ONTOGRAPHY A:
Concept of a Record

Archives

Records

Intellectual Components

Attributes

Digital Components

There are 7 required components:

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

Every record requires 3 persons:

- Addressee
- Writer
- Author

Juridical-administrative
Provenancial
Procedural
Documentary
Technological

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

(Intellectual Form)
Intrinsic

May include in any order:

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

(Physical Form)
Extrinsic

Will always have:

- Medium
- Script
- Language

And may also have:

- Special signs
- Annotations