

Australian/New Zealand Standard™

**Recordkeeping metadata property  
reference set (RMPRS)**



## **AS/NZS 5478:2015**

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-021, Recordkeeping Metadata. It was approved on behalf of the Council of Standards Australia on 12 June 2015 and on behalf of the Council of Standards New Zealand on 4 June 2015.

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*This Standard was issued in draft form for comment as DR AS/NZS 5478.*

Australian/New Zealand Standard™

## **Recordkeeping metadata property reference set (RMPRS)**

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## PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-021, Records and Document Management Systems.

This Standard has been developed to provide a reference set of recordkeeping metadata to support systems interoperability and records sustainability.

The Australasian recordkeeping metadata property reference set is intended to be implementation-neutral. It provides a common framework, or reference set, from which agencies and national, state and territory archives can tailor recordkeeping metadata properties required in their own specific application profiles. Using a reference set of metadata will facilitate best practice in digital recordkeeping allowing reference and mapping to a larger framework and multiple and flexible adaptation in various implementations, and to suit jurisdiction-specific requirements.

The property set utilizes the National Archives of Australia and Archives New Zealand's (common) recordkeeping metadata standard, which adopts a five-entity model. This model is a mature iteration of recordkeeping metadata, that has been developed specifically in conjunction with work on recordkeeping metadata incorporated into AS/NZS ISO 23081.2, *Information and documentation—Records management processes—Metadata for records, Part 2: Conceptual and implementation issues*.

The term 'normative' has been used in this Standard to define the application of the appendix to which it applies. A 'normative' appendix is an integral part of a Standard.

*Standards Australia acknowledges that within AS/NZS 5478 it has used the Australian Government Recordkeeping Metadata Standard (AGRkMS) 2008, Version 2.0 by the National Archives of Australia (copyright Commonwealth of Australia) published at <http://www.naa.gov.au/recordsmanagement/publications/AGRkMS.aspx>.*

*Standards Australia further acknowledges that within AS/NZS 5478 it has used the New Zealand Government Technical Specifications for the Electronic Recordkeeping Metadata Standard which is itself a modification of the Australian Government Recordkeeping Metadata Standard (AGRkMS) 2008, Version 2.0 by the National Archives of Australia.*

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## STANDARDS AUSTRALIA/STANDARDS NEW ZEALAND

**Australian/New Zealand Standard****Recordkeeping metadata property reference set (RMPRS)****1 SCOPE AND GENERAL****1.1 Scope**

This Standard is a ‘reference set’ of recordkeeping metadata properties. It is compatible with AS ISO 23081.1, AS/NZS ISO 23081.2 and AS/NZS ISO 23081.3. It provides additional details to these Standards by specifying recordkeeping metadata properties and their rules for use within the Australasian context.

This is a reference set in the following context:

- (a) Individual jurisdictions are expected to maintain their own specifications that contain minor variations or recommended methods of implementation (e.g. one or multiple entity implementations) and define vocabulary encoding schemes that suit their own environment.
- (b) Each jurisdiction should maintain mapping to this reference set to achieve the overall objectives of this Standard.
- (c) Individual product developers that claim conformance are expected to maintain mappings to this reference set to achieve the overall objectives of this Standard.
- (d) Individual implementation instances of recordkeeping should use this Standard as the mapping standard by which to achieve the overall objectives of this Standard.

**1.2 Objective****1.2.1 General**

The objectives of this Standard are to—

- (a) inform system developers and implementers;
- (b) enable interoperability;
- (c) support records sustainability;
- (d) enable flexibility; and
- (e) harmonize existing recordkeeping metadata standards.

Clauses 1.2.2 to 1.2.6 provide details on these objectives.

**1.2.2 Inform systems developers and implementers**

This Standard sets out the base requirements for recordkeeping metadata properties in order to achieve robust and defensible records as defined in AS ISO 15489.1. That is, it outlines mandatory and optional metadata properties for each entity relevant to recordkeeping. It establishes a baseline for all implementations. It does not prescribe implementations.

The metadata requirements for recordkeeping can be applied in many different ways, from dedicated records software systems to business systems that create and maintain records, records service definitions, etc. Regardless of the software or design principles, vendors and implementers will be able to use the ‘reference set’ provided in this Standard to map their local metadata properties in order to ensure that their product and its implementation instance conforms to industry requirements for recordkeeping metadata.

NOTE: This Standard has been written by recordkeeping industry experts, not system designers. The language herein therefore reflects normal English usage, with no technical meaning implied in the choice of words.

### 1.2.3 *Enable interoperability*

Increasingly, records will need to move between software systems—

- (a) being created in one system and managed in another;
- (b) supporting the same business over time;
- (c) for re-use within an organization; and
- (d) between organizations using different systems.

While the mechanics of moving record objects (the content-holder formats) are clear, there is much less clarity on attention to recordkeeping metadata across such system changes. This Standard provides a set of defined recordkeeping metadata properties to ensure that the content is able to be imported and exported accompanied by metadata that ensures its core recordkeeping characteristics, authenticity, integrity, reliability and useability.

### 1.2.4 *Support records sustainability*

Records often last longer than the system used to manage them. For digital records this is a particular risk. This Standard assists in mitigating this risk by providing a clear statement about which recordkeeping metadata properties are mandatory and therefore should be migrated between systems to ensure that core recordkeeping characteristics will survive. Import and export standards and migration guidance should build upon the clearly specified mandatory recordkeeping metadata properties.

### 1.2.5 *Enable flexibility*

Specifying recordkeeping metadata does not constrain the types of software systems that create and maintain records. Certainty about the industry requirements relating to recordkeeping metadata should free software designers to be innovative. This Standard has been developed with knowledge of other disciplinary metadata sets, such as ISO 15836, Dublin Core (for information resource retrieval), and PREMIS (for digital preservation), ensuring no semantic clashes.

### 1.2.6 *Harmonize existing recordkeeping metadata standards*

Many individual jurisdictions in Australasia have developed and issued their own recordkeeping metadata standards. While these are evolutionary, and not contradictory, vendors and systems implementers claim confusion, and cite uncertainty about which Standard to follow as the reason not to comply. This Standard, by creating a ‘reference set’ which harmonizes existing recordkeeping metadata Standards and against which individual jurisdictions will maintain their own mappings, provides certainty for vendors in addressing harmonized industry requirements for recordkeeping metadata.

## 2 RELATIONSHIPS TO EXISTING STANDARDS AND METADATA PROPERTY SETS

This Standard is compatible with AS ISO 2308.1.1 and AS/NZS ISO 23081.2. It inherits the basic data model, entity descriptions and approaches outlined in these Standards. The international Standards themselves are based upon the work of the Monash University Australian Recordkeeping Metadata Schema\*. In particular this Standard is based on the Australian Government Recordkeeping Metadata Standard v.2 2008 by the National Archives of Australia† and the Technical Specifications for Electronic Recordkeeping Metadata Standard 2008 by Archives New Zealand‡.

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\* <http://www.infotech.monash.edu.au/research/groups/rcrg/projects/spirt/deliverables/austrkms.html>

† [http://www.naa.gov.au/Images/AGRkMS\\_Final%20Edit\\_16%2007%2008\\_Revised\\_tcm16-47131.pdf](http://www.naa.gov.au/Images/AGRkMS_Final%20Edit_16%2007%2008_Revised_tcm16-47131.pdf)

‡ [http://archives.govt.nz/sites/default/files/TS\\_4.pdf](http://archives.govt.nz/sites/default/files/TS_4.pdf)

### 3 REFERENCED DOCUMENTS

The following documents are referred to in this Standard.

