National Chiang Kai-shek Memorial Management Office Principles for the Coding and Registration of Collections

I. In order to provide a proper basis for the management of its collections, National Chiang Kai-shek Memorial Management Office (herein referred to as "this Office") hereby establishes the Principles.

II. The registration of the collections is handled by the Research and Collection Division of the Hall.

III. The principles for the coding and registration of collections are stated as follows:

(I) A coding number for a collection is assigned per item of work. In the event of a collection package consisting of two items, the coding number is still assigned per item of work and supplemented by a part number, so that the main coding number and part coding number constitute the entire number of the whole collection package. For example, a package of silver coffee utensils consisting of 6 items is assigned a coding number ranging from CR05800101~CR05800106.

(II) A coding number consists of XXXXXXXXXX for a total of 10 digits, from left to the right arranged in the following order: 2 digits for the category code (English), 3 digits for the year code (the year of stock-in or gift), 3 digits for the main coding number and 2 digits for the part coding number. A coding number is assigned in the following manner (please refer to the reference list for samples):

1. The 1st~2nd digits represent the category of the collection. There are a total of six major categories (two English letters are assigned per category):

(1) OF (formerly OFF): Cultural relics transferred by the Office of the President, Republic of China.

(2) CR (Crafts): Craft arts such as sculptures, antiquities, furniture and fabrics.

(3) PT (Paintings): Graphic paintings and calligraphy including

paintings and calligraphy works such as ink paintings, calligraphy, watercolor paintings, oil paintings and pastel paintings made from various media.

(4) PP (Photos and Prints): Photography and printing such as photographs, posters, et al.

(5) DC (Documentation): Books and documents such as manuscripts, book collections, et al.

(6) OT (Other): Any collections beyond the above-mentioned categories.

2. The 3rd~5th digits represent the coding number for a given year: It is assigned according to the year of the Republic of China when the collection is stocked (acquired) (e.g., if the collection is stocked in 2010, the coding number for the year is assigned as 099). If no information about the year of stock-in is available, the coding number for the year shall be arranged subject to the year of the donation (e.g., if the collection is given in 1969, the coding number for the year is assigned as 058). If no information about the year of the donation is available, the coding number for the year shall be assigned according to the year when the collection is approved at the Division's Collection Review Meeting (e.g., if the collection is approved in 2012, the coding number for the year is assigned as 101).

3. The 6th~8th digits represent the main coding number: Namely, the year in which the various cultural relics is stocked in, in the order indicated on the collection lists, starting from 001. If it is impossible to identify the original arrangement order for the collection lists, the stock-in order per category shall apply.

4. The 9th~10th digits represent the part coding number: If the cultural relics consist of different parts, the part coding number shall start from 01 after the same main coding number. If the relics refer to a single item, the part coding number shall be designated as 00. In the event of excessive number of parts and there is no need for single marks in terms of function and definition, the relevant textual descriptions are inserted into the base information sheet for the main item of the collection instead of the coding number.

IV.   In order to help establish an online consolidated cultural archives management system, the old coding number already assigned to completed collections will still be retained, and the new coding number is assigned thereto pursuant to the Principles. Both the old and new coding numbers are identified in the lists for record-keeping purposes.