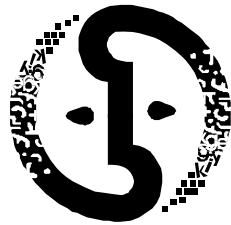


**INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES**



ISDF

International Standard for Describing Functions

First Edition

Prepared by

The ICA Committee on Best Practices and Professional Standards – Adopted Dresden, 2-4 May 2007

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PREFACE

- P1.** A working document was developed by a group of the Committee on Best Practices and Professional Standards (ICA/CBPS). The group was established during the meeting of the provisional Section of Professional Standards and Best Practices in Bern, Switzerland, June, 2005.
- P2.** Recognition of the importance of functions in the creation context of records led the group to propose the development of an international standard for the description of functions in archival information systems. In carrying out the development of this standard, the group drew upon models of functional description and analysis currently being applied in archives and records management in Australia, Canada, Switzerland, the United Kingdom and the United States as well as international work that has been done by the International Organization for Standardization (ISO) such as ISO 15489 International Standard on Records Management (2001) and ISO 23081 International Standard on Records management processes -- Metadata for records (2006-2007). The group completed a first draft document which was discussed, amended, and extended at its meeting in Paris in May 2006. This draft was circulated to the international archival community for comment. Comments received during this worldwide review were taken into account at a plenary of the Committee on Best Practices and Professional Standards held in Dresden in May 2007. The current document is the result of this process.

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The ICA Committee on Best Practices and Professional Standards (ICA/CBPS) gratefully acknowledges the sponsorship of its plenary meetings by the following institutions:

Direction des Archives de France (Paris, France)
Sächsisches Staatsarchiv (Dresden, Deutschland)

Without their substantial contributions, both financial and in facilities and logistics for organizing the meetings, the development of this standard would not have been possible.

1. SCOPE AND PURPOSE

- 1.1 This standard provides guidance for preparing descriptions of functions of corporate bodies associated with the creation and maintenance of archives.
- 1.2 The term “function” is used throughout this standard to include not only function but also any of the subdivisions of a function such as subfunction, business process, activity, task, transaction or other term in international, national or local usage. The standard may be used to describe a function or any of these subdivisions.
- 1.3 Analysis of the functions of corporate bodies is important as the basis for many recordkeeping activities. Functions are recognised as generally being more stable than administrative structures, which are often amalgamated or devolved when restructuring takes place. Functions are therefore well suited to act as:
 - a basis for the arrangement, classification and description of records
 - a basis for the appraisal of records
 - a tool for the retrieval and analysis of records.
- 1.4 Description of functions plays a vital role in explaining the provenance of records. Descriptions of functions can help place records more securely in the context of their creation and use. They can help explain how and why records were created and subsequently used, the purpose or function within an organisation which the records were designed to fulfil, and how records fitted in with and related to other records produced by the same organisation.
- 1.5 Descriptions of functions may be used:
 - a. to describe functions as units within an archival descriptive system
 - b. to control the creation and use of access points in archival descriptions
 - c. to document relationships between different functions and between those functions and the corporate bodies which performed them and the records to which they gave rise.
- 1.6 Descriptions of functions are intended to complement and supplement descriptions of records created in accordance with ISAD(G) and authority records created in accordance with ISAAR(CPF). Keeping information on functions separate both from descriptions of records and authority records means less repetition of information and allows for the construction of flexible archival descriptive systems.

2. RELATED STANDARDS AND GUIDELINES

Note: This list includes the dates of relevant standards as they existed at the time of finalization of the 1st edition of the standard in 2008. Future readers are encouraged to refer to the latest version of each standard.

ISAD(G) - *General International Standard Archival Description*, 2nd ed., Madrid: International Council on Archives, 2000.

ISAAR(CPF) – *International Standard Archival Authority Record for Corporate Bodies, Persons and Families*, 2nd ed, Vienna : International Council on Archives, 2004.

ISO 639-2 - *Codes for the representation of names of languages, Alpha-3 code*, Geneva: International Standards Organization, 1998.

ISO 999 - *Information and documentation - Guidelines for the content, organization and presentation of indexes*, Geneva: International Standards Organization, 1996.

ISO 2788 - *Documentation - Guidelines for the establishment and development of monolingual thesauri*, Geneva: International Standards Organization, 1986.

ISO 3166 - *Codes for the representation of names of countries*, Geneva: International Standards Organization, 1997.

ISO 5963 - *Documentation - Methods for examining documents, determining their subjects, and selecting indexing terms*, Geneva: International Standards Organization, 1985.

ISO 5964 - *Documentation - Guidelines for the establishment and development of multilingual thesauri*, Geneva: International Standards Organization, 1985.

ISO 8601 - *Data elements and interchange formats - Information interchange - Representation of dates and times*, 2nd ed., Geneva: International Standards Organization, 2000.

ISO 15489 - *Information and documentation - Records management, parts 1 and 2*, Geneva: International Standards Organization, 2001.

ISO 15511 – *Information and documentation – International standard identifier for libraries and related organizations*, Geneva: International Standards Organization, 2003.

ISO 15924 - *Codes for the representation of names of scripts*, Geneva: International Standards Organization, 2001.

ISO 23081 – *Information and documentation -- Records management processes -- Metadata for records, parts 1 and 2*, Geneva: International Standards Organization, 2006-2007.

3. GLOSSARY OF TERMS AND DEFINITIONS

The following glossary forms an integral part of this standard. The terms are defined in the context of the rules.

Archival description. The creation of an accurate representation of a unit of description and its component parts, if any, by capturing, analyzing, organizing and recording information that serves to identify, manage, locate and explain archival materials and the context and records systems which produced them. This term also describes the products of the process.

Authority record. The authorised form of name combined with other information elements that identify and describe the named entity and may also point to other related authority records.

Corporate body. An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Also includes an individual acting in a corporate capacity.

Creator. Any entity (corporate body, family or person) that created, accumulated and/or maintained records in the conduct of personal or corporate activity.

Function. Any high level purpose, responsibility or task assigned to the accountability agenda of a corporate body by legislation, policy or mandate. Functions may be decomposed into sets of co-ordinated operations such as subfunctions, business processes, activities, tasks or transactions.

Provenance. The relationships between records and the organizations or individuals that created, accumulated and/or maintained and used them in the conduct of personal or corporate activity. Provenance is also the relationship between records and the functions which produced them.

Record. Information in any form or medium, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs.

4. STRUCTURE AND USE OF THE STANDARD

- 4.1 This standard determines the type of information that could be included in descriptions of functions and provides guidance on how such descriptions may be deployed in an archival information system. The content of the information elements included in the descriptions will be determined by the conventions and/or rules that the archival institution follows.
- 4.2 This standard consists of information elements, each of which contains:
- a. the name of the element of description;
 - b. a statement of purpose for the element of description;
 - c. a statement of the rule (or rules) applicable to the element; and
 - d. where applicable, examples illustrating implementation of the rule.
- 4.3 Paragraphs are numbered and are given for citation purposes only. These numbers should not be used to designate elements of description or to prescribe the order or structure of descriptive resources.
- 4.4 The elements of description are organised into four information areas:
1. Identity Area
(where information is conveyed which uniquely identifies the function and which defines a standardized access point)
 2. Context Area
(where information is conveyed about the nature and context of the function)
 3. Relationships Area
(where relationships with other functions are recorded and described)
 4. Control Area
(where the description of a function is uniquely identified and information is recorded on how, when and by which agency the description was created and maintained)
- 4.5 This standard also provides in Chapter 6 guidelines for linking descriptions of functions to authority records that describe records creators and to descriptions of archives. Note that a given description may be linked to as many authority records and/or descriptions of archives as required.
- 4.6 The appendix provides full examples of descriptions of functions compiled in accordance with this standard. See also 4.10.
- 4.7 All the elements covered by these rules are available for use, but the following three elements are essential:
- Type (element 5.1.1)
 - Authorised form(s) of name (element 5.1.2); and
 - Function description identifier (element 5.4.1).

