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Element List

Introduction

This page has an Introduction, a Brief Element Set Table, and a Full Element Set Table that includes a key to the fields within a table.

Purpose

This element set identifies the elements that compose a submission agreement (both a regular and standing submission agreement). The element set will likely evolve over the course of developing the submission agreement XML schema. This document has not yet received a careful edit so typos surely abound. This element set is illustrated in part by the accompanying case study.

Brief Element List Table

Element Category	Element	Form type	SSA	RSA
Submission Agreement Management	Submission Agreement ID	Auto - not on form	R	R
	Submission Agreement Type	Auto - not on form	R	R
History	activation	Inherit from SSA	O	O
	producerEndorsement	Automatically generated when the "submit to DCA" button is pressed. (There will be 3 buttons, Submit to DCA, Save Draft, Cancel)	O	R
	archiveEndorsement	Post-process DCA entry - not on form	R	R
	Expiration	Post-process DCA entry - not on form	O	O
Audit	Created	Auto or post-process DCA entry - not on form	R	R
	Edited	Auto or post-process DCA entry - not on form	O	O

	Committed	Auto or post-process DCA entry - not on form	O	O
	Expired	Auto or post-process DCA entry - not on form	O	O
Archive	Archive ID	Auto - not on form	R	R
	Warrant to Collect	Inherit from SSA	O	O
Ingest Project Management	Accession Number	Post-process DCA entry - not on form	N	O
	Activity Log Number	Post-process DCA entry - not on form	O	O
	Survey Report ID	Post-process DCA entry - not on form	O	O
Producer	Records Creator Records	Inherit from SSA	R	R
	Records Producer	Inherit from SSA	R	R
	Recordkeeping System	drop down list	O	O
Records	General Records Description	Text	O	R
	Record Type Record	Inherit from SSA	R	R
	Format Type	Drop-down list	O	R
	Date Span	Date fields	N	R
	Extent	"value" attribute will be limited by numeric digits and "units" attribute will be a drop down list	N	R
	Copyright	Inherit from SSA	R	R
	Access	Inherit from SSA	R	R
	Arrangement and Naming Scheme	text with popup	O	O
	Retention Period	Inherit from SSA	O	O
Producer to Archive	SIP Creation	Check boxes	N	R
	SIP Transfer	Check box	N	R

	Transfer Date	Post-process DCA entry - not on form	N	R
Archival Management	SIP to AIP	Post-process DCA entry - not on form	N	O
	Archival Description Standard	Post-process DCA entry - not on form	O	O
	Respect de Fonds	Post-process DCA entry - not on form	O	O

Full Element List Table

Field Key

Element Category

Groupings or categories of elements. This category exists to help project staff and contractors think about the submission agreement elements. The Element Categories do not have any significance in a submission agreement and do not need to be conveyed in the submission agreement XML schema.

Element

The names of the elements that compose a submission agreement.

Description & Purpose

A free-text general description of an element.

Properties

Information about the nature and qualities of an element along with the nature and quality of the data that is in an element. This field has sub-elements (listed below)

R/O
Required or *Optional*

All/Some
All or *Some*
All = The data in the element MUST refer to *all* the records in an Ingest Project covered by the submission agreement
Some = The data in the element MUST refer to *all* or *some* of the records in an Ingest Project covered by the submission agreement

Repeatable
Yes or *No*.
Is the element repeatable?

Ref Rule DB/Inline
Ref Rule DB and/or *Inline*.
Ref Rule DB = The data in the element references an external rule.
Inline = The data in the element does *not* reference an external rule. All information is contained within the data in the element.

Data Content

A general description of the data in the element. This a very abbreviated data content standard statement.
Free Text or *Text Controlled* or *alpa-numeric string local* or *alpa-numeric string standard* or *date string*
Free Text = Free text sentences or paragraph
Text Controlled = A textual title that is from a controlled vocabulary.
alpha-numeric string local = An alpha-numeric code that has local (archive) significance. *For example*: j2008.024
alpha-numeric string standard = An alpha-numeric code that uses a national or international standard like an ISBN number.
date string = A date or date span.

Implementation Notes Column

Notes about implementing this element in a standing and regular submission agreement along with implementation examples. See Standing vs Regular Submission Agreements for more details.

Regular Notes about implementing the element in a regular submission agreement.

Regular Example An example of element data in a regular submission agreement. This example is illustrative only and is not meant to define a data content rule.

Standing Notes about implementing the element in a standing submission agreement.

