

# **Encoded Archival Description 4.0 Tag Library DRAFT**

**Draft Release**

**Prepared and maintained by the  
Technical Subcommittee on Encoded  
Archival Standards (TS-EAS)  
Society of American Archivists**



**SOCIETY OF  
American  
Archivists**

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Chicago

**Encoded Archival Description 4.0 Tag Library DRAFT, Draft  
Release**

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## Preface to the Draft Tag Library

Encoded Archival Description (EAD) is the international metadata transmission standard for descriptions of archival records. Developed and maintained by the Technical Subcommittee on Encoded Archival Standards (TS-EAS) of the Society of American Archivists (SAA), EAD is used around the globe for digitally encoding the description of archival records.

The fourth revision of EAD (EAD 4.0) recognizes that the methods of developing and maintaining archival description have changed since EAD 1.0 (1998). The revised standard is designed for a digital-first world, focusing on interoperability with other SAA standards (namely EAC-CPF 2.0), support for linked open data, and incorporating external schemas into EAD. EAD 4.0 also removes support for "print-first" features directly within the EAD schema, streamlines mixed content, and limits more complex nesting.

This draft tag library reflects the public draft schema of EAD 4.0. For more information, please see the [Editorial Changes](#), the [Infograph](#), and the [TS-EAS microsite](#) gathering other relevant documents that are part of the revision or document the revision process.

With the alignment between EAD and the other Encoded Archival Standards, this draft tag library is the first to combine shared elements and attributes, i.e., those that are available in both EAD and the Encoded Archival Context - Corporate Bodies, Persons, Families (EAC-CPF), with EAD-specific elements and attributes. The descriptions of shared elements and attributes in this draft tag library have been adapted based on their existing versions in the EAC-CPF 2.0.1 tag library, including examples where they fit both standards. Examples for EAD-specific elements and attributes will be added in future iterations of this tag library.

Comments on the EAD 4.0 draft should be sent to TS-EAS at the [Report an Issue form](#) or via the TS-EAS repositories for the [EAS schemas](#) respectively the [EAS Tag Libraries](#) on GitHub.



# Elements

# < abstract >

## Abstract

### Summary

An optional element within narrative elements such as <biogHist> that contains a brief summary of the information contained within the narrative element as a whole.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[accessConditions](#), [accruals](#), [appraisal](#), [arrangement](#), [biogHist](#), [custodHist](#), [filePlan](#), [otherDescription](#), [otherDescriptiveInfo](#), [physicalOrTechnicalRequirements](#), [preferCite](#), [processInfo](#), [publicationNote](#), [recordTypeSpecificStatement](#), [relatedMaterial](#), [scopeContent](#), [separatedMaterial](#), [sourceOfAcquisition](#), [subjectHeadings](#), [useConditions](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

The <abstract> is a brief synopsis of the information in the narrative element that it is used with. Its purpose is to help readers quickly identify the most

important aspects in each context. The content within this element may also be harvested by other systems to provide explanatory context when appearing e.g. in a set of search results.

<abstract> may include one or more <reference> elements to point to external resources that provide additional descriptive data. It may furthermore include one or more <referringString> elements to emphasize entities names as part of the descriptive texts and to point to external vocabularies for more information about these, where applicable.

## **Availability**

Optional, not repeatable

[Table of Contents](#)

# < accessConditions >

## Access Conditions

### Summary

An element for information about conditions that affect the availability of the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">dateRange</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#), [formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @localType, if local use requires specification of the type of access conditions.

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the rules around access in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

## Description and Usage

Record in <accessConditions> information about the availability of the described materials, whether due to the nature of the information in the materials being described, the physical condition of the materials, or the location of the materials. Examples include restrictions imposed by the donor, legal statute, repository, or other agency, as well as the need to make an appointment with repository staff. May also indicate that the materials are not restricted. Use the sub-element <dateRange> to provide information about the time span during which or until when these access conditions apply. The prescribed order for all child elements is:

<abstract>

<dateRange>

<formattingExtension> or <p>

## Availability

Optional, repeatable

## See also

Do not confuse with <useConditions>, which records information about the conditions governing the use and re-use of the described materials after access has been granted.

[Table of Contents](#)

# < accruals >

## Accruals

### Summary

An element for information about anticipated additions to the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#), [formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

Used to indicate anticipated additions to the material already held by the repository. May indicate quantity and frequency of the accruals. The element may also be used to indicate no additions are expected.

Use the element <abstract> to provide a brief summary of the information encoded in <accruals>. Use the repeatable <p> element to structure longer texts in several paragraphs. If required and suitable, use

<formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

<abstract> (if used)

<formattingExtension> or <p>

## **Availability**

Optional, repeatable

## **See also**

Do not confuse with <processInfo> which describes the activities conducted by the staff of an institution with archival holdings in preparing the described materials for research and other use. This might or might not include activities related to processing any new additions to already existing record sets.

Do not confuse with <maintenanceHistory> which describes events in the lifetime of the EAD instance, not the materials being described.

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# <address>

## Address

### Summary

An optional child element of <place> that binds together one or more <addressLine> elements to encode a postal or other address.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">addressLine</a>	1..n

### May occur within

[place](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### 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 <label> 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.

### Availability



Optional, repeatable

### **See also**

Use <contact> to encode digital addresses and contact information.

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# <addressLine>

## Address Line

### Summary

A required child element of <address> used for recording one line of a postal or other address.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[address](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">addressLineType</a>	Optional
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use the optional @addressLineType attribute to encode the part of the address that the <addressLine> refers to, for example "street".  
Use the optional @addressLineTypeEncoding in <control> to specify the source or rules for values supplied in @addressLineType.

### 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  
[Table of Contents](#)

# <agencyCode>

## Agency Code

### 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 EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[maintenanceAgency](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">status</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @status with values such as “authorised” or “alternative” to declare whether the <agencyCode> is using an authorised value, e.g. a registered ISIL code, or an alternative code. Use @statusEncoding in <control> to specify the source or rules for values supplied in @status.

### Description and Usage

Use <agencyCode> to record a code indicating the institution or service responsible for the creation, maintenance and/or dissemination of the EAS 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 follows 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.

[Table of Contents](#)

# <agencyName>

## Agency Name

### 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 EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[maintenanceAgency](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	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 EAS 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 EAS 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 EAS instance.

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# < agent >

## Agent

### Summary

An element to name and describe a person, institution, or system related to the archival materials being described or relevant to the EAS instance itself or any instantiation of it, e.g. a printed or online finding aid.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">date</a> or <a href="#">dateRange</a> or <a href="#">dateSet</a>	0..1
<a href="#">descriptiveNote</a>	0..1
<a href="#">label</a>	1..n
<a href="#">placeName</a>	0..n
<a href="#">relationship</a>	0..n
<a href="#">role</a>	0..n

### May occur within

[agents](#), [findAidDesc](#), [maintenanceEvent](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">agentType</a>	Optional
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use the attributes [@valueURI](#), [@vocabularySource](#), and [@vocabularySourceURI](#) with < agent > when referencing an entry of an



external vocabulary, thesaurus, ontology applicable to the agent overall. In case of referencing different vocabularies or different entries within the same vocabulary for the name or the role of the agent, use the three attributes with the sub-elements <label> or <role> directly.

## Description and Usage

<agent> is a required and repeatable sub-element of <agents> and can be used to name and describe persons, organizations, and families related to the archival materials being described. The required sub-element <label> is used to encode the name of the agent, while the optional @agentType and <role> allow for specifying the type of agent in question and for providing information about their role in relation to the materials being described (e.g., if a person is the "creator" of the materials or a "contributor" or if they are the "director" or the "cinematographer" of audiovisual material or the "defendant" or the "plaintiff" in court records). Use the sub-elements <relationship>, <date>, <dateRange>, or <dateSet>, and <placeName> along with the optional <descriptiveNote> to describe the relationship between the agent and the materials being described in more detail.

Use <agent> as a required sub-element of <maintenanceEvent> to name and describe 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 EAS instance, and the style sheet used to update an instance to a new version of the EAS. Use <agent> as an optional and repeatable sub-element of <findAidDesc> to indicate any person, institution, or system relevant to the creation, publication, or dissemination of any instantiations of the EAS instance such as the author, publisher, or sponsor of a printed or online finding aid.

## Availability

Within <agents>: required, repeatable

Within <findAidDesc>: optional, repeatable

Within <maintenanceEvent>: required, not repeatable

[Table of Contents](#)

# < agents >

## Agents

### Summary

An optional child of < archDesc > and < c > that groups together agents related to the described records.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
agent	1..n
descriptiveNote	0..1

### May occur within

archDesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

### Description and Usage

Use < agents > to bind together one or more < agent > elements. < agents > must include at least one < agent > element.

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

< agent >

< descriptiveNote >

### Availability

Optional, not repeatable  
[Table of Contents](#)

# < appraisal >

## Appraisal Information

### Summary

An element for documenting decisions and actions related to assessing the archival value and disposition of the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">provenanceEvent</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

A statement of the rationale for decisions related to appraisal and disposition of the materials being described. Such decisions may be based upon the records' current administrative, legal, and fiscal use; their evidential, intrinsic, and informational value; their arrangement and condition; and their relationship to other records. May include information about destruction actions, sampling, and disposition schedules.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<appraisal>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

`<provenanceEvent>`

## Availability

Optional, repeatable

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## < archDesc >

### Archival Description

#### Summary

A required child element of <ead> that binds together all of the archival descriptive information in an EAD instance

#### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">descriptionOfComponents</a>	0..1
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

#### May occur within

[ead](#)

#### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

An element for binding together the bulk of an EAD instance, which typically should include elements describing the content, context, and extent of a body of archival materials, as well as containing administrative and supplemental information that facilitates use of the materials. The elements are organized in hierarchical levels that provide a descriptive overview of the whole, optionally followed by more specific description of the component parts. Descriptive information is inherited downward, from one hierarchical level to the next. The first child of <archDesc> must be the required <identificationData> that provides core information about the overall unit being described in the finding aid. This may be followed by a variety of notes and controlled access elements that describe or provide administrative information about the whole of the materials being described. <archDesc> may also include information about subordinate units, which are bound together within <descriptionOfComponents> containing one or more levels of subordinate components. Data elements available in <archDesc> are repeatable in component(<c> or <c01>-<c12>) within <descriptionOfComponents>.

## Availability

Required, not repeatable

[Table of Contents](#)

## < arrangement >

### Arrangement

#### Summary

An element for describing the organization or filing sequence of the records.

#### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

#### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#),  
[formAvailable](#)

#### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

#### Description and Usage

Use < arrangement > to record the logical or physical groupings within a hierarchical structure and their relationships. This includes how the described materials have been subdivided into smaller units, e.g., record groups into series. May also indicate the filing sequence of the described materials, for example chronological or alphabetical arrangement.

Use the element < abstract > to provide a brief summary of the information encoded in < arrangement >. Use the repeatable < p > element to structure longer texts in several paragraphs. If required and suitable, use



<formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

<abstract> (if used)

<formattingExtension> or <p>

## **Availability**

Optional, repeatable

## **See also**

Do not confuse with <filePlan>, which includes information about any classification scheme used by the original creator.

[Table of Contents](#)

# <biogHist>

## Biography or History

### Summary

A concise essay and/or chronology that provides biographical or historical information about the creator(s) of the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">provenanceEvent</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

<biogHist> includes significant details about the life of an individual or family, or the administrative history of a corporate body. Use the element <abstract> to provide a brief summary of the information encoded in <biogHist>. Use the repeatable <p> element to structure longer texts in several paragraphs. If required and suitable, use <formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

<abstract> (if used)

<formattingExtension> or <p>

<provenanceEvent>

## **Availability**

Optional, repeatable

[Table of Contents](#)

< **c** >**Component (unnumbered)****Summary**

An element that designates a subordinate part of the materials being described

**May contain**

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

**May occur within**

[c](#), [descriptionOfComponents](#)

**Attributes**

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

As a wrapper for a set of elements, <c> provides information about the content, context, and extent of a subordinate body of materials. It is always a child or descendant of <descriptionOfComponents> and often a child and/or parent of another <c>.

Each <c> identifies a logical section, or level, of the described materials.

Components may be subdivided into smaller and smaller components and may eventually reach the level of a single item. For example, the components of a collection may be a series, components of series may be subseries, components of subseries may be files, and components of files may be items.

The physical filing separations between components need not always coincide with the intellectual separations. For example, a <c> that designates dramatic works might end in the same box in which the next <c> begins with short stories. Also, not every <c> directly corresponds to a folder or other physical entity. Some <c> elements simply represent a logical point in a hierarchical description.

## Availability

Optional, repeatable

## See also

The numbered elements <c01>, <c02>, etc. are an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

## &lt; c01 &gt;

**Component (first level)****Summary**

An element that designates the top or first-level subordinate part of the materials.

**May contain**

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c02</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

**May occur within**

[descriptionOfComponents](#)

**Attributes**

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c01> is a first-level wrapper for subordinate components within <descriptionOfComponents>. Numbering components may assist a finding aid encoder in accurately nesting them.

The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

## &lt; c02 &gt;

**Component (second level)****Summary**

An element that designates a second-level subordinate part of the materials.

**May contain**

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c03</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

**May occur within**

[c01](#)

**Attributes**



<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c02> is a second-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c01>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c02> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

< c03 >

Component (third level)

Summary

An element that designates a third-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c04</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c02](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c03> is a third-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c02>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c03> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

< c04 >

Component (fourth level)

Summary

An element that designates a fourth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c05</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c03](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c04> is a fourth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c03>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c04> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

< c05 >

Component (fifth level)

Summary

An element that designates a fifth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c06</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c04](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c05> is a fifth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c04>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c05> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

< c06 >

Component (sixth level)

Summary

An element that designates a sixth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c07</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c05](#)

Attributes



<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c06> is a sixth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c05>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c06> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

< c07 >

Component (seventh level)

Summary

An element that designates a seventh-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c08</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c06](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c07> is a seventh-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c06>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c07> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

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< c08 >

Component (eighth level)

Summary

An element that designates a eighth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c09</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c07](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c08> is a eighth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c07>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c08> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

< c09 >

Component (ninth level)

Summary

An element that designates a ninth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c10</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c08](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c09> is a ninth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c08>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c09> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

< c10 >

Component (tenth level)

Summary

An element that designates a tenth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c11</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c09](#)

Attributes



<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c10> is a tenth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c09>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c10> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

[Table of Contents](#)

< c11 >

Component (eleventh level)

Summary

An element that designates a eleventh-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">c12</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

May occur within

[c10](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c11> is a eleventh-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c10>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c11> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

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## &lt; c12 &gt;

**Component (twelfth level)****Summary**

An element that designates a twelfth-level subordinate part of the materials.

