



# e-Government Metadata Standard

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# eGMS

Office of the *e-Envoy*

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# Metadata

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# 1 Introduction

Joined-up government needs joined-up information systems. The e-Government Metadata Standard (e-GMS) lays down the elements, refinements and encoding schemes to be used by government officers when creating metadata for their information resources or designing search interfaces for information systems. The e-GMS is needed to ensure maximum consistency of metadata across public sector organisations.

The e-GMS forms part of the e-Government Interoperability Framework (e-GIF). Essential background and supporting documents can be found at <http://www.govtalk.gov.uk/schemasstandards/metadata.asp> and <http://www.govtalk.gov.uk/interoperability/gcl.asp>

## 1.1 Changes since previous version

Additional elements, refinements and encoding schemes are set out in the table below.

Accessibility	Obligation for core web pages changed from 'should' to 'must'
Accessibility	Notes updated and encoding schemes revised
Addressee	Refinement 'addresseeCopy' added
Addressee	Encoding scheme GDSC added
Coverage	Indication that the terms associated with spatial and temporal refinements are structural values
Coverage.temporal	'Date capture period' corrected to 'Data capture periods'
Creator	Encoding scheme GDSC added
Date	New examples added
Date	Guidance notes about review date added
Date.updating Frequency	Encoding scheme added
Disposal	Further notes added
Disposal.auto Remove Date	Further notes added
Format	PRONOM encoding scheme added
Identifier	Case ID added
Preservation	PRONOM encoding scheme added
Relation	Sequence deprecated

Rights	Note added about DPA, EIR and FOIA compliance and use of indicators
Rights	Encoding scheme Manual of Protective Security Rights
Rights.disclosability To DPA Data Subject	Deprecated
Rights.DPA Data Subject Access Exemption	Deprecated
Rights	EIR 'exemption' changed to EIR 'exception'
Subject	Notes revised with links to supplementary guidance on GCL
Subject.category	Definition revised
Subject.keyword	Seamless UK encoding scheme added under keyword
Subject.person	New refinement added to cover content about a person
Syntax for 'eGMS' tag	Standardised use of 'eGMS' tag in syntax

### 1.1.1 Under consideration

Local Authority Websites (LAWs) national project <a href="http://www.laws-project.org.uk">http://www.laws-project.org.uk</a>	Encoding scheme for Subject
The <indecs> Metadata Framework <a href="http://www.indecs.org/pdf/framework.pdf">http://www.indecs.org/pdf/framework.pdf</a>	Encoding scheme for Rights
vCard <a href="http://www.ietf.org/rfc/rfc2426.txt">http://www.ietf.org/rfc/rfc2426.txt</a>	Encoding scheme for Creator, Contributor and Addressee

### 1.1.2 Other changes

The introduction has been revised at 1.2, 1.6.8, 1.6.10.

The examples have been revised to ensure consistency.

Guidance has been provided on how to enter multiple values.

## 1.2 What is metadata?

The most common definition of metadata is 'data about data'. A more helpful definition is that it is structured information about a resource. For example, a catalogue selling household items gives the metadata of those items: the brand, price, colour and capacity. A library catalogue contains metadata relating to books: their titles, authors, publishers, etc. Metadata enables a resource to be found by indicating what the resource is about and how it can be accessed with a series of structured descriptions.

In its broadest sense, metadata can be used to describe information structures such as the technical standards and interconnection policies that are the province of the Interconnection, Data Integration and Access sections of the e-GIF. The e-GMS is concerned with the

particular facets of metadata intended to support resource discovery and records management, and covers the core set of elements that contain data needed for the effective retrieval and management of official information. Each element contains information relating to a particular aspect of the information resource, e.g. 'title' or 'creator'. Further details on the terminology being used in this standard can be found in Dublin Core (DC) and the e-GIF's Technical Standard Catalogue.

### 1.3 Why is metadata important?

The reasons for developing this standard were originally outlined in the e-Government Metadata Framework (e-GMF) and are now incorporated into the e-GIF.

To summarise them:

- Modernising Government calls for better use of official information, joined-up systems and policies, and services designed around the needs of citizens.
- Considerable work has already been done to standardise government information systems so they can be accessed easily from central portals.
- New systems for the handling of electronic records are being devised. Official records will not always be stored in paper format.
- Metadata makes it easier to manage or find information, be it in the form of web pages, electronic documents, paper files or databases.
- For metadata to be effective, it needs to be structured and consistent across organisations.
- The e-GIF is mandated across all government information systems. By association, so is the e-GMS.

### 1.4 The e-GMS in practice

The e-GMS is meant as an overall standard, a superset of all elements and refinements needed throughout the UK public sector. It is highly unlikely that one system will need all of the elements and refinements listed here. It is recommended that, in each case, a 'local standard' is created; this will consist of a cut-down version of the e-GMS, with only the elements considered useful for local implementation. The e-GMS is flexible enough to allow the use of additional free text fields for internal use only. Some examples of these local standards can be found on the GovTalk website.

It may also be useful to create a user's version of your local standard, containing only the information you will need to add metadata to information resources. For this it is possible to remove details such as examples of HTML syntax and mappings, and change the examples to ones more relevant to your own organisation.

### 1.5 The e-GMS development principles

The first version of this standard, as described in the e-GMF, consisted of simple DC. This has since become a recognised international standard (ISO 15836), and it continues to be the cornerstone of the e-GMS. DC elements, refinements and encoding schemes have been

incorporated as far as possible, as have DC definitions and comments. In this version, additional elements have been added to facilitate information and records management. The following principles from the e-GMF were followed when the additional elements and refinements were created.

## 1.6 Maintenance principles

The e-GMS will need to evolve in order to remain comprehensive and consistent with changes in international standards, and to cater for changes in use and technology. Some of the elements listed here are already marked for further development, needing additional refinements or encoding schemes.

To limit disruption and cost to users, efforts will be made to future-proof the e-GMS.

In particular, we will endeavour not to:

- remove any elements or refinements. If removal is unavoidable, a warning will be given by deprecating<sup>1</sup> term first;
- rename any elements or refinements; or
- add new elements that could contain values contained in the existing elements.

## 1.7 What this standard includes

For ease of reference, the elements are listed in alphabetical order.

For each element you will find the following data:

### 1.7.1 Definition

The formal definition of the element, taken from DC (ISO 15836) wherever possible.

### 1.7.2 Obligation

Each element has a level of obligation. These are:

- **Mandatory:** this element must have a value;
- **Mandatory if applicable:** this element must be given a value if the information is applicable;
- **Recommended:** this element should be given a value if the data is available and appropriate to the given resource; and
- **Optional:** this element may be given a value if the data is available and appropriate to the given resource.

The obligation applies to the element as a whole. Values can be added to either the unqualified element or to one or more refinements, except in the case of the Subject element where the Category refinement is mandatory.

### 1.7.3 Purpose

Giving the purpose of the element, background information, its application to different aggregation levels and other factors.

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<sup>1</sup> A deprecated element or attribute is one that has been outdated by newer constructs but will continue to be supported by the e-GMS to ensure backward compatibility.

#### 1.7.4 Notes

Additional information which is considered useful in the application of the element or element refinements.

#### 1.7.5 Not to be confused with

Provides clarity over the appropriate use of the element or element refinements.

#### 1.7.6 Refinements

Used to make the meaning of an element narrower or more specific and in rare cases can be used for additional information about a resource.

#### 1.7.7 Examples

To indicate how the elements could be completed for a variety of different types of resource. Examples are used in an informal way and are fictitious, as they are intended only to demonstrate the meaning of the element or refinement. The exact notation will vary between applications.

#### 1.7.8 HTML syntax

How the metadata should appear in the header of an HTML file. For more information on syntax, including XML and RDF, see the Usage Guide on the DC website. Examples are provided in the context of this document where relevant, and one or two fictitious documents.