#### AS/NZS

- 2632 Codes for the representation of names of countries and their subdivisions
- 2632.1 Part 1: Country codes
- 2632.2 Part 2: Country subdivision code

#### AS ISO

- 8601 Data elements and interchange formats—Information interchange—Representation of dates and times
- 15489 Records Management
- 15489.1 Part 1: General
- 15489.2 Part 2: Guidelines

#### AS/NZS ISO

- 15836 Information and documentation—The Dublin Core metadata element set
- 23081 Information and documentation—Records management processes—Metadata for records
- 23081.1 Part 1: Principles
- 23081.2 Part 2: Conceptual and implementation issues
- 23081 Information and documentation—Managing metadata for records
- 23081.3 Part 3: Self-assessment method

#### ISO

- 639 Codes for the representation of names of languages
- 639-1 Part 1: Alpha-2 code
- 639-2 Part 2: Alpha-3 code
- 15924 Information and documentation—Codes for the representation of names of scripts

#### RFC

- 5646 Tags for identifying languages <http://www.rfc-base.org/rfc-5646.html>

Australian Statistical Geography Standard (ASGS), 2011

PREMIS Data Dictionary for Preservation Metadata, v2.2 July 2012  
<http://www.loc.gov/standards/premis/index.html>

### 4 PURPOSE

Digital records are dependent on metadata to enable the records to be interpreted in the context of their creation and management. The metadata is the set of many details which surround the information, such as—

- (a) what the information is (a title and other descriptive metadata);
- (b) who created the information;
- (c) when the information was received or brought into a formal system;
- (d) whether there are security restrictions on the use of the information within an organization or externally;
- (e) whether the information is incomplete or still changing or is completed; and
- (f) who needs to comment on, or authorize access to, or use of the record.

These details are routinely captured and managed in a variety of systems used to record transactions, provide services, draft documents, browse the web, and publish to the intranet or to persons outside an organization. To manage digital records successfully, and in a way that will allow future users (those not involved in the creation of the records) to understand and interpret the content, these bits of information need to be structured into formal ‘metadata properties’; that is data fields that are clearly defined.

Some recordkeeping metadata properties are mandatory; without these, even basic operations cannot be carried out. Other metadata properties are optional—they are at the discretion of the system or user to assign. In general, the more metadata that is applied to records, the greater are the chances that some of this metadata will assist users to interpret and use the records.

In the paper world, much of this metadata was contained in the content of the record or file: in annotations showing changes or recommendations for approval, and in management details such as folio numbering expressing sequential relationships. In a digital world, all these long familiar features of paper systems, disappear. These features have been critical to the efficient conduct of business for paper systems and there is a need to ensure that the digital equivalent, metadata, is defined to support the digital systems. Metadata is not optional or just ‘good to have’; in a digital world, it is crucial for ensuring that records will be interpreted accurately, and can be sustained over time.

In digital workplaces, the requirement for structured metadata for records is growing in importance. Records are being created in dynamic environments where the records creation process is collaborative and often occurs in systems that are shared between multiple independent parties. The rights and responsibilities relating to shared documents and records need to be identified and managed, in order to enable all parties with legitimate claims to retrieve and use that information over time.

Digital records often need to last longer than individual software systems in order to meet requirements established by regulators, business needs, accountability principles and community expectations. This means that records need to pass between one system to another over time, and often between one responsible organization and another. Records content without recordkeeping metadata is neither complete nor interpretable. Recordkeeping metadata is a part of the records, and as such needs to be carefully structured to enable easy interchange between multiple systems over time.

## **5 CONCEPTS UNDERPINNING THIS STANDARD**

### **5.1 General**

Australasian recordkeeping professionals have been working to establish jurisdiction-specific metadata Standards for records over the past 10 years. Each iteration of issued metadata requirements has built upon previous publications and is an evolutionary rather than an incompatible development. All the sets of recordkeeping metadata have been based, to a greater or lesser extent, on the Australian Recordkeeping Metadata Schema; a product of Monash University’s research project finalized in 1998. This research also provided the conceptual underpinnings and models for AS/NZS ISO 23081.2.

The Australian Recordkeeping Metadata Schema identified a set of core entities for records and their context, bound together by relationships. This construct enables flexibility in the implementation and sourcing of metadata values. This relational model has been adopted in this Standard.

## 5.2 Entities

Relationships are core to recordkeeping and to recordkeeping metadata. Records do not exist as simple isolated objects, but are connected into a web of relationships between—

- (a) other records;
- (b) people who create, manage and use them;
- (c) mandates that authorize their creation and management protocols; and
- (d) the business functions and activities that generate, receive or use them.

The recordkeeping metadata approach identifies metadata properties to depict each of the following entities:

- (i) Records.
- (ii) Agents.
- (iii) Mandates.
- (iv) Business.
- (v) Relationships.

NOTE: The conceptual model underpinning this Standard is inherited from ISO 23081 (see Figure 1).

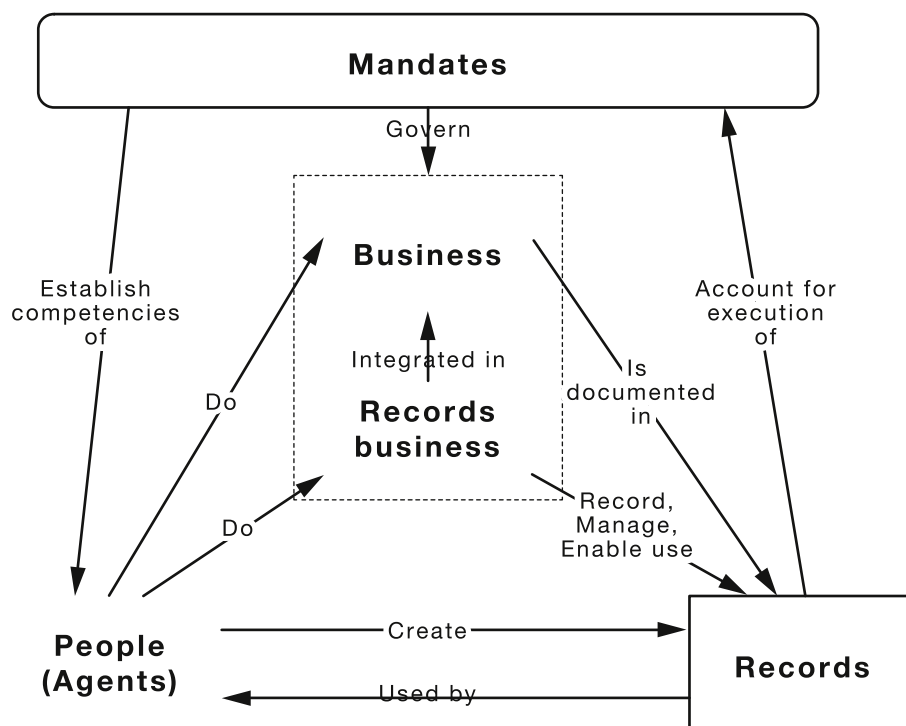


FIGURE 1 MAIN ENTITIES AND THEIR RELATIONSHIPS

### 5.3 Aggregations

The entities defined in this Standard may exist at different levels of aggregation. That is, within each entity, defined layers representing fixed points of aggregation have been identified. All entities (with the exception of relationships) have aggregations. ‘Agents’, ‘records’ and ‘business’ have hierarchical aggregations.

In the ‘mandate’ entity, the aggregations are not hierarchical and are more flexible. For example, in the ‘records’ entity, aggregations such as a single document (or part of a document), a sequence of documents (a file or folder), or a series (a sequence of folders or files) have been defined. Each of these is an aggregation of records. In the digital world these are logical constructs rather than physical things. A logical construct is an important concept used to apply and manage metadata.

