

# **Archivists' Toolkit: Record Audit Functional Area**

## Outline

Au1: Description

Au 2: Business Rules

Au 3: Tasks Sequence

Au 4: User intentions / Application response sequence

Au 5: Inputs and Processes

# Record Audit Functional Area

## Au1: Description

The record audit function serves to identify uniquely each record in an implementation of the Archivists' Toolkit and to provide the means for tracking the creation and editing of records. The record audit function enables repositories

1. to assign a unique record number to each record, assuring its distinctness from all other records in a given implementation;
2. to distinguish their records from the records created by other repositories in a multiple repository implementation of the AT by assigning repository identification information (institutional codes and department name) to each record;
3. to define the boundary in which uniqueness of values is assessed (i.e., some values are required to be unique only within an institutional context)
4. to identify when a record was created and by whom;
5. to identify when a record was last edited and by whom; and

The record audit function is completely automated and utilizes variables such as institutional name and user names that are stored in application / project management records. The record function is performed as part of the record save process for each new record that is created and for each time a record is modified or marked for deletion.

The record audit information will display as part of the record template interface. However, the information cannot be edited from the template.

## Au2: Business Rules

1. Record audit information is for uniquely identifying every record in an AT implementation and for tracking record creation and editing.
2. Record audit information is automatically derived from application management records (institutional codes, department names, user IDs) and from machine states (date / time)
3. Record audit information is added to every record extant in an implementation of the Archivists' Toolkit.

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4. Record audit information is displayed as part of the record template, but the information may not be edited from within the template.
5. Record audit information does not display as part of the search displays.
6. For newly created records, record audit information is added to the record as part of the save record process
7. For modified records, record audit information is updated as part of the save record process.

**Au 3: Tasks Sequence**

1. Select command to save a record (either after creating a new record or editing an extant record)
2. Or, select command to delete a record that has already been saved

**Au 4:**

<i>User Intentions (Required in Italics)</i>	<i>Application Response / Action</i>
<i>Operator chooses to save record</i>	
	Unique record number is assigned to the AT record no. element, if the record is a new record
	Institutional code is added to the record institutional code element, if the record is a new record
	Department designator is added to the department name element, if the record is a new record
	If a new record, userID is added to the record creator element
	If a new record, date/time stamp is added to the record creation element
	If a new record, same userID is added to the record modifier element.

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	If a new record, same date/time is added to the record modified element.
	If a revised record (already has values in the record creator element and record creation element), userID is replaced in record modifier element
	If a revised record (already having values in the record creator element and record creation element), date / time of record modification is replaced in record modification element.
	Machine displays "Record has been saved"
	Audit information is updated in the record template display.

#### **Au5: Inputs**

- AT record no.
- Institutional code
- Department name
- Record creator
- Record creation
- Record modifier
- Record modified

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