Creating Local Context using EAC

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Tufts University
Digital Collections and Archives

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
Ingest
Ingest Guide for University Electronic Records

FROM SECTION A

B1.1
PRODUCER PREPARES SIP ACCORDING TO SUBMISSION AGREEMENT

B1.2
PRODUCER TRANSFERS THE SIP TO THE ARCHIVE

TO B2

http://dca.lib.tufts.edu/features/nhprc/reports/ingest/index.html.html
SIP * Submission Information Package
* Archival Information Package
Who are the records creators?
What kinds of records do they transfer?
Old School Finding Guide
One to Many
Decision to use EAC to create Record Context Records (RCR)?
<table>
<thead>
<tr>
<th>Agency details for: CA 219</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency number</strong></td>
</tr>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Date range</strong></td>
</tr>
<tr>
<td><strong>Series recorded by this agency</strong></td>
</tr>
<tr>
<td><strong>Organisation controlling</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Agency status</strong></td>
</tr>
<tr>
<td><strong>Function</strong></td>
</tr>
<tr>
<td><strong>Agency note</strong></td>
</tr>
</tbody>
</table>

National Archives of Australia “Records Search”  
**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

- **Organisations** are part of agencies.
- **Search agencies** can be performed.
- **Series** are part of agencies.
- **Items** are part of series.

**Functions** perform activities related to agencies, organisations, and series.
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:

<table>
<thead>
<tr>
<th>Required by DCA</th>
<th>Required in EAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record ID</td>
<td>&lt;recordId&gt;</td>
</tr>
<tr>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>Name Entry</td>
<td>&lt;nameEntry&gt;</td>
</tr>
<tr>
<td>Entity Type</td>
<td>&lt;entityType&gt;</td>
</tr>
<tr>
<td>Start Date</td>
<td>&lt;fromDate&gt;</td>
</tr>
<tr>
<td>End Date</td>
<td>&lt;toDate&gt;</td>
</tr>
<tr>
<td>Maintenance</td>
<td>&lt;eventType&gt;</td>
</tr>
<tr>
<td>Add by date</td>
<td>&lt;eventDateTime standardDate&gt;</td>
</tr>
<tr>
<td>History</td>
<td>&lt;biogHist&gt;</td>
</tr>
<tr>
<td>Sources</td>
<td>&lt;sources&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;languageDeclaration&gt; &lt;language&gt; &lt;script&gt;</td>
</tr>
</tbody>
</table>
Record id = RCR000001
Status

- Draft
- Ready
- Exported
- Re-exported
- Name
- History
- Entity Type
  - Corporate Body
  - Person
  - Family
Maintenance
"That's funny! It's my date of birth!"

"Really? How's that? It's my date of birth as well!"
Linking
When do you create a new Description?
Tufts University Fact Book 2009-2010
What can you do?
THE NAME CHANGE KIT™
EVERYTHING YOU NEED TO GO FROM MS. TO MRS.™

The original, comprehensive Name Change Kit™ by Wedding Helpers™ includes:

- Easy-to-use Change Kit software
- 3 checklists
- All kit information
- All legal forms needed to change name and social security
- Instructions
- Name-change information
- Change of address forms
- Change of address and more

NAME CHANGE KIT™
EVERYTHING YOU NEED TO GO FROM MS. TO MRS.
FOR GREATER KNOWLEDGE
ON MORE SUBJECTS
USE YOUR LIBRARY OFEN!
National Australian Archives

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

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