Note that DC elements have the prefix `<meta name="dc.element" content="value">` whereas e-GMS elements and refinements have the prefix `<meta name="eGMS.element" content="value">`.

#### 1.7.9 Encoding schemes include

Schemes used to regulate the value of an element. They provide contextual information or parsing rules that help interpret a term value. These include controlled vocabularies or requirements that values be formatted according to a recognised standard, such as date formats. The encoding schemes are listed alphabetically. The Application Profile v2 will have information about encoding scheme recommendations.

#### 1.7.10 Mapping

Lists the elements in other metadata schemas that the element maps to. The other schemas compared are:

- **DC (ISO 15836):** the set of metadata elements developed by the DC Metadata Initiative, which makes up the core of the e-GMS;
- **AGLS:** Australian Government Locator Service;
- **GI Gateway:** UK Geographic Information Gateway;
- **GILS:** Government Locator Service (used in the USA); and
- **IEEE LOM:** Institute of Electrical and Electronic Engineers, Learning Object Metadata.



## 1.8 What this standard does not include

This is a metadata standard only. It does not cover implementation or technical issues. The nature of the e-GMS means that it needs to be supported by extensive information, guidance notes and toolkits. At the time of publication, these are under development.

Compliance, management and updating procedures can be found in the e-GIF. The latest version of this can be found at <http://www.govtalk.gov.uk/schemasstandards/egif.asp>

## 1.9 Mandatory and recommended elements

<i>Mandatory elements</i>	<i>Mandatory if applicable</i>	<i>Recommended</i>
Creator	Accessibility	Coverage
Date	Identifier	Language
Subject.category	Publisher	
Title		

### 1.9.1 Note

For preference, repeat the element for each value if the resource covers more than one. Alternatively, use a semi-colon as a list separator.

## 2 The elements

### 2.1 Accessibility

<b>Definition</b>	Indicates the resource's availability and usability to specific groups.
<b>Obligation</b>	Mandatory if applicable (see Notes for details).
<b>Purpose</b>	Enables those unable to use all information resources to limit the search to items meeting their requirements.
<b>Notes</b>	<p>This element is mandatory for core pages of websites which must carry a W3C Platform for Internet Content Selection (PICS) standard label indicating the suitability of the material for children. In future, some applications designed to protect children will not allow access to any site that does not have, for example, a suitable label issued by the Internet Content Rating Association (ICRA). More information about W3C PICS labelling can be found in the Guidelines for UK Government Websites at <a href="http://www.e-envoy.gov.uk/webguidelines.htm">www.e-envoy.gov.uk/webguidelines.htm</a> and from the Internet Content Rating Association at <a href="http://www.icra.org">http://www.icra.org</a></p> <p>The way in which ICRA and other labels are added to the metadata may require different notation from the remaining elements, to ensure they are located and read by the relevant software filters.</p> <p>This element will be developed further in line with recommendations by the DC Metadata Initiative, W3C and other international organisations working on this issue.</p> <p>Other accessibility information may also be given. See the Guidelines for UK Government Websites for further details. The checklist states:</p> <ul style="list-style-type: none"> <li>• web managers should register their website with at least the ICRA PICS service;</li> <li>• meta tags covering your whole site should be placed in the head element of the default page, e.g. index.htm or default.htm;</li> <li>• check that all web pages meet the defined rating. Additional meta tags can be placed in the home page of directories to rate pages within that directory, and where necessary can be applied to individual web pages and discussion groups.</li> </ul> <p>Information and tools for implementing the W3C Web Accessibility Initiative (WAI) can be found on the W3C WAI site. See the Guidelines for UK Government Websites at <a href="http://www.e-envoy.gov.uk/webguidelines">www.e-envoy.gov.uk/webguidelines</a> and the W3C's Web Content Accessibility Guidelines 1.0.</p> <p>Information for implementing RNIB accessibility guidelines is available from <a href="http://www.rnib.org.uk/xpedio/groups/public/documents/publicwebsite/public_webaccessservices.hcsp">http://www.rnib.org.uk/xpedio/groups/public/documents/publicwebsite/public_webaccessservices.hcsp</a></p>

<b>Not to be confused with</b>	<p><i>Audience</i> – Accessibility indicates whether particular users will be able to physically access or use the resource; Audience indicates those users for whom the content is designed.</p> <p><i>Rights</i> – Rights indicates who is allowed to see the resource; Accessibility indicates who is actually able to see it.</p>
<b>Refinements</b>	–
<b>Examples</b>	<p><i>General</i> accessibility: W3C WAI rating Level AA</p>
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.accessibility" scheme="WCAG" content="Double-A"&gt; &lt;meta http-equiv="pics-label" content="(pics-1.1 "http://www.icra.org/ratingsv02.html" l gen true for "http://www.e-envoy.gov.uk/Home/Homepage/fs/en" r (nz 1 vz 1 lz 1 oz 1 cz 1) "http://www.rsac.org/ratingsv01.html" l gen true for "http://www.e-envoy.gov.uk/Home/Homepage/fs/en" r (s 0 n 0 v 0 l 0))"&gt;</pre>
<b>Encoding schemes include</b>	<p>ICRA – <a href="http://www.icra.org/">http://www.icra.org/</a></p>
<b>Mapped to</b>	–

## 2.2 Addressee

<b>Definition</b>	The person (or persons) to whom the resource was addressed.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Enables the user to identify the person(s) to whom the resource was dispatched. Note that this does not provide evidence that the intended person actually received or read it, nor that they had the right or ability to access it.	
<b>Notes</b>	It is likely that in practice this element will mainly be used when describing e-mails. It is also applicable to other types of correspondence or any resource which is distributed.  Includes those listed in 'cc' and 'bcc' lists. Use <code>addressee.addresseeCopy</code> to list person(s) to whom the resource was copied.	
<b>Not to be confused with</b>	<i>Audience</i> – This refers to the wider sector of the population for whom the resource was intended; <i>Addressee</i> refers to the person or group to whom it was actively sent.  <i>Rights</i> – This records the person or groups who have the right to see the resource, whether or not it has actually been sent to them.	
<b>Refinements</b>	Addressee copy	Any person(s) to whom the resource was copied.
<b>Examples</b>	<p><i>For a resource, in this case an e-mail, addressed to the Cabinet Office's Human Resources Manager</i>  <code>addressee: jane.roberts@cabinet-office.gsi.gov.uk</code></p> <p><i>For a resource addressed to a team in an organisation</i>  <code>addressee: Office of Fair Trading, Communications Team</code></p> <p><i>For a resource, in this case an e-mail, addressed to the Cabinet Office's Human Resources Manager and copied to the Office of the e-Envoy's Personnel Officer</i>  <code>addressee: jane.roberts@cabinet-office.gsi.gov.uk</code>  <code>addressee.addresseeCopy: tim.mordecai@e-envoy.gsi.gov.uk</code></p>	
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.addressee" content="jane.roberts@cabinet-office.gsi.gov.uk"&gt; &lt;meta name="eGMS.addressee" content="Office of Fair Trading, Communications Team"&gt; &lt;meta name="eGMS.addressee.addresseeCopy" content="tim.mordecai@e-envoy.gsi.gov.uk"&gt;</pre>	
<b>Encoding schemes include</b>	<b>Government Data Standards Catalogue</b> – <a href="http://www.govtalk.uk/gdsc/html/default.htm">http://www.govtalk.uk/gdsc/html/default.htm</a>	
<b>Mapped to</b>	–	

