Encoded Archival Context -Corporate Bodies, Persons, and Families (EAC-CPF) Tag Library draft Version EAC-CPF 2.0

2021 Edition

Prepared and maintained by the

Technical Subcommittee for Encoded Archival Standards of the Society of American Archivists

and the Staatsbibliothek zu Berlin



Encoded Archival Context - Corporate Bodies, Persons, and Families (EAC-CPF) Tag Library draft Version EAC-CPF 2.0, 2021 Edition

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Release and Revision Notes

This is the draft release of the Tag Library for EAC-CPF 2.0. The current release includes changes and updates in the schema undertaken by the Technical Subcommittee on Encoded Archival Standards reflecting comments received by the international community of professionals.

The EAC-CPF Tag Library is a living document. As such, it will continue to be developed as users suggest areas in need of clarification or expansion. The Technical Subcommittee for Encoded Archival Standards (TS-EAS) still encourages implementers to provide any queries, comments, and suggestions regarding the tag library and its content. In addition, the contribution of examples is highly encouraged. Questions, comments or examples may be directed to the TS-EAS (ts-eas[at]archivists.org). The underlying encoding of the Tag Library is based on TEI P5 and is designed to facilitate incorporating documentation into the schema to provide guidance in XML editors. While the initial release of the Tag Library is in English, the underlying encoding is designed to facilitate providing the Tag Library in additional languages at later dates.

The latest version of the EAC-CPF schema and tag library was adopted in 2010 and updated in late 2018. This version is called EAC-CPF 2010 edition 2018.

The process for a major revision started in 2017, following the 2015 merger of the Technical Subcommittees on EAD and EAC-CPF into the Technical Subcommittee on Encoded Archival Standards (TS-EAS). This major revision aims to modernise the schema in terms of:

simplifying where possible,

alignment with EAD where useful,

implementing features and solutions upon users' request,

clearing up unused components.

All elements and attributes in EAC-CPF 2010 were evaluated. Bugs and slight changes were made in a minor update of the Schema in 2018. The present version, EAC-CPF 2.0, is the result of a major overhaul of the standard and a reconciliation with EAD.

Following ISAAR(CPF), the established structure of control area, identity area, description area, and relations is still available, as is the idea of encoding multiple identities in one EAC-CPF instance.

Working in parallel with the ICA Experts Group on Archival Description (ICA EGAD), who is working on a 2nd draft of Records in Contexts (RiC) which is being designed as the next comprehensive description standard for archives, EAC-CPF 2.0 tries to include the ideas of RiC where feasible.

Widely discussed was the question of spelling since the related standard, EAD, uses lower-case for element and attribute names. For easier reading and teaching it was

agreed to keep the camel case spelling for element and attribute names and also for fixed values.

Tag Library Conventions

The EAC-CPF Elements section of the Tag Library contains descriptions of 89 elements, arranged alphabetically by element name.

Entries in the Tag Library that have been updated in the latest revision will be marked with "(revised in [revision number])". Updates that predate the most recent revision will not be marked in the text.

Tag Name:

Short, mnemonic form of the element name that is used in the machine-readable encoded document. The tag name is the first word at the top of the page. Tag names appear between angle brackets, e.g., <nameEntry>, except in the listings under "May occur within" and "May contain," and are always in camel case (camelCase).

Element Name:

Expanded version of the tag name that more fully describes the element's meaning. The full name of the element is usually a word or phrase that identifies the element's purpose. In the Tag Library, the element name follows the tag name on the page defining that element and appears with initial capital letters, e.g., <nameEntry> Name Entry.

Summary:

A brief statement that provides a concise definition of the element, suitable for quick reference.

May Contain:

Identifies what child nodes (text or elements) may occur within the element being defined. Elements are listed in alphabetical order by tag name. Elements may be empty (e.g., an element which allows no child text or element nodes), or they may contain text (listed as [text]), other elements, or a mixture of text and other elements. Text content cannot include characters that would be interpreted by a parser as action codes. For example, a left angle bracket has to be represented as the character entity reference < so that it is not misinterpreted as the start of an element name. The technical availability of child elements is listed in brackets beside each element, e.g. place (0..1). The first character represents the minimum occurrences of the child element and the final character represents the maximum occurrences of the child element, with 'n' representing unlimited occurrences.

May Occur Within:

Identifies all of the parent elements within which the described element may appear, listed in alphabetical order by tag name. This information conveys information about where and how often an element is available throughout the schema. The definitions for parent elements may provide additional information about an element's usage.

Attributes:

Identifies all attributes that can be associated with an element. Attributes are represented in camelCase letters in XML coding. The Tag Library uses the convention of preceding an attribute name with an @ symbol (e.g., @localType), following XPath syntax. See the EAC-CPF Attributes section of the tag library for definitions and additional information.

Description and Usage:

This section begins with one or more paragraphs that provide a more thorough description of the element than that found in the Summary, which may be followed by guidance on use. The terms "parent" and "child" are used to indicate hierarchical relationships between elements. Standard terminology is also used to suggest the kind of element being discussed. "Wrapper element" indicates an element that cannot contain text directly; a second, nested element must be opened first. When the schema enforces a specific sequence of child elements, that sequence is indicated. If useful, context-specific guidance for the usage of an element's attributes is given in an "Attribute usage" section. A "See also" section may be provided to indicate additional elements that are similar, easily confused, or otherwise related to the element being described.

Availability:

Indicates, within the context of its parent(s), whether the element is required or optional, and whether or not it is repeatable.

Examples:

Most element descriptions include a tagged example to indicate how attributes and elements can be used together. Many of the examples are taken from real finding aids; others have been specially constructed for the Tag Library. The examples illustrate any required sequences of elements, as in the case of children within <control>, or required attributes such as @part in <nameEntry>. In other cases, the examples simply show what is possible. Some examples have ellipses, either between or within elements, indicating that other elements or text have been omitted. Some elements have multiple examples one may show very dense markup with numerous attributes while another may illustrate a minimalist approach to the markup. Either approach is valid in EAC-CPF, and it is up to the repository to determine the optimal level of markup based on their specific purposes, functional requirements, resources, or consortial guidelines.

Elements

<abstract > Abstract (Table of Contents)

Summary: An optional element within

Sing Hist> that contains a brief

summary of the information contained within the

biogHist>

as a whole.

May contain: [text], reference (0..n), span (0..n)

May occur within: biogHist

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional Optional** languageOfElement **Optional** Optional localType localTypeDeclarationReference **Optional** maintenanceEventReference **Optional** scriptOfElement Optional sourceReference **Optional Optional** target

Description and Usage: The <abstract> is a brief synopsis of the identity's biography

or history that is often based on the longer descriptions found in
biogHist>. Its purpose is to help readers quickly identify the identity described in the EAC-CPF instance. The content within this element may also be harvested by other systems to provide explanatory context for the <nameEntry> data when

it appears in a set of search results.

<abstract> may include one or more <reference> elements to point to external resources that provide additional descriptive data

Availability: Optional, not repeatable

Example:
 <br

<abstract>Hubert H. Humphrey was born in
Wallace, South Dakota (1911). He was elected
Mayor of Minneapolis in 1945 and served
until 1948. In November of 1948, he was
elected to the United States Senate and he
also served as the Senate Democratic Whip
from 1961 to 1964 and in 1968, Humphrey
was the Democratic Party's candidate for
President, but he was defeated by Richard M.
Nixon. </abstract>

Hubert H. Humphrey was born in Wallace,
South Dakota, on May 27, 1911. He left
South Dakota to attend the University of
Minnesota but returned to South Dakota to
help manage his father's drug store early

in the depression. He attended the Capitol College of Pharmacy in Denver, Colorado, and became a register pharmacist in 1933. On September 3, 1936, Humphrey married Muriel Fay Buck. He returned to the University of Minnesota and earned a B.A. degree in 1939. In 1940 he earned an M.A. in political science from Louisiana State University and returned to Minneapolis to teach and pursue further graduate study, he began working for the W.P.A. (Works Progress Administration). He moved on from there to a series of positions with wartime agencies. In 1943, he ran unsuccessfully for Mayor of Minneapolis and returned to teaching as a visiting professor at Macalester College in St. Paul. Between 1943 and 1945 Humphrey worked at a variety of jobs. In 1945, he was elected Mayor of Minneapolis and served until 1948. In 1948, at the Democratic National Convention, he gained national attention when he delivered a stirring speech in favor of a strong civil rights plank in the party's platform. In November of 1948, Humphrey was elected to the United States Senate. He served as the Senate Democratic Whip from 1961 to 1964. In 1964, at the Democratic National Convention, President Lyndon B. Johnson asked the convention to select Humphrey as the Vice Presidential nominee. The ticket was elected in November in a Democratic landslide. In 1968, Humphrey was the Democratic Party's candidate for President, but he was defeated narrowly by Richard M. Nixon. After the defeat, Humphrey returned to Minnesota to teach at the University of Minnesota and Macalester College. He returned to the U.S. Senate in 1971, and he won re-election in 1976. He died January 13, 1978 of cancer.

</biogHist>

<address> Address (Table of Contents)

Summary: An optional child element of <place> that binds together one

or more <addressLine> elements to encode a postal or other

address.

May contain: addressLine (1..n)

May occur within: place

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference **Optional** Optional target

Description and Usage: <address> is an optional wrapper element within <place>

used to encode a physical or analog address.

Ideally <address> should be bundled with a <placeName> element within <place> to provide both the name and address

of a location.

<address> must include one or more <addressLine> element(s) that provide full or sufficient information identifying a postal or other physical address related to the

entity being described.

One of <address>, <placeName>, <placeRole>,

<geographicCoordinates>, or <contact> is required within

<place>.

Availability: Optional, repeatable

See also: Use <contact> to encode digital addresses and contact

information.

<addressLine> Address Line (Table of Contents)

Summary: A required child element of <address> used for recording one

line of a postal or other address.

May contain: [text]
May occur within: address

Attributes: addressLineType Optional (values limited

to: county, country, district, municipality, postBox, postalCode,

region, street)

audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional Optional languageOfElement Optional localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional Optional target

Attribute usage: Use one of the set values in the optional @addressLineType

attribute to encode the part of the address that the <addressLine> refers to, for example "street".

Description and Usage: <addressLine> is used to encode parts or lines of a physical

address within a parent <address> element.

<addressLine> may be repeated as many times as necessary

to enter all parts of an address.

Availability: Required, repeatable

<agencyCode> Agency Code (Table of Contents)

Summary: A child element of <maintenanceAgency> that provides a

code for the institution or service responsible for the creation, maintenance, and/or dissemination of the EAC-CPF instance.

May contain: [text]

May occur within: maintenanceAgency

Attributes: audience Optional (values limited

to: external, internal)

id Optional languageOfElement Optional scriptOfElement Optional

status Optional (values limited

to: alternative, authorized)

target Optional valueURI Optional vocabularySource Optional vocabularySourceURI Optional

Attribute usage: Use @status with the value "authorized" or "alternative" to

declare whether the <agencyCode> is using an authorized value, e.g. a registered ISIL code, or an alternative one.

Description and Usage: Use <agencyCode> to record a code indicating the institution

or service responsible for the creation, maintenance and/or dissemination of the EAC-CPF instance. Use of <agencyCode> is recommended, as the combination of <agencyCode> and the required <recordId> provide a

globally unique identifier for the instance.

<maintenanceAgency> must include one or both of

<agencyCode> and <agencyName>.

It is recommended that the code follow the format of the International Standard Identifier for Libraries and Related Organizations (ISIL: ISO 15511): a prefix, a dash, and an identifier. The code is alphanumeric (characters A-Z, 0-9, solidus, hyphen-minus, and colon) with a maximum of 16 characters. If appropriate to local or national convention, insert a valid ISIL for an institution, whether provided by a national authority (usually the national library) or a service (such as OCLC). If this is not the case then local institution codes may be given with the ISO 3166-1 alpha-2 country code as the prefix to ensure international uniqueness in <agencyCode>.

Availability: Optional, not repeatable

See also: Use <agencyName> to record the name of the agency.

Use <otherAgencyCode> to record any alternative codes

representing the agency.

Use <recordId> in combination with <agencyCode> to provide a globally unique identifier for the EAC-CPF

instance.

<agencyName> Agency Name (Table of Contents)

Summary: A child element of <maintenanceAgency> that provides the

name of the institution or service responsible for the creation, maintenance, and/or dissemination of the EAC-CPF instance.

May contain: [text]

May occur within: maintenanceAgency

Attributes: audience Optional (values limited

to: external, internal)

id Optional languageOfElement Optional scriptOfElement Optional target Optional valueURI Optional vocabularySource Optional vocabularySourceURI Optional

Description and Usage: Use <agencyName> to record the name of the institution

or service responsible for the creation, maintenance, and/or dissemination of the EAC-CPF instance. Examples include the repository name or the name of an aggregation service.

<maintenanceAgency> must include one or both of

<agencyName> and <agencyCode>.

It is recommended to use the form of the agency name that is authorized by an appropriate national or international agency

or service.

<agencyName> may be repeated in order to provide the name of the institution or service responsible for the EAC-CPF instance in multiple languages. If <agencyName> is repeated it is recommended to indicate the language of each name

using @languageOfElement.

Availability: Optional, repeatable

See also: Use <agencyCode> to record a code representing

the institution or service responsible for the creation,

maintenance, and/or dissemination of the EAC-CPF instance.

<agent> Agent (Table of Contents)

Summary: A required child element of <maintenanceEvent> that

provides the name of a person, institution, or system responsible for a specific event in the EAC-CPF instance's maintenance history, such as its creation, modification, or

deletion.

May contain: [text]

May occur within: maintenanceEvent

Attributes: agentType Required (values limited

to: human, machine,

unknown)

audience Optional (values limited

to: external, internal)

id Optional languageOfElement Optional scriptOfElement Optional target Optional valueURI Optional vocabularySource Optional vocabularySourceURI Optional

Attribute usage: Use the required @agentType attribute to specify whether the

agent is "human", "machine", or "unknown".

Description and Usage: Use <agent> to indicate the person, institution, or system

responsible for a maintenance event. Examples include the name of the author or encoder, the database responsible for creating the EAC-CPF instance, and the style sheet used to

update an instance to a new version of EAC-CPF.

Each <maintenanceEvent> element must have a child

<agent> element.

Availability: Required, not repeatable

<alternativeSet> Alternative Set (Table of Contents)

Summary: A container for one or more authority records derived from

one or more authority systems, expressed within a single

EAC-CPF instance.

May contain: setComponent (1..n)

May occur within: cpfDescription

Attributes: audience Optional (values limited

to: external, internal)

base Optional conventionDeclarationReference Optional languageOfElement Optional id Optional maintenanceEventReference ScriptOfElement Optional sourceReference Optional target Optional

Description and Usage: <alternativeSet> is a container element for one or more

authority records derived from one or more alternative systems. Authority record aggregation may be used in

cooperative or consortial contexts that gather together records describing the same CPF entity in different languages, from different rules, or from different contexts, when it is desirable to provide users with alternative descriptions of the same entity. For example in the context of the European Union, an international cooperative project may want to provide users the option of storing descriptions in English, French, German, Italian, Spanish, and in other European languages.

Alternative authority records are contained within the required <setComponent> child elements. This approach allows different descriptions of the same CPF entity to be

contained within a single EAC-CPF instance.

Availability: Optional, not repeatable

See also: <alternativeSet> should not be confused with <sources>,

wherein authority records are not intended to be displayed as

alternative versions.

 biogHist> Biography or History (Table of Contents)

Summary: A concise essay and/or chronology that provides biographical

or historical information about the EAC-CPF entity.

May contain: abstract (0..1), chronList (0..n), head (0..1), list (0..n), p (0..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional Optional** Optional languageOfElement localType **Optional** localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional Optional target

Description and Usage:

diogHist> includes significant details about the life of
an individual or family, or the administrative history of a
corporate body.

The <biogHist> element may contain text in a series of paragraphs (), and/or a chronology list (<chronList>) that matches dates and date ranges with associated events and/or places. The <abstract> element is intended to provide a very brief synopsis of the full <biogHist> content that could be extracted for inclusion in a remote source, such as a MARC record.

The optional list> element is used to accommodate greater complexity in expressing or representing the biography or history of the CPF entity. A simpler discursive expression of the information may be encoded as one or more elements. The optional <head> element can be used to add a title or caption to the text.

