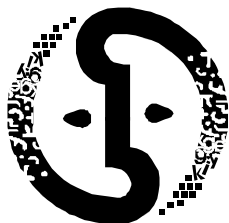


**INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES**



ISDF

International Standard for Describing Functions

First Edition

*Developed by the Committee on Best Practices and Standards
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Prepared by
The ICA Committee on Best Practices and Standards – Adopted

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PREFACE

- P1.** A working document was developed by a group of the Committee on Best Practices and 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 Standards held in Dresden in May 2007. The current document is the result of this process.

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Direction des Archives de France (Paris, France)
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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 its 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 3166-1 – *Codes for the representation of names of countries and their subdivisions – Part 1: Country codes*, Geneva: International Standards Organization, 2006.

ISO 3166-2 – *Codes for the representation of names of countries and their subdivisions – Part 2: Country subdivision code*, Geneva: International Standards Organization, 1998.

ISO 3166-3 – *Codes for the representation of names of countries and their subdivisions – Part 3: Code for formerly used names of countries*, Geneva: International Standards Organization, 1999.

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*, Geneva: International Standards Organization, 2004.

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 – *Information and documentation – Codes for the representation of names of scripts*, Geneva: International Standards Organization, 2004.

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 generated the need of the records.

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 can 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 archival institution 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 B 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 can 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. Chapter 6 provides guidance on how these links may be created. To decide which elements may be repeatable or not, archivists may be guided by national standards.
- 4.12 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 archival institutions 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 form(s) of name of the function. Use the territorial or administrative scope of the function, the name of the institution which performed it 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 (*activity*)

Description prepared by: *United Kingdom, Glasgow University Archive services*

Gestion des allocataires du revenu minimum d'insertion (*activité*)

Description prepared by: *France, Direction des Archives de France*

Gestión de la investigación (*función*)

Description prepared by: *Spain, Archivo General de la Universidad Pública de Navarra*

Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro (*função*)

Description prepared by: *Brazil, Departamento Estadual do Trânsito do Rio de Janeiro*

5.1.3 Parallel form(s) of name

Purpose:

To indicate the various forms in which the authorised form(s) of name occurs in other languages or scripts.

Rule:

Record the parallel form(s) of name in accordance with any relevant national or international conventions or rules applied by the archival institution 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

Description prepared by: United Kingdom, Glasgow University Archive services

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

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 Rules and/or conventions used element (5.4.3).

Examples:

L100

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

4.2.1

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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

Description prepared by: United Kingdom, Glasgow University Archive services

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

1988 - ...

Description prepared by: France, Direction des Archives de France

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

1987 - ...

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

1853 - ...

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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.

Description prepared by: United Kingdom, Glasgow University Archive services

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

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.

Description prepared by: France, Direction des Archives de France

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

La gestión de la investigación cubre diferentes perspectivas:

- Promover la formación de investigadores a través de una serie de convocatorias de becas y ayudas financiadas por la Universidad Pública de Navarra.
- Elaboración y gestión de la convocatoria de dotación de equipamiento científico de los grupos de investigación de la Universidad Pública de Navarra. Asimismo, recogida y gestión de las solicitudes de participación en convocatorias externas con el mismo objetivo.
- Elaboración de las convocatorias de premios de investigación y gestión en orden a la concesión de los mismos.
- Gestión de la difusión de convocatorias de becas y ayudas de investigación de organismos ajenos a la Universidad Pública de Navarra, así como de la recogida de solicitudes y posterior envío al registro autorizado del organismo convocante.
- Gestión de las ayudas dirigidas a la organización de congresos, financiadas por la Universidad Pública de Navarra.
- Gestión de los trámites necesarios para difundir la convocatoria y recoger las solicitudes de los investigadores interesados en obtener ayudas del Gobierno de Navarra para la realización de tesis doctorales y proyectos de investigación.
- Realización de los trámites necesarios con el fin de que los grupos de investigación participen en las convocatorias de organismos externos que conceden ayudas destinadas a proyectos de investigación.
- Elaboración del catálogo de grupos de investigación, incluyendo el baremo para valorar la actividad investigadora de cada grupo.
- Recoger la documentación que pone de relieve la trayectoria del personal investigador becario de la Universidad Pública de Navarra.

- Elaboración de las convocatorias y gestión de diversas ayudas mediante las cuales la Universidad Pública de Navarra promueve la investigación.
- Gestión de la participación de la Universidad en el marco de la convocatoria de los diferentes programas promovidos por el Ministerio de Ciencia y Tecnología.
- Elaboración de las memorias de investigación.
- Comunicación a todos los sectores interesados de las convocatorias tanto públicas como privadas que financian la actividad investigadora.
- Gestión de los trámites necesarios en orden a la celebración de las sesiones de la Comisión de Investigación.
- Agrupar la documentación referente a los grupos de investigación en marcha en la Universidad Pública de Navarra.
- Gestión de la investigación contratada.
- Gestión de organización de la infraestructura necesaria para el apoyo a los proyectos empresariales universitarios.
- Asesoramiento y apoyo en la solicitud de participación en proyectos dentro de los Programas Marco de I+D de la Unión Europea.

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

As ações de habilitação de condutor de veículo integram o sistema nacional de gestão e coordenação de trânsito de pessoas, veículos e animais em vias terrestres, que é normalizado por legislação federal, complementado por atos oficiais estaduais e municipais. A sua execução cabe ao Departamento Nacional de Trânsito – DENATRAN e aos departamentos estaduais de trânsito.

A habilitação de condutor de veículo formaliza-se na emissão da Carteira Nacional de Habilitação – CNH seja pela primeira habilitação ou pela sua renovação, para cidadãos brasileiros e estrangeiros habilitados ou não, com estada regular no Brasil.

Para obter a primeira habilitação, os candidatos que preenchem os requisitos definidos por lei, submetem-se a exame teórico de legislação de trânsito, exame médico-psicológico e exame prático de direção veicular de acordo com a categoria pretendida (condução de veículo motorizado de duas ou três rodas, veículo motorizado de quatro rodas de passeio, veículo motorizado para transporte de cargas e/ou passageiros).

A formação (preparação para os exames teórico e prático) dos candidatos à primeira habilitação é realizada em centros de formação de condutores credenciados e fiscalizados pelo Detran-RJ.

Os exames médicos e psicológicos são realizados por clínicas credenciadas e fiscalizadas pelo Detran-RJ.

Os exames teóricos de legislação são informatizados e realizados nos postos de habilitação.

Na renovação da habilitação, são necessários apenas os exames teórico de legislação e médico-psicológico.

Estão contemplados também os estrangeiros residentes ou com visto permanente, habilitados nos países de origem, desde que signatários de convenções internacionais relacionadas a esta função. Nestes casos, a habilitação do condutor é formalizada pela emissão de “CNH para estrangeiro” ou de “Autorização provisória para estrangeiro dirigir”.

A obtenção da primeira habilitação corresponde à inscrição do condutor em cadastro nacional através da atribuição de identificador numérico permanente.

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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.

Description prepared by: *United Kingdom, Glasgow University Archive services*

Note: *For the activity 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.

Description prepared by: *France, Direction des Archives de France*

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

La investigación en la universidad española constituye una actividad relativamente reciente, en contraste con el modelo Humboltiano que se había extendido por Europa y Estados Unidos a lo largo del siglo XIX. En esos países, las universidades evolucionaron hacia una combinación de docencia con investigación, y con el tiempo fueron consolidando un modelo de organización colectivo en departamentos vertebrados sobre una disciplina. En España la ejecución directa de la investigación se inició en los años del franquismo a través de centros de investigación creados y dependientes de los diferentes ministerios, al tiempo que el modelo universitario español estaba firmemente asentado en la docencia. De hecho, la función investigadora en la universidad no se inició hasta la creación de los primeros grupos de investigación a finales de la década de los años sesenta del siglo pasado, si bien con una dotación de medios destinados a I+D muy limitada.

El panorama cambió con la aprobación de la Ley de Reforma Universitaria (LRU) de 1983 y de la Ley de Fomento y Coordinación General de la Investigación Científica y Técnica de 1986 - conocida como Ley de la Ciencia-. Estas leyes supusieron un cambio de modelo, en el cual la investigación y el servicio a la sociedad, por medio de la transferencia de tecnología, pasaron a representar valores importantes, añadidos al tradicional de la formación por medio de la docencia. Así, la LRU establecía la doble dimensión de las universidades como centros docentes y como centros de investigación, y reconocía la investigación como actividad básica del personal universitario, organizado en departamentos, y regida por criterios de calidad investigadora. Asimismo, la LRU introdujo incentivos a la realización de I+D con contrato o en colaboración con el sector privado, estableciendo lazos con el entorno productivo como complemento a la financiación por las Administraciones Públicas.

Con la promulgación de la Ley Orgánica de Universidades (LOU) de 2001, una parte muy significativa del esfuerzo español en I+D se desarrolla en el marco de la institución universitaria, hasta el punto de que la mayor parte de los investigadores españoles se hallan en las universidades y que los profesores universitarios dedica una parte significativa de su tiempo de trabajo a la

investigación, incentivada mediante incrementos retributivos.

En la perspectiva actual, la investigación es una función característica y esencial de la institución universitaria, actuando como fundamento de la docencia. Entre otros aspectos, la LOU reconoce y garantiza la libertad de investigación – auténtico motor para el desarrollo de la investigación científica, técnica y artística, básica y aplicada – considerada como un derecho y deber del profesorado universitario, desarrollada tanto a título individual como en grupos de investigación, departamentos e institutos de investigación.

En definitiva, la investigación busca contribuir al avance y la transferencia del conocimiento, a la mejora de la calidad de vida de los ciudadanos y a la competitividad de las empresas.

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

As primeiras autorizações para condutores de veículos na cidade do Rio de Janeiro foram emitidas no século XIX, pela Inspetoria de Veículos, criada em 1853 e subordinada à chefia de polícia da capital.

Essas autorizações habilitavam os condutores de veículos particulares e de transporte público, permitindo a verificação por parte das autoridades da observância das posturas municipais relativas à circulação de veículos na cidade.

A partir de 1907, os procedimentos administrativos de habilitação de condutor passaram a diferenciar os motoristas amadores dos profissionais. E, em 1913, foi emitida a primeira carteira de habilitação para condutor de veículo automotor.

Com a instituição do primeiro Código Nacional de Trânsito em 1941, posteriormente substituído por um segundo código em 1966, a habilitação de condutor de veículos passou a ser uma função normalizada e gerida pela administração federal e executada, por delegação, por órgãos executivos estaduais, os Detrans.

Em 1967, constituía-se o Sistema Nacional de Trânsito integrado pelo Conselho Nacional de Trânsito, pelos Conselhos Estaduais de Trânsito, pelos órgãos executivos de trânsito da União, estados, Distrito Federal e municípios, pelas polícias militares dos estados e do Distrito Federal, pela Polícia Rodoviária Federal e pelas Juntas Administrativas de Recursos e Infrações.

