



*Committee on Best Practices and Standards / Sub-committee on archival description*  
*Comité des normes et des bonnes pratiques / Sous-comité des normes de description*

## **Relationships in archival descriptive systems**

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## 1. Introduction

Integral to the functionality of an archival descriptive system is its capacity to represent, document and preserve relationships between archival entities. Identification, description and documentation of these relationships are essential to preserve the meaning, the evidential value, the context and the accessibility of archival materials through time.

All entities in an archival descriptive system can be connected using relationships. These relationships can be created between the same type of archival entities (for example between two corporate bodies to indicate a previous and subsequent relationship) and between different types of archival entities (for example between a series and the function that produced it).

For creating relationships between the same type of archival entities, refer to the relevant chapters in ISAAR(CPF) and ISDF<sup>1</sup>.

## 2. Descriptive elements for relationships

Descriptions of creators, of functions performed by the creators and of archival holders are created primarily to document the context of creation. To make this documentation useful it is necessary to link the authority records to descriptions of records. Thus, it is possible to link authority records to archival descriptions, authority records to descriptions of functions and descriptions of functions to archival descriptions. It is important to describe the specific nature of the relationship(s).

Archival authority records, descriptions of functions and archival descriptions can also be linked to other relevant information resources, external to and not covered by an archival descriptive system. When such links are made it is important to describe the nature of the relationship, as far as it is known.

The following descriptive elements are available to establish links between archival entities and between archival entities and other information resources. Record relevant information as a free text narrative and/or as structured text as specified in the elements below and/or links to the resources.

### 2.1. Identifier of related entities or resources

*Purpose:*

To identify uniquely and persistently the related archival entity and/or resource and enable the linking.

*Rule:*

Record the unique and persistent reference code/identifier and/or the title/authorised form of name of the related archival entity/resource. Use international and/or national standards and rules for establishing this code/identifier. If the related resource has more than one code, the relationship should be established with the international code/identifier.

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<sup>1</sup> Sections 5.3.

## 2.2. Nature of relationship

### *Purpose:*

To identify the general category of relationship between the archival entity and the related archival entity/resource.

### *Rule:*

Record a general category into which the relationship being described falls. Use general categories prescribed by international and/or national standards, rules and/or conventions, namely (but not restricted at):

- For the relationships between corporate bodies, persons or families and archival materials
  - Creator of/created by.
  - Author of/authored by.
  - Custodian of/held by.
  - Owner of/owned by.
  - Controller of/controlled by.
  - Copyright owner of/copyright owned.
  - Subject of/concern.
- For the relationships between corporate bodies, persons or families and functions:
  - Controller of/controlled by.
  - Owner of/owned by.
  - Performer of/performed by.
- For the relationships between functions and archival materials
  - Creator of/created by.
  - Subject of/concern.
  - Controller of/controlled by.

Record in the Rules and/or conventions element (XXX) any classification scheme used as a source of controlled vocabulary terms to describe the relationship.

If appropriate, a narrative description of the history and/or nature of the relationship may be provided.

For relationships between a function and a corporate body, person or family, record information on how the corporate body, person or family performs the function, e.g. completely, partially, according to the legislation or to the mandate; for relationships between an institution with archival holdings and archival materials, apply the classification scheme and/or criterion adopted by that institution.

## 2.3. Dates of relationship

### *Purpose:*

To indicate the single date, inclusive dates or approximate dates of the relationship.

### *Rule:*

Record the single date, inclusive dates or approximate dates of the relationship.

### 3. Diagrams

The following diagrams shall provide visual support and representation of the relationships between ICA descriptive standards and archival entities represented by their descriptions. These diagrams do not include all the possible relationships but only those relevant for the purpose of the compendium..

The diagram 1 represents the relationships between the four ICA standards. ISAD(G) contains elements for describing both the content and the context of records and it is possible to create archival descriptions simply using ISAD(G). However, it is possible and suitable to create a more complete, efficient and flexible archival descriptive system where the archival entities are described separately, using ISAD(G), ISAAR(CPF), ISDF and ISDIAH.