- 4.8 The nature of the function and the requirements of the particular system or network within which the preparer of a description works will determine which of the optional elements of description are used in a given description of a function, and whether these elements are presented in a narrative and/or a structured format.
- 4.9 Many of the descriptive elements in a description of a function established in accordance with the present standard will be used as access points. Rules and conventions for standardising access points may be developed nationally or separately for each language. Vocabularies and conventions to be used in creating or selecting the data content for these elements may also be developed nationally or separately for each language.
- 4.10 Examples provided throughout the standard are illustrative and not prescriptive. They illuminate the provisions of the rules to which they are attached, rather than extend those provisions. Do not take the examples, or the form in which they are presented as instructions. To clarify the context, each example is followed by an indication in italic of the name of the agency that supplied the example. Further explanatory notes may follow, also in italic, preceded by the word *Note*.
- 4.11 This standard is intended to be used in conjunction with *ISAD(G) - General International Standard Archival Description*, 2nd edition, *ISAAR(CPF) – International Standard Archival Authority Record for Corporate Bodies, Persons and Families*, 2nd edition, , and with national archival descriptive standards. When these standards are used together within the context of an archival descriptive system or network, descriptions of functions will be linked to descriptions of archives and to authority records, and vice versa. See Chapter 6 for guidance on how these links may be created.
- 4.12 This standard is intended to be used in conjunction with national standards and conventions. For example, archivists may be guided by national standards when deciding which elements may or may not be repeatable.
- 4.13 This standard addresses only part of the conditions needed to support the exchange of information about functions. Successful automated exchange of information about functions over computer networks is dependent upon the adoption of a suitable communication format by the repositories involved in the exchange. This standard is intended to be used as the basis for a development of communication and/or data exchange formats, such as XML DTDs and/or schemas.

5. ELEMENTS OF A FUNCTION DESCRIPTION

5.1 IDENTITY AREA

5.1.1 Type

Purpose:

To indicate whether the description is a function or one of its subdivisions.

Rule:

Specify whether the description is a function or one of its subdivisions, in accordance with national or international terminology.

Examples:

Subfunction

Business process

Activity

Task

Transaction

5.1.2 Authorised form(s) of name

Purpose:

To establish an authorised access point that uniquely identifies the function.

Rule:

Record the authorised name of the function.. Use the territorial or administrative scope of the function, the name of the institution which performed the function and other qualifiers as appropriate to distinguish the function from other functions with similar names. This element is to be used in conjunction with the Function description identifier element (5.4.1).

Examples:

Student registration, Trinity College, Glasgow
United Kingdom, University of Glasgow

Environmental impact assessment
Australia, Australian Governments' Interactive Functions Thesaurus - AGIFT

Gestion des allocataires du revenu minimum d'insertion
France, Direction des Archives de France

Behandlung von Rekursen gegen Entscheide der Schätzungskommission
Switzerland, Schweizerisches Bundesarchiv

5.1.3 Parallel form(s) of name

Purpose:

To indicate the various forms in which the authorized form(s) of name occurs in other

languages or script forms.

Rule:

Record the parallel form(s) of name in accordance with any relevant national or international conventions or rules applied by the agency that created the description, including any necessary subelements and/or qualifiers required by those conventions or rules. Specify in the Rules and/or conventions used element (5.4.3.) which rules have been applied.

5.1.4 Other form(s) of name

Purpose:

To indicate any other names of the function.

Rule:

Record any other names of the function.

Examples:

Enrolment

Matriculation

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

Career development

Personal management

Staff development

Staffing

Australia, Australian Governments' Interactive Functions Thesaurus – AGIFT

Note: For the activity Human resources development

5.1.5 Classification

Purpose:

To classify the function according to a classification scheme.

Rule:

Record any term and/or code from a function classification scheme. Record the classification scheme used in the element Rules and/or conventions used (5.4.3).

Examples:

734:0 Elektrische Schwach- und Starkstromanlagen / Elektrizität

734:00 Allgemeine Bestimmungen

734:00-001 Erlass von Vorschriften für Erstellung und Betrieb von Schwachstromanlagen
und Starkstromanlagen

Switzerland, Schweizerisches Bundesarchiv

5.2 CONTEXT AREA

5.2.1 Dates

Purpose:

To identify the date or range of dates of the function.

Rule:

Provide a date or date span, which covers the dates when the function was started and when it finished. If a function is ongoing, no end date is needed.

Examples:

1857-1935

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

1988-...

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

01.02.1903 – 31.12.1931

Switzerland, Schweizerisches Bundesarchiv

Note: For the function Behandlung von Rekursen gegen Entscheide der Schätzungskommission

5.2.2 Description

Purpose:

To provide information about the purpose of the function.

Rule:

Record a narrative description of the purpose of the function.

Examples:

The registration of students on the College's taught and research programmes.

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

Providing and coordinating programs for the prevention, diagnosis and treatment of disease or injury. Developing policy to support the provision of health care services and medical research. Administering regulatory schemes for health care products and pharmaceuticals.

Australia, Australian Governments' Interactive Functions Thesaurus - AGIFT

Note: For the function Health care

Le Revenu minimum d'insertion (RMI) est une allocation française gérée par les conseils généraux et versée par les caisses d'allocations familiales (CAF) ou la mutualité sociale agricole (MSA), aux personnes en âge de travailler, sans ressources ou ayant des ressources inférieures à un plafond fixé par décret.

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

5.2.3 History

Purpose:

To provide a concise history of the function.

Rule:

Record in narrative form or as a chronology the history of the performance of the function. This may include information on how and why the function was performed, the roles played by office bearers, departments, organisations and other entities in the performance of the function and how this may have changed over time. Wherever possible, supply dates as an integral component of the description.

Examples:

A student had to produce various certificates before he could be enrolled at the College. These certificates included a diploma or degree certificate or class tickets, a certificate from his local presbytery showing he had passed its examinations, a certificate of character from the minister of the congregation he attended and, up until 1901 an examination board certificate showing he had passed the College entrance examination. Before enrolment, he also had to matriculate. By resolution of the Senate in November 1857, the Librarian was charged with handling matriculations. The student's details were recorded in a register which served jointly as a matriculation record and a library register. The student also had to pay a prescribed matriculation fee, initially set at 10 shillings, to the Treasurer. Students had to matriculate each year of their course. Following matriculation, the Clerk of Senate examined the various certificates and drew up, presumably using the information in the matriculation albums, a roll of all the matriculated and enrolled students for the coming session. Students were grouped by year of study and the amounts of any bursaries they had been awarded were also recorded. This list was submitted to the Senate and recorded in the minutes between October and December.

Following the union of the College and the Faculty of Divinity at Glasgow University in 1935, all students of the College henceforth matriculated at the University.

United Kingdom, University of Glasgow

Note: For the activity description: Student registration, Trinity College, Glasgow

Le RMI vit le jour à Besançon en 1968 sous l'appellation « Minimum social garanti ». Des initiatives locales testèrent le principe, comme à Rennes sous le nom de Complément local de ressources, expérience conduite sur plusieurs années et qui contribua beaucoup aux dispositions légales suivantes. La loi n° 88-1088 du 1er décembre 1988 instituant le RMI, fut appliquée à partir du 15 décembre 1988.

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

5.2.4 Legislation**Purpose:**

To identify the legal basis of the function.

Rule:

Record any law, directive or charter which creates, amends or curtails the function.

Examples:

La loi du 18 décembre 2003 modifie les modalités de gestion du RMI. Elle transfère notamment la responsabilité du pilotage du dispositif aux conseils généraux.

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

Art. 52

BG vom 24. Juni 1902 betr. Die elektrischen Schwach- und Starkstromanlagen (Elektrizitätsgesetz)

Fundstelle: AS 1902-1903 259

Inkrafttreten: 01.02.1903

Aufhebung: -

Gültig: 01.02.1903-

Switzerland, Schweizerisches Bundesarchiv

Note: For the function Behandlung von Entschädigungsansprüchen

5.3 RELATIONSHIPS AREA

5.3.1 Authorised form of name/Identifier of the related function

Purpose:

To provide the authorised form of name and any unique identifier of the related function.

Rule:

Record the authorised form of name and any unique identifier of the related function.

5.3.2 Category of relationship

Purpose:

To identify the general category of relationship between the function and the related function.

Rule:

Record a general category into which the relationship falls. Use general categories prescribed by national rules and/or conventions or one of the following four categories:

- **hierarchical** (e.g. function/activity; activity/function)

A hierarchical relationship is the relationship between a function and any of its subdivisions such as subfunctions, processes, activities, tasks or transactions.

temporal (earlier to later or vice versa)

A temporal relationship is one in which one function succeeds another. In turn, it may be succeeded by another function.

- **associative**

An associative relationship is a general category for relationships not covered by either of the above.

Record in the Rules and/or conventions element (5.4.3) the typology used to describe the relationship.

5.3.3 Description of relationship

Purpose:

To provide a specific description of the nature of the relationship.

Rule:

Record a precise description of the nature of the relationship between the function and the related function.

5.3.4 Dates of relationship

Purpose:

To indicate the dates of duration of the relationship of the function with the related function.

Rule:

Record when relevant the beginning date of the relationship and, when relevant, the end date of the relationship. Specify in the Rules and/or conventions element (5.4.3) any systems of dating used, e.g. ISO 8601.