The prescribed order of all child elements (both required and optional) is:

<head>

<abstract>

One or more of <chronList>, <list>, or

Availability: Optional, repeatable

Example:

<biogHist>

<abstract>Established in 1961, the United States Peace Corps administered and coordinated Federal international volunteer and related domestic volunteer programs in areas of agricultural assistance, community development, education, environmental protection, and nation assistance.</abstract> The Peace Corps was established as an operating agency in the Department of State Delegation of Authority 85-11, effective March 3, 1961, pursuant to Executive Order (E.O.) 10924, March 1, 1961. It was recognized legislatively by the Peace Corps Act (75 Stat. 612), approved September 22, 1961. The Peace Corps was reassigned to the newly established ACTION by Reorganization Plan No. 1 of 1971, effective July 1, 1971. It was made autonomous within ACTION by E.O. 12137, May 16, 1979, and was made an independent agency by Title VI of the International Security and Development Corporation Act of 1981 (95 Stat. 1540), February 21, 1982. The Peace Corps administered and coordinated Federal international volunteer and related domestic volunteer programs including the areas of agricultural assistance, community development, education, environmental protection, and nation assistance. </biogHist>

<chronItem> Chronology Item (Table of Contents)

Summary: A required element within <chronList> that pairs a date

with one or more events and zero or more places within a

chronology list.

May contain: chronItemSet (0..n), date or dateRange or dateSet (1..1),

event (1..1), place (0..1), reference (0..n)

May occur within: chronList

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement Optional localType **Optional** localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional Optional sourceReference Optional target

Attribute usage: Use @localType, if local use requires specification of the

type of chronological item.

Description and Usage: A required element within a chronology list, <chronItem>

must contain <date>, <dateRange>, or <dateSet> followed by an <event> or <chronItemSet>. Use <dateRange> to record an inclusive pair of dates or <dateSet> to record multiple

dates or date ranges.

An optional <place> element may be used alongside <event> to detail a place that is relevant to the chronology item.

<chronItemSet> can be used to record multiple events or

places within a single <chronItem>.

The prescribed order of all child elements (both required and

optional) is:

One of <date>, <dateRange>, or <dateSet>

Either < event> or < chronItemSet>

<place> (only when <event> is used)

<reference>

Availability: Required, repeatable

Example: <chronList>

```
<chronItem>
    <dateRange>
       <fre><fromDate</pre>
       standardDate="1944">1944</fromDate>
       <toDate
       standardDate="1947">1947</toDate>
    </dateRange>
    <event>Summer employment at Minnesota
    Valley Canning Co.</event>
    <place>
       <placeName>Blue Earth
       (Minn.)</placeName>
    </place>
  </chronItem>
  <chronItem>
    <dateRange>
       <fre>fromDate
       standardDate="1946">1946</fromDate>
       standardDate="1948">1948</toDate>
    </dateRange>
    <event>Macalester College</event>
       <placeName>St. Paul (Minn.)</placeName>
    </place>
  </chronItem>
  <chronItem>
    <date standardDate="1948">1948</date>
    <event>Campaign Manager, 2nd District,
    State Democratic-Farmer-Labor
    Central Committee. Report to Orville
    Freeman.</event>
  </chronItem>
</chronList>
```

<chronItemSet> Chronology Item Set (Table of Contents)

Summary: An element for binding together one or more <event>

elements and zero or more <place> elements within

<chronItem>.

May contain: event (1..n), place (0..n), reference (0..n)

May occur within: chronItem

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional id Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Description and Usage: Use <chronItemSet> within <chronItem> when it is

necessary to associate multiple <event> elements and multiple <place> elements. Possible combinations include multiple events, a single event associated with multiple locations, multiple events associated with a single location, or multiple events associated with multiple locations. <chronItemSet> may be repeated within <chronItem> when necessary to associate multiple instances of such combinations with the date or dates recorded within

<chronItem>.

The prescribed order of all child elements (both required and

optional) is:

<event>

One or more of <place> or <reference>

Availability: Optional, repeatable

<chronList> Chronology List (Table of Contents)

Summary: An optional child element of

sing Hist> used to document a

structured chronological list of events, dates, and (optionally)

places.

May contain: chronItem (1..n)

May occur within: biogHist

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference **Optional** Optional target

Description and Usage: <chronList> comprises a sequentially structured list of

significant events in the life of the person or during the existence of the family or corporate body described in the EAC-CPF instance. Such events are associated with the date of occurrence and optionally with the name of a place.

Each <chronList> contains one or more <chronItem> elements, each associating a <date>, <dateRange>, or <dateSet> with an <event> and an optional <place>.

Availability: Optional, repeatable

```
<chronList>
  <chronItem>
    <date standardDate="1936">1936</date>
    <event>Bachelor of Science (BSc) completed
    at the University of Sydney</event>
  </chronItem>
  <chronItem>
    <date standardDate="1937">1937</date>
    <event>Master of Science (MSc) completed
    at the University of Sydney</event>
  </chronItem>
  <chronItem>
    <dateRange>
       <fre>fromDate
       standardDate="1937">1937</fromDate>
       standardDate="1941">1941</toDate>
    </dateRange>
    <event>Linnean Macleay Fellow</event>
  </chronItem>
  <chronItem>
    <dateRange>
       <fromDate certainty="approximate"</pre>
       standardDate="1939">c. 1939</fromDate>
       <toDate certainty="approximate"
       standardDate="1945">c. 1945</toDate>
    </dateRange>
    <event>Worked with Army Intelligence to
    map the vegetation (trees and undergrowth)
    in the coastal regions of New South
    Wales</event>
  </chronItem>
</chronList>
```

<citedRange> Cited Range (Table of Contents)

Summary: An optional child element of <source> that identifies

precisely where supporting evidence was found within the

source.

May contain: [text]

May occur within: source

Attributes: audience Optional (values limited

to: external, internal)

idOptionallanguageOfElementOptionalscriptOfElementOptionaltargetOptionalunitOptional

Attribute usage: Use the optional @unit attribute to specify the format that the

<citedRange> refers to, for example page number or volume

number.

Description and Usage: The <citedRange> element can be used to refer to a specific

location within a source where supporting evidence can be found. It may refer to a specific location such as a single page, or a broader location such as a range of pages.

Availability: Optional, repeatable

<componentEntry> Component Entry (Table of Contents)

Summary: A child element of <setComponent> that can be used to

provide identification and access to a linked resource.

May contain: [text]

May occur within: setComponent

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement Optional localType localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional Optional target Optional valueURI vocabularySource Optional vocabularySourceURI **Optional**

Description and Usage: <componentEntry> is used within <setComponent> to

provide a textual note about the alternative authority record that is being bundled together with others describing the same entity. The bundled alternative records for a given EAC-CPF entity may be in different languages or come from different authority systems. The bundling allows them to be transmitted or stored together. The <componentEntry> element provides a place where a particular alternative record can be described or explained in relation to the other

authority records.

Availability: Optional, repeatable

<contact> Contact (Table of Contents)

Summary: An optional child element of <place> that binds together one

or more <contactLine> elements to encode contact details or

digital addresses.

May contain: contactLine (1..n)

May occur within: place

Attributes: audience Optional (values limited

to: external, internal)

Optional conventionDeclarationReference Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional Optional sourceReference Optional target

Description and Usage: <contact> is an optional wrapper element within <place>

used to encode digital addresses and contact information.

<contact> must include one or more <contactLine>

element(s) that provide relevant contact details for the entity

being described.

One of <contact>, <placeName>, <placeRole>,

<geographicCoordinates>, or <address> is required within

<place>.

Availability: Optional, repeatable

See also: Use <address> to encode a physical or analog address.

<contactLine> Contact Line (Table of Contents)

Summary: A required child element of <contact> used for recording one

line of contact details or digital addresses.

May contain:[text]May occur within:contact

Attributes: audience Optional (values limited

to: external, internal)

contactLineType Optional (values limited

to: email, fax, homepage,

mobileNumber, phoneNumber)

conventionDeclarationReference **Optional** href **Optional** Optional id languageOfElement Optional linkRole Optional linkTitle Optional localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional **Optional** target

Attribute usage: Use one of the set values in the optional @contactLineType

attribute to encode the type of contact detail that the <contactLine> refers to, for example "phoneNumber".

Description and Usage: <contactLine> is used to encode separate details or lines of

contact details or digital addresses within a parent <contact>

element.

<contactLine> may be repeated as many times as necessary

to enter all relevant contact details.

Availability: Required, repeatable

<control> Control (Table of Contents)

Summary: A required child element of <eac> that contains information

about the creation, maintenance, status and the rules and authorities used in the composition of the EAC-CPF instance.

May contain: conventionDeclaration (0..n), languageDeclaration

(0..n), localControl (0..n), localTypeDeclaration (0..n), maintenanceAgency (1..1), maintenanceHistory (1..1), otherRecordId (0..n), recordId (1..1), rightsDeclaration (0..n),

representation (0..n), sources (0..1)

May occur within: eac

Attributes: audience Optional (values limited

to: external, internal)

base Optional

countryEncoding Optional (values

limited to: iso3166-1, otherCountryEncoding)

dateEncoding Optional (values

limited to: iso8601, otherDateEncoding)

detailLevel Optional (values limited

to: basic, extended,

minimal)

id Optional

languageEncoding Optional (values limited

to: ietf-bcp-47, iso639-1, iso639-2b, iso639-3, otherLanguageEncoding)

languageOfElement Optional

maintenanceStatus Required (values

limited to: cancelled, deleted, deletedMerged, deletedReplaced,

deletedReplaced, deletedSplit, derived,

new, revised)

publicationStatus Optional (values limited

to: approved, inProcess,

published)

repositoryEncoding Optional (values

limited to: iso15511,

otherRepositoryEncoding)

scriptEncoding Optional (values

limited to: iso15924, otherScriptEncoding)

scriptOfElement Optional target Optional

Attribute usage:

Use the required @maintenanceStatus attribute to document the current version status of the EAC-CPF instance.

Use the optional @publicationStatus attribute to record the editorial status of the EAC-CPF instance.

Description and Usage:

This required wrapper element within <eac> contains the information necessary to manage the instance. This includes information about its creation, maintenance and status as well as the languages, rules and authorities used in the composition of the description.

It must contain a unique identifier for the instance within the <recordId> element. Other associated identifiers may be given in <otherwordId>. There must be a description of the agency responsible for its creation and maintenance in <maintenanceAgency> as well as statements about its current drafting status in @maintenanceStatus and the creation, maintenance, and disposition of the instance in <maintenanceHistory>.

There are optional elements available to declare languages, rules, conventions and sources used in the EAC-CPF instance. Other control elements considered necessary but not otherwise included may be given in the <localControl> element. Similarly, local types for certain elements used throughout the EAC-CPF instance are recommended to be defined in the <localTypeDeclaration> element

The available child elements (both required and optional), in their prescribed order, are:

<recordId> - Required. Contains the unique identifier for the EAC-CPF instance.

<maintenanceAgency> - Required. Contains the name and coded information about the institution or service responsible for the creation, maintenance, and/or dissemination of the EAC-CPF instance.

<maintenanceHistory> - Required. Contains information about the date, type and events within the life cycle of an EAC-CPF instance. <sources> - Optional. Contains information about the sources consulted in creating the description of the entity or entities in the EAC-CPF instance.

The following elements may appear in any order after the above elements:

<conventionDeclaration> - Optional.
Contains information on the rules
or conventions used to construct the
EAC-CPF instance.

<languageDeclaration> - Optional.
Contains coded and natural language information about the language or languages of the EAC-CPF instance.

<localControl> - Optional. Contains any administrative metadata necessary due to local practice that are not represented by the other elements in <control>.

<localTypeDeclaration> - Optional.
Contains information about local
conventions used in the @localType
attribute.

<otherRecordId> - Optional. An element that allows the recording of additional identifiers that may be associated with the EAC-CPF instance.

<representation> - Optional. Used for recording a link to a transformed and deliverable version of the EAC-CPF instance.

<rightsDeclaration> - Optional.Contains information about the usage rights of the EAC-CPF instance.

Availability: Required, not repeatable

<conventionDeclaration> Convention Declaration (Table)

of Contents)

Summary: An optional child element of <control>, used to declare

> the rules or conventions, including authorized controlled vocabularies and thesauri, applied in creating the EAC-CPF

instance.

May contain: descriptiveNote (0..1), reference (1..1), shortCode (0..1)

May occur within: control

audience **Attributes:** Optional (values limited

to: external, internal)

id **Optional Optional** languageOfElement Optional scriptOfElement Optional target valueURI **Optional** vocabularySource Optional vocabularySourceURI **Optional**

Description and Usage: <conventionDeclaration> is used for declaring references to any rules and conventions, including authorized controlled vocabularies or thesauri, applied in the construction of the description. The element binds together the required <reference> element with optional <shortCode> and <descriptiveNote> elements that identify rules or conventions applied in compiling the EAC-CPF instance.

> Each additional rule or set of rules, controlled vocabulary, or standard should be contained in a separate <conventionDeclaration>.

<shortCode> may be used to identify the standard or controlled vocabulary in a coded structure. Any notes relating to how these rules or conventions have been used may be given within <descriptiveNote>.

It may not be necessary to include <conventionDeclaration> in such cases where the above scenarios are addressed in local or consortial documentation.

The prescribed order of all child elements (both required and optional) is:

<reference>

<shortCode>

<descriptiveNote>

Availability: Optional, repeatable

<conventionDeclaration id="cd1"> **Example:** <reference href="https:// www.legifrance.gouv.fr/loda/id/ JORFTEXT000033553530/">Décret n° 2016-1689 du 8 décembre 2016 fixant le nom, la composition et le chef-lieu des circonscriptions administratives régionales - Légifrance</reference> </conventionDeclaration> <conventionDeclaration id="cd2"> <reference href="https://</pre> deliberation.maregionsud.fr/docs/ ASSEMBLEEPLENIERE/2017/12/15/DELIBERATION/ D0V0Q.pdf">DELIBERATION N° 17-1166, 15 DECEMBRE 2017</reference> </conventionDeclaration> <conventionDeclaration id="cd3"> <reference href="cnig.gouv.fr/wp-content/</pre> uploads/2015/03/CNT-site-collectivit%C3%A9sfran%C3%A7aises.pdf">Commission nationale de toponymie: Collectivités territoriales françaises </reference>

</conventionDeclaration>

<cpfDescription> CPF Description (Table of Contents)

Summary: A wrapper element that binds together the descriptive

information of one CPF identity.

May contain: alternativeSet (0..1), description (0..1), identity (1..1),

relations (0..1)

May occur within: eac, multipleIdentities

Attributes: audience Optional (values limited

to: external, internal)

base Optional conventionDeclarationReference Optional id Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Attribute usage: Use the @id attribute to identify individual <cpfDescription>

elements when using the <multipleIdentities> structure.

Description and Usage: <cpfDescription> contains the description of one identity.

The <cpfDescription> includes a required <identity> element containing the entity type and authorized or alternative name entries. It also includes the optional <description> and <relations> elements that provide contextual information about the CPF entity being described, including the relations to other corporate bodies, persons, families, resources, and functions.

An optional <alternativeSet> element allows the incorporation of one or more authority records derived from one or more authority systems.

The prescribed order of all child elements (both required and optional) is:

```
<identity>
<description>
<relations>
<alternativeSet>
```

Availability: Within <eac>: one of <cpfDescription> or

<multipleIdentities> required, not repeatable

Within <multipleIdentities>: two or more <cpfDescription>

required, repeatable

Example: <cpfDescription>

<identity>[...] </identity>

<description>[...] </description>

<relations>[...]</relations>

</cpfDescription>

<date> Date (Table of Contents)

Summary: The single date of an event in the history of the person,

family, or corporate body being described, or in their relationship to, e.g., a name entry, a place, an occupation,

another CPF entity, a resource, or a function.

May contain: [text]

May occur within: chronItem, dateSet, demographicDescription, existDates,

function, legalStatus, localControl, localDescription, mandate, occupation, otherEntityType, place, relation,

useDates

Attributes: audience Optional (values limited

to: external, internal)

calendar **Optional** certainty Optional conventionDeclarationReference Optional **Optional** era Optional id languageOfElement Optional localType **Optional** localTypeDeclarationReference Optional maintenanceEventReference Optional notAfter Optional notBefore **Optional** Optional scriptOfElement standardDate **Optional**

status Optional (values limited

to: unknown)

sourceReference Optional target Optional

Attribute usage: Use @certainty to indicate the degree of precision in the

dating, for example, "uncertain" or "approximate".

Use @localType to supply a more specific characterization of

the date.

Use @notAfter and @notBefore to capture the latest and earliest possible dates in machine-processable form in cases

when the date is uncertain.

Use @standardDate to provide a machine-processable form

of the date.

Description and Usage: An element for expressing the single date of an event in the history of the person, corporate body or family being described, or in their relationship to, e.g., a name entry, a place, an occupation, another CPF entity, a resource, or a function.

> The content of the element is intended to be a humanreadable natural language date with a machine-readable date provided as the value of the @standardDate attribute, formulated according to ISO 8601.

If the event or relationship has inclusive dates use the <dateRange> element, while more complex dates (combining singles dates and date ranges) can be expressed in <dateSet>.

