SFU UNIVERSITY SECRETARIAT | ARCHIVES AND RECORDS MANAGEMENT DEPARTMENT

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New sections will be
added as they are
completed

SFU ARCHIVES

ARCHIVES INFORMATION SYSTEM (AIS)

AIS4 DATA DICTIONARY

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RECORDS MANAGEMENT MODULE

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ARCHIVES MODULE

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AIS4 DATA DICTIONARY
INQUIRY RESEARCHER

Date: October 06, 2017

TABLE DESCRIPTION

Inquiry Researcher	
Purpose	Register an Agent to an Archival Inquiry as a researcher
Database name	INR__InquiryResearcher
Type	Join
Structure	1 record = 1 Agent linked to 1 Inquiry
Description	Join table resolving the many-to-many relationship between Agents and Inquiries – 1 researcher (Agent) may have many Inquiries; 1 Inquiry may have many researchers (Agents). An Agent record always has the most current address and contact information; this gets overwritten over time. The Inquiry Researcher record retains the researcher's address and contact information at the time of the inquiry. The table is not directly accessed by the user except during data entry. Typically, data is viewed from either the Inquiry or the Agent record.
Relationships	Has 0/1 Agent for the person (researcher) Has 0/1 Agent for the person's affiliated organization Has 1 Inquiry
Tabs	1.0 Data Entry screen 2.0 DB Admin

1.0 DATA ENTRY SCREEN

Affiliated organization ID

Optional

Purpose	Link the researcher's affiliated organization to an Agent authority record

Type of field	Foreign key	**Field name (db)**	_kflxt__affiliatedOrganizationID
Type of data	Text	**Type of entry**	Strict taxonomy

Taxonomy	nme__getCorpBodyIDs__x
	List of all agent names stored in the Name table, where type of entity = "Corporate body"

Description / Guidelines	Select the researcher's affiliated organization if applicable.
	Terms are drawn from the Name table in the Authority Control file. If the name does not appear on the list, click the Add New button (+ icon) to add a new Agent.
	The field is optional and can be left blank. It is also possible to leave the Agent ID field blank and only register an organization. This is useful for one-off inquiries from SFU departments: you may not want to register the person, but it is useful to record their department for statistical purposes.

Agent ID

Mandatory

Purpose	Link the researcher to an Agent authority record

Type of field	Foreign key	**Field name (db)**	_kflxt__agentID
Type of data	Text	**Type of entry**	Strict taxonomy

Taxonomy	nme__getPersonIDs__x
	List of all agent names stored in the Name table, where type of entity = "Person"

Description / Guidelines	Select the researcher's name from the drop-down list.
	Terms are drawn from the Name table in the Authority Control file. If the name does not appear on the list, click the Add New button (+ icon) to add the researcher as a new Agent.
	If select an existing agent, any address or contact information in the authority record is automatically copied over. If you change data or add any new data, an Update button; click to overwrite the Agent authority record with the current data.

The field is optional and can be left blank. You do not need to register an inquiry to any researcher (will be listed as "Anonymous"). It is also possible to leave the Agent ID field blank and only register an organization. This is useful for one-off inquiries from SFU departments: you may not want to register the person and all their contact information, but it is useful to record their department for statistical purposes.

City   Optional

Purpose	Record the researcher's city		
Type of field	General field	**Field name (db)**	address__city__lxt
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		
Description / Guidelines	See description for Street.		

Country   Optional

Purpose	Record the researcher's country		
Type of field	General field	**Field name (db)**	address__country__lxt
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		
Description / Guidelines	See description for Street.		

Email   Optional

Purpose	Record the researcher's email address		
Type of field	General field	**Field name (db)**	address__email__lxt
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		
Description / Guidelines	See description for Street.		

General note

Optional

Purpose	Provide for information that does not fit into other fields		
Type of field	General field	**Field name (db)**	note__lxt
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		
Description / Guidelines	Use this field for information that does not fit anywhere else.		

Inquiry ID

Mandatory

Purpose	Link a researcher to an Archival Inquiry record		
Type of field	Foreign key	**Field name (db)**	_kflxt__inquiryID
Type of data	Text	**Type of entry**	Auto-assigned value
Taxonomy	n/a		
Description / Guidelines	Foreign key linked to a record in the Archival Inquiry table. Set by script on record creation to the ID of the related inquiry.		