It is very likely that the hierarchical aggregation for records is paper-based, and may not be relevant in the long term digital future. The digital world is increasingly using networked relationships, (that is, sets of information that are linked for multiple purposes, rather than being strictly hierarchical). These linkages are relationships, although not necessarily hierarchical relationships. This trend will alter the seemingly strict ‘records’ hierarchy of ‘series’, ‘file/folder’, ‘document’. For the purposes of transition and connection to the paper world, the existing fixed hierarchical aggregation layers have been maintained in this Standard.

The entity ‘agents’, similarly, has a concept of aggregation, and an instrument such as a data monitor can be a metadata entity, as can an individual. Individuals aggregate into work units, work units aggregate into organizations, and organizations aggregate into institutions.

The layers of aggregation defined in AS/NZS ISO 23081.2 are used in this Standard. This is defined as a fixed encoding scheme, detailed in Appendix A, Table A2, with the metadata property ‘category’ (see Clause 9.2.2). This does not constrain an implementation from adding other layers of aggregation as required; however, it does standardize the layers of aggregation, so that when mapping is done from one implementation instance to another, it is clear that the metadata is to behave in ways that are predictable for the relevant layer of aggregation in the inheriting system.

### 5.4 Relationships

#### 5.4.1 General

This Standard establishes metadata properties to define fixed entities. The core of this Standard is the relationship between and within the entities (see Figure 2, which diagrammatically shows that relationships apply to all entities to create the links between those entities). Expressing and maintaining relationships through time, for at least the life span of the record, is the essence of recordkeeping.

In this context, the term ‘relationships’ refers to the linking of entities. If a document is managed without considering its relationships to who created it, what it was documenting or how it linked to other documents, then it is not a record. This understanding is a key difference between managing documents (which tend to be objects managed without these linkages) and records (objects managed in context).

Each relationship that needs to be made is defined as a separate instance of a metadata statement. Each relationship has metadata that identifies it as a relationship (entity type, category), a name, unique identification, a date range, a description, information about related entities, and histories of changes made to entities as a result of the relationship.

For recordkeeping, the following two types of relationships are defined in this Standard:

- (a) Provenance relationships (see Clause 5.4.2).
- (b) Recordkeeping event relationships (see Clause 5.4.3).

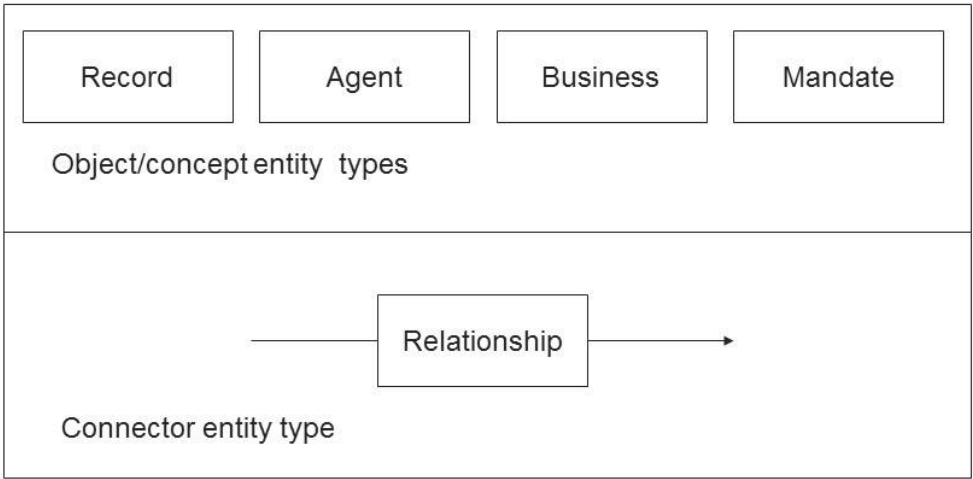


FIGURE 2 ENTITIES AND RELATIONSHIPS

5.4.2 Provenance relationships

Provenance relationships create the contextual detail required to interpret the record. These relationships are concerned with ownership, control and succession. Provenance relationships can occur between entities and between layers of aggregation within a single entity, as depicted in Figure 3.

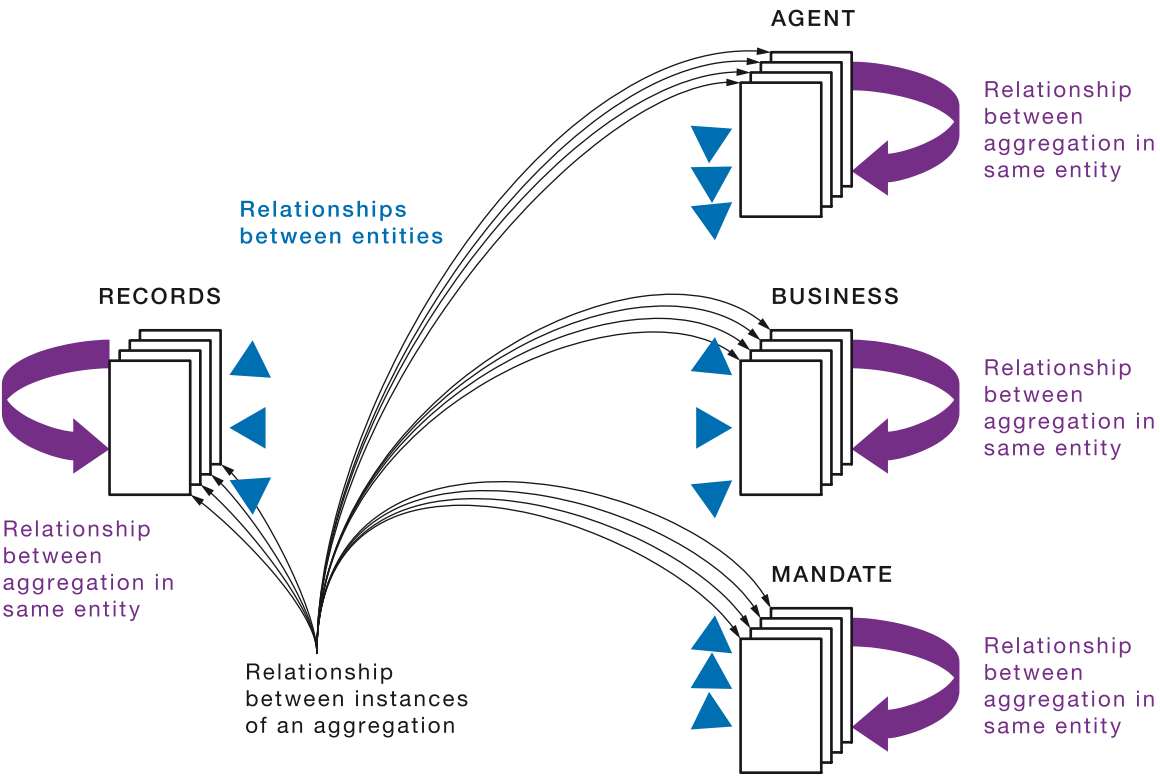


FIGURE 3 PROVENANCE RELATIONSHIPS

### 5.4.3 Recordkeeping event relationships

Recordkeeping event relationships are those that document the history of processes and events. Records are a product of their provenance relationships and also of the events that detail what has happened to the record over time. These events linked to a specific record accumulate, representing a trail of evidence on the records history. In AS/NZS ISO 23081.2 this concept is called ‘event history’. Recordkeeping metadata can also identify what events are scheduled to occur in the future—for example, downgrading a security classification at a specific time, enabling public access to content after an embargo is lifted.