**May contain**

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">agents</a>	0..1
<a href="#">appraisal</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">biogHist</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">filePlan</a>	0..n
<a href="#">formsAvailable</a>	0..1
<a href="#">functions</a>	0..1
<a href="#">head</a>	0..1
<a href="#">identificationData</a>	1..1
<a href="#">otherDescription</a>	0..n
<a href="#">otherDescriptiveInfo</a>	0..n
<a href="#">places</a>	0..1
<a href="#">preferCite</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">publicationNote</a>	0..n
<a href="#">recordTypeSpecificStatement</a>	0..n
<a href="#">relatedMaterial</a>	0..n
<a href="#">scopeContent</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">subjectHeadings</a>	0..n
<a href="#">useConditions</a>	0..n

**May occur within**

[c11](#)

**Attributes**

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">level</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Description and Usage

<c12> is a twelfth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c11>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c12> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item. <c12> is the lowest hierarchical level permitted when using numbered components.

## Availability

Optional, repeatable

## See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

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# <citedRange>

## Cited Range

### Summary

An optional child element of <source> and <findAidDesc> that identifies precisely where supporting evidence was found within the source or in which compilation the finding aid was published.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[findAidDesc](#), [source](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">unit</a>	Optional

### 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. When used in <findAidDesc>, <citedRange> might refer to the designated part of a compilation in the context of which a finding aid has been published.

## **Availability**

Optional, repeatable  
[Table of Contents](#)

# <contact>

## Contact

### Summary

An optional child element of <place> that binds together one or more <contactLine> elements to encode contact details or digital addresses.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">contactLine</a>	1..n

### May occur within

[place](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### 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.

### Availability

Optional, repeatable



## See also

Use <address> to encode a physical or analog address.

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# < contactLine >

## Contact Line

### Summary

A required child element of < contact > used for recording one line of contact details or digital addresses.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[contact](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">contactLineType</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">href</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">linkRole</a>	Optional
<a href="#">linkTitle</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use the optional @contactLineType attribute to encode the type of contact detail that the < contactLine > refers to, for example "phoneNumber".  
Use @contactLineTypeEncoding in < control > to specify the source or rules for values supplied in @contactLineType.

### 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

[Table of Contents](#)

# < container >

## Container

### Summary

A child element of < identificationData > or < formAvailable > for indicating the container in which the material being described is housed, e.g., box, folder.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[formAvailable](#), [identificationData](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">containerId</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional
<a href="#">valueURI</a>	Optional

### Attribute usage

Use @target to indicate the container in which the current container is housed, e.g., a box in which a folder is housed.

## Description and Usage

<container> contributes to locating the described materials by indicating the kinds of containers that physically hold the materials and identifying any sequential numbers assigned to those containers. <container> is used most frequently at the component level. This storage information can help researchers understand how extensive the described material is, especially in the absence of a specific <extent> statement at the component level.

## Availability

Optional, repeatable

## See also

Use <place> to designate the shelves, stacks, rooms, buildings, or other places where the containers are stored.

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# < control >

## Control

### Summary

A required child element of the root element that contains information about the creation, maintenance, status and the rules and authorities used in the composition of the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">conventionDeclaration</a>	0..n
<a href="#">languageDeclaration</a>	0..n
<a href="#">localTypeDeclaration</a>	0..n
<a href="#">maintenanceAgency</a>	1..1
<a href="#">maintenanceHistory</a>	1..1
<a href="#">otherRecordId</a>	0..n
<a href="#">recordId</a>	1..1
<a href="#">rightsDeclaration</a>	0..n
<a href="#">sources</a>	0..1

### May occur within

[ead](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">addressLineTypeEncoding</a>	Optional (values limited to: EASList, otherAddressLineTypeEncoding)
<a href="#">agentTypeEncoding</a>	Optional (values limited to: EASList, otherAgentTypeEncoding)
<a href="#">audience</a>	Optional
<a href="#">audienceEncoding</a>	Optional (values limited to: EASList, otherAudienceEncoding)
<a href="#">contactLineTypeEncoding</a>	Optional (values limited to: EASList, otherContactLineTypeEncoding)
<a href="#">countryEncoding</a>	Optional (values limited to: iso3166-1-alpha-2, iso3166-1-alpha-3, iso3166-1-numeric, iso3166-2, iso3166-3, other-CountryEncoding)

<i>Attribute name</i>	<i>Attribute values</i>
coverageEncoding	Optional (values limited to: EASList, otherCoverageEncoding)
dateEncoding	Optional (values limited to: iso8601, otherDateEncoding)
descriptionOfComponentsTypeEncoding	Optional (values limited to: EASList, otherDescriptionOfComponentsTypeEncoding)
detailLevel	Optional
detailLevelEncoding	Optional (values limited to: EASList, otherDetailLevelEncoding)
extentTypeEncoding	Optional (values limited to: EASList, otherExtentTypeEncoding)
formAvailableTypeEncoding	Optional (values limited to: EASList, otherFormAvailableTypeEncoding)
functionTypeEncoding	Optional (values limited to: EASList, otherFunctionTypeEncoding)
id	Optional
languageEncoding	Optional (values limited to: ietf-bcp-47, iso639-1, iso639-2, iso639-2b, iso639-2t, iso639-3, iso639-5, other-LanguageEncoding)
languageOfElement	Optional
levelEncoding	Optional (values limited to: EASList, otherLevelEncoding)
maintenanceEventTypeEncoding	Optional (values limited to: EASList, otherMaintenanceEventTypeEncoding)
maintenanceStatus	Optional
maintenanceStatusEncoding	Optional (values limited to: EASList, otherMaintenanceStatusEncoding)
placeTypeEncoding	Optional (values limited to: EASList, otherPlaceTypeEncoding)
publicationStatus	Optional
publicationStatusEncoding	Optional (values limited to: EASList, otherPublicationStatusEncoding)
referredEntityTypeEncoding	Optional (values limited to: EASList, otherReferredEntityTypeEncoding)
relationTypeEncoding	Optional (values limited to: EASList, otherRelationTypeEncoding)
repositoryEncoding	Optional (values limited to: iso15511, otherRepositoryEncoding)
scriptEncoding	Optional (values limited to: iso15924, otherScriptEncoding)
scriptOfElement	Optional
statusEncoding	Optional (values limited to: EASList, otherStatusEncoding)

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">subjectTypeEncoding</a>	Optional (values limited to: EASList, otherSubjectTypeEncoding)
<a href="#">target</a>	Optional
<a href="#">targetTypeEncoding</a>	Optional (values limited to: EASList, otherTargetTypeEncoding)
<a href="#">unitDateTypeEncoding</a>	Optional (values limited to: EASList, otherUnitDateTypeEncoding)

## Attribute usage

## Description and Usage

This required wrapper element within the root element of an EAS instance contains the information necessary to manage the instance itself. 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 `<otherRecordId>`. There must be a description of the agency responsible for its creation and maintenance in `<maintenanceAgency>` as well as statements about 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 EAS instance. Local types for certain elements used throughout the EAS 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 EAS instance.

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

`<maintenanceHistory>` - Required. Contains information about the date, type and events within the life cycle of an EAS instance.

`<sources>` - Optional. Contains information about the sources consulted in creating the descriptive parts of the EAS 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 EAS instance.

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

< 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 EAS instance.

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

## Availability

Required, not repeatable

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# < conventionDeclaration >

## Convention Declaration

### Summary

An optional child element of < control >, used to declare the rules or conventions, including authorized controlled vocabularies and thesauri, applied in creating the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">reference</a>	1..1
<a href="#">shortCode</a>	0..1

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	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 EAS 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

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## < custodHist >

### Custodial History

#### Summary

An element for information about the chain of ownership or custody of the materials being described, before they reached the archives.

#### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">provenanceEvent</a>	0..n

#### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#), [formAvailable](#)

#### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

#### Description and Usage

< custodHist > may be used to describe both physical possession and intellectual ownership, providing details of changes of ownership and/or custody that may be significant in terms of authority, integrity, and interpretation.

Use the element < abstract > to provide a brief summary of the information encoded in < custodHist >. Use the repeatable < p > element to

structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

`<provenanceEvent>`

## **Availability**

Optional, repeatable

## **See also**

Use `<sourceOfAcquisition>` to record information about the immediate source of the described materials and the circumstances under which they were received by the repository.

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# < date >

## Date

### Summary

An element for encoding a single date relating to the entity or materials being described, or in their relationship to other entities.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

agent, dateSet, findAidDesc, formAvailable, function, legalStatus, place, relation, subject, unitDate

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
calendar	Optional
certainty	Optional
conventionDeclarationReference	Optional
era	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
notAfter	Optional
notBefore	Optional
scriptOfElement	Optional
standardDate	Optional
status	Optional
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.  
Use @status with the value "unknown" to indicate where a date is unknown.

## Description and Usage

An element for expressing a single date relating to the materials being described, or in its relationship to, e.g., a place, a function, a resource, or a subject.

The content of the element is intended to be a human-readable natural language date with a machine-readable date provided as the value of the @standardDate attribute, formulated according to ISO 8601 or another rule for encoding dates. Uncertain or approximate dates can be encoded in @standardDate using Extended Date/Time Format (EDTF).

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>.

## Availability

Within <agent>, <function>, <legalStatus>, <place>, <relation>, <subject>: one of <date>, <dateRange>, or <dateSet> optional, not repeatable

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

Within <findAidDesc>: at least one of <agent>, <citedRange>, <date>, <formattingExtension>, <place> or <title> required, repeatable

[Table of Contents](#)

<dateRange>

# <dateRange>

## Date Range

### 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.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">fromDate</a>	0..1
<a href="#">toDate</a>	0..1

### May occur within

[accessConditions](#), [agent](#), [dateSet](#), [formAvailable](#), [fuction](#), [legalStatus](#), [place](#), [relation](#), [subject](#), [unitDate](#), [useConditions](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use @localType to supply a more specific characterization of the date range.

### Description and Usage



An element that expresses a range of dates in the creation or contextual history of the described materials, or their relationships to other entities such as persons, families, corporate bodies, resources, functions, places, and topics.

<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.

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

<fromDate>

<toDate>

## Availability

Within <accessConditions>, <useConditions>: optional, not repeatable

Within <agent>, <function>, <legalStatus>, <place>, <relation>, and <subject>: one of <date>, <dateRange>, or <dateSet> optional, not repeatable

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

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# <dateSet>

## Date Set

### Summary

A wrapper element for encoding complex dates that cannot be adequately represented in one <date> or <dateRange>.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">date</a> or <a href="#">dateRange</a>	2..n

### May occur within

[agent](#), [formAvailable](#), [function](#), [legalStatus](#), [subject](#), [place](#), [relation](#), [unitDate](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	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

Optional, not repeatable  
[Table of Contents](#)

# < descriptionOfComponents >

## Description of Subordinate Components

### Summary

A wrapper element that bundles information about the hierarchical groupings of the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">c</a>	0..n
<a href="#">c01</a>	0..n
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">descriptionOfComponentsType</a>	Optional
<a href="#">descriptionOfComponentsTypeEncoding</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use @descriptionOfComponentsType to identify the format or level of descriptive detail used in this <descriptionOfComponents>.

Use @descriptionOfComponentsTypeEncoding in <control> to specify the source or rules for values supplied in @descriptionOfComponentsType.

### Description and Usage

Use <descriptionOfComponents> to wrap subordinate components in the archival hierarchy of the materials being described.

This element may contain either a descriptive overview of the subordinate components, a hierarchical set of more detailed descriptions of the subordinate components, or both.

If a descriptive overview is included, it should sit within either <p> or <formattingExtension> elements.

A hierarchy of subordinate components should be nested within either unnumbered <c> elements or numbered <c01>, <c02>, etc. elements. Do not mix unnumbered and numbered component elements within a single EAD instance.

If <p> or <formattingExtension> elements are used they should come first, before any <c> or <c01> elements.

## **Availability**

Optional, not repeatable

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# < descriptiveNote >

## Descriptive Note

### Summary

An element used to provide general descriptive information related to its parent element, either as narrative text or encoded in a related standard.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">objectXMLWrap</a>	0..1
<a href="#">p</a>	1..n

### May occur within

[agent](#), [agents](#), [conventionDeclaration](#), [extent](#), [formAvailable](#), [formsAvailable](#), [function](#), [functions](#), [identificationData](#), [languageDeclaration](#), [languageOfMaterial](#), [languageSet](#), [legalStatus](#), [localTypeDeclaration](#), [maintenanceAgency](#), [place](#), [places](#), [relation](#), [relations](#), [rightsDeclaration](#), [source](#), [sources](#), [subject](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

< descriptiveNote > provides additional descriptive information about the element in which it is contained. < descriptiveNote > must contain one or more < p > elements.

With the optional element < objectXMLWrap >, < descriptiveNote > also allows for the inclusion of information encoded in other formats and standards that add further details to its parent element which could not be encoded in the EAS.

## Availability

Optional, not repeatable

[Table of Contents](#)

# < dimensions >

## Dimensions

### Summary

A child element of <formAvailable> that provides information about the size of the material being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">quantity</a>	0..1
<a href="#">unitOfMeasurement</a>	0..1

### May occur within

[formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

< dimensions > may be used to specify the size, in two or three dimensions, of the units identified within < extent >. It usually includes numerical data. Express measurements in any convenient unit as indicated in the < unitOfMeasurement > sub-element of < dimensions >, for example, "inches" or "centimeters.". Multiple dimensions, for example, height-by-width, can be encoded in a single < dimensions > or in separate < dimensions > with distinctive @localType values.

Either the sub-element <quantity> or the sub-element <unitOfMeasurement> must be present within <dimensions>, but it is recommended to use both child elements whenever possible.

