TEMPLATE FOR ANALYSIS

AUTHENTICITY TASK FORCE

InterPARES Project
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CATEGORIES OF ANALYSIS

- Medium

- Extrinsic Elements of Form

- Intrinsic Elements of Form

- Annotations

- Context

ELEMENTS OF MEDIUM

- Type of medium
- Format
- Preparation of medium for receiving the record
- Access type
- Density and capacity of storage

EXTRINSIC ELEMENTS OF FORM

- Language
- Presentation features (aka script)
- Seals
- Special signs
- Other

INTRINSIC ELEMENTS
GROUP 1

- Name of Author
- Name of Originator
- Chronological date
- Name of place of origin of record
- Name of Addressee(s)
- Name of Receiver(s)

INTRINSIC ELEMENTS GROUP 2

- Indication of action or matter

- Description of action or matter

INTRINSIC ELEMENTS GROUP 3

- Name of writer
- Corroboration
- Attestation
- Qualification of signature

ANNOTATIONS

- 1. Additions made to the record after its creation as part of the execution phase of an administrative procedure.

- 2. Additions to the record that reflect subsequent actions taken after the creation of the record *to handle the activity or the matter* in which the record participates.

- 3. Additions to the record that reflect subsequent actions taken after the creation of the record *to handle the record for records management purposes*.

CONTEXTS

- Juridical-Administrative
- Provenancial
- Procedural
- Documentary
- Technological

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TECHNOLOGICAL CONTEXT

- Hardware
- Software
- Data
- System models
- System administration