## 2.3 Aggregation

<b>Definition</b>	The resource's level or position in a hierarchy.
<b>Obligation</b>	Optional.
<b>Purpose</b>	Aggregation allows searches to be restricted to resources at a particular level. It also helps indicate which actions can be carried out on the resource.
<b>Notes</b>	Aggregation shows the extent to which the resource is part of a larger resource or collection, and defines where in a hierarchy it belongs. An example of this could be a folder containing individual records, where all actions that are performed on the folder, such as a change in the security classification, automatically affect each record in the folder.
<b>Not to be confused with</b>	<i>Subject.category</i> – This refers to the content of the resource; Aggregation refers to the resource's level in a larger resource or collection.
<b>Refinements</b>	–
<b>Examples</b>	<p><i>For a single item that will be placed in a folder in a records management system</i> aggregation: Record</p> <p><i>For a collection of records relating to financial dealings</i> aggregation: Folder</p>
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.aggregation" scheme="PROAS" content="Record"&gt; &lt;meta name="eGMS.aggregation" scheme="PROAS" content="Folder"&gt;</pre>
<b>Encoding schemes include</b>	<p><b>National Archives</b> – In a records management environment, the National Archives scheme must be used  <a href="http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadatafinal.pdf">http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadatafinal.pdf</a></p> <p><b>IEEE LOM</b> – <a href="http://ltsc.ieee.org/wg12/">http://ltsc.ieee.org/wg12/</a></p>
<b>Mapped to</b>	<p>AGLS – Type.aggregationLevel</p> <p>IEEE LOM – General.AggregationLevel</p>

## 2.4 Audience

<b>Definition</b>	A category of user for whom the resource is intended.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Enables the user to indicate the level or focus of the resource, as well as enabling filtering of a search to items suited to the intended audience.	
<b>Notes</b>	Do not use Audience unless the resource is prepared with a particular group in mind. If it is for general release, leave it blank.	
<b>Not to be confused with</b>	<p><i>Accessibility</i> – Audience indicates which users the content is aimed at; Accessibility indicates whether particular users will be able to access or use the resource.</p> <p><i>Rights</i> – Audience tells the user who the content is designed for, whereas Rights informs the user of a list of individuals or groups who are allowed to see the resource.</p> <p><i>Addressee</i> – The addressee is the person(s) to whom the resource was actually sent; the audience is the group for whom the creator prepared the content.</p>	
<b>Refinements</b>	Education level	A general statement describing the education or training context. Alternatively, a more specific statement of the location of the audience in terms of its progression through an education or training context.
	Mediator	A class of entity that mediates access to the resource and for whom the resource is intended or useful. Comment: The audience for a resource is of two basic classes: (1) an ultimate beneficiary of the resource; and (2) an entity that mediates access to the resource. The mediator element refinement represents the second of these two classes.
<b>Examples</b>	<p><i>For a website designed to put businesses in touch with each other</i> audience: Businesses</p> <p><i>For a resource which will be sought by parents to read to their children</i> audience.mediator: Parents audience.educationLevel: Pre-school</p>	
<b>HTML syntax</b>	<pre>&lt;meta name="DCTERMS.audience" scheme="eGMSAES" content="Businesses"&gt;</pre> <pre>&lt;meta name="DCTERMS.audience" scheme="eGMSAES" content="Voluntary Sector"&gt;</pre>	
<b>Encoding schemes include</b>	<p><b>e-GMS Audience Encoding Scheme (e-GMSAES)</b> – <a href="http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=731">http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=731</a></p> <p><b>IEEE LOM Audience Encoding Scheme</b> – <a href="http://ltsc.ieee.org/wg12/">http://ltsc.ieee.org/wg12/</a></p>	
<b>Mapped to</b>	<p>DC – Audience <a href="http://purl.org/dc/terms/audience">http://purl.org/dc/terms/audience</a></p> <p>DC – Audience.mediator <a href="http://purl.org/dc/terms/mediator">http://purl.org/dc/terms/mediator</a></p> <p>DC – Audience.educationLevel <a href="http://purl.org/dc/terms/educationLevel">http://purl.org/dc/terms/educationLevel</a></p> <p>AGLS – Audience</p> <p>IEEE LOM – Education.context; Educational.IntendedEndUserRole <a href="http://ltsc.ieee.org/wg12/">http://ltsc.ieee.org/wg12/</a></p>	

## 2.5 Contributor

<b>Definition</b>	An entity responsible for making contributions to the content of the resource.
<b>Obligation</b>	Optional.
<b>Purpose</b>	Enables users to retrieve a resource which has been contributed to by a particular person or organisation.
<b>Notes</b>	<p>Examples of a Contributor include a person or organisation. Typically, the job title of a Contributor should be used to indicate the entity.</p> <p>Include all individuals or organisations that played an important or significant role in creating the content of the resource but do not qualify as Creators.</p> <p>For this data to be meaningful when the division making the contribution has been disbanded or the contributor has moved on, include the full hierarchy, e.g. department, division, section, team. It may be best to 'depersonalise' the Contributor, and give the job title rather than the name.</p> <p>Give full contact details if possible, especially when they are not to be given elsewhere. If possible, use generic e-mail addresses rather than personal ones, as these are less likely to change, e.g. aviation.stats@dtlr.gov.uk</p> <p>Acronyms may be meaningless to users. Use the full official title of the organisation, or link to a glossary or explanatory note.</p>
<b>Not to be confused with</b>	<i>Creator</i> – Creator is the person or group responsible for the intellectual or creative content of the resource; Contributor played an important role but did not have primary or overall responsibility for the content.
<b>Refinements</b>	–
<b>Examples</b>	<p><i>For a resource edited by a member of staff in a particular department</i> contributor: Edited by National Assembly for Wales, Finance Group, Resources Manager, fgcabinet@wales.gsi.gov.uk</p> <p><i>For minutes drafted by a minutes secretary but for which responsibility for content belongs with the chair of the meeting (the chair will be entered in the Creator field).</i> contributor: Drafted by Manchester City Council, Community Regeneration Team, Secretary, crt@manchester.gov.uk</p>
<b>HTML syntax</b>	<pre>&lt;meta name="DC.contributor" content="drafted by The Cabinet Office, Office of the e-Envoy, Technology Policy Team, Interoperability Policy Analyst, govtalk@e-envoy.gsi.gov.uk"&gt;</pre> <pre>&lt;meta name="DC.contributor" content="drafted by Manchester City Council, Community Regeneration Team, Secretary, crt@manchester.gov.uk"&gt;</pre>
<b>Encoding schemes include</b>	<b>Government Data Standards Catalogue</b> – <a href="http://www.govtalk.gov.uk/gdsc/html/default.htm">http://www.govtalk.gov.uk/gdsc/html/default.htm</a>
<b>Mapped to</b>	DC – Contributor <a href="http://purl.org/dc/elements/1.1/contributor">http://purl.org/dc/elements/1.1/contributor</a> AGLS – Contributor GILS – Contributor IEEE LOM – LifeCycle.Contribute.Entity