## **Availability**

Optional, repeatable

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# <eventDateTime>

## Maintenance Event Date and Time

### Summary

A required child element of <maintenanceEvent> that records the date and time of a specific maintenance action for an EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[maintenanceEvent](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">standardDateTime</a>	Optional
<a href="#">target</a>	Optional

### 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 EAS 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

[Table of Contents](#)

# <eventDescription>

## Maintenance Event Description

### Summary

An optional child element of <maintenanceEvent> that provides the description of a maintenance event in the life of the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[maintenanceEvent](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	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

[Table of Contents](#)

# < extent >

## Extent

### Summary

A child of < identificationData > or < formAvailable > used for information about the quantity of the materials being described or an expression of the space - physical as well as digital - they occupy.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">quantity</a>	0..1
<a href="#">unitOfMeasurement</a>	0..1

### May occur within

[formAvailable](#), [identificationData](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">coverage</a>	Optional
<a href="#">extentType</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use the attributes @id and @target to relate two or more parallel statements of extent to each other. Use @coverage to indicate whether the extent statement refers to all or only part of the materials being described.

### Description and Usage

An element to capture information about the quantity of the materials being described or an expression of the digital or physical space they occupy. Includes such traditional archival measurements as cubic and linear feet and meters; also includes counts of microfilm reels, photographs, or other special formats, the number of logical records in a database, or the volume of a data file in bytes. Repeat the element when more than one type or unit of extent is provided, such as, when both linear feet and quantity of containers are given. Either the sub-element `<quantity>` or the sub-element `<unitOfMeasurement>` must be present within `<extent>`, but it is recommended to use both child elements whenever possible. The sub-element `<descriptiveNote>` can be used to express physical description in a non-machine-processable form and in instances where data exchange is not a concern.

## **Availability**

Optional, Repeatable

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# <filePlan>

## File Plan

### Summary

An element for information about any classification scheme used by the original creator to arrange, store, and retrieve the materials described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

A filing plan is usually identified by the type of system used, e.g., alphabetical, numerical, alpha-numerical, decimal, color-coded, etc. It is often hierarchical and may include the filing guidelines of the originating entity. Additional types include a drawing of a room layout or a scientific scheme.

Use the element <abstract> to provide a brief summary of the information encoded in <filePlan>. Use the repeatable <p> element to structure longer texts in several paragraphs. If required and suitable, use

<formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

<abstract> (if used)

<formattingExtension> or <p>

## **Availability**

Optional, repeatable

## **See also**

Do not confuse with <arrangement>, which describes the current organization and/or filing sequence of the materials, as opposed to that imposed by the original creator.

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# <findAidDesc>

## Finding Aid Description

### Summary

An optional element that binds together a bibliographic description of an EAD instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">agent</a>	0..n
<a href="#">citedRange</a>	0..n
<a href="#">date</a>	0..n
<a href="#">formattingExtension</a>	0..n
<a href="#">place</a>	0..n
<a href="#">title</a>	0..n

### May occur within

[ead](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">href</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">linkRole</a>	Optional
<a href="#">linkTitle</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

Use <findAidDesc> to record a bibliographic description of the finding aid. This may include its author, title, subtitle, sponsor, edition, publisher, publishing series, and related notes, each within appropriate sub-elements. If <findAidDesc> is used, at least one sub-element must be included.



## **Availability**

Optional, repeatable

## **See also**

Do not confuse with <control>, which contains administrative information about the management of the EAD instance.

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# <formattingExtension>

## Formatting Extension

### Summary

An optional, wrapping element that may be utilized to encode formatting features that are not part of the EAS data model. When using the EAS-provided NVDL Schema validation procedure, this element will require that all elements encoded within are from the XHTML namespace.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[Any element that is in a namespace other than the current namespace]	

### May occur within

[accessConditions](#), [accruals](#), [appraisal](#), [arrangement](#), [biogHist](#), [custodHist](#), [descriptionOfComponents](#), [filePlan](#), [findAidDesc](#), [otherDescription](#), [otherDescriptiveInfo](#), [physicalOrTechnicalRequirements](#), [preferCite](#), [processInfo](#), [publicationNote](#), [recordTypeSpecificStatement](#), [relatedMaterial](#), [scopeContent](#), [separatedMaterial](#), [sourceOfAcquisition](#), [subjectHeadings](#), [useConditions](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

<formattingExtension> provides the option to embed external namespaces directly within the source file, when complex formatting is required. It should preferably be used for embedding XHTML data. When using this element, it is recommended that the EAS file is associated with the EAS NVDL for validation purposes.

### Availability

Within <findAidDesc>: optional, repeatable.

Within all other elements: optional, not repeatable.

When used outside of <findAidDesc> to encode a narrative description, the encoder must choose between using a <formattingExtention> element (to wrap XHTML content), or to use one or more <p> elements that are defined within the current EAS schema.

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# < formAvailable >

## Form Available

### Summary

A required child element of < formsAvailable > used to name and describe single instantiations of the described records such as digital representations, microfiches, copies, etc.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">accessConditions</a>	0..n
<a href="#">accruals</a>	0..n
<a href="#">arrangement</a>	0..n
<a href="#">container</a>	0..n
<a href="#">custodHist</a>	0..n
<a href="#">date</a> or <a href="#">dateRange</a> or <a href="#">dateSet</a>	0..1
<a href="#">descriptiveNote</a>	0..1
<a href="#">dimensions</a>	0..n
<a href="#">extent</a>	0..n
<a href="#">formAvailableId</a>	0..n
<a href="#">label</a>	1..n
<a href="#">physFacet</a>	0..n
<a href="#">physicalOrTechnicalRequirements</a>	0..n
<a href="#">placeName</a>	0..n
<a href="#">processInfo</a>	0..n
<a href="#">relations</a>	0..1
<a href="#">role</a>	0..n
<a href="#">separatedMaterial</a>	0..n
<a href="#">sourceOfAcquisition</a>	0..n
<a href="#">useConditions</a>	0..n

### May occur within

[formsAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">coverage</a>	Optional

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">formAvailableType</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

## Attribute usage

Use @valueURI to directly link to the representation form in question, e.g. a digital object identified by an ARK (Archival Resource Key) or DOI (Digital Object Identifier). Use @vocabularySource to indicate the identifier scheme applied in this case.

## Description and Usage

Use <formAvailable> within the wrapper element <formsAvailable> to specify single instances concerning the available form(s) of the described entities in <archDesc> or in <c> elements.

The available form(s), digital representations, microfiches or microfilms, copies, or originals in case the materials described are copies themselves need to be named using the element <label> and can be identified using the element <formAvailableId>. Same as the other entity elements, <formAvailable> includes an option to encode the specific type and role of an instantiation (@formAvailableType) and <role>) and to provide a temporal or geographic dimension to the relation (date elements and <placeName>). With the sub-element <relations>, a more detailed description of the relationship itself is enabled.

Additionally, <formAvailable> includes elements to capture extent and other physical characteristics of each instantiation as well as elements such as <accessConditions> and <useConditions> or <accruals>, <processInfo> and <sourceOfAcquisition>, which might differ between the instantiations of the same record resource.

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

<label>

<date> or <dateRange> or <dateSet>

relations

One or more of <formAvailableId>, <placeName>, <role>

One or more of <container>, <dimensions>, <extent>,  
<physFacet>

One or more of <accessConditions>,  
<accruals>, <arrangement>, <custodHist>,  
<physicalOrTechnicalRequirements>, <processInfo>,  
<separatedMaterial>, <sourceOfAcquisition>, <useConditions>

<descriptiveNote>

## **Availability**

Required, repeatable

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# < formsAvailable >

## Forms Available

### Summary

An optional child of <archDesc> and <c> that groups together single instantiations of the described records such as digital representations, microfiches, copies, etc.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">formAvailable</a>	1..n
<a href="#">descriptiveNote</a>	0..1

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

Use the optional < formsAvailable > element to group together one or more occurrences of < formAvailable >. < formsAvailable > must include at least one < formAvailable > element.

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

< formAvailable >

< descriptiveNote >

## Availability

Optional, not repeatable

[Table of Contents](#)



# < fromDate >

## From Date

### Summary

A child element of < dateRange > that records the starting point in a range of dates.

### May contain

*Element/content type*  
[text]

*Occurrences*

### May occur within

dateRange

### Attributes

*Attribute name*

*Attribute values*

audience

Optional

calendar

Optional

certainty

Optional

conventionDeclarationReference

Optional

era

Optional

id

Optional

languageOfElement

Optional

localType

Optional

localTypeDeclarationReference

Optional

maintenanceEventReference

Optional

notAfter

Optional

notBefore

Optional

scriptOfElement

Optional

standardDate

Optional

status

Optional

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 <fromDate> 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.

[Table of Contents](#)

# <function>

## Function

### Summary

A required child element of <functions> that provides information about a function, activity, process, role, or purpose.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">date</a> or <a href="#">dateRange</a> or <a href="#">dateSet</a>	0..1
<a href="#">descriptiveNote</a>	0..1
<a href="#">label</a>	1..n
<a href="#">placeName</a>	0..n
<a href="#">relationship</a>	0..n
<a href="#">role</a>	0..n

### May occur within

[functions](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">functionType</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Description and Usage

A <function> element is a wrapper element used to encode an index term, using the required child element <label>. Terms are used to identify the activities and processes that generated the described materials. Such terms

often provide useful access points to the materials, especially for corporate, government, or institutional records. Examples include collecting taxes and entertaining. They may be drawn from controlled vocabularies or may be natural language terms.

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

Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain the term's meaning. A <role> can be defined same as an @functionType and the <relationship> between the function and the materials being described can be specified. A <descriptiveNote> may be included if a fuller textual explanation is needed. The prescribed order of all child elements (both required and optional) is:

<label>

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

<placeName>

<role>

<relationship>

<descriptiveNote>

## Availability

Required, repeatable

## See also

[Table of Contents](#)

# < functions >

## Functions

### Summary

An optional child element used for grouping together one or more <function> elements.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">function</a>	1..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### 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

[Table of Contents](#)

# < genreForm >

## Genre or Form

### Summary

An element for encoding a genre or form of material.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[identificationData](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @valueURI to provide a number, code, or string (e.g., URI) that uniquely identifies the genre or form in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource and/or @vocabularySourceURI to name and/or point to the organization system used.

## Description and Usage

<genreForm> identifies the types of material being described by naming the style or technique of their intellectual content (genre), order of information or object function (form), and physical characteristics. Examples include: account books, architectural drawings, portraits, short stories, sound recordings, and videotapes.

## Availability

Optional, Repeatable

[Table of Contents](#)



# < geographicCoordinates >

## Geographic Coordinates

### Summary

An optional child element of < place > that encodes a set of geographic coordinates.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

place

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
coordinateSystem	Required
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
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.

## **Availability**

Optional, repeatable  
[Table of Contents](#)

# <head>

## Heading

### Summary

An element that encodes a title or caption for a section of text.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[identificationData](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	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

[Table of Contents](#)

# < identificationData >

## Identification Data

### Summary

A wrapper element that encloses information essential for identifying the material being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">container</a>	0..n
<a href="#">descriptiveNote</a>	0..1
<a href="#">extent</a>	0..n
<a href="#">genreForm</a>	0..n
<a href="#">head</a>	0..1
<a href="#">languageOfMaterial</a>	0..n
<a href="#">legalStatus</a>	0..n
<a href="#">otherIdentificationData</a>	0..n
<a href="#">unitDate</a>	0..n
<a href="#">unitId</a>	0..n
<a href="#">unitTitle</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

< identificationData > binds together other elements that provide core information needed for identifying the described materials.

<identificationData> occurs in <archDesc> and <c> respectively <c01> to <c12>. The various <identificationData> child elements are intended for brief, clearly designated statements of information, whereas following sibling elements of <identificationData> such as <custodHist>, <arrangement>, or <scopeContent> allow for more detailed, narrative description.

<identificationData> groups elements that constitute a good basic description of an archival unit. This grouping ensures that the same data elements and structure are available at every level of description within the EAD hierarchy. It facilitates the retrieval or output of a coherent body of elements for resource discovery and recognition.

The <identificationData> in <archDesc> is sometimes called the high-level <identificationData>, because it covers the entirety of the materials described by the EAD instance. Consider using the following child elements in the high-level <identificationData>: <unitTitle>, <unitId>, <unitDate>, and <extent>. <identificationData> within components can have fewer elements, and might for example have only <container> or <unitId> and <unitTitle>.

## **Availability**

Required, not repeatable

[Table of Contents](#)

<label>

# <label>

## Label

### Summary

A required child element of <agent>, <formAvailable>, <function>, <place>, <subject>, and <relation> that indicates the name of the related entity.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

agent, formAvailable, function, place, subject, relation

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

### Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

## Description and Usage

Use <label> to indicate the name of the related entity, either in the generic <relation> element or in one of the specific entity elements.

In <agent>, this can be the name of the agent responsible for the creation, modification, or deletion of an EAD instance, as captured in <maintenanceEvent>, or the name of the agent who has created, managed, used, or is mentioned in the archival materials. In <formAvailable>, this may e.g. be the file name of a digitised version of a record resource. In <function>, this may be the name of the function or subfunction that resulted in the creation of the materials being described. In <place>, this can be the name of the place where a person was born or an organization was established, but also the location where the archival material being described are held. In <subject>, this may be a term for the genre or type of record or theme represented in the materials being described.

It is recommended to use authorized vocabularies in cases where the element is valorized with a well-known corporation (i.e. "Library of Congress").

## Availability

Required, repeatable

## See also

Use this element in combination with @agentType and <role> to encode also the agent's type and role. I.e.: <label>: "John Bianchi", @agentType: "person", <role>: "author" (in <findAidDesc>).

[Table of Contents](#)

# < language >

## Language

### Summary

An element that identifies the language or communication system used by the entity or in the materials described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

languageOfMaterial, languageSet

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
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

Use either < language > or < languageSet >, if combining language and script information, as sub-element of < languageOfMaterial > to identify a language or communication system of the materials being described.



## **Availability**

Optional, repeatable

## **See also**

Use `<writingSystem>` to specify, in a human-readable form, the script corresponding to the language.