Com a criação do RENACH – Registro Nacional de Carteiras de Habilitação, em 1967, implantou-se um cadastro nacional de condutores de veículos habilitados nas unidades da federação.

Em 1997, foi instituído o atual Código Nacional de Trânsito que também dispõe sobre a matéria.

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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:

Joint Stock Companies Act, 1856; Companies Act, 1862; Companies Act, 1900; Companies Act, 1907; Companies (Consolidation) Act, 1908; Companies Act, 1928; Companies Act, 1929; Companies Act, 1947.

Description prepared by: United Kingdom, Glasgow University Archive services

Note: For the activity Corporate body management, Fraser Sons & Co Ltd

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.

Description prepared by: France, Direction des Archives de France

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

Ley Orgánica 11/1983, de 25 de agosto, de Reforma Universitaria.

Ley 13/1986, de 14 de abril de 1986, de Fomento y Coordinación General de la Investigación Científica y Técnica.

Ley Orgánica 6/2001, de 21 de diciembre, de Universidades.

Decreto Foral 68/1995, de 13 de marzo, por el que se aprueban los Estatutos de la Universidad Pública de Navarra.

Decreto Foral 110/2003, de 12 de mayo, por el que se aprueban los Estatutos de la Universidad Pública de Navarra.

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

Legislação em vigor:

- BRASIL. Lei n. 9503, de 23 de setembro de 1997. Institui o Código de Trânsito Brasileiro.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 249, de 6 de setembro de 2007. Regulamenta o procedimento de coleta e armazenamento de impressão digital nos processos de habilitação ou renovação da Carteira Nacional de Habilitação - CNH.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 193, de 26 de maio de 2006. Dispõe sobre a Regulamentação do Candidato ou condutor Estrangeiro

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 192, de 5 de abril de 2006. Regulamenta a expedição do documento único da Carteira Nacional de Habilitação com novo leiaute e requisitos de segurança.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 176, de 7 de julho de 2005. Regulamenta a expedição da Carteira Nacional de Trânsito (CNH), Autorização para Conduzir Ciclo motores (ACC) e Permissão para Dirigir.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 169, de 17 de março de 2005. Altera a Resolução n. 168/04.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 168, de 14 de dezembro de 2004. Estabelece Normas e Procedimentos para a formação de condutores de veículos automotores e elétricos, a realização dos exames, e expedição de documentos de habilitação, os cursos de formação, especializados, de reciclagem e dá outras providências.

- BRASIL. Conselho Nacional de Trânsito Resolução n. 166, de 15 de setembro de 2004. Aprova as diretrizes da Política Nacional de Trânsito.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 121, de 14 de fevereiro de 2001. Altera o Anexo da Resolução CONTRAN n. 66/98 que institui tabela de distribuição de competências dos órgãos executivos de trânsito.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 89, de 4 de maio de 1999. Altera a Resolução n. 74/98, que regulamenta o credenciamento dos serviços de formação e processo de habilitação de condutores de veículos.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 80, de 19 de novembro de 1998. Dispõe sobre os exames de aptidão física e mental e os exames de avaliação psicológica.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 74, de 19 de novembro de 1998. Regulamenta o credenciamento dos serviços de formação e processo de habilitação de condutores de veículos.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 66, de 23 de setembro de 1998. Institui tabela de distribuição de competência dos órgãos executivos de trânsito.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 51, de 21 de maio de 1998. Dispõe sobre exames de aptidão física e mental e os exames de avaliação psicológica.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 30, de 21 de maio de 1998. Dispõe sobre campanhas permanentes de segurança no trânsito.

- CONSELHO NACIONAL DE TRÂNSITO (Brasil). Resolução n. 21, de 17 de fevereiro de 1998. Dispõe sobre o controle, guarda e fiscalização dos formulários destinados à documentação de condutores e de veículos.

- RIO DE JANEIRO. Decreto-Lei n. 46, de 25 de março de 1975. Dispõe sobre os serviços de Administração de Trânsito do Estado do Rio de Janeiro, autoriza a criação do Departamento de Trânsito do Estado do Rio de Janeiro.

Legislação anterior:

- BRASIL. Decreto n. 62.127, de 16 de janeiro de 1968. Aprova o Regulamento do Código Nacional de Trânsito.
- BRASIL. Decreto-Lei n. 237, de 26 de fevereiro de 1967. Modifica o Código Nacional de Trânsito.
- BRASIL. Lei n. 5108, de 21 de setembro de 1966. Institui o Código Nacional de Trânsito.

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

5.3 RELATIONSHIPS AREA

5.3.1 Authorised form(s) of name/Identifier of the related function

Purpose:

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

Rule:

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

5.3.2 Type

Purpose:

To indicate whether the relationship is established with a function or one of its subdivisions.

Rule:

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

5.3.3 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 three 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, business 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.

5.3.4 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.

5.3.5 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 and/or 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:

<i>Relationship 1</i>	
5.3.1 Authorised form(s) of name/Identifier of the related function	Student administration, Trinity College, Glasgow (C0507-F003)
5.3.2 Type	Function
5.3.3 Category of relationship	Hierarchical
5.3.4 Description of relationship	Student registration was one of the activities performed to fulfil the function of student administration.
5.3.5 Dates of relationship	1857 - 1935
<i>Relationship 2</i>	
5.3.1 Authorised form(s) of name/Identifier of the related function	Student registration, University of Glasgow (C0740-F003-008)
5.3.2 Type	Activity
5.3.3 Category of relationship	Temporal
5.3.4 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.
5.3.5 Dates of relationship	1935

Description prepared by: United Kingdom, Glasgow University Archive services

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

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

5.3.5 Dates of relationship	
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Description prepared by: France, Direction des Archives de France

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

Relationship 1	
5.3.1 Authorised form(s) of name/Identifier of the related function	Organización de la investigación ES UPNA L101
5.3.2 Type	Sub-función
5.3.3 Category of relationship	Jerárquica
5.3.4 Description of relationship	La organización de la investigación es una sub-función de la función de gestión de la investigación.
5.3.5 Dates of relationship	1987 - ...
Relationship 2	
5.3.1 Authorised form(s) of name/Identifier of the related function	Financiación de la investigación ES UPNA L105
5.3.2 Type	Sub-función
5.3.3 Category of relationship	Jerárquica
5.3.4 Description of relationship	La financiación de la investigación es una sub-función de la función de gestión de la investigación.
5.3.5 Dates of relationship	1987 - ...
Relationship 3	
5.3.1 Authorised form(s) of name/Identifier of the related function	Apoyo a la investigación ES UPNA L114
5.3.2 Type	Sub-función
5.3.3 Category of relationship	Jerárquica
5.3.4 Description of relationship	El apoyo a la investigación es una sub-función de la función de gestión de la investigación.
5.3.5 Dates of relationship	1987 - ...
Relationship 4	
5.3.1 Authorised form(s) of name/Identifier of the related function	Difusión de los resultados de la investigación ES UPNA L115
5.3.2 Type	Sub-función
5.3.3 Category of relationship	Jerárquica
5.3.4 Description of relationship	La difusión de los resultados de la investigación es una sub-función de la función de gestión de la investigación.
5.3.5 Dates of relationship	1987 - ...
Relationship 5	
5.3.1 Authorised form(s) of name/Identifier of the related function	Evaluación de la investigación ES UPNA L116
5.3.2 Type	Sub-función
5.3.3 Category of relationship	Jerárquica
5.3.4 Description of relationship	La evaluación de la investigación es una sub-función de la función de gestión de la investigación.

5.3.5 Dates of relationship	1987 - ...
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Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

Relationship 1	
5.3.1 Authorised form(s) of name/Identifier of the related function	Educação para o trânsito (BR.Detran-RJ/4.2.7)
5.3.2 Type	Função
5.3.3 Category of relationship	Associativa
5.3.4 Description of relationship	A educação para o trânsito relaciona-se de duas formas à habilitação de condutor. Em primeiro lugar, porque elabora e divulga campanhas educativas voltadas para condutores de veículos com o objetivo de evitar acidentes de trânsito causados por desrespeito à legislação de trânsito. Em segundo lugar porque é responsável pela formação e reciclagem dos instrutores dos centros de formação de condutores e dos examinadores, responsáveis, respectivamente, pelo treinamento dos candidatos à habilitação e pela realização dos exames práticos de direção.
5.3.5 Dates of relationship	1966-
Relationship 2	
5.3.1 Authorised form(s) of name/Identifier of the related function	ulgamento de recursos administrativos de infrações de trânsito (BR.Detran-RJ/4.2.4.2)
5.3.2 Type	Função
5.3.3 Category of relationship	Associativa
5.3.4 Description of relationship	Os condutores de veículos habilitados e devidamente notificados da ocorrência de infração de trânsito, ou seja, de transgressão ao CTB, podem interpor recurso junto ao órgão autuador. Os recursos deferidos implicam o cancelamento da infração. Os recursos indeferidos implicam a aplicação de penalidade ao condutor como advertência por escrito, multa, suspensão do direito de dirigir, cassação da CNH e frequência obrigatória em curso de reciclagem.
5.3.5 Dates of relationship	1966 - ...

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

5.4 CONTROL AREA

5.4.1 Function description identifier

Purpose:

To identify uniquely the function description 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*. When the creator of the description is an international organisation, give the organisational identifier in place of the country code.

Examples:

C0507-F003-008

Description prepared by: *United Kingdom, Glasgow University Archive services*

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

FR/DAF/0000000020

Description prepared by: *France, Direction des Archives de France*

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

ES UPNA L100

Description prepared by: *Spain, Archivo General de la Universidad Pública de Navarra*

Note: *For the function Gestión de la investigación*

BR.Detran-RJ/4.2.1

Description prepared by: *Brazil, Departamento Estadual do Trânsito do Rio de Janeiro*

Note: *For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro*

Examples of country codes (from ISO 3166)

AU	Australia
CA	Canada
ES	Spain
FR	France
GB	United Kingdom
ME	Montenegro
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(s) 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

BR/Detran-RJ

Departamento de Trânsito do Estado do Rio de Janeiro

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, when useful, the editions or publication dates of the conventions or rules applied.

Examples:

ISDF – International Standard for Describing Functions, 1st edition, International Council on Archives, 2008.

Description prepared by: *United Kingdom, Glasgow University Archive services*

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

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

Description prepared by: *France, Direction des Archives de France*

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

ISDF – Norma internacional para la descripción de funciones, 1^a ed., Consejo Internacional de Archivos, 2008.

ISO 8601 – Elementos de datos y formatos de intercambio – Intercambio de información – Representación de fechas y horas, 3^a ed., Ginebra: Organización Internacional de Normalización, 2004.

Cuadro de clasificación de documentos de la Universidad Pública de Navarra (sitio web del Archivo General de la Universidad:

(<http://www.unavarra.es/servicio/pdf/Codificacionclasificacion05.pdf>) (consultado el 8 de enero de 2008).

