WCC EDRM (corporate document library) standards

These standards apply to all Corporate libraries held in the Electronic Document and Records Management system (EDRM) accessed internally using SharePoint at http://edrm. It does not include any other records libraries, e.g. Electronic Social Care (CESCR, AESCR), HR (HR-ER).

These standards form part of the Warwickshire County Council (WCC) Information Governance Framework and the latest version can be found on www.warwickshire.gov.uk/im.

Contents

Document formats

UK Government have introduced open standards for publishing and WCC are working towards these. See link for full Government open standards:
www.gov.uk/government/publications/open-standards-for-government

Master documents may be saved in Microsoft Office, HTML, or open document formats for editing and updating.
If we are publishing documents to be viewed in the browser via the web/intranet, then a version using PDF (portable document format) must be used so the public, staff and partners can view on different devices. Where documents need to be kept for longer than 4 years, PDF format must be used for archive purposes; PDF/A should ideally be used to conform to Government standards.

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Metadata

Metadata is data that describes digital information according to a set of standards and helps browsers/search engines to find information and users to filter searches. Where possible we use recognised metadata standards and the UK Government open digital standards.

Most of the metadata we are using is pre-set and allows authors to use the default or select a value. Some requires the author to enter a value or description. Below are some of the metadata you need to understand. A full list is contained in the Appendix.

Type

Defines the format of the file/document.
In order that all users can view documents on the web or intranet, **the default standard for publishing is for file type of PDF**.
The master document can still be held in the CDC in whatever format it was created, e.g. DOC, DOCX, ODT, PPT,PPTX, XLS, XLSX, ODS.
If you do not want the master to be available for anyone to view, then do not publish but keep as draft. Only the site owners, authors and approvers will be able to view.

Name

A short unique name given to the file/document. The CDC uses Title to describe the document, so unlike network files the Name can be kept short.
- Ideally use upper case with no spaces to describe, e.g. 'CDCMetadataStandards'
- Use underscore (_) or hyphens (-) instead to make the name readable, e.g. CDC-document-standards. However this does increase the length of the file name. Ideally names should be no longer than 25-50 characters.
- Where using acronyms agree common team ones.
- Avoid using version number or dates in names as this will lose meaning if it is updated.
- **Do not use** the following characters in names as some browsers will give unpredictable results : * : \ / < > | " ? [ ] ; ( )= { }+ & £ $, . ^ %

Further guidance on naming conventions can be found on the IM webpage www.warwickshire.gov.uk/immanagingelectronic, under the section 'File / Folder naming conventions and version control'. See document titled 'Folder & File Naming': http://apps.warwickshire.gov.uk/api/documents/WCCC-1073-146

Title

A sentence describing the contents of the file/document.
Titles are entered by the author and used in the webpage to show to public, staff and partners. It is essential that naming standards are followed. The title should be a sentence describing what the document contains and will be used by search to find documents. **Do not just repeat the filename but make it describe the document.**

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- Use sentence case with spaces in between words unless referring to a word or group of words where normally used, e.g. 'Corporate Document Centre (EDRM CDC) metadata standards'
- Make it meaningful to users - staff or the public, and describe the contents of a document
- Remember this will be used by search
- Avoid abbreviations unless this is meaningful - you may wish to use both
- You can use any characters
- Do not put in version number or dates as these will not be correct if you update the document, unless the document is unique, e.g. one-off report.

Document Type

It is vital to select the correct Document Type. This aids the search and to refine and filter in views, e.g. find a policy. It also sets how long the file/document will be retained. The Disposal Date is calculated based on the corporate retention policy, e.g. if Guidance is used it is kept for only 4 years, but if a Policy is used it is permanent.

Subject

Subject and Keywords are also used to aid search.
Subjects are pre-defined and managed by Information Management when a new site is created or a site owner requests additional subjects.

Keywords

Users can suggest Keywords to be used as alternative to the Subject category. Keywords are checked when a user enters to see if used before to avoid duplication and mis-spelling. Nb. Keywords should be used sparingly however: too many can render them less meaningful.

Protective Marking

The WCC protective markings are based on information risk.
Public, Internal and Confidential can be used in the Corporate library.
Public is the default to indicate there are no restrictions on the document
Internal is aimed at staff, not the public, but low risk if disclosed.
Confidential means the audience is restricted and probably contains personal information.
Only Public and Internal marked documents can be linked on the new Intranet (Unified Platform Content).

WCC protective markings are defined at:
http://apps.warwickshire.gov.uk/api/documents/WCCC-1073-263 with examples and how they match to the UK Government security classifications.

Information Management
Web: www.warwickshire.gov.uk/im
Email: informationmanagement@warwickshire.gov.uk
Tel: 01926 418633

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Appendix - Corporate library definitions and metadata

Content types

Corporate Set - for all sets
Corporate - for all files

Metadata that is created in each Corporate Set is inherited by all Corporate documents within the set.

Metadata

Key:
Type - M=Mandatory, O=Optional, C=Calculated

Input

Metadata	Type	Default	Notes
Corporate Set properties			
Set Name	M		user defined
WCC Subject	M		pick list from SP termstore
WCC Keywords	O		user defined, uses SP termstore to suggest
Reviewers	M		min. 2 people
Review Date	M	12 months from creation	12 months from creation
WCC Coverage	M	Warwickshire	pick list from SP termstore
Team Owner	M		set by Information Management for SP farm from SP termstore
Corporate document properties			
[Document] Name	M		user defined
[Document] Title	M		user defined
Document Type	M		pick list from SP termstore
Protective Marking	M	Public	Public, Internal
WCC Language	M	English	pick list from SP termstore

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Approvers	O		only used for approval workflow
Document Status	M	Active	Active, Archive
Approver Comments	O		

Generated

Corporate Set properties		
Content Type	C	Corporate Set
Review Date Status	C	Near, Overdue!
Corporate document properties		
Doc Set Name	C	
Doc Id	C	SP generated: WCCC-nnnn-nnnn
Approval Status	C	Draft, Pending, Approved
Created	C	(date & time)
Created By	C	user
Modified	C	(date & time)
Modified By	C	user
WCC Disposal Date	C	based on Document Type and corporate retention policy
Retention Length	C	based on Document Type and corporate retention policy
Version	C	major.minor
Declared Record (date)	C	if set to Archive, declared as a record
File Size	C	
Type (file)	C	e.g. doc, docx, odt, pdf ...
Content Type	C	Corporate
Links URL	C	See internal documentation