[Table of Contents](#)

# <languageDeclaration>

## Language Declaration

### Summary

An optional child element of <control> that indicates the language and script in which an EAS instance is written.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageCode</a>	Required
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptCode</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use the required @languageCode to provide a code for the language used in the EAS 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 EAS 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 EAS instance is written in the @languageCode and

@scriptCode attributes. Any comments about the languages and scripts in which the EAS instance is written may be included in the optional <descriptiveNote> element.

## **Availability**

Optional, repeatable

[Table of Contents](#)

# < languageOfMaterial >

## Language of Material

### Summary

A child element of < identificationData > that identifies languages represented in the materials described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..n
<a href="#">0..1</a>	0..n
<a href="#">language</a>	0..n
<a href="#">languageSet</a>	0..n

### May occur within

[identificationData](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

< languageOfMaterial > records information about languages and writing systems represented in the materials being described. < languageOfMaterial > must contain one or more < language > or < languageSet > elements, but cannot contain text.

Any comments or notes about languages or writing systems represented in the materials described must be encoded in an optional < descriptiveNote > that follows all < language > and < languageSet > elements.

### Availability

Optional, repeatable  
[Table of Contents](#)

# <languageSet>

## Language Set

### Summary

Within <identificationData>, <languageSet> is a child element of <languageOfMaterial> that is used to pair one language with one or more writing systems, e.g. a text in Japanese language and in Kana, Hiragana, and Katakana scripts, or one writing system with one or more languages, e.g. a document in English, French and German, all using the Latin alphabet.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">language</a>	1..n
<a href="#">writingSystem</a>	1..n

### May occur within

[languageOfMaterial](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use @languageOfElement and @scriptOfElement to indicate the language and written scripts of the information in <languageSet>, not the language of materials.

### Description and Usage

Use <languageSet> within <languageOfMaterial> when it is necessary to associate <language> and <writingSystem>. Possible combinations include one language and one writing system, multiple languages and one writing system, and one language and multiple writing systems. <languageSet> may be repeated as necessary. Optionally, any comments about the language(s) and writing system(s) being recorded may be captured in <descriptiveNote> at the end, particularly for display to finding aid users.

## **Availability**

Optional, repeatable

[Table of Contents](#)

# <legalStatus>

## Legal Status

### Summary

An element for indicating the statutorily defined status of the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">date</a> or <a href="#">dateRange</a> or <a href="#">dateSet</a>	0..1
<a href="#">descriptiveNote</a>	0..1
<a href="#">placeName</a>	0..n
<a href="#">term</a>	1..n

### May occur within

[identificationData](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Description and Usage

The legal status 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 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.

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

<term>

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

<placeName>

<descriptiveNote>

## Availability

Optional, repeatable

[Table of Contents](#)

# <localTypeDeclaration>

## Local Type Declaration

### Summary

An optional child element of <control> used to declare any local conventions or controlled vocabularies used in @localType in the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">reference</a>	1..1
<a href="#">shortCode</a>	0..1

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Description and Usage

<localTypeDeclaration> specifies the local conventions and controlled vocabularies used in @localType attributes in the EAS 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

[Table of Contents](#)

# < maintenanceAgency >

## Maintenance Agency

### Summary

A required child element of < control > that identifies the institution or service responsible for the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">agencyCode</a>	0..1
<a href="#">agencyName</a>	0..n
<a href="#">descriptiveNote</a>	0..1
<a href="#">otherAgencyCode</a>	0..n

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">countryCode</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional
<a href="#">valueURI</a>	Optional

### Attribute usage

Use @countryCode to indicate a unique code for the country 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 EAS instance.

< maintenanceAgency > must include one or both of < agencyCode > or < agencyName > to provide the identifier or 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 or service in relation to the EAS instance may be given in < descriptiveNote > .

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

< agencyCode > (if used)

< agencyName >

< otherAgencyCode >

< descriptiveNote >

## **Availability**

Required, not repeatable

[Table of Contents](#)

# < maintenanceEvent >

## Maintenance Event

### Summary

A required child element of < maintenanceHistory > used to record information about maintenance activities in the history of the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">agent</a>	1..1
<a href="#">eventDateTime</a>	1..1
<a href="#">eventDescription</a>	0..n

### May occur within

[maintenanceHistory](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventType</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use @maintenanceEventType to document the type of maintenance activity that the < maintenanceEvent > is recording. Use @maintenanceEventTypeEncoding in < control > to specify the source or rules for values supplied in @maintenanceEventType.

### Description and Usage

A required child element of < maintenanceHistory >, < maintenanceEvent > is used to record an activity in the creation and ongoing maintenance of an EAS 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

[Table of Contents](#)

# < maintenanceHistory >

## Maintenance History

### Summary

A required child element of < control > that captures the history of the creation and maintenance of the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">maintenanceEvent</a>	1..n

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional

### 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 EAS 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

[Table of Contents](#)



# <objectXMLWrap>

## Object XML Wrap

### Summary

An optional child element of <descriptiveNote>, <relation> and <source> that allows for the inclusion of an XML element from any XML namespace.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[any element from any namespace]	

### May occur within

[descriptiveNote](#), [relation](#), [source](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">target</a>	Optional

### 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.

It is also possible to encode data in XML without a namespace within the <objectXMLWrap> element.

<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

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# < otherAgencyCode >

## Other Agency Code

### Summary

An optional child element of < maintenanceAgency > that provides an alternative code for the institution or service responsible for the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[maintenanceAgency](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">status</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the code in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system.  
Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

### 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 EAS 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

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# < otherDescription >

## Other Description

### Summary

Element used for identifying any other description of the materials being described that might exist next to the one in the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">relations</a>	0..1

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source

where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

## Description and Usage

Use <otherDescription> to provide information about additional or alternative descriptions of the material, such as card files, dealers' inventories, a catalog record, or lists generated by the creator or compiler of the materials. On the level of a complete fonds or collection, this could be a complete finding aid; on the level of a single record or record part, this could also be descriptions that exist in other standards and formats than the EAS, e.g. MARC21, Dublin Core, METS/MODS, PREMIS, etc.

<otherDescription> is, however, only used to indicate the existence of additional descriptions; it is not designed to encode the content of those. Such additional descriptions can either be described using narrative text in the elements <abstract>, <p>, and <formattingExtension> or they can be named within <relations>. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element <reference> within <p> can be used to refer to analog or digital resources.

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

<abstract> (if used)

<relations>

<formattingExtension> or <p>

## Availability

Optional, repeatable

[Table of Contents](#)

# < otherDescriptiveInfo >

## Other Descriptive Information

### Summary

For recording additional information about the described materials that is not easily incorporated into one of the other named elements within < archDesc > and < c > respectively < c01 > to < c12 >.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use @localType to more specifically designate the type of information being provided.

### Description and Usage

< otherDescriptiveInfo > may be useful in converting legacy finding aids to the EAD format, by designating as "other" information everything that does not

easily map to a more specific element. `<otherDescriptiveInfo>` may be used when information about the described materials does not correspond to another element's definition, when the information is heterogeneous enough to make a single classification difficult, and when shifting the information to permit more specific content designation would be too costly or burdensome.

Use `<otherDescriptiveInfo>` only after considering how the existence of unspecified content will affect search, retrieval, and display.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<otherDescriptiveInfo>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

## Availability

Optional, repeatable

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# < otherIdentificationData >

## Other Identification Data

### Summary

A child element of < identificationData > for any details about the materials being described that are not more appropriately encoded in the other available elements.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[identificationData](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use @localType to specify the type of data being conveyed in the element.

### Description and Usage



<otherIdentificationData> is for capturing short notes about the materials being described that cannot be encoded more appropriately in any of the other elements available in <identificationData>.

## **Availability**

Optional, repeatable

## **See also**

For any more extensive or narrative information about the materials being described, for which there is no more appropriate element available, use <otherDescriptiveInfo> directly in <archDesc> or the component elements.

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# < otherRecordId >

## Other Record Identifier

### Summary

An optional child element of < control > that encodes any local identifier for the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the alternative identifier in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system.  
Use @vocabularySource to identify the source where @valueURI comes from, e.g, the institution or service providing the associated record identifier, and @vocabularySourceURI to point univocally to the organization system used.  
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 EAS instances representing the same entity or those of records that are no longer current but had some part in the history and maintenance of the EAS instance.

## Availability

Optional, repeatable

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<p>

< p >

# Paragraph

## Summary

A general purpose element used to encode blocks of text.

## May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

## May occur within

[accessConditions](#), [accruals](#), [appraisal](#), [arrangement](#), [biogHist](#), [custodHist](#), [descriptionOfComponents](#), [descriptiveNote](#), [filePlan](#), [otherDescription](#), [otherDescriptiveInfo](#), [physicalOrTechnicalRequirements](#), [preferCite](#), [processInfo](#), [publicationNote](#), [recordTypeSpecificStatement](#), [relatedMaterial](#), [scopeContent](#), [separatedMaterial](#), [sourceOfAcquisition](#), [subjectHeadings](#), [useConditions](#)

## Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

## Description and Usage

Use <p> 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.

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# < part >

## Part

### Summary

A required and repeatable child of <targetEntity> and <title> used to distinguish components of a name or title.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

targetEntity, title

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

### Attribute usage

The designation of the information contained in the <part> can be specified by the attribute @localType.

### Description and Usage

Within <targetEntity> the name or term for the related entity is encoded within <part> elements.

Within <title> components such as subtitles or the number of an issue in a serial publication may be recorded in a separate <part> element.

<part> cannot be empty and requires at least one non-whitespace character, such as a hyphen, if no actual name can be given.

## **Availability**

Required, repeatable

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# < physFacet >

## Physical Facet

### Summary

A child element of <formAvailable> that provides more detailed information about the physical nature of or techniques and methods of creation of a specific instantiation of the material described in terms that are often taken from a controlled vocabulary list.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @valueURI to provide a number, code, or string (e.g., URI) that uniquely identifies the physical facet in a controlled vocabulary, taxonomy, ontology,



or other knowledge organization system. Use @vocabularySource and/or @vocabularySourceURI to name and/or point to the organization system used.

## **Description and Usage**

<physFacet> records information about an aspect of the physical nature – such as color, style, marks, substances, materials, playback speed, duration, track configuration, and motion picture presentation format – or techniques and methods of creation of the units identified by <unitOfMeasurement> within <extent>. It generally should not be used for aspects of physical description that are covered more directly by <unitOfMeasurement> and <dimensions>.

Physical facet terminology can be found in the Art and Architecture Thesaurus and other sources for authorized data values.

## **Availability**

Optional, repeatable

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# < physicalOrTechnicalRequirements >

## Physical Characteristics or Technical Requirements

### Summary

For describing the physical condition of the materials and/or technical requirements that affect their use.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

<physicalOrTechnicalRequirements> is used to capture any physical or technical characteristics that affect the storage or use of the specific form of the archival record being described. This may hence be different for an analog or digital form. <physicalOrTechnicalRequirements> may include details of the specific form's physical composition, preservation requirements, or particular hardware or software needed to access the materials.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<physicalOrTechnicalRequirements>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

## Availability

Optional, repeatable

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## &lt;place&gt;

**Place****Summary**

An element that provides information about a place or jurisdiction, including places where the records being described were created or have some other significant connection.

**May contain**

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">address</a>	0..n
<a href="#">contact</a>	0..n
<a href="#">date</a> or <a href="#">dateRange</a> or <a href="#">dateSet</a>	0..n
<a href="#">descriptiveNote</a>	0..1
<a href="#">geographicCoordinates</a>	0..n
<a href="#">label</a>	1..n
<a href="#">role</a>	0..n
<a href="#">relationship</a>	0..n

**May occur within**

[findAidDesc](#), [places](#)

**Attributes**

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">placeType</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	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 records being described were created or with which they have some other significant connection. It can also be used to encode address and contact information.

`<place>` must include at least one `<label>` to name the geographic feature or location.

`<label>` may be used to encode the name of a place that is related to the records being described. The `<role>` element is available to specify the nature of the place in relation with the records being described, and its use is strongly recommended. The `@placeType` attribute may be used to classify the type of place for clarification, e.g., indicating whether the place is a city or town or a first or second-order administrative division. Use `<relationship>` to describe the nature of connection between the place and the records being described. Terms in these elements 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 records being described is needed.

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

`<label>`

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

`<role>`

`<relationship>`

One or more of `<address>`, `<contact>` and  
`<geographicCoordinates>`

`<descriptiveNote>`

## Availability

Within `<findAidDesc>`: optional, repeatable.

Within `<places>`: required, repeatable.

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# < placeName >

## Place Name

### Summary

An optional child element of <agent>, <formAvailable>, <function>, <legalStatus>, <relation> and <subject> used to encode the name of a place or geographic feature that is of importance in the entity's relation with the records being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[agent](#), [formAvailable](#), [function](#), [legalStatus](#), [relation](#), [subject](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">countryCode</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	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. The <placeName> element is repeatable.

## **Availability**

Optional, repeatable

## **See also**

Within <place>, the required element <label> is used to capture the name of the geographic feature or location to align with the other entity elements such as <agent>, <formAvailable> or <function> which also use <label> to name the entity being described.

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# < places >

## Places

### Summary

An optional child element of < archDesc >, < c >, and < c01 > to < c12 > used for grouping together one or more < place > elements.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">place</a>	1..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

Use the optional < places > element to group together one or more occurrences of < place >. < places > 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

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# <preferCite>

## Preferred Citation

### Summary

An element for specifying how users should cite the described materials in publication credits.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

Use <preferCite> to supply users with a prescribed wording or format for references to the described materials to be included in bibliographies, footnotes, screen credits, etc.

Use the element <abstract> to provide a brief summary of the information encoded in <preferCite>. Use the repeatable <p> element to structure longer texts in several paragraphs. If required and suitable, use <formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

    <formattingExtension> or <p>

## **Availability**

Optional, repeatable

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# <processInfo>

## Processing Information

### Summary

For encoding information about archival activities related to the described materials.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">provenanceEvent</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#), [formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

<processInfo> is used for basic information about accessioning, arranging, describing, preserving, storing, conserving, or otherwise preparing the described materials for research use. Where appropriate, encode more specific information about each of these activities separately within other elements, such as <sourceOfAcquisition>, <appraisal>, <arrangement>, etc.

