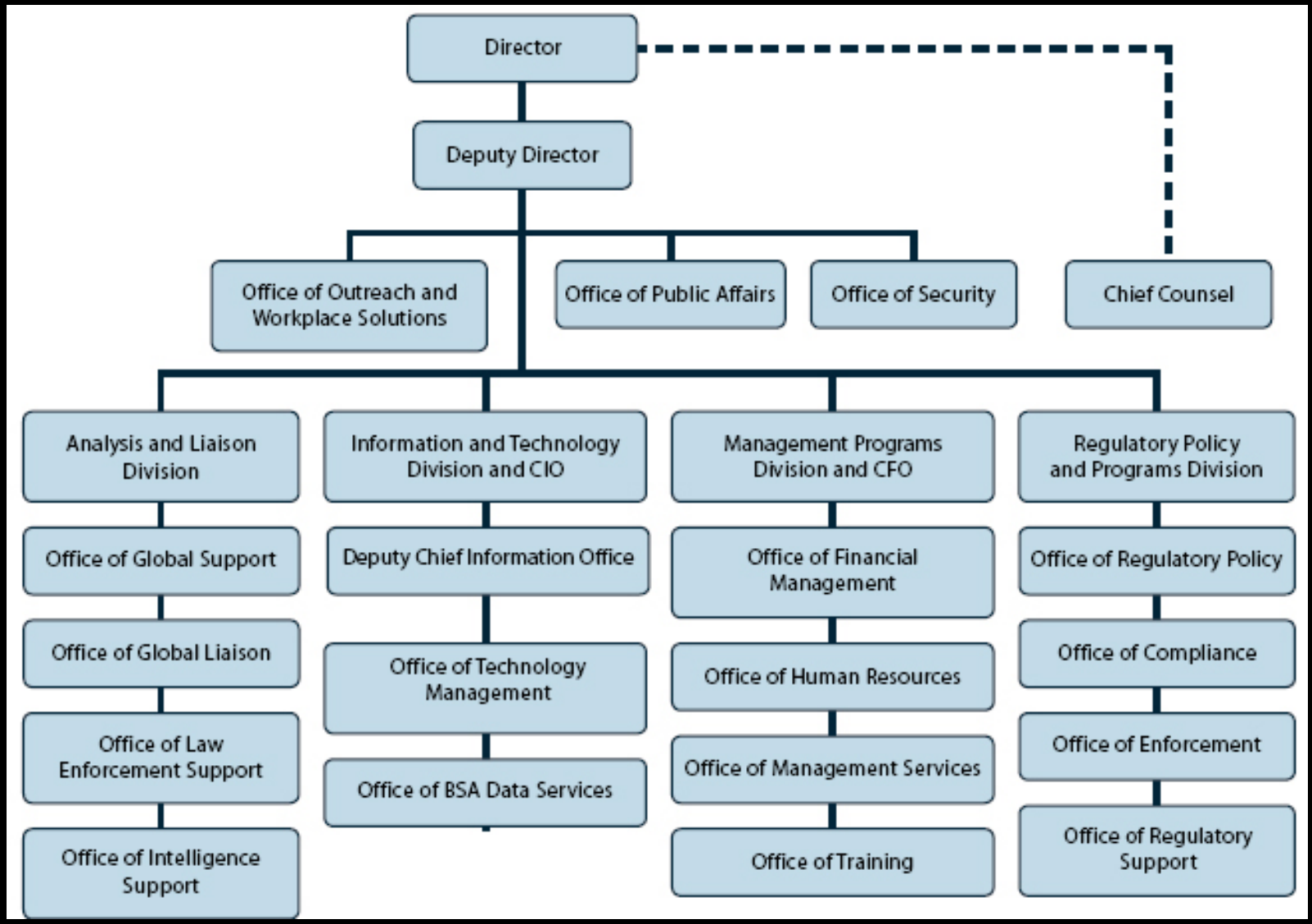


Name



Function

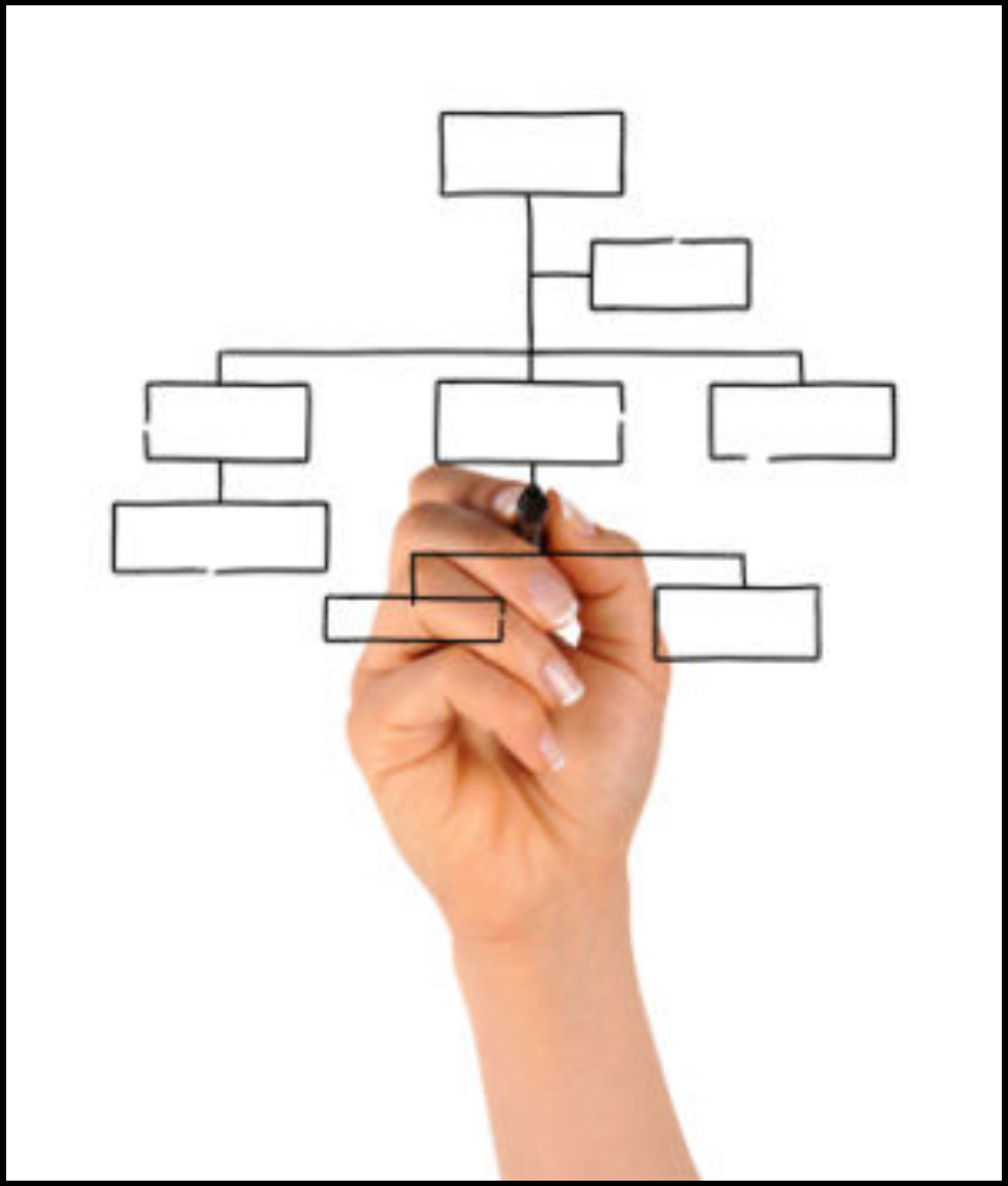

Marketing Strategy
Sales Strategy
Operations Strategy
Business Strategy
IT Strategy
Finance Strategy
Human Resource Strategy