Dates of existence for the entity being described are encoded with the <existDates> element, while the dates of use of a particular name of an entity are encoded in <useDates>. The date and time of a maintenance event in the history of the EAC-CPF instance are given in the <eventDateTime> element.

Availability:

Within <demographicDescription>, <function>, <legalStatus>, <localDescription>, <mandate>, <occupation>, <otherEntityType>, <place>, <relation>: one of <date>, <dateRange>, or <dateSet> optional, not repeatable

Within <chronItem>, <existDates> and <useDates>: one of <date>, <dateRange>, or <dateSet> required, not repeatable

Within <dateSet>: at least two of <date> and/or <dateRange> required, repeatable

Within <localControl>: one of <date> or <dateRange> optional, not repeatable

<dateRange> Date Range (Table of Contents)

Summary: A wrapper element for binding together <fromDate>

> and <toDate> in order to represent a range of dates. Either <fromDate> or <toDate> must be present within a <dateRange>, but it is recommended to use both child

elements whenever possible.

from Date (0..1), to Date (0..1)May contain:

chronItem, dateSet, demographicDescription, existDates, May occur within:

> function, legalStatus, localControl, localDescription, mandate, occupation, otherEntityType, place, relation,

useDates

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** id Optional **Optional** languageOfElement Optional localType localTypeDeclarationReference **Optional** maintenanceEventReference **Optional** scriptOfElement **Optional** Optional sourceReference Optional target

Attribute usage: Use @localType to supply a more specific characterization of

the date range.

Description and Usage: An element that expresses inclusive dates of an event in

the history of, or a relationship with, the person, family, or corporate body being described in the EAC-CPF instance.

<dateRange> contains <fromDate> and/or <toDate>, and therefore may express a range of dates as a starting point with no end point, a start and end point, or an end point with no starting point. Either <fromDate> or <toDate> must be present within a <dateRange>, but it is recommended to use both child elements whenever possible.

The content of the children of <dateRange> is intended to be a human-readable, natural language expression of the dates. If, however, indexing or other machine processing of dates is desired, @standardDate should be used on the children of

<dateRange> to record the date in machine-processable form as well.

Dates of existence for the identity being described are encoded with the <existDates> element, while the dates of use of a particular name of an identity are encoded in <useDates>. The date and time of a maintenance event in the history of the EAC-CPF instance are given in the <eventDateTime> element.

The prescribed order of all child elements (both required and optional) is:

<fromDate>

<toDate>

Availability:

Within <demographicDescription>, <function>, <legalStatus>, <localDescription>, <mandate>, <occupation>, <otherEntityType>, <place>, <relation>: one of <date>, <dateRange>, or <dateSet> optional, not repeatable

Within <chronItem>, <existDates> and <useDates>: one of <date>, <dateRange>, or <dateSet> required, not repeatable

Within <dateSet>: at least two of <date> and/or <dateRange> required, repeatable

Within <localControl>: one of <date> or <dateRange> optional, not repeatable

<dateSet> Date Set (Table of Contents)

Summary: A wrapper element for encoding complex dates that cannot

be adequately represented in one <date> or <dateRange>.

May contain: date or dateRange (2..n)

May occur within: chronItem, demographicDescription, existDates, function,

legalStatus, localDescription, mandate, occupation,

otherEntityType, place, relation, useDates

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement Optional localType **Optional** localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement **Optional** sourceReference Optional target Optional

Description and Usage: <dateSet> binds together single dates and date ranges,

multiple single dates, or multiple date ranges. <dateSet> is used in situations where complex date information needs to be conveyed and requires at least two child elements. These

can be any combination of <date> and <dateRange>.

Availability: Within <demographicDescription>, <function>,

<legalStatus>, <localDescription>, <mandate>,

<occupation>, <otherEntityType>, <place>, <relation>:
one of <date>, <dateRange>, or <dateSet> optional, not

repeatable

Within <chronItem>, <existDates>, <useDates>: one of <date>, <dateRange>, or <dateSet> required, not repeatable

<demographicDescription> Demographic Description

(Table of Contents)

Summary: A required child element of <demographicDescriptions> that

can be used to provide demographic intformation about the

CPF entity being described.

May contain: date or dateRange or dateSet (0..1), descriptiveNote (0..n),

placeName (0..n), term (1..n)

May occur within: demographicDescriptions

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement Optional localType localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional Optional sourceReference target **Optional** valueURI **Optional** vocabularySource **Optional** vocabularySourceURI **Optional**

Description and Usage: <demographicDescription> is a wrapper element used to

encode an index term, using the required child element

<term>.

Terms are used within <demographicDescription> to encode demographic information about the CPF entity being described. This could include, but is not limited to, nationality, gender, age group, or religion. They may be drawn from controlled vocabularies or may be natural language terms.

<demographicDescription> must include at least one <term> element. <term> can be repeated within <demographicDescription> to include translations of the same term. Use the @languageOfElement attribute to identify the language used in each <term>.

Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain the term's meaning. A <descriptiveNote> may be included if a fuller textual explanation is needed.

The prescribed order of all child elements (both required and optional) is:

```
<term>
One of <date>, <dateRange>, or <dateSet>
<placeName>
<descriptiveNote>
```

Availability: Required, repeatable

<demographicDescriptions> Demographic Descriptions (Table of Contents)

Summary: An optional child element of <description> used to group

together one or more <demographicDescription> elements.

May contain: demographicDescription (1..n), descriptiveNote (0..1)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional **Optional** languageOfElement localType Optional Optional localTypeDeclarationReference Optional maintenanceEventReference scriptOfElement Optional sourceReference Optional Optional target valueURI Optional vocabularySource Optional Optional vocabularySourceURI

Description and Usage: Use the optional <demographic Descriptions>

element to group together one or more occurrences of <demographicDescription>. <demographicDescription> must include at least one <demographicDescription>

element.

The prescribed order of all child elements (both required and

optional) is:

<demographicDescription>

<descriptiveNote>

Availability: Optional, not repeatable

<description> Description (Table of Contents)

Summary: An optional child element of <cpfDescription>,

<description> is a wrapper element for all of the content elements comprising descriptive information about the CPF

entity.

May contain: biogHist (0..n), demographicDescriptions (0..1), existDates

(0..n), functions (0..1), generalContext (0..n), languagesUsed (0..1), legalStatuses (0..1), localDescriptions (0..1), mandates (0..1), occupations (0..1), places (0..1), structureOrGenealogy

(0..n)

May occur within: cpfDescription

Attributes: audience Optional (values limited

to: external, internal)

base Optional conventionDeclarationReference id Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Description and Usage: The child elements that constitute <description> together

permit descriptive information to be encoded in either structured or unstructured fashions, or in a combined approach. <description> accommodates the encoding of all the data elements that comprise the Description Area of ISAAR (CPF) including historical, biographical, and genealogical information; legal status and mandates; functions, occupations, and activities, and the dates and places that further constrain those elements.

The prescribed order of all child elements (both required and optional) is:

<functions>

<languagesUsed>

<legalStatuses>

<localDescriptions>

<mandates>

<occupations>

<places>

Any of <biogHist>, <existDates>, <generalContext>, and <structureOrGenealogy>

Availability: Optional, not repeatable

<descriptiveNote> Descriptive Note (Table of Contents)

Summary: An element used to provide general descriptive information

related to its parent element.

May contain: p(1..n)

May occur within: conventionDeclaration, demographicDescription,

demographicDescriptions, existDates, function,

functions, identity, languageDeclaration, languageUsed,

languagesUsed, legalStatus, legalStatuses,

localDescription, localDescriptions, localTypeDeclaration, maintenanceAgency, mandate, mandates, occupation, occupations, otherEntityType, otherEntityTypes, place, places, relation, relations, rightsDeclaration, setComponent,

source, sources

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional id Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Description and Usage: <descriptiveNote> provides additional descriptive

information about the element in which it is contained.

<descriptiveNote> must contain one or more elements.

Availability: Optional, not repeatable

<eac> Encoded Archival Context - Corporate Bodies, Persons, and Families (Table of Contents)

Summary: The required root element of an EAC-CPF instance.

May contain: control (1..1), cpfDescription or multipleIdentities (1..1)

Attributes: audience Optional (values limited

to: external, internal)

base Optional id Optional languageOfElement Optional scriptOfElement Optional

Description and Usage: <eac> wraps all other elements in a particular instance of an

archival authority record encoded with the EAC-CPF XML

Schema.

<eac> must contain <control> followed by either a
<cpfDescription> or a <multipleIdentities> element.

In order to validate an EAC-CPF instance, it is highly recommended to include according information about the EAC-CPF namespace and the EAC-CPF schema location.

Availability: Required, not repeatable

<entityType> Entity Type (Table of Contents)

Summary: A required child element of <identity> encoding the type of

CPF entity being described.

May contain: [empty]
May occur within: identity

Attributes: audience Optional (values limited

to: external, internal)

id Optional target Optional

value Required (values limited

to: corporateBody, family,

person)

Attribute usage: Use the required @value attribute with one of the values

"corporateBody", "family", or "person" to identify the type of

entity.

Description and Usage: Within <identity> the required <entityType> element

specifies the type of CPF entity being described in the EAC-CPF instance as being a corporate body, family or person.

Availability: Required, not repeatable

See also: Use <otherEntityType> to encode additional or alternative

entity types, such as a translation or a specification of the

default entity types.

<event> Event (Table of Contents)

Summary: A child element of <chronItem> or <chronItemSet> that is

used to encode an event associated with a date, and optionally

a place, within a structured chronology.

May contain: [text], reference (0..n), span (0..n)

May occur within: chronItem, chronItemSet

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional Optional target valueURI Optional vocabularySource Optional vocabularySourceURI **Optional**

Description and Usage: <event> contains discursive text identifying the event

described by the <chronItem> or <chronItemSet>. <chronItem> must include one of either <event> or

<chronItemSet>. <chronItemSet> must include one or more

<event> elements.

Every <event> must have date(s) (<date>, <dateRange>, or <dateSet>) associated with it. It may also have optional

<place> element associated with it.

Availability: Within <chronItem>: One of <chronItemSet> or <event>

required, not repeatable.

Within <chronItemSet>: required, repeatable.

```
Example:
                        <chronList>
                           <chronItem>
                             <dateRange>
                                <fre>fromDate
                                standardDate="1944">1944</fromDate>
                                <toDate
                                standardDate="1947">1947</toDate>
                             </dateRange>
                             <event>Summer employment at Minnesota
                             Valley Canning Co.</event>
                             <place>
                                <placeName>Blue Earth
                                (Minn.)</placeName>
                             </place>
                           </chronItem>
                           <chronItem>
                             <dateRange>
                                <fre>fromDate
                                standardDate="1946">1946</fromDate>
                                <toDate
                                standardDate="1948">1948</toDate>
                             </dateRange>
                             <event>Macalester College</event>
                             <place>
                                <placeName>St. Paul (Minn.)</placeName>
                             </place>
                           </chronItem>
                           <chronItem>
                             <date standardDate="1948">1948</date>
                             <event>Campaign Manager, 2nd District,
                             State Democratic-Farmer-Labor
                             Central Committee. Report to Orville
                             Freeman.</event>
```

</chronItem>

<eventDateTime> Maintenance Event Date and Time

(Table of Contents)

Summary: A required child element of <maintenanceEvent> that records

the date and time of a specific maintenance action for an

EAC-CPF instance.

May contain: [text]

May occur within: maintenanceEvent

Attributes: audience Optional (values limited

to: external, internal)

idOptionallanguageOfElementOptionalscriptOfElementOptionalstandardDateTimeOptionaltargetOptional

Attribute usage: Use @standardDateTime to provide a machine-processable

expression of the date or date and time, formulated according

to the ISO 8601 standard.

Description and Usage: A required child element of <maintenanceEvent>,

<eventDateTime> is for recording the date and time that a maintenance event occurred. Examples of maintenance events include the creation, update, revision, or other

modification to an EAC-CPF instance.

The date and time may be captured in natural language in the element. It is highly recommended to provide at least a human-readable date in <eventDateTime> directly or a machine-processable date in @standardDateTime, in case it

is not possible to provide both.

Availability: Required, not repeatable

<eventDescription> Maintenance Event Description

(Table of Contents)

Summary: An optional child element of <maintenanceEvent> that

provides the description of a maintenance event in the life of

the EAC-CPF instance.

May contain: [text], reference (0..n), span (0..n)

May occur within: maintenanceEvent

Attributes: audience Optional (values limited

to: external, internal)

id Optional languageOfElement Optional scriptOfElement Optional target Optional

Description and Usage: A child element of <maintenanceEvent> used for describing

the maintenance event. The element allows a full description of the maintenance event to be given alongside information about the maintenance agent, and the type, time and date of

the maintenance event.

Availability: Optional, repeatable

<existDates> Dates of Existence (Table of Contents)

Summary: An optional element within <description> used for encoding

the dates of existence of the CPF entity being described, such as dates of establishment and dissolution for corporate bodies

and dates of birth and death or floruit for persons.

May contain: date or dateRange or dateSet (1..1), descriptiveNote (0..1)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement Optional localType **Optional** localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement **Optional** Optional sourceReference target Optional

Description and Usage: The dates of existence of the CPF entity being described,

such as dates of establishment and dissolution for corporate bodies and dates of birth and death or floruit for persons.

<existDates> must contain one of <date>, <dateRange>, or <dateSet>. These child elements may contain actual or approximate dates. A <descriptiveNote> may be included if a fuller explanation of the dates of existence is needed.

Use the <date> element to record the date of a single event, such as a date of birth or date of incorporation.

Use <dateRange> to encode a pair of inclusive dates. Use <dateSet> to encode more complex date expressions that intermix <date> and <dateRange> elements.

The prescribed order of all child elements (both required and optional) is:

One of <date>, <dateRange>, or <dateSet>

<descriptiveNote>

Availability: Optional, repeatable

See also: Do not confuse with <useDates>, which is a child element of

<nameEntry> or <nameEntrySet> and represents the dates of

use for a particular name or set of names.

<fromDate> From Date (Table of Contents)

Summary: A child element of <dateRange> that records the starting

point in a range of dates.

May contain: [text]

May occur within: dateRange

Attributes: audience Optional (values limited

to: external, internal)

calendar **Optional** Optional certainty conventionDeclarationReference Optional Optional era id Optional languageOfElement **Optional** localType Optional localTypeDeclarationReference Optional maintenanceEventReference **Optional** Optional notAfter Optional notBefore scriptOfElement Optional standardDate **Optional**

status Optional (values limited

to: unknown)

sourceReference Optional target Optional

Attribute usage: Use @certainty to indicate the degree of precision in the

dating, for example, "uncertain" or "approximate".

Use @localType to supply a more specific characterization of

the start date.

Use @notAfter and @notBefore to capture the latest and earliest possible dates in machine-processable form in cases

when the date is uncertain.

Use @standardDate to provide a machine-processable form

of the date.

Use @status with the value "unknown" to indicate where the

start of a date range is unknown.

Description and Usage: Use <from Date > to record the beginning date in a range

of dates. <fromDate> may contain actual, approximate or

unknown dates. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, the @standardDate should be used to record the date in machine-processable form as well. If the <fromDate> is not known, it may be omitted from <dateRange>, or the @status attribute used.

Availability: Optional, not repeatable

See also: Use <toDate> to record the ending point of a date range.

<function> Function (Table of Contents)

Summary: A required child element of <functions> that provides

information about a function, activity, role, or purpose

performed by the CPF entity being described.

May contain: date or dateRange or dateSet (0..1), descriptiveNote (0..1),

placeName (0..n), term (1..n)

May occur within: functions

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement Optional localType **Optional** localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement **Optional** Optional sourceReference target **Optional** valueURI **Optional** vocabularySource Optional vocabularySourceURI **Optional**

Description and Usage: A <function> element is a wrapper element used to encode an index term, using the required child element <term>. Terms are used to identify the functions, processes, activities, tasks, or transactions performed by the CPF entity. They may be drawn from controlled vocabularies or may be natural language terms.

> <function> must include at least one <term> element. <term> can be repeated within <function> to include translations of the same function. Use the @languageOfElement attribute to identify the language used in each <term>.

> Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain the term's meaning. A <descriptiveNote> may be included if a fuller textual explanation is needed.

> The prescribed order of all child elements (both required and optional) is:

> > <term>

One of <date>, <dateRange>, or <dateSet>

<placeName>

<descriptiveNote>

Availability: Required, repeatable

See also: Use <relation> with <targetEntity> having the @targetType

"function" when describing the relationship between the function and the CPF entity being described in more detail.