Depending on the context, e.g. differing national approaches, `<processInfo>` might also refer to activities conducted before the materials are transferred to the archives, e.g. when the records creators already conduct some of the activities around appraisal or sensitivity review.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<processInfo>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

`<provenanceEvent>`

## Availability

Optional, repeatable

## See also

Do not confuse with `<accruals>` which lists anticipated additions to the material already held by the repository but does not go into details about the processing of such additions once they have been received.

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# < provenanceEvent >

## Provenance Event

### Summary

An optional child element of <appraisal>, <biogHist>, <custodHist>, <processInfo>, and <sourceOfAcquisition> used to record a timeline of activities in the history of the materials being described or the biography of the records creator.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">agent</a>	0..1
<a href="#">eventDateTime</a>	1..1
<a href="#">eventDescription</a>	0..n

### May occur within

[appraisal](#), [biogHist](#), [custodHist](#), [processInfo](#), [sourceOfAcquisition](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

Use <provenanceEvent> to record an activity in the creation, management and ongoing maintenance of the materials being described or in the history of the records creator. This may include activities of appraisal and selection, sensitivity review, revisions, updates, retentions, etc.

The type of each event may be defined with the attribute @localType. Use @localTypeDeclarationReference to refer to a <localTypeDeclaration> within

<control> where you have defined those types. The child <eventDateTime> to record when the event took place is mandatory, while the child <agent> to provide information about who or what carried out, or was otherwise responsible for, the activity is optional, though highly recommended. Furthermore, the information about the event may be described in <eventDescription>.

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

<eventDateTime>

<agent>

<eventDescription>

## **Availability**

Optional, Repeatable

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# < publicationNote >

## Publication Note

### Summary

For citing works based on the use or analysis of the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">relations</a>	0..1

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.



## Description and Usage

Use `<publicationNote>` to identify works that are based on, about, or of special value when using the materials being described, or works in which a citation to or brief description of the materials occurs.

These works can either be described using narrative text in the elements `<abstract>`, `<p>`, and `<formattingExtension>` or they can be named as the `<targetEntity>` of a `<relation>` within `<relations>`. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element `<reference>` within `<p>` can be used to refer to analog or digital resources.

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

`<abstract>` (if used)

`<relations>`

`<formattingExtension>` or `<p>`

## Availability

Optional, repeatable

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<quantity>

# < quantity >

## Quantity

### Summary

An optional child element of <extent> and <dimensions> that indicates the number of units present as described by <unitOfMeasurement> .

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[dimensions](#), [extent](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">approximate</a>	Optional (values limited to: false, true)
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

<quantity> is for indicating the number of <unitOfMeasurement> -s being described. The content of <quantity> should be a number. Use of <quantity> enables extent statements to be machine processable. Either <quantity> or <unitOfMeasurement> must be present, but it is recommended to use both elements in conjunction with each other whenever possible. If the quantity is unknown, the element should remain empty.

### Availability

Optional, not repeatable  
[Table of Contents](#)

# <recordId>

## Record Identifier

### Summary

A required child element of <control> that designates a unique identifier for the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

<recordId> is used for recording a unique identifier for the EAS 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 EAS instance.

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# < recordTypeSpecificStatement >

## Record Type Specific Statement

### Summary

An element for providing record type specific details for the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">objectXMLWrap</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

<recordTypeSpecificStatement> is for capturing record type specific details that are unique to a particular class, form or type of material and which are not recorded in any other element of description. Examples include mathematical data, such as scale for cartographic and architectural records, jurisdictional and denominational data for philatelic records, and presentation data that describes the format of music manuscripts.

Use the child `<objectXMLWrap>` to include record type specific details in another XML format or standard that might allow for more detailed encoding of such details than the EAS.

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

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

`<objectXMLWrap>`

## Availability

Optional, Repeatable

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# < reference >

## Reference

### Summary

An element that cites an external resource.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[abstract](#), [container](#), [conventionDeclaration](#), [eventDescription](#), [formAvailableId](#), [genreForm](#), [head](#), [localTypeDeclaration](#), [otherIdentificationData](#), [p](#), [physFacet](#), [rightsDeclaration](#), [source](#), [textualDate](#), [unitId](#), [unitTitle](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">href</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">linkRole</a>	Optional
<a href="#">linkTitle</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Attribute usage

Use @href to link to the cited resource.

## Description and Usage

<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>, <container>, <conventionDeclaration>, <eventDescription>, <formAvailableId>, <genreForm>, <head>, <localTypeDeclaration>, <otherIdentificationData>, <p>, <physFacet>, <rightsDeclaration>, <source>, <textualDate>, <unitId>, and <unitTitle> where it is used to reference any external resources that provide additional context to the content of that element.

## Availability

Within <conventionDeclaration>, <localTypeDeclaration>, <rightsDeclaration>: required, not repeatable

Within <source>: required, repeatable

Within <abstract>, <container>, <eventDescription>, <formAvailableId>, <genreForm>, <head>, <otherIdentificationData>, <p>, <physFacet>, <textualDate>, <unitId>, <unitTitle>: optional, repeatable

## See also

<reference> is used for external linking only. If any internal linking is required, use the @target attribute.

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# <referringString>

## Referring String

### Summary

An element for marking words or phrases in a longer text as named entities.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

abstract, container, eventDescription, formAvailableId, genreForm, head, otherIdentificationData, p, physFacet, reference, textualDate, unitId, unitTitle

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
referredEntityRelationship	Optional
referredEntityType	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

### Attribute usage

Use @referredEntityType to indicate the type of entity that is named in the narrative text and @referredEntityRelationship to specify the relation between that named entity and the entity being described in the EAS instance.

Use @valueURI to provide a number, code, or string (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or

other knowledge organization system. Use @vocabularySource and/or @vocabularySourceURI to name and/or point to the organization system used.

## **Description and Usage**

Use <referringString> in longer texts to indicate that certain words or phrases within these texts represent named entities such as persons, organisations, places, functions, dates, etc.

Use <referringString> e.g. when the identification of such named entities within existing archival descriptions is the result of some natural language processing or when capturing the results of named entity recognition having been conducted as part of Optical Character Recognition or Handwritten Text Recognition tasks.

## **Availability**

Optional, repeatable

## **See also**

Only fall back on using <referringString> in the contexts mentioned above. Use dedicated elements such as <agents>, <functions>, <places>, <formsAvailable>, <relatedMaterial>, <separatedMaterial>, <otherDescription>, or <publicationNote> to name related entities central to the understanding of the materials described and to provide more information about their relationship with the materials.

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# <relatedMaterial>

## Related Material

### Summary

Element used for identifying archival materials that may be related to the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">relations</a>	0..1

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source

where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

## Description and Usage

<relatedMaterial> is used to identify associated materials in the same repository or elsewhere. These materials may be related by sphere of activity, or subject matter.

These associated materials can either be described using narrative text in the elements <abstract>, <p>, and <formattingExtension> or they can be named as the <targetEntity> of a <relation> within <relations>. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element <reference> within <p> can be used to refer to analog or digital resources.

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

<abstract> (if used)

<relations>

<formattingExtension> or <p>

## Availability

Optional, repeatable

## See also

Do not confuse with <separatedmaterial>, which provides information about materials that have been separated or physically removed from the described materials but that are related to them by provenance.

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# <relation>

## Relation

### Summary

A required child element of <relations> for describing a relationship between the entity or records described and a related entity.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
date or dateRange or dateSet	0..1
descriptiveNote	0..1
label	1..n
objectXMLWrap	0..1
placeName	0..n
role	0..n

### May occur within

relations

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
relationType	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
targetType	Optional

### Description and Usage

<relation> records descriptive information about a relationship between the materials being described and archival, bibliographic, or other types of resources or any kind of digital representations, microfiches or microfilms, copies, etc. of the materials. Use the required child element <label> to provide a textual identification of the related entity, such as a name or a

title. Use the optional attribute @relationType to specify the type of relation, e.g., derivation. Use the optional child element <role> to specify the role of the related entity, e.g., digital representation, and the optional attribute @targetType to classify the type of the related entity, e.g., JPEG. It is recommended that the terms used in <label> and <role> 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 <placeName> 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:

<label>

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

<placeName>

<role>

<descriptiveNote>

<objectXMLWrap>

## Availability

Required, repeatable

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# <relations>

## Relations

### Summary

An optional element that groups one or more <relation> elements, which identify external entities and characterize the nature of their relationships to the entity or records being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">relation</a>	1..n

### May occur within

[formAvailable](#), [otherDescription](#), [publicationNote](#), [relatedMaterial](#), [separatedMaterial](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	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  
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# < relationship >

## Relationship

### Summary

A child element of < agent >, < function >, < place > and < subject > used to specify the type of relation that these entities have with the entity being described within the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

agent, function, place, subject

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

### Attribute usage

Use @valueURI to provide a number, code, or string (e.g., URI) that uniquely identifies the genre or form in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource and/or @vocabularySourceURI to name and/or point to the organization system used.

### Description and Usage

Use <relationship> within <agent>, <function>, <place> and <subject> to specify the type of relation that these entities have with the entity being described within the EAS instance. The <relationship> element contains a textual description of the relation. It is recommended that values used in <relationship> be taken from an authorized vocabulary.

## **Availability**

Optional, Repeatable

## **See also**

Use <role> in <agent>, <function>, <place> and <subject> to more specifically indicate the role of the related entity towards the entity being described in the EAS instance.

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# < rightsDeclaration >

## Rights Declaration

### Summary

An optional child element of < control > that indicates a standard rights statement associated with the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">reference</a>	1..1
<a href="#">shortCode</a>	0..1

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Description and Usage

Use < rightsDeclaration > to provide structured information about the usage rights of the EAS instance. < rightsDeclaration > should only be used to reference shared published licenses, such as Creative Commons, RightsStatements.org, or published locally-defined licenses. In cases where different licences apply depending on the type of descriptive metadata, e.g. the Public Domain Mark for any factual metadata, but CC BY for any more narrative metadata that requires an additional research effort in its creation such as scope and content notes or biographies of records creators, these can be encoded in two separate < rightsDeclaration > elements. Include an @id for

each `<rightsDeclaration>` element and use `@target` with descriptive elements to point to the licence that applies.

`<reference>` must be used to provide a machine-readable reference to a license statement (for example, a 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>`

## Availability

Optional, repeatable

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# <role>

## Role

### Summary

An optional child element of <agent>, <formAvailable>, <function>, <place>, <subject>, and <relation> that indicates the role of the related entity towards the entity being described in the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[agent](#), [formAvailable](#), [function](#), [place](#), [subject](#), [relation](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Description and Usage

Use <role> to indicate the role of the related entity towards the entity being described in the EAS instance. It is recommended that the terms in <role> be taken from authorized vocabularies.

<role> might be used in combination with the specific type attribute available with each of the entity elements where role is available. While these attribute provide a generic typology of each entity class, e.g. "corporateBody", "person", and "family" for @agentType, <role> looks more specifically at the related entity itself in a certain context. Furthermore, <role> may be

used in combination with `<relationship>` which is available in `<agent>`, `<function>`, `<place>` and `<subject>`. While `<relationship>` gives again a more general indication about the relationship between the related and the described entity, e.g. "creation", `<role>` allows to be more specific to the individual related entity, e.g. by assigning the role of "director" to one `<agent>` and the role of "playwright" to another.

## Availability

Optional, repeatable

## See also

Use the element `<label>` to encode the related entity's name and the element `<relationship>` to encode a more general denominator for the relation between the related entity and the entity being described in the EAS instance.

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# < scopeContent >

## Scope and Content

### Summary

An element that provides information about the nature of and activities reflected in the described materials.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

< scopeContent > contains a narrative statement that summarizes the range and topical coverage of the materials. It provides the researcher with the information necessary to evaluate the potential relevance of the materials being described. < scopeContent > may include information about the form and arrangement of the materials; dates covered by the materials; significant organizations, individuals, events, places, and subjects represented in the materials; and functions and activities that generated the materials being described. It may also identify strengths of or gaps in the materials.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<scopeContent>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

## Availability

Optional, repeatable

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# < separatedMaterial >

## Separated Material

### Summary

An element identifying materials associated by provenance that have been physically separated or removed.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">relations</a>	0..1

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#), [formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Description and Usage

< separatedMaterial > identifies materials that are associated by provenance to the described materials that have been physically separated or removed. Examples include the separation of special formats; the destruction of duplicate

or nonessential material; and the deliberate or unintentional dispersal of a creator's records among different repositories.

These separated materials can either be described using narrative text in the elements `<abstract>`, `<p>`, and `<formattingExtension>` or they can be named as the `<targetEntity>` of a `<relation>` within `<relations>`. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element `<reference>` within `<p>` can be used to refer to analog or digital resources.

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

`<abstract>` (if used)

`<relations>`

`<formattingExtension>` or `<p>`

## Availability

Optional, repeatable

## See also

Do not confuse with `<relatedMaterial>`, which is used for references to materials that are not physically or logically included in the material described in the finding aid.

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# < shortCode >

## Short Code

### Summary

An optional element for encoding the shortened form of a word or phrase.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[conventionDeclaration](#), [localTypeDeclaration](#), [rightsDeclaration](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional

### 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 EAS description. Use within <rightsDeclaration> to 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

[Table of Contents](#)

## < source >

### Source

#### Summary

A required and repeatable child element of < sources > used to identify a particular source of evidence used for the establishment of the descriptive parts in an EAS instance.

#### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">citedRange</a>	0..n
<a href="#">descriptiveNote</a>	0..1
<a href="#">objectXMLWrap</a>	0..1
<a href="#">reference</a>	1..n

#### May occur within

[sources](#)

#### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">href</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">linkRole</a>	Optional
<a href="#">linkTitle</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

#### Description and Usage

Use < source > to cite a published resource used in creating the descriptive parts of the EAS instance. Use the required child element < reference > to include a textual identification of the source. 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

[Table of Contents](#)

# < sourceOfAcquisition >

## Source Of Acquisition

### Summary

An element for encoding the immediate source of acquisition of the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">provenanceEvent</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#), [formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

Use <sourceOfAcquisition> to identify the source of the materials being described and the circumstances under which they were received, including donations, transfers, purchases, and deposits.