The diagram 2 represents the relationships between archival entities.

### 4. Examples of relationships

#### 4.1. Example of relationships between a series, a corporate body, a function and an institution with archival holdings

##### MANDATORY ELEMENTS

Reference code(s)	FRAD063_1895W
Title	Recensement général de l'agriculture et enquêtes associées
Date(s)	1979-1988 <i>1979/1988 (ISO 8601)</i>
Level of description	Série organique
Extent and medium	10 mètres linéaires

##### RELATIONSHIPS AREA

Relationship 1 with a corporate body (created by)

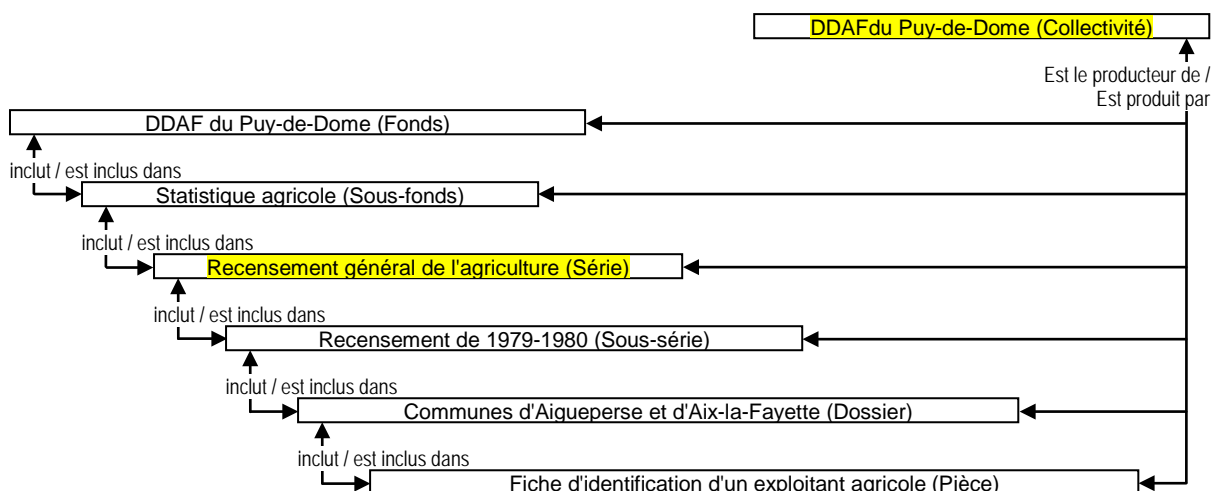
Identifiant/Name	Nature/Description	Date
FRAD063_000000100 Puy-de-Dôme. Direction départementale de l'agriculture et de la forêt (collectivité)	Est produite par  <i>La série organique "Recensement général de l'agriculture et enquêtes associées" a été produite par la Direction départementale de l'agriculture et de la forêt</i>	1979-1988 <i>1979/1988 (ISO 8601)</i>

## Relationship 2 with a function (created by)

Identifiant/Name	Nature/Description	Date
FRAD063_000000200 Statistiques agricoles (fonction)	Résulte de  <i>La série organique "Recensement général de l'agriculture et enquêtes associées" résulte de l'exercice de la fonction "Statistiques agricoles" par la Direction départementale de l'agriculture et de la forêt</i>	1979-1988 <i>1979/1988 (ISO 8601)</i>

## Relationship 3 with an institution with archival holdings (held by)

Identifiant/Name	Nature/Description	Date
FRAD063_000000300 Archives départementales du Puy-de-Dôme (institution de conservation)	Est conservée par  <i>La série organique "Recensement général de l'agriculture et enquêtes associées" a été versée aux Archives départementales du Puy-de-Dôme en 2000</i>	2000- <i>2000/9999 (ISO 8601)</i>