In this Standard, recordkeeping events are expressed as relationships. A syntax for expressing relationships is established. Relationships do not repeat the values of the things being related, but refer to their identifier through which the complete depiction of the related entities can be understood.

An example of a (limited) set of recordkeeping actions relating to a specific instance of a record is depicted in Figure 4 and explained more fully in Table 1.



NOTE: In this Standard these events are depicted as sequences of relationships.

FIGURE 4 EXAMPLE OF RECORDKEEPING EVENTS

**TABLE 1**  
**RELATIONSHIPS IN FIGURE 4 EXPRESSED AS STATEMENTS**

| Entity   | Recordkeeping event   | Entity                                                                                                                                                                                                                                                                        |
|----------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mandate  | Authorizes            | Record<br>(e.g. the local business rules authorize the creation of a record on sensitive personal information about an employee in particular circumstances)                                                                                                                  |
| Business | Initiates             | Record<br>(e.g. the process being undertaken dictates that a record will be made)                                                                                                                                                                                             |
| Agent    | Creates               | Record                                                                                                                                                                                                                                                                        |
| Record   | Is a version of       | Record                                                                                                                                                                                                                                                                        |
| Record   | Next in sequence      | Record<br>(e.g. links to previous/subsequent records in a transaction)                                                                                                                                                                                                        |
| Agent    | Authorizes            | Record<br>(e.g. a supervisor with appropriate security clearance authorizes the content of the record)                                                                                                                                                                        |
| Agent    | Renders (e.g. to PDF) | Record<br>(e.g. a person decides to make this record unalterable in order to send it to someone else by transforming it into a PDF; or a person is accessing the record on a mobile device, and the system automatically renders the record suited for viewing on the device) |
| Agent    | Sends                 | Record                                                                                                                                                                                                                                                                        |
| Agent    | Changes               | Record<br>(the security classification of this record is changed)                                                                                                                                                                                                             |

## NOTES:

- 1 Each of the rows in this Table is a sequence that is rendered into metadata format to represent the recordkeeping actions. For example, the statement: 'Mandate authorizes record' in xyz company for a specific instance of a procedure defining a record that has to be maintained would be represented in (fictional) metadata as the following sequence of properties:
  - (a) Entity Type = Relationship.
  - (b) Category = Recordkeeping Event.
  - (c) Identifier: Identifier String = 01532.
  - (d) Identifier: Identifier Scheme = xyz company recordkeeping system.
  - (e) Name: Name Words = authorizes.
  - (f) Name: Name Scheme = Recordkeeping Event Relationship Names.
  - (g) Date Range: Start date = 2012-09-23.
  - (h) Related Entity: Assigned Entity ID = 2012/325.
  - (i) Related Entity: Assigned Entity ID Scheme: xyz company procedure number.
  - (j) Related Entity: Relationship Role = 1.
  - (k) Related Entity: Assigned Entity ID = 3423085.
  - (l) Related Entity: Assigned Entity ID Scheme = xyz company recordkeeping system.
  - (m) Related Entity: Relationship Role = 2.
- 2 Each recordkeeping action accumulates an equivalent set of metadata statements. These are machine-assigned and machine-processable, and will build up into a complete picture of events which take place on any one instance of a record.

## 5.5 Flexibility

This Standard is designed to apply in a wide variety of systems. It allows for, but does not prescribe, a five-entity implementation. A jurisdiction or organization can choose the number of entities to implement. It is anticipated that individual jurisdictions or organizations will develop their own recordkeeping metadata requirements, and implementation guidance to implement the requirements of this Standard to best meet their needs, while still providing adequate management of their records.

The Standard does not prescribe the order in which organizations apply metadata. Business decisions such as these are part of an organization's particular systems implementation; guidance on this is provided in AS ISO 15489.2.

## 5.6 Repeatability

Many of the properties and sub-properties defined in this Standard are applicable to instances of entities more than once, in order to adequately describe their character and roles within an organization's business and recordkeeping processes. For example, a number of values may be repeated to comprehensively describe an entity's current status, its history or the relationships it has to other entities. The technical descriptions in Clause 9 indicate which properties and sub-properties are repeatable.

## 5.7 Automatic attribution of metadata

Recordkeeping metadata may be taken from a number of sources, and will accumulate over time. Some metadata may already exist and be used for other purposes within business information and records management systems. Many metadata properties may be automatically captured at the point of record (or other entity) creation, while others may be attributed at different times during the existence of the record. Such a cumulative approach allows agencies to be flexible about the type and amount of metadata they apply to their records and other entities at different times.

## 5.8 Extensibility

This Standard is an extensible document. This means that jurisdictions, organizations or implementers with different or more specific metadata needs may add extra properties and encoding schemes to meet their requirements. When this Standard is extended with additional properties, the new set shall be compliant with the syntax and semantics defined in this Standard, and the added metadata shall be valid as metadata compliant with this Standard.

The following are the requirements of this Standard in relation to extensibility:

- (a) Any existing metadata properties from this Standard used in a new metadata set shall retain the same semantics as those defined in the Standard.
- (b) Mandatory properties in this Standard, or conditional properties where the trigger conditions are met, shall remain mandatory in the new set.
- (c) The semantics of any properties added in the new metadata set shall be consistent with the semantics of existing properties, including any new sub-properties of existing properties.

In addition, extensions should use—

- (i) vocabulary encoding schemes for any new properties whose content is to be drawn from a controlled list of values; and
- (ii) syntax encoding schemes for new properties following a formal notation or an externally defined standard.

## 6 REPRESENTATION OF THE ENTITIES IN AN IMPLEMENTATION

When representing the entities in an implementation, implementers may choose to represent the metadata in multiple entities. Alternatively, individual jurisdictions or organizations may choose to flatten the metadata into a single entity, and that entity will always be the record entity. If this is done, all the other information that is required to identify details about the other entities is regarded as an aspect of the record itself. For example, information about the agents that created the record will be documented within the record entity, the information about the business being conducted will be documented within the record entity, and information about the actions taken on the record and its links to other records will also be documented within the record entity. Such implementations are called ‘records-centric’ implementations, and are quite common in current practices, where relationships have not been built into system design.

One of the reasons for flattening metadata into a single entity is the possibility of technical problems (real or perceived) with managing links, or relationships over time and beyond the creating system. Relationships documented in metadata need to be persistent, and to endure for the length of time that the record is required.

The concept of flattening is illustrated in Figure 5, where the left hand side of the diagram represents a flattened implementation model, with metadata relating to other conceptual entities brought within one ‘record’ entity, and the illustration on the right depicting a multiple-entity model linked by relationships.

Flattening the metadata model is permitted, although care should be taken to ensure that the mandatory properties relating to each entity are brought into any flattened model. Wherever more than one entity is defined, a mechanism is required to ensure relationships between entities.