Example: <function>

<term>Estate ownership</term>

<descriptiveNote>

Social, political, and cultural role
typical of landed aristocracy in England.
The first Viscount Campden amassed a
large fortune in trade in London and
purchased extensive estates, including
Exton (Rutland), and Chipping Campden
(Gloucestershire). The Barham Court (Kent)
estate was the acquisition of the first
Baron Barham, a successful admiral and
naval administrator (First Lord of the
Admiralty 1805).

</descriptiveNote>

</function>

<functions > Functions (Table of Contents)

Summary: An optional child element of <description> used for grouping

together one or more <function> elements.

May contain: descriptiveNote (0..1), function (1..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional Optional target

Description and Usage: Use the optional <functions> element to group together one

or more occurrences of <function>. <functions> must include

at least one <function> element.

The prescribed order of all child elements (both required and

optional) is:

<function>

<descriptiveNote>

Availability: Optional, not repeatable

Example: <functions>

<function>

<term>Industrial or Scientific

Research</term>

</function> <function>

<term>Analytical Services</term>

</function>

<function>

<term>Advisory or Regulatory Body</term>

</function> </functions>

<generalContext> General Context (Table of Contents)

Summary: An optional child element of <description> that encodes

information about the general social and cultural context of

the CPF entity being described.

May contain: head (0..1), list (0..n), p (0..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement Optional sourceReference **Optional** Optional target

Description and Usage: <generalContext> encodes information about the social,

cultural, economic, political, and/or historical context in which the CPF entity being described existed. The general context provides wide latitude to record contextual information not specifically accommodated by other elements

contained in <description>.

The optional <list> element may be used to accommodate greater complexity in expressing or representing the general context being described. The optional <head> element may be used to encode a title or caption. A simpler discursive expression of the general context may be encoded as one or

more elements.

The prescribed order of all child elements (both required and

optional) is:

<head>

Any of <list> and

Availability: Optional, repeatable

<geographicCoordinates> Geographic Coordinates

(Table of Contents)

Summary: An optional child element of <place> that encodes a set of

geographic coordinates.

May contain:[text]May occur within:place

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** coordinateSystem Required Optional id Optional languageOfElement maintenanceEventReference Optional Optional scriptOfElement sourceReference Optional target Optional

Attribute usage: Use the required @coordinateSystem attribute to provide

a commonly used code for the system used to express the coordinates. Examples include WGS84, OSGB36, ED50.

Description and Usage: Use <geographicCoordinates> to express a set of geographic

coordinates such as latitude, longitude, and altitude

representing a point, line, or area on the surface of the earth.

It is recommended that the values included in

<geographicCoordinates> are based on a commonly used

system for expressing geographic coordinates.

One of <geographicCoordinates>, <placeName>,

<placeRole>, <address>, or <contact> is required within

<place>.

Availability: Optional, repeatable

<head> Head (Table of Contents)

Summary: An element that encodes a title or caption for a section of

text.

May contain: [text], span (0..n)

May occur within: biogHist, generalContext, list, structureOrGenealogy

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference id Optional languageOfElement Optional maintenanceEventReference ScriptOfElement Optional sourceReference Optional target Optional

Description and Usage: <head> is used for supplying title-like statements to a section

of text or a list. When <head> is used, it must be the first child element, followed by one or more other elements.

Availability: Optional, not repeatable

<identity> Identity (Table of Contents)

Summary: A required child element of <cpfDescription> used to encode

the name or names related to the identity being described

within the EAC-CPF instance.

May contain: descriptiveNote (0..1), entityType (1..1), identityId (0..n),

nameEntry or nameEntrySet (1..n), otherEntityTypes (0..n)

May occur within: cpfDescription

Attributes: audience Optional (values limited

to: external, internal)

base Optional conventionDeclarationReference optional optional

identityType Optional (values limited

to: acquired, given)

languageOfElement Optional localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Description and Usage:

<id><identity> is a wrapper element used to group the elements necessary to encode the name or names related to the identity of the CPF entity within the <cpfDescription> element.

The required child element <entityType> specifies the type of entity (i.e., corporate body, family, or person). The optional <otherEntityTypes> element can be used to encode other entity types used in the local context. An optional <identityId> is available for any identifiers associated with the CPF entity.

One or more <nameEntry> elements and/or one or more <nameEntrySet> elements must be included. All names by which the identity being described within one <cpfDescription> element is known are provided within <identity>. Each of the names, whether authorized or alternatives, should be recorded in a separate <nameEntry> element.

<identity> may accommodate two or more parallel names in different languages or scripts. In countries where there is more than one official language, such as Canada or Switzerland, names of CPF entities are frequently provided in more than one language. Within <identity>, a <nameEntrySet> element should be used to group two or more <nameEntry> elements that represent parallel forms of the name of the CPF entity being described.

Within <identity>, a <descriptiveNote> element may be used to record other information in a textual form that assists in the identification of the CPF entity.

In case of multiple identities of the same entity in one EAC-CPF instance, a separate <identity> element is contained in each of the <cpfDescription> elements of the EAC-CPF instance.

The prescribed order of all child elements (both required and optional) is:

```
<entityType>
<nameEntry> and/or <nameEntrySet>
<otherEntityTypes>
<identityId>
<descriptiveNote>
```

Availability: Required, not repeatable

<identityId> Identity Identifier (Table of Contents)

Summary: An optional child element of <identity> used to record any

identifier associated with the CPF entity being described.

May contain: [text]
May occur within: identity

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional Optional target valueURI Optional vocabularySource Optional Optional vocabularySourceURI

Description and Usage: <identityId> may be used to record any identifier associated

with the CPF entity being described in the EAC-CPF instance. Identifiers such as legal identifiers, typically

assigned by an authoritative agency, may be recorded in this

element.

Availability: Optional, repeatable

See also: Do not confuse with <recordId> within <control>, which

refers to an identifier for the EAC-CPF instance rather than

the entity it describes.

<item> Item (Table of Contents)

Summary: A child element of <list> that encodes the individual items in

a list.

May contain: [text], reference (0..n), span (0..n)

May occur within: list

Attributes: audience Optional (values limited

to: external, internal)

Optional conventionDeclarationReference Optional Optional languageOfElement Optional localType localTypeDeclarationReference Optional maintenanceEventReference **Optional** Optional scriptOfElement sourceReference Optional Optional target

Description and Usage: The <item> element is used for general lists within

descriptive elements.

Availability: Optional, repeatable

See also: Do not confuse with <chronItem>, which encodes entries

within a structured chronology, <chronList>.

Example: 1450-1950 (1929) Globe Gliding (1930) Gems (1931)

Words (1931) Demonics (1931) Can We Co-operate

(1942) Amazing Amazon (1942)

<a href="mailto: Language (Table of Contents)

Summary: An optional child element of <languageUsed> that identifies

a particular language used in the creative work of the CPF

entity being described.

May contain: [text]

May occur within: languageUsed

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional id Optional languageCode Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Attribute usage: Use @languageCode to provide a code for the language

itself.

Use @languageOfElement to provide a code for the language

in which the element is given.

Description and Usage: An optional element within <languageUsed> that gives

the language or languages used by the CPF entity being

described.

Availability: Optional, repeatable

<languageDeclaration> Language Declaration (Table of

Contents)

Summary: An optional child element of <control> that indicates the

language and script in which an EAC-CPF instance is

written.

May contain: descriptiveNote (0..1)

May occur within: control

Attributes: audience Optional (values limited

to: external, internal)

id Optional languageCode Required languageOfElement Optional scriptCode Optional scriptOfElement Optional target Optional

Attribute usage: Use the required @languageCode to provide a code for the

language used in the EAC-CPF instance.

Use @languageOfElement to provide a code for the language

in which the <languageDeclaration> element is given.

Use @scriptCode to provide a code for the writing system

used in the EAC-CPF instance.

Use @scriptOfElement to provide a code for the writing system in which the <languageDeclaration> element is given.

Description and Usage: An optional child element of <control> that declares the

languages and scripts in which an EAC-CPF instance is written in the @languageCode and @scriptCode attributes. Any comments about the languages and scripts in which the EAC-CPF instance is written may be included in the optional

<descriptiveNote> element.

Availability: Optional, repeatable

<a href="mailto: Language Used (Table of Contents)

Summary: A required child element of <languagesUsed> describing the

language and writing system used by the CPF entity being

described.

May contain: descriptiveNote (0..1), language (0..n), writingSystem (0..n)

May occur within: languagesUsed

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement Optional sourceReference **Optional** Optional target

Description and Usage: <languageUsed> is an element used to indicate the language

and writing system, or script, in which the CPF entity being described was creative or productive. Use the <language> element to specify the language and a corresponding <writingSystem> element for the writing system.

The prescribed order of all child elements (both required and

optional) is:

<language> and/or <writingSystem>

<descriptiveNote>

Availability: Required, repeatable

See also: Do not confuse with <languageDeclaration> which refers to

the language and script of the EAC-CPF instance.

<languagesUsed> Languages Used (Table of Contents)

Summary: An optional child element of <description> used for grouping

together one or more <languageUsed> elements.

May contain: descriptiveNote (0..1), languageUsed (1..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference **Optional** Optional scriptOfElement sourceReference Optional Optional target

Description and Usage: Use the optional <languagesUsed> element to group

together one or more occurrences of <languageUsed>.

<languagesUsed> must include at least one <languageUsed>

element.

The prescribed order of all child elements (both required and

optional) is:

<languageUsed>

<descriptiveNote>

Availability: Optional, not repeatable

Legal Status (Table of Contents)

Summary: A required child element of <legalStatuses> used to encode

information about the legal status of a corporate body.

May contain: date or dateRange or dateSet (0..1), descriptiveNote (0..1),

placeName (0..n), term (1..n)

May occur within: legalStatuses

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional Optional** Optional languageOfElement localType Optional localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement Optional **Optional** sourceReference Optional target valueURI Optional vocabularySource Optional vocabularySourceURI **Optional**

Description and Usage: The legal status of a corporate body is typically defined

and granted by authorities or through authorized agencies. Enter terms in accordance with provisions of the controlling legislation. Terms may be drawn from controlled

vocabularies or may be natural language terms.

<legalStatus> must include at least one <term> element, where the legal status of the corporate body is encoded.
<term> can be repeated within <legalStatus> to include translations of the same term. Use the @languageOfElement attribute to identify the language used in each <term>.

Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain the term's meaning. A <descriptiveNote> element may be included if a fuller textual explanation is needed.

Multiple <legalStatus> elements may be grouped within a <legalStatuses> element.

The prescribed order of all child elements (both required and optional) is:

<term>

One of <date>, <dateRange>, or <dateSet>

<placeName>

<descriptiveNote>

Availability: Required, repeatable

Example: <legalStatus>

<term>Department of State</term>

</legalStatus>
<legalStatus>

<term>Organismo de la Administracion Central

del Estado</term>

<date standardDate="1769">1769</date>

</legalStatus>

Legal Statuses (Table of Contents)

Summary: An optional child element of <description> used to bundle

together one or more <legalStatus> element.

May contain: descriptiveNote (0..1), legalStatus (1..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference **Optional** Optional scriptOfElement sourceReference Optional Optional target

Description and Usage: <legalStatuses> groups together one or more occurrences

of <legalStatus>. <legalStatuses> must include at least one

<legalStatus> element.

The prescribed order of all child elements (both required and

optional) is:

<legalStatus>

<descriptiveNote>

Availability: Optional, not repeatable

```
Examples:
                         <legalStatuses>
                           <legalStatus>
                              <term>Private limited liability
                              company</term>
                              <dateRange>
                                <fre>fromDate
                                standardDate="1941">1941</fromDate>
                                standardDate="1948">1948</toDate>
                              </dateRange>
                           </legalStatus>
                           <legalStatus>
                              <term>Public limited liability
                              company</term>
                              <dateRange>
                                <fre>fromDate
                                standardDate="1948">1948</fromDate>
                                standardDate="2006">2006</toDate>
                              </dateRange>
                           </legalStatus>
                           <legalStatus>
                              <term>Private limited liability
                              company</term>
                              <dateRange>
                                <fre><fromDate</p>
                                standardDate="2006">2006</fromDate>
                                <toDate
                                standardDate="2008">2008</toDate>
                              </dateRange>
                           </legalStatus>
```

</legalStatuses>

```
<legalStatuses>
  <legalStatus>
    <term>EPIC</term>
    <dateRange>
       <fromDate notBefore="1946-04">avril
       1946</fromDate>
       <toDate notAfter="2004-11">novembre
       2004</toDate>
    </dateRange>
    <descriptiveNote>
       établissement public à caractère
       industriel et commercial
    </descriptiveNote>
  </legalStatus>
  <legalStatus>
    <term>SA</term>
    <dateRange>
       <fromDate notBefore="2004-11">novembre
       2004</fromDate>
    </dateRange>
    <descriptiveNote>
       Société anonyme à capitaux
      publics
    </descriptiveNote>
  </legalStatus>
</legalStatuses>
```

List (Table of Contents)

Summary: A wrapper element used to encode a simple list consisting of

one or more <item> elements, or a complex list with one or

more child < list> elements.

May contain: head (0..1), item (0..n), list (0..n)

May occur within: biogHist, generalContext, structureOrGenealogy

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional id Optional languageOfElement Optional

listType Optional (values limited

to: ordered, unordered)

localTypeOptionallocalTypeDeclarationReferenceOptionalmaintenanceEventReferenceOptionalscriptOfElementOptionalstyleOptionalsourceReferenceOptionaltargetOptional

Attribute usage: Use @listType to identify and format the list as a particular

type. The choices are: "ordered," and "unordered."

Description and Usage: The list> element is used for general lists that can be

embedded with a large number of descriptive elements.

To encode a simple list, include one or more <item> elements

within < list>. To encode more complex lists, such as

hierarchies, additional list> elements can be included within . <head> can be used to encode a title or caption within

a <list>.

The prescribed order of all child elements (both required and

optional) is:

<head>

One or both of <list> and <item>

Availability: Optional, repeatable

See also: Do not confuse with <chronList>, which encodes a structured

chronology.

Example:

<list listType="unordered"> <head>List of ministers of May Memorial Unitarian Universalist Church</head> <item>John Storer, Minister 1839-1844</item> <item>Samuel Joseph May, Minister 1845-1868</item> <item>Samuel R. Calthrop, Minister 1868-1911</item> <item>John H. Applebee, Minister 1911-1929</item> <item>Waldemar W. Argow, Minister 1930-1941</item> <item>Robert E. Romig, Minister 1941-1946</item> <item>Glenn O. Canfield, Minister 1946-1952</item> <item>John Fuller, Minister, 1961-1973</item> </list>

Local Control (Table of Contents)

Summary: An optional child element of <control>, used to specify any

control information necessary to accommodate local practice.

May contain: date or dateRange (0..1), term (1..n)

May occur within: control

Attributes: audience Optional (values limited

to: external, internal)

id **Optional** languageOfElement Optional Optional localType Optional localTypeDeclarationReference scriptOfElement Optional target **Optional** Optional valueURI vocabularySource Optional vocabularySourceURI Optional

Attribute usage: Use @localType if local practice requires recording the type

of entry.

Description and Usage: An element used to record and define any control information

necessary to accommodate local practice, in addition to the

elements otherwise made available within <control>.

The value of the entry must be given in a child <term>

element and an associated date or range of dates can be given

as either <date> or <dateRange>.

The prescribed order of all child elements (both required and

optional) is:

<term>

<date> or <dateRange>

Availability: Optional, repeatable

<localDescription> Local Description (Table of Contents)

Summary: A required child element of <localDescriptions> used to

extend the descriptive categories to others available in a local

system.

May contain: date or dateRange or dateSet (0..1), descriptiveNote (0..1),

placeName (0..n), term (1..n)

May occur within: localDescriptions

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement Optional localType **Optional** localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement **Optional Optional** sourceReference target **Optional** valueURI **Optional** vocabularySource **Optional** vocabularySourceURI **Optional**

Description and Usage:

<localDescription> provides a means to extend the list of description elements specified in the EAC-CPF schema. It should be used to record structured index terms rather than discursive text. The <localDescription> element should be used whenever a separate semantic process of the descriptive information is required in a local system that cannot be accommodated by the existing categories available in EAC-CPF.

<localDescription> must contain at least one <term> child element. Terms may be drawn from controlled vocabularies or may be natural language terms. Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain the term's meaning. A <descriptiveNote> may be included if a fuller textual explanation is needed.

The prescribed order of all child elements (both required and optional) is:

<term>

One of <date>, <dateRange>, or <dateSet>

<placeName>

 $<\!\!descriptiveNote\!\!>$

Availability: Required, repeatable

<localDescriptions> Local Descriptions (Table of Contents)

Summary: An optional child element of <description> used for grouping

together one or more <localDescription> elements.

May contain: descriptiveNote (0..1), localDescription (1..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement Optional localType localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional **Optional** target

Description and Usage: Use the optional <localDescriptions> element to group

together one or more occurrences of <localDescription>.