## 4.2. Example of relationships between a function and corporate bodies

### MANDATORY ELEMENTS

Type	Fonction
Authorized form(s) of name	Police de l'eau
Description identifier	FRSIAF_000000001

## RELATIONSHIPS AREA

### Relationship 1 with a corporate body (performed by)

Identifiant/Name	Nature/Description	Date
FRSIAF_000000002 Mission interministérielle de l'eau (collectivité)	Est exercée par  <i>La Mission interministérielle de l'eau examine les questions nécessitant une concertation entre différents ministères dans le domaine de l'eau.</i>	1968- <i>1968/9999 (ISO 8601)</i>

### Relationship 2 with a corporate body (performed by)

Identifiant/Name	Nature/Description	Date
FRSIAF_000000003 Directions régionales de l'environnement, de l'aménagement et du logement (groupe de collectivités)	Est exercée par  <i>Les directions régionales de l'environnement, de l'aménagement et du logement coordonnent la police de l'eau au niveau régional</i>	2009- <i>2009/9999 (ISO 8601)</i>

### Relationship 3 with a corporate body (performed by)

Identifiant/Name	Nature/Description	Date
FRSIAF_000000004 Directions départementales des territoires (groupe de collectivités)	Est exercée par  <i>Les Directions départementales des territoires ont pour mission de mettre en œuvre la politique nationale de l'eau à l'échelle des départements.</i>	2009- <i>2009/9999 (ISO 8601)</i>

### Relationship 4 with an external resource (subject of)

Identifiant/Name	Nature/Description	Date
FRBNF42120005 Police de l'eau : rapport d'activité pour l'année 2008 du Ministère de l'écologie, de l'énergie, du développement durable et de l'aménagement du territoire, du logement et de la nature	<i>Est le sujet de</i>	2008

### 4.3. Example of relationships between a series, a corporate body, a function and an institution with archival holdings

#### MANDATORY ELEMENTS

Reference code(s)	ES UPNA 30.00
Title	Expedientes de personal investigador en formación
Date(s)	1987- 1987/9999 ( <i>ISO 8601</i> )
Level of description	Serie documental
Extent and medium	4 kilómetros/lineales

#### RELATIONSHIPS AREA

Relationship 1 with a corporate body (created by)

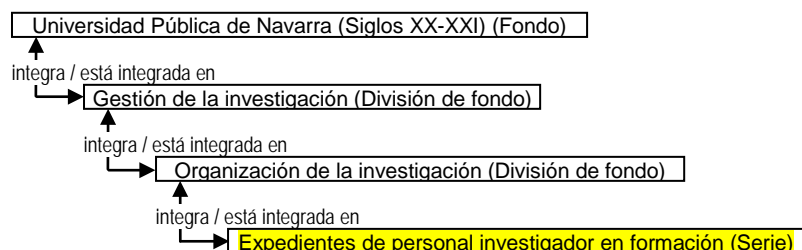
Identifier/Name	Nature/Description	Date
ES UPNA L100 Universidad Pública de Navarra (Institución)	Es producida por  La serie documental “Expedientes de personal investigador en formación” es producida por la Universidad Pública de Navarra.	1987-1987/9 999 ( <i>ISO 8601</i> )

Relationship 2 with a function (created by)

Identifier/Name	Nature/Description	Date
ES UPNA 3.00 Gestión de la Investigación (Función)	Testimonia  La serie documental “Expedientes de personal investigador en formación” es producto de la realización de la Función “Gestión de la Investigación”	1987-1987/9 999 ( <i>ISO 8601</i> )