Description prepared by: *Spain, Archivo General de la Universidad Pública de Navarra*

Note: *For the function Gestión de la investigación*

CONSELHO INTERNACIONAL DE ARQUIVOS. *ISDF: Norma internacional para descrição de funções.* Rio de Janeiro: Arquivo Nacional, 2008. 78 p.

CÓDIGO de Classificação de Documentos de Atividades-Fim do Detran-RJ. Atualizado pela portaria Pres-Detran-RJ, de 22/11/2004.

Description prepared by: *Brazil, Departamento Estadual do Trânsito do Rio de Janeiro*

Note: *For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro*

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, revised or deleted.

Examples:

Final

Description prepared by: *United Kingdom, Glasgow University Archive services*

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

Notice validée

Description prepared by: France, Direction des Archives de France

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

Finalizado

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

Preliminar

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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 offers 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

Description prepared by: United Kingdom, Glasgow University Archive services

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

Notice complète

Description prepared by: France, Direction des Archives de France

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

Completo

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

Integral

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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:

Created October 2006

Revised October 2007

Description prepared by: United Kingdom, Glasgow University Archive services

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

Date de création: 2007-05-11

Description prepared by: France, Direction des Archives de France

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

Fecha de creación: 2008-01-08

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

2007-03

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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

Description prepared by: United Kingdom, Glasgow University Archive services

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

français : fre

Description prepared by: France, Direction des Archives de France

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

Español en escritura latina

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

Português

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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

Description prepared by: United Kingdom, Glasgow University Archive services

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

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

Description prepared by: France, Direction des Archives de France

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

BRICALL, Josep. Informe Universidad 2000. Barcelona : España, marzo de 2000. (Sitio web Conferencia de Rectores de Universidades Españolas: <http://www.crue.org/informeuniv2000.htm>) (consultado el 8 de enero de 2008)

SANZ MENÉNDEZ, Luis. La investigación en la universidad española : la financiación competitiva de la investigación, con especial referencia a las Ciencias Sociales y Económicas. Madrid : Consejo Superior de Investigaciones Científicas, Unidad de Políticas Comparadas, Grupo de Investigación sobre Políticas de Innovación, Tecnología, Formación y Educación – SPRITTE, julio de 2003. (Sitio web del Centro Superior de Investigaciones Científicas:

<http://www.iesam.csic.es/doctrab2/dt-0306.pdf>) (consultado el 8 de enero de 2008)

Manual de procedimientos administrativos. Pamplona, Universidad Pública de Navarra, 2003.

(Sitio web del Archivo General de la Universidad Pública de Navarra:

http://www.unavarra.es/servicio/archivo_proadmon.htm) (consultado el 8 de enero de 2008)

Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

Note: For the function Gestión de la investigación

CARVALHO, Aurélia Maria Pinheira de; MENDONÇA, Leila Lobo de (Coord.). *Sinais do Rio: a trajetória do Detran e de seus antecessores*. Rio de Janeiro: Detran-RJ, 2004.

Portal do Detran-RJ

<http://www.detran.rj.gov.br>

Sítio do Conselho Nacional de Trânsito

<http://www.denatran.gov.br/contran.html>

Sítio do Departamento Nacional de Trânsito

<http://www.denatran.gov.br>

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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 and revised by Victoria Peters, Glasgow University Archive Services

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

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

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

Descripción elaborada por Joaquim Llansó Sanjuan (Archivo General de la Universidad Pública de Navarra).

Note: For the function Gestión de la investigación

Descrição preparada por: Marília Cabral Xavier e Jéssica Moura Dias Campos – Centro de Documentação do Detran – RJ

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

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. 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.

To make descriptions of functions 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 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 graphical representation of the possible relationships of functions with corporate bodies and records.

6.1 Identifier and authorised form(s) of name/title of related resource

Purpose:

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

Describe 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 authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Trinity College, Glasgow
	<i>Identifier</i>	C0507
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1857 - 1935
Relationship 2		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Trinity College, Glasgow Librarian
	<i>Identifier</i>	C2581
6.2 Nature of relationship		Corporate body performing the activity. The Librarian was charged with handling student registration.
6.3 Dates of relationship		1857 - 1935
Relationship 3		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Trinity College, Glasgow Treasurer
	<i>Identifier</i>	C2582
6.2 Nature of relationship		Corporate body performing the activity. The Treasurer was charged with receiving matriculation fees.
6.3 Dates of relationship		1857 - 1935
Relationship 4		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Trinity College, Glasgow Clerk of Senate
	<i>Identifier</i>	C2583
6.2 Nature of relationship		Corporate body performing the activity. 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 authorised form(s) of name/title of related resource	<i>Title</i>	Senate minutes
	<i>Identifier</i>	GB 0248 DC 84/1/1
6.2 Nature of relationship		Record relating to the activity. 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 authorised form(s) of name/title of related resource	<i>Title</i>	Scroll or draft Senate minutes
	<i>Identifier</i>	GB 0248 DC 84/1/2/1-3
6.2 Nature of relationship		Record relating to the activity. The scroll minutes occasionally include annual statistical summaries of matriculated students.
6.3 Dates of relationship		1857 - 1935
Relationship 7		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Library/matriculation albums
	<i>Identifier</i>	
6.2 Nature of relationship		Record created in the course of the activity. The albums recorded the details of all matriculating students.
6.3 Dates of relationship		1858 - 1935

Description prepared by: United Kingdom, Glasgow University Archive services

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

Relationship 1		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Conseils généraux
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 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Caisses d'allocations familiales
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 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Caisses de mutualité sociale agricole
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 4		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</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		

Description prepared by: France, Direction des Archives de France

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

Relationship 1		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra
	<i>Identifier</i>	ES UPNA 00.00
6.2 Nature of relationship		Institución que desarrolla la función
6.3 Dates of relationship		1987-
Relationship 2		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Vicerrectorado de Investigación
	<i>Identifier</i>	ES UPNA 30.00
6.2 Nature of relationship		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la función ¹
6.3 Dates of relationship		1987-
Relationship 3		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Servicio de Investigación

¹ El Vicerrectorado de Investigación se encarga de coordinar las diversas actividades relacionadas con la investigación y el doctorado que se realizan en la Universidad, así como de la convocatoria, difusión y tramitación de becas, ayudas, premios y proyectos de investigación. A este Vicerrectorado se encuentran directamente vinculados el Servicio de Investigación, la Oficina de Transferencia de Resultados de Investigación (OTRI Navarra), el Servicio de Apoyo a la Investigación (SAI), la Biblioteca, el Instituto de Agrobiotecnología, la Comisión de Investigación, la Comisión de Doctorado y el Comité de Ética, Experimentación Animal y Bioseguridad.

	<i>Identifier</i>	ES UPNA 11.06
6.2 Nature of relationship		Unidad de la Universidad Pública de Navarra implicada en el desarrollo de la función ²
6.3 Dates of relationship		1987-
Relationship 4		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Oficina de Transferencia de Resultados de Investigación
	<i>Identifier</i>	ES UPNA 32.00
6.2 Nature of relationship		Unidad de la Universidad Pública de Navarra implicada en el desarrollo de la función ³
6.3 Dates of relationship		1987-
Relationship 5		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Servicio de Apoyo a la Investigación
	<i>Identifier</i>	ES UPNA 31.01
6.2 Nature of relationship		Unidad de la Universidad Pública de Navarra implicada en el desarrollo de la función ⁴
6.3 Dates of relationship		1987-
Relationship 6		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Biblioteca Universitaria
	<i>Identifier</i>	ES UPNA 61.00
6.2 Nature of relationship		Unidad de la Universidad Pública de Navarra implicada en el desarrollo de la función ⁵
6.3 Dates of relationship		1987-
Relationship 7		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Instituto de Agrobiotecnología

² El Servicio de Investigación es la unidad administrativa que, dependiente del Vicerrectorado de Investigación, gestiona el censo y el catálogo de grupos de investigación, los datos de los grupos de investigación en marcha y la actividad del personal investigador en formación (becarios y extranjeros). Al mismo tiempo, gestiona los procesos relacionados con proyectos de investigación, transferencia de conocimiento y difusión y gestión de convocatorias relacionadas con la actividad investigadora – nacionales e internacionales, de financiación tanto pública como privada.

³ La Oficina de Transferencia de Resultados de Investigación es un unidad perteneciente al Vicerrectorado de Investigación, cuyo objetivo es promover y gestionar las relaciones entre los investigadores de la Universidad y las empresas y entidades, impulsando la transferencia de la oferta científico-técnica universitaria a los sectores productivos. Se ocupa básicamente de los contratos de investigación con las empresas, de las patentes, de los proyectos de I+DT europeos, y de la detección de ofertas y demandas tecnológicas.

⁴ El Servicio de Apoyo a la Investigación es una unidad encuadrada en el Vicerrectorado de Investigación, destinada a prestar servicios de técnica experimental a los grupos de investigación de la Universidad Pública de Navarra y a las empresas públicas y privadas interesadas.

⁵ La Biblioteca universitaria es una unidad dependiente del Vicerrectorado de Investigación que actúa como proveedora de fuentes necesarias para la generación y transmisión de conocimiento.

	<i>Identifier</i>	ES UPNA 31.02
6.2 Nature of relationship		Centro de la Universidad Pública de Navarra implicado en el desarrollo de la función ⁶
6.3 Dates of relationship		1999-
Relationship 8		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Comisión de Investigación
	<i>Identifier</i>	ES UPNA CI
6.2 Nature of relationship		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la función ⁷
6.3 Dates of relationship		1987
Relationship 9		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Comisión de Doctorado
	<i>Identifier</i>	ES UPNA CD
6.2 Nature of relationship		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la función ⁸
6.3 Dates of relationship		1987-
Relationship 10		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Universidad Pública de Navarra. Comité de Ética, Experimentación Animal y Bioseguridad
	<i>Identifier</i>	ES UPNA CEt
6.2 Nature of relationship		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la función ⁹

⁶ El Instituto de Agrobiotecnología es un centro de investigación vinculado al Vicerrectorado de Investigación en el que se llevan a cabo investigaciones en el terreno de la fisiología, bioquímica y biología molecular de plantas.

⁷ La Comisión de Investigación es un órgano contemplado en los Estatutos de la Universidad Pública de Navarra, cuyas funciones son: a) proponer al Consejo de Gobierno la distribución del presupuesto de investigación; b) planificar la adquisición y utilización de la infraestructura universitaria de apoyo a la investigación; c) proponer la convocatoria y adjudicar becas y ayudas a la investigación; d) elaborar la memoria anual de las actividades de investigación de la Universidad; e) solicitar, realizar y difundir estudios que permitan a las entidades públicas y privadas conocer los aspectos de la actividad investigadora de la Universidad a fin de establecer contratos de colaboración o aportar fondos; f) asesorar al Consejo de Gobierno, departamentos e institutos universitarios en la planificación, coordinación, propuestas de estímulo y control del desarrollo de la investigación.