Standing Example An example of element data in a standing submission agreement. This example is illustrative only and is not meant to define a data content rule.

Concerns

1. Applying information in an element within a submission agreement to some but not all of the records covered by a submission agreement. For more details on this issue, see Case Study One.
2. The difference between Standing and Regular submission agreements. For more details on this issue, see Standing vs Regular Submission Agreements.
3. It appears that all elements that are *Some* in the **All/Some** subfield are by definition *Repeatable*. However, all elements that are *All* in the **All/Some** subfield are not necessarily not *Repeatable*.
4. Currently there is *not* an element in the element table for indicating if a submission agreement is standing or regular. But obviously this characteristic of a submission agreement needs to be indicated somehow.
5. Currently there is *not* an element in the element table that explicitly delineates separate series within a single ingest project, as illustrated in Case Study One. This needs to be delineated somehow, but its not clear if this needs to be addressed by an element within the XML schema or if some other solution is appropriate.

Element Category	Element	Description & Purpose	Schema Properties	Data Content Rules & Examples	General Notes
Submission Agreement Management	Submission Agreement ID	Provides a local unique identifier for each submission agreement.	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** No **Ref Rule DB/ Inline** Inline	**Type** alpha-numeric string local **Rules/Notes** TBD **Enforcement Location(s)** Local implementation **SSA Example** SSA0001 or SSA2009.001 **RSA Example** RSA0001 or RSA2009.001	

	Submission Agreement Type	Identifies a submission agreement as a Standing Submission Agreement (SSA) or a Regular Submission Agreement (RSA).	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** No **Ref Rule DB/ Inline** Inline	**Type** alpha-numeric string local **Rules/Notes** TBD **Enforcement Location(s)** Schema **Schema Rules** Standing Submission Agreement *or* Regular Submission Agreement **SSA Example** Standing Submission Agreement **RSA Example** Regular Submission Agreement	
History	Activation	The date that the Standing Submission Agreement goes into effect	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** No **Ref Rule DB/ Inline** Inline	Rules/Notes 1. Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY Enforcement Location(s) Schema Schema Rules YYYY-MM-DD SSA Example 2009-10-23 RSA Example 2009-10-23	Activation element. What is it used for?
	producerEndorsement	The date that a producer endorses a submission agreement.	**SSA R/O/N** Optional **RSA R/O/N** Required **Repeatable** Yes (But only if a producer and archive endorse a submission agreement on different days) **ExRef/Inline** Inline	Rules/Notes 1. Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY Enforcement Location(s) Schema Schema Rules YYYY-MM-DD SSA Example 2009-10-23 RSA Example 2009-10-23		

	archivesEndorsement	The date that the archive endorses a submission agreement.	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** Yes (But only if a producer and archive endorse a submission agreement on different days) **ExRef/Inline** Inline	**Type** Date String **Rules/Notes** *1.* Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY **Enforcement Location(s)** Schema **Schema Rules** YYYY-MM-DD **SSA Example** 2009-10-23 **RSA Example** 2009-10-23	
	Expiration	Date the agreement expires	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** No **ExRef/Inline** Inline	**Type** Date String **Rules/Notes** *1.* Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY **Enforcement Location(s)** Schema **Schema Rules** YYYY-MM-DD **SSA Example** 2009-10-23 **RSA Example** 2009-10-23	
Audit	Created	The date the record was first created	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** No **ExRef/Inline** Inline	**Type** Date String **Rules/Notes** *1.* Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY **Enforcement Location(s)** Schema **Schema Rules** YYYY-MM-DD **SSA Example**	The date the first draft is created Is this the same as activiation?

				2009-10-23 **RSA Example** 2009-10-23	
	Edited	Each date that an edit takes place	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** Inline	**Type** Date String **Rules/Notes** *1.* Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY **Enforcement Location(s)** Schema **Schema Rules** YYYY-MM-DD **SSA Example** 2009-10-23 **RSA Example** 2009-10-23	
	Commited	The date it is ingested into FEDORA?	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** No **ExRef/Inline** Inline	**Type** Date String **Rules/Notes** *1.* Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY **Enforcement Location(s)** Schema **Schema Rules** YYYY-MM-DD **SSA Example** 2009-10-23 **RSA Example** 2009-10-23	Do we want this to be the date it is ingested? Is this for something else?
	Expired		**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** No **ExRef/Inline** Inline	**Type** Date String **Rules/Notes** *1.* Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY **Enforcement Location(s)** Schema **Schema Rules**	Is this redundant?

