There are 7 required components:

- Acts
- Persons
- Archival Bond
- Context
- Content
- Medium
- Form

Every record requires 3 persons:

- Addressee
- Writer
- Author

Every record exists in a hierarchy of contextual frameworks that move from the general to the specific.

Intellectual Components:

- Juridical-administrative
- Provenancial
- Procedural
- Documentary
- Technological

Attributes:

- Entitling
- Title
- Date
- Superscription
- Salutation
- Subject
- Preamble
- Exposition
- Disposition
- Appreciation
-Clauses
- Attestation
- Qualification of signature
- Secretarial notes
- Invocation
- Formula perpetuitatis
- Notification
- Corroboration

Digital Components:

- Records

Physical Form:

- Will always have:
  - Medium
  - Script
  - Language

And may also have:

- Special signs
- Annotations

Archives:

- Medium
- Script
- Language

Records:

- Intrinsic
- Extrinsic

Archival Bond:

- Every record exists in a hierarchy of contextual frameworks that move from the general to the specific.
A document's degree of authority depends on its status of transmission:

**STATUS OF TRANSMISSION**

- DRAFT
- ORIGINAL
- COPY

**Represents three degrees of perfection**

- Must have the following three characteristics:
  - AUTHENTIC COPY
  - COPY IN FORM OF ORIGINAL
  - IMITATIVE COPY
  - SIMPLE COPY
  - PSEUDO-ORIGINAL

- Represents five degrees of validity and effects in relation to the original:
  - COMPLETENESS
  - PRIMITIVENESS
  - EFFECTIVENESS
ONTOLOGY C: Trustworthiness of a Record

TRUSTWORTHINESS

Is conferred to a record by its degree of

RELIABILITY

Is established by examining a record's

COMPLETENESS

CREATION PROCEDURE

AUTHENTICITY

Is the degree to which records are

PRECISE

CORRECT

TRUTHFUL

PERTINENT

ACCURACY

Has two components

INTEGRITY

IDENTITY