## 2.6 Coverage

<b>Definition</b>	The extent or scope of the content of the resource.	
<b>Obligation</b>	Recommended.	
<b>Purpose</b>	Enables the user to limit the search to items about a particular place or time. Can be thought of as a sub-section of the Subject element.	
<b>Notes</b>	<p>Data will usually be put under Spatial or Temporal rather than the unrefined Coverage.</p> <p>'Spatial' includes jurisdiction, town, county, borough, constituency, region, etc. Give enough detail to ensure that places sharing names can be accurately identified, e.g. 'Newcastle, New South Wales, Australia'.</p> <p>The OeE is considering further refinements for Coverage.spatial to enable better retrieval of information with a significant geospatial element. This is likely to be part of a larger project that will include toolkits and encoding schemes. The OeE is awaiting the outcome of work being undertaken by DC into the mapping of ISO 19115 into the DC Element Set.</p> <p>Dates should be in standard W3C format, e.g. ccyymm-dd. A more controlled structure for this value may be required in situations where greater detail about the time covered is needed, e.g. statistics or geographic information (see Examples).</p>	
<b>Not to be confused with</b>	<p><i>Date</i> – Coverage.temporal refers to the time period covered by the content of the resource, not its creation or publication date.</p> <p><i>Subject</i> – Coverage contains information about the geographical and time aspects of the content of the resource. It can be thought of as a sub-section of the Subject element. There may be times when it is appropriate to enter the same data in both elements.</p> <p><i>Location</i> – Location describes the physical whereabouts of the resource; it has nothing to do with what the resource is about.</p>	
<b>Refinements</b>	Spatial	Structured values for Coverage.spatial: <ul style="list-style-type: none"> <li>● Postcode</li> <li>● Location</li> </ul>
	Temporal	Structured values for Coverage.temporal: <ul style="list-style-type: none"> <li>● Beginning date</li> <li>● End date</li> <li>● Date capture period</li> <li>● Status of start date of capture</li> <li>● Start date of capture</li> <li>● End date of capture</li> </ul>
<b>Examples</b>	<p><i>For a list of chemists within a particular postcode area</i> coverage.spatial: SW12</p> <p>Using the semi-colon separator for multiple values <i>For a list of chemists within a number of postcode areas</i> coverage.spatial: SW12 1LQ; SW12 2LQ; SW12 3LQ</p> <p>Repeating element refinement for multiple values <i>For a list of chemists within a number of postcode areas</i> coverage.spatial: SW12 1LQ coverage.spatial: SW12 2LQ coverage.spatial: SW12 3LQ</p> <p><i>For a resource about events that occurred between 13 March 2000 and 13 March 2001</i> coverage.temporal: 2000-03-13/2001-03-13</p>	



<b>Examples</b> (continued)	<p>For a document looking at events in Lewisham during the 1950s  coverage.temporal: 1951/1960  coverage.spatial: London Borough of Lewisham, London, UK</p> <p>For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003  coverage.temporal.beginning date: 2002-04-01  end date: 2003-03-31  start data of capture: 2003-07-01  end data of capture: 2003-08-31</p>
<b>HTML syntax</b>	<pre>&lt;meta name="DC.coverage" content="UK"&gt; &lt;meta name="DC.coverage.temporal" content="1951/1960"&gt; &lt;meta name="DC.coverage.spatial" scheme="ONS SNAC" content="00BK"&gt;</pre>
<b>Encoding schemes include</b>	<p>Spatial:</p> <p><b>Government Data Standards Catalogue</b> – (address, date and time types)  <a href="http://www.govtalk.gov.uk/gdsc/html/default.htm">http://www.govtalk.gov.uk/gdsc/html/default.htm</a></p> <p><b>DCMI Point</b> – Identifies a point in space using its geographic coordinates  <a href="http://dublincore.org/documents/dcmi-point">http://dublincore.org/documents/dcmi-point</a></p> <p><b>DCMI Box</b> – Identifies a region of space using its geographic limits  <a href="http://dublincore.org/documents/dcmi-box">http://dublincore.org/documents/dcmi-box</a></p> <p><b>ISO 3166</b> – Codes for the representation of names of countries  <a href="http://www.iso.ch/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/index.html">http://www.iso.ch/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/index.html</a></p> <p><b>TGN</b> – The Getty Thesaurus of Geographic Names  <a href="http://www.getty.edu/research/tools/vocabulary/tgn/index.html">http://www.getty.edu/research/tools/vocabulary/tgn/index.html</a></p> <p><b>ISO 19115</b> – <a href="http://www.anzlic.org.au/asdi/metaiso.htm#iso">http://www.anzlic.org.au/asdi/metaiso.htm#iso</a></p> <p><b>ONS 'SNAC'</b> – Database (Standard Names and Codes)  <a href="http://www.statistics.gov.uk/geography/snac.asp">http://www.statistics.gov.uk/geography/snac.asp</a></p> <p><b>FCO</b> – (Geographical names and information) list of country names. To be made available on <a href="http://www.fco.gov.uk">www.fco.gov.uk</a> and <a href="http://www.govtalk.gov.uk">www.govtalk.gov.uk</a> shortly.</p> <p><b>Postcode Address Finder</b> –  <a href="https://www.royalmail.com/portal/rm/postcodefinder?pagelid=pol_login&amp;catId=400145&amp;requestid=182413&amp;cs=1">https://www.royalmail.com/portal/rm/postcodefinder?pagelid=pol_login&amp;catId=400145&amp;requestid=182413&amp;cs=1</a></p> <p>Temporal:</p> <p><b>W3CDTF</b> – <a href="http://www.w3.org/TR/NOTE-datetime">http://www.w3.org/TR/NOTE-datetime</a> (schema at <a href="http://dublincore.org/2003/03/24/dcq#W3CDTF">http://dublincore.org/2003/03/24/dcq#W3CDTF</a>)</p> <p><b>DCMI Period</b> – A specification of the limits of a time interval  <a href="http://dublincore.org/documents/dcmi-period">http://dublincore.org/documents/dcmi-period</a></p>
<b>Mapped to</b>	<p>DC – Coverage <a href="http://purl.org/dc/elements/1.1/coverage">http://purl.org/dc/elements/1.1/coverage</a>  Refinements: Spatial <a href="http://purl.org/dc/terms/spatial">http://purl.org/dc/terms/spatial</a>  Temporal <a href="http://purl.org/dc/terms/temporal">http://purl.org/dc/terms/temporal</a></p> <p>AGLS – Coverage; Refinements: Spatial; Temporal; Jurisdiction; Postcode</p> <p>GI Gateway – Geographic extent; Refinements: Spatial referencing by coordinates: System of spatial referencing by coordinates; West bounding coordinate; East bounding coordinate; North bounding coordinate; South bounding coordinate; Postcode district extent; National extent; Administrative area extent; Date capture period; Status of start date of capture; Start date of capture; Status of end date of capture; End date of capture; Frequency of update</p> <p>GILS – Refinements: Spatial domain; Place; Place keyword thesaurus; Place keyword; Bounding coordinates; West bounding coordinate; East bounding coordinate; North bounding coordinate; South bounding coordinate; Time period; Beginning date; Ending date; Time period textual; Time period structured</p> <p>IEEE LOM – General.Coverage</p>

