

TAPER: Tufts Accessioning Program for Electronic Records : Submission Agreement Builder UI and content

This page last changed on Aug 13, 2009 by [kferra02](#).

Fields (elements) Exposed to End User

Element Name	UI prompt	Content
History - Activation	Activation Date for the Standing Submission Argeeement	Inherit from SSA
Warrant to Collect	Documents that give the archive the authority to accession, manage, and preserve the records	Inherit from SSA
Records Creator Records	Creator of the Records	Inherit from SSA
Records Producer	Person or Group authorized to transfer the records to the archives	Inherit from SSA
Record Keeping System	Storage system for the records prior to the transfer to the archives	Drop-down list: <ul style="list-style-type: none">• not applicable
General Records Description	Transfer Notes (Please provide a narrative describing the records, the records creator and any special considerations for these records)	Large text block
Record Type Record	Type of Records	Inherit from SSA
Format Type	Format of the record (Check all that apply)	Check-box list: <ul style="list-style-type: none">• paper• photographic prints• artifacts• analog media (ie. tapes, video)• digital media (ie. CD / DVD, thumb drives, etc.)• Direct data upload to dropbox
Date Span	Date Span of the records	Beginning year and ending year (year only)
Extent - Value	Number of Units _____	Numeric Digits only
Extent - Units	Type of unit _____	Drop-down box (Both extent attributes are repeatable. We'll need a button to add more extents field "Click button if you have more units to transfer" and another set of value and unit fields will appear) <ul style="list-style-type: none">• box• cd

		<ul style="list-style-type: none"> • dvd • directory • file • other
Copyright	Copyright and Licensing agreement	Inherit from SAA
Access	Access Restrictions	Inherit from SAA
Arrangement and Naming Scheme	Arrangement, organizational and/or naming system implemented by the records creator (ex. chronological, alphabetical)	Text with popup <ul style="list-style-type: none"> • alphabetical • chronological • subject • Library of Congress
Retention Period	Retention Period	Inherit from SSA
SIP Creation and Transfer	How have the records been prepared for transfer? (Check all that apply)	Check Box <ul style="list-style-type: none"> • Label Box • Label Folders • Burn or copy to media • Create Inventory
SIP Transfer drop box URL	Do you have electronic files to deposit permanently to the archives at this time? (yes /no)	Link to drop box inherited from the SSA.

All other elements will only be available (visible) through the DCA view.