

Recordkeeping Metadata Elements

Metadata is the characteristics of recorded information which helps to identify and manage it. Benefits of well-managed metadata includes:

- ✓ improved retrieval of related information
- ✓ improved search results of information
- ✓ increased ability to share information
- ✓ improved security and ability to trace unauthorized actions on information
- ✓ additional content and context around the records created to perform business activities
- ✓ ensure authenticity of the information (i.e. preserve its original form)
- ✓ protect the integrity of the information (i.e. ensure it has not been altered or damaged)

Metadata will, whenever possible, use the College's authoritative sources for personal names, personal information, security classification, records classification, and retention periods.

General Rules to capture metadata about:

- the information (e.g. document title, file format)
- NBCC's policies (e.g. security information classification)
- activities or processes (e.g. workflow, retention)
- employees and business units creating or using the information (e.g. full names, titles)
- General rules to manage metadata: file number, retention date, disposition action, disposition authority, approved by, event type, OPR, retention period, retention trigger

Metadata will be assigned to all information and required based on best practices. The minimum metadata elements are:

Core Element	Explanation
<ul style="list-style-type: none"> ▪ Title ▪ Created By ▪ Subject ▪ Description ▪ Publisher ▪ Modified By ▪ Date ▪ Content Type ▪ Format ▪ Identifier ▪ Source ▪ Language ▪ Relation ▪ Coverage ▪ Rights/Permissions ▪ Disposition 	<ul style="list-style-type: none"> ▪ A name given to the recorded information. ▪ The author (e.g. name from active directory) responsible for creating the information. ▪ The topic of the recorded information such as using keywords. ▪ An account of the information such as abstracts and summaries. ▪ An entity responsible (person, organization) for making the information available. ▪ An entity responsible (person, organization) for making contribution to the information. ▪ The date of creation or modification of the information. ▪ The nature of the information such as report, minutes, terms of reference. ▪ The file format, physical medium, or dimensions such as visual icon of .pdf, .docs. ▪ A standard number that distinctively identifies the information. ▪ A related resource from which the described information is derived. ▪ The content language (e.g. English, French, Spanish) of the information. ▪ A related resource such as a cross-reference, link, see also reference. ▪ The spatial or temporal topic, the spatial applicability, or the jurisdiction under which the recorded information is relevant. ▪ Identifies restrictions imposed on access to the information such as permissions, intellectual property, privacy, and security. ▪ Identifies the retention schedule, retention period, disposition action, disposition date.