Director
Deputy Director
Office of Outreach and Workplace Solutions
Office of Public Affairs
Office of Security
Chief Counsel
Analysis and Liaison Division
Office of Global Support
Office of Global Liaison
Office of Law Enforcement Support
Office of Intelligence Support
Information and Technology Division and CIO
Deputy Chief Information Office
Office of Technology Management
Office of BSA Data Services
Management Programs Division and CFO
Office of Financial Management
Office of Human Resources
Office of Management Services
Office of Training
Regulatory Policy and Programs Division
Office of Regulatory Policy
Office of Compliance
Office of Enforcement
Office of Regulatory Support

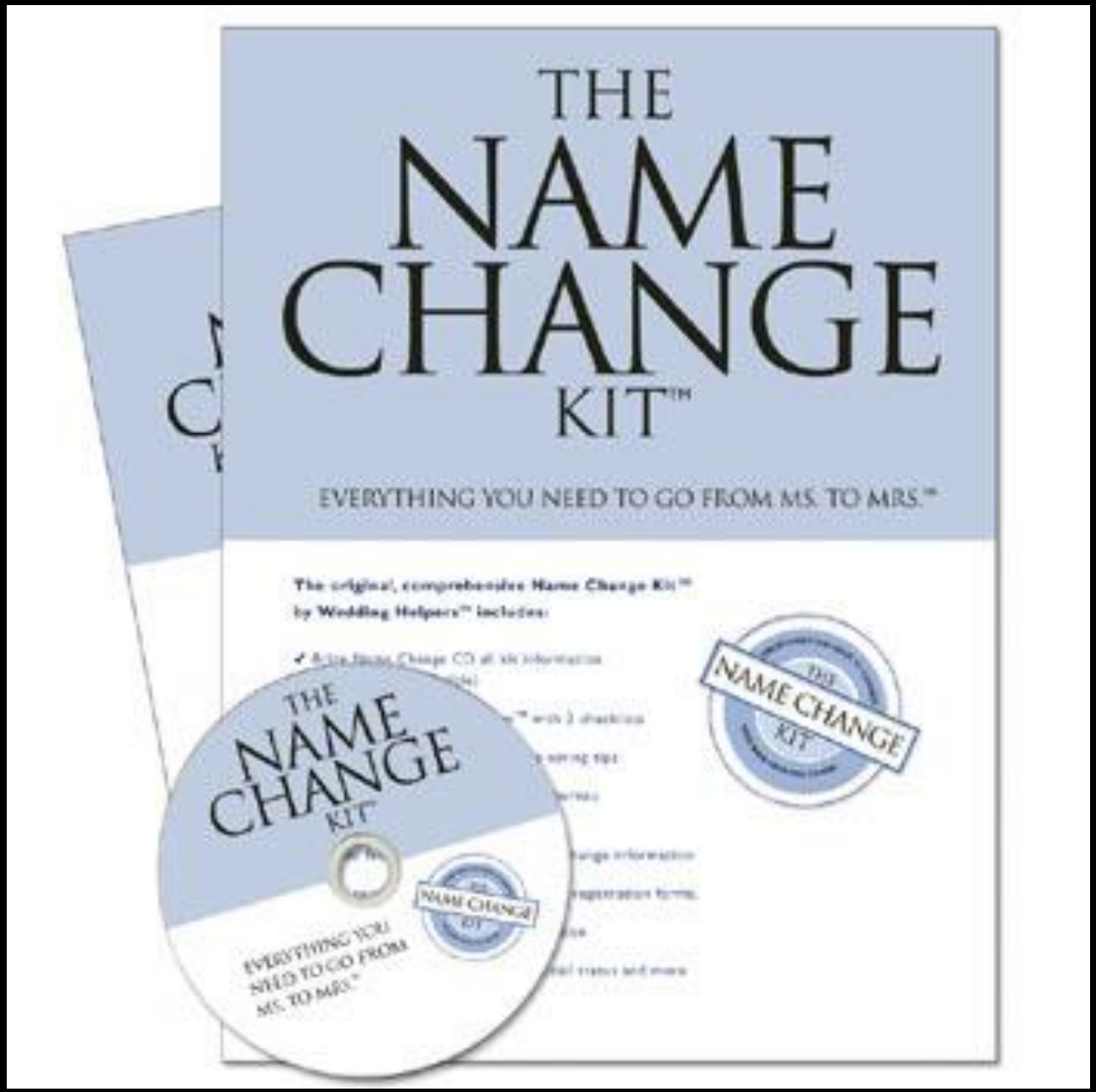
Tufts | University | Fact | Book | 2009 | 2010