<localDescriptions> must include at least one

<localDescription> element.

The prescribed order of all child elements (both required and

optional) is:

<localDescription>

<descriptiveNote>

Availability: Optional, not repeatable

<localTypeDeclaration> Local Type Declaration (Table of

Contents)

Summary: An optional child element of <control> used to declare

any local conventions or controlled vocabularies used in

@localType in the EAC-CPF instance.

May contain: descriptiveNote (0..1), reference (1..1), shortCode (0..1)

May occur within: control

Attributes: audience Optional (values limited

to: external, internal)

id **Optional** languageOfElement **Optional** scriptOfElement Optional target Optional **Optional** valueURI vocabularySource Optional vocabularySourceURI Optional

Description and Usage: <localTypeDeclaration> specifies the local conventions and

controlled vocabularies used in @localType attributes in the

EAC-CPF instance.

The child <reference> must be used to cite the resource that lists the local rules or controlled terms. Any notes relating to how these rules or conventions have been used may be given in <descriptiveNote>. The child <shortCode> may be used to identify any abbreviation or code representing the local convention or controlled vocabulary.

The prescribed order of all child elements (both required and

optional) is:

<reference>

<shortCode>

<descriptiveNote>

Availability: Optional, repeatable

<maintenanceAgency> Maintenance Agency (Table of

Contents)

Summary: A required child element of <control> that identifies the

institution or service responsible for the EAC-CPF instance.

May contain: agencyCode (0..1), agencyName (0..n), descriptiveNote

(0..1), otherAgencyCode (0..n)

May occur within: control

Attributes: audience Optional (values limited

to: external, internal)

countryCode **Optional** Optional id languageOfElement Optional scriptOfElement Optional Optional target

Use @countryCode to indicate a unique code for the country Attribute usage:

of the maintenance agency.

Description and Usage: <maintenanceAgency> encodes information about

the institution or service responsible for the creation,

maintenance, and/or dissemination of the EAC-CPF instance.

<maintenanceAgency> must include one or both of <agencyCode> or <agencyName> to provide the name of the institution or service. It may also include the optional child element <otherAgencyCode> to provide any additional identifiers. Any general information about the institution in relation to the EAC-CPF instance may be given in <descriptiveNote>.

The prescribed order of all child elements (both required and

optional) is:

<agencyCode>

<agencyName>

<otherAgencyCode>

<descriptiveNote>

Availability: Required, not Repeatable

Examples:

Collections</agencyName> <otherAgencyCode>GB-058</otherAgencyCode>

</maintenanceAgency>

<maintenanceEvent> Maintenance Event (Table of Contents)

Summary: A required child element of <maintenanceHistory> used to

record information about maintenance activities in the history

of the EAC-CPF instance.

May contain: agent (1..1), eventDateTime (1..1), eventDescription (0..n)

May occur within: maintenanceHistory

Attributes: audience Optional (values limited

to: external, internal)

id Optional languageOfElement Optional

maintenanceEventType Required (values limited

to: cancelled, created, deleted, derived, revised,

unknown, updated)

scriptOfElement Optional target Optional

Attribute usage: Use the required @maintenanceEventType to document the

type of maintenance activity that the <maintenanceEvent> is recording, using one of the values from the available

controlled list.

Description and Usage: A required child element of <maintenanceHistory>,

<maintenanceEvent> is used to record an activity in the creation and ongoing maintenance of an EAC-CPF instance, including revisions, updates, and deletions. There will always be at least one maintenance event for each instance, which

will typically be its creation.

<maintenanceEvent> must include <agent> and

<eventDateTime> child elements to record the agent that carried out the maintenance event, and the date and time the

maintenance event occurred.

The prescribed order of all child elements (both required and

optional) is:

<agent>

<eventDateTime>

<eventDescription>

Availability: Required, repeatable

```
Example:
                       <maintenanceHistory>
                         <maintenanceEvent
                         maintenanceEventType="derived">
                           <agent agentType="machine">XSLT
                           ead2cpf.xsl/Saxon B9</agent>
                           <eventDateTime</pre>
                           <eventDescription>Derived from EAD
                           instance.</eventDescription>
                         </maintenanceEvent>
                         <maintenanceEvent
                         maintenanceEventType="revised">
                           <agent agentType="human">Claire
                           Sibille</agent>
                           <eventDateTime</pre>
                           standardDateTime="2009-07-08T10:45:00-01:00">2009-07-08
                           10:45</eventDateTime>
                           <eventDescription>Notice convertie
                           en EAC-CPF avec l'éditeur
                           oXygen</eventDescription>
                         </maintenanceEvent>
                         <maintenanceEvent
                         maintenanceEventType="created">
                           <agent agentType="human">Lina
                           Bountouri</agent>
                           <eventDateTime</pre>
                           standardDateTime="2001-11-03T12:00:00+01:00">2001-11/03
                           12:00</eventDateTime>
                         </maintenanceEvent>
```

</maintenanceHistory>

<maintenanceHistory> Maintenance History (Table of

Contents)

Summary: A required child element of <control> that captures the

history of the creation and maintenance of the EAC-CPF

instance.

May contain: maintenanceEvent (1..n)

May occur within: control

Attributes: audience Optional (values limited

to: external, internal)

idOptionallanguageOfElementOptionalscriptOfElementOptionaltargetOptional

Description and Usage: A required child element of <control>,

<maintenanceHistory> is for recording the history of the creation, revisions, updates, and other modifications to the

EAC-CPF instance.

There must be at least one child <maintenanceEvent> in <maintenanceHistory>, which usually will be a record of the creation of the instance. There may be many other <maintenanceEvent> elements documenting the milestone changes or activities in the maintenance of the instance.

Availability: Required, not repeatable

```
Example:
                        <maintenanceHistory>
                           <maintenanceEvent
                           maintenanceEventType="created">
                             <agent agentType="human">Salvatore
                             Vassallo</agent>
                             <eventDateTime</pre>
                             standardDateTime="2009-06-29T00:20:00.000-00:00">29
                             giugno 2009</eventDateTime>
                             <eventDescription>Prima codifica
                             dell'espempio in italiano presente nelle
                             ISAAR(CPF)</eventDescription>
                           </maintenanceEvent>
                           <maintenanceEvent
                           maintenanceEventType="revised">
                             <agent agentType="human">Salvatore
                             Vassallo</agent>
                             <eventDateTime</pre>
                             standardDateTime="2009-06-29T17:16:00.000-00:00">29
                             giugno 2009</eventDateTime>
                             <eventDescription>Aggiunte
                             fonti, regole usate e campi di
                             controllo</eventDescription>
                           </maintenanceEvent>
```

</maintenanceHistory>

<mandate> Mandate (Table of Contents)

Summary: A required child element of <mandates> used for identifying

the source of authority or mandate for the corporate body in terms of its powers, functions, responsibilities or activities,

such as a law, directive, or charter.

May contain: date or dateRange or dateSet (0..1), descriptiveNote (0..1),

placeName (0..n), term (1..n)

May occur within: mandates

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement **Optional** localType Optional localTypeDeclarationReference Optional maintenanceEventReference **Optional Optional** scriptOfElement sourceReference Optional **Optional** target valueURI **Optional Optional** vocabularySource vocabularySourceURI Optional

Description and Usage: <mandate> is used to identify the source of authority or

mandate for the corporate body in terms of its powers, functions, responsibilities or sphere of activities, such as a

law, directive, or charter.

<mandate> must include at least one <term> element.
Terms may be drawn from controlled vocabularies or may be natural language terms. <term> can be repeated within <mandate> to include translations of the same mandate. Use the @languageOfElement attribute to identify the language used in each <term>.

Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain

the term's meaning. A <descriptiveNote> may be included if a fuller textual explanation is needed.

Multiple <mandate> elements may be grouped within a <mandates> element.

The prescribed order of all child elements (both required and optional) is:

```
<term>
One of <date>, <dateRange>, or <dateSet>
<placeName>
<descriptiveNote>
```

Availability: Required, repeatable

```
Example: <mandate>
```

```
<mandate>
  <term>Law 1946/1991</term>
  <date standardDate="1991">1991</date>
  <descriptiveNote>
    Law 1946/1991 determines a new
    legislative frame, which regulates the
    operation of the General State Archives
    to this day. The Central Service is
    structured into departments and Archives
    are established in prefectures which did
    not exist till then. 
  </descriptiveNote>
</mandate>
```

<mandates > Mandates (Table of Contents)

Summary: An optional child element of <description> used for grouping

together one or more <mandate> elements.

May contain: descriptiveNote (0..1), mandate (1..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType **Optional** localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional Optional target

Description and Usage: <mandates> groups together one or more occurrences

of <mandate>. <mandates> must include at least one

<mandate> element.

The prescribed order of all child elements (both required and

optional) is:

<mandate>

<descriptiveNote>

Availability: Optional, not repeatable

Examples: <mandates>

<mandate>

<term>Instrucciones de 13-VI-1586 por las que se crean y definen las secretarias de

Tierra y Mar.</term>

</mandate> <mandate>

> <term>Real Decreto de Nueva Planta para el consejo de Guerra de 23-IV-1714.</term>

</mandate>

<mandate>

<term>Real Decreto de Nueva Planta para el consejo de Guerra de 23-VIII-1715.</term>

</mandate>

</mandates>

```
<mandates>
  <mandate>
    <term>Law 380/1914, "The Establishment of
    the Greek State Archiving Service"</term>
    <date standardDate="1914">1914</date>
    <descriptiveNote>
       The General State Archives of Greece
      were established thanks the efforts
       of the Professor Spyridon Lambrou
       and the historian-researcher Yiannis
      Vlachogiannis with the purpose of
       "collecting and monitoring documents
       included in all public archives dating
       50 years back". Their efforts conluded
       to the production of a law by the Prime
      Minister Eleftherios Venizelos.
    </descriptiveNote>
  </mandate>
  <mandate>
    <term>Law 2027/1939</term>
    <date standardDate="1939">1939</date>
    <descriptiveNote>
       Law 2027/1939 determines the
       "Reorganization of the General State
       Archives".
    </descriptiveNote>
  </mandate>
  <mandate>
    <term>Law 1946/1991</term>
    <date standardDate="1991">1991</date>
    <descriptiveNote>
       Law 1946/1991 determines a new
       legislative frame, which regulates the
       operation of the General State Archives
       to this day. The Central Service is
       structured into departments and Archives
      are established in prefectures which did
      not exist till then. 
    </descriptiveNote>
  </mandate>
</mandates>
```

<multipleIdentities> Multiple Identities (Table of Contents)

Summary: A child element of <eac> used to group together more than

one <cpfDescription> within a single EAC-CPF instance.

May contain: cpfDescription (2..n)

May occur within: eac

Attributes: audience Optional (values limited

to: external, internal)

base Optional id Optional target Optional

Description and Usage: A grouping element used to encode more than one

<cpfDescription> in a single EAC-CPF instance.

The use of the <multipleIdentities> element can resolve two identity circumstances. Firstly, it can be used to represent more than one identity (including official identities) of the same CPF entity, each with a separate <cpfDescription>. Secondly, it can be used to represent a collaborative identity that includes multiple individuals operating under a shared

identity (such as a shared pseudonym).

<multipleIdentities> must include two or more

<cpfDescription> elements.

Availability: Within <eac>: one of <cpfDescription> or

<multipleIdentities> required, not repeatable

<nameEntry> Name Entry (Table of Contents)

Summary: An element containing a name entry for a corporate body,

person, or family.

May contain: part (1..n), useDates (0..n)

May occur within: identity, nameEntrySet

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional Optional languageOfElement Optional localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional

preferredForm Optional (values limited

to: false, true)

scriptOfElement Optional sourceReference Optional

status Optional (values limited

to: alternative, authorized)

target Optional valueURI Optional vocabularySource Optional vocabularySourceURI Optional

Attribute usage: The @status attribute may be used to indicate whether the

<nameEntry> is an authorized or alternative form of the

name.

The @scriptOfElement and @languageOfElement attributes can be used to specify the script and language of each name

recorded in <nameEntry>.

Description and Usage: Within <identity>, the element <nameEntry> is used to

record a name by which the corporate body, person, or family

described in the EAC-CPF instance is known.

When <nameEntry> occurs within <nameEntrySet> it is used to record two or more parallel forms of a name, for

example official forms of the name in different languages and/or scripts.

Each form of the name is recorded in a separate <nameEntry> element.

Each <nameEntry> must contain at least one <part> element. Within <nameEntry> each of the component parts of a name may be recorded in a separate <part> element.

The <nameEntry> element may also contain a <useDates> element to indicate the dates the name was used.

The prescribed order of all child elements (both required and optional) is:

<part>

<useDates>

Availability:

Within <identity>: one of <nameEntry> or <nameEntrySet> required, repeatable

Within <nameEntrySet>: two or more <nameEntry> required, repeatable

```
<nameEntrySet languageOfElement="fre">
  <nameEntry
  conventionDeclarationReference="cd1"
  preferredForm="true">
    <part>Provence-Alpes-Côte d'Azur</part>
  </nameEntry>
  <nameEntry
  conventionDeclarationReference="cd2">
    <part>Région Sud Provence-Alpes-Côte
    d'Azur</part>
  </nameEntry>
  <nameEntry</pre>
  conventionDeclarationReference="cd3">
     <part>Provence-Alpes-Côte-d'Azur</part>
  </nameEntry>
</nameEntrySet>
```

<nameEntrySet> Name Entry Set (Table of Contents)

Summary: An optional child element of <identity> used as a wrapper

element for two or more <nameEntry> elements representing different forms of the same name (e.g., official forms of the

name in different languages and/or scripts).

May contain: nameEntry (2..n), useDates (0..n)

May occur within: identity

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement Optional localType **Optional** localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement **Optional** sourceReference Optional target Optional

Description and Usage: A wrapper element used to group two or more <nameEntry>

elements representing parallel forms of the name for the same CPF entity which are used at the same time (e.g., official forms of the name in different languages and/or scripts).

The <nameEntrySet> element may contain a <useDates> element to indicate the dates the set of name forms was used.

The prescribed order of all child elements (both required and

optional) is:

<nameEntry>

<useDates>

Availability: Within <identity>: one of <nameEntry> or <nameEntrySet>

required, repeatable

```
<nameEntrySet localType="parallel">
  <nameEntry languageOfElement="de"</pre>
  preferredForm="true" status="authorized"
  localType="native">
    <part localType="surname">Arendt</part>
    <part localType="firstname">Hannah</part>
  </nameEntry>
  <nameEntry languageOfElement="ja"</pre>
  scriptOfElement="Jpan" preferredForm="false"
  status="authorized" localType="translation">
    <part localType="surname">#####</part>
    <part localType="firstname">##</part>
  </nameEntry>
  <nameEntry languageOfElement="en"</pre>
  preferredForm="false" status="authorized">
    <part localType="surname">Arendt</part>
     <part localType="firstname">Hannah</part>
  </nameEntry>
</nameEntrySet>
```

<objectXMLWrap> Object XML Wrap (Table of Contents)

Summary: An optional child element of <relation>, <setComponent>,

> and <source> that allows for the inclusion of an XML element from any XML namespace other than EAC-CPF.

May contain: [any element from any namespace]

May occur within: relation, setComponent, source

Attributes: audience Optional (values limited

to: external, internal)

Optional id **Optional** target

Description and Usage: A wrapper element that provides a place to express data in

any XML encoding language.

To facilitate interoperability the XML should conform to an open, standard XML schema and a namespace attribute should be present on the root element referencing the

namespace of the standard.

<objectXMLWrap> may be used to store related XML data locally rather than linking to external resources in order to facilitate processing or in cases where the related data may not be reliably accessible.

Availability: Optional, not repeatable

```
Examples:
                         <objectXMLWrap>
```

```
<mods xmlns:xsi="http://</pre>
  www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.loc.gov/mods/
  v3 http://www.loc.gov/mods/v3/mods-3-3.xsd">
     <titleInfo>
       <title>Artisti trentini tra le due
       guerre</title>
    </titleInfo>
     <name>
       <namePart
       type="given">Nicoletta</namePart>
       <namePart
       type="family">Boschiero</namePart>
         <roleTerm
         type="text">autore</roleTerm>
       </role>
     </name>
  </mods>
</objectXMLWrap>
<objectXMLWrap>
  <bibl xmlns:xsi="http://</pre>
  www.w3.org/2001/XMLSchema-instance"
```

<occupation > Occupation (Table of Contents)

Summary: A required child element of <occupations> that provides

information about an occupation of the CPF entity being

described.

