

Warwickshire County Council
Information & Records Management
Metadata Standards

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WCC Metadata Standards

DOCUMENT CONTROL

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1 Introduction

This document was originally created to explain the requirements for metadata for the records created in the EDRM 2009 MOSS Pilot. It is based on a document produced in 2008 by the Information Classification and Document Libraries group that considered generic metadata for all physical and electronic records.

Wherever possible we will follow national standards for Central and Local Government as set out in the Information Strategy. Primarily these will be the ones on the ESD standards website¹ that include the e-GMS² standards for metadata. The e-GMS are based on the Dublin Core which have also been included in the comparison table. The attribute names vary from the e-GMS standards as the terms below are either currently a preferred term in use by WCC or used within a Microsoft environment. This also links in to the ESD taxonomies; the standard lists³ and future ESD beta standard lists⁴ and subsequent revisions of the Local Government Business Model.

This document has been updated with reference to the Guidelines for official publications in local authorities⁵ – this is a limited set of all documents and further refinement and agreement is required.

Note this is a document for discussion and not a final mandated set of standards for WCC. The experience in the MOSS projects will determine how practical a set of standard metadata can be incorporated into MOSS, and one of the outputs from the project will be a set of standards.

The standard needs to be updated to incorporate wider metadata for geographic data (used in the WCC GIS Wombat tool) and the open data project based on Government standards.

The elements in the tables below appear in alphabetical order.

The Appendix shows the comparison with Dublin Core and eGMS elements, and where metadata should be used.

WCC-Basic: minimum to be used

WCC-Core: recommended where metadata can be defined, e.g. MS Office

WCC-Optional: further metadata used in specific service areas and applications, e.g. MS SharePoint

¹ <http://www.esd.org.uk/standards/>

² E-GMS v3.1 http://www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=1017

³ <http://www.esd.org.uk/standards/lists/>

⁴ <http://doc.esd.org.uk/Default.aspx>

⁵ NFER 2007, <http://www.nfer.ac.uk/LApublishing/contents.htm>

2 Metadata Specification

The metadata is defined in the table below, in alphabetical order. See standards table for use.

Attribute	Use	Comments	Options (where pick list available)
Accessibility	Optional	Used for limiting access (mainly on the web)	
Addressee	Optional	Mainly used for emails to show who the information was sent to (individual or group)	
Aggregation	Optional	Aggregation shows the extent to which the resource is part of a larger resource or collection, and defines where in a hierarchy it belongs. An example of this could be a folder containing individual records, where all actions that are performed on the folder, such as a change in the security classification, automatically affect each record in the folder.	
Audience	Optional	The group for whom the information is aimed at. This is not intended to restrict access but for selecting records to a target group of users. This may be required to target search, otherwise it will be optional. Internal and public audience could be used. Saved on website pages but not published. E.g., HR staff, Social care, Teenagers ESD external audience is Person Circumstance List Sharepoint has inbuilt 'Target Audience'	WCC list

WCC Metadata Standards

Attribute	Use	Comments	Options (where pick list available)
Coverage	Optional – could be mandated in future	Coverage.spatial The spatial/geographical area where the information set applies to. This should be used for documents that have Geospatial relevance. For other documents it may not be relevant. Currently a list of areas and town/village names are used but work is planned by the GIS project to determine the standard. Postcode or name could be entered and the geographic co-ordinates could be determined. Coverage.temporal Used for the start and end dates of the period for which information covers	Default: Warwickshire
Creator/Author	Mandatory	The individual, function and organisation responsible for producing the original content. The author should be defined as follows: Function, title or name For example: Information Management, Corporate Information Manager eGMS equivalent: 'Creator', MS Office uses Author	Auto-fill on creation or manual?
Date	Mandatory or auto-generated for electronic documents - date format or free text	Date published or agreed - for each version Most systems use full date – consider search criteria for month name in full and full date as auto-generated. eGMS equivalent: Date.created or Date.acquired or Date.issued	dd/mm/yyyy gives specific day/month/year, e.g. 01/06/2004