## 2.7 Creator

<b>Definition</b>	An entity primarily responsible for making the content of the resource.
<b>Obligation</b>	Mandatory.
<b>Purpose</b>	Enables the user to find resources that were written or otherwise prepared by a particular individual or organisation.
<b>Notes</b>	<p>To enable a resource to be tracked when the division creating it has been disbanded or the Creator has moved on, include the full hierarchy, e.g. department, division, section, team. It is often best to 'depersonalise' the Creator and give the job title rather than the person's name.</p> <p>Give full contact details if possible, especially when they are not to be given elsewhere, i.e. where the Creator is different from the publisher/distributor. If possible, use generic e-mails rather than personal ones, as these are less likely to change, e.g. aviationstats@dtlr.gov.uk. There are, however, situations where the Creator has legal responsibilities and obligations, and personal names may be needed for audit trails.</p> <p>Acronyms may be meaningless to users. Use the full official title of the organisation, or link to a glossary or explanatory note.</p>
<b>Not to be confused with</b>	<p><i>Publisher</i> – Creator is responsible for the intellectual or creative content of the resource; Publisher is the person or organisation that makes the resource available. You would contact the Creator to find out, for example, why this policy was made or how it will be implemented, whereas you would contact the Publisher to find out about getting more copies or matters of copyright. In many cases, the Publisher and Creator will be the same.</p> <p><i>Contributor</i> – Creator is the person or group responsible for the intellectual or creative content of the resource; Contributor played an important role but did not have primary or overall responsibility for the content.</p>
<b>Refinements</b>	–
<b>Examples</b>	<p><i>For a resource for which chief responsibility for content rests with the Assistant Director</i> creator: The Cabinet Office, Office of the e-Envoy, Technology Policy, Assistant Director, ukgovtalk@e-envoy.gov.uk</p> <p><i>For the minutes of a meeting which were drafted by the minutes secretary but for which responsibility for content rests with the chair of the meeting (the minutes secretary appears in the Contributor element)</i> creator: Manchester City Council, Community Regeneration Team, Community Regeneration Committee, Committee Chair, crt@manchester.gov.uk</p> <p><i>For a resource prepared by an external consultant</i> creator: ConsultGov Ltd, Consultant, info@consultgov.co.uk</p>
<b>HTML syntax</b>	<pre>&lt;meta name="DC.creator" content="The Cabinet Office, Office of the e-Envoy, Technology Policy, Assistant Director, ukgovtalk@e-envoy.gov.uk"&gt;</pre> <pre>&lt;meta name="DC.creator" content="Manchester City Council, Community Regeneration Team, Community Regeneration Committee, Committee Chair, crt@manchester.gov.uk"&gt;</pre>
<b>Encoding schemes include</b>	<b>Government Data Standards Catalogue –</b> <a href="http://www.govtalk.gov.uk/gdsc/html/default.htm">http://www.govtalk.gov.uk/gdsc/html/default.htm</a>
<b>Mapped to</b>	DC – Creator <a href="http://purl.org/dc/elements/1.1/creator">http://purl.org/dc/elements/1.1/creator</a> AGLS – Creator GI Gateway – Originator IEEE LOM – LifeCycle.ContributeEntity

## 2.8 Date

<b>Definition</b>	A date associated with an event in the life cycle of the resource.	
<b>Obligation</b>	Mandatory.	
<b>Purpose</b>	Enables the user to find the resource by limiting the number of search hits according to a date, e.g. the date the resource was made available.	
<b>Notes</b>	<p>Dates need to appear in a format that is recognisable to people all over the world and that can be interpreted by computer software. The W3C format allows accurate searching and makes it clear which is the year, month or day. The format is 'ccyy-mm-dd', where 'ccyy' is the year, 'mm' is the month and 'dd' the day.</p> <p>When the time is also needed, add 'hh:mm', where 'hh' is the hour (using the 24 hour clock) and 'mm' is minutes. More about this notation can be found at <a href="http://www.w3.org/TR/NOTE-datetime">http://www.w3.org/TR/NOTE-datetime</a></p>	
<b>Not to be confused with</b>	<p><i>Coverage</i> – Date refers to dates relevant to the information resource itself, not the information held within the resource. For example, for a document about the Civil Service in the 18th century, put '18th century' in Coverage and put the date published in Date.</p> <p><i>Disposal</i> – Use disposal.date reviewed to indicate when the decision to keep a resource needs to be made.</p>	
<b>Refinements</b>	Acquired	The date on which the resource was received into the organisation.
	Available	Date (often a range) that the resource will become or did become available.
	Created	Date of creation of the resource.
	Cut-off date	Date from which the resource should no longer be added to or modified.
	Closed	Date on which the capacity to store the resource as part of a collection was revoked.
	Date accepted	Date of acceptance of the resource (e.g. of thesis by university department, of article by journal, etc.).
	Date copyrighted	Date of a statement of copyright. Use if date is different from date.created or if date.created is not given.
	Date submitted	Date of submission of the resource (e.g. thesis, article, etc.).
	Declared	Date on which the resource was declared, filed or stored.
	Issued	Date of formal issuance (e.g. publication) of the resource.
	Modified	Date on which the resource was changed.
	Next version due	Date on which the resource is due to be superseded.
	Updating frequency	How often the resource is updated.
	Valid	The date (often a range) of validity of a resource.

<b>Examples</b>	<p><i>For a press release approved and sent to editors on 2 December 2002 but not available for public viewing until 11:00 a.m. the following day</i>  date.created: 2002-12-02  date.issued: 2002-12-03T11:00</p> <p><i>For an e-mail created on 3 July and received on 4 July</i>  date.created: 2003-07-03  date.acquired: 2003-07-04T06:37</p> <p><i>For a spreadsheet which will be replaced at the end of the financial year</i>  date.cut-offDate: 2004-03-31</p> <p><i>For a consultation document completed on 20 March 2003, released only to the department for comment on 30 March, and put on the website for open consultation on 10 April with a closing date of 30 May</i>  date.created: 2003-03-20  date.available: 2003-03-30  date.issued: 2003-04-10  date.valid: 2003-04-10/2003-05-30</p> <p><i>For a home page that went live on 6 January 2000</i>  date.issued: 2000-01-06</p> <p><i>The same home page the following May, after it has been edited</i>  date.issued: 2000-01-06  date.modified: 2000-05-01</p> <p><i>For a database originally created in 1997 but updated monthly since then</i>  date.created: 1997-09-09  date.updatingFrequency: monthly</p>
<b>HTML syntax</b>	<pre>&lt;meta name="DC.date.issued" scheme="W3CDTF" content="2003-04-30"&gt; &lt;meta name="DC.date" scheme="W3CDTF" content="2002-11-25"&gt;</pre>
<b>Encoding schemes include</b>	<p><b>Government Data Standards Catalogue</b> – <a href="http://www.govtalk.gov.uk/gdsc/html/default.htm">http://www.govtalk.gov.uk/gdsc/html/default.htm</a></p> <p><b>W3C</b> – <a href="http://www.w3.org/TR/NOTE-datetime">http://www.w3.org/TR/NOTE-datetime</a> (schema at <a href="http://dublincore.org/2003/03/24/dcq#W3CDTF">http://dublincore.org/2003/03/24/dcq#W3CDTF</a>)</p> <p><b>ISO 19115</b> – <a href="http://www.anzlic.org.au/asdi/metaiso.htm#iso">http://www.anzlic.org.au/asdi/metaiso.htm#iso</a> (frequency of update)</p>
<b>Mapped to</b>	<p>DC – date <a href="http://purl.org/dc/elements/1.1/date">http://purl.org/dc/elements/1.1/date</a></p> <p>DC – dateAccepted <a href="http://purl.org/dc/terms/dateAccepted">http://purl.org/dc/terms/dateAccepted</a></p> <p>DC – dateAvailable <a href="http://purl.org/dc/terms/available">http://purl.org/dc/terms/available</a></p> <p>DC – dateCopyrighted <a href="http://purl.org/dc/terms/dateCopyrighted">http://purl.org/dc/terms/dateCopyrighted</a></p> <p>DC – dateCreated <a href="http://purl.org/dc/terms/created">http://purl.org/dc/terms/created</a></p> <p>DC – dateIssued <a href="http://purl.org/dc/terms/issued">http://purl.org/dc/terms/issued</a></p> <p>DC – dateModified <a href="http://purl.org/dc/terms/modified">http://purl.org/dc/terms/modified</a></p> <p>DC – dateSubmitted <a href="http://purl.org/dc/terms/dateSubmitted">http://purl.org/dc/terms/dateSubmitted</a></p> <p>DC – dateValid <a href="http://purl.org/dc/terms/valid">http://purl.org/dc/terms/valid</a></p> <p>AGLS – <i>Refinements</i>: created; modified; valid; issued</p> <p>IEEE LOM – LifeCycle.Contribute.Date</p>