⁸ La Comisión de Doctorado es un órgano contemplado en los Estatutos de la Universidad Pública de Navarra, con competencia en cuestiones que afecten a los programas de doctorado y a la realización de tesis doctorales.

⁹ El Comité de Ética, Experimentación Animal y Bioseguridad tiene las siguientes funciones: a) informar sobre proyectos o trabajos de investigación que impliquen estudios en seres humanos, utilización de sus datos personales o de muestras biológicas de origen humano, experimentación animal o empleo de agentes biológicos u organismos genéticamente modificados, b) valorar proyectos de investigación que puedan afectar de modo directo a los derechos fundamentales de las personas, al bienestar de los animales y a los intereses vinculados a la defensa y protección del medio ambiente, c) velar por el cumplimiento de las buenas prácticas de investigación y experimentación, d) informar para los órganos de gobierno de la Universidad sobre los problemas éticos relacionados con los apartados anteriores que puedan suscitar la investigación y la docencia, e) promover el debate en la comunidad universitaria sobre cuestiones bioéticas de interés general, f) difundir en la opinión pública las implicaciones éticas de los avances científicos y sus aplicaciones y ofrecer la información precisa para comprender su alcance y sus posibles consecuencias.

6.3 Dates of relationship		2004-
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Description prepared by: Spain, Archivo General de la Universidad Pública de Navarra

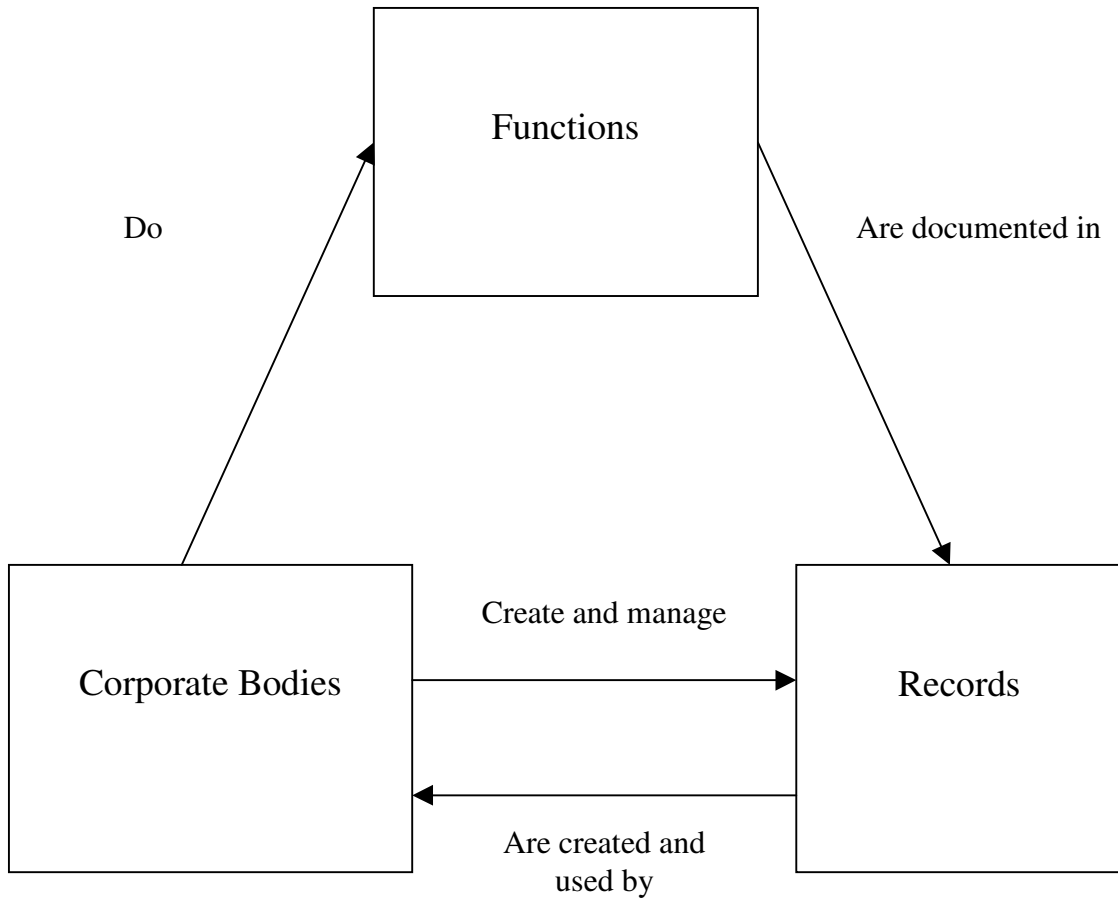
Note: For the function Gestión de la investigación

Relationship 1		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Departamento Nacional de Trânsito (Brasil) – DENATRAN
6.2 Nature of relationship		O DENATRAN é o órgão máximo executivo de trânsito da União.
6.3 Dates of relationship		1967 - ...
Relationship 2		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Conselho Nacional de Trânsito (Brasil)– CONTRAN
6.2 Nature of relationship		O CONTRAN é o coordenador do Sistema Nacional de Trânsito e órgão máximo normativo e consultivo
6.3 Dates of relationship		1967 - ...
Relationship 3		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Atas de exames práticos de direção veicular
	<i>Identifier</i>	BR.Detran-RJ/4.2.1.9
6.2 Nature of relationship		A série Habilitação de Condutor contém os registros dos resultados dos exames de direção veicular, indicando a aprovação ou não dos candidatos nos exames práticos de direção veicular.
6.3 Dates of relationship		1954 - 2007
Relationship 4		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Livros de registro de prontuário
	<i>Identifier</i>	BR.Detran-RJ/ 4.2.1.8
6.2 Nature of relationship		Contém os registros dos prontuários atribuídos aos condutores aprovados nos exames de habilitação.
6.3 Dates of relationship		1981 - 1992

Description prepared by: Brazil, Departamento Estadual do Trânsito do Rio de Janeiro

Note: For the function Habilitação de condutor de veículo. Departamento de Trânsito do Estado do Rio de Janeiro

**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: 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 - ...
5.2.2 Description		The management of the University's communications with its alumni.
5.2.3 History		<p>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.</p> <p>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>.</p>

		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(s) of name/Identifier of the related function		Alumni relations management, University of Glasgow (C0740-F012)
5.3.2 Type		Function
5.3.3 Category of relationship		Hierarchical
5.3.4 Description of relationship		Alumni communication management was one of the activities performed to fulfil the function of alumni relations management.
5.3.5 Dates of relationship		1868 - ...
<i>Second Relation</i>		
5.3.1 Authorised form(s) of name/Identifier of the related function		Alumni data administration, University of Glasgow (C0740-F012-006)
5.3.2 Type		Activity
5.3.3 Category of relationship		Associative
5.3.4 Description of relationship		Alumni communication management and alumni data administration are both activities performed to fulfil the function of alumni relations management.
5.3.5 Dates of relationship		1868 - ...
5.4 CONTROL AREA		
5.4.1 Function description identifier		C0740-F012-007
5.4.2 Institution identifiers		University of Glasgow
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		Created October 2006 Revised October 2007
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 (www.gla.ac.uk)
5.4.9 Maintenance notes		Description prepared and revised 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 authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow
	<i>Identifier</i>	C0740
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1868 - ...
<i>Second Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow General Council
	<i>Identifier</i>	C1789
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1868 - ...
<i>Third Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow Development Campaign Office
	<i>Identifier</i>	C2580
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1990-1998
<i>Fourth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow Development and Alumni Office
	<i>Identifier</i>	C1851
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1998 - ...
<i>Fifth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Glasgow University Graduates Association
	<i>Identifier</i>	C0549

6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1948 - 1985
<i>Sixth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow Publicity Services
	<i>Identifier</i>	C1883
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1987 - ...
<i>Seventh Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	General Council correspondence with graduates
	<i>Identifier</i>	GB 0248 DC 183/6/16
6.2 Nature of relationship		Record created in the course of the activity.
6.3 Dates of relationship		1959 - 1981
<i>Eighth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	<i>College Courant</i>
	<i>Identifier</i>	GB 0248 DC 174/3
6.2 Nature of relationship		Record created in the course of the activity. The <i>College Courant</i> was the main means of communication between graduates.
6.3 Dates of relationship		1948 - 1985
<i>Ninth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	<i>Avenue</i>
	<i>Identifier</i>	GB 0248 GUA IP 5/6
6.2 Nature of relationship		Record created in the course of the activity. The University kept alumni informed through <i>Avenue</i> of events and forthcoming meetings of the General Council.
6.3 Dates of relationship		1987

Example 2 – 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		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 - ...
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(s) of name/Identifier of the related function		Fundraising, University of Glasgow (C0740-F028)
5.3.2 Type		Function
5.3.3 Category of relationship		Hierarchical

5.3.4 Description of relationship		Fundraising campaign management was one of the activities performed to fulfil the function of fundraising.
5.3.5 Dates of relationship		1984 - ...
<i>Second Relation</i>		
5.3.1 Authorised form(s) of name/Identifier of the related function		Financial accounting, University of Glasgow (C0740-F028-007)
5.3.2 Type		Activity
5.3.3 Category of relationship		Associative
5.3.4 Description of relationship		Incoming funds were handled as part of the activity of financial accounting.
5.3.5 Dates of relationship		1984 - ...
5.4 CONTROL AREA		
5.4.1 Function description identifier		C0740-F013-006
5.4.2 Institution identifiers		University of Glasgow
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		Created October 2006 Revised October 2007
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 (www.gla.ac.uk)
5.4.9 Maintenance notes		Description prepared and revised 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 form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow
	<i>Identifier</i>	C0740
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1984 - ...

<i>Second Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow University Trust Office
	<i>Identifier</i>	C2579
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1984 - 2000
<i>Third Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow Development Campaign Office
	<i>Identifier</i>	C2580
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1990 - 1998
<i>Fourth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow Development and Alumni Office
	<i>Identifier</i>	C1851
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1998 - ...
<i>Fifth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	University of Glasgow Chancellor's Fund Advisory Board
	<i>Identifier</i>	C1850
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		2000 - ...
<i>Sixth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	<i>Avenue</i>
	<i>Identifier</i>	GB 0248 GUA IP 5/6
6.2 Nature of relationship		Record created in the course of the activity. Development campaign news was recorded in <i>Avenue</i> , the University's magazine for alumni and friends.
6.3 Dates of relationship		1987 - ...