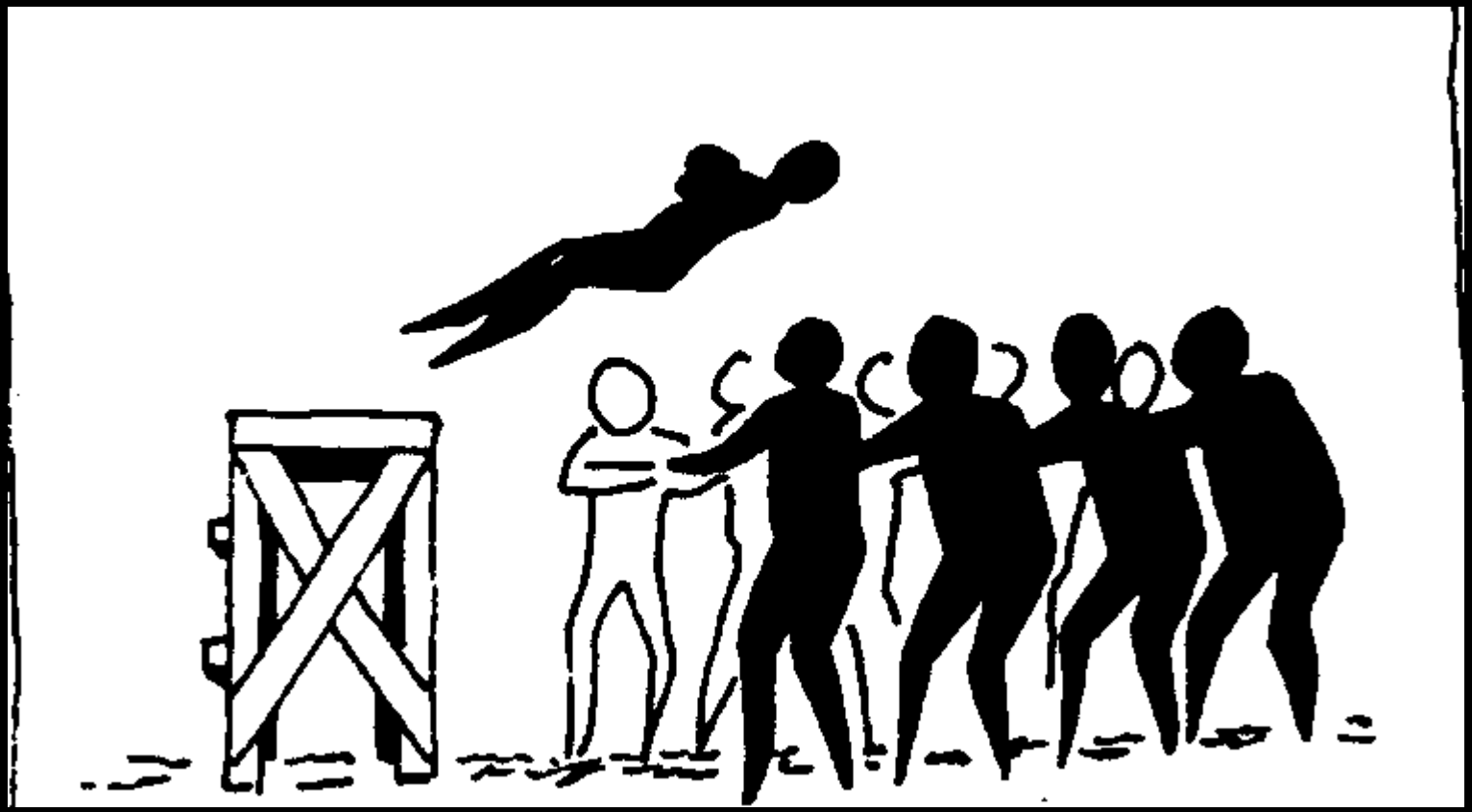
Tufts
UNIVERSITY

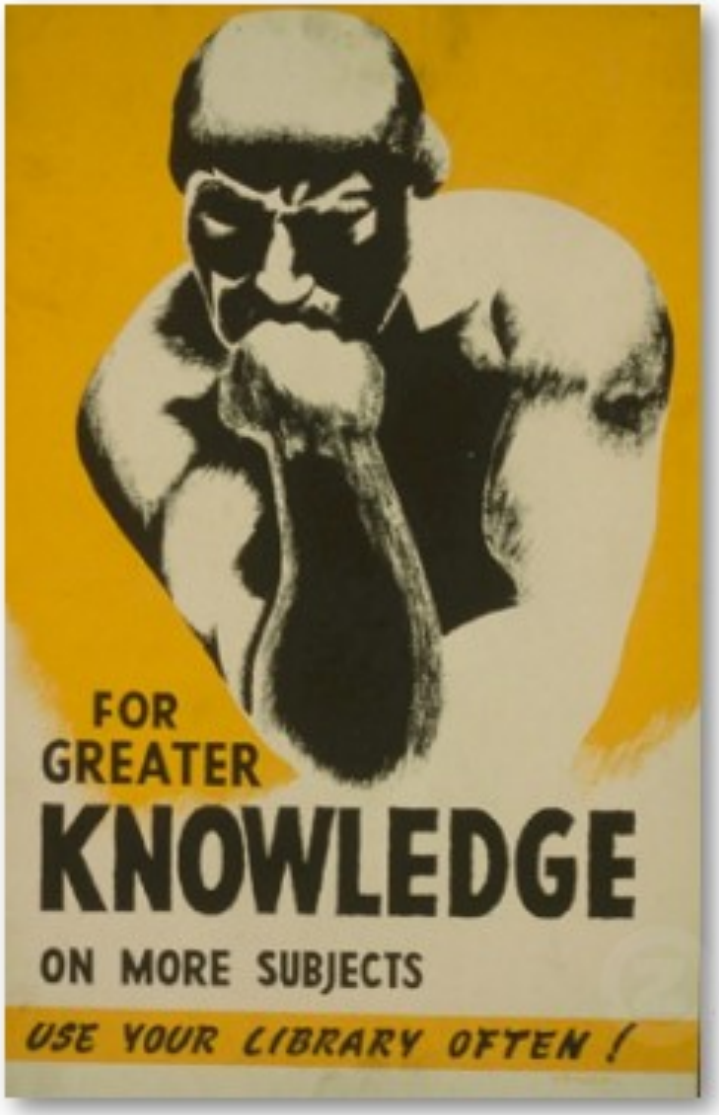
FACT BOOK 2009-2010



What can you do?


THE
NAME
CHANGE
KIT™
EVERYTHING YOU NEED TO GO FROM MS. TO MRS.™
NAME CHANGE KIT
THE NAME CHANGE KIT
EVERYTHING YOU NEED TO GO FROM MS. TO MRS.™




FOR
GREATER
KNOWLEDGE
ON MORE SUBJECTS
USE YOUR LIBRARY OFTEN !

National Australian Archives
http://naa12.naa.gov.au/SearchNRetrieve/Interface/SearchScreens/AdvSearchMain.aspx

ISAAR-CPF
http://www.icacds.org.uk/eng/ISAAR%28CPF%292ed.pdf

DCA RDF Ontology
http://dca.lib.tufts.edu/ontology/rcr.rdfs.xml

"Moving Beyond the Name: Defining Corporate Entities to Support Provenance-Based Access." Journal of Archival Organization vol. 5 no. 1-2 (2007)

Title McIlroy Fluid Network Analyzer analog computer, 1958
Publisher Digital Collections and Archives, Tufts University
Identifier tufts:central:dca:UA136:UA136.002.DO.00140
Organizations Department of Mechanical Engineering
Places Bray Laboratory

TAPER: Tufts Accessioning Program for Electronic Records

http://dca.tufts.edu/?pid=49&c=70

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New England Archivists, 2011
Providence, RI