## 2.9 Description

<b>Definition</b>	An account of the content of the resource.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Helps the user decide if the resource fits their needs.	
<b>Notes</b>	<p>The description could cover:</p> <ul style="list-style-type: none"> <li>● Approach to subject (e.g. critique, explanation, beginners guide)</li> <li>● Reason for production of resource (e.g. to inform, invite comments)</li> <li>● Groups and organisations referred to</li> <li>● Events covered</li> <li>● List of key fields (database) or chapters</li> <li>● Key outcomes</li> <li>● Broad policy area</li> <li>● Level (e.g. academic, basic)</li> <li>● Any other useful information.</li> </ul> <p>Keep the description as brief as possible and try not to repeat information that could be held in another tag (e.g. Title, Coverage or Subject).</p>	
<b>Not to be confused with</b>	–	
<b>Refinements</b>	Abstract	A summary of the content of the resource.
	Table of contents	A list of sub-units of the content of the resource.
<b>Examples</b>	<p><i>General</i> description: Leaflet for parents explaining the purpose of the introduction of Home-School agreements, which are compulsory for all maintained schools</p> <p>description: A brief history of Blackheath. Covers physical aspects, notable events and people connected with the area</p> <p>description.tableOfContents: Document history/Introduction/Preparation/Lists of elements/General principles/Elements</p>	
<b>HTML syntax</b>	<pre>&lt;meta name="DC.description" content="The elements and refinements that provide the structure for metadata used by the UK public sector, along with introductory text"&gt;</pre> <pre>&lt;meta name="DC.description" content="Leaflet for parents explaining the purpose of the introduction of Home-School agreements, which are compulsory for all maintained schools"&gt;</pre> <pre>&lt;meta name="DC.description.tableOfContents" content="Policy and scope/ Implementation support/Management processes/Change management/Complying with the e-GIF"&gt;</pre>	
<b>Encoding schemes include</b>	–	
<b>Mapped to</b>	DC – Description <a href="http://purl.org/dc/elements/1.1/description">http://purl.org/dc/elements/1.1/description</a> AGLS – Description GI Gateway – Abstract GILS – Abstract IEEE LOM – General.Description	

## 2.10 Digital signature

<b>Definition</b>	To be decided.
<b>Obligation</b>	Optional.
<b>Purpose</b>	–
<b>Notes</b>	The National Archives will examine what metadata is likely to be created by digital signature technology and how far it is of relevance/use in records management when the adoption of this technology is further advanced in the UK Government. Changes will be made to this element when this work is completed.
<b>Not to be confused with</b>	–
<b>Refinements</b>	–
<b>Examples</b>	–
<b>HTML syntax</b>	–
<b>Encoding schemes include</b>	–
<b>Mapped to</b>	–

## 2.11 Disposal

<b>Definition</b>	The retention and disposal instructions for the resource.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Helps the user manage resources and ensure that they are not kept after they are needed or disposed of before their time.	
<b>Notes</b>	<p>It is recommended that all web pages have a review date, so webmasters can easily locate pages before they become out of date and take necessary action, e.g. modify them and send the original to their organisation's records office.</p> <p>Many of the refinements will be used almost entirely for long-term records management purposes.</p> <p>Disposal in electronic records management systems (ERMS) is generally managed at the folder level. ERMS manage the disposal of resources to ensure they are only destroyed in accordance with an agreed disposal schedule and retained for periods consistent with the need to retain the resource.</p> <p>Disposal action, Disposal event and Disposal date (plus potentially other sub-elements such as Disposal export destination) are the 'building blocks' of rules that are used in ERMS to determine how the content will be handled when certain conditions are met.</p> <p>Further information is available from the National Archives Record Management website, including Requirements for electronic records management systems: functional requirements and Requirements for electronic records management systems: metadata standard.</p> <p>Guidelines for UK Government websites has further information on archiving websites.</p>	
<b>Not to be confused with</b>	–	
<b>Refinements</b>	Auto remove date	The date on which the resource will automatically be removed from the system. AutoRemoveDate is used for machine-generated removals where there is no need for human intervention and review.
	Disposal action	The action to be taken once the condition is reached.
	Disposal authorised by	The identity of the role, the person or the policy authorising the disposal.
	Disposal comment	The reason for disposal.
	Disposal conditions	An event that triggers disposal of the resource, e.g. closure of folder.
	Disposal date	The date the disposal action is due to take place, i.e. from the disposal event, plus the disposal time period.
	Date of last review	The date the schedule for disposal was last reviewed.
	Disposal export destination	The location where an exported resource will be disposed, e.g. National Archives for permanent preservation.
	Disposal export status	Information about the progress of the export, e.g. pending, already executed, failed.
	Disposal review	The date on which the resource should be reviewed to determine the need to retain it.
	Disposal review details	The details of the review decision which has been taken.

<b>Refinements</b> <i>(continued)</i>	Disposal reviewer details	The identity of the reviewer.
	Disposal schedule ID	The disposal schedule used to determine the disposal of the resource.
	Disposal time period	A specific period of time following a specific event determining the period for which the resource must be kept for business purposes.
<b>Examples</b>	<p><i>For a resource which will need to be sent to National Archives for archiving after a set period</i> disposal.conditions: Five years after completion of programme Action: Retain until transfer to National Archives</p> <p><i>For a web page which states that 'The final report will be published in August 2003'</i> disposal.review: 2003-08-01</p> <p><i>For a resource that will automatically be removed on 3 September 2003, without any review taking place</i> disposal.autoRemoveDate: 2003-09-03</p> <p><i>Other</i> Disposal action: Export Disposal authorised by: Sysadmin Disposal comment: Selected under Operational Selection Policy # 77 Disposal export destination: The National Archives Disposal review details: Substantial duplication of records in ABC/12/1/33</p>	
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.disposal.autoRemoveDate" scheme="W3CDTF" content="2003-08-20"&gt;  &lt;meta name="eGMS.disposal.review" scheme="W3CDTF" content="2003-10-20"&gt;</pre>	
<b>Encoding schemes include</b>	<p><b>National Archives</b> – Disposal list (Destroy, Review, Export) <a href="http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadafinal.pdf">http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadafinal.pdf</a></p> <p><b>W3C</b> – Date formats (Disposal date, Review date, Date of last review) <a href="http://www.w3.org/TR/NOTE-datetime">http://www.w3.org/TR/NOTE-datetime</a> (schema at <a href="http://dublincore.org/2003/03/24/dcq#W3CDTF">http://dublincore.org/2003/03/24/dcq#W3CDTF</a>)</p>	
<b>Mapped to</b>	–	



## 2.12 Format

<b>Definition</b>	The physical or digital manifestation of the resource.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Allows the user to search for items of a particular format.	
<b>Notes</b>	<p>Have separate metadata for each format of the resource, rather than one entry with several formats listed. Use the Relation element to indicate when the resource is available in other formats.</p> <p>Format may include the media type or dimensions of the resource. It may also be used to determine the software, hardware or other equipment needed to display or operate the resource. Examples of dimensions include size and duration. Recommended best practice is to select a value from a controlled vocabulary (e.g. the list of Internet Media Types (MIME) defining computer media formats).</p>	
<b>Not to be confused with</b>	<i>Type</i> – Format looks at the physical format of the resource; <i>Type</i> considers the content. Format includes hard or electronic copy, and the software needed to access the resource; <i>Type</i> describes the category of the information in the resource, e.g. minutes, annual report, job advertisement.	
<b>Refinements</b>	Extent	The size or duration of the resource.
	Medium	The material or physical carrier of the resource.
<b>Examples</b>	<p><i>For a travel guide with additional material</i> format: Text. Book with map insert</p> <p><i>For a database</i> format: Text/vnd.ms-access extent: 345+mb</p> <p><i>For a software application</i> format: Application/vnd.ms-access</p> <p><i>For a web page in HTML</i> format: Text/html</p> <p><i>For a Word document held on a CD-ROM</i> format: Text/MS Word 97 medium: CD-ROM</p>	
<b>HTML syntax</b>	<pre>&lt;meta name="DC.format" content="Microsoft Word"&gt; &lt;meta name="DC.format.medium" scheme="IMT" content="image/gif"&gt; &lt;meta name="DC.format.extent" content="27 KB"&gt;</pre>	
<b>Encoding schemes include</b>	<b>Internet Media Type (IMT) Scheme</b> – <a href="http://www.iana.org/assignments/media-types/index.html">http://www.iana.org/assignments/media-types/index.html</a> <b>PRONOM</b> – <a href="http://www.records.pro.gov.uk/pronom">http://www.records.pro.gov.uk/pronom</a>	
<b>Mapped to</b>	DC – Format <a href="http://purl.org/dc/elements/1.1/format">http://purl.org/dc/elements/1.1/format</a> AGLS – <i>Refinements</i> : extent; medium IEEE LOM – Technical.Format	