Examples:

5.3.1 Authorised form of name/Identifier of the related function	Student administration, Trinity College, Glasgow (C0507-F003)
5.3.2 Category of relationship	Hierarchical
5.3.3 Description of relationship	Student registration was one of the activities performed to fulfil the function of student administration.
5.3.4 Dates of relationship	1857-1935

5.3.1 Authorised form of name/Identifier of the related function	Student registration, University of Glasgow (C0740-F003-008)
5.3.2 Category of relationship	Temporal
5.3.3 Description of relationship	Following the union of the College and the Faculty of Divinity at Glasgow University in 1935, all students of the College henceforth matriculated at the University.
5.3.4 Dates of relationship	1935

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

5.3.1 Authorised form of name/Identifier of the related function	Aide sociale
5.3.2 Category of relationship	Relation hiérarchique
5.3.3 Description of relationship	La gestion des allocataires du revenu minimum d'insertion est une des composantes de la fonction « aide sociale ».

5.3.4 Dates of relationship

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

5.4 CONTROL AREA

5.4.1 Function description identifier

Purpose:

To identify the function description uniquely within the context in which it will be used.

Rule:

Record a unique description identifier in accordance with local and/or national conventions. If the description is to be used internationally, record the code of the country in which the description was created in accordance with the latest version of ISO 3166 *Codes for the representation of names of countries*. Where the creator of the description is an international organisation, give the organisational identifier in place of the country code.

Examples:

GB 0248/C0507-F003-008

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

FR/DAF/0000000020

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

CH-BAR#Kompetenzen#1#1*

Switzerland, Schweizerisches Bundesarchiv

Examples of country codes

AU	Australia
CA	Canada
ES	Spain
FR	France
GB	United Kingdom
MY	Malaysia
SE	Sweden
US	United States

5.4.2 Institution identifiers

Purpose:

To identify the agency(ies) responsible for the description.

Rule:

Record the full authorised form of name(s) of agency(ies) responsible for creating, modifying or disseminating the description or, alternatively, record a recognized code for the agency.

Examples:

FR/DAF

Direction des Archives de France

5.4.3 Rules and/or conventions used

Purpose:

To identify the national or international conventions or rules applied in creating the description.

Rule:

Record the names and where useful the editions or publication dates of the conventions or rules applied.

Examples:

ISDF – *Norme internationale pour la description des fonctions*, 1^{re} édition, Conseil international des Archives, 2008.

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

Ordnungs- und Verzeichnungsgrundsätze des Schweizerischen Bundesarchivs vom [Datum]

Switzerland, Schweizerisches Bundesarchiv

5.4.4 Status

Purpose:

To indicate the drafting status of the description so that users can understand the current status of the description.

Rule:

Record the current status of the description, indicating whether it is a draft, finalized and/or revised or deleted.

Examples:

Final

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

Notice validée

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

5.4.5 Level of detail

Purpose:

To indicate whether the description applies a minimal, partial or a full level of detail.

Rule:

Indicate whether the description consists of a minimal, partial or full level of detail in accordance with international and/or national guidelines and/or rules. In the absence of national guidelines or rules, minimum records are those that consist only of the three essential elements of an ISDF compliant record (see 4.7), while full records are those that convey information for all relevant ISDF elements of description.

Examples:

Full

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

Notice complète

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

5.4.6 Dates of creation, revision or deletion

Purpose:

To indicate when this description was created, revised or deleted.

Rule:

Record the date the description was created and the dates of any revisions to the description.

Examples:

Date of creation: 2006-10-19

Date of revision: 2007-05-03

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

Date de création: 2007-05-11

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

5.4.7 Language(s) and script(s)*Purpose:*

To indicate the language(s) and/or script(s) used to describe the function.

Rule:

Record the language(s) and/or script(s) of the description.

Examples:

English: eng

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

français : fr

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

5.4.8 Sources*Purpose:*

To indicate the sources consulted in describing the function.

Rule:

Record the sources consulted in establishing the function description.

Examples:

College Calendar of the Free Church of Scotland

College Calendar of the United Free Church of Scotland

College Calendar of the Church of Scotland

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

Site Vie-publique.fr (<http://www.vie-publique.fr/>), consulté en mars 2007

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

Swiss Federal Archives Archival Information System AIS: Modul Aktenpläne Ordnungssystem qSR.

Switzerland, Schweizerisches Bundesarchiv

5.4.9 Maintenance notes*Purpose:*

To document the creation of and changes to the description.

Rule:

Record notes pertinent to the creation and maintenance of the description.

Examples:

Description prepared by Victoria Peters, Glasgow University Archive Services

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

Notice rédigée par Claire Sibille (Direction des Archives de France)

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

Beziehung zu einer anderen Kompetenz:01.02.2005 Hans von Rütte

Switzerland, Schweizerisches Bundesarchiv

6. RELATING FUNCTIONS TO CORPORATE BODIES, ARCHIVAL MATERIALS AND OTHER RESOURCES

An understanding of the functions of corporate bodies is essential for a full understanding of the provenance of records. Records have a fundamental relationship with functions. They are the direct outcome of the fulfilment of functions. Furthermore, whilst the relationships between records and corporate bodies can fluctuate over time as the administrative or organisational structure of a corporate body changes, the relationships between records and functions remain constant. An archival descriptive system which includes descriptions of functions in addition to descriptions of record creators and records will therefore provide a much richer account of the provenance of those records.

Function descriptions may be created as one component of an archival descriptive system. To make these descriptions useful it is necessary to link them to descriptions of corporate bodies and records. Descriptions of functions can also be linked to other information resources. When such linkages are made it is important to describe the nature of the relationship between the function and the linked resource. This section provides guidance on how such linkages can be created in the context of an archival descriptive system. Use the three elements below to create a link to a description of a corporate body, a record or any other information resource. The three elements may be reused to create any number of such links. See Appendix A for a pictorial representation of the possible relationships of functions with other resources.

6.1 Identifier and authorised name/title of related resource

Purpose:

To identify uniquely the related resource and enable the linking of the function description to the related resource.

Rule:

Record the unique identifier/reference code and the title of the related resource.

6.2 Nature of relationship

Purpose:

To identify the nature of the relationship between the function and the related resource.

Rule:

Express the nature of the relationship between the function and the related resource.

For relationships with corporate bodies, record information on how the corporate body performs the function, e.g. completely, partially, according to legislation, according to mandate.

6.3 Dates of relationship

Purpose:

To indicate the dates of duration of the relationship between the function and the related resource.

Rule:

Record, when relevant, the start and the end date of the relationship.

Examples:

Relationship 1		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	Trinity College, Glasgow
	<i>Identifier</i>	C0507
6.2 Nature of relationship		Student registration was one of the activities carried out at Trinity College to fulfil its function of student administration.
6.3 Dates of relationship		1857-1935
Relationship 2		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	Trinity College, Glasgow Librarian
	<i>Identifier</i>	C2581
6.2 Nature of relationship		The Librarian was charged with handling student registration.
6.3 Dates of relationship		1857-1935
Relationship 3		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	Trinity College, Glasgow Treasurer
	<i>Identifier</i>	C2582
6.2 Nature of relationship		The Treasurer was charged with receiving matriculation fees.
6.3 Dates of relationship		1857-1935
Relationship 4		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	Trinity College, Glasgow Clerk of Senate
	<i>Identifier</i>	C2583
6.2 Nature of relationship		The Clerk of Senate was charged with drawing up rolls of all matriculated and enrolled students for the coming session.
6.3 Dates of relationship		1857-1935
Relationship 5		
6.1 Identifier and/or authorised name/title	<i>Title</i>	Senate minutes
	<i>Identifier</i>	GB 0248 DC 84/1/1
6.2 Nature of relationship		Archival series The minutes include annual lists of all matriculated students between 1860 and 1901. From 1902 a statistical summary only is included.
6.3 Dates of relationship		1857-1907
Relationship 6		
6.1 Identifier and/or authorised name/title	<i>Title</i>	Scroll or draft Senate minutes

	<i>Identifier</i>	GB 0248 DC 84/1/2/1-3
6.2 Nature of relationship		Archival series The scroll minutes occasionally include annual statistical summaries of matriculated students.
6.3 Dates of relationship		1857-1935
Relationship 7		
6.1 Identifier and/or authorised name/title	<i>Title</i>	Library/matriculation albums
	<i>Identifier</i>	
6.2 Nature of relationship		Archival series The albums recorded the details of all matriculating students.
6.3 Dates of relationship		1858-1935