Example 3 – 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		Corporate body management, Fraser Sons & Co Ltd
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		1909 - 1947
5.2.2 Description		The activity of managing the work of the corporate body or shareholders. It includes conducting and servicing meetings of the shareholders.
5.2.3 History		<p>The company's articles of association, 1909, stipulated that an ordinary meeting of the shareholders was to be held each year at a place and time determined by the board of directors. In addition, extraordinary general meetings could be called at any time by the board, either of its own accord or when requisitioned by any member or members who held in total at least one tenth of the share capital of the company. Notice of between seven and twenty-one days had to be given for both ordinary and extraordinary general meetings. It was the secretary's responsibility to send a notice of the meeting to all shareholders. The notice had to express the time and place of the meeting and the general nature of any special business.</p> <p>At every general meeting, the chairman of the company, or in his absence, a director elected by the other directors present, or a member elected by the other members present, took the chair. The quorum necessary for the transaction of business was two members present in person. At the start of each meeting, the secretary read out the notice calling the meeting and the auditors' report. This was followed by the directors' report, the statement of accounts, the sanctioning of any dividend recommended by the board, the re-election of directors and auditors and the fixing of their remuneration, and any special business. Questions were decided by a majority of those present or, if demanded, by a subsequent poll. The chairman had the casting vote. Any meeting could be adjourned by the chairman with the consent of the meeting.</p> <p>Minutes of the meetings were taken by the secretary and signed by the chairman. They were recorded in volumes which also included minutes of the meetings of the board of directors. The volumes were kept by the secretary at the company's registered office at 12 Buchanan Street, Glasgow. The secretary also maintained a register of the members of the company and the number of shares held by each.</p>
5.2.4 Legislation		Joint Stock Companies Act, 1856; Companies Act, 1862; Companies Act, 1900; Companies Act, 1907; Companies (Consolidation) Act, 1908; Companies Act, 1928; Companies Act, 1929; Companies Act, 1947.

5.3 RELATIONSHIPS AREA		
5.3.1 Authorised form(s) of name/Identifier of the related function		Governance, Fraser Sons & Co Ltd (F1-0634)
5.3.2 Type		Function
5.3.3 Category of relationship		Hierarchical
5.3.4 Description of relationship		Corporate body management was one of the activities performed to fulfil the function of governance.
5.3.5 Dates of relationship		1909 - 1947
5.4 CONTROL AREA		
5.4.1 Function description identifier		F1-0634-4
5.4.2 Institution identifiers		University of Glasgow
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		Created October 2007
5.4.7 Language(s) and script(s)		English
	<i>ISO 639-2</i>	eng
	<i>ISO 15924</i>	latn
5.4.8 Sources		Fraser Sons & Co Ltd memorandum and articles of association, 1909 Tovey, P. (ed.), <i>Pitman's Dictionary of Secretarial Law and Practice</i> (London, 1930). <i>Secretarial Practice. The Manual of the Chartered Institute of Secretaries of Joint Stock Companies and Other Public Bodies</i> (Cambridge, 1951).
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 authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Fraser Sons & Co Ltd
	<i>Identifier</i>	C0634
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1909 - 1947

<i>Second Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Fraser Sons & Co Ltd Board of Directors
	<i>Identifier</i>	C2571
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1909 - 1947
<i>Third Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Fraser Sons & Co Ltd Secretary
	<i>Identifier</i>	C2572
6.2 Nature of relationship		Corporate body performing the activity. The secretary sent out notices of general meetings and took and maintained minutes of the meetings.
6.3 Dates of relationship		1909 - 1947
<i>Fourth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Memorandum and articles of association
	<i>Identifier</i>	GB 0248 FRAS 1
6.2 Nature of relationship		Record relating to the activity. Regulations governing the constitution and conduct of the general meetings were recorded in the articles of association.
6.3 Dates of relationship		1909 - ...
<i>Fifth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Minutes of meetings of board of directors and shareholders
	<i>Identifier</i>	GB 0248 FRAS 2
6.2 Nature of relationship		Record created in the course of the activity.
6.3 Dates of relationship		1909 - 1947
<i>Sixth Relation</i>		
6.1 Identifier and authorised form(s) of name/title of related resource	<i>Title</i>	Combined register
	<i>Identifier</i>	GB 0248 FRAS 6
6.2 Nature of relationship		Record created in the course of the activity.
6.3 Dates of relationship		1909 - 1948

Example 4 – 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		Financial accounting, Fraser Estates Ltd
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		1937 - 1957
5.2.2 Description		The activity of processing, recording, classifying and analysing information on financial transactions between the company and third parties, and between the company and its employees.
5.2.3 History		<p>Fraser Estates Ltd operated a double entry bookkeeping system. Daily transactions were recorded in a journal. From the journal, entries were posted to a private ledger. Folio numbers for the corresponding entry in the ledger were recorded beside each entry in the journal. Conversely, folio numbers for the corresponding entry in the journal were recorded beside each entry in the private ledger. The journal included greater detail about individual transactions. The accounts in the private ledger were indexed.</p> <p>Fraser Estates Ltd managed the property of Fraser Sons & Co Ltd and subsequently, from 1947, the property of House of Fraser Ltd. Entries concerning Fraser Estates Ltd may therefore be found among the accounts of these two companies as well as their subsidiaries.</p>
5.2.4 Legislation		
5.3 RELATIONSHIPS AREA		
5.3.1 Authorised form(s) of name/Identifier of the related function		Financial management, Fraser Estates Ltd (F6-0704)
5.3.2 Type		Function
5.3.3 Category of relationship		Hierarchical
5.3.4 Description of relationship		Financial accounting was performed to fulfil the function of financial management.
5.3.5 Dates of relationship		1937 - 1957
5.4 CONTROL AREA		
5.4.1 Function description identifier		F6-0704-7
5.4.2 Institution identifiers		University of Glasgow

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		Created October 2007
5.4.7 Language(s) and script(s)		English
	<i>ISO 639-2</i>	eng
	<i>ISO 15924</i>	latn
5.4.8 Sources		Fraser Estates Ltd private ledger, 1937-1948 Fraser Estates Ltd journal, 1938-1948
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

First Relation

6.1 Identifier and/or authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Fraser Estates Ltd
	<i>Identifier</i>	C0704
6.2 Nature of relationship		Corporate body performing the activity.
6.3 Dates of relationship		1937 - 1957

Second Relation

6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Private ledger
	<i>Identifier</i>	GB 0248 FRAS 56
6.2 Nature of relationship		Record created in the course of the activity.
6.3 Dates of relationship		1937 - 1948

Third Relation

6.1 Identifier and authorised form(s) of name/title of related resource	<i>Authorised form(s) of name</i>	Journal
	<i>Identifier</i>	GB 0248 FRAS 57
6.2 Nature of relationship		Record created in the course of the activity.
6.3 Dates of relationship		1937 - 1948

Example 5 – Function description.**Language of description: French (France)**

5.1 ZONE D'IDENTIFICATION		
5.1.1 Type		Fonction
5.1.2 Forme(s) autorisée(s) du nom		Police de l'eau
5.1.3 Forme(s) parallèle(s) du nom		
5.1.4 Autre(s) forme(s) du nom		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 Forme(s) autorisée(s) du nom/Identifiant de la fonction associée		Protection de l'environnement
5.3.2 Type		Fonction
5.3.3 Catégorie de relation		Relation hiérarchique
5.3.4 Description de la relation		La police de l'eau est une des composantes de la protection de l'environnement.
5.3.5 Dates de la relation		
5.4 ZONE DU CONTROLE		
5.4.1 Identifiant de la description de fonction		FR/DAF/0000000004
5.4.2 Identifiant du ou des services		FR/DAF Direction des Archives de France
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 Statut		Notice validée
5.4.5 Niveau de détail		Notice complète
5.4.6 Dates de création, de révision ou de destruction	<i>ISO 8601</i>	2006-09-30
5.4.7 Langue(s) et écriture(s)		français
	<i>ISO 639-2</i>	fre
	<i>ISO 15024</i>	latn
5.4.8 Sources		Site Internet Vie publique : www.vie-publique.fr/politiques-publiques/politique-eau/index/ (consulté le 30 septembre 2006) Site du ministère de l'écologie et du développement durable : www.ecologie.gouv.fr/article.php3?id_article=40 (consulté le 30 septembre 2006) Site de eaufrance (portail de l'eau) : 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 DOCUMENTS D'ARCHIVES ET D'AUTRES RESSOURCES		
<i>Première relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Préfectures

	<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 Dates de la relation		
Deuxième relation		
6.1 Identifiant et forme(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Directions départementales de l'Agriculture et de la Forêt (DDAF)
	<i>Identifiant</i>	
6.2 Nature de la relation		Les DDAF assurent la police de l'eau avec trois rôles principaux : - rôle de « <i>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, défrichage en forêt privée, gestion des ressources cynégétiques et piscicoles ... ; - rôle de « <i>caution juridique</i> » : il est de leur responsabilité de conduire un certain nombre de procédures touchant au droit de propriété ; - rôle de « <i>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 Dates de la relation		
Troisième relation		
6.1 Identifiant et forme(s) autorisée(s) du nom /intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Directions départementales des Affaires Sanitaires et Sociales (DDASS)
	<i>Identifiant</i>	
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(s) autorisée(s) du nom /intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</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(s) autorisée(s) du nom/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
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Example 6 – Function description.**Language of description: French (France)**

5.1 ZONE D'IDENTIFICATION		
5.1.1 Type		Fonction
5.1.2 Forme(s) autorisée(s) du nom		Voirie vicinale (1824-1940)
5.1.3 Forme(s) parallèle(s) du nom		
5.1.4 Autre(s) forme(s) du nom		
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 Forme(s) autorisée(s) du nom/Identifiant de la fonction associée		Administration et comptabilité communale
5.3.2 Type		Fonction
5.3.3 Catégorie de relation		Relation hiérarchique
5.3.4 Description de la relation		La voirie vicinale est l'un des domaines de contrôle des préfectures sur les communes.
5.3.5 Dates de la relation		
	<i>ISO 8601</i>	

5.4 ZONE DU CONTROLE		
5.4.1 Identifiant de la description de fonction		FR/DAF/0000000021
5.4.2 Identifiant du ou des services		FR/DAF Direction des Archives de France
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 Statut		Description validée
5.4.5 Niveau de détail		Description complète
5.4.6 Dates de création, de révision ou de destruction	<i>ISO 8601</i>	2007-03
5.4.7 Langue(s) et écriture(s)		français
	<i>ISO 639-2</i>	fre
	<i>ISO 15024</i>	latn
5.4.8 Sources		Site des Archives départementales de Loire-Atlantique : 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 DOCUMENTS D'ARCHIVES ET D'AUTRES RESSOURCES		
<i>Première relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Service vicinal départemental de Loire-Atlantique
	<i>Identifiant</i>	
6.2 Nature de la relation		
6.3 Dates de la relation		
<i>Deuxième relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Préfecture de Loire-Atlantique. Administration et comptabilité des communes et des établissements de bienfaisance
	<i>Identifiant</i>	
6.2 Nature de la relation		
6.3 Dates de la relation		
<i>Troisième relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Préfecture de Loire-Atlantique. Travaux publics : alignements et permissions de voirie)

	<i>Identifiant</i>	
6.2 Nature de la relation		
6.3 Dates de la relation		
<i>Quatrième relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom /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 7 – Sub-function description.
Language of description: Spanish (Spain)