## 2.13 Identifier

<b>Definition</b>	An unambiguous reference to the resource within a given context.	
<b>Obligation</b>	Mandatory if applicable.	
<b>Purpose</b>	Allows a user to search for a specific resource or version.	
<b>Notes</b>	<p>Recommended best practice is to identify the resource by means of a string or number conforming to a formal identification system. Be cautious about using the URL as it can change, although it will often be the best identifier available. Identification codes automatically allocated by records and content management systems can be used.</p> <p>It is not always possible to find a unique identifier for a resource, especially if it is not practical to use the URL. Examples include forms or leaflets that are produced by the organisation and need to be easily identified. While these usually have a code allocated (e.g. SA100 for a tax return form) this code is rarely universally unique ('SA100' is also a biplane, an amplifier, a set of kitchen scales, a marine antenna, a broadband service unit, a caller ID unit for telephones, a smoke alarm, a bus stop in Ottawa and an MP3 player).</p> <p>Identifiers can be made 'more unique' by prefixing them with the IARN (Information Asset Register Number departmental code), which is allocated to each government department and agency by HMSO.</p> <p>The OeE is investigating the use of Digital Object Identifiers (DOIs) and other persistent unique identifiers. The OeE has set up a proof of concept with TSO.</p>	
<b>Not to be confused with</b>	<i>Location</i> – Location indicates the physical location of the resource, not its electronic file-path or URL.	
<b>Refinements</b>	Bibliographic citation	A bibliographic reference for the resource.
	Case ID	To identify the case-handling environment.
	Fileplan ID	The reference derived from the fileplan. This is a culmination of information inherited from higher levels of aggregation in the fileplan.
	System ID	Typically, a machine-generated running number allocated when the file is first created. This will typically be used by the internal processes and will rarely be visible to the end user, although it can be a useful tool for administrators accessing other information about the file-path object (e.g. interrogating the audit trail).
<b>Examples</b>	<p><i>For a resource with an automatically generated identifier</i>  identifier: DTR/CA/NATS/2000-8769B  identifier: [ISBN] 0711504083  identifier: [URI] <a href="http://www.e-envoy.gov.uk/e-gif">http://www.e-envoy.gov.uk/e-gif</a></p> <p><i>For a tax return form, the Inland Revenue IARN followed by the form's code</i>  identifier: IR000-SA100</p> <p><i>General</i>  identifier.systemId: 0711504083  identifier.filePlanId: OeE/250/332/40/06  identifier.bibliographicCitation: Byrne, Q. (1994). A question of data. In Government Online Review (ed John Mayre), 2: 4-15.</p>	

<b>HTML syntax</b>	<pre>&lt;meta name="DC.identifier" content="http://purl.oclc.org/NET/e-GMS_v1"&gt; &lt;meta name="DC.identifier" scheme="ISBN" content="0711504083"&gt; &lt;meta name="DC.identifier.filePlanId" content="79455334100"&gt;</pre>
<b>Encoding schemes include</b>	<p><b>URI</b> – <a href="http://www.ietf.org/rfc/rfc2396.txt">http://www.ietf.org/rfc/rfc2396.txt</a> or <a href="http://purl.org/dc/terms/URI">http://purl.org/dc/terms/URI</a>  <b>ISBN</b> – <a href="http://www.isbn.org/standards/home/index.asp">http://www.isbn.org/standards/home/index.asp</a>  <b>ISSN</b> – <a href="http://www.issn.org:8080/English/pub">http://www.issn.org:8080/English/pub</a>  <b>IARN</b> – <a href="http://www.inforoute.hmso.gov.uk/">http://www.inforoute.hmso.gov.uk/</a></p>
<b>Mapped to</b>	<p>DC – Identifier <a href="http://purl.org/dc/elements/1.1/identifier">http://purl.org/dc/elements/1.1/identifier</a>  AGLS – Identifier  IEEE LOM – Split into General.Catalogentry.Entry and General.Catalogentry.Catalog.  If the value is a URL, then also Technical.Location</p>

## 2.14 Language

<b>Definition</b>	A language of the intellectual content of the resource.
<b>Obligation</b>	Recommended.
<b>Purpose</b>	Enables users to limit their searches to resources in a particular language.
<b>Notes</b>	<p>The use of language codes simplifies the inputting of the Language element. Most users will learn the relevant codes quickly. Most systems can be set so that the name of the language is displayed in full, which is more user-friendly.</p> <p>Use of the Language element is especially important for resources that will be loaded onto the internet. It is an invaluable means for people to limit their searches to items that are relevant to their own needs.</p> <p>For existing systems using other codes from ISO 639, it should be possible to continue with these and map to 639-2/T.</p>
<b>Not to be confused with</b>	–
<b>Refinements</b>	–
<b>Examples</b>	<p><i>For a resource written in English</i> language: eng</p> <p><i>For a resource written in Welsh and English</i> language: [ISO 639-2/T] cym language: [ISO 639-2/T] eng</p> <p><i>For a Polish translation of a resource originally written in Portuguese. (Use <a href="#">Relation</a> to link to the original Portuguese version)</i> language: [ISO 639-2/T] pol</p>
<b>HTML syntax</b>	<pre>&lt;meta name="DC.language" scheme="ISO 639-2/T" content="eng"&gt; &lt;meta name="DC.language" scheme="ISO 639-2/T" content="cym"&gt;</pre>
<b>Encoding schemes include</b>	<b>ISO 639-2</b> – <a href="http://www.loc.gov/standards/iso639-2">http://www.loc.gov/standards/iso639-2</a>
<b>Mapped to</b>	DC – Language <a href="http://purl.org/dc/elements/1.1/language">http://purl.org/dc/elements/1.1/language</a> AGLS – Language GI Gateway – Language GILS – Language of resource IEEE LOM – General.Language

## 2.15 Location

<b>Definition</b>	The physical location of the resource.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Enables the physical form of the resource to be found.	
<b>Notes</b>	<p>Location will mainly be used for items held in a physical format, e.g. paper files.</p> <p>This is especially relevant for items listed in a metadatabase (a catalogue containing the metadata of resources but not the resources themselves). Metadatabases may refer to items not available in electronic format.</p> <p>It will also be valuable for electronic resources stored on physical media, e.g. magnetic tapes or CD-ROMs.</p>	
<b>Not to be confused with</b>	<p><i>Identifier</i> – The URL or filename refers to an electronic, machine-readable pathway, not a physical location. Such information should go in the Identifier element.</p> <p><i>Coverage</i> – This element concerns what the resource is about and not where the resource is.</p>	
<b>Refinements</b>	Current location	The temporary place where the resource is located, e.g. the name and address of a person who has checked out a disc.
	Home location	The place where the resource is normally stored.
<b>Examples</b>	<p><i>General</i></p> <p>location: Storeroom 16, Box 38</p> <p>location: House of Commons Library, Hansard Room, disc 1874D</p> <p>location: Hackbridge, Acme Storage Facility, Room 84B</p>	
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.location" content="House of Commons Library, Hansard Room, disc 1874D"&gt;</pre> <pre>&lt;meta name="eGMS.location" content="Hackbridge, Acme Storage Facility, Room 84B"&gt;</pre>	
<b>Encoding schemes include</b>	<b>Government Data Standards Catalogue</b> – <a href="http://www.govtalk.gov.uk/gdsc/html/default.htm">http://www.govtalk.gov.uk/gdsc/html/default.htm</a>	
<b>Mapped to</b>	–	

