

# Record Keeping Data Model

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## 1 Directions

Use the data model to analyze the information processed by your organization.

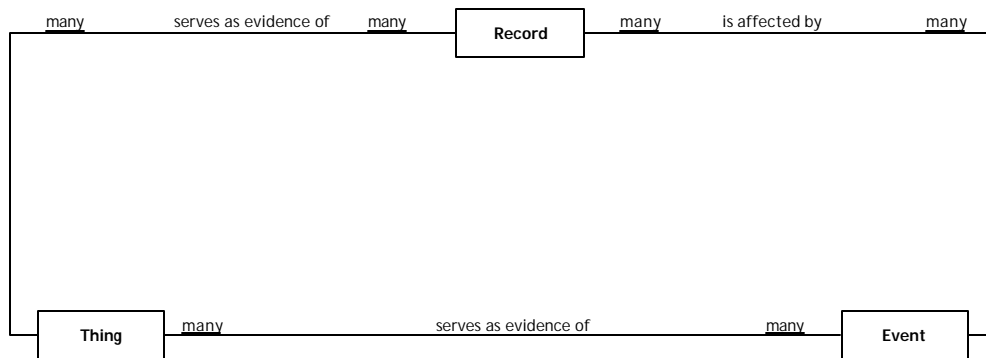
- Read the modeling explanations (Section 2). They define the symbols used in the diagram.
- Relate the data diagram (Section 3) to your organization's information. Do you keep a complete set of records? Do you have the control information necessary to protect the records' integrity? If the answers to these questions are satisfactory, preserve your analysis for future reference. It can also act as evidence that you are managing your records with care. If the answers raise concerns, however, the model can provide ideas about what information to add.
- For clarifications about the information's meaning, refer to the data dictionary (Section 4). It is an inventory of the items on the diagram. For each item, it contains a description and a list of characteristics relevant to record keeping (a.k.a. "attributes")
- If needed, read the illustrative example (section 5) when applying the model to a concrete context.

## 2 Modeling Explanations

The modeling method is entity-relationship modeling.

- The rectangles represent the entities, i.e., the major pieces of information.
- The lines represent the relationships between the entities. The phrases and underlined numbers are, respectively, the name and so-called cardinalities of the relationship. Read a line's labels from left to right (or top to bottom).

## 3 Data Diagram



## 4 Data Dictionary

Name	Description	Attributes
Record	Anything to be controlled by record keeping	<ul style="list-style-type: none"><li>• Type</li><li>• ID (real world)</li><li>• ID (record keeping)</li></ul>
Thing	A physical item of interest in the record keeping	<ul style="list-style-type: none"><li>• Type</li><li>• ID (real world)</li><li>• ID (record keeping)</li><li>• Record keeping authentication information (e.g., bar code reader)</li></ul>
Event	An occurrence of interest to record keeping	<ul style="list-style-type: none"><li>• Type</li><li>• Time</li><li>• ID (record keeping)</li><li>• Record keeping source (e.g., computer)</li></ul>

Note:

- The model identifies all information in two ways, through an identifier pertinent to the underlying business activity (in the “real world”) and through an identifier assigned for record keeping purposes. This makes it possible to keep several versions of the same “real world” record. These versions would share the same “real world” id, while having different record keeping identifiers.

## 5 Example

<...>