Appendix 3 The ERM Metadata Elements

Section 1 - Document summary information

These elements provide purely descriptive metadata for the user and do not contribute to archival information.

**Identifier**
Gla.sen/sen/induct/2000-03-07/1

**Title**
Induction Ceremony: Paper for Senate Thursday 7 March 2000

**Description**
Paper submitted to the meeting of the Senate held on Thursday 07 March 2000

**Creator**
Dr Bertha Bulstrode, Head of the Senate Office

**Date of creation**
25 February 2000

**Publisher**
University of Glasgow Senate

Section 2 - Dublin Core metadata elements

The Dublin Core has become the basis of a standard for metadata on the WWW. It consists of a set of 15 key metadata elements the form of which has been agreed by an international committee. (http://dublincore.org/).

**identifier**
(scheme=url)
http://senate.gla.ac.uk/committees/meetings/SEN/Papers/20000307/induct.html

**format**
(scheme=IMT) text/html

**date.publication**
2000-02-27

**relation.isFormatOf**
(scheme=url)
http://senate.gla.ac.uk/committees/meetings/SEN/Papers/20000307/induct.sgml

**title**
Induction Ceremony: Paper for Senate Thursday 7 March 2001

**creator.author**
Dr Bertha Bulstrode, Head of the Senate Office

**contributor.editor**
John Doe, Senate Office

**subject**
SEN Papers Thursday 7 March 2000

**description**
Paper submitted to the meeting of the Senate held on Thursday 7 March 2000

**publisher**
University of Glasgow Senate
Section 3 - ERM metadata elements

These are drawn from the National Archives of Australia, Recordkeeping Metadata Standard for Commonwealth Agencies (National Archives of Australia, 1999). The Standard consists of 20 elements, eight of which are mandatory and 12 optional. In addition, many of these elements comprise a number of sub-elements, some mandatory and some optional. There are a total of 65 sub-elements.

title

The name given to the record. Purpose: To assist in identifying the record and to act as a resource discovery access point for users. It describes the functions and/or subjects documented in the record. Rationale: For ease and speed of identification, and to facilitate control, a record must have a title which is representative of its contents.

Title-schemetype: Free Text; title-words: Induction Ceremony: Paper for Senate Thursday 7 March 2000

subject

The subject or topic of a record which concisely and accurately describes the record’s content. Purpose: To act as a resource discovery access point at a finer level of detail than that provided by the element.

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description

A description, in free text prose, of the content and/or purpose of the record. Purpose: To enable searching based on words and phrases describing the record. Rationale: Allows for more detail than that provided by the use of a titling scheme alone. Provides a means of describing higher-level aggregations of records than items and files.

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language

The language of the content of the record. Purpose: To allow searches to be restricted to records in a specific language.

(scheme=ISO 639) en

type

The recognised form a record takes, which governs its internal structure and relates to its transactional purpose or to the action or activity it documents. Purpose: To provide additional information about the purpose and context of the record. To assist users in interpreting information contained in the record by identifying its internal structure.

Report
aggregation-level
The level at which the record(s) is/are being described and controlled. The level of aggregation 
of the unit of description. Purpose: To control the management actions which may be taken on 
the record(s). To allow searches to be restricted to records at a particular level of aggregation.

Item

format
The logical form (media and data format) and physical form (medium and extent) of the record. 
Purpose: To serve as a management tool for the control, storage and preservation of records 
over time. To provide information, or pointers to information, on the technology required for 
access to the various kinds of electronic records held by an agency. To act as a resource 
discovery access point for recordkeeping professionals and other users.

Media-format: text; data-format: sgml

record-identifier
A unique identifier for the record(s). Purpose: To uniquely identify the record(s) in the current 
domain, regardless of the level of aggregation. To act as an access point to more information 
about the record(s).

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location
The current (physical or system) location of the record. Details about the location where the 
record usually resides, such as a registry or an electronic store. Purpose: To enable ease of 
identification of the record’s current location, and quick retrieval when required.

disposal
Information about policies and conditions which pertain to or control the authorised disposal of 
records. Information about the current disposal authorities and actions to which the record is 
subject. Purpose: To advise users of laws, policies and/or authorities that govern the retention 
or disposal of the record. To alert staff when disposal actions for records are due.

Disposal-auth: ERM; sentence: Retain permanently; disposal-status: Permanent

date.created
The dates and times at which the fundamental recordkeeping actions of creation, transaction 
and registration occur. Purpose: To provide system validation of the acts of creation, 
transaction and registration.

(scheme=ISO 8601) 2000-02-25

agent.author
A corporate entity or organisational element which is responsible for some action on or usage 
of a record. An individual who performs some action on a record, or who uses a record in some 
way. Purpose: To ensure accountability for important record keeping decisions and actions.

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date.transacted
The dates and times at which the fundamental recordkeeping actions of creation, transaction 
and registration occur. Purpose: To provide system validation of the acts of creation, 
transaction and registration.

(scheme=session) 1999-2000

agent.transactor
A category which identifies the role and responsibilities of a particular agent.

Senate

date.registered
The dates and times at which the fundamental recordkeeping actions of creation, transaction 
and registration occur. Purpose: To provide system validation of the acts of creation, 
transaction and registration.