

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.shtml>

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

rights

Date.creation

(scheme=ISO 8601) 2000-02-25

date.modification

(scheme=ISO 8601) 2000-02-27

type

text.report

language

(scheme=ISO 639) en

source

(scheme=ERM) gla.sen/en/induct/2000-03-07/1

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.

Dr Bertha Bulstrode, Head of the Senate Office

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.

(scheme=ISO 8601) 2000-02-27