United Kingdom, University of Glasgow

Note: For the activity Student registration, Trinity College, Glasgow

Relationship 1		
6.1 6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	Conseils généraux
	<i>Identifier</i>	
6.2 Nature of relationship		Depuis le 1 ^{er} janvier 2004, l'État a confié aux départements la gestion complète de l'insertion, le RMI, et d'un nouveau dispositif, le RMA, Revenu Minimum d'Activité. Le département devient l'interlocuteur unique local social (RMI, personnes âgées, personnes handicapées, protection de l'enfance).
6.3 Dates of relationship		2004 -...
Relationship 2		
6.1 6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	Caisses d'allocations familiales
	<i>Identifier</i>	
6.2 Nature of relationship		Les Caisses d'allocations familiales ou les caisses de mutualité sociale agricole versent le RMI, après l'accord d'ouverture de droits des présidents des conseils généraux.
6.3 Dates of relationship		
Relationship 3		
6.1 6.1 Identifier and/or authorised name/title	<i>Title</i>	Caisses de mutualité sociale agricole

	<i>Identifier</i>	
6.2 Nature of relationship		Les Caisses d'allocations familiales ou les caisses de mutualité sociale agricole versent le RMI, après l'accord d'ouverture de droits des présidents des conseils généraux.
6.3 Dates of relationship		
<i>Relationship 4</i>		
6.1 6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	Versement du Conseil général des Bouches du Rhône (services d'action sanitaire et sociale)
	<i>Identifier</i>	FRAD013/1955 W
6.2 Nature of relationship		
6.3 Dates of relationship		

France, Direction des Archives de France

Note: For the activity Gestion des allocataires du revenu minimum d'insertion

**APPENDIX A: REPRESENTATION OF THE RELATIONSHIPS OF
FUNCTIONS WITH CORPORATE BODIES AND ARCHIVAL
RESOURCES**

APPENDIX B: FULL EXAMPLES

Examples provided are illustrative and not prescriptive. They illuminate possible applications or renderings of the rules. Do not take the examples, or the form in which they are presented here as instructions. The rules in this Standard specify the data inputs into a description of a function, not the output or presentation formats for that information, for which there are an infinite variety of possible approaches, all of which may be correct in accordance with the rules.

Please note that additional full examples of ISDF-compliant descriptions can be found on the ICA website at: <http://www.ica.org>

Example 1 – Activity description

Language of description: English (United Kingdom)

5.1 IDENTITY AREA		
5.1.1 Type		Activity
5.1.2 Authorised form(s) of name		Alumni communication management, University of Glasgow
5.1.3 Parallel form(s) of name		
5.1.4 Other form(s) of name		
5.1.5 Classification		
5.2 CONTEXT AREA		
5.2.1 Dates		1868- ...
	<i>ISO 8601</i>	1868/9999
5.2.2 Description		The management of the University's communications with its alumni.
5.2.3 History		From 1868, when the membership of the University's General Council was expanded to include all graduates of the University, the General Council handled communications with alumni, including balloting them for the election of the Chancellor. In 1990, the Development Campaign Office was established to co-ordinate the University's newly launched development campaign and to communicate with alumni regarding fund raising. In about 1998, the Development and Alumni Office was established to perform both these functions. Within the Development and Alumni Office, the Alumni Relations Officer was responsible for dealing with queries from and about alumni and ensuring that good relations were maintained between the University and its alumni, and the Development Campaign Officer was responsible for fostering links with alumni and raising funds on behalf of the University.
		In 1948, the Glasgow University Graduates Association was formed to maintain closer contact between the University and its graduates. It published a magazine, known as the <i>College Courant</i> , which included reminiscences, histories, obituaries and articles concerning education and other topics and became the main means of communication between the graduates. The Glasgow University Graduates Association ceased to exist in 1985 but the University agreed to continue with the publication of a magazine for graduates. Accordingly, from 1987, it published a free, twice-yearly magazine for alumni and friends of the University, known as <i>Avenue</i> .

		Through it, the University kept alumni informed of events and forthcoming meetings of the General Council, which all graduates were entitled to attend. <i>Avenue</i> was produced by Publicity Services under the direction of an Editorial Strategy Committee.
5.2.4 Legislation		
5.3 RELATIONSHIPS AREA		
<i>First Relation</i>		
5.3.1 Authorised form of name/Identifier of the related function		Alumni relations management, University of Glasgow (C0740-F012)
5.3.2 Category of relationship		Hierarchical
5.3.3 Description of relationship		Alumni communication management was one of the activities performed to fulfil the function of alumni relations management.
5.3.4 Dates of relationship		1868-...
	<i>ISO 8601</i>	1868/9999
<i>Second Relation</i>		
5.3.1 Authorised form of name/Identifier of the related function		Alumni data administration, University of Glasgow (C0740-F012-006)
5.3.2 Category of relationship		Associative
5.3.3 Description of relationship		Alumni communication management and alumni data administration are both activities performed to fulfil the function of alumni relations management.
5.3.4 Dates of relationship		1868-...
	<i>ISO 8601</i>	1868/9999
5.4 CONTROL AREA		
5.4.1 Function description identifier		C0740-F012-007
5.4.2 Institution identifiers		University of Glasgow
	<i>ILL Code</i>	
5.4.3 Rules and/or conventions used		ISDF – International Standard for Describing Functions, 1 st ed., International Council on Archives, 2008.
5.4.4 Status		Final
5.4.5 Level of detail		Full
5.4.6 Dates of creation, revision or deletion	<i>ISO 8601</i>	2006-10-19
5.4.7 Language(s) and script(s)		English
	<i>ISO 639-2</i>	eng
	<i>ISO 15924</i>	latn
5.4.8 Sources		University of Glasgow Court minutes Glasgow University Graduates Association minutes and annual reports University of Glasgow website (http://www.gla.ac.uk)

5.4.9 Maintenance notes		Description prepared by Victoria Peters, Glasgow University Archive Services
6. RELATING FUNCTIONS/ACTIVITIES TO CORPORATE BODIES, ARCHIVAL MATERIALS AND OTHER RESOURCES		
<i>First Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i> <i>Identifier</i>	University of Glasgow C0740
6.2 Nature of relationship		Alumni communication management was one of the activities carried out at the University of Glasgow to fulfil its function of alumni relations management.
6.3 Dates of relationship	<i>ISO 8601</i>	1868-... 1868/9999
<i>Second Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i> <i>Identifier</i>	University of Glasgow General Council C1789
6.2 Nature of relationship		The General Council was one of the bodies charged with managing alumni communication.
6.3 Dates of relationship	<i>ISO 8601</i>	1868-... 1868/9999
<i>Third Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i> <i>Identifier</i>	University of Glasgow Development Campaign Office C2580
6.2 Nature of relationship		The Development Campaign Office was one of the bodies charged with managing alumni communication.
6.3 Dates of relationship	<i>ISO 8601</i>	1990-1998 1990/1998
<i>Fourth Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i> <i>Identifier</i>	University of Glasgow Development and Alumni Office C1851
6.2 Nature of relationship		The Development and Alumni Office was one of the bodies charged with managing alumni communication.
6.3 Dates of relationship	<i>ISO 8601</i>	1998- 1998/9999
<i>Fifth Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i> <i>Identifier</i>	Glasgow University Graduates Association C0549

6.2 Nature of relationship		The Glasgow University Graduates Association was one of the bodies charged with managing alumni communication.
6.3 Dates of relationship		1948-1985
	<i>ISO 8601</i>	1948/1985
<i>Sixth Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	University of Glasgow Publicity Services
	<i>Identifier</i>	C1883
6.2 Nature of relationship		Publicity Services was one of the bodies charged with managing alumni communication.
6.3 Dates of relationship		1987-...
	<i>ISO 8601</i>	1987/9999
<i>Seventh Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Title</i>	General Council correspondence with graduates
	<i>Identifier</i>	GB 0248 DC 183/6/16
6.2 Nature of relationship		
6.3 Dates of relationship		1959-1981
	<i>ISO 8601</i>	1959/1981
<i>Eighth Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Title</i>	<i>College Courant</i>
	<i>Identifier</i>	GB 0248 DC 174/3
6.2 Nature of relationship		The <i>College Courant</i> was the main means of communication between graduates.
6.3 Dates of relationship		1948-1985
	<i>ISO 8601</i>	1948/1985
<i>Ninth Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Title</i>	<i>Avenue</i>
	<i>Identifier</i>	GB 0248 GUA IP 5/6
6.2 Nature of relationship		The University kept alumni informed through <i>Avenue</i> of events and forthcoming meetings of the General Council.
6.3 Dates of relationship		1987
	<i>ISO 8601</i>	

Example 2 – Activity description**Language of description: English (United Kingdom)**