5.1 ÁREA DE IDENTIFICACIÓN		
5.1.1 Tipo		Sub-función
5.1.2 Forma(s) autorizada(s) del nombre		Organización de la investigación
5.1.3 Forma(s) paralela(s) del nombre		
5.1.4 Otra(s) forma(s) del nombre		
5.1.5 Clasificación		L101
5.2 ÁREA DE CONTEXTO		
5.2.1 Fechas		1987-
	<i>ISO 8601</i>	1987/9999
5.2.2 Descripción		Entre los diferentes elementos que abarca la gestión de la investigación, la organización de ésta se centra en la elaboración del censo y catálogo de grupos de investigación, en la gestión de los datos de los grupos de investigación en marcha y en la gestión de la actividad del personal investigador en formación, tanto en lo relativo a investigadores becarios como a investigadores extranjeros.
5.2.3 Historia		
5.2.4 Legislación		Ley Orgánica 11/1983, de 25 de agosto, de Reforma Universitaria. Ley Orgánica 6/2001, de 21 de diciembre, de Universidades. Decreto Foral 68/1995, de 13 de marzo, por el que se aprueban los Estatutos de la Universidad Pública de Navarra. Decreto Foral 110/2003, de 12 de mayo, por el que se aprueban los Estatutos de la Universidad Pública de Navarra.
5.3 ÁREA DE RELACIONES		
<i>Primera relación</i>		
5.3.1 Forma(s) autorizada(s) del nombre / Identificador de la función relacionada		Gestión de la investigación ES UPNA L100
5.3.2 Tipo		Función
5.3.3 Categoría de relación		Jerárquica
5.3.4 Descripción de la relación		La gestión de la investigación es la función principal de la sub-función de organización de la investigación.
5.3.5 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999

Segunda relación		
5.3.1 Forma(s) autorizada(s) del nombre / Identificador de la función relacionada		Elaboración del censo y el catálogo de grupos de investigación ES UPNA L102
5.3.2 Tipo		Actividad
5.3.3 Categoría de relación		Jerárquica
5.3.4 Descripción de la relación		La elaboración del censo y el catálogo de grupos de investigación es una actividad de la sub-función de organización de la investigación.
5.3.5 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
Tercera relación		
5.3.1 Forma(s) autorizada(s) del nombre / Identificador de la función relacionada		Gestión de los datos de los grupos de investigación en marcha ES UPNA L103
5.3.2 Tipo		Actividad
5.3.3 Categoría de relación		Jerárquica
5.3.4 Descripción de la relación		La gestión de los datos relativos a los grupos de investigación en marcha es una actividad de la sub-función de organización de la investigación.
5.3.5 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
Cuarta relación		
5.3.1 Forma(s) autorizada(s) del nombre / Identificador de la función relacionada		Gestión de los expedientes del personal investigador en formación ES UPNA L104
5.3.2 Tipo		Actividad
5.3.3 Categoría de relación		Jerárquica
5.3.4 Descripción de la relación		La gestión de los expedientes del personal investigador en formación es una actividad de la sub-función de organización de la investigación.
5.3.5 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
Quinta relación		
5.3.1 Forma(s) autorizada(s) del nombre / Identificador de la función relacionada		Elaboración de las memorias de investigación ES UPNA A115
5.3.2 Tipo		Actividad

5.3.3 Categoría de relación		Jerárquica
5.3.4 Descripción de la relación		La elaboración de las memorias de investigación es una actividad de la subfunción de organización de la investigación.
5.3.5 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
5.4 ÁREA DEL CONTROL		
5.4.1 Identificador de la descripción de función		ES UPNA L101
5.4.2 Identificador(es) de institución(es)		Universidad Pública de Navarra
5.4.3 Reglas y/o convenciones utilizadas		ISDF – <i>Norma internacional para la descripción de funciones</i> , 1ª ed., Consejo Internacional de Archivos, 2008. ISO 8601 – <i>Elementos de datos y formatos de intercambio – Intercambio de información – Representación de fechas y horas</i> , 3ª ed., Ginebra: Organización Internacional de Normalización, 2004. Cuadro de clasificación de documentos de la Universidad Pública de Navarra (sitio web del Archivo General de la Universidad: http://www.unavarra.es/servicio/pdf/Codificacionclasificacion05.pdf) (consultado el 8 de enero de 2008).
5.4.4 Estado de elaboración		Finalizado
5.4.5 Nivel de detalle		Completo
5.4.6 Fechas de creación, revisión o eliminación	<i>ISO 8601</i>	Fecha de creación: 2008-01-08
5.4.7 Lengua(s) y escritura(s)		Español en escritura latina
	<i>ISO 639-2</i>	spa
	<i>ISO 15924</i>	latn
5.4.8 Fuentes		Manual de procedimientos administrativos. Pamplona, Universidad Pública de Navarra, 2003. (Sitio web del Archivo General de la Universidad Pública de Navarra: http://www.unavarra.es/servicio/archivo_proadmon.htm) (consultado el 8 de enero de 2008)
5.4.9 Notas de mantenimiento		Descripción elaborada por Joaquim Llansó Sanjuan (Archivo General de la Universidad Pública de Navarra).
6 VINCULACIÓN DE LAS FUNCIONES CON LAS INSTITUCIONES, LOS DOCUMENTOS DE ARCHIVO Y OTROS RECURSOS		
<i>Primera relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra

	<i>Identificador</i>	ES UPNA 00.00
6.2 Naturaleza de la relación		Institución que desarrolla la sub-función.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Segunda relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra. Vicerrectorado de Investigación
	<i>Identificador</i>	ES UPNA 30.00
6.2 Naturaleza de la relación		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la sub-función.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Tercera relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra. Servicio de Investigación
	<i>Identificador</i>	ES UPNA 11.06
6.2 Naturaleza de la relación		Unidad de la Universidad Pública de Navarra implicada en el desarrollo de la sub-función.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Cuarta relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra. Comisión de Investigación
	<i>Identificador</i>	ES UPNA CI
6.2 Naturaleza de la relación		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la sub-función.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Quinta relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra. Comisión de Doctorado
	<i>Identificador</i>	ES UPNA CD
6.2 Naturaleza de la relación		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la sub-función
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999

Example 8 – Activity description.**Language of description: Spanish (Spain)**

5.1 ÁREA DE IDENTIFICACIÓN		
5.1.1 Tipo		Actividad
5.1.2 Forma(s) autorizada(s) del nombre		Elaboración del censo y el catálogo de grupos de investigación
5.1.3 Forma(s) paralela(s) del nombre		
5.1.4 Otra(s) forma(s) del nombre		
5.1.5 Clasificación		L102
5.2 ÁREA DE CONTEXTO		
5.2.1 Fechas		1987-
	<i>ISO 8601</i>	1987/9999
5.2.2 Descripción		<p>El objeto de la actividad consiste en la elaboración del catálogo de grupos de investigación de la Universidad Pública de Navarra, incluyendo el baremo para valorar la actividad investigadora de cada grupo.</p> <p>El catálogo tiene una periodicidad anual, de acuerdo con una convocatoria específica que lanza la Comisión de Investigación de la Universidad, mediante la cual se abre un plazo para la presentación de documentos concernientes a la creación de nuevos grupos y para la actualización de los datos de los grupos ya censados.</p> <p>La resolución de la Comisión de Investigación incluye asimismo la aprobación del baremo para valorar la actividad investigadora de los grupos, aspecto éste que es tenido en cuenta para diversas convocatorias de ayudas a la investigación.</p> <p>La información del catálogo de grupos de investigación es la base para la confección posterior de la memoria de investigación.</p>
5.2.3 Historia		
5.2.4 Legislación		<p>Ley Orgánica 6/2001, de 21 de diciembre, de Universidades.</p> <p>Decreto Foral 68/1995, de 13 de marzo, por el que se aprueban los Estatutos de la Universidad Pública de Navarra.</p> <p>Decreto Foral 110/2003, de 12 de mayo, por el que se aprueban los Estatutos de la Universidad Pública de Navarra.</p>
5.3 ÁREA DE RELACIONES		
5.3.1 Forma(s) autorizada(s) del nombre / Identificador de la función relacionada		Organización de la investigación ES UPNA L101
5.3.2 Tipo		Sub-función
5.3.3 Categoría de relación		Jerárquica

5.3.4 Descripción de la relación		La elaboración del censo y el catálogo de grupos de investigación es una actividad de la sub-función de organización de la investigación.
5.3.5 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
5.4 ÁREA DE CONTROL		
5.4.1 Identificador de la descripción de función		ES UPNA L102
5.4.2 Identificador(es) de institución(es)		Universidad Pública de Navarra
5.4.3 Reglas y/o convenciones utilizadas		ISDF – <i>Norma internacional para la descripción de funciones</i> , 1ª ed., Consejo Internacional de Archivos, 2008. ISO 8601 – <i>Elementos de datos y formatos de intercambio – Intercambio de información – Representación de fechas y horas</i> , 3ª ed., Ginebra: Organización Internacional de Normalización, 2004. Cuadro de clasificación de documentos de la Universidad Pública de Navarra (sitio web del Archivo General de la Universidad: http://www.unavarra.es/servicio/pdf/Codificacionclasificacion05.pdf) (consultado el 8 de enero de 2008).
5.4.4 Estado de elaboración		Finalizado
5.4.5 Nivel de detalle		Completo
5.4.6 Fechas de creación, de revisión o de eliminación	<i>ISO 8601</i>	Fecha de creación: 2008-01-08.
5.4.7 Lengua(s) y escritura(s)		Español en escritura latina.
	<i>ISO 639-2</i>	spa
	<i>ISO 15924</i>	latn
5.4.8 Fuentes		Manual de procedimientos administrativos. Pamplona, Universidad Pública de Navarra, 2003. (Sitio web del Archivo General de la Universidad Pública de Navarra: http://www.unavarra.es/servicio/archivo_proadmon.htm) (consultado el 8 de enero de 2008).
5.4.9 Notas de mantenimiento		Descripción elaborada por Joaquim Llansó Sanjuan (Archivo General de la Universidad Pública de Navarra).
6 VINCULACIÓN DE LAS FUNCIONES CON LAS INSTITUCIONES, LOS DOCUMENTOS DE ARCHIVO Y OTROS RECURSOS		
<i>Primera relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra

	<i>Identificador</i>	ES UPNA 00.00
6.2 Naturaleza de la relación		Institución que desarrolla la actividad.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Segunda relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra. Vicerrectorado de Investigación
	<i>Identificador</i>	ES UPNA 30.00
6.2 Naturaleza de la relación		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la actividad.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Tercera relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra. Servicio de Investigación
	<i>Identificador</i>	ES UPNA 11.06
6.2 Naturaleza de la relación		Unidad de la Universidad Pública de Navarra implicada en el desarrollo de la actividad.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Cuarta relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra. Comisión de Investigación
	<i>Identificador</i>	ES UPNA CI
6.2 Naturaleza de la relación		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la actividad.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Quinta relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Universidad Pública de Navarra. Comisión de Doctorado
	<i>Identificador</i>	ES UPNA CD
6.2 Naturaleza de la relación		Órgano de la Universidad Pública de Navarra implicado en el desarrollo de la actividad.
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999
<i>Sexta relación</i>		

6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Título</i>	Expedientes de convocatoria de elaboración del censo y catálogo de grupos de investigación.
	<i>Identificador</i>	ES UPNA CA 1/2004 (36)
6.2 Naturaleza de la relación		Serie producto de la realización de la actividad. ¹⁰
6.3 Fechas de la relación		1987-
	<i>ISO 8601</i>	1987/9999

¹⁰ Expediente que recoge el proceso de elaboración del catálogo de grupos de investigación, incluyendo el baremo para valorar la actividad investigadora del grupo.