WCC Metadata Standards

Attribute	Use	Comments	Options (where pick list available)
Description	Optional - text	A brief summary of the type of information held in this information set, providing enough information that a search would find the record, and would display as a summary when presented to the user. An alternative is to use fuller descriptions in the Title	
Disposal	Recommended - date	Link to retention and disposal schedule. Same as expiry date	
Keywords/tags	Optional	Optional tags can be used for searching Separated by commas ',' or semi-colons ';'. Used in Notes libraries and can be handled by SharePoint as metadata eGMS equivalent: was Subject/Keyword, now depreciated	Entered by user
Identifier	Mandatory - text	An unambiguous reference to the record such as a, publication/document reference, document reference URL or URI. URL must be unique and not change. For publications this could be the ISBN, ISSN and any DOI (digital object identifier). Customer Case ID or Fileplan ID For SharePoint could use the generated unique Document Id Required where different language versions exist to relate to English master version eGMS equivalent: Identifier	

WCC Metadata Standards

Attribute	Use	Comments	Options (where pick list available)
Language	Mandatory - multiple pick list - text	Languages the information set is held in. If 'Other' please specify the languages. eGMS equivalent: Language	English (default) Bengali, Chinese, Farsi, Gujarati, Hindi, Kurdish, Latin, Panjabi, Polish, Portuguese, Punjabi, Pushto, Tigrinian, Urdu, Other
Location	Mandatory	eGMS equivalent: Location	Physical or electronic classification (fileplan/folder). Records Management storage location. Physical location.
Preservation	Mandatory	Information to support the long-term preservation, including migration, backups and disaster recovery, of information. Includes Vital record status.	Vital records classification - Vital, Important Useful or Non-Essential
Protectivemarking	Mandatory - pick list	Ensures information is security tagged. Equivalent to eGMS Rights.protectivemarking See WCC Information Security Classification, Handling and Disposal policy	Not Protectively Marked (default), Protect, Restricted
Publisher/contact	Mandatory	The publisher is the person or organisation a user needs to contact in order to obtain permission to republish the information contained in the resource or to obtain copies in a different format. A publisher has certain legal rights and responsibilities regarding the resource, so should always be named. This may also include the WCC service team name for contact.	Default: Warwickshire County Council
Rights	Mandatory – text	Identifier indicating the legal ownership and rights regarding use and re-use of all or part of the resource. Equivalent to eGMS Rights.copyright	Default: '© year Warwickshire County Council'

WCC Metadata Standards

Attribute	Use	Comments	Options (where pick list available)
Status	Mandatory - text	The state of the information including version. Examples are: DRAFT v0.2, Published v1 Version of document revision , shown as 'major.minor', e.g. 0.01, 0.1, 1.0 for Draft. Approved, Published or Archive only need major version Automatic major/minor version control should be applied For publications often referred to as the Edition number and corresponds to major version, e.g. First Edition eGMS suggests Version number should be incorporated but may need to separate for practical use in applications, e.g. SharePoint	Draft, Approved, Published, Archive, Deleted
Source	Optional	A reference to the resource from which the current information is derived	Default: Warwickshire County Council Mandatory if open
Subject	Optional -text	Either WCC scheme or esd standard schemes such as LGSL, LGCS. IPSV now seems unlikely. Could apply according to type of information ,e .g. HR, Social care. Website uses LGSL number and name.	WCC taxonomy ESD LGSL number/name Esd LGCS number/name at level 1 or 2 only
Title	Mandatory - text	General name of the information set including any abbreviation/acronym. This is the name that will appear in document lists.	
Type	Mandatory –single pick list - text	The nature or type of the information. E.g. Publication, Map, Organisation chart, Policy, Guide Could base on esd Document Type List, or CRO	WCC defined, eg Report, Form, Agenda

3 Taxonomies

3.1 Esd Standards

For consideration whether we apply a standard, adapt or define specific WCC taxonomies.,

LGCS – Local Government Classification Scheme – used to base fileplans and associated retention and disposal

LGSL – Local Government Service List – unique numbered list for all internal and external services

LGAL - Local Government Audience List – to be superseded by Personal Circumstances List

4 Controlled Lists

There will be a number of WCC controlled lists for use with this classification.