				YYYY-MM-DD **SSA Example** 2009-10-23 **RSA Example** 2009-10-23	
Archive	Archive ID	Clearly identifies the archive with full official name.	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** No **ExRef/Inline** Inline : exref if EAG is available	**Type** Text Controlled **Rules/Notes** *1.* There may be a nationally recognized way to identify an archive. See Describing Archives: A Content Standard (DACS). 2.2 Name and Location of Repository Element. *2.* An archive may want to hard-code this data when implementing submission agreements since the data should be the same for all of its submission agreements. *3.* Data may be an external reference if Encoded Archival Guide is available to create records about archival institutions **Enforcement Location(s)** Local Implementation **SSA Example** Digital Collections and Archives, Tufts University **RSA Example** Digital Collections and Archives, Tufts University	
	Warrant to Collect	Identifies policies, charters, charges,	**SSA R/O/N** Optional **RSA R/O/N** Optional	**Type** Text Controlled **Rules/Notes**	May need a way to separate access points.

		or other documents that give the archive the authority to accession, manage, and preserve the records in the ingest project.	**Repeatable** Yes **ExRef/Inline** ExRef	**1.** Data will normally be the formal title of the authorizing document. Data might also include the location of the document. **2.** Multiple documents may authorize an archive to collect records (hence this being a repeatable field), although that will be a relatively rare occurrence. **Enforcement Location(s)** Local Implementation **SSA Example** University Records Policy, http://dca.tufts.edu/?pid=19 **RSA Example** University Records Policy, http://dca.tufts.edu/?pid=19	example.xml has "University Records Policy" and the url for this document. What would be the best way to do this? Separate attributes for name of document and url?
Ingest Project Management	Accession Number	Creates a unique identifier for individual ingest projects of archival materials being transferred to an archive.	**SSA R/O/N** Null **RSA R/O/N** Optional **Repeatable** No **ExRef/Inline** ExRef	**Type** alpha-numeric string local **Rules/Notes** *Notes* *1.* An archive may be able to use its Submission Agreement IDs as its accession number and not have the need for a separate accession number id system. However, an archive might also not have a submission agreement for	

				every single accession of records, particularly for small or surprise accessions. *2.* An accession number usually references an accession log or database. **Enforcement Location(s)** Local Enforcement **SSA Example** NA **RSA Example** 2010.024	
	Activity Log Number	An archive may log its activities with records creators, creating log activities for records surveys, transfers, advice, etc.	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** ExRef	**Type** alpha-numeric string local **Rules/Notes** *1.* An archive may track its interactions with producers and records creators. Not all of these interactions directly involve an ingest project, but an archive may want to track the interaction(s) that are somehow connected to the ingest project covered by the submission agreement. *2.* An activity log number usually references an activity log or database. **Enforcement Location(s)** Local Enforcement **SSA Example** j2010.085	

				RSA Example j2010.085	
	Survey Report ID	A survey report is a document that the archive writes giving an assessment of the records held by a records creator before the records are transferred to the archive.	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** ExRef	**Type** alpha-numeric string local **Rules/Notes** *1.* An archive sometimes writes a survey report (or multiple reports) of the records involved in an ingest project and it may want to associate that report with the records it accessions. *2.* Often an archive will associate a survey report with an Activity Log Number, which would normally eliminate the need for using this element. **Enforcement Location(s)** Local Enforcement **SSA Example** SR2010.011 **RSA Example** SR2010.011	
Producer	Records Creator Records	An (at least locally) authoritative record identifying and describing a records creator (either an organization, a sub-unit within an organization like a department, an individual, or a family).	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** Yes **ExRef/Inline** ExRef or Inline	**Type** alpha-numeric string local or Text Controlled **Rules/Notes** *1.* A submission agreement must reference a records creator, either referencing a separate object (separate database) representing the records creator, or internally containing the	Producer / Creator attribute needs to be addressed in Schema.

				name of the records creator if no such external object (database) exists. *2.* Ideally an archive would have a database of records creator records that a submission agreement can reference. However, many archives do not have such a database so the submission agreement must then at a minimum clearly identify the records creator(s) involved in the ingest project. *3.* In the context of submission agreements, most records creators will have the status of being a *producer*, the entity that transfers the records to the archive, but this is not always the case. See "Producer" in the [Glossary]for more details. **Enforcement Location(s)** Local Enforcement **SSA Example** RC0034 or Department of Widget Science, Tufts University **RSA Example** RC0034 or Department of Widget	