Inquiry Researcher ID

Mandatory

Purpose	Uniquely identify the record by assigning an ID in the form INQ-x		
Type of field	Primary key	**Field name (db)**	_kplat__inquiryResearcherID
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		
Description / Guidelines	Primary key, value is automatically assigned by the AIS to the next available serial number in the form INR-x. Ensures that there is a unique identifier for every record in the table.		

Job title

Optional

Purpose	Record the researcher's job title

Type of field	General field	**Field name (db)**	address__jobTitle__lxt

Type of data	Text	**Type of entry**	Free text

Taxonomy	n/a

Description / Guidelines	See description for Street.

Name

Conditional

Purpose	Record the researchers name

Type of field	General field	**Field name (db)**	identity__name__lzt

Type of data	Text	**Type of entry**	Auto-assigned value

Taxonomy	n/a

Description / Guidelines	Value defaults to the current name stored in the researcher's Agent authority record; auto-enters when you select an Agent ID but can be revised. The value should reflect the name of the researcher at the time of the inquiry. The Agent authority record tracks name history, but the Inquiry Researcher captures the name contemporary with the inquiry. It does not matter if you change the name; the link to the Agent record is preserved by the ID field. Obligation is conditional. If you enter a value in the Agent ID field, you must enter an Name.

Organization name

Conditional

Purpose	Record the name of the researcher's affiliated organization

Type of field	General field	**Field name (db)**	address__organizationName__lzt

Type of data	Text	**Type of entry**	Auto-assigned value

Taxonomy	n/a

Description / Guidelines	Value defaults to the current authorized name stored in the Agent authority record; auto-enters when you select an Affiliated organization ID but can be revised.

The value should reflect the name of the organization at the time of the inquiry. The Agent authority record tracks name history, but the Inquiry Researcher captures the name contemporary with the inquiry.

It does not matter if you change the organization name; the link to the Agent record is preserved by the ID field.

Obligation is conditional. If you enter a value in Affiliated organization ID, you must enter an Organization name.

Postal code
<div align="right">Optional</div>

Purpose	Record the researcher's postal code		
Type of field	General field	**Field name (db)**	address__postalCode__lxt
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		
Description / Guidelines	See description for Street.		

Primary researcher flag
<div align="right">Automatic</div>

Purpose	Display a check box (=Yes) if current record is selected as the primary researcher in the related Inquiry		
Type of field	General field	**Field name (db)**	flag__primary__uct
Type of data	Text	**Type of entry**	Calculation
Taxonomy	n/a		
Description / Guidelines	Calculation field returning "Yes" if the Inquiry researcher ID = the value stored in the related Inquiry record as the primary researcher. Field is used in external tables (e.g. Archival Inquiry) to provide a visual interface for indicating / selecting a primary researcher when multiple researchers are associated with a inquiry.		

Region
<div align="right">Optional</div>

Purpose	Record the researcher's province, state or region		
Type of field	General field	**Field name (db)**	address__region__lxt
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		
Description / Guidelines	See description for Street.		

Street

Optional

Purpose	Record the researcher's street address		
Type of field	General field	**Field name (db)**	address__street__lxt
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		

Description / Guidelines	Address and contact information is captured to enable the Archives' to follow up with the researcher as may be required.
	If you select the name of a researcher who was previously registered in the Agent ID field, all of his or her contact and address information in the Agent record will be copied over. Update the data as required. If you change or add any data, an Update button will appear; click to overwrite the Agent record with the current values from the Inquiry Researcher table.
	In general, the Agent record reflects the current values; the Inquiry Researcher record reflects the values at the time of the inquiry.
	There can be scenarios where you do not want to sync the data between the Agent and Inquiry Researcher records. For example, if a researcher is based in abroad (e.g. Germany), but has a temporary local address during their research stay, use the local address in the Inquiry Researcher table (to facilitate short-term contact) and the permanent address in the Agent authority record (to facilitate long-term contact). In this cases, DO NOT sync the two records using the Update button.

Telephone

Optional

Purpose	Record the researcher's primary telephone number

Type of field	General field	**Field name (db)**	address__telephone__lxt
Type of data	Text	**Type of entry**	Free text
Taxonomy	n/a		
Description / Guidelines	See description for Street.		

TAB 4

FIPPA MODULE

TAB 5

AUTHORITY CONTROL MODULE

TAB 6

REPOSITORY MANAGEMENT MODULE

TAB 7

OFFICE ADMINISTRATION MODULE