

APPENDIX A:

SUMMARY OF ELEMENT AND SUB-ELEMENT OBLIGATIONS

Element Name	Obligation	Sub-element Name (where applicable)	Sub-element Obligation (where applicable)
1. Identity Information Section			
1.1 Repository	Mandatory		
1.2 Accession Identifier	Mandatory		
1.3 Other Identifiers	Optional	1.3.1 Other Identifier Type	Mandatory when using Element 1.3
		1.3.2 Other Identifier Value	Mandatory when using Element 1.3
		1.3.3 Other Identifier Note	Optional
1.4 Accession Title	Mandatory		
1.5 Archival Unit	Mandatory		
1.6 Acquisition Method	Mandatory		
1.7 Disposition Authority	Conditional		
2. Source Information Section			
2.1 Source of Material	Mandatory	2.1.1 Source Type	Optional
		2.1.2 Source Name	Mandatory
		2.1.3 Source Contact Information	Mandatory
		2.1.4 Source Role	Mandatory
		2.1.5 Source Note	Optional
2.2 Custodial History	Optional		

Element Name	Obligation	Sub-element Name (where applicable)	Sub-element Obligation (where applicable)
3. Materials Information Section			
3.1 Date of Material	Mandatory		
3.2 Extent Statement	Mandatory	3.2.1 Extent Statement Type	Mandatory
		3.2.2 Number and Type of Units	Mandatory
		3.2.3 Extent Note	Optional
3.3 Scope and Content	Mandatory		
3.4 Language of Material	Mandatory		
4. Management Information Section			
4.1 Storage Location	Mandatory		
4.2 Rights Statement	Mandatory	4.2.1 Rights Statement Type	Mandatory
		4.2.2 Rights Statement Value	Mandatory
		4.2.3 Rights Statement Note	Optional
4.3 Material Assessment	Mandatory	4.3.1 Material Assessment Type	Mandatory
		4.3.2 Material Assessment Value	Mandatory
		4.3.3 Material Assessment Action Plan	Optional
		4.3.4 Material Assessment Note	Optional
4.4 Appraisal Statement	Optional	4.4.1 Appraisal Type	Mandatory when using Element 4.4
		4.4.2 Appraisal Value	Mandatory when using Element 4.4
		4.4.3 Appraisal Note	Optional
4.5 Associated Documentation	Optional	4.5.1 Associated Documentation Type	Mandatory when using Element 4.5
		4.5.2 Associated Documentation Title	Mandatory when using Element 4.5
		4.5.3 Associated Documentation Note	Optional

Element Name	Obligation	Sub-element Name (where applicable)	Sub-element Obligation (where applicable)
5. Event Information Section			
5.1 Event Statement	Mandatory	5.1.1 Event Type	Mandatory
		5.1.2 Event Date	Mandatory
		5.1.3 Event Agent	Mandatory
		5.1.4 Event Note	Optional
6. General Information Section			
6.1 General Note	Optional		
7. Control Information Section			
7.1 Rules of Conventions	Optional		
7.2 Level of Detail	Optional		
7.3 Date of Creation or Revision	Mandatory	7.3.1 Action Type	Mandatory
		7.3.2 Action Date	Mandatory
		7.3.3 Action Agent	Mandatory
		7.3.4 Action Note	Optional
7.4 Language of Accession Record	Optional		