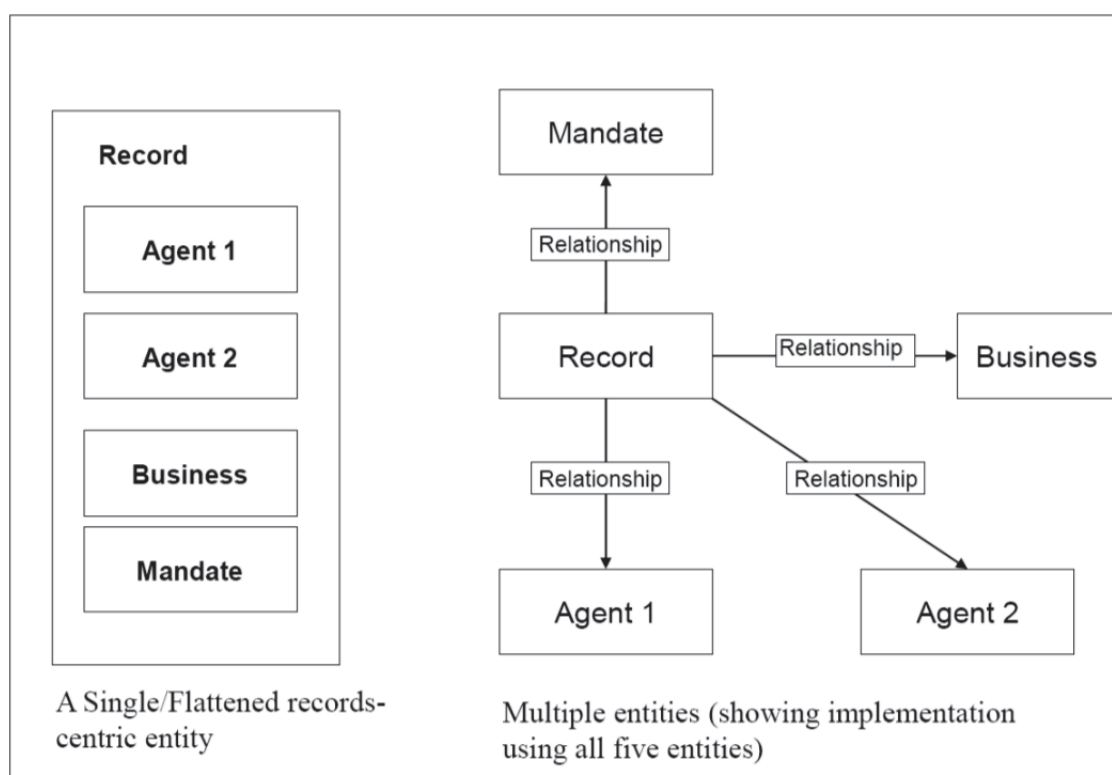


FIGURE 5 FLATTENING THE METADATA ENTITIES

## 7 APPLICATION PROFILES

It is expected that individual jurisdictions and organizations will define sub-sets of, extensions to, and particular implementation models derived from, this Standard, as required in their specific implementation environments. Each of these sub-sets, extensions or implementation models should be regarded as an application profile of this Standard.

Application profiles represent a subset or extension of the metadata designed to meet a particular purpose. Within an individual jurisdiction, or individual organization, specific encoding schemes are defined to mandate the terminology used within that jurisdiction or organization for specific metadata properties. Adding these particular encoding schemes is necessary for implementation in the respective environments. Particular implementation requirements should also be defined. For example, a particular jurisdiction may choose to define a recordkeeping metadata Standard for its jurisdiction which flattens the recordkeeping metadata defined in this Standard. Formally defining these jurisdiction or organization-specific metadata sets will mean that a specific application profile (with jurisdiction-specific or organization-specific rules) is required.

Each application profile should clearly identify itself and its relation to this Standard. The namespace and entity descriptions inherited from this Standard should be maintained for mandatory recordkeeping entities and properties. A mapping from individual application profiles derived from this Standard should be maintained in order to promote consistency and interoperability through time and across system boundaries.

## 8 TECHNICAL SPECIFICATION—METADATA PROPERTIES AND SUB-PROPERTIES

### 8.1 General

The recordkeeping metadata property reference set allows for the description of the following five separate entities involved in recordkeeping:

- (a) Record.
- (b) Agent.
- (c) Business.
- (d) Mandate.
- (e) Relationship.

Entities are described by properties. There are 26 properties, eight of which are mandatory for multiple-entity implementations. Another 12 properties are conditional, and a further six are optional. Many of the properties comprise a number of sub-properties—some mandatory, some conditional, and some optional. There are a total of 44 sub-properties which are used to provide specific information about particular aspects or characteristics of a property.

Organizations, system developers and software vendors shall implement the mandatory properties and sub-properties for compliance with this Standard. In addition, conditional properties and sub-properties shall be implemented in certain circumstances to ensure compliance. Conditions for implementation of these properties and sub-properties are detailed in the technical descriptions that follow in Clause 9.

Organizations are not required to implement optional properties and sub-properties unless they have business reasons for doing so. However, if mandatory sub-properties are included under optional properties, those sub-properties shall be used whenever the property itself is implemented. In addition, where conditional sub-properties are included under optional properties, these sub-properties shall be used under the particular circumstances specified in the technical descriptions.

The use of the word ‘shall’ in technical descriptions denotes mandatory states, conditions or objectives. The use of the word ‘should’ denotes desirable but not mandatory states, conditions or objectives.

## 8.2 Property and sub-property identification

Each metadata property and sub-property is identified by the following:

|                        |                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Label</b>           | A human-readable name for the property or sub-property.                                                       |
| <b>Name</b>            | A machine-processable version of the property or sub-property name, containing no spaces.                     |
| <b>Ref. No.:</b>       | A unique number assigned to each property and sub-property.                                                   |
| <b>Sub-property of</b> | The label for the parent property to which this specific sub-property belongs (used for sub-properties only). |

## 8.3 Property and sub-property descriptions

The metadata properties and sub-properties are described using the following structure:

|                          |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | Describes the information captured in the property or sub-property.                                                                                                                                                                                                                                                                                                       |
| <b>Purpose</b>           | In property descriptions only, indicates what will be achieved by using the property and its sub-property.                                                                                                                                                                                                                                                                |
| <b>Container</b>         | In property descriptions only, ‘No’ indicates that the property itself is used to store the metadata values, while ‘Yes’ indicates that the property is a container (technically an abstract class) for a number of sub-properties in which the actual metadata values are stored. In the latter case, the container property shall not be used to store metadata values. |
| <b>Obligation</b>        | Specifies whether use of the property or sub-property is mandatory (essential), conditional (dependent on other properties, sub-properties or particular circumstances), or optional (individual organizations can decide whether or not to use it, based on business needs).                                                                                             |
| <b>Conditions of use</b> | For conditional properties and sub-properties, specifies the actual conditions or circumstances that have to be in place prior to using the property or sub-property, including reliance on defined values for other properties or sub-properties.                                                                                                                        |
| <b>Sub-properties</b>    | In property descriptions only, lists the reference numbers and labels for each of the property’s sub-properties.                                                                                                                                                                                                                                                          |
| <b>Applicability</b>     | Specifies the entities, categories or levels of aggregation to which the property or sub-property is applicable.                                                                                                                                                                                                                                                          |
| <b>Repeatable?</b>       | Specifies whether or not the property or sub-property may be used more than once for describing the same entity or entities.                                                                                                                                                                                                                                              |
| <b>Default value</b>     | Provides a pre-selected value for the property or sub-property that will remain as the default unless changed in response to other conditions or requirements.                                                                                                                                                                                                            |
| <b>Scheme</b>            | Indicates defined Standards, controlled vocabularies, or encoding schemes that may be used, or have to be used, to populate the property or sub-property. Only used at element level when the property has no sub-properties.                                                                                                                                             |
| <b>Comments</b>          | Provides additional information to aid understanding of the purpose and use of the property or sub-property.                                                                                                                                                                                                                                                              |

## 9 METADATA REQUIREMENTS

### 9.1 General

The metadata properties and sub-properties, their obligations for use and their applicability to the different entities are given in Table 2. Full descriptions of each property and its corresponding sub-properties are set out in Clause 9.2.

