

Appendix: Record Validation Rules

This table lists rules used to determine if a record is valid in the Toolkit. Valid records are those that satisfy the minimum data requirements for the record type. Listed are the combinations of mandatory fields required to save a record, along with any content rules.

Table	Mandatory Fields	Other Rules
Accessions	accessionNumber1 accessionDate repository	<ol style="list-style-type: none"> 1. DateEnd must be equal to or greater than DateBegin. 2. BulkDateEnd must be equal to or greater than BulkDateBegin. 3. If either DateEnd or DateBegin are present the other must also be present. 4. If either BulkDateEnd or BulkDateBegin are present the other must also be present. 5. If Bulk Dates are present then they must fall within Inclusive Dates. 6. Bulk dates cannot be recorded without recording DateBegin and DateEnd.
ArchDescriptionAnalogInstances	container1Type container1Value	
ArchDescriptionNames	function	<ol style="list-style-type: none"> 1. Names as sources can only be linked to Accession and Resource records.
ArchDescriptionNotes	noteType noteContent	
DigitalObjects	Object Date: dateBegin and dateEnd <i>or</i> dateExpression <i>Recommended:</i> objectType objectTitle	<ol style="list-style-type: none"> 1. DateEnd must be equal to or greater than DateBegin.

FileVersions	uri useStatement	
Locations	Location Area: building <i>and</i> coordinate1 <i>or</i> barcode <i>or</i> classificationNumber	
LookupListItems	listValue	
Names	nameType sortName nameRules <i>or</i> nameSource <i>if</i> nameType = corporateBody, <i>then</i> corporatePrimaryName <i>if</i> nameType = person, <i>then</i> personalPrimaryName <i>if</i> nameType = family, <i>then</i> familyName	1. If descriptionNote present, descriptionType must also be present
NameContactNotes	nameContactNote	
Repositories	repositoryName shortName	
Resources	resourceIdentifier1 level title extentNumber extentType languageCode Resource Date: dateBegin and dateEnd <i>or</i> dateExpression	1. DateEnd must be equal to or greater than DateBegin 2. BulkDateEnd must be equal to or greater than BulkDateBegin 3. If either DateEnd or DateBegin are present the other must also be present 4. If either BulkDateEnd or BulkDateBegin are present the other must also be present 5. If Bulk Dates are present then they must fall within Inclusive Dates 6. Bulk dates cannot exist without DateBegin

		<i>and</i> DateEnd
ResourcesComponents	Level componentTitle <i>or</i> componentDate	<ol style="list-style-type: none"> 1. DateEnd must be equal to or greater than DateBegin 2. BulkDateEnd must be equal to or greater than BulkDateBegin 3. If either DateEnd or DateBegin are present the other must also be present 4. If either BulkDateEnd or BulkDateBegin are present the other must also be present 5. If Bulk Dates are present then they must fall within Inclusive Dates 6. Bulk dates cannot exist without DateBegin and DateEnd 7. title <i>or</i> (dateBegin <i>and</i> dateEnd) <i>or</i> dateExpression
Subjects	subjectTerm subjectTermType subjectSource	
Users	userName password	