These include:

Audience - tbd

Language - Bengali, Chinese, Farsi, Gujurati, Hindi, Kurdish, Latin, Panjabi, Polish, Portuguese, Punjabi, Pushto, Tigrinian, Urdu, Other

Protectivemarking – Not Protectively Marked, Protect, Restricted

Status – Draft, Approved, Published, Archive, Deleted

Type – tbd

5 Publications

WCC need to define a standard for what constitutes a 'publication', the metadata that needs to appear on the printed (and electronic) page and what documents should be publications for Legal Deposit⁶.

The minimum standards as defined in the guidelines are:

Title, Series name, Author, Date of publication, Place of publication, Publisher, ISBN/ISSN and DOI, Availability, Price, Edition, Copyright.

Optional standards include: Format (and any alternative formats) and for electronic documents – Size (in pages/Kb), Type, Hyperlinks to full document, Subject, Audience.

⁶ Legal Deposit Libraries Act 2003

WCC Metadata Standards

Element	Dublin	eGMS	WCC-Basic	WCC-Core	WCC-Optional	AlternativeTerm	Refinement	Notes
Accessibility		eGMS			WCC-Optional			Used for limiting access (web)
Addressee		eGMS			WCC-Optional			
Aggregation		eGMS			WCC-Optional			
Audience		eGMS			WCC-Optional			Used if targetted at specifc audience
Contributor	Dublin Core-6	eGMS			WCC-Optional			
Coverage	Dublin Core-14	eGMS			WCC-Optional		Spatial Temporal	Mandatory if Open
Creator	Dublin Core-2	eGMS	WCC-Basic	WCC-Core		Author		Basic - use Author if system generated
Date	Dublin Core-7	eGMS	WCC-Basic	WCC-Core	WCC-Optional	Date Created Date Modified	Date Acquired Date Available Date Closed Date Created Date Issued Date Modified	Basic is system generated, e.g. Windows, Word Core is Date Created and Date Modified
Description	Dublin Core-4	eGMS			WCC-Optional			User input Mandatory if Open
Disposal		eGMS		WCC-Core			Disposal Action (ie what action should happen when the disposal periods have been hit eg delete/dispose; transfer to CRO); Disposal Authorised by; Disposal Conditions (ie. disposal triggers)	
Format	Dublin Core-9	eGMS						Multiple - Electronic, Physical and refinements, e.g. Text/PDF, Text/paper
Identifier	Dublin Core-10	eGMS	WCC-Basic					URI
Keywords					WCC-Optional			
Language	Dublin Core-12	eGMS			WCC-Optional			Default to English Mandatory if Open
Location		eGMS		WCC-Core				Physical or Electronic Classification (fileplan/folder)
Mandate		eGMS			WCC-Optional			Legislative or organisational mandate under which the information was produced
Protectivemarking				WCC-Core				same as eGMS Rights.protectivemarking
Preservation		eGMS		WCC-Core				WCC Vital types
Publisher	Dublin Core-5	eGMS			WCC-Optional			Default- Warwickshire County Council Mandatory if Open
Relation	Dublin Core-13	eGMS			WCC-Optional			
Rights	Dublin Core-15	eGMS		WCC-Core	WCC-Optional		Access Copyright Protective Marking	Access indicates Open or Re-use licence required, or Closed Copyright default to WCC if Publisher Core - Protective Marking includes marking and optional descriptor All Mandatory if Open
Source	Dublin Core-11	eGMS			WCC-Optional			default is Warwickshire County Council Mandatory if Open
Status		eGMS		WCC-Core		Status Version		Includes Status and Version
Subject	Dublin Core-3	eGMS			WCC-Optional			Restrict Subject to defined lists and keywords Mandatory if Open. Use PID number/name for LGSL
Title	Dublin Core-1	eGMS	WCC-Basic	WCC-Core				User input or system generated
Type	Dublin Core-8	eGMS		WCC-Core				WCC defined, e.g. Report, Form