5.1 IDENTITY AREA		
5.1.1 Type		Activity
Authorised form(s) of name		Fundraising campaign management, University of Glasgow
5.1.3 Parallel form(s) of name		
5.1.4 Other form(s) of name		
5.1.5 Classification		
5.2 CONTEXT AREA		
5.2.1 Dates		1984- ...
	<i>ISO 8601</i>	1984/9999
5.2.2 Description		The design, conduct and review of the effectiveness of fundraising campaigns in the University.
5.2.3 History		<p>The University has, from its foundation, been the beneficiary of legacies from alumni and supporters. It first became pro-active in fundraising, however, with the establishment of the University of Glasgow Trust in 1984 for the application of charitable funds to the University's purposes.</p> <p>In March 1990, the Chancellor launched a development campaign to raise money to coincide with the forthcoming 550th anniversary of the foundation of the University in 2001. This was administered by the Development Campaign Office. In 1998, the Development and Alumni Office was established, replacing the Development Campaign Office. The duties of the new office included administration of the development campaign, raising funds for projects agreed by the University Management Group, negotiating with major donors to the University, developing fundraising publications and providing campaign news for <i>Avenue</i>, the University's magazine for alumni and friends.</p> <p>The preparations for the 2001 celebrations prompted the University to look at its arrangements for fundraising and, consequently, in 2000, the University of Glasgow Trust was replaced by the Chancellor's Fund, to which were transferred all the Trust's assets. The Fund had the same objectives as the Trust, attaching particular importance to giving help and support to students, but it simplified the arrangements for giving. It provided a channel through which friends and supporters of the University could make gifts which were not earmarked for any specific purpose. An Advisory Board chaired by the Chancellor allocated awards from the Fund, and the Fund was administered by the Development and Alumni Office.</p>
5.2.4 Legislation		
5.3 RELATIONSHIPS AREA		
<i>First Relation</i>		
5.3.1 Authorised form of name/Identifier of the related function		Fundraising, University of Glasgow (C0740-F028)
5.3.2 Category of relationship		Hierarchical

5.3.3 Description of relationship		Fundraising campaign management was one of the activities performed to fulfil the function of fundraising.
5.3.4 Dates of relationship		1984-...
	<i>ISO 8601</i>	1984/9999
<i>Second Relation</i>		
5.3.1 Authorised form of name/Identifier of the related function		Financial accounting, University of Glasgow (C0740-F028-007)
5.3.2 Category of relationship		Associative
5.3.3 Description of relationship		Incoming funds were handled as part of the activity of financial accounting.
5.3.4 Dates of relationship		1984-...
	<i>ISO 8601</i>	1984/9999
5.4 CONTROL AREA		
5.4.1 Function description identifier		C0740-F013-006
5.4.2 Institution identifiers		University of Glasgow
	<i>ILL Code</i>	
5.4.3 Rules and/or conventions used		- ISDF – International Standard for Describing Functions, 1 st ed., International Council on Archives, 2008.
5.4.4 Status		Final
5.4.5 Level of detail		Full
5.4.6 Dates of creation, revision or deletion	<i>ISO 8601</i>	2006/10/19
5.4.7 Language(s) and script(s)		English
	<i>ISO 639-2</i>	eng
	<i>ISO 15924</i>	latn
5.4.8 Sources		University of Glasgow Court minutes University of Glasgow website (http://www.gla.ac.uk)
5.4.9 Maintenance notes		Description prepared by Victoria Peters, Glasgow University Archive Services
6. RELATING FUNCTIONS/ACTIVITIES TO CORPORATE BODIES, ARCHIVAL MATERIALS AND OTHER RESOURCES		
<i>First Relation</i>		
6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	University of Glasgow
	<i>Identifier</i>	C0740
6.2 Nature of relationship		Fundraising campaign management was one of the activities carried out at the University of Glasgow to fulfil its function of fundraising.
6.3 Dates of relationship		1984-...
	<i>ISO 8601</i>	1984/9999

Second Relation

6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	University of Glasgow University Trust Office
	<i>Identifier</i>	C2579
6.2 Nature of relationship		The University Trust Office was one of the bodies charged with managing the fundraising campaign.
6.3 Dates of relationship		1984-2000
	<i>ISO 8601</i>	1984/2000

Third Relation

6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	University of Glasgow Development Campaign Office
	<i>Identifier</i>	C2580
6.2 Nature of relationship		The Development Campaign Office was one of the bodies charged with managing alumni communication.
6.3 Dates of relationship		1990-1998
	<i>ISO 8601</i>	1990/1998

Fourth Relation

6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	University of Glasgow Development and Alumni Office
	<i>Identifier</i>	C1851
6.2 Nature of relationship		The Development and Alumni Office was one of the bodies charged with managing the fundraising campaign.
6.3 Dates of relationship		1998-...
	<i>ISO 8601</i>	1998/9999

Fifth Relation

6.1 Identifier and/or authorised name/title	<i>Authorised name</i>	University of Glasgow Chancellor's Fund Advisory Board
	<i>Identifier</i>	C1850
6.2 Nature of relationship		The Chancellor's Fund Advisory Board was one of the bodies charged with managing the fundraising campaign.
6.3 Dates of relationship		2000-...
	<i>ISO 8601</i>	2000/9999

Sixth Relation

6.1 Identifier and/or authorised name/title	<i>Title</i>	<i>Avenue</i>
	<i>Identifier</i>	GB 0248 GUA IP 5/6
6.2 Nature of relationship		Development campaign news was recorded in <i>Avenue</i> , the University's magazine for alumni and friends.
6.3 Dates of relationship		1987-...
	<i>ISO 8601</i>	1987/9999

Example 3 – Function description
Language of description: French (France)

5.1 ZONE D'IDENTIFICATION		
5.1.1 Type		Fonction
5.1.2 Forme(s) autorisée(s) de nom		Police de l'eau
5.1.3 Forme(s) parallèle(s) de nom		
5.1.4 Autre(s) nom(s)		Police de l'eau et de la pêche Police de l'eau et des milieux aquatiques
5.1.5 Classification		
5.2 ZONE DU CONTEXTE		
5.2.1 Dates		1789-...
	<i>ISO 8601</i>	1789/9999
5.2.2 Description		La police de l'eau a pour objectif : - de lutter contre la pollution des eaux des cours d'eau, lacs, plans d'eau et de la mer, ainsi que des eaux souterraines, en particulier celles destinées à l'alimentation humaine ; - de contrôler la construction d'ouvrages faisant obstacle à l'écoulement des eaux et de prévenir les inondations ; - de protéger les milieux aquatiques et les zones humides ; - de concilier les différents usages de l'eau, y compris les usages économiques.
5.2.3 Histoire		La première grande loi sur l'eau du 8 avril 1898 organise les différents usages de l'eau qui se sont largement développés suite notamment à la révolution industrielle. L'Etat intervient pour la première fois pour réglementer des usages par un système d'autorisation de type « police des eaux ». Il s'agit de veiller à ce que le développement industriel reste compatible avec des impératifs de salubrité et donc de sécurité publique. Il s'agit aussi de veiller à ce que tous les agriculteurs puissent avoir accès à cette ressource. A partir de 1964, la police de l'eau a concerné aussi l'assainissement et les rejets des eaux usées, puis, en 1976, le contrôle des Installations Classées au titre de la Protection de l'Environnement (ICPE). La loi sur l'eau du 3 janvier 1992 a fait évoluer la police de l'eau, jusque là principalement basée sur le contrôle des usages de l'eau, vers une gestion équilibrée des milieux aquatiques et la protection de la qualité de la ressource. A partir de ce moment, la police de l'eau concerne l'ensemble des eaux (rivières, lacs, étangs, eaux souterraines ...) et intervient principalement dans les domaines de l'eau potable, des prélèvements en eau, de l'assainissement et des travaux sur les rivières.
5.2.4 Législation		Loi n° 64-1245 du 16 décembre 1964 relative au régime et à la répartition des eaux et à la lutte contre leur pollution. Loi n° 92-3 du 3 janvier 1992 dite « loi sur l'eau ». Loi n° 95-101 du 2 février 1995 relative au renforcement de la protection de l'environnement. Loi n° 2004-338 du 21 avril 2004 portant transposition de la directive 2000/60/CE du Parlement européen et du conseil du 23 octobre 2000 établissant un cadre pour une politique communautaire dans le domaine de l'eau.
5.3 ZONE DES RELATIONS		

5.3.1 Identifiant et forme de nom autorisée de la fonction associée		Protection de l'environnement
5.3.2 Type de relation		Relation hiérarchique
5.3.3 Description de la relation		La police de l'eau est une des composantes de la protection de l'environnement.
5.3.4 Dates de la relation		
	<i>ISO 8601</i>	

5.4 ZONE DU CONTROLE

5.4.1 Code d'identification de la description de la fonction		FR/DAF/0000000004
5.4.2 Codes d'identification du ou des services		FR/DAF Direction des Archives de France
	<i>Code ISIL</i>	
5.4.3 Règles et/ou conventions utilisées		- ISDF – <i>Norme internationale pour la description des fonctions</i> , 1 ^{re} éd., Conseil international des Archives, 2008.