May contain: date or dateRange or dateSet (0..1), descriptiveNote (0..1),

placeName (0..n), term (1..n)

May occur within: occupations

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement Optional localType **Optional** localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement **Optional** Optional sourceReference target **Optional** valueURI **Optional** vocabularySource Optional vocabularySourceURI **Optional**

Description and Usage:

<occupation> is a wrapper element that uses the child element <term> to identify an occupation held by the CPF entity. Terms may be drawn from controlled vocabularies or may be natural language terms.

<occupation> must include at least one <term> element. <term> can be repeated within <occupation> to include translations of the same function. Use the @languageOfElement attribute to identify the language used

in each <term>.

Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain the term's meaning. A <descriptiveNote> element may be included if a textual explanation needed.

The prescribed order of all child elements (both required and optional) is:

<term>

One of <date>, <dateRange>, or <dateSet>

<placeName>

<descriptiveNote>

Availability: Required, repeatable

<occupations > Occupations (Table of Contents)

Summary: An optional child element of <description> used for grouping

together one or more <occupation> elements.

May contain: descriptiveNote (0..1), occupation (1..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional Optional target

Description and Usage: Use the optional <occupations> element to group together

one or more occurrences of <occupation>. <occupations>

must include at least one <occupation> element.

The prescribed order of all child elements (both required and

optional) is:

<occupation>

<descriptiveNote>

Availability: Optional, not repeatable

Example: <ccupations>

<occupation>

<term>Teacher</term>

</occupation>
<occupation>

<term>Railway labourer</term>

</occupation>
</occupations>

<ohref="https://www.edu.new.com/edu.new.com/">coher Agency Code</href="https://www.edu.new.com/">Coher Agenc

Summary: An optional child element of <maintenanceAgency> that

provides an alternative code for the institution or service

responsible for the EAC-CPF instance.

May contain: [text]

May occur within: maintenanceAgency

Attributes: audience Optional (values limited

to: external, internal)

idOptionallanguageOfElementOptionallocalTypeOptionallocalTypeDeclarationReferenceOptionalscriptOfElementOptional

status Optional (values limited

to: alternative, authorized)

target Optional valueURI Optional vocabularySource Optional vocabularySourceURI Optional

Attribute usage: Use @localType to specify the type of code being provided.

Use @status to encode whether the <otherAgencyCode> is

an authorized or alternative code.

Description and Usage: Use <otherAgencyCode> to provide an alternative and/

or local code that represents the institution or service responsible for the creation, maintenance, and/or dissemination of the EAC-CPF instance. Any code other than that given in <agencyCode> may be provided in

<otherAgencyCode>. The addition of an ISO 3166-1 alpha-2 country code as the prefix to a local code is recommended to

ensure international uniqueness.

Availability: Optional, repeatable

Examples: <maintenanceAgency>

<agencyName>The British Library: Manuscript

Collections</agencyName>

<otherAgencyCode>GB-058</otherAgencyCode>

</maintenanceAgency>

<maintenanceAgency>
 <agencyCode>US-dna</agencyCode>
 <agencyName>National Archives at Washington,
 DC</agencyName>
 <otherAgencyCode>RDTP1</otherAgencyCode>
</maintenanceAgency>

<otherEntityType> Other Entity Type (Table of Contents)

Summary: A required and repeatable child element of

<otherEntityTypes> used to encode additional or alternative

entity types.

May contain: date or dateRange or dateSet (0..1), descriptiveNote (0..1),

placeName (0..n), term (1..n)

May occur within: otherEntityTypes

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement Optional localType **Optional** localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement **Optional** sourceReference Optional target **Optional** valueURI **Optional** vocabularySource **Optional** vocabularySourceURI **Optional**

Description and Usage: <otherEntityType> is a required child element of

<otherEntityTypes> used to encode any additional or

alternative entity types used for the CPF instance in addition

to the required <entityType> element with values of corporateBody, person, or family. For example, in a local context "organization" might be used as an entity type instead of "corporateBody". <otherEntityType> allows

"organization" to be encoded.

<otherEntityType> must include one <term> element

containing the term for the other entity type.

Each CPF instance may include more than one

<otherEntityType> element within the <otherEntityTypes>

wrapper element.

The prescribed order of all child elements (both required and

optional) is:

<term>

One of <date>, <dateRange>, or <dateSet>

<placeName>

<descriptiveNote>

Availability: Required, repeatable

Summary: An optional child element of <identity> used for grouping

one or more <otherEntityType> elements.

May contain: descriptiveNote (0..1), otherEntityType (1..n)

May occur within: identity

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Description and Usage: A wrapper element used to group one or more

<otherEntityType> elements. These elements are used to encode any additional or alternative entity types used for the CPF instance in addition to the required <entityType> element with values of corporateBody, person or family.

<otherEntityTypes> must include at least one

<otherEntityType> element.

<descriptiveNote> can be used to add any additional
descriptive information to the <otherEntityTypes>.

The prescribed order of all child elements (both required and

optional) is:

<otherEntityType>

<descriptiveNote>

Availability: Optional, not repeatable

<ohref="https://www.energer.com/energer.com/">otherRecordId> Other Record Identifier (Table of Contents)</href="https://www.energer.com/">

Summary: An optional child element of <control> that encodes any

local identifier for the EAC-CPF instance.

May contain:[text]May occur within:control

Attributes: audience Optional (values limited

to: external, internal)

id **Optional** languageOfElement Optional Optional localType Optional localTypeDeclarationReference scriptOfElement Optional target **Optional** Optional valueURI vocabularySource Optional vocabularySourceURI Optional

Attribute usage: Use @localType to identify the institution or service

responsible for providing the associated record identifier, if

not the same as that given in <maintenanceAgency>.

Description and Usage: <otherRecordId> can be used to record an identifier that

is an alternative to the mandatory identifier provided in <recordId>. These might include the identifiers of merged EAC-CPF instances representing the same CPF entity or those of records that are no longer current but had some part in the history and maintenance of the EAC-CPF instance.

Availability: Optional, repeatable

Paragraph (Table of Contents)

Summary: A general purpose element used to encode blocks of text.

May contain: [text], reference (0..n), span (0..n)

May occur within: biogHist, descriptiveNote, generalContext,

structureOrGenealogy

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference id Optional languageOfElement Optional maintenanceEventReference ScriptOfElement Optional sourceReference Optional target Optional

Description and Usage: Use for blocks of text. A paragraph may be a subdivision

of a larger composition or it may exist alone. It is usually typographically distinguished: A line space is often left blank before it; the text begins on a new line; and the first letter of

the first word may be indented, enlarged, or both.

Availability: Within <descriptiveNote>: required, repeatable.

Within all other parents: optional, repeatable.

<part> Part (Table of Contents)

Summary: A required and repeatable child of <nameEntry> and

<targetEntity> used to distinguish components of the CPF

entity's name, or the name of a related entity.

May contain: [text]

May occur within: nameEntry, targetEntity

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional languageOfElement **Optional** Optional localType localTypeDeclarationReference **Optional** maintenanceEventReference Optional scriptOfElement Optional sourceReference **Optional** Optional target

Attribute usage: The designation of the information contained in the <part>

can be specified by the attribute @localType.

Description and Usage: Within <nameEntry> each of the components of a name, such

as forename, surname or honorific title, may be recorded in a separate <part> element. <part> may also contain the full name of the entity when it is not possible to distinguish the

different components of the name.

<part> cannot be empty and requires at least one nonwhitespace character, such as a hyphen, if no actual name can

be given.

Within <targetEntity> the name or term for the related entity

is encoded within <part> elements.

Availability: Required, repeatable

Examples: <nameEntry languageOfElement="de"</pre>

preferredForm="true" status="authorized"

localType="native">

<part localType="surname">Arendt</part>
<part localType="firstname">Hannah</part>

</nameEntry>

<nameEntry conventionDeclarationReference="cd1"</pre>

preferredForm="true">

<part>Provence-Alpes-Côte d'Azur</part>

</nameEntry>

<place < Place (Table of Contents)</pre>

Summary: An element that provides information about a place or

jurisdiction, including places where the CPF entity was based, lived, or with which it had some other significant

connection.

May contain: address (0..n), contact (0..n), date or dateRange or dateSet

(0..1), descriptiveNote (0..1), geographicCoordinates (0..n),

placeName (0..n), placeRole (0..n)

May occur within: chronItem, chronItemSet, places, relation

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional **Optional** languageOfElement Optional localType Optional **Optional** localTypeDeclarationReference maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional target Optional valueURI **Optional** Optional vocabularySource vocabularySourceURI Optional

Description and Usage: A <place> element is a wrapper element used to encode

information about a place or jurisdiction. This includes identifying the places or jurisdictions where the CPF entity was based, lived, or with which it had some other significant connection. It can also be used to encode address and contact

information.

<place> must include at least one of <address>, <contact>,
<geographicCoordinates>, <placeName> or <placeRole>.

<placeName> may be used to encode the name of a place that is related to the CPF entity described. The <placeRole> element is available to specify the nature of the connection of the place with the CPF entity being described, and its use is strongly recommended. Terms in <placeName> and <placeRole> may be drawn from controlled vocabularies or may be natural language terms.

These controlled vocabularies can be identified with the @vocabularySource and @vocabularySourceURI attributes.

The <address> element is available for specifying a postal or other address. The <contact> element is available for specifying a digital address or other contact information.

Associated date or date range (<date>, <dateRange>, or <dateSet>) information may be included to further constrain the place's meaning. A <descriptiveNote> may be included if a fuller explanation of the significance of the place to the CPF entity described is needed.

The prescribed order of all child elements (both required and optional) is:

One or more of <address>, <contact>, <geographicCoordinates>, <placeName>, and <placeRole>

One of <date>, <dateRange>, or <dateSet>

<descriptiveNote>

Availability: Within <chronItem>: optional, not repeatable.

Within <chronItemSet>, <relation>: optional, repeatable.

Within <places>: required, repeatable.

<placeName> Place Name (Table of Contents)

Summary: An optional child element of <place> used to encode the

name of a place or geographic feature that is related to the

CPF entity described.

May contain: [text]

May occur within: demographic Description, function, legal Status,

localDescription, mandate, occupation, otherEntityType,

place

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** countryCode Optional **Optional** id languageOfElement Optional localType Optional localTypeDeclarationReference Optional Optional maintenanceEventReference scriptOfElement Optional sourceReference Optional target Optional Optional valueURI vocabularySource Optional vocabularySourceURI **Optional**

Attribute usage: The @vocabularySource attribute may be used to indicate the

controlled vocabulary from which the <placeName> term is

derived.

Description and Usage: <placeName> should be identified by the proper noun that

commonly designates the place, natural feature, or political jurisdiction. It is recommended that place names be taken

from authorized vocabularies.

Within <place>, a companion <placeRole> is strongly recommended to describe the nature of the association of the <placeName> to the entity. Furthermore a companion <geographicCoordinates> is available beside <placeName>,

when used within <place>, to encode latitude, longitude and altitude information.

One of <placeName>, <placeRole>, <geographicCoordinates>, <address>, or <contact> is required within <place>.

The <placeName> element is repeatable. It is strongly recommended that within <place>, the <placeName> element be repeated only to represent the same place name in various languages, with an accompanying @languageOfElement attribute.

Availability: Optional, repeatable

<placeRole> Place Role (Table of Contents)

Summary: An optional child element of <place> used to identify the

contextual role the place or jurisdiction has in relation to the

CPF entity described.

May contain: [text]

May occur within: place

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement maintenanceEventReference Optional scriptOfElement **Optional** sourceReference Optional target Optional **Optional** valueURI Optional vocabularySource vocabularySourceURI Optional

Attribute usage: The @vocabularySource attribute may be used to indicate

the controlled vocabulary from which the <placeRole> is

derived.

Description and Usage: <placeRole> provides a contextual role for a <placeName>

within <place>. Places should be identified in <placeName> by the proper noun that commonly designates the place, natural feature, or political jurisdiction. It is strongly recommended that each place name is accompanied by a <placeRole> element in order to describe the nature of the

association of the place to the CPF entity.

One of <placeRole>, <placeName>,

<geographicCoordinates>, <address>, or <contact> is

required within <place>.

Availability: Optional, repeatable

Summary: An optional child element of <description> used for grouping

together one or more <place> elements.

May contain: descriptiveNote (0..1), place (1..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement Optional localType localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference Optional Optional target

Description and Usage: Use the optional <places> element to group together one or

more occurrences of <place>. <place>> must include at least one <place>> element. A <descriptiveNote> element may be

included if a fuller textual explanation is needed.

The prescribed order of all child elements (both required and

optional) is:

<place>

<descriptiveNote>

Availability: Optional, not repeatable

<recordId> Record Identifier (Table of Contents)

Summary: A required child element of <control> that designates a

unique identifier for the EAC-CPF instance.

May contain:[text]May occur within:control

Attributes: audience Optional (values limited

to: external, internal)

idOptionallanguageOfElementOptionalscriptOfElementOptionaltargetOptional

Description and Usage: <recordId> is used for recording a unique identifier for the

EAC-CPF instance. The institution assigning the identifier ensures uniqueness of the <recordId> value within the archival descriptions under its control. A globally unique identifier may be constructed within <recordId> according to various external protocols (i.e. HTTP URI, DOI, PURL, or UUID), or in combination with <agencyCode>, which is an

optional element within <maintenanceAgency>.

<recordId> cannot be empty. Any alternative or additional record identifiers may be recorded in <otherRecordId>.

Availability: Required, not repeatable

See also: Use <agencyCode> in combination with <recordId> to

provide a globally unique identifier for the EAC-CPF

instance.

Example: <recordId>F10219

<reference > Reference (Table of Contents)

Summary: An element that cites an external resource.

May contain: [text], span (0..n)

May occur within: abstract, chronItem, chronItemSet, conventionDeclaration,

event, eventDescription, item, localTypeDeclaration, p,

rightsDeclaration, source

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** href **Optional** id **Optional** languageOfElement Optional linkRole **Optional** linkTitle **Optional** maintenanceEventReference Optional scriptOfElement **Optional** Optional sourceReference target Optional

Attribute usage: Use @href to link to the cited resource.

Description and Usage: An element used for referencing external resources that have

been used to compile the EAC-CPF instance, that provide additional context to the EAC-CPF instance, or that identify

rules or conventions that have been applied.

<reference> is a required child element of

<conventionDeclaration>, <localTypeDeclaration>, and <rightsDeclaration> for identifying any rules and conventions applied in the compilation of the description. It is also a required child element of <source>, used to identify any sources used in compiling the description. <source> may

include multiple child <reference> elements.

<reference> is an optional child element of <abstract>, <chronItem>, <chronItemSet>, <event>, <eventDescription>, <item>, and where it is used to reference any external resources that provide additional context to the content of that

element.

Availability: Within <conventionDeclaration>, <localTypeDeclaration>,

<ri>delights Declaration>: required, not repeatable

Within <source>: required, repeatable

Within <abstract>, <chronItem>, <chronItemSet>, <event>, <eventDescription>, <item>, : optional, repeatable

See also: <reference> is used for external linking only. If any internal

linking is required within the EAC-CPF instance, use the

@target attribute.

<relation > Relation (Table of Contents)

Summary: A required child element of <relations> for describing a

relationship between the entity described in the EAC-CPF

instance and a related entity.

May contain: date or dateRange or dateSet (0..1), descriptiveNote (0..1),

objectXMLWrap (0..1), place (0..n), relationType (0..n),

targetEntity (1..1), targetRole (0..n)

May occur within: relations

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional id Optional languageOfElement Optional maintenanceEventReference ScriptOfElement Optional sourceReference Optional target Optional

Description and Usage: <relation> records descriptive information about a

relationship between the entity being described and a related entity, such as: a corporate body, person, or family; a function; or an archival, bibliographic, or other resource.

Use the required child element <targetEntity> to provide a textual identification of the related entity, such as a name or a title. Use the optional child element <relationType> to specify the type of relation. Use the optional child element <targetRole> to specify the role of the related entity. It is recommended that the terms used in <relationType>, <targetEntity>, and <targetRole> be taken from an authorized vocabulary.

Use <objectXMLWrap> to embed XML documenting the related entity from any namespace. Use <date>, <dateRange>, or <dateSet> for specifying the time period of the relationship and <place> for relevant location information. <descriptiveNote> may be included for more detailed specifications or explanations of the relationship.

The prescribed order of all child elements (both required and optional) is:

<targetEntity>

One of <date>, <dateRange>, or <dateSet>

One or more of <place>, <relationType>, and <targetRole>

<descriptiveNote>

<objectXMLWrap>

Availability: Required, repeatable

<relations > Relations (Table of Contents)

Summary: An optional child element of <cpfDescription> that groups

one or more <relation> elements, which identify external entities and characterize the nature of their relationships to

the entity being described.

May contain: descriptiveNote (0..1), relation (1..n)

May occur within: cpfDescription

Attributes: audience Optional (values limited

to: external, internal)

base Optional conventionDeclarationReference id Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Description and Usage: A wrapper element that groups together one or more

<relation> elements, each of which encodes a specific

relationship.