			SSA R/O/N	Science, Tufts University	
	Record Producer	Representing the Department or individual with the authority to transfer the records. This is often but not always the same as the records creator	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** Yes **ExRef/Inline** ExRef or Inline	**Type** alpha-nume. ric string local or Text Controlled **Rules/Notes** *1.* A submission agreement must reference a records creator, either referencing a separate object (separate database) representing the records creator, or internally containing the name of the records creator if no such external object (database) exists. *2.* Ideally an archive would have a database of records creator records that a submission agreement can reference. However, many archives do not have such a database so the submission agreement must then at a minimum clearly identify the records creator(s) involved in the ingest project. *3.* In the context of submission agreements, most records creators will have the status of being a *producer*, the entity that	

				transfers the records to the archive, but this is not always the case. See "Producer" in the Glossary for more details. **Enforcement Location(s)** Local Enforcement **SSA Example** RC0034 or Department of Widget Science, Tufts University **RSA Example** RC0034 or Department of Widget Science, Tufts University	
	Recordkeeping System	An (at least locally) authoritative record identifying and describing a recordkeeping system.	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** ExRef or Inline	**Type** alpha-numeric string local or Text Controlled **Rules/Notes** *1.* Few archives currently describe recordkeeping systems but this is becoming an emerging need. *For example*: Tufts has six registrars offices that all use the same student information system. So student records come from different offices and producers but from the same recordkeeping environment. The archive may need a way to structurally describe this difference in	

				a submission agreement. **2.** The need for this element might be eliminated if recordkeeping system becomes a class or type within the record creator record. **Enforcement Location(s)** Local Enforcement **SSA Example** RKS009 or Student Information System, Tufts University **RSA Example** RKS009 or Student Information System, Tufts University	
Records	General Records Description	A submission agreement must have a brief description that provides a narrative description of the circumstances, records creator, and the records covered by the submission agreement as a whole.	**SSA R/O/N** Optional **RSA R/O/N** Required **All/Some** All **Repeatable** No **ExRef/Inline** Inline	**Type** Free text **Rules/Notes** **1.** An archive may want to map this directly into the scope and content note in its archives management database system. **2.** data will usually be one to five or so sentences long, a paragraph essentially. **Enforcement Location(s)** Local Enforcement **SSA Example** Blah blah blah this is descriptive text. **RSA Example** Blah blah blah this is	

				descriptive text.	
	Record Type Record	An (at least locally) authoritative record identifying and describing types, or categories, of records. A submission agreement may identify the record type(s) of the records covered in a submission agreement.	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** No **ExRef/Inline** ExRef or Inline	**Type** Alpha-numeric string local or Text Controlled **Rules/Notes** ***1.*** A submission agreement should reference a record type record, either referencing a separate object (separate database) representing the record type, or internally containing the name of the records type if no such external object (database) exists. ***2.*** Often this external database will take the form of a records retention schedule. **Enforcement Location(s)** Local Enforcement **SSA Example** 910 Meeting Minutes and Agenda, http://dca.tufts.edu/?pid=63#rs910 **RSA Example** 910 Meeting Minutes and Agenda, http://dca.tufts.edu/?pid=63#rs910	Should we isolate the URL? See warrant to collect
	Format Type	The format of the records covered in a submission agreement	**SSA R/O/N** Optional **RSA R/O/N** Required **Repeatable** Yes **ExRef/Inline**	**Type** Text Controlled or alpha-numeric string local or alpha-numeric string standard	We will need to link the "format type" to the "extent" in some way. The way it is now you

			ExRef or Inline	**Rules** **1.** A submission agreement must identify the format of the records in an ingest project, ideally referencing a local separate database (real database, registry, or simple list) of formats or an external nationally or internationally recognized format registry. **2.** If such a local formats database does not exist, the archive must name the formats in the submission agreement even if it does not reference an external database, registry or document. **Enforcement Location(s)** Local Enforcement **SSA Example** PDF/A **RSA Example** PDF/A	could have these lines below and have no way of understanding which format goes with which extent. <formatType>PDF/A</formatType> <formatType>box</formatType> <extent value="12" units="cu. ft."/> <extent value="1" units="mb"/>
	Date Span	The data span of the records records covered by the submission agreement.	**SSA R/O/N** Null **RSA R/O/N** Required **Repeatable** Yes **ExRef/Inline** Inline	**Type** Date string **Rules/Notes** **1.** Use a recognized date standard, such as ISO 8601. YYYY-MM-DD YYYY-MM YYYY **Enforcement Location(s)** Schema **Schema Rule** YYYY-MM-DD or YYYY-MM	