5.4.4 Niveau d'élaboration		Notice validée
5.4.5 Niveau de détail		Notice complète
5.4.6 Dates de création, révision ou destruction	<i>ISO 8601</i>	2006-09-30
5.4.7 Langues et codes d'écriture		français
	<i>ISO 639-2</i>	fre
	<i>ISO 15024</i>	latn
5.4.8 Sources		Site Internet Vie publique : http://www.vie-publique.fr/politiques-publiques/politique-eau/index/ (consulté le 30 septembre 2006) Site du ministère de l'écologie et du développement durable : http://www.ecologie.gouv.fr/article.php3?id_article=40 (consulté le 30 septembre 2006) Site de eaufrance (portail de l'eau) : http://www.eaufrance.fr/ (consulté le 30 septembre 2006)
5.4.9 Notes relatives à la mise à jour de la description		Notice rédigée par Claire Sibille (Direction des Archives de France)

6 RELATIONS DES FONCTIONS AVEC DES COLLECTIVITES, DES RESSOURCES ARCHIVISTIQUES ET D'AUTRES RESSOURCES

Première relation

6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<i>Forme autorisée de nom</i>	Préfectures
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		<i>Identifiant</i>
6.2 Nature de la relation		L'autorité de police générale de l'eau dans le département est le préfet. Il est chargé de nombreuses polices spéciales comme celles concernant la chasse, la pêche et la protection de l'environnement. Il s'appuie, pour ces missions, sur les services déconcentrés de l'État.
6.3 Date de la relation		
Deuxième relation		
6.1 Identifiant et forme de nom autorisée ou intitulé de la ressource associée	<i>Forme autorisée de nom</i> <i>Identifiant</i>	Directions départementales de l'Agriculture et de la Forêt (DDAF)
6.2 Nature de la relation		Les DDAF assurent la police de l'eau avec trois rôles principaux : - <i>rôle de « régulation »</i> : elles délivrent des autorisations ou des « droits » concernant les activités rurales et les usages du sol et des ressources naturelles : prélèvements, rejets et travaux dans les milieux aquatiques, défrichement en forêt privée, gestion des ressources cynégétiques et piscicoles ... ; - <i>rôle de « caution juridique »</i> : il est de leur responsabilité de conduire un certain nombre de procédures touchant au droit de propriété ; - <i>rôle de « contrôle et de surveillance »</i> : elles s'assurent du respect des prescriptions, principalement en ce qui concerne la prévention et l'éradication des maladies animales, la législation sur la protection de la nature, etc.
6.3 Date de la relation		
Troisième relation		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<i>Forme autorisée de nom</i> <i>Identifiant</i>	Directions départementales des Affaires Sanitaires et Sociales (DDASS)
6.2 Nature de la relation		Les DDASS sont chargées de la salubrité publique (notamment de la qualité des eaux vis-à-vis de la baignade et des activités nautiques).
6.3 Dates de la relation		
Quatrième relation		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<i>Intitulé</i>	Mission interservices de l'eau (MISE)
	<i>Identifiant</i>	
6.2 Nature de la relation		La MISE réunit les services déconcentrés départementaux pour la gestion de l'eau.
6.3 Dates de la relation		
Cinquième relation		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<i>Intitulé</i>	Bordereau de versement de la direction départementale de l'agriculture et de la forêt du Puy-de-Dôme

	<i>Identifiant</i>	FRAD063/1269 W
6.2 Nature de la relation		Ce versement contient des documents illustrant les attributions de la DDAF du Puy-de-Dôme en matière de police des eaux.
6.3 Dates de la relation		1957-1965

Example 4 – Function description
Language of description: French (France)

5.1 ZONE D'IDENTIFICATION		
5.1.1 Type		Fonction
5.1.2 Forme(s) autorisée(s) de nom		Voirie vicinale (1824-1940)
5.1.3 Forme(s) parallèle(s) de nom		
5.1.4 Autre(s) nom(s)		
5.1.5 Classification		
5.2 ZONE DU CONTEXTE		
5.2.1 Dates		1824 - 1940
	<i>ISO 8601</i>	
5.2.2 Description		
5.2.3 Histoire		<p>Directement issue de la Révolution, la loi des 14 décembre 1789 et 8 janvier 1790 place un corps municipal et un maire à la tête de l'administration de la commune. Les délibérations et les décisions sur les questions de la gestion communale sont subordonnées aux administrations du département et du district. Ce principe de tutelle administrative évolue avec les lois du 21 mars 1831, du 18 juillet 1837 puis du 5 avril 1884.</p> <p>Les domaines de contrôle de la préfecture sont multiples, portant sur les affaires générales, sur la voirie, sur les dons et legs consentis aux communes et sur la gestion de la commune.</p> <p>La voirie régie par la loi du 21 mai 1836 concerne les catégories suivantes :</p> <ul style="list-style-type: none"> - la voirie communale non classée (chemins ruraux, voirie communale) dont la construction et l'entretien restent entièrement à la charge des communes. - les chemins vicinaux classés (chemins de grande communication CGC, chemins d'intérêt commun CIC et chemins vicinaux ordinaires) gérés grâce aux subventions du Conseil général mais placés sous le contrôle du préfet. <p>Ceci jusqu'au décret-loi du 14 juin 1938 qui regroupe les CGC et CIC avec les routes départementales pour former la catégorie des " chemins départementaux ", propriété du département et cessant alors d'être à la charge des communes.</p>
5.2.4 Législation		
5.3 ZONE DES RELATIONS		
5.3.1 Identifiant et forme de nom autorisée de la fonction associée		Administration et comptabilité communale
5.3.2 Type de relation		Relation hiérarchique
5.3.3 Description de la relation		La voirie vicinale est l'un des domaines de contrôle des préfectures sur les communes.
5.3.4 Dates de la relation		
	<i>ISO 8601</i>	
5.4 ZONE DU CONTROLE		

5.4.1 Code d'identification de la description de la fonction		FR/DAF/0000000021
5.4.2 Codes d'identification du ou des services		FR/DAF Direction des Archives de France
	Code ISIL	
5.4.3 Règles et/ou conventions utilisées		ISDF – Norme internationale pour la description des fonctions, 1 ^{re} éd., Conseil international des Archives, 2008.
5.4.4 Niveau d'élaboration		Notice validée
5.4.5 Niveau de détail		Notice complète
5.4.6 Dates de création, révision ou destruction	ISO 8601	2007-03
5.4.7 Langues et codes d'écriture		français
	ISO 639-2	fre
	ISO 15024	latn
5.4.8 Sources		Site des Archives départementales de Loire-Atlantique : http://www.culture.cg44.fr/Archives/fonds/3O/index.html (consulté en mars 2007)
5.4.9 Notes relatives à la mise à jour de la description		Notice rédigée par Claire Sibille (Direction des Archives de France)

6 RELATIONS DES FONCTIONS AVEC DES COLLECTIVITES, DES RESSOURCES ARCHIVISTIQUES ET D'AUTRES RESSOURCES

Première relation

6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée

Forme autorisée de nom Service vicinal départemental de Loire-Atlantique

Identifiant

6.2 Nature de la relation

6.3 Date de la relation

Deuxième relation

6.1 Identifiant et forme de nom autorisée ou intitulé de la ressource associée

Forme autorisée de nom Préfecture de Loire-Atlantique. Administration et comptabilité des communes et des établissements de bienfaisance

Identifiant

6.2 Nature de la relation

6.3 Date de la relation

Troisième relation

6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<i>Forme autorisée de nom</i> <i>Identifiant</i>	Préfecture de Loire-Atlantique. Travaux publics : alignements et permissions de voirie)
6.2 Nature de la relation		
6.3 Dates de la relation		
<i>Quatrième relation</i>		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<i>Intitulé</i>	Administration et comptabilité communales - Voirie vicinale, 1800-1940
	<i>Identifiant</i>	FRAD044 / Sous-série 3 O
6.2 Nature de la relation		
6.3 Dates de la relation		1800 - 1940

Example 5 – Function description
Language of description: French (Côte d’Ivoire)