The prescribed order of all child elements (both required and

optional) is:

<relation>

<descriptiveNote>

Availability: Optional, not repeatable

<relationType> Relation Type (Table of Contents)

Summary: A child element of <relation> used to specify the type of

relation that the entity being described within the EAC-CPF

instance has to the <targetEntity>.

May contain: [text]

May occur within: relation

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional Optional target valueURI Optional vocabularySource Optional vocabularySourceURI **Optional**

Description and Usage: Use <relationType> within <relation> to specify the

type of relation that the entity being described has to the

<targetEntity>.

The <relationType> element contains a textual description of the relation. It is recommended that values used in <relationType> be taken from an authorized vocabulary.

Availability: Optional, repeatable

<representation> Representation (Table of Contents)

Summary: An optional child element of <control> for recording a link

to a deliverable version of the EAC-CPF instance or to the

XML version of the EAC-CPF instance itself.

May contain: [text]

May occur within: control

Attributes: audience Optional (values limited

to: external, internal)

Optional href Optional id Optional languageOfElement linkRole Optional linkTitle **Optional** localType Optional localTypeDeclarationReference Optional **Optional** scriptOfElement Optional target

Attribute usage: Use @href to specify a link to a deliverable version of the

EAC-CPF instance.

Use @localType to differentiate between multiple

<representation> elements.

Description and Usage: Use <representation> to record a link to a deliverable version

of an EAC-CPF instance, for example an HTML or PDF version, or to the XML version of the EAC-CPF instance

itself.

Availability: Optional, repeatable

See also: Use <otherRecordId> to provide any local identifier for the

EAC-CPF instance that does not link to a deliverable version.

<rightsDeclaration> Rights Declaration (Table of Contents)

Summary: An optional child element of <control> that indicates a

standard rights statement associated with the EAC-CPF

instance.

descriptiveNote (0..1), reference (1..1), shortCode (0..1) May contain:

May occur within: control

Attributes: audience Optional (values limited

to: external, internal)

id **Optional** languageOfElement Optional scriptOfElement **Optional** Optional target valueURI **Optional** vocabularySource Optional vocabularySourceURI Optional

Description and Usage: Use <rightsDeclaration> to provide structured information

about the usage rights of the EAC-CPF instance. <ri>description < < rights Declaration > should only be used to reference shared published licenses, such as Creative Commons,

RightsStatements.org, and published locally-defined licenses.

<reference> must be used to provide a machinereadable reference to a license statement (for example, a dereferenceable URI). It may also be used to encode the name of the license statement.

<shortCode> may be used to provide the abbreviated name for the rights statement. The value of <shortCode> should align with the rights statement referenced by <reference> and <descriptiveNote>.

<descriptiveNote> may be used to provide a human-readable description of the license statement.

The prescribed order of all child elements (both required and optional) is:

<reference>

<shortCode>

<descriptiveNote>

Optional, repeatable **Availability:**

<setComponent> Set Component (Table of Contents)

Summary: A required child element of <alternativeSet> that allows an

alternative authority record of the EAC-CPF instance being described to be referenced and described, as well as allowing

the inclusion of the entire encoding of such alternative

authority record in any XML format.

May contain: componentEntry (0..n), descriptiveNote (0..1),

objectXMLWrap (0..1)

May occur within: alternativeSet

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional href **Optional** id **Optional** languageOfElement Optional linkRole **Optional** linkTitle Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference **Optional** target **Optional**

Attribute usage: Use @href to provide a general reference to alternative sets.

Description and Usage: <setComponent> provides a wrapper to link to, describe,

or contain one or more alternative authority record, so that multiple records for the same entity from separate authority systems, or in different languages, may be combined together

within a single EAC-CPF instance.

The <componentEntry> child element allows for the provision of a name or title for the alternative authority record and the inclusion of a link to the record in an external

system, if using a vocabulary or similar..

Use the optional <descriptiveNote> for a textual note providing further information about the record referenced in

<setComponent>.

Use the optional <objectXMLWrap> child element when including the entire authority record within the EAC-CPF

instance.

Availability: Required, repeatable

<shortCode> Short Code (Table of Contents)

Summary: An optional element for encoding the shortened form of a

word or phrase.

May contain: [text]

May occur within: conventionDeclaration, localTypeDeclaration,

rightsDeclaration

Attributes: audience Optional (values limited

to: external, internal)

idOptionallanguageOfElementOptionalscriptOfElementOptionaltargetOptional

Description and Usage: Used to record the shortened form of a word or phrase, for

example, an acronym.

Use <shortCode> within <conventionDeclaration> or <localTypeDeclaration> to identify the code for a thesaurus, controlled vocabulary, or another standard used in creating the EAC-CPF description. Use within <rightsDeclaration> to provide on abbreviated name for the rights statement.

provide an abbreviated name for the rights statement.

To improve interoperability, it is recommended that the value be selected from an authorized list of codes such as the MARC Code List (http://www.loc.gov/marc/sourcelist/).

Availability: Optional, not repeatable

<source> Source (Table of Contents)

Summary: A required child element of <sources> used to identify a

particular source of evidence used for the establishment of the description of the CPF entity in the EAC-CPF instance.

May contain: citedRange (0..n), descriptiveNote (0..1), objectXMLWrap

(0..1), reference (1..n)

May occur within: sources

Attributes: audience Optional (values limited

to: external, internal)

id Optional Optional href languageOfElement Optional linkRole **Optional** linkTitle Optional scriptOfElement Optional **Optional** target valueURI Optional vocabularySource Optional vocabularySourceURI Optional

Description and Usage: Use <source> to cite a published resource used in describing

the CPF entity. Use the required child element <reference>to include a textual identification of the reference. In the case of online sources, use @href with <reference> to provide a URI.

Use the optional child element <citedRange> to point to a

specific location within a source.

Use the optional <descriptiveNote> for any additional notes about the source. Use the optional <objectXMLWrap> to embed XML documenting the source from any namespace.

The prescribed order of all child elements (both required and

optional) is:

<reference>

<citedRange>

<descriptiveNote>

<objectXMLWrap>

Availability: Required, repeatable

<sources> Sources (Table of Contents)

Summary: An optional child element of <control> that groups one or

more <source>s of evidence used in the description of the

CPF entity in the EAC-CPF instance.

May contain: descriptiveNote (0..1), source (1..n)

May occur within: control

Attributes: audience Optional (values limited

to: external, internal)

base Optional id Optional languageOfElement Optional scriptOfElement Optional target Optional

Attribute usage: Use @base to specify a URI (other than the base URI of the

EAC-CPF instance) to be used for resolving relative URIs

within <sources> or descendant elements.

Description and Usage: Use <sources> to bind together one or more <source>

elements. <sources> must include at least one <source>

element.

The prescribed order of all child elements (both required and

optional) is:

<source>

<descriptiveNote>

Availability: Optional, not repeatable

 span (Table of Contents)

Summary: Specifies the beginning and the end of a span of text.

May contain: [text]

May occur within: abstract, event, eventDescription, head, item, reference, p

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional **Optional** languageOfElement localType Optional Optional localTypeDeclarationReference maintenanceEventReference Optional scriptOfElement **Optional** sourceReference Optional style Optional Optional target

Attribute usage: Use the optional @style attribute to affect an arbitrary

stylistic difference.

Use the optional @localType attribute to identify qualities of

words or phrases.

Description and Usage: is an optional formatting element for distinguishing

words or phrases that are intentionally stressed or emphasized for linguistic effect or identifying some qualities of the words

or phrases.

Availability: Optional, repeatable

<structureOrGenealogy> Structure or Genealogy (Table

of Contents)

Summary: An optional child element of <description> used to describe

internal administrative structure(s) of a corporate body or the

genealogy of a family.

May contain: head (0..1), list (0..n), p (0..n)

May occur within: description

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference **Optional** Optional **Optional** languageOfElement Optional localType localTypeDeclarationReference Optional maintenanceEventReference **Optional** scriptOfElement Optional sourceReference **Optional** Optional target

Description and Usage: <structureOrGenealogy> encodes information expressing the

internal administrative structure(s) of a corporate body and the dates of any changes to that structure that are significant to understanding the way that corporate body conducted affairs (such as dated organization charts), or the genealogy of a family (such as a family tree) in a way that demonstrates the interrelationships of its members with relevant dates.

The optional list> element may be used to accommodate greater complexity in expressing or representing the structure(s) or genealogy being described. <head> may be used to encode a title or caption. A simpler discursive expression of the structure(s) or genealogy may be encoded as one or more elements.

The prescribed order of all child elements (both required and optional) is:

<head>

One or both of <list> or .

Availability: Optional, repeatable

Examples:

<structureOrGenealogy>

Sir Edward Noel (d 1643) married Julian, daughter and co-heir of Baptists Hicks (d 1629), Viscount Campden, and succeeded to the viscouty of Campden and a portion of his father-in-law's estates. The third Viscount Campden (1612-82) married Hester Wotton, daughter of the second Baron Wotton. The fourth Viscount Campden (1641-1689, created Earl of Gainsborough, 1682) married Elizabeth Wriothesley, elder daughter of the fourth Earl of Southampton. Jane Noel (d 1811), sister of the fifth and sixth Earls of Gainsborough, married Gerard Anne Edwards of Welham Grove (Leicetershire) and had issue Gerard Noel Edwards (1759-1838). He married in 1780 Diana Middleton (1762-1823 suo jure Baroness Barham), daughter of Charles Middleton (1726-1813), created first Baronet of Barham Court (Kent) in 1781 and first Baron Barham in 1805. GN Edwards assumed the surname Noel in 1798 on inheriting the sixth Earl of Gainborough's Rutland and Gloucestershire estates (though not the Earl's honours, which were extinguished); and he later inherited his father-in-law's baronetcy. His eldest son John Noel (1781-1866) succeeded to the estates of his mother and his father, to his mother's barony and his father's baronetcy, and was created Viscount Campden and Earl of Gainsborough in 1841.

</structureOrGenealogy>

```
<structureOrGenealogy>
  The organogram of the
    <span style="font-style:italic">Ministry
    of Culture and Tourism</span>
  before its incorporation with the Ministry
  of Education and Religious Affairs, was the
  following:
  st>
    <item>Minister of Culture and
    Tourism</item>
    <list>
      <item>Deputy Minister of Culture and
      Tourism</item>
    </list>
    st>
      <item>General Secretary of
      Tourism</item>
      <item>General Secretary of Sports</item>
      <item>General Secretary of
      Culture</item>
      <item>General Secretary for Culture and
      Tourism Infrastructure</item>
    </list>
  </list>
</structureOrGenealogy>
```

<targetEntity> Target Entity (Table of Contents)

Summary: A required child element of <relation> used to identify the

entity that is being targeted by the relation.

May contain: part (1..n) **May occur within:** relation

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional id Optional languageOfElement Optional maintenanceEventReference ScriptOfElement Optional sourceReference Optional target Optional

targetType Required (values limited

to: agent, corporateBody, family, function, person,

resource)

valueURI Optional vocabularySource Optional vocabularySourceURI Optional

Attribute usage: Use the required @targetType, to identity the type of entity

related to in <targetEntity>, using one of the following values: "agent", "corporateBody", "family", "function",

"person", or "resource".

Description and Usage: <targetEntity> is used within <relation> to identify an entity

that is related to the subject of the EAC-CPF instance.

<targetEntity> must include at least one <part> element,

encoding the name or term for the related entity.

Availability: Required, not repeatable

<targetRole> Target Role (Table of Contents)

Summary: An optional child element of <relation> used to specify

the role of a related entity towards the CPF entity being

described.

May contain: [text]

May occur within: relation

Attributes: audience Optional (values limited

to: external, internal)

Optional conventionDeclarationReference Optional Optional languageOfElement localType Optional localTypeDeclarationReference Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference **Optional Optional** target valueURI Optional vocabularySource Optional vocabularySourceURI **Optional**

Description and Usage: <targetRole> is used with <relation> to specify the role of a

related entity towards the CPF entity being described.

The <targetRole> element contains a textual description of the relation. It is recommended that the terms in <targetRole>

be taken from authorized vocabularies.

Availability: Optional, repeatable

<term> Term (Table of Contents)

Summary: An element used to specify a descriptive term in accordance

with authorized vocabularies or local rules.

May contain: [text]

May occur within: demographic Description, function, legal Status, local Control,

localDescription, mandate, occupation, otherEntityType

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Description and Usage: <term> is a required child element of <function>,

<legalStatus>, <localControl>, <localDescription>,<mandate>, <occupation>, and <otherEntityType>, used to specify a descriptive term in accordance with authorized translation or legal makes.

vocabularies or local rules.

<term> can be repeated within its parent element to include translations of the same term. Use the @languageOfElement attribute to identify the language used in each <term> grouped within a single parent element.

Availability: Required, repeatable

Examples: <function>

<term>Estate ownership</term>

<descriptiveNote>

Social, political, and cultural role
typical of landed aristocracy in England.
The first Viscount Campden amassed a
large fortune in trade in London and
purchased extensive estates, including
Exton (Rutland), and Chipping Campden
(Gloucestershire). The Barham Court (Kent)
estate was the acquisition of the first
Baron Barham, a successful admiral and
naval administrator (First Lord of the

Admiralty 1805).
</descriptiveNote>

</function>

```
<function>
  <term vocabularySource="AGIFT">Education and
  training</term>
</function>
<legalStatus>
  <term scriptCode="Latn">Organismo de la
  Administracion Central del Estado</term>
  <date standardDate="1769">1769</date>
</legalStatus>
<mandate>
  <term>Minnesota. Executive Session Laws 1919
  c49</term>
  <dateRange>
    <fre>fromDate
    standardDate="1919">1919</fromDate>
    <toDate standardDate="1925">1925</toDate>
  </dateRange>
  <descriptiveNote>
    Board created in 1919 to receive and
    examine applications for bonuses from
    Minnesota soldiers.
  </descriptiveNote>
</mandate>
<occupation>
  <term>Teacher</term>
</occupation>
```

<toDate> To Date (Table of Contents)

Summary: A child element of <dateRange> that records the end point in

a range of dates.

May contain: [text]

May occur within: dateRange

Attributes: audience Optional (values limited

to: external, internal)

calendar **Optional** Optional certainty conventionDeclarationReference Optional **Optional** era id Optional languageOfElement **Optional** localType Optional localTypeDeclarationReference Optional maintenanceEventReference **Optional** notAfter **Optional** Optional notBefore scriptOfElement Optional standardDate **Optional**

status Optional (values limited

to: ongoing, unknown)

sourceReference Optional target Optional

Attribute usage: Use @certainty to indicate the degree of precision in the

dating, for example, "uncertain" or "approximate".

Use @localType to supply a more specific characterization of

the start date.

Use @notAfter and @notBefore to capture the latest and earliest possible dates in machine-processable form in cases

when the date is uncertain.

Use @standardDate to provide a machine-processable form

of the date.

Use @status with the values "unknown" or "ongoing" to indicate where part of a date range is unknown, or the date

range is ongoing.

Description and Usage: Use <toDate> to record the end date in a range of dates,

whether they be known, approximate or unknown. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, the @standardDate should be used to record the date in machine-processable form as well. <toDate> may be omitted from <dateRange>, or the @status attribute used, if the date span is

ongoing or the <toDate> is unknown.

Availability: Optional, not repeatable

See also: Use <from Date > to record the starting point of a date range.

<useDates > Dates of Use (Table of Contents)

Summary: An optional child element of <nameEntry> and

<nameEntrySet> that provides the dates when the name or names were used for or by the CPF entity being described.

May contain: date or dateRange or dateSet (1..1)

May occur within: nameEntry, nameEntrySet

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional id Optional languageOfElement Optional maintenanceEventReference Optional scriptOfElement Optional sourceReference Optional target Optional

Description and Usage: Within <nameEntry>, <useDates> provides the dates

during which the name was used for or by the CPF entity. For parallel names (e.g., official forms of the name in

different languages and/or scripts), <useDates> may occur in <nameEntrySet> rather than in the individual <nameEntry>

elements contained in <nameEntrySet>.

<useDates> must include one of <date>, <dateRange>, or

<dateSet>.

Availability: Optional, repeatable

<writingSystem> Writing System (Table of Contents)

Summary: An optional child element of <languageUsed> that identifies

the writing script for a language in which the CPF entity

being described was creative or productive.

May contain: [text]

May occur within: languageUsed

Attributes: audience Optional (values limited

to: external, internal)

conventionDeclarationReference Optional id Optional languageOfElement Optional maintenanceEventReference Optional scriptCode Optional scriptOfElement Optional sourceReference Optional target Optional

Attribute usage: Use @scriptCode to provide a code for the writing system

itself.

