Tufts Accessioning Program
For Electronic Records
Applications for Records Management

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Introduction

Digital Collections and Archives (DCA)

• Records Management Program
• University Archives
• Fedora Commons Repository managed with Educational & Scholarly Technology Services
Tufts Accessioning Program for Electronic Records

• Funded by the National Historical Publications & Records Commission starting January, 2008
• Two main components
  • Records Context Records (RCRs) utilizing Encoded Archival Context (EAC)
  • Submission Agreement Builder Tool
EAC and RCR

Encoded Archival Context and Record Context Records

- Encoded Archival Context - Corporate Bodies, Persons, and Families (EAC-CPF)
- Structure Standard
  - Not a content standard
  - XML schema
EAC and RCR

Encoded Archival Context and Record Context Records

- Early mock-ups available for review in the Tufts Digital Library - dl.tufts.edu
- Currently reworking our content model for RCRs

```xml
eac-cpf
cpfDescription
  identity ...
  description ...
  relations ...
/cpfDescription
c/control
c/eac-cpf
```
SABT

Submission Agreement Builder Tool

• Original focus on the transfer and accessioning of electronic records
• Generalized to all accessions, regardless of format
SABT

Submission Agreement Builder Tool

• Creation of Standing Submission Agreements
  • Templates for the terms and conditions of all future transfers
• Creation of Regular Submission Agreements
  • Document for each individual transfer, based on the terms and conditions present in the Standing Submission Agreement
Standing Submission Agreements

Setting the terms and conditions of transfer

Define the Record Creator
Standing Submission Agreements

Setting the terms and conditions of transfer

Define the Record Producer
Standing Submission Agreements

Setting the terms and conditions of transfer

Set up the template
• Associate template with the creator
• Indicate producers
Standing Submission Agreements

Setting the terms and conditions of transfer

Set up the template
- Endorsement date to finalize agreement between archives and producer
- Record type
- Copyrights
- Access

[Diagram of template settings]
Standing Submission Agreements

Setting the terms and conditions of transfer

Set up the template
- Connection to an electronic dropbox to deposit files
- Activation date
- Expiration date
- Retention alert date
- Warrant to collect
Standing Submission Agreements

Setting the terms and conditions of transfer

Set up the template
• Internal Tracking number
• Recordkeeping System
• Records Description
## Standing Submission Agreements

### Setting the terms and conditions of transfer

Set up the template
- Format
- Arrangement and naming
- Retention
- Description Standards
- Collection

<table>
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<th>Retransfer Systems</th>
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<td>Correspondence compiled from multiple Health Science Library directors.</td>
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<th>Format types</th>
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<th>Respect de fonds</th>
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</table>
Regular Submission Agreements

Documenting each transfer

What the producer fills in
- SIP creation
- How much and what
- Format
- Date range
Regular Submission Agreements

Documenting each transfer

What the producer fills in

- Arrangement and naming
- Transfer notes
- Storage System
- Add inventory
Regular Submission Agreements

YouTube Instructional Video

http://youtu.be/jolH27Pcl_4

Or search for Transfer Agreement Form
Applications for Record Management

Established terms of submission

Defined records series

Strong mandate and compliance
Title: Computerized research at Tufts' Eliot-Pearson Child study center, 1975.
Publisher: Digital Collections and Archives, Tufts University
Identifier: DGB:MS171.069
Photographer: Spencer Grant