Example 9 – 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 Zodiaco 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 Forma(s) autorizada(s) del nombre / Identificador de la función relacionada		Recaudación de recursos
5.3.2 Tipo		Función
5.3.3 Categoría de la relación		Asociativa
5.3.4 Descripción de la relación		El dinero recaudado en los sorteos de la Lotería tiene por objeto financiar obras públicas
5.3.5 Fechas de la relación		- 1771-1915 Entre 1915 y 1920 no se realizaron sorteos porque no existió la Lotería - 1920-2007

5.3.1 Forma(s) autorizada(s) del nombre / Identificador de la función relacionada		Editar e imprimir billetes de lotería
5.3.2 Tipo		Función
5.3.3 Categoría de la relación		Asociativa
5.3.4 Descripción de la relación		Para cada sorteo se emite un número determinado de billetes de lotería
5.3.5 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 Identificador de la descripción de la función		MX/AGN/00067/F01
5.4.2 Identificador(es) de institución(es)		MX9AGN
5.4.3 Reglas y/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 Estado de elaboración		Validado
5.4.5 Nivel de detalle		Registro completo
5.4.6 Fechas de creación, revisión o eliminación	<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: www.loterianacional.gob.mx/loterianacional/historia.html
5.4.9 Notas de mantenimiento		Ejemplo preparado por Yolia Tortolero, Archivo General de la Nación, México.

6 VINCULACIÓN DE LAS FUNCIONES CON LAS INSTITUCIONES, LOS DOCUMENTOS DE ARCHIVO Y OTROS RECURSOS

Primera relación

6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Secretaría de Hacienda y Crédito Público
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	<i>Identificador</i>	
6.2 Naturaleza de la relación		Jerárquica
6.3 Fechas de la relación		1770/2007
<i>Segunda relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Secretaría de Gobernación. Dirección general adjunta de juegos y sorteos
	<i>Identificador</i>	
6.2 Naturaleza de la relación		Asociativa
6.3 Fechas de la relación		1947/2007
<i>Tercera relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Tesorería de la Federación
	<i>Identificador</i>	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
<i>Cuarta relación</i>		
6.1 Identificador y forma(s) autorizada(s) del nombre/título de la entidad relacionada	<i>Forma(s) autorizada(s) del nombre</i>	Billetes de lotería
	<i>Identificador</i>	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

Example 10 – Function description.**Language of description: Portuguese (Brazil)**

5.1 ÁREA DE IDENTIFICAÇÃO		
5.1.1 Tipo		Função
5.1.2 Forma(s) autorizada(s) do nome		Gestão de Documentos do Poder Executivo Federal. Arquivo Nacional.
5.1.4 Outra(s) forma(s) do nome		Gestão Documental; Gerenciamento de Documentos; Gestão de Arquivos; Administração de Documentos.
5.1.5 Classificação		210 - Gestão de Documentos
5.2 ÁREA DE CONTEXTUALIZAÇÃO		
5.2.1 Datas		1958-
5.2.2 Descrição		<p>Elaboração de políticas, diretrizes e normas a serem implantadas em órgãos e entidades da Administração Pública Federal, por meio de métodos, procedimentos e operações técnicas referentes à produção, tramitação, uso, avaliação e arquivamento dos documentos de arquivo.</p> <p>Tem por objetivos: criar condições de acesso, para os cidadãos e entidades da Administração Pública Federal, aos documentos de arquivo e às informações neles contidas, de forma ágil e segura, resguardados os aspectos de sigilo e as restrições administrativas ou legais; propiciar agilidade e suporte para as decisões político-administrativas do governo. E economia de recursos materiais, humanos e financeiros do governo.</p>
5.2.3 História		<p>O decreto n. 44.862 de 21/11/1958, aprova o Regimento Interno do Arquivo Nacional, determinando suas finalidades e competências. Especificamente, o art. 2º, nos incisos III, VI e VII, no que se refere à Gestão de Documentos, atribui a competência de orientar e coordenar, quanto à administração de arquivos, as atividades dos órgãos responsáveis pela guarda de documentos integrantes dos poderes da União e das entidades de direito privado por ela instituídas; organizar o registro nacional de arquivos, codificando informes sobre os arquivos públicos e privados que apresentem interesse histórico; prestar assistência aos arquivos nacionais, públicos e privados.</p> <p>Ressalte-se que o artigo 15 nos incisos I, II, III, IV, V e VI, do mesmo decreto, determina as competências do Conselho de Administração de Arquivos, que são: propor ao ministro de Estado a aprovação de prazos para a conservação e a promulgação de normas para eliminação dos documentos guardados em arquivos públicos, aprovar normas para preservação dos documentos guardados em arquivos públicos, aprovar as normas de acessibilidade, reserva e sigilo, reguladoras do uso dos documentos guardados em arquivos públicos, fixar normas de assistência técnica aos arquivos dos órgãos dos Poderes da União, e aos arquivos estaduais, municipais e particulares, definir os termos técnicos do vocabulário dos arquivos.</p> <p>Em 15/10/1975, a portaria n. 600-B do Ministério da Justiça determinou, em um novo Regimento do Arquivo Nacional, que o órgão tinha por finalidade recolher e preservar o patrimônio documental do país e, no art. 2º, instituiu a Divisão de Pré-Arquivo – DPA, localizada em Brasília. O art. 5º define como competências da DPA o recolhimento e a conservação da documentação ainda de interesse administrativo e a seleção a que será incorporada ou eliminada.</p> <p>Na década de 1980, o Arquivo Nacional inicia o seu programa de modernização. Nesse período intensificam-se as atividades de assistência técnica, publicação de</p>

	<p>manuais, cursos e seminários, dentre outros. Em 1988, a Constituição determina a responsabilidade da Administração Pública sobre seus documentos.</p> <p>A busca por um marco legal na área de arquivos resulta na aprovação, em 8/1/1991, da lei n. 8.159, que no seu art. 18, atribui a função de Gestão de Documentos do Poder Executivo Federal ao Arquivo Nacional.</p> <p>Ainda no âmbito das políticas e diretrizes nacionais na área de Gestão de Documentos, foi criada no ano de 1995, pelo Conselho Nacional de Arquivos (CONARQ), a Câmara Técnica de Documentos Eletrônicos, com o objetivo de elaborar e propor políticas, normas, diretrizes, procedimentos técnicos e instrumentos legais na área de Gestão e Preservação de Documentos arquivísticos digitais, com base em padrões nacionais e internacionais.</p> <p>Em 28/3/1996, o CONARQ aprovou, pela resolução n. 4, de 28 de março de 1996, o <i>Código de classificação</i> e a <i>Tabela básica de temporalidade e destinação de documentos de arquivo para a administração pública</i>: atividades-meio, instrumentos elaborados por técnicos do Arquivo Nacional, da antiga Secretaria da Administração Federal e do Ministério do Planejamento e Orçamento, os quais foram revisados e ampliados por meio da resolução n. 14, de 24/10/2001.</p> <p>Com o decreto n. 4.915, de 12/12/2003, foram organizadas sob a forma de sistema, com a denominação de Sistema de Gestão de Documentos de Arquivo - SIGA, as atividades relativas à função de Gestão de Documentos no âmbito dos órgãos e entidades da Administração Pública Federal. O art. 3º instituiu o Arquivo Nacional como o órgão central desse sistema.</p> <p>Nos últimos anos, outras atividades vêm sendo desenvolvidas com o objetivo de implementar a Gestão de Documentos na Administração Pública Federal. Em 2004 a subclasse 080 – Pessoal Militar, passou a integrar o Código de Classificação de Documentos de Arquivo para a Administração Pública: Atividades-Meio e a Tabela Básica de Temporalidade e Destinação de Documentos de Arquivo Relativos às Atividades-Meio da Administração Pública, aprovados pela resolução n. 14, de 24/10/2001, do CONARQ, para uso no Ministério da Defesa, nos comandos militares e nas organizações que os integram.</p> <p>Outra atividade iniciada em 2006 e que se encontra em curso é a elaboração de um Código de Classificação e uma Tabela de Temporalidade e Destinação de Documentos das atividades-fim para as Instituições Federais de Ensino Superior – IFES.</p>
5.2.4 Legislação	<p>BRASIL. Decreto n. 44.862, de 21 de novembro de 1958. Aprova o Regimento do Arquivo Nacional, do Ministério da Justiça e Negócios Interiores. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 21 nov. 1958.</p> <p>Ministério do Estado da Justiça (Brasil). Portaria n. 600-B de 15 de outubro de 1975, do ministro do Estado da Justiça. Aprova o Regimento Interno do Arquivo Nacional. Rio de Janeiro, 1975. Publicações Avulsas, 89 p.</p> <p>BRASIL. Constituição (1988). Constituição da República Federativa do Brasil. Brasília, DF: Senado, 1988.</p> <p>_____. Lei n. 8.159, de 8 de janeiro de 1991. Dispõe sobre a política nacional de arquivos públicos e privados e dá outras providências. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 9 jan. 1991. Disponível em: <http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1>. Acesso em: 7</p>