**TABLE 2**  
**METADATA PROPERTIES AND SUB-PROPERTIES**

| Property name              | Use obligation                                            | Entity applicability             | Sub-properties and use obligations                                                           |
|----------------------------|-----------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------|
| 0. Entity Type             | Mandatory                                                 | All                              | —                                                                                            |
| 1. Category                | Mandatory                                                 | All                              | —                                                                                            |
| 2. Identifier              | Mandatory                                                 | All                              | 2.1 Identifier String [M]<br>2.2 Identifier Scheme [C]                                       |
| 3. Name                    | Mandatory                                                 | All                              | 3.1 Name Words [M]<br>3.2 Name Scheme [C]                                                    |
| 4. Date Range              | Mandatory                                                 | All                              | 4.1 Start Date [M]<br>4.2 End Date [C]                                                       |
| 5. Description             | Optional                                                  | All                              | —                                                                                            |
| 6. Related Entity          | Mandatory                                                 | Relationship                     | 6.1 Assigned Entity ID [M]<br>6.2 Assigned Entity ID Scheme [C]<br>6.3 Relationship Role [M] |
| 7. Change History          | Conditional                                               | Relationship                     | 7.1 Property Name [M]<br>7.2 Prior Value [M]<br>7.3 Relationship ID [M]                      |
| 8. Jurisdiction            | Optional                                                  | Record, Agent, Business, Mandate | —                                                                                            |
| 9. Security Classification | Conditional for Record, Mandate.<br>Optional for Business | Record, Business, Mandate        | —                                                                                            |
| 10. Security Caveat        | Conditional                                               | Record, Mandate                  | 10.1 Caveat Text [M]<br>10.2 Caveat Category [O]                                             |
| 11. Permissions            | Conditional                                               | Agent, Business                  | 11.1 Permission Text [M]<br>11.2 Permission Type [M]                                         |
| 12. Rights                 | Conditional                                               | Record                           | 12.1 Rights Statement [M]<br>12.2 Rights Type [M]<br>12.3 Rights Status [O]                  |
| 13. Contact                | Conditional                                               | Agent                            | 13.1 Contact Details [M]<br>13.2 Contact Type [M]                                            |
| 14. Position               | Optional                                                  | Agent                            | —                                                                                            |
| 15. Language               | Conditional for Record<br>Optional for Agent              | Record, Agent                    | —                                                                                            |
| 16. Coverage               | Optional                                                  | Record, Mandate (16.3 only)      | 16.1 Jurisdictional Coverage [O]<br>16.2 Temporal Coverage [O]<br>16.3 Spatial Coverage [O]  |

*(continued)*

**TABLE 2** (continued)

| Property name       | Use obligation | Entity applicability | Sub-properties and use obligations                                                                                                                                                        |
|---------------------|----------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17. Keyword         | Conditional    | Record               | 17.1 Keyword Term [M]<br>17.2 Keyword ID [O]<br>17.3 Keyword Scheme [C]<br>17.4 Keyword Scheme Type [C]                                                                                   |
| 18. Disposal        | Mandatory      | Record               | 18.1 Retention and Disposal Authority [M]<br>18.2 Disposal Class ID [C]<br>18.3 Disposal Action [C]<br>18.4 Disposal Trigger Date [C]<br>18.5 Disposal Action Due [C]                     |
| 19. Format          | Conditional    | Record               | 19.1 Format Name [C]<br>19.2 Format Version [C]<br>19.3 Creating Application Name [C]<br>19.4 Creating Application Version [C]<br>19.5 Format Registry [C]<br>19.6 Format Registry ID [C] |
| 20. Extent          | Mandatory      | Record               | 20.1 Physical Dimensions [C]<br>20.2 Logical Size [C]<br>20.3 Quantity [C]<br>20.4 Units [M]                                                                                              |
| 21. Medium          | Conditional    | Record               | —                                                                                                                                                                                         |
| 22. Integrity Check | Conditional    | Record               | 22.1 Hash Function Name [M]<br>22.2 Message Digest [M]                                                                                                                                    |
| 23. Location        | Optional       | Record               | —                                                                                                                                                                                         |
| 24. Document Form   | Optional       | Record               | —                                                                                                                                                                                         |
| 25. Precedence      | Optional       | Record               | —                                                                                                                                                                                         |

**LEGEND:**

M = Mandatory  
C = Conditional  
O = Optional

## 9.2 Metadata properties

### 9.2.1 0. Entity Type

Label: Entity Type

Name: EntityType

Ref. No.: 0

|                          |                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | Specifies the type of entity being described, such as record, agent, business, mandate or relationship.                                                                                                                             |
| <b>Purpose</b>           | <p>To categorize entities.</p> <p>To enable searches to be restricted to particular categories of entities, or entities at a particular level of aggregation when appropriate.</p> <p>To enable searches based on entity types.</p> |
| <b>Container</b>         | No                                                                                                                                                                                                                                  |
| <b>Obligation</b>        | Mandatory                                                                                                                                                                                                                           |
| <b>Conditions of use</b> | Shall be used to indicate the type of entity in multiple-entity implementations. In single entity implementations, the value of this property will default to 'record'.                                                             |
| <b>Sub-properties</b>    | —                                                                                                                                                                                                                                   |
| <b>Applicability</b>     | All multiple entity metadata descriptions                                                                                                                                                                                           |
| <b>Repeatable?</b>       | No                                                                                                                                                                                                                                  |
| <b>Default value</b>     | —                                                                                                                                                                                                                                   |
| <b>Scheme</b>            | <p>Entity type scheme (see Table A1, Appendix A).</p> <p>There are only five possible values for this property: 'Record'; 'Agent'; 'Business'; 'Mandate'; and 'Relationship'.</p>                                                   |
| <b>Comments</b>          | Value will default to 'Record' in single entity implementations.                                                                                                                                                                    |

**9.2.2 1 Category**

Label: Category

Name: Category

Ref. No.: 1

|                          |                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | Specifies the category or aggregation of the entity being described, such as a series for a record, a work group or person for an agent, a piece of legislation or a policy for a mandate, or a recordkeeping event for a relationship.                         |
| <b>Purpose</b>           | <p>To sub-categorize entities.</p> <p>To enable searches to be restricted to particular categories of entities, or entities at a particular level of aggregation when appropriate.</p> <p>To enable searches based on category types.</p>                       |
| <b>Container</b>         | No                                                                                                                                                                                                                                                              |
| <b>Obligation</b>        | Mandatory                                                                                                                                                                                                                                                       |
| <b>Conditions of use</b> | —                                                                                                                                                                                                                                                               |
| <b>Sub-properties</b>    | —                                                                                                                                                                                                                                                               |
| <b>Applicability</b>     | All entities                                                                                                                                                                                                                                                    |
| <b>Repeatable?</b>       | No                                                                                                                                                                                                                                                              |
| <b>Default value</b>     | —                                                                                                                                                                                                                                                               |
| <b>Scheme</b>            | Category type schemes (see Paragraph A2, Appendix A).                                                                                                                                                                                                           |
| <b>Comments</b>          | <p>Values should be taken from the defined controlled lists of categories for each entity type, which are included at Paragraph A2, Appendix A.</p> <p>These lists have fixed values, and include different aggregation levels for entities where relevant.</p> |