				or YYYY **SSA Example** NA **RSA Example** 1995-12	
	Extent	The amount or number of records covered by the submission agreement	**SSA R/O/N** Null **RSA R/O/N** Required **R/O** Required **Repeatable** Yes **ExRef/Inline** Inline	**Type** See Rules/ Notes **Rules/Notes** *1.* For paper records, extent is usually expressed in linear feet, cubic feet, or number of boxes. For electronic records, extent is usually expressed in byte size or number of files or number of media objects. *2.* Extent data usually has a numeric value and then a unit of measure. **Enforcement Location(s)** Local Enforcement **SSA Example** NA **RSA Example** 12 cu. ft. or 6 record center boxes or 55 MB or 324 files or 7 CDs	We will need to link the "format type" to the "extent" in some way. The way it is now you could have these lines below and have no way of understanding which format goes with which extent. <formatType>PDF/ A</ formatType> <formatType>box</ formatType> <extent value="12" units="cu. ft."/> <extent value="1" units="mb"/>
	Copyright	Copyright status usually identifies the copyright owner of the records covered by a submission agreement. It may include or reference a licensing agreement or terms of use between the copyright holder and	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** Yes **ExRef/Inline** ExRef or Inline	**Type** Free Text or Text Controlled **Rules/Notes** *1.* Ideally, the identification of the copyright holder will reference an external record creator object (see the Record Creator Records element). In	Should we isolate the URL? See warrant to collect

		the archive. The copyright status may also identify the copyright date and the date the copyright is scheduled to expire.		practice many archives will only have a clearly identifiable name in the submission agreement that does not reference an external object or database. **2.** Data about a licensing agreement may be fully embedded into a submission agreement or a reference to an external document. Because many agreements are so complex and long, they will usually be external documents. **Enforcement Location(s)** Local Enforcement **SSA Example** Copyright holder: Allen Anderson. Licensing Agreement with Archive: See Anderson-DCA_copyrightlicense_2008-12-12.pdf. **RSA Example** Copyright holder: Allen Anderson. Licensing Agreement with Archive: See Anderson-DCA_copyrightlicense_2008-12-12.pdf.	
	Access	Access rights define who can see what records covered in the submission agreement when. Access restrictions may include dates of when	**SSA R/O/N** Required **RSA R/O/N** Required **Repeatable** Yes **ExRef/Inline** ExRef or Inline	**Type** Free Text or Text String **Rules/Notes** **1.** Many archive will reference access categories that are part of its local policies.	Should we isolate the URL? See warrant to collect

		restrictions are scheduled to end.		**2.** Some archives will embed the access restrictions entirely within a submission agreement without a reference to an external document. **3.** Some archives will include dates for the expected lifting of access restrictions. **Enforcement Location(s)** Local Enforcement **SSA Example** Category 3: General University Records, Closed 20 years from records creation. http://dca.tufts.edu/?pid=17. **RSA Example** Category 3: General University Records, Closed 20 years from records creation. http://dca.tufts.edu/?pid=17.	
	Arrangement and Naming Scheme	An arrangement and/or naming scheme created by the records creator that the archive is going to continue to associate with the records covered in the submission agreement.	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** ExRef or Inline	**Type** Free Text **Rules/Notes** **1.** An archive may put this naming or arrangement scheme entirely within a submission agreement. An archive may also refer to an external document	

				that has the naming or arrangement scheme. **Enforcement Location(s)** Local Enforcement **SSA Example** Department of Widget Science naming scheme at Widget_namingscheme.doc. **RSA Example** Department of Widget Science naming scheme at Widget_namingscheme.doc.	
	Retention Period	The retention period declares how long the archive must preserve the records covered in a submission agreement.	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** Inline	**Type** Free Text **Rules/Notes** *1.* Retention periods are either expressed as a time period or an event plus a time period. *2.* Retention periods should also express the disposition of the records: what happens to the records at the end of the retention schedule. *3.* Retention periods should also indicate who has the authority to execute the disposition of the records. *4.* Most records an archive collects are going to have a permanent retention period. **Enforcement Location(s)** Local Enforcement **SSA Example** Retain Close of Grant	