## 2.16 Mandate

<b>Definition</b>	Legislative or other mandate under which the resource was produced.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Clarifies the legislative or other mandate for the business activity producing the records.	
<b>Notes</b>	<p>A balance needs to be struck between the usefulness of this information and the overhead cost involved in collecting it.</p> <p>Organisations using electronic document or records management systems may choose to use the sub-element with a broader approach than indicated, capturing the mandate details at class level and cascading this down through inheritance to the records below.</p> <p>Recommended practice is to exclude very broad legislative provisions, e.g. Companies Act 1989, and concentrate on the capturing of exceptional and specific powers, e.g. Charities Act 1993, section 8.</p> <p>It is recommended that a link to the legislative provisions be given if one exists. UK statutes are available online at <a href="http://www.hmso.gov.uk/legis.htm">http://www.hmso.gov.uk/legis.htm</a></p> <p>There may be little point in capturing all of the sub-elements if the business environment means that they tend to overlap (e.g. the power or purpose used to conduct the business function is the same as the purpose for which personal data is collected, or one of these (or both) equates to a Data Protection Act (DPA) Part 4 exempt category.</p>	
<b>Not to be confused with</b>	<i>Rights</i> – Exemption from the data subject access provisions of the DPA 1998 is covered by the Rights element.	
<b>Refinements</b>	Authorising statute	The Act of Parliament or other legislation authorising the capture of information or development of the resource.
	Data protection exempt category	One or more exemption clauses as defined in the DPA Part 4, which applies to this resource.
	Personal data acquisition purpose	Reason for the collection and storage of personal data.
<b>Examples</b>	<i>For a resource that has been produced by order of an Act of Parliament</i> Mandate.authorisingStatute: Land Registration Act 2002 c.9	
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.mandate" content="Companies Act 1985"&gt;  &lt;meta name="eGMS.mandate.authorisingStatute" content="Charities Act 1993, section 8"&gt;</pre>	
<b>Encoding schemes include</b>	–	
<b>Mapped to</b>	AGLS – Mandate	

## 2.17 Preservation

<b>Definition</b>	Information to support the long-term preservation of a resource.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Enables users now and in the future to read, interpret and use the resource.	
<b>Notes</b>	<p>Preservation will mainly be used by records managers and others engaged in the long-term storage of official records.</p> <p>It will be used to support departmental migration activity, sustainability and archival preservation of the resource, and to preserve aspects of the provenance of the resource across transfer of custody between departments and to The National Archives Record Management Department.</p> <p>A variety of approaches may have to be taken to sustain and preserve electronic resources and their components across technical platforms. Information on the technical environment that produced the original objects greatly improves the chances of such approaches being achieved successfully and may allow digital archaeological reconstruction where past management has been lacking (and costs are justified). Some of this information may need to be included in an archival description or custody documentation.</p> <p>As preservation strategies across government emerge, some of the refinements may need to be mandated in future for resources identified as being of long-term importance. Additionally, some will concern the original environment of the records (possibly requiring automatic capture at declaration stage) and others may be defined at the batch level for resources at platform or format migration.</p>	
<b>Not to be confused with</b>	<p><i>Relation.hasFormat</i> – This refers to another resource which is essentially the same intellectual content presented in another format.</p> <p><i>Format</i> – This provides information about the format of the resource for current processing; Preservation provides additional information intended to facilitate long-term preservation.</p> <p><i>Preservation.originalFormat</i> – This refers to the format in which the resource was first made.</p>	
<b>Refinements</b>	Original format	The original format of the resource.
<b>Examples</b>	<p><i>For a resource that was originally created in WordStar version 2 but has since been converted to Word</i></p> <p>Preservation.originalFormat: WordStar v2</p>	
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.preservation" content="Microsoft Word 2002 (10.3416.2501) SP-1"&gt;</pre> <pre>&lt;meta name="eGMS.preservation" content="Microsoft Word XP"&gt;</pre>	
<b>Encoding schemes include</b>	<b>PRONOM</b> – <a href="http://www.records.pro.gov.uk/pronom">http://www.records.pro.gov.uk/pronom</a>	
<b>Mapped to</b>	–	

## 2.18 Publisher

<b>Definition</b>	An entity responsible for making the resource available.
<b>Obligation</b>	Mandatory if applicable.
<b>Purpose</b>	Enables users to find a resource published by a particular organisation or individual. It can also be referred to by those wanting to re-use or republish the resource elsewhere, or to purchase a copy of the resource.
<b>Notes</b>	<p>Publisher is used here in its widest sense, so an organisation that places an information resource on a website is the publisher, even if no hard-copy version is made available. The publisher is the person or organisation a user needs to contact in order to obtain permission to republish the information contained in the resource or to obtain copies in a different format.</p> <p>A publisher has certain legal rights and responsibilities regarding the resource, so should always be named.</p>
<b>Not to be confused with</b>	<i>Creator/Contributor</i> – The publisher is the organisation or person who makes the resource available to the public (in the traditional sense of publishing a book or in the latest sense of releasing the resource on a website). The publisher is the entity that the user would contact to obtain new copies or discuss copyright issues. The Creator, and to some extent the Contributor, are responsible for the content of the resource. The user would therefore contact the Creator to find out, for example, why the particular policy described in the resource was made or what the process was to contribute to the discussion. In many cases, the Publisher and Creator will be the same.
<b>Refinements</b>	–
<b>Examples</b>	<p><i>General</i></p> <p>publisher: London Borough of Lewisham, Town Hall, Catford, London SE6 4RU, 020 8314 6000, enquiries@lewisham.gov.uk</p> <p>publisher: The Stationery Office, St Crispins, Duke Street, Norwich NR3 1PD, 0870 610 5522, esupport@theso.co.uk</p> <p>publisher: The Cabinet Office, Office of the e-Envoy, Stockley House, 130 Wilton Road, London SW1V 1LQ, ukgovtalk@e-envoy.gsi.gov.uk</p>
<b>HTML syntax</b>	<pre>&lt;meta name="DC.publisher" content="The Cabinet Office, Office of the e-Envoy, Stockley House, 130 Wilton Road, London SW1V 1LQ, ukgovtalk@e-envoy.gsi.gov.uk"&gt;</pre> <pre>&lt;meta name="DC.publisher" content="The Stationery Office, St Crispins, Duke Street, Norwich NR3 1PD, 0870 610 5522, esupport@theso.co.uk"&gt;</pre>
<b>Encoding schemes include</b>	<b>Government Data Standards Catalogue</b> – <a href="http://www.govtalk.gov.uk/gdsc/html/default.htm">http://www.govtalk.gov.uk/gdsc/html/default.htm</a>
<b>Mapped to</b>	DC – Publisher <a href="http://purl.org/dc/elements/1.1/publisher">http://purl.org/dc/elements/1.1/publisher</a> AGLS – Publisher, Availability IEEE LOM – LifeCycle.Contribute.Entity



## 2.19 Relation

<b>Definition</b>	A reference to a related resource.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Enables the user to find other resources that are related to a resource, or to group together individual resources which then form a collection.	
<b>Notes</b>	<p>Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system, i.e. the referenced resource's Identifier.</p> <p>When using refinements, use the most specific one applicable. Relation can be used to allow cascading retrieval of interrelated objects, especially if used in conjunction with the Aggregation element. (More information can be found in The National Archives' Metadata Standard). It is also invaluable for linking items in multiple parts, different versions of the same resource and items available in multiple formats