Use the element <abstract> to provide a brief summary of the information encoded in <sourceOfAcquisition>. Use the repeatable <p> element to structure longer texts in several paragraphs. If required and suitable, use

<formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

<abstract> (if used)

<formattingExtension> or <p>

<provenanceEvent>

## **Availability**

Optional, repeatable

## **See also**

Note that the accession number may be encoded in <unitId> within <identificationData>.

[Table of Contents](#)

# < sources >

## Sources

### Summary

An optional child element of < control > that groups one or more < source > s of evidence used in the descriptive parts in the EAS instance.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">descriptiveNote</a>	0..1
<a href="#">source</a>	1..n

### May occur within

[control](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">target</a>	Optional

### 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  
[Table of Contents](#)



# < span >

## span

### Summary

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

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

abstract, container, eventDescription, formAvailableId, genreForm, head, otherIdentificationData, physFacet, reference, p, textualDate, unitId, unitTitle

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
style	Optional
target	Optional

### 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

< span > 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  
[Table of Contents](#)

# < subject >

## Subject

### Summary

An element for encoding controlled topics represented in the materials being described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">date</a> , <a href="#">dateRange</a> , or <a href="#">dateSet</a>	0..1
<a href="#">descriptiveNote</a>	0..1
<a href="#">label</a>	1..n
<a href="#">placeName</a>	0..n
<a href="#">relation</a>	0..n
<a href="#">role</a>	0..n

### May occur within

[subjectHeadings](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">subjectType</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Description and Usage

A < subject > element is a wrapper element used to encode an index term, using the required child element < label > . Terms are used to identify the topics and themes represented in the described materials. Such terms

often provide useful access points to the materials, especially for corporate, government, or institutional records and may be drawn from controlled vocabularies or may be natural language terms.

<subject> must include at least one <label> element. <label> can be repeated within <subject> to include translations of the same term. Use the @languageOfElement attribute to identify the language used in each <label>. Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain the term's meaning. A <role> can be defined same as an @subjectType and the <relationship> between the subject term and the materials being described can be specified. A <descriptiveNote> may be included if a fuller textual explanation is needed. A list of <subject> terms may also be used with reference pointers (@id and @target) to enhance navigation of and access to the materials being described. The order of child elements of <subject> is:

<label>

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

<placeName>

<role>

<relationship>

<descriptiveNote>

## Availability

Optional, repeatable

[Table of Contents](#)

# < subjectHeadings >

## Subject Headings

### Summary

An element that binds together elements containing access headings for the described materials.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n
<a href="#">subject</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

Use <subjectHeadings> to bundle topical or thematic access points that represent the contexts of the materials described.

Although <subjectHeadings> is often used within <archDesc> to provide significant access terms for the entirety of the materials described, it may be used at the component level to provide terms specific to a component if so desired.

This element helps to provide more standardization enabling an authority-controlled searching across finding aids, in particular where terms are taken from internationally or nationally controlled vocabularies such as the Library of Congress Subject Headings (LCSH), the Getty Art & Architecture Thesaurus (Getty AAT), the UNESCO Thesaurus, the UK Archival Thesaurus (UKAT) or Wikidata.

## **Availability**

Optional, repeatable

## **See also**

Use the dedicated elements `<agent>`, `<function>`, and `<place>` to encode information about persons, corporate bodies, families, functions, and geographical locations or features that represent the contexts of the materials described.

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# < targetEntity >

## Target Entity

### Summary

A required child element of < relation > used to identify the entity that is being targeted by the relation.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">part</a>	1..n

### May occur within

[relation](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

### Description and Usage

< targetEntity > is used within < relation > to identify an entity that is related to the source entity or records.

< targetEntity > must include at least one < part > element, encoding the name or term for the related entity.

## Availability

Required, not repeatable  
[Table of Contents](#)



## &lt; term &gt;

**Term****Summary**

An element used to encode a descriptive term in accordance with authorized vocabularies or local rules.

**May contain**

*Element/content type*  
[text]

*Occurrences*

**May occur within**

[function](#), [legalStatus](#), [subject](#)

**Attributes**

*Attribute name*

*Attribute values*

[audience](#)

Optional

[conventionDeclarationReference](#)

Optional

[id](#)

Optional

[languageOfElement](#)

Optional

[maintenanceEventReference](#)

Optional

[scriptOfElement](#)

Optional

[sourceReference](#)

Optional

[target](#)

Optional

**Description and Usage**

< term > is a required child element of < function > , < legalStatus > and < subject > , used to specify a descriptive term in accordance with authorized 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

[Table of Contents](#)

# < textualDate >

## Textual Date

### Summary

A child element of < unitDate > that provides a simple statement of the date(s) covered by the described materials.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[unitDate](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">status</a>	Optional
<a href="#">target</a>	Optional

### Description and Usage

< textualDate > is for indicating the date or dates the described materials were created, issued, copyrighted, broadcast, etc, when these cannot be expressed in a more standardised or structured way. < textualDate > mainly takes the form of text representing a single date, a date range, or a combination of single dates and date ranges.

### Availability

Optional, not repeatable

### **See also**

Use the other sub-elements of <unitDate>, i.e. <date>, <dateRange> or <dateSet> to provide a more granular, machine-processable statement for the dates of the materials being described.

[Table of Contents](#)

<title>

# <title>

## Title

### Summary

An element for encoding the formal name of a finding aid.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">part</a>	1..n

### May occur within

[findAidDesc](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">style</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @@localType to differentiate between the general title and a subtitle or the title of an overarching series.

### Description and Usage

Use <title> to record the title of the finding aid.

Use the sub-element `<part>` to break a title down into aspects such as an edition statement (e.g. "2nd edition").

Use repeated `<title>` elements distinguished by their `@localType`-s when describing e.g. a .pdf or a .docx instantiation of a finding aid to give the publication title for display on the one hand and the file title of the .pdf or the .docx file on the other hand.

## **Availability**

Optional, repeatable

## **See also**

Do not confuse with `<unitTitle>`, which is used to encode the name of the described materials, such as the title of a collection or the title of an individual item.

[Table of Contents](#)

# < toDate >

## To Date

### Summary

A child element of < dateRange > that records the end point in a range of dates.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

dateRange

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
calendar	Optional
certainty	Optional
conventionDeclarationReference	Optional
era	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
notAfter	Optional
notBefore	Optional
scriptOfElement	Optional
standardDate	Optional
status	Optional
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 <fromDate> to record the starting point of a date range.

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# <unitDate>

## Date of the Unit

### Summary

A child element of <identificationData> that allows the encoding of either structured, machine-processable expressions of the dates of the materials being described or of a simple statement of these date(s).

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
date or dateRange or dateSet or textual-0..1	
Date	

### May occur within

identificationData

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
calendar	Optional
certainty	Optional
conventionDeclarationReference	Optional
dateChar	Optional
era	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
unitDateType	Optional

### Attribute usage

Use @unitDateType to indicate if <unitDate> represents inclusive dates or bulk (predominant) dates.

### Description and Usage



<unitDate> is for indicating the date or dates the described materials were created, issued, copyrighted, broadcast, etc. <unitDate> may be in the form of text or numbers, and may consist of a single date, a date range, or a combination of single dates and date ranges.

Use the sub-elements <date>, <dateRange> or <dateSet> to provide a more granular, machine-processable statement for the dates of the materials being described. Alternatively, use the sub-element <textualDate> to capture a temporal statement that cannot be expressed in a standardised or structured way.

## **Availability**

Optional, repeatable

[Table of Contents](#)

# <unitId>

## Identifier of the Unit

### Summary

A child element of <identificationData> that provides an identifier for the materials being described, such as an accession number or a reference code.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[identificationData](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">countryCode</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">repositoryCode</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Although not required, the @countryCode and @repositoryCode should be used in <unitId> to comply with ISAD(G) element 3.1.1.

## Description and Usage

<unitId> may contain any alpha-numeric text string that serves as a unique reference point or control number for the described material, such as a lot number, an accession number, a classification number, a reference code, or an entry number in a bibliography or catalog. <unitId> is primarily a logical designation, which sometimes indirectly provides location information, as in the case of a classification number.

## Availability

Optional, repeatable

## See also

Use <container> and <place> to designate the physical housing or location of the described materials.

Use <formAvailableId> to provide identifiers used for the specific instantiations of the materials being described. The identifier in <unitId> will usually be different from, though might provide a basis for these identifiers.

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# < unitOfMeasurement >

## Unit of Measurement

### Summary

An optional child element of < extent > and < dimensions > that indicates the unit of measurement being quantified, e.g., boxes, linear feet, megabyte, gigabyte, etc.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

[dimensions](#), [extent](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @valueURI to provide a number, code, or string (e.g., URI) that uniquely identifies the unit type in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource and/or @vocabularySourceURI to name and/or point to the organization system used.

### Description and Usage

<unitOfMeasurement> identifies the unit being quantified. This can cover analog units such as boxes, linear feet or meters, cubic meters, etc. as well as digital units such as megabytes, gigabytes, etc. or types of items that are counted such as maps, photographs, posters, etc. Either <unitOfMeasurement> or <quantity> must be present, but it is recommended to use both elements in conjunction with each other whenever possible.

## **Availability**

Optional, not repeatable

[Table of Contents](#)

<unitTitle>

# <unitTitle>

## Title of the Unit

### Summary

A child element of <identificationData> that specifies a title for the described materials.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
<a href="#">reference</a>	0..n
<a href="#">referringString</a>	0..n
<a href="#">span</a>	0..n

### May occur within

[identificationData](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Attribute usage

Use @localType if local use requires recording the type of <unitTitle>.

### Description and Usage

<unitTitle> is for recording the title statement, either formal or supplied, of the described materials. The title statement may consist of a word or phrase. <unitTitle> is used at both the highest unit or <archDesc> level (e.g., collection, record set, or fonds) and at all the subordinate <c> levels (e.g., subseries, files, records, items, or other intervening stages within a hierarchical description).

## **Availability**

Optional, repeatable

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# < useConditions >

## Conditions Governing Use

### Summary

An element for indicating any conditions that affect the use of the described materials, such as in publications.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
<a href="#">abstract</a>	0..1
<a href="#">dateRange</a>	0..1
<a href="#">formattingExtension</a>	0..1
<a href="#">p</a>	0..n

### May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#), [formAvailable](#)

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
<a href="#">audience</a>	Optional
<a href="#">conventionDeclarationReference</a>	Optional
<a href="#">id</a>	Optional
<a href="#">languageOfElement</a>	Optional
<a href="#">localType</a>	Optional
<a href="#">localTypeDeclarationReference</a>	Optional
<a href="#">maintenanceEventReference</a>	Optional
<a href="#">scriptOfElement</a>	Optional
<a href="#">sourceReference</a>	Optional
<a href="#">target</a>	Optional
<a href="#">valueURI</a>	Optional
<a href="#">vocabularySource</a>	Optional
<a href="#">vocabularySourceURI</a>	Optional

### Description and Usage

Use < useConditions > for information about any limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency. These conditions may be related to reproduction, publication, or



quotation of the described materials after access to the materials has been granted. `<useConditions>` may also be used to indicate the absence of restrictions, such as when intellectual property rights have been dedicated to the public.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<useConditions>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

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

`<abstract>` if used

`<dateRange>`

`<formattingExtension>` or `<p>`

## Availability

Optional, repeatable

## See also

Do not confuse with `<accessConditions>`, which contains information about conditions affecting the availability of the described materials.

[Table of Contents](#)

# < writingSystem >

## Writing System

### Summary

An optional child element of < languageSet > that identifies the writing script for a language used in the materials described.

### May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

### May occur within

languageSet

### Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
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 < languageSet > that gives the main script used by the entity or records being described.

### Availability

Optional, repeatable  
[Table of Contents](#)

# Attributes

# @addressLineType

## Address Line Type

### Summary

Used to specify the type of address line encoded in <addressLine>.

### Description and Usage

An attribute used to specify the type of address line encoded in <addressLine>, eg "street", "country" or "postalCode".

### Data Type

token

[Table of Contents](#)

# @addressLineTypeEncoding

## Address Line Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of address line given as part of a physical address.

### Description and Usage

@addressLineTypeEncoding specifies the authoritative source or rules for values supplied in @addressLineType within <addressLine>. If the value "EASList" is selected, @addressLineType will be expected with the values "county", "country", "district", "municipality", "postBox", "postalCode", "region", or "street". If the value "otherAddressLineTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherAddressLineTypeEncoding

[Table of Contents](#)

# @agentType

## Agent Type

### Summary

Used to specify the type of agent encoded in <agent>.

### Description and Usage

Use @agentType with <agent> to specify the type of agent, e.g. responsible for the creation, maintenance and further editing of the EAS instance or the creation, management or usage of the archival materials being described.

Use the attribute @agentTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @agentType.

### Data Type

token

[Table of Contents](#)

# @agentTypeEncoding

## Agent Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of agent.

### Description and Usage

@agentTypeEncoding specifies the authoritative source or rules for values supplied in @agentType within <agent>. If the value "EASList" is selected, @agentType will be expected with the values "corporateBody", "family", "group", "human", "mechanism", "person", "position", or "unknown". If the value "otherAgentTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherAgentTypeEncoding

[Table of Contents](#)



# @approximate

## Approximate

### Summary

Indicates that the value provided is not exact. Available in <quantity>.

### Values

false, true

[Table of Contents](#)

# @audience

## Audience

### Summary

An optional attribute that helps control whether the information contained in the element should be available to all viewers or only to repository staff.

### Description and Usage

Available as global attribute for all elements. The attribute can be set to "external" in e.g. cpfDescription in EAC-CPF or archDesc in EAD to allow access to all the information about the entity resp. the materials being described, but specific elements within these sections can also 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 EAS instance is displayed in a networked environment. Use the attribute @audienceEncoding in <control> to identify the list of terms to be used as values of @audience.

### Data Type

token

[Table of Contents](#)

# @audienceEncoding

## Audience Encoding

### Summary

Specifies the authoritative source or rules for values used to indicate whether information encoded in a specific element is available for all or only for a restricted audience.