Use @scriptOfElement to provide a code for the writing

system in which the element is given.

Description and Usage: An optional element within <languageUsed> that gives the

main script used by the CPF entity being described in his/her

creative or productive work.

Availability: Optional, repeatable

Attributes

$@addressLineType \ Address \ Line \ Type \ ({\tt Table \ of \ Contents})$

Summary: Used to specify the type of address line encoded in

<addressLine>.

Description and Usage: Use one of the set values to specify the type of address line

encoded in <addressLine>. Use the attribute @localType in

order to encode a local type of address line.

Values: county, country, district, municipality, postBox, postalCode,

region, street

@agentType Agent Type (Table of Contents)

Summary: A required attribute of <agent> that indicates the type of

agent responsible for the creation, modification, or deletion

of an EAC-CPF instance.

Description and Usage: The attribute's value must be set to "human," "machine,"

or "unknown," and should correspond to the information recorded in <agent>. For example, if the <agent> is Jane Marshall, the value of @agentType should be set to "human." If the <agent> is a database, style sheet, or other system, the value of @agentType should be set to "machine." The value of @agentType may also be set to "unknown" if the agent

and/or type of agent cannot be determined.

Values: human, machine, unknown

@audience (Table of Contents)

Summary: An attribute that helps control whether the information

contained in the element should be available to all viewers or only to repository staff. Available as global attribute for all elements. The attribute can be set to "external" in <cpfDescription> to allow access to all the information about the entity being described, but specific elements within <cpfDescription> can be set to "internal" to reserve that information for repository access only. This feature is intended to assist application software in restricting access to particular information by explicitly identifying data that is potentially sensitive or may otherwise have a limited audience. Special software capability may be needed, however, to prevent the display or export of an element marked "internal" when a whole finding aid is displayed in a

networked environment.

Values: external, internal

@base Base (Table of Contents)

Summary: Used to specify a base URI that is different than the base

URI of the EAC-CPF instance. This allows any relative URIs provided on attributes of a specific element or its descendants to be resolved using the URI provided in that element's @base. Available on <alternativeSet>, <control>,

<cpfDescription>, <description>, <eac>, <identity>,
<multipleIdentities>, <relations>, and <sources>.

Data Type: anyURI

@calendar (Table of Contents)

Summary: System of reckoning time, such as Gregorian calendar

or Julian calendar. Suggested values include, but are not limited to, "gregorian" and "julian". Available in <date>,

<fromDate>, and <toDate>.

Data Type: NMTOKEN

@certainty Certainty (Table of Contents)

Summary: The level of confidence for the information given in <date>,

<fromDate>, or <toDate>, e.g., approximate or circa.

Data Type: NMTOKEN

$@\,contact Line\,Type\,\, Contact\,\, Line\,\, Type\,\, ({\it Table\,\, of\,\, Contents})\\$

Summary: Used to specify the type of contact line encoded in

<contactLine>.

Description and Usage: Use one of the set values to specify the type of contact line

encoded in <contactLine>. Use the attribute @localType in

order to encode a local type of contact line.

Values: email, fax, homepage, mobileNumber, phoneNumber

@conventionDeclarationReference Convention Declaration Reference (Table of Contents)

Summary: Use @conventionDeclarationReference to provide a direct

link to a <conventionDeclaration> element within <control> from any non-empty elements in the EAC-CPF instance. The attribute can be used to link to a convention or rule that prescribes a method for converting one script into another script (transliteration). It also can be used to link to a national, international or other rule that governs the

construction of an EAC-CPF name.

Data Type: IDREFS

$@\,coordinateSystem\,\,\,Coordinate\,System\,\,({\it Table\,\,of\,\,Contents})\\$

Summary: A code for a system used to express geographic coordinates,

for example WGS84, (World Geodetic System), OSGB36 (Ordnance Survey Great Britain), or ED50 (European

Datum). Required in <geographicCoordinates>.

Data Type: token

@countryCode Country Code (Table of Contents)

Summary: A unique code representing a country. Content of the

Data Type: NMTOKEN

@countryEncoding Country Encoding (Table of Contents)

Summary: The authoritative source or rules for values supplied in

@countryCode in <maintenanceAgency> and <placeName>. If the value "otherCountryEncoding" is selected an alternate code list should be specified in <conventionDeclaration>.

Available only in <control>.

Values: iso3166-1, otherCountryEncoding

@dateEncoding Date Encoding (Table of Contents)

Summary: The authoritative source or rules for values provided in

@standardDate in <date>, <fromDate> and <toDate>. If the value "otherDateEncoding" is selected an alternate code list should be specified in <conventionDeclaration>. Available

only in <control>.

Values: iso8601, otherDateEncoding

@detailLevel Level of Detail (Table of Contents)

Summary: An optional attribute within <control>, used to provide

information about the level of detail of the entity's

description, from a fixed set of values.

Values: basic, extended, minimal

@era Era (Table of Contents)

Summary: Period during which years are numbered and dates reckoned,

such as CE (Common Era) or BCE (Before Common Era). Suggested values include "ce" and "bce". Available in

<date>, <fromDate>, and <toDate>.

Data Type: NMTOKEN

@href hypertext Reference (Table of Contents)

Summary: The address for a remote resource. @href takes the

form of a Uniform Resource Identifier (URI). Available

in <contactLine>, <reference>, <representation>,

<setComponent>, and <source>.

Data Type: anyURI

@id ID (Table of Contents)

Summary: An identifier that must be unique within the current document

and is used to name the element so that it can be referred to, or referenced from, somewhere else. This facilitates building

links between the element and other resources.

Data Type: ID

@identityType Identity Type (Table of Contents)

Summary: Indicates whether the identity is given or acquired. May be

useful for processing when multiple identities are described

in the same instance.

Description and Usage: The @identityType may occur on <identity>. Though

optional, it is recommended that it be used when multiple identities are described in the same EAC-CPF instance using <multipleIdentities>. It will enable processors to distinguish between the description of a person and one or

more personae.

Values: acquired, given

@languageCode Language Code (Table of Contents)

Summary: The code for the language used in the EAC-CPF instance

or in the creative work of the CPF entity being described. Content of the attribute should be a code taken from ISO 639-1, ISO 639-2b, ISO 639-3, or another controlled list, as specified in the @languageEncoding attribute in <control>. Required in <languageDeclaration> and optionally available

in <language>.

Data Type: NMTOKEN

@languageEncoding Language Encoding (Table of Contents)

Summary: Specifies which standard list of codes is used to identify

the language of the EAC-CPF instance and languages represented in the creative work of the CPF entity being described. The codes themselves are specified in @languageCode in <language> and <languageOfElement> in all non-empty elements. Available in <control>. If the value

"otherLanguageEncoding" is selected an alternate code list

should be specified in <conventionDeclaration>.

Values: ietf-bcp-47, iso639-1, iso639-2b, iso639-3,

otherLanguageEncoding

@languageOfElement Language of Element (Table of

Contents)

Summary: Indicates the language of the content of an element. Content

of the attribute should be a code taken from ISO 639-1, ISO 639-2b, ISO 639-3, or another controlled list, as specified in the @languageEncoding attribute in <control>. May be used consistently in a multi-lingual entity description to specify which elements are written in which language. Available on

all non-empty elements.

Data Type: NMTOKEN

@linkRole Link Role (Table of Contents)

Summary: A URI that characterizes the nature of the remote resource to

which a linking element refers. Available in <contactLine>, <reference>, <representation>, <setComponent>, and

<source>.

Data Type: anyURI

@linkTitle Link Title (Table of Contents)

Summary: Information that serves as a viewable caption which explains

to users the part that a resource plays in a link. May be

useful for meeting accessibility requirements when rendering

content in a web browser. Available in <contactLine>, <reference>, <representation>, <setComponent>, and

<source>.

Data Type: token

@listType List Type (Table of Contents)

Summary: Specifies the type of list: an ordered list is a numbered or

lettered list; an unordered list is one in which sequence is not

critical (e.g., a bulleted list). Available only on <list>.

Values: ordered, unordered

@localType Local Type (Table of Contents)

Summary: This optional attribute provides a means to narrow the

semantics of an element, or provide semantics for elements

that are primarily structural or semantically weak.

Description and Usage: The value of @localType may be from a local or generally

used external vocabulary. While the value of @localType may be any string, to facilitate exchange of data, it is recommended that the value be either the URI or the preferred label for a term defined in a formal vocabulary (e.g., SKOS), which is identified by an absolute URI, and is resolvable to a web resource that describes the semantic scope and use of the value. Local conventions or controlled vocabularies used in @localType may be declared in <localTypeDeclaration> within <control>. @localTypeDeclarationReference should always be used alongside @localType to provide a direct link to the

<localTypeDeclaration>.

Data Type: token

@localTypeDeclarationReference Local Type Declaration Reference (Table of Contents)

Summary: Use @localTypeDeclarationReference to provide a direct link

to a <localTypeDeclaration> element within <control> from another element using @localType within the EAC-CPF instance. @localTypeDeclarationReference should always be used when @localType is used, in order to link to the local

type declaration.

Data Type: IDREFS

@maintenanceEventReference MaintenanceEvent Reference (Table of Contents)

Summary: Use @maintenanceEventReference to provide a

direct link to a <maintenanceEvent> element within

<maintenanceHistory> from any non-empty element in the EAC-CPF instance. Thus any detailed information about the described entity can be referenced with a maintenance event.

Data Type: IDREFS

@maintenanceEventType Maintenance Event Type

(Table of Contents)

Summary: A required attribute of <maintenanceEvent> that provides a

controlled list of values for recording the type of maintenance

activity.

Description and Usage: cancelled: marks an instance as not current

(obsolete or rejected), but retained for reference

created: the initial creation of the EAC-CPF

instance

deleted: indication that the instance has been

deleted from the system

derived: indicates that the instance was derived

from another descriptive system

revised: any type of general modification to the

EAC-CPF instance

unknown: when the type of event is not known

updated: when an instance has been brought up to date with significant changes to the materials being described or to the version of EAC-CPF

used

Values: cancelled, created, deleted, derived, revised, unknown,

updated

@maintenanceStatus Maintenance Status (Table of Contents)

Summary: The current drafting status of the EAC-CPF instance.

Description and Usage: The maintenance status must occur on <control>. As an

EAC-CPF instance is modified or other events happen to it (as recorded in the <maintenanceHistory> element), the maintenance status should also be updated to reflect the

current drafting status.

On first creation the status would be "new", which on revision can be changed to "revised". Because it is important to be clear about what has happened to records, particularly when sharing and making links between them, a number of status values are available for records that are no longer current. A record that is simply deleted from a system can be given the status "deleted", but in cases where a record is marked as not current (obsolete or rejected) but kept for reference then it should be given the status "cancelled". If a record is deleted because it has become superseded by two or more records then its status should be given as "deletedSplit", while if it has simply been replaced by a new record then "deletedReplaced" is the appropriate status value. If a record is deleted because it has been merged with another record, its status should be given as "deletedMerged". A "derived" status value is available to indicate that the record was derived from another descriptive system.

cancelled, deleted, deletedMerged, deletedReplaced,

deletedSplit, derived, new, revised

Example:

Values:

@notAfter Not After (Table of Contents)

Summary: A standard numerical form of an approximate date for

which a latest possible date is known. Available in <date>,

<fromDate>, and <toDate>. It is recommended that

@notAfter values follow ISO 8601 or another standard date

format as specified in @dateEncoding.

Data Type: token

@notBefore Not Before (Table of Contents)

Summary: A standard numerical form of an approximate date for

which an earliest possible date is known. Available in

<date>, <fromDate>, and <toDate>. It is recommended that @notBefore values follow ISO 8601 or another standard date

format as specified in @dateEncoding.

Data Type: token

$@preferredForm\ \ Preferred\ Form\ ({\it Table\ of\ Contents})\\$

Summary: Attribute that specifies whether or not a <nameEntry>

provides the preferred form of the name of the EAC-CPF

entity for display purposes in a given context.

Values: false, true

$@publicationStatus \ \ PublicationStatus \ \ (Table \ of \ Contents)$

Summary: The current publication status of the EAC-CPF instance.

Available only in <control>.

Values: approved, inProcess, published

@repositoryEncoding Repository Encoding (Table of

Contents)

Summary: The authoritative source or rules for values supplied in

<agencyCode>. If the value "otherRepositoryEncoding" is selected an alternate code list should be specified in <conventionDeclaration>. Available only in <control>.

Values: iso15511, otherRepositoryEncoding

@ script Code (Table of Contents)

Summary: The code for the writing system, or script, used in the EAC-

CPF instance or in which the CPF entity being described was creative or productive. Content of the attribute should be a code taken from ISO 15924, or another controlled list, as specified in the @scriptEncoding attribute in <control>. Available in <languageDeclaration> and <writingSystem>.

Data Type: NMTOKEN

@scriptEncoding Script Encoding (Table of Contents)

Summary: The authoritative source or rules for values supplied

in @scriptOfElement and @scriptCode. If the value "otherScriptEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. Available

only in <control>.

Values: iso15924, otherScriptEncoding

@scriptOfElement Script of Element (Table of Contents)

Summary: Indicates the writing script of the content of an element (e.g.,

Cyrillic, Katakana). Content should be taken from ISO 15924 Codes for the Representation of Names of Scripts, or another controlled list, as specified in the @scriptEncoding attribute in <control>. May be used consistently in a multi-lingual finding aid to specify which elements are written in which

script. Available on all non-empty elements.

Data Type: NMTOKEN

@sourceReference Source Reference (Table of Contents)

Summary: Use @sourceReference to provide a direct link to a <source>

element within <sources> in <control> from an element within the EAC-CPF instance that uses the source. Thus any detailed information about the described entity can be

referenced with a source.

Data Type: IDREFS

@standardDate Standard Date (Table of Contents)

Summary: The standardized form of date expressed in <date>,

<fromDate>, and <toDate>. It is recommended that @standardDate values follow ISO 8601, for example, 2011-07-22, 1963, or 1912-11, or another standard date

format as specified in @dateEncoding.

Data Type: token

@standardDateTime Standard Date and Time (Table of

Contents)

Summary: An ISO 8601-compliant form of the date, or date and

time, of a specific maintenance event expressed in

<eventDateTime>. For example, 2009-12-31, 2009, 2009-12, 2009-12-31T23:59:59. Available only in <eventDateTime>.

Data Type: Constrained to the following patterns: YYYY-MM-DD,

YYYY-MM, YYYY, or YYYY-MM-DDThh:mm:ss [with optional timezone offset from UTC in the form of [+|-] [hh:mm], or "Z" to indicate the dateTime is UTC. No

timezone implies the dateTime is UTC.]

@status (Table of Contents)

Summary: Attribute that provides controlled terminology detailing the

status of elements. Available in <agencyCode>, <fromDate>, <nameEntry>, <otherAgencyCode>, and <toDate>. The terms available for @status are defined in closed lists that

vary by element.

Values in <agencyCode>, <nameEntry>,

<otherAgencyCode>: alternative, authorized

Values in <date>, <fromDate>: unknown

Values in <toDate>: unknown, ongoing

@style Style (Table of Contents)

Summary: Used to specify a rendering style for a string. It is

recommended that the value conforms to W3C CSS.

Description and Usage: The @style attribute may occur on and List>. In

a limited number of contexts that accommodate discursive description, with @style may be used to identify an arbitrary string that is intended to be rendered in a specific style. @style may be used within list> to specify the style of a list. It is highly recommended that the value of @style be expressed as a W3C CSS style to facilitate interoperability.

Data Type: token

@target (Table of Contents)

Summary: A pointer to the ID of another element. Used to create

internal links within an XML instance. Available in all

elements except <eac>.

Data Type: IDREFS

@targetType Target Type (Table of Contents)

Summary: Required attribute within <targetEntity> which identifies

the type of entity that is related to the CPF entity being described. Use the value "agent" only for migration from

EAC-CPF 2010 to EAC 2.0.

Values: agent, corporateBody, family, function, person, resource

@unit Unit (Table of Contents)

Summary: Use @unit to document the format or unit that is specified in

<citedRange>, for example page number ("pageNumber") or

volume number ("volumeNumber").

Data Type: token

@value Value (Table of Contents)

Summary: Required attribute within the <entityType> element that

defines the type of entity described in the EAC-CPF instance.

Values: corporateBody, family, person

$@vocabulary Source \ \ Vocabulary \ Source \ (\texttt{Table of Contents})\\$

Summary: An optional attribute for identifying a vocabulary that is the

source of the element's value.

Data Type: token

$@vocabulary Source \ URI\ (Table$

of Contents)

Summary: An optional attribute for including a URI identifying the

vocabulary source for the element's value.

Data Type: anyURI

@valueURI Value URI (Table of Contents)

Summary: An optional attribute for including a URI identifying the

resource to be used as the element's value.

Data Type: anyURI