				Project + 7 Years, then confidentially destroy. Director of the Archive and Professor John Johnson, Department of Widget Science review records before executing disposition. **RSA Example** Retain Close of Grant Project + 7 Years, then confidentially destroy. Director of the Archive and Professor John Johnson, Department of Widget Science review records before executing disposition.	
Producer to Archive	SIP Creation	This details how the records creator will prepare the records covered in the submission agreement. See the Glossaryfor more information on SIPs.	**SSA R/O/N** Null **RSA R/O/N** Required **Repeatable** Yes **ExRef/Inline** Inline	**Type** Text **Rules/Notes** *1.* An archive wants to be able to control how it receives records and be able to plan for what it receives. *2.* Components of a SIP can include: a) the format of records; b) the packaging of the records (put the paper records in a records center box); c) the metadata associated with the records; d) the method of transferring the records to the archive. *3.* Data in this element	

				ranges from being very regularized, detailed, and extensive to being informal and brief. **Enforcement Location(s)** Local Enforcement **SSA Example** NA **RSA Example** Transfer 100 image files as tifs along with inventory and descriptive metadata; place files in electronic dropbox at http://foo. (A very abbreviated example.)	
	SIP Transfer	This details how the records creator will transfer the records covered in the submission agreement to the archives. See the [Glossary](#)for more information on SIPs.	**SSA R/O/N** Null **RSA R/O/N** Required **Repeatable** Yes **ExRef/Inline** Inline	Type: Text **Rules/Notes** *1.* An archive wants to be able to control how it receives records and be able to plan for what it receives. *2.* Components of a SIP can include: a) the format of records; b) the packaging of the records (put the paper records in a records center box); c) the metadata associated with the records; d) the method of transferring the records to the archive. *3.* Data in this element ranges from being very regularized, detailed, and extensive to	

				being informal and brief. **Enforcement Location(s)** Local Enforcement **SSA Example** NA **RSA Example** Transfer 100 image files as tifs along with inventory and descriptive metadata; place files in electronic dropbox at http://foo. (A very abbreviated example.)	
	Transfer Date	This indicates the date a producer actually transferred records to an archive.	**SSA R/O/N** Null **RSA R/O/N** Required **Repeatable** No **ExRef/Inline** Inline	**Type** Date String **Rules/Notes** *1.* Use a recognized date standard, such as ISO 8601. YYYY-MM-DD **Enforcement Location(s)** Schema **Schema Rules** YYYY-MM-DD **SSA Example** NA **RSA Example** 2009-10-23	
Archival Management	SIP to AIP	This details what the archive will do with the records covered in the submission agreement when it receives them from the producer. See the Glossary for more information on AIPs.	**SSA R/O/N** Null **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** Inline	**Type** Free Text **Rules/Notes** *1.* An archive may want to document how it transforms its SIPs to AIPs to a) facilitate an operation that is transparent to the producer b) support the semi-automation of its management and preservation of the records it	

				receives from producers. ***2.*** Components of a SIP to AIP can include: a) migration of records from one format to another; b) creation of derivative datastreams; c) associated metadata. ***3.*** Data in this element range from being very regularized, detailed, and extensive to being informal and brief. **Enforcement Location(s)** Local Enforcement **SSA Example** NA **RSA Example** Maintain tifs, create full and thumbnail datastreams. (A very abbreviated example.)	
	Archival Description Standard	The descriptive standards the archive will use to describe the records covered by the submission agreement.	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** ExRef or Inline	**Type** Text Controlled **Rules/Notes** ***1.*** An archive may list the name of archival descriptive standard without making a reference to any external resource. But an archive may choose to reference an external resource, usually a website with the official version of the standard.	

				2. An archive may use multiple descriptive standards on a set of records. **Enforcement Location(s)** Local Enforcement **SSA Example** Encoded Archival Description (EAD). http://www.loc.gov/ead/. **RSA Example** Encoded Archival Description (EAD). http://www.loc.gov/ead/.	
	Respect de Fonds	The archival collection or fonds (the intellectual home) the records covered by the ingest project will belong to when the archive manages the record.	**SSA R/O/N** Optional **RSA R/O/N** Optional **Repeatable** Yes **ExRef/Inline** ExRef	**Type** alpha-numeric string local **Rules/Notes** **1.** Normally a set of records covered by a submission agreement will be associated with a single archival collection. But on occasion, an archive will associate portions of a set of records to multiple collections. **2.** The data will always reference the archival collection or fonds record in the archive's archival management database system or other database. **Enforcement Location(s)** Local Enforcement **SSA Example**	

				UA041 Department of Widget Science records **RSA Example** UA041 Department of Widget Science records	