### 9.2.3 2 Identifier

Label: Identifier

Name: Identifier

Ref. No.: 2

|                          |                                                                                                                                                                                                                                                                                                                     |                                 |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Definition</b>        | A unique identifier for the entity, such as an identifier automatically assigned to a document registered into an electronic document and records management system (EDRMS), or a person's employee number.                                                                                                         |                                 |
| <b>Purpose</b>           | <p>To uniquely identify the entity within a domain, regardless of the entity type.</p> <p>To enable entities to be located.</p> <p>To act as an access point to more information about the entity.</p> <p>To provide contextual information about the standard, method or convention used to identify entities.</p> |                                 |
| <b>Container</b>         | Yes                                                                                                                                                                                                                                                                                                                 |                                 |
| <b>Obligation</b>        | Mandatory                                                                                                                                                                                                                                                                                                           |                                 |
| <b>Conditions of use</b> | —                                                                                                                                                                                                                                                                                                                   |                                 |
| <b>Sub-properties</b>    | <b>Ref. No.: 2.1</b>                                                                                                                                                                                                                                                                                                | <b>Label:</b> Identifier String |
|                          | <b>Ref. No.: 2.2</b>                                                                                                                                                                                                                                                                                                | <b>Label:</b> Identifier Scheme |
| <b>Applicability</b>     | All entities                                                                                                                                                                                                                                                                                                        |                                 |
| <b>Repeatable?</b>       | Yes                                                                                                                                                                                                                                                                                                                 |                                 |
| <b>Default value</b>     | —                                                                                                                                                                                                                                                                                                                   |                                 |
| <b>Scheme</b>            | —                                                                                                                                                                                                                                                                                                                   |                                 |
| <b>Comments</b>          | <p>Shall be used to identify the entity within a specific domain, local or global, or both if appropriate. In some cases the identifier will be assigned by the system.</p> <p>Entity instances may have more than one identifier that is unique within its own context.</p>                                        |                                 |

**9.2.4 2.1 Identifier String**

Label: Identifier String

Name: IdentifierString

Ref. No.: 2.1

Sub-property of: Identifier

|                          |                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | A character string that identifies the entity within a local or global domain, such as 'R135572007' for a document in an EDRMS, '771-33961' for an employee number, or 'transmission and distribution' for an agency function name. |
| <b>Purpose</b>           | —                                                                                                                                                                                                                                   |
| <b>Container</b>         | No                                                                                                                                                                                                                                  |
| <b>Obligation</b>        | Mandatory                                                                                                                                                                                                                           |
| <b>Conditions of use</b> | —                                                                                                                                                                                                                                   |
| <b>Sub-properties</b>    | —                                                                                                                                                                                                                                   |
| <b>Applicability</b>     | All entities                                                                                                                                                                                                                        |
| <b>Repeatable?</b>       | No                                                                                                                                                                                                                                  |
| <b>Default value</b>     | —                                                                                                                                                                                                                                   |
| <b>Scheme</b>            | —                                                                                                                                                                                                                                   |
| <b>Comments</b>          | There will be occasions where the only identifier available for an entity is its name. In such circumstances, this sub-property may contain the same value as sub-property 3.1, Name Words.                                         |

### 9.2.5 2.2 Identifier Scheme

Label: Identifier Scheme

Name: IdentifierScheme

Ref. No.: 2.2

Sub-property of: Identifier

|                          |                                                                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | The scheme used to identify the entity.                                                                                                                                                                                                                                                                                        |
| <b>Purpose</b>           | —                                                                                                                                                                                                                                                                                                                              |
| <b>Container</b>         | No                                                                                                                                                                                                                                                                                                                             |
| <b>Obligation</b>        | Conditional                                                                                                                                                                                                                                                                                                                    |
| <b>Conditions of use</b> | Shall be used when an identifier is assigned to an entity according to some externally or locally defined scheme. This sub-property should not be used when no scheme is used in assigning an identifier.                                                                                                                      |
| <b>Sub-properties</b>    | —                                                                                                                                                                                                                                                                                                                              |
| <b>Applicability</b>     | All entities                                                                                                                                                                                                                                                                                                                   |
| <b>Repeatable?</b>       | No                                                                                                                                                                                                                                                                                                                             |
| <b>Default value</b>     | —                                                                                                                                                                                                                                                                                                                              |
| <b>Scheme</b>            | Jurisdiction-specific schemes, or locally defined or locally used domain-specific schemes may be used. Examples include URL (uniform resource locator), URI (uniform resource identifier), DOI (digital object identifier), and system assigned, such as record number, employee number or similar.                            |
| <b>Comments</b>          | This sub-property shall be used to list the scheme used to identify the entity. It does not provide information on how the identifier is to be structured according to that scheme. For local EDRMS implementations, for example, this property may note the name of the EDRMS system that controls the assignment of numbers. |

**9.2.6 3 Name**

Label: Name

Name: Name

Ref. No.: 3

|                          |                                                                                                                                                                                                                                                                                                                                                |                           |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Definition</b>        | The title or name given to the entity.                                                                                                                                                                                                                                                                                                         |                           |
| <b>Purpose</b>           | <p>To assist in identifying the entity.</p> <p>To act as a resource discovery access point for users.</p> <p>To describe the functions and subjects documented in records.</p> <p>To enable searching for a name in its entirety.</p> <p>To provide contextual information about the standard, method or convention used to name entities.</p> |                           |
| <b>Container</b>         | Yes                                                                                                                                                                                                                                                                                                                                            |                           |
| <b>Obligation</b>        | Mandatory                                                                                                                                                                                                                                                                                                                                      |                           |
| <b>Conditions of use</b> | —                                                                                                                                                                                                                                                                                                                                              |                           |
| <b>Sub-properties</b>    | <b>Ref. No.: 3.1</b>                                                                                                                                                                                                                                                                                                                           | <b>Label:</b> Name Words  |
|                          | <b>Ref. No.: 3.2</b>                                                                                                                                                                                                                                                                                                                           | <b>Label:</b> Name Scheme |
| <b>Applicability</b>     | All entities                                                                                                                                                                                                                                                                                                                                   |                           |
| <b>Repeatable?</b>       | No                                                                                                                                                                                                                                                                                                                                             |                           |
| <b>Default value</b>     | —                                                                                                                                                                                                                                                                                                                                              |                           |
| <b>Scheme</b>            | —                                                                                                                                                                                                                                                                                                                                              |                           |
| <b>Comments</b>          | Names for entities may be taken from controlled vocabularies of some kind. Where such vocabularies exist they should be used.                                                                                                                                                                                                                  |                           |

**9.2.7 3.1 Name Words**

Label: Name Words

Name: NameWords

Ref. No.: 3.1

Sub-property of: Name

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | The actual name given to the entity.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Purpose</b>           | —                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Container</b>         | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Obligation</b>        | Mandatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Conditions of use</b> | —                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Sub-properties</b>    | —                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Applicability</b>     | All entities                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Repeatable?</b>       | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Default value</b>     | —                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Scheme</b>            | Relationship name schemes for relationship entity (see Paragraph A3, Appendix A).<br><br>Jurisdiction specific schemes, or locally-defined or locally-used domain specific schemes should be used for other entities.                                                                                                                                                                                                                                                       |
| <b>Comments</b>          | The relationship name schemes, included at Paragraph A3, should be used for relationship names.<br><br>Where the name is taken from a controlled vocabulary with structure, all components of that structure shall be reproduced within the name words string of characters.<br><br>In circumstances where the name of an entity is also its identifier, the value of this sub-property, 3.1 Name Words, will need to be replicated in sub-property 2.1, Identifier String. |

