

# Archeion Authority Record Policy

Approved by Motion 15/2023, effective June 1, 2023.

Policy will be reviewed annually.

If you have any questions or feedback about this policy, please contact the Archeion Coordinator at [archeion@aao-archivists.ca](mailto:archeion@aao-archivists.ca).

## PURPOSE

This policy<sup>1</sup> outlines the minimum requirements for authority records in Archeion effective June 1, 2023. This policy applies to Archeion authority records created after June 1, 2023 and is intended to guide contributing Archeion institutions in working toward standardisation for authority record entries in Archeion. Existing authority records created before June 1, 2023, are not required to be modified by Archeion institutions.

Archeion authority records can be accessed at <https://www.archeion.ca/actor/browse>. Standardisation and common formatting of authority records improves navigation and information retrieval within Archeion. The International Council on Archives (ICA) defines an authority record as "The authorized form of name combined with other information elements that identify and describe the named entity and may also point to other related authority records."<sup>2</sup>

For each required field, please consult the ICA's [International Standard Archival Authority Record For Corporate Bodies, Persons and Families, 2nd edition](#), for further instruction. The corresponding rule from ISAAR (CPF) for each field identified as mandatory or recommended within this policy is provided in brackets for reference.

This policy directly contributes to the Archives Association of Ontario's goal of promoting professional standards, procedures, and practices among archival repositories.

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<sup>1</sup> This document is adapted from the University of Toronto's Discover Archives Policy documents and [Access to Memory Authority Record documentation](#) from Artefactual Systems.

<sup>2</sup> ISAAR(CPF): *International Standard Archival Authority Record for Corporate Bodies, Persons and Families* Memorix Archive. (n.d.). Retrieved April 5, 2023, from [https://archives.memorix.nl/standards/ISAAR\(CPF\)](https://archives.memorix.nl/standards/ISAAR(CPF))

## **Identity area**

### **Type of entity (ISAAR 5.1.1) - Mandatory**

Choose the type of entity (Person, Corporate body or Family) that is being described in the authority records. **This field must be entered.**

### **Authorized name (ISAAR 5.1.2) - Mandatory**

Record the current, standardized form of the name for the entity in the authority record in accordance with institutional, national, or international conventions or rules.

If in doubt, use lastname, firstname convention.

Do not create multiple authority records for the same authority record entity.

**Important: though ISAAR 5.1.2 allows for dates in this field, please do not record dates of existence (birth year/deceased year) in brackets in this field - this is because the authorized form of name entered in this field will become the permanent URL for the authority record in Archeion.**

### **Parallel form(s) of name (ISAAR 5.1.3) - Recommended**

### **Standardized form(s) of name according to other rules (ISAAR 5.1.4) - Recommended**

### **Other form(s) of name (ISAAR 5.1.5) - Recommended**

Record parallel, other standardized form, or other forms of name for the entity in the authority record in accordance with the ISAAR instructions. This can include acronyms or former names (for corporate bodies). It is ok to include dates in these names. This field can be searched so it is helpful to include other known forms of names of a person, corporate body, or family.

## **Description area**

### **Dates of existence (ISAAR 5.2.1) - Recommended**

Record the date of existence for the entity being described.

### **History (ISAAR 5.2.2) - Recommended**

Record the administrative history or biographical history of the creator(s). This information is entered in the creator(s) authority record and automatically links to the Archeion archival description when the name of the creator is added.

This information will form the Administrative history / Biographical history for your description.

## **Control Area**

### **Authority record identifier (ISAAR 5.4.1) - Recommended**

If the authorized form of the name is taken from an authority records database, record the unique identifier of the authority record. Otherwise leave the field blank.

**Important: it is suggested you use VIAF permalink url as the identifier when available. AtOM can use this identifier to flag duplicate authority records.**

Example:

<https://www.archeion.ca/international-union-of-mine-mill-and-smelter-workers-local-598>

External authority record identifier: <http://viaf.org/viaf/122703343>

### **Maintaining repository (ISAAR 5.4.2) - Mandatory**

Select from the auto-populate dropdown menu the repository that oversees the authority record. Additional [instructions](#) can be found in the Artefactual AtOM documentation.

Use the dropdown - do not manually type the repository's name because manually typing in the repository's name in this field could result in a duplicate repository record being created.

If more than one repository manages an authority record, decide by consensus which repository should be responsible for maintaining it. Record in the Maintenance Notes the names of other institutions.

Example of a shared Archeion authority record:

<https://www.archeion.ca/international-union-of-mine-mill-and-smelter-workers-local-598>

It is recommended to contact the other repositories sharing the authority record when making updates.

**Sources (ISAAR 5.4.8) - Optional**

Include additional URLs related to the authority record here, including other external identifiers for the authority (such as LCNAF or Wikidata).

**Maintenance Notes (ISAAR 5.4.9) - Optional**

If two or more repositories are responsible for creating, maintaining and modifying and authority records, record the repositor(y/ies) name(s) here, along with any other maintenance notes.