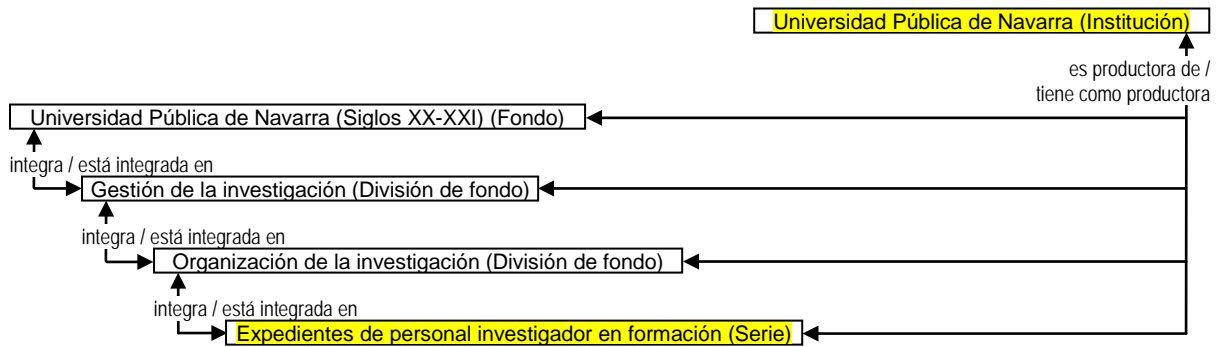
Relationship 3 with an institution with archival holdings (held by)

Identifier/Name	Nature/Description	Date
ES UPNA Archivo de la Universidad Pública de Navarra (Custodio)	Es custodiada por  El Archivo de la Universidad Pública de Navarra es el servicio responsable de la custodia y gestión de la Serie documental “Expedientes de personal investigador en formación”	1990-1990/9 999 ( <i>ISO 8601</i> )

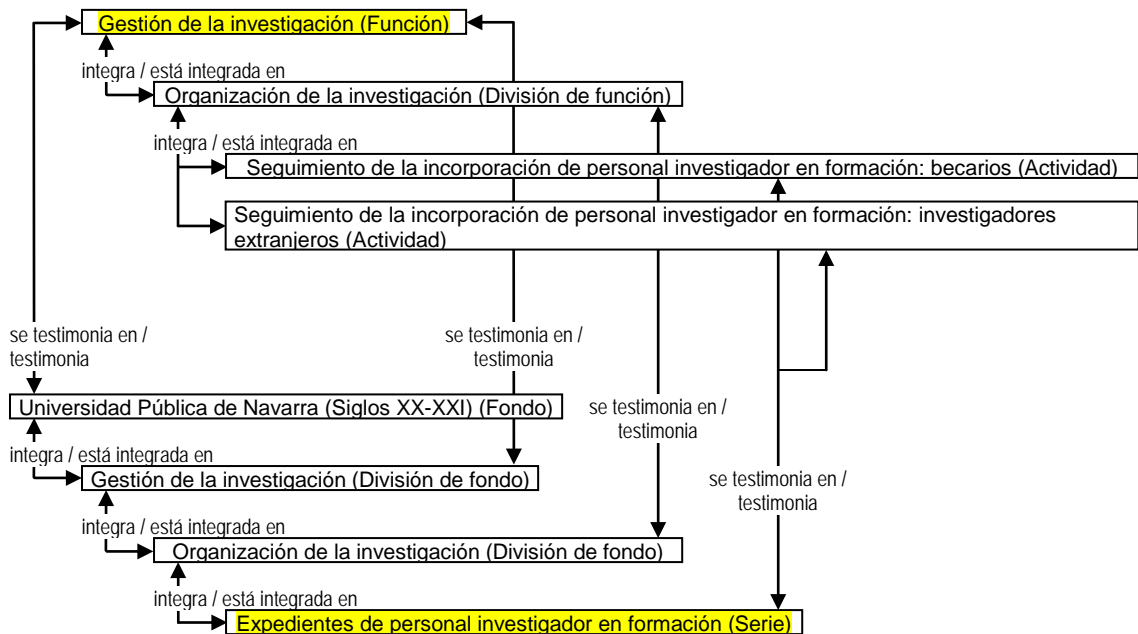




### Relationship 1 with a corporate body (created by)



### Relationship 2 with a function (created by)



### Relationship 3 with an institution with archival holdings (held by)