**9.2.8 3.2 Name Scheme**

Label: Name Scheme

Name: NameScheme

Ref. No.: 3.2

Sub-property of: Name

|                          |                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | The type of vocabulary scheme used to name the entity                                                                                                                                                                                                                                                     |
| <b>Purpose</b>           | —                                                                                                                                                                                                                                                                                                         |
| <b>Container</b>         | No                                                                                                                                                                                                                                                                                                        |
| <b>Obligation</b>        | Conditional                                                                                                                                                                                                                                                                                               |
| <b>Conditions of use</b> | Shall be used when a naming scheme is used for assigning names to any entity, e.g. controlled vocabularies for titling records and business activities and functions or name authority files for naming agents. This sub-property, 3.2 Name scheme, should not be used when the entity name is free text. |
| <b>Sub-properties</b>    | —                                                                                                                                                                                                                                                                                                         |
| <b>Applicability</b>     | All entities                                                                                                                                                                                                                                                                                              |
| <b>Repeatable?</b>       | No                                                                                                                                                                                                                                                                                                        |
| <b>Default value</b>     | —                                                                                                                                                                                                                                                                                                         |
| <b>Scheme</b>            | Relationship name schemes for relationship entity (see Paragraph A3, Appendix A).<br><br>Jurisdiction-specific schemes or locally defined or locally used domain-specific schemes should be used for other entities.                                                                                      |
| <b>Comments</b>          | This sub-property shall be used to describe the type of scheme used for the entity name, if appropriate.<br><br>Different schemes such as name authority files, functions-based thesauri, subject-based thesauri, controlled lists, etc., may be used to name entities.                                   |

**9.2.9 4 Date Range**

Label: Date Range

Name: DateRange

Ref. No.: 4

|                          |                                                                                                                                                                                                                                                                                                                                                                       |                          |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Definition</b>        | Start and end dates and times associated with an entity.                                                                                                                                                                                                                                                                                                              |                          |
| <b>Purpose</b>           | <p>To provide evidence of authenticity.</p> <p>To record date information on the association of entities with other entities.</p> <p>To record date information about an agent, record, business or mandate that is not associated with a relationship.</p> <p>To ensure that provenance relationships (between records and other entities) are fully documented.</p> |                          |
| <b>Container</b>         | Yes                                                                                                                                                                                                                                                                                                                                                                   |                          |
| <b>Obligation</b>        | Mandatory                                                                                                                                                                                                                                                                                                                                                             |                          |
| <b>Conditions of use</b> | —                                                                                                                                                                                                                                                                                                                                                                     |                          |
| <b>Sub-properties</b>    | <b>Ref. No.:</b> 4.1                                                                                                                                                                                                                                                                                                                                                  | <b>Label:</b> Start Date |
|                          | <b>Ref. No.:</b> 4.2                                                                                                                                                                                                                                                                                                                                                  | <b>Label:</b> End Date   |
| <b>Applicability</b>     | All entities                                                                                                                                                                                                                                                                                                                                                          |                          |
| <b>Repeatable?</b>       | No                                                                                                                                                                                                                                                                                                                                                                    |                          |
| <b>Default value</b>     | —                                                                                                                                                                                                                                                                                                                                                                     |                          |
| <b>Scheme</b>            | —                                                                                                                                                                                                                                                                                                                                                                     |                          |
| <b>Comments</b>          | —                                                                                                                                                                                                                                                                                                                                                                     |                          |

**9.2.10 4.1 Start Date**

Label: Start Date

Name: StartDate

Ref. No.: 4.1

Sub-property of: Date Range

|                          |                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | The date an entity came into existence or effect.                                                           |
| <b>Purpose</b>           | —                                                                                                           |
| <b>Container</b>         | No                                                                                                          |
| <b>Obligation</b>        | Mandatory                                                                                                   |
| <b>Conditions of use</b> | —                                                                                                           |
| <b>Applicability</b>     | All entities                                                                                                |
| <b>Repeatable?</b>       | No                                                                                                          |
| <b>Default value</b>     | —                                                                                                           |
| <b>Scheme</b>            | AS ISO 8601 (see Paragraph A4, Appendix A).                                                                 |
| <b>Comments</b>          | Value may be a date, or a date and time, but never a time only. A time zone may be appended if appropriate. |

**9.2.11 4.2 End Date**

Label: End Date

Name: EndDate

Ref. No.: 4.2

Sub-property of: Date Range

|                          |                                                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | The date an entity ceased to exist, was dissolved or was destroyed.                                              |
| <b>Purpose</b>           | —                                                                                                                |
| <b>Container</b>         | No                                                                                                               |
| <b>Obligation</b>        | Conditional                                                                                                      |
| <b>Conditions of use</b> | Shall be used once an entity ceases to exist, or is dissolved, deleted, destroyed or otherwise removed from use. |
| <b>Sub-properties</b>    | —                                                                                                                |
| <b>Applicability</b>     | All entities                                                                                                     |
| <b>Repeatable?</b>       | No                                                                                                               |
| <b>Default value</b>     | —                                                                                                                |
| <b>Scheme</b>            | AS ISO 8601 (see Paragraph A4, Appendix A).                                                                      |
| <b>Comments</b>          | Value may be a date, or a date and time, but never a time only. A time zone may be appended if appropriate.      |

**9.2.12 5 Description**

Label: Description

Name: Description

Ref. No.: 5

|                          |                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Definition</b>        | A free text description of the entity.                                                                        |
| <b>Purpose</b>           | To enable discovery of entities.<br>To facilitate user choice.<br>To provide additional context for entities. |
| <b>Container</b>         | No                                                                                                            |
| <b>Obligation</b>        | Optional                                                                                                      |
| <b>Conditions of use</b> | —                                                                                                             |
| <b>Sub-properties</b>    | —                                                                                                             |
| <b>Applicability</b>     | All entities                                                                                                  |
| <b>Repeatable?</b>       | Yes                                                                                                           |
| <b>Default value</b>     | —                                                                                                             |
| <b>Scheme</b>            | —                                                                                                             |
| <b>Comments</b>          | Information contained within other properties should not be duplicated here.                                  |

**9.2.13 6 Related Entity**

Label: Related Entity

Name: RelatedEntity

Ref. No.: 6

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                         |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Definition</b>        | A means of identifying other entities in a relationship.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |
| <b>Purpose</b>           | <p>To establish context for relationships between entities.</p> <p>To create a chain of evidence by linking related entities.</p> <p>To link related entities and provide a full description or picture of an organization's activities.</p> <p>To facilitate understanding and use of records.</p> <p>To ensure that all entities involved in recordkeeping relationships are identified and linked to one another.</p>                                                                                                                                                                                                 |                                         |
| <b>Container</b>         | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         |
| <b>Obligation</b>        | Mandatory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                         |
| <b>Conditions of use</b> | —                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                         |
| <b>Sub-properties</b>    | <b>Ref. No.:</b> 6.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Label:</b> Assigned Entity ID        |
|                          | <b>Ref. No.:</b> 6.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Label:</b> Assigned Entity ID Scheme |
|                          | <b>Ref. No.:</b> 6.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Label:</b> Relationship Role         |
| <b>Applicability</b>     | Relationship entity only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |
| <b>Repeatable?</b>       | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                         |
| <b>Default value</b>     | —                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                         |
| <b>Scheme</b>            | —                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                         |
| <b>Comments</b>          | <p>Relationships are central to this metadata Standard. All relationship metadata descriptions in this schema involve an instance of the relationship entity plus two other entities in any combination (i.e. agent-agent, agent-record, mandate-record, business-record, relationship-agent, business-agent, etc.).</p> <p>All entities involved in a relationship shall be described. The property 'Related Entity' is an essential component of metadata descriptions and shall be used for describing the role of each entity in the relationship and for identifying (but not describing) each entity involved.</p> |                                         |