### Description and Usage

@audienceEncoding specifies the authoritative source or rules for values supplied in @audience available in all elements. If the value "EASList" is selected, @audience will be expected with the values "external" or "internal". If the value "otherAudienceEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherAudienceEncoding

[Table of Contents](#)

# @calendar

## Calendar

### Summary

System of reckoning time, such as Gregorian calendar or Julian calendar.

### Description and Usage

Suggested values include, but are not limited to, "gregorian" and "julian". Available in <date>, <fromDate>, <toDate>, <unitDate>.

### Data Type

token

[Table of Contents](#)

# @certainty

## Certainty

### Summary

The level of confidence for a date.

### Description and Usage

The optional attribute @certainty provides level of confidence for the information given in <date>, <fromDate>, <toDate>, or <unitDate>, e.g., approximate or circa.

### Data Type

token

[Table of Contents](#)

# @contactLineType

## Contact Line Type

### Summary

Used to specify the type of contact line encoded in `<contactLine>`.

### Description and Usage

An attribute used to specify the type of contact line encoded in `<contactLine>`, eg "email", "phoneNumber" or "homepage".

### Data Type

token

[Table of Contents](#)

# @contactLineTypeEncoding

## Contact Line Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of contact line given as part of a digital address.

### Description and Usage

@contactLineTypeEncoding specifies the authoritative source or rules for values supplied in @contactLineType within <contactLine>. If the value "EASList" is selected, @contactLineType will be expected with the values "directions", "email", "fax", "homepage", "mobileNumber", or "phoneNumber". If the value "otherContactLineTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherContactLineTypeEncoding

[Table of Contents](#)

# @containerId

## Container ID

### Summary

An attribute for <container> that takes as its value a locally assigned identifier (e.g. barcode) for the container described. Unlike @id, the value of @containerId need not be unique within the document, and does not have to conform to the rules for the ID data type.

### Data Type

token

[Table of Contents](#)



# @conventionDeclarationReference

## Convention Declaration Reference

### Summary

Use @conventionDeclarationReference to provide a direct link to a <conventionDeclaration> element within <control>.

### Description and Usage

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 a name. This optional attribute is available in elements that can contain text.

### Data Type

IDREFS

[Table of Contents](#)

# @coordinateSystem

## Coordinate System

### Summary

A code for a system used to express geographic coordinates.

### Description and Usage

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

[Table of Contents](#)

# @countryCode

## Country Code

### Summary

A unique code representing a country.

### Description and Usage

Content of the optional attribute should be a code taken from ISO 3166-1 Codes for the Representation of Names of Countries and their Subdivisions, column A2, or another controlled list, as specified in the @countryEncoding attribute in <control>. Available in <maintenanceAgency> and <placeName>. Also available in <unitId>, where it can be used together with @repositoryCode to comply with ISAD(G) element 3.1.1.

### Data Type

token

[Table of Contents](#)

# @countryEncoding

## Country Encoding

### Summary

Specifies the authoritative source or rules for codes used to identify a country as part of the maintenance agency's location, of describing a geographic feature, or of the identifier of the materials described.

### Description and Usage

@countryEncoding specifies the authoritative source or rules for values supplied in @countryCode within <maintenanceAgency>, <placeName>, and <unitId>. This can either be the ISO standard 3166-1 or an alternative code list. If the value "otherCountryEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

iso3166-1, otherCountryEncoding

[Table of Contents](#)

# @coverage

## Coverage

### Summary

Specifies whether a statement of physical description or analog respectively digital instantiation(s) relates to the entire unit being described or only a part thereof.

### Description and Usage

Use @coverage with <extent> to indicate whether the statement of physical description refers to the entire unit being described or only a part thereof. Use @coverage with <formAvailable> to indicate whether the digital archival object or the copy or any other type of instantiation represents the entire set of records being described or a part of it. Use the attribute @coverageEncoding in <control> to identify the list of authoritative terms that can be used as values of @coverage.

### Data Type

token

[Table of Contents](#)

# @coverageEncoding

## coverageEncoding

### Summary

Specifies the authoritative source or rules for values used to indicate whether extent information refers to or an instantiation reflects all the materials described or only part of them.

### Description and Usage

@coverageEncoding specifies the authoritative source or rules for values supplied in @coverage within <extent> and <formAvailable>. If the value "EASList" is selected, @coverage will be expected with the values "part" or "whole". If the value "otherCoverageEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherCoverageEncoding

[Table of Contents](#)

# @dateChar

## Date Characterization

### Summary

Term characterizing the nature of a date, such as dates of creation, accumulation, or modification. Available in <unitDate>.

### Data Type

token

[Table of Contents](#)

# @dateEncoding

## Date Encoding

### Summary

Specifies the authoritative source or rules used to normalize date information.

### Description and Usage

@dateEncoding specifies the authoritative source or rules for normalized values supplied in @standardDate within <date>, <fromDate> and <toDate> as well as in @standardDateTime within <eventDateTime>. This can either be the ISO standard 8601 or an alternative code list. If the value "otherDateEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

iso8601, otherDateEncoding

[Table of Contents](#)



# @descriptionOfComponentsType

## Description of Subordinate Components Type

### Summary

An optional attribute in <descriptionOfComponents> that indicates the approach used in describing components within a finding aid. Use the attribute @descriptionOfComponentsTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @descriptionOfComponentsType.

### Data Type

token

[Table of Contents](#)

# @descriptionOfComponentsTypeEncoding

## Description Of Components Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the approach used in describing components.

### Description and Usage

@descriptionOfComponentsTypeEncoding specifies the authoritative source or rules for values supplied in @descriptionOfComponentsType within <descriptionOfComponents>. If the value "EASList" is selected, @descriptionOfComponentsType will be expected with the values "analyticOverview", "combined" or "inDepth". If the value "otherDescriptionOfComponentsTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherDescriptionOfComponentsTypeEncoding

[Table of Contents](#)

# @detailLevel

## Level of Detail

### Summary

Provides information about the level of detail of the entity's description within the EAS instance.

### Description and Usage

An optional attribute within `<control>`, used to provide information about the level of detail in accordance with relevant description guidelines and/or rules of the entity's description, from a fixed set of values.

### Data Type

token

[Table of Contents](#)

# @detailLevelEncoding

## Detail Level Encoding

### Summary

Specifies the authoritative source or rules for values used to indicate whether the EAS instance encodes minimal, basic, or extended information.

### Description and Usage

@detailLevelEncoding specifies the authoritative source or rules for values supplied in @detailLevel within <control>. If the value "EASList" is selected, @detailLevel will be expected with the values "basic", "extended" or "minimal". If the value "otherDetailLevelEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherDetailLevelEncoding

[Table of Contents](#)

# @formAvailableType

## Form Available Type

### Summary

An optional attribute of `<formAvailable>` that specifies the type of form or instantiation being described.

### Description and Usage

Use @formAvailableType with `<formAvailable>` to specify the type of form or instantiation being described. Use the attribute @formAvailableTypeEncoding in `<control>` to identify the list of authoritative terms that can be used as values of @formAvailableType.

### Data Type

token

[Table of Contents](#)

# @formAvailableTypeEncoding

## Form Available Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of form or format in which the archival record can be represented, i.e. the type of instantiation.

### Description and Usage

@formAvailableTypeEncoding specifies the authoritative source or rules for values supplied in @formAvailableType within <formAvailable>. If the value "EASList" is selected, @formAvailableType will be expected with the values "...". If the value "otherFormAvailableTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherFormAvailableTypeEncoding

[Table of Contents](#)

# @functionType

## Function Type

### Summary

An optional attribute of `<function>` that specifies the type of function being described.

### Description and Usage

Use @functionType with `<function>` to specify the type of function being described. Use the attribute @functionTypeEncoding in `<control>` to identify the list of authoritative terms that can be used as values of @functionType.

### Data Type

token

[Table of Contents](#)

# @functionTypeEncoding

## Function Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of function.

### Description and Usage

@functionTypeEncoding specifies the authoritative source or rules for values supplied in @functionType within <function>. If the value "EASList" is selected, @functionType will be expected with the values "activity", "businessProcess", "function", "subfunction", "task", or "transaction". If the value "otherFunctionTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherFunctionTypeEncoding

[Table of Contents](#)



# @era

## Era

### Summary

Period during which years are numbered and dates reckoned.

### Description and Usage

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". This optional attribute is available in `<date>`, `<fromDate>`, `<toDate>`, and `<unitDate>`.

### Data Type

token

[Table of Contents](#)

# @extentType

## Extent Type

### Summary

An optional attribute of <extent> that specifies the nature of the extent statement being provided.

### Description and Usage

Use @extentType with <extent> to specify the nature of the statement being provided. Use e.g. "carrier" to refer to the number of containers; "materialType" to indicate the type and/or number of the material types; "spaceOccupied" to denote the two- or three-dimensional volume of the materials. Use the attribute @extentTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @extentType.

### Data Type

token

[Table of Contents](#)

# @extentTypeEncoding

## Extent Type Encoding

### Summary

Specifies the authoritative source or rules for values used to specify the nature of the extent statement being provided.

### Description and Usage

@extentTypeEncoding specifies the authoritative source or rules for values supplied in @extentType within <extent>. If the value "EASList" is selected, @extentType will be expected with the values "carrier", "materialType", or "spaceOccupied". If the value "otherExtentTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherExtentTypeEncoding

[Table of Contents](#)

# @href

## Hypertext Reference

### Summary

The address for a remote resource.

### Description and Usage

The optional @href attribute takes the form of a Uniform Resource Identifier (URI). Available in <contactLine>, <findAidDesc>, <reference>, and <source>.

### Data Type

anyURI

[Table of Contents](#)

# @id

## ID

### Summary

A unique identifier to name the element.

### Description and Usage

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 in the record. This facilitates building links between the element and other resources within the current document. Use @target, @conventionDeclarationReference, @localTypeDeclarationReference, @maintenanceEventReference, or @sourceReference to link to an @id attribute within the EAS instance.

### Data Type

ID

[Table of Contents](#)

# @languageCode

## Language Code

### Summary

The code for the language used in the EAS instance or by the records or entity being described.

### Description and Usage

Content of the attribute should be a code taken from ISO 639-1, ISO 639-2, ISO 639-3, IETF BCP 47 or another controlled list, as specified in the @languageEncoding attribute in <control>.

### Data Type

token

[Table of Contents](#)

# @languageEncoding

## Language Encoding

### Summary

Specifies the authoritative source or rules for codes used to identify the language of the EAS instance as a whole, of a specific element, or represented in the materials being described.

### Description and Usage

@languageEncoding specifies the authoritative source or rules for values supplied in @languageCode within <languageDeclaration> and <language> and in @languageOfElement available in all non-empty elements. This can either be one of the ISO standards 639-1, 639-2, and 639-3, the IETF BCP 47 language tag or an alternative code list. If the value "otherLanguageEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

iso639-1, iso639-2, iso639-3, ietf-bcp-47, otherLanguageEncoding

[Table of Contents](#)

# @languageOfElement

## Language of Element

### Summary

Indicates the language of the content of an element.

### Description and Usage

Content of the attribute should be a code taken from ietf-bcp-47, ISO 639-1, ISO 639-2, ISO 639-3, or another controlled list, as specified in the @languageEncoding attribute in <control>. May be used consistently in a multi-lingual EAS instance to specify which elements are written in which language. Optionally available on all non-empty elements.

### Data Type

token

[Table of Contents](#)



# @level

## Level

### Summary

The hierarchical level of the materials being described by the element. This attribute is available in <archDesc>, where the highest level of material represented in the finding aid can be declared (e.g. collection, fonds, record set), and in <c> and <c01>-<c12>, where it may be used to declare the level of description represented by each component (e.g. subgroup, series, file, record). Use the attribute @levelEncoding in <control> to identify the list of authoritative terms that can be used as values of @level.

### Data Type

token

[Table of Contents](#)

# @levelEncoding

## Level Encoding

### Summary

Specifies the authoritative source or rules for values used to indicate the hierarchical level of the materials being described.

### Description and Usage

@levelEncoding specifies the authoritative source or rules for values supplied in @level within <archDesc>, <c>, and <c01>-<c12>. If the value "EASList" is selected, @level will be expected with the values "class", "collection", "file", "fonds", "item", "recordGroup", "series", "subfonds", "subgroup", or "subseries". If the value "otherLevelEncoding" is selected an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherLevelEncoding

[Table of Contents](#)

# @linkRole

## Link Role

### Summary

A URI that characterizes the nature of the remote resource to which a linking element refers.

### Description and Usage

A URI that characterizes the nature of the remote resource to which a linking element refers. Optionally available in `<contactLine>`, `<findAidDesc>`, `<reference>`, and `<source>`.

### Data Type

anyURI

[Table of Contents](#)

# @linkTitle

## Link Title

### Summary

Viewable caption of a link text.

### Description and Usage

Information that serves as a viewable caption which explains to users the part that a remote resource plays in a link. May be used alongside any @href attribute in order to support accessibility guidelines, such as those defined within the W3C's Web Content Accessibility Guidelines (WCAG). Optionally available in <contactLine>, <findAidDesc>, <reference>, and <source>.

### Data Type

token

[Table of Contents](#)

# @localType

## Local Type

### 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

[Table of Contents](#)

# @localTypeDeclarationReference

## Local Type Declaration Reference

### Summary

Use @localTypeDeclarationReference to provide a direct link to a <localTypeDeclaration> element within <control> from another element using @localType within the EAS instance.

### Description and Usage

@localTypeDeclarationReference should always be used when @localType is used, in order to link to the local type declaration.

### Data Type

IDREFS

[Table of Contents](#)

# @maintenanceEventReference

## Maintenance Event Reference

### Summary

Use @maintenanceEventReference to provide a direct link to a <maintenanceEvent> element within <maintenanceHistory>.

### Description and Usage

The attribute can be used to link to a maintenance event in order to verify any assertion added to the entity's description. The attribute is optionally available in all elements in the identity area (except <entityType>), in the description area, and in the relations area. The attribute is optionally available in all elements that can contain text and are available outside of <control>.

### Data Type

IDREFS

[Table of Contents](#)

# @maintenanceEventType

## Maintenance Event Type

### Summary

An optional attribute of < maintenanceEvent > that identifies the type of maintenance activity.