5.1 ZONE D’IDENTIFICATION		
5.1.1 Type		Fonction
5.1.2 Forme(s) autorisée(s) de nom		Recouvrement des recettes
5.1.3 Forme(s) parallèle(s) de nom		
5.1.4 Autre(s) nom(s)		
5.1.5 Classification		
5.2 ZONE DU CONTEXTE		
5.2.1 Dates		1963 - ...
	<i>ISO 8601</i>	
5.2.2 Description		La fonction « recouvrement des recettes » consiste à recouvrer : l’impôt général sur le revenu, les impôts fonciers, les patentes et licences et les impôts présentant un caractère contentieux (bénéfices industriels et commerciaux, taxes sur prestation de service, etc.).
5.2.3 Histoire		<p>A l’origine de la création du Trésor public ivoirien, chargé du recouvrement des recettes, on note :</p> <ul style="list-style-type: none"> • les agences spécialisées avant 1962 ; • les trésoreries particulières et les ; perceptions créées par le décret 62-457 du 14 décembre 1962 ; • les trésoreries départementales créées par le décret 71-639 du 1^{er} décembre 1971 ; • les trésoreries départementales deviennent des trésoreries régionales par le décret 97-582 du 08 octobre 1997 ; • les trésoreries régionales sont transformées en trésoreries générales par le décret n° 2004-97 du 29 janvier 2004. Les trésoreries générales ont sous leur contrôle les postes comptables rattachés qui sont des trésoreries principales et des trésoreries de bases.
5.2.4 Législation		<ul style="list-style-type: none"> • La convention franco-ivoirienne du 31 décembre 1959 rattache le Trésor Public ivoirien au Trésor français ; • Le décret 61-457 du 14 décembre 1962 organise les services du Trésor Public ivoirien ; • Le décret 71-605 du 26 décembre 1968 porte création d’une Direction Générale de la comptabilité et du Trésor ; • Le décret 71-639 du 1^{er} décembre 1971 crée des trésoreries départementales ; • Le décret 78-683 du 17 Août 1978 crée une direction du Trésor Public dirigé par un Trésorier payeur générale ; • Le décret 92-115 du 16 Mars 1992 confirme la création d’une direction générale de comptabilité publique et du Trésor et apporte quelques innovations au niveau de ses services centraux et de ses services extérieurs ; • Le décret 2004-97 du 29 janvier 2004 portant organisation du Ministère d’État, Ministère de l’Économie et des Finances érige les Trésoreries régionales et départementales en Trésoreries générales. • Le décret n° 2006-118 du 7 juin 2006.

5.3 ZONE DES RELATIONS		
5.3.1 Identifiant et forme de nom autorisée de la fonction associée		Exécution des dépenses publiques
5.3.2 Type de relation		Association
5.3.3 Description de la relation		Le recouvrement des recettes et l'exécution des dépenses publiques sont les deux fonctions principales du Trésor public de Côte d'Ivoire.
5.3.4 Dates de la relation		1963 - ...
	<i>ISO 8601</i>	
5.4 ZONE DU CONTROLE		
5.4.1 Code d'identification de la description de la fonction		CI / DFDC / 000001
5.4.2 Code d'identification du ou des services		Direction générale du Trésor et de la Comptabilité Publique / Sous-direction de la documentation et des archives
	<i>Code ISIL</i>	
5.4.3 Règles et/ou conventions		ISDF – <i>Norme internationale pour la description des fonctions</i> , 1 ^{re} éd., Conseil international des Archives, 2008.
5.4.4 Niveau d'élaboration		Notice validée
5.4.5 Niveau de détail		Notice complète
5.4.6 Dates de création, révision ou destruction	<i>ISO 8601</i>	2007-04-30
5.4.7 Langues et codes d'écriture		français
	<i>ISO 639-2</i>	fre
	<i>ISO 15024</i>	latn
5.4.8 Sources		<ul style="list-style-type: none"> - <i>Guide du payeur</i> (brochure de la Direction Générale du Trésor et de la Comptabilité Publique de Côte d'Ivoire) - décret n° 2001-210 du 4 mai 2004 portant organisation du Ministère de l'Économie et des Finances - décret n° 2006-118 du 7 juin 2006 - http://www.tresor.gov.ci/ (consulté le 30 avril 2007)
5.4.9 Notes relatives à la mise à jour de la description		
6 RELATIONS DES FONCTIONS AVEC DES COLLECTIVITES, DES RESSOURCES ARCHIVISTIQUES ET D'AUTRES RESSOURCES		
<i>Première relation</i>		
6.1 Identifiant et forme de nom autorisée de la	<i>Forme autorisée de nom</i>	Côte d'Ivoire. Direction générale des impôts

		<i>Identifiant</i>
6.2 Nature de la relation		Les opérations de recouvrement des recettes fiscales sont effectuées par la Direction Générale des Impôts et la Direction Générale des Douanes de Côte d'Ivoire.
6.3 Date de la relation		
<i>Deuxième relation</i>		
6.1 Identifiant et forme de nom autorisée ou intitulé de la ressource associée	<i>Forme autorisée de nom Identifiant</i>	Côte d'Ivoire. Direction générale des douanes
6.2 Nature de la relation		Les opérations de recouvrement des recettes fiscales sont effectuées par la Direction Générale des Douanes et la Direction Générale des Impôts de Côte d'Ivoire.
6.3 Date de la relation		
<i>Troisième relation</i>		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<i>Forme autorisée de nom Identifiant</i>	Côte d'Ivoire. Direction générale du Trésor et de la Comptabilité Publique CI / DFDC / 000003
6.2 Nature de la relation		L'une des missions de la Direction générale du Trésor et de la Comptabilité Publique de Côte d'Ivoire est d'assurer le recouvrement des recettes de l'État, des collectivités territoriales et des établissements publics nationaux.
6.3 Dates de la relation		
<i>Quatrième relation</i>		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<i>Intitulé</i>	Versement de la Direction générale du Trésor et de la Comptabilité Publique de Côte d'Ivoire
	<i>Identifiant</i>	
6.2 Nature de la relation		
6.3 Dates de la relation		2004 - 2005

Example 6 – Function description**Language of description: French (Côte d’Ivoire)**

5.1 ZONE D’IDENTIFICATION		
5.1.1 Type		Fonction
5.1.2 Forme(s) autorisée(s) de nom		Exécution des dépenses publiques
5.1.3 Forme(s) parallèle(s) de nom		
5.1.4 Autre(s) nom(s)		
5.1.5 Classification		
5.2 ZONE DU CONTEXTE		
5.2.1 Dates		1963 - ...
	<i>ISO 8601</i>	
5.2.2 Description		<p>La fonction « exécution des dépenses publiques » consiste à faire face à tous les engagements de l’État, des collectivités territoriales et des établissements publics.</p> <p>La fonction « exécution des dépenses publiques » est assurée tant par la Paierie Générale du Trésor que par les Trésoreries Régionales, Départementales, principales, les Trésoreries ou les Agences Comptables auprès des Établissements Publics Nationaux. En matière de dépenses, le Trésor Public n’intervient que lorsque les autres administrations ont rempli leur mission. Ainsi, en ce qui concerne les Dépenses Publiques de matériels ce n’est que lorsque les Directions des Affaires administratives et financières, le contrôle financier ont effectué leurs différentes tâches que le Trésor a connaissance de la dépense et peut procéder a son paiement.</p>
5.2.3 Histoire		<p><i>A l’origine de la création du Trésor public ivoirien, chargé du règlement des dépenses publiques, on note :</i></p> <ul style="list-style-type: none"> • les agences spécialisées avant 1962 ; • les trésoreries particulières et les ; perceptions créées par le décret 62-457 du 14 décembre 1962 ; • les trésoreries départementales créées par le décret 71-639 du 1^{er} décembre 1971 ; • les trésoreries départementales deviennent des trésoreries régionales par le décret 97-582 du 08 octobre 1997 ; • les trésoreries régionales sont transformées en trésoreries générales par le décret n° 2004-97 du 29 janvier 2004. Les trésoreries générales ont sous leur contrôle les postes comptables rattachés qui sont des trésoreries principales et des trésoreries de bases.

