

Below is a brief explanation of the different **fields that the directory** includes:

NAME OF ARCHIVE, MUSEUM,...*
Official name of the institution. Authorized form(s) of name
Required
Example: <i>Arxiu Comarcal Alt Empordà</i>
TYPE OF ENTITY
Specify the typology of the institution: archive, museum, documentation center,...
Recommended
Example: <i>Archive</i>
COUNTRY
Name of the country where the institution is headquartered
Required
Example: <i>Spain</i>
STATE
Name of the state, autonomous community, or other territorial subdivision in which the country is divided, where the headquarters of the institution are located
Recommended
Example: <i>Catalonia</i>
CITY
Name of the city where the headquarters of the institution is located
Required
Example: <i>Figueres</i>
OTHER TERRITORIAL CLASSIFICATION
The name of another territorial subdivision that we would like to highlight, in the case of Catalonia, would correspond to the region
Optional
Example: <i>Alt Empordà</i>
UTM COORDINATES X
X coordinate of the UTM system, from the headquarters of the institution
Recommended
Example: <i>497113</i>
UTM COORDINATES Y
Y coordinate of the UTM system, from the headquarters of the institution
Recommended
Example: <i>4679506</i>
PUBLIC / PRIVATE (LEGAL STATUS)

Type of legal regime of the institution, public or private
Recommended
Example: <i>Public</i>
POSTAL ADDRESS
Postal address of the headquarters of the institution
Recommended
Example: <i>Pl. de l'Escorxador Vell, s/n / 17600 Figueres (Alt Empordà)</i>
WEBSITE
Address of the official website of the institution
Recommended
Example: <i>http://cultura.gencat.cat/arxiu/acae</i>
EMAIL
Name of the contact person and official email address of the institution
Optional
Example: <i>Èrika Serna i Coba (acaltemporda.cultura@gencat.cat)</i>
PHONE
Phone number
Optional
+34 972 67 01 78
DATES OF EXISTENCE
Year of the institution's creation and year of disappearance of the institution, if applicable
Required
Example: <i>1984-</i>
VOLUM (m/l)
Estimated volume of linear meters of documentation that the institution custodies
Optional
Example: <i>1.668,26 ml</i>

HISTORY
Brief explanatory text of the institution
Optional
Example: <i>The Arxiu Comarcal de l'Alt Empordà (ACAÉ) is integrated in the network of Regional Archives of the Generalitat of Catalonia, [...]</i>
TYPE OF MATERIAL 1
Type of material of the documentation that the institution custodies
Required
Example: <i>Paper, digital, ...</i>
TYPE OF MATERIAL 2
Documentary types of funds that the institution custodies
Optional
Example: <i>Founds to Generalitat de Catalunya, Local Administration, Royal and stately administration, Notarial, Judicial and Registry, institutions, Religious backgrounds, associations and foundations, commercial and business founds and patrimonia, family and personal founds.</i>
LANGUAGE
Name of the languages in which the documents that the institution custodies appear written
Recommended
Example: <i>Aranese/ Catalan / Spanish / French</i>