### Description and Usage

Identifies the type of maintenance event with values such as:

cancelled: marks an instance as not current (obsolete or rejected), but retained for reference

created: the initial creation of the EAS 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 EAS 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 EAS used

### Data Type

token

[Table of Contents](#)



# @maintenanceEventTypeEncoding

## Maintenance Event Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of maintenance activity.

### Description and Usage

@maintenanceEventTypeEncoding specifies the authoritative source or rules for values supplied in @maintenanceEventType within <maintenanceEvent>. If the value "EASList" is selected, @maintenanceEventType will be expected with the values "cancelled", "created", "deleted", "derived", "revised", "unknown", or "updated". If the value "otherMaintenanceEventTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherMaintenanceEventTypeEncoding

[Table of Contents](#)

# @maintenanceStatus

## Maintenance Status

### Summary

The current drafting status of the EAS instance.

### Description and Usage

The maintenance status may occur on `<control>`. As an EAS 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. Use the attribute `@maintenanceStatusEncoding` in `<control>` to identify the list of authoritative terms that can be used as values of `@maintenanceStatus`.

### Data Type

token

[Table of Contents](#)

# @maintenanceStatusEncoding

## Maintenance Status Encoding

### Summary

Specifies the authoritative source or rules for values used to indicate the current version status of the EAS instance.

### Description and Usage

@maintenanceStatusEncoding specifies the authoritative source or rules for values supplied in @maintenanceStatus within <control>. If the value "EASList" is selected, @maintenanceStatus will be expected with the values "cancelled", "deleted", "deletedMerged", "deletedReplaced", "deletedSplit", "derived", "new", or "revised". If the value "otherMaintenanceStatusEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherMaintenanceStatusEncoding  
[Table of Contents](#)

# @notAfter

## Not After

### Summary

A standard numerical form of an approximate date for which a latest possible date is known.

### Description and Usage

Optionally 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

[Table of Contents](#)

# @notBefore

## Not Before

### Summary

A standard numerical form of an approximate date for which an earliest possible date is known.

### Description and Usage

Optionally 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

[Table of Contents](#)

# @placeType

## Place Type

### Summary

An optional attribute of <place> that specifies the type of the geographic feature or location being described.

### Description and Usage

Use @placeType with <place> to specify the type of geographic feature or location being described. Use the attribute @placeTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @placeType.

### Data Type

token

[Table of Contents](#)

# @placeTypeEncoding

## Place Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of geographic feature or location.

### Description and Usage

@placeTypeEncoding specifies the authoritative source or rules for values supplied in @placeType within <place>. If the value "EASList" is selected, @placeType will be expected with the values "...". If the value "otherPlaceTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherPlaceTypeEncoding

[Table of Contents](#)

# @publicationStatus

## Publication Status

### Summary

The current publication status of the EAS instance.

### Description and Usage

The publication status may occur on `<control>` to indicate the current publication status of the EAS instance, for example in process, approved or final. As an EAS instance is modified or other events happen to it (as recorded in the `<maintenanceHistory>` element), the publication status should also be updated. A newly created EAS instance will usually start with a publication status of "inProcess". This partial and preliminary status will be applicable as long as the author or the creating agency is working on the document. Depending on the context, the document might first reach a pre-publication level, awaiting approval e.g. by a higher level manager or an authorizing agency. Once such approval has been given, the status "approved" could be assigned for internal purposes while the EAS instance is not publicly available yet. When the EAS instance has been published on the institution's own website or via the authorizing agency, the status "published" can be assigned. Use the attribute `@publicationStatusEncoding` in `<control>` to identify the list of authoritative terms that can be used as values of `@publicationStatus`.

### Data Type

token

[Table of Contents](#)



# @publicationStatusEncoding

## Publication Status Encoding

### Summary

Specifies the authoritative source or rules for values used to indicate the current publishing status of the EAS instance.

### Description and Usage

@publicationStatusEncoding specifies the authoritative source or rules for values supplied in @publicationStatus within <control>. If the value "EASList" is selected, @publicationStatus will be expected with the values "approved", "inProcess", or "published". If the value "otherPublicationStatusEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherPublicationStatusEncoding

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# @referredEntityRelationship

## Referred Entity Relationship

### Summary

An optional attribute of <referringString> that specifies the relationship between the entity named in a narrative text and the entity being described in the EAS instance.

### Description and Usage

Use @referredEntityRelationship with <referringString> to specify the relationship between the entity named in a narrative text and the entity being described in the EAS instance. While @referredEntityRelationship does not come with a set of predefined values, it is highly recommended to use terms from controlled vocabularies whenever possible.

### Data Type

token

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# @referredEntityType

## Referrered Entity Type

### Summary

An optional attribute of `<referringString>` that specifies the type of entity named in a narrative text.

### Description and Usage

Use `@referredEntityType` with `<referringString>` to specify the type of entity named in a narrative text. Use the attribute `@referredEntityTypeEncoding` in `<control>` to identify the list of authoritative terms that can be used as values of `@referredEntityType`.

### Data Type

token

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# @referredEntityTypeEncoding

## Referred Entity Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of entity that is being referred to in a narrative text.

### Description and Usage

@referredEntityTypeEncoding specifies the authoritative source or rules for values supplied in @referredEntityType within <referringString>. If the value "EASList" is selected, @referredEntityType will be expected with the values "corpName", "famName", "function", "genreForm", "geogName", "name", "occupation", "persName", "subject" or "title". If the value "otherReferredEntityTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherReferredEntityTypeEncoding

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# @repositoryCode

## Repository Code

### Summary

A code in `<unitId>` that uniquely identifies the repository responsible for intellectual control of the materials being described.

### Description and Usage

Use @repositoryCode in `<unitId>` to provide a number or code that uniquely identifies the repository responsible for intellectual control of the materials being described. The code should be taken from ISO/DIS 15511 Information and documentation—International Standard Identifier for Libraries and Related Organizations (ISIL), or another code as specified in @repositoryEncoding in `<control>`.

### Data Type

token

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# @relationType

## Relation Type

### Summary

An optional attribute of <relation> that specifies the type of relation between the related entity and the entity being described in the EAS instance.

### Description and Usage

Use @relationType with <relation> to specify the type of relation between the related entity and the entity being described in the EAS instance. Use the attribute @relationTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @relationType.

### Data Type

token

[Table of Contents](#)

# @relationTypeEncoding

## Relation Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of relation between the entity being described in the EAS instance and the related entity.

### Description and Usage

@relationTypeEncoding specifies the authoritative source or rules for values supplied in @relationType within <relation>. If the value "EASList" is selected, @addressLineType will be expected with the values "...". If the value "otherRelationTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherRelationTypeEncoding

[Table of Contents](#)

# @repositoryEncoding

## Repository Encoding

### Summary

Specifies the authoritative source or rules for codes used to identify the maintenance agency of an EAS instance or the institution holding the materials being described.

### Description and Usage

@repositoryEncoding specifies the authoritative source or rules for values used within <agencyCode> and supplied in @repositoryCode within <unitId>. This can either be the ISO standard 15511 or an alternative code list. If the value "otherRepositoryEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

iso15511, otherRepositoryEncoding

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# @scriptCode

## Script Code

### Summary

The code for the writing system, or script, used in the EAS instance or by the described entity or records.

### Description and Usage

Content of the attribute should be a code taken from ISO 15924, or another controlled list, as specified in the @scriptEncoding attribute in <control>. Optionally available in <languageDeclaration> and <writingSystem>.

### Data Type

token

[Table of Contents](#)

# @scriptEncoding

## Script Encoding

### Summary

Specifies the authoritative source or rules for codes used to identify the writing system of the EAS instance as a whole or, of a specific element, or represented in the materials being described.

### Description and Usage

@scriptEncoding specifies the authoritative source or rules for values supplied in @scriptCode within <languageDeclaration> and <writingSystem> and in @scriptOfElement available in all non-empty elements. This can either be the ISO standard 15924 or an alternative code list. If the value "otherScriptEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

iso15924, otherScriptEncoding

[Table of Contents](#)

# @scriptOfElement

## Script of Element

### Summary

Indicates the writing script of the content of an element (e.g., Cyrillic, Katakana).

### Description and Usage

Content should be taken from ISO 15924, or another controlled list, as specified in the @scriptEncoding attribute in <control>. May be used consistently in a multi-lingual EAS instance to specify which elements are written in which script. Optionally available on all non-empty elements.

### Data Type

token

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# @sourceReference

## Source Reference

### Summary

Use @sourceReference to provide a direct link to a <source> element within <sources> in <control> from an element within the EAS instance that uses the source.

### Description and Usage

The attribute can be used to reference any detailed information about the described entity with a source. The attribute is optionally available in elements which can contain text.

### Data Type

IDREFS

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# @standardDate

## Standard Date

### Summary

The standardized form of date.

### Description and Usage

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

[Table of Contents](#)

# @standardDateTime

## Standard Date and Time

### Summary

Standardized form of a date, or date and time in `<eventDateTime>`.

### Description and Usage

An ISO 8601 compliant form of the date, or date and time, of a specific maintenance event expressed in `<eventDateTime>`. For example, 2021-12-31, 2021, 2021-12, 2021-12-31T23:59:59. Optionally available only in `<eventDateTime>`. It is recommended to either have the date and time stated as a literal in `<eventDateTime>` or to provide a standardised date with `@standardDateTime`, if not using both options in parallel. Note that the requirement of ISO 8601 compliance for `@standardDateTime` is different from the usage of the attribute `@standardDate`, which can also follow other date encoding rules as specified in `@dateEncoding` within `<control>`.

### 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.]

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# @status

## Status

### Summary

Attribute that follows controlled terminology detailing the status of elements.

### Description and Usage

@status provides controlled terminology detailing the status of specific elements. The terms available for @status are defined in closed lists that vary by element. Use @statusEncoding in <control> to identify lists of terms from EAS lists that can be used as values of @status. It is also possible to define one's own list by using the value "otherStatusEncoding". Optionally available in <agencyCode>, <otherAgencyCode>, <date>, <fromDate>, <toDate>, <textualDate>.

### Data Type

token

[Table of Contents](#)

# @statusEncoding

## Status Encoding

### Summary

The authoritative source or rules for values supplied in @status.

### Summary

Specifies the authoritative source or rules for values used to indicate the status and certainty of the information provided in various elements.

### Description and Usage

@statusEncoding specifies the authoritative source or rules for values supplied in @status within <agencyCode>, <otherAgencyCode>, <date>, <fromDate>, <toDate>, and <textualDate>. If the value "EASList" is selected, @status will be expected with the values "authorized" and "alternative" (for agency codes), "unknown" or "ongoing" (for dates). If the value "otherStatusEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherStatusEncoding  
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# @subjectType

## Subject Type

### Summary

An optional attribute of <subject> that specifies the type of subject represented in the materials being described.

### Description and Usage

Use @subjectType with <subject> to specify the type of subject represented in the materials being described. Use the attribute @subjectTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @subjectType.

### Data Type

token

[Table of Contents](#)

# @subjectTypeEncoding

## Subject Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of subject.

### Description and Usage

@subjectTypeEncoding specifies the authoritative source or rules for values supplied in @subjectType within <subject>. If the value "EASList" is selected, @subjectType will be expected with the values "genre", "mandate", "occupation", "publishedResource", "recordType", or "theme". If the value "otherSubjectTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherSubjectTypeEncoding

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# @style

## Style

### 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 `<span>` and `<title>` to indicate rendering instructions. It is highly recommended that the value of @style be expressed as a W3C CSS style to facilitate interoperability.

### Data Type

normalizedString

[Table of Contents](#)

# @target

## Target

### Summary

A pointer to the ID of another element.

### Description and Usage

Used to create internal links within an XML instance. Optionally available in all elements except the root element.

### Data Type

IDREFS

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# @targetType

## Target Type

### Summary

Identifies the type of entity related to the entity or records being described.

### Description and Usage

An optional attribute of <relation> that specifies the type of entity that is related to the entity or records being described. Use the attribute @targetTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @targetType.

### Data Type

token

[Table of Contents](#)

# @targetTypeEncoding

## Target Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of related entity.

### Description and Usage

@targetTypeEncoding specifies the authoritative source or rules for values supplied in @targetType within <relation>. If the value "EASList" is selected, @targetType will be expected with the values "corporateBody", "family", "function", "group", "instantiation", "mechanism", "person", "place", "position", "record", "recordSet", "recordPart", or "resource". If the value "otherTargetTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherTargetTypeEncoding

[Table of Contents](#)

# @unit

## Unit

### Summary

Defines a unit of measurement to go along with the value provided.

### Description and Usage

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

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# @unitDateType

## Unit Date Type

### Summary

Identifies the type of date expressed in `<unitDate>`.

### Description and Usage

Use @unitDateType with `<unitDate>` to specify the nature of the dates mentioned, e.g. "bulk" or "inclusive". Use the attribute @unitDateTypeEncoding in `<control>` to identify the list of authoritative terms that can be used as values of @unitDateType.

### Data Type

token

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# @unitDateTypeEncoding

## Unit Date Type Encoding

### Summary

Specifies the authoritative source or rules for values used to identify the type of date expressed.

### Description and Usage

@unitDateTypeEncoding specifies the authoritative source or rules for values supplied in @unitDateType within <unitDate>. If the value "EASList" is selected, @unitDateType will be expected with the values "bulk" or "inclusive". If the value "otherUnitDateTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

### Values

EASList, otherUnitDateTypeEncoding

[Table of Contents](#)

# @valueURI

## Value URI

### Summary

An attribute for including a URI identifying the resource to be used as the element's value.

### Description and Usage

Use the optional @valueURI attribute to provide the URI identifying the authority resource to be used as the element's content. Available in all elements that can contain any type of entity.

### Data Type

anyURI

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# @vocabularySource

## Vocabulary Source

### Summary

An attribute for identifying a vocabulary that is the source of the element's value.

### Description and Usage

Use the optional attribute to provide a name or title of the authority or vocabulary source of the element's content given in @valueURI. Available in all elements that can contain any type of entity.

### Data Type

token

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# @vocabularySourceURI

## Vocabulary Source URI

### Summary

An optional attribute for including a URI identifying the vocabulary source for the element's value.

### Description and Usage

Use the optional attribute to provide the URI of the authority or vocabulary source given in @vocabularySource. Available in all elements that can contain any type of entity.

### Data Type

anyURI

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