		<p>nov. 2007.</p> <p>CONSELHO NACIONAL DE ARQUIVOS (Brasil). Resolução n. 1, de 18 de outubro de 1995. Dispõe sobre a necessidade da adoção de planos e ou códigos de classificação de documentos nos arquivos correntes, que considerem a natureza dos assuntos resultantes de suas atividades e funções. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 24 out. 1995. Disponível em: <http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1>. Acesso em: 7 nov. 2007.</p> <p>_____. Resolução n. 2, de 18 de outubro de 1995. Dispõe sobre as medidas a serem observadas na transferência ou no recolhimento de acervos documentais para instituições arquivísticas públicas. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 24 out. 1995. Disponível em: <http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1>. Acesso em: 7 nov. 2007.</p> <p>_____. Resolução n. 3, de 26 de dezembro de 1995. Dispõe sobre o Programa de Assistência Técnica do Conselho Nacional de Arquivos. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 28 dez. 1995. Disponível em: <http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1>. Acesso em: 7 nov. 2007.</p> <p>_____. Resolução n. 5, de 30 de setembro de 1996. Dispõe sobre a publicação de editais para Eliminação de Documentos nos Diários Oficiais da União, Distrito Federal, Estados e Municípios. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 11 out. de 1996. Disponível em: <http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1>. Acesso em: 7 nov. 2007.</p> <p>ARQUIVO NACIONAL (Brasil). Instrução Normativa n. 1, de 18 de abril de 1997. Estabelece os procedimentos para entrada de acervos arquivísticos no Arquivo Nacional. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 28 abr. 1997. Disponível em: <http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1>. Acesso em: 7 nov. 2007.</p> <p>CONSELHO NACIONAL DE ARQUIVOS (Brasil). Resolução n. 7, de 20 de maio de 1997. Dispõe sobre os procedimentos para a eliminação de documentos no âmbito dos órgãos e entidades integrantes do Poder Público. Diário Oficial da União de 23 de maio de 1997. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 23 maio 1997. Disponível em: <http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1>. Acesso em: 7 nov. 2007.</p> <p>_____. Resolução n. 14, de 24 de outubro de 2001. Aprova a versão revisada e ampliada da resolução n. 4, de 28 de março de 1996, que dispõe sobre o Código de Classificação de Documentos de Arquivo para a Administração Pública: Atividades-Meio, a ser adotado como modelo para os arquivos correntes dos órgãos e entidades integrantes do Sistema Nacional de Arquivos (SINAR), e os prazos de guarda e a destinação de documentos estabelecidos na Tabela Básica de Temporalidade e Destinação de Documentos de Arquivo Relativos as Atividades-Meio da Administração Pública. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, 8 fev. 2002. Disponível em: <http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1>. Acesso em: 7 nov. 2007.</p>
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5.3 ÁREA DE RELACIONAMENTOS

5.3.1 Forma(s) autorizada(s) do nome/ Identificador da função relacionada	<i>Forma autorizada do nome</i>	Orientação técnica
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	<i>Identificador</i>	
5.3.2 Tipo		Atividade
5.3.3 Categoria do relacionamento		Hierárquico
5.3.4 Descrição do relacionamento		Orientação técnica é uma atividade que subsidia o desenvolvimento da função de gestão documental do Poder Executivo federal, abrangendo documentos em qualquer suporte; contempla a elaboração e aplicação de códigos e planos de classificação; a elaboração e utilização de tabelas de temporalidade e destinação de documentos.
5.3.5 Datas do relacionamento		1958-
5.4 ÁREA DE CONTROLE		
5.4.1 Identificador da descrição da função		BR/AN F1
5.4.2 Identificadores da instituição		BR/AN – Arquivo Nacional (Brasil)
5.4.3 Regras e/ou convenções utilizadas		ARQUIVO NACIONAL (Brasil). Código de Classificação de Documentos de Arquivo do Arquivo Nacional: Classes Relativas às Atividades-Fim. Rio de Janeiro, [1991?]. 11 f. CONSELHO INTERNACIONAL DE ARQUIVOS. <i>ISDF</i> : Norma internacional para descrição de funções. Rio de Janeiro: Arquivo Nacional, 2008. 78 p.
5.4.4 Status		Preliminar
5.4.5 Nível de detalhamento		Integral
5.4.6 Datas da criação, revisão ou obsolescência		Criação: 3/4/2007 Revisão: 22/10/2007
5.4.7 Idioma(s) e forma(s) de escrita		Português
5.4.8 Fontes		BRASIL. Lei n. 8.159, de 8 de janeiro de 1991. Dispõe sobre a política nacional de arquivos públicos e privados e dá outras providências. Diário Oficial [da] República Federativa do Brasil. Brasília, DF, nº 6, p. 455, 9 de jan. 1991. Disponível em: < http://portal.in.gov.br/imprensa/menu/pesquisa-nos-jornais-1 >. Acesso em: 7 nov. 2007. ARQUIVO NACIONAL (Brasil). Manual do servidor do Arquivo Nacional. Disponível em: http://orion/intranet/media/manual_do_servidor_do_arquivo_nacional.pdf ; Acesso em: 22 out. 2007. ARQUIVO NACIONAL(Brasil). <i>Dicionário Brasileiro de Terminologia Arquivística</i> . Rio de Janeiro: Arquivo Nacional, 2005. 232 p. (Publicações Técnicas; n. 51) CONSELHO INTERNACIONAL DE ARQUIVOS. <i>ISDF</i> : Norma internacional

		para descrição de funções. Rio de Janeiro: Arquivo Nacional, 2008. 78 p. PAES, Marilena Leite. <i>Arquivo: teoria e prática</i> . Rio de Janeiro: FGV, 2004.
5.4.9 Notas de manutenção		Descrição elaborada por: Alexandre Gonçalves, Carla Prado Mouta Pena, Carlos Almeida Cardoso, Djalma Mandu de Brito, Elizabeth da Silva Maçulo, Jorge Carlos Cerqueira, Julio Cesar Botelho, Leonardo Martins Cardoso, Lucia Maria Menezes Santos, Maria Izabel de Oliveira, Paola Rodrigues Bittencourt, Vitor Manoel Marques da Fonseca, do Arquivo Nacional, Brasil.
6 RELACIONANDO FUNÇÕES A ENTIDADES COLETIVAS, MATERIAIS ARQUIVISTICOS E OUTROS RECURSOS		
<i>Primeiro relacionamento</i>		
6.1 Identificador e forma(s) autorizada(s) do nome /título do recurso relacionado	<i>Título do recurso relacionado</i>	Arquivo Nacional (Brasil)
	<i>Identificador</i>	
6.2 Natureza do relacionamento		Órgão responsável por implementar e acompanhar a política nacional de arquivos, por meio de orientação técnica aos órgãos da Administração Pública Federal, no que diz respeito ao tratamento arquivístico da documentação, à gestão, recolhimento, preservação e divulgação do patrimônio documental do País, garantindo pleno acesso à informação com o intuito de apoiar as decisões governamentais de caráter político-administrativo, o cidadão na defesa de seus direitos, bem como de incentivar a produção de conhecimento científico e cultural.
6.3 Datas dos relacionamentos		1958-
<i>Segundo relacionamento</i>		
6.1 Identificador e forma(s) autorizada(s) do nome /título do recurso relacionado	<i>Título do recurso relacionado</i>	Instrumento técnico de arquivo: CONSELHO NACIONAL DE ARQUIVOS (Brasil). Classificação, temporalidade e destinação de documentos de arquivo relativos às atividades-meio da Administração Pública. Rio de Janeiro: Arquivo Nacional, 2001. 156 p.
	<i>Identificador</i>	
6.2 Natureza do relacionamento		Os instrumentos técnicos são a fundamentação teórica que subsidia o desempenho da função de Gestão de Documentos. Auxiliam o desenvolvimento da atividade de classificação de documentos das atividades-meio, bem como a determinação dos prazos de guarda e destinação.
6.3 Datas dos relacionamentos		2001-
<i>Terceiro relacionamento</i>		
6.1 Identificador e forma(s) autorizada(s) do nome /título do recurso relacionado	<i>Título do recurso relacionado</i>	Sistema de Gestão de Documentos de Arquivo da Administração Pública Federal – SIGA
	<i>Identificador</i>	
6.2 Natureza do relacionamento		Sistematiza as atividades de Gestão de Documentos do Poder Executivo federal e tem como órgão central o Arquivo Nacional.
6.3 Datas dos relacionamentos		2002-

Example 11 – 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) du nom		Recouvrement des recettes
5.1.3 Forme(s) parallèle(s) du nom		
5.1.4 Autre(s) forme(s) du nom		
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 base.
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 général ; • 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 Forme(s) autorisée(s) du nom/Identifiant de la fonction associée		Exécution des dépenses publiques
5.3.2 Type		Fonction
5.3.3 Catégorie 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 Identifiant de la description de fonction		CI / DFDC / 000001
5.4.2 Identifiant du ou des services		Direction générale du Trésor et de la Comptabilité Publique / Sous-direction de la documentation et des archives
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 Statut		Notice validée
5.4.5 Niveau de détail		Notice complète
5.4.6 Dates de création, de révision ou de destruction	<i>ISO 8601</i>	2007-04-30
5.4.7 Langue(s) et écriture(s)		français
	<i>ISO 639-2</i>	fre
	<i>ISO 15024</i>	latn
5.4.8 Sources		- <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 - 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 DOCUMENTS D'ARCHIVES ET D'AUTRES RESSOURCES		
<i>Première relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom /intitulé de la ressource associée	<i>Forme(s) autorisée(s) du 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(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Côte d'Ivoire. Direction générale des douanes
	<i>Identifiant</i>	
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(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Côte d'Ivoire. Direction générale du Trésor et de la Comptabilité Publique
	<i>Identifiant</i>	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(s) autorisée(s) du nom/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 12 – 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) du nom		Exécution des dépenses publiques
5.1.3 Forme(s) parallèle(s) du nom		
5.1.4 Autre(s) forme(s) du nom		
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 à son paiement.</p>
5.2.3 Histoire		<p>A l'origine de la création du Trésor public ivoirien, chargé du règlement des dépenses publiques, 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 Forme(s) autorisée(s) du nom/Identifiant de la fonction associée		Recouvrement des recettes
5.3.2 Type		Fonction
5.3.3 Catégorie de relation		Association
5.3.4 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.
5.3.5 Dates de la relation	ISO 8601	
5.4 ZONE DU CONTROLE		
5.4.1 Identifiant de la description de fonction		CI / DFDC / 000002
5.4.2 Identifiant du ou des services		Direction générale du Trésor et de la Comptabilité Publique / Sous-direction de la documentation et des archives
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 Statut		Notice validée
5.4.5 Niveau de détail		Notice complète
5.4.6 Dates de création, de révision ou de destruction	ISO 8601	2007-04-30
5.4.7 Langue(s) et écriture(s)		français
	ISO 639-2	fre
	ISO 15024	latn

5.4.8 Sources		- <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. - 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 DOCUMENTS D'ARCHIVES ET D'AUTRES RESSOURCES		
<i>Première relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Côte d'Ivoire. Direction générale du Trésor. Paierie générale du Trésor
	<i>Identifiant</i>	PGT
6.2 Nature de la relation		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.
6.3 Dates de la relation		1968 - ...
<i>Deuxième relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Forme(s) autorisée(s) du nom</i>	Côte d'Ivoire. Direction générale du Trésor. Trésoreries générales
	<i>Identifiant</i>	TG
6.2 Nature de la relation		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.
6.3 Dates de la relation		1968 - ...
<i>Troisième relation</i>		
6.1 Identifiant et forme(s) autorisée(s) du nom/intitulé de la ressource associée	<i>Intitulé</i>	Versement de la Paierie Générale du Trésor
	<i>Identifiant</i>	
6.2 Nature de la relation		
6.3 Dates de la relation		2005 - 2006