5.2.4 Législation		<ul style="list-style-type: none"> • La convention franco-ivoirienne du 31 décembre 1959 rattache le Trésor Public ivoirien au Trésor français ; • Le décret 61-457 du 14 décembre 1962 organise les services du Trésor Public ivoirien ; • Le décret 71-605 du 26 décembre 1968 porte création d'une Direction Générale de la comptabilité et du Trésor ; • Le décret 71-639 du 1^{er} décembre 1971 crée des trésoreries départementales ; • Le décret 78-683 du 17 Août 1978 crée une direction du Trésor Public dirigé par un Trésorier payeur générale ; • Le décret 92-115 du 16 Mars 1992 confirme la création d'une direction générale de comptabilité publique et du Trésor et apporte quelques innovations au niveau de ses services centraux et de ses services extérieurs ; • Le décret 2004-97 du 29 janvier 2004 portant organisation du Ministère d'État, Ministère de l'Économie et des Finances érige les Trésoreries régionales et départementales en Trésoreries générales. • Le décret n° 2006-118 du 7 juin 2006.
5.3 ZONE DES RELATIONS		
5.3.1 Identifiant et forme de nom autorisée de la fonction associée		Recouvrement des recettes
5.3.2 Type de relation		Association
5.3.3 Description de la relation		Le recouvrement des recettes et l'exécution des dépenses publiques sont les deux fonctions principales du Trésor public de Côte d'Ivoire.
5.3.4 Dates de la relation		
	<i>ISO 8601</i>	
5.4 ZONE DU CONTROLE		
5.4.1 Code d'identification de la description de la fonction		CI / DFDC / 000002
5.4.2 Code d'identification du ou des services		Direction générale du Trésor et de la Comptabilité Publique / Sous-direction de la documentation et des archives
	<i>Code ISIL</i>	
5.4.3 Règles et/ou conventions suivies		ISDF – <i>Norme internationale pour la description des fonctions</i> , 1 ^{re} éd., Conseil international des Archives, 2008.
5.4.4 Niveau d'élaboration		Notice validée
5.4.5 Niveau de détail		Notice complète
5.4.6 Dates de création, révision ou destruction	<i>ISO 8601</i>	2007-04-30
5.4.7 Langues et codes d'écriture		français
	<i>ISO 639-2</i>	fre
	<i>ISO 15024</i>	latn

5.4.8 Sources		<p>- <i>Guide du payeur</i> (brochure de la Direction Générale du Trésor et de la Comptabilité Publique de Côte d'Ivoire)</p> <p>- décret n° 2001-210 du 4 mai 2004 portant organisation du Ministère de l'Économie et des Finances</p> <p>- décret n° 2006-118 du 7 juin 2006.</p> <p>- http://www.tresor.gov.ci/ (consulté le 30 avril 2007)</p>
5.4.9 Notes relatives à la mise à jour de la description		
<p>6 RELATIONS DES FONCTIONS AVEC DES COLLECTIVITES, DES RESSOURCES ARCHIVISTIQUES ET D'AUTRES RESSOURCES</p>		
<p><i>Première relation</i></p>		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<p><i>Forme autorisée de nom</i> <i>Identifiant</i></p>	<p>Côte d'Ivoire. Direction générale du Trésor. Paierie générale du Trésor</p> <p>PGT</p>
6.2 Nature de la relation		<p>Le Trésor Public intervient au stade de paiement de tous les engagements de l'État et de ses composantes. Cette mission est assurée tant par la Paierie Générale du Trésor que par les Trésoreries générales, les Trésoreries principales, les Trésoreries de base et les Agences Comptables auprès des Établissements Publics Nationaux.</p>
6.3 Date de la relation		<p>1968 - ...</p>
<p><i>Deuxième relation</i></p>		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<p><i>Forme autorisée de nom</i> <i>Identifiant</i></p>	<p>Côte d'Ivoire. Direction générale du Trésor. Trésoreries générales</p> <p>TG</p>
6.2 Nature de la relation		<p>Le Trésor Public intervient au stade de paiement de tous les engagements de l'État et de ses composantes. Cette mission est assurée tant par la Paierie Générale du Trésor que par les Trésoreries générales, les Trésoreries principales, les Trésoreries de base et les Agences Comptables auprès des Établissements Publics Nationaux.</p>
6.3 Date de la relation		<p>1968 - ...</p>
<p><i>Troisième relation</i></p>		
6.1 Identifiant et forme de nom autorisée de la collectivité associée ou intitulé de la ressource associée	<p><i>Intitulé</i> <i>Identifiant</i></p>	<p>Versement de la Paierie Générale du Trésor</p>
6.2 Nature de la relation		
6.3 Date de la relation		<p>2005 - 2006</p>

Example 7 – Function description
Language of description: Spanish (Mexico)

5.1 ÁREA DE IDENTIFICACIÓN		
5.1.1 Tipo		Función
5.1.2 Forma(s) autorizada(s) del nombre		Organizar sorteos públicos de lotería
5.1.3 Forma(s) paralela(s) del nombre		
5.1.4 Otras formas del nombre		Jugar lotería Organizar el sorteo Zodíaco Organizar el sorteo Iberoamericano
5.1.5 Clasificación		Se hizo la descripción de la función con base en la estructura de una institución pública.
5.2 ÁREA DE CONTEXTO		
5.2.1 Fechas		1767/2007
5.2.2 Descripción		A lo largo del tiempo los sorteos de la lotería se han realizado para recabar recursos con el propósito de financiar obras de beneficencia, construir edificios públicos, otorgar becas a estudiantes y artistas, entre otros.
5.2.3 Historia		El primer sorteo lo llevó a cabo la Real Lotería General de la Nueva España el 13 de mayo de 1771.
5.2.4 Legislación		Plan y Reglas de la Real Lotería General de la Nueva España publicados en un Bando Real del 19 de septiembre de 1770. Ley Orgánica de la Lotería Nacional para la Asistencia Pública. Decreto del 22 de noviembre de 1984. Reglamento Interior de la Lotería Nacional para la Asistencia Pública. Diario Oficial de la Federación, 24 de julio de 1985, modificado y publicado en el Diario Oficial de la Federación el 26 de diciembre del 2003. Ley Federal de Juegos y Sorteos, publicada en el Diario Oficial de la Federación el 31 de diciembre de 1947. Reglamento de la Ley Federal de Juegos y Sorteos, 2004.
5.3 ÁREA DE RELACIONES		
5.3.1 Nombre autorizado de la función relacionada		Recaudación de recursos
5.3.2 Categoría de la relación		Asociativa
5.3.3 Descripción de la relación		El dinero recaudado en los sorteos de la Lotería tiene por objeto financiar obras públicas
5.3.4 Fechas de la relación		- 1771-1915 Entre 1915 y 1920 no se realizaron sorteos porque no existió la Lotería - 1920-2007
5.3.1 Nombre autorizado de la función relacionada		Editar e imprimir billetes de lotería

5.3.2 Categoría de la relación		Asociativa
5.3.3 Descripción de la relación		Para cada sorteo se emite un número determinado de billetes de lotería
5.3.4 Fechas de la relación		- 1771-1915 - Entre 1915 y 1920 no se realizaron sorteos porque no existió la Lotería - 1920-2007

5.4 ÁREA DE CONTROL

5.4.1 Código de identificación de la descripción de la función		MX/AGN/00067/F01
5.4.2 Identificador de la institución responsable de la descripción		MX9AGN
5.4.3 Reglas o convenciones utilizadas		ISDF- Versión en inglés de la Norma internacional para las funciones, Primera Edición, Consejo Internacional de Archivos, noviembre 2008.
5.4.4 Validación, actualización		Validado
5.4.5 Nivel de detalle		Registro completo
5.4.6 Fechas de creación, actualización o destrucción	<i>ISO 8601</i>	Creación: 2007-20-02
5.4.7 Lengua(s) y escritura(s)		Español: esp
5.4.8 Fuentes		Se consultaron las siguientes referencias para describir la función: Guía General del Archivo General de la Nación, 1982. Sitio de internet de la Lotería Nacional: http://www.loterianacional.gob.mx/loterianacional/historia.html
5.4.9 Notas relativas a la actualización de los datos		Ejemplo preparado por Yolia Tortolero, Archivo General de la Nación, México.

6 RELACIÓN DE LAS FUNCIONES CON INSTITUCIONES, MATERIALES DE ARCHIVO Y OTROS RECURSOS

Primera relación

6.1 Identificador y nombre autorizado de la institución o del recurso relacionado	<i>Nombre autorizado</i> <i>Identificador</i>	Secretaría de Hacienda y Crédito Público
6.2 Naturaleza de la relación		Jerárquica
6.3 Fechas de la relación		1770/2007

Segunda relación

6.1 Identificador y nombre autorizado de la institución o del recurso relacionado	<i>Nombre autorizado</i> <i>Identificador</i>	Secretaría de Gobernación. Dirección general adjunta de juegos y sorteos
6.2 Naturaleza de la relación		Asociativa
6.3 Fechas de la relación		1947/2007

Tercera relación

6.1 Identificador y nombre autorizado de la institución o del recurso relacionado	<i>Nombre autorizado</i> <i>Identificador</i>	Tesorería de la Federación MX9TESOFE
6.2 Naturaleza de la relación		La Tesorería de la Federación recauda los recursos obtenidos en los sorteos de la Lotería Nacional
6.3 Fechas de la relación		A partir de la creación de la Tesorería de la Federación y hasta la fecha, los recursos recaudados en cada concurso de la Lotería son enviados a la Tesorería

Cuarta relación

6.1 Identificador y nombre autorizado de la institución o del recurso relacionado	<i>Nombre autorizado</i> <i>Identificador</i>	Billetes de lotería MX9AGN67
6.2 Naturaleza de la relación		Cada sorteo emite sus propios billetes de lotería
6.3 Fechas de la relación		Desde que se realizó el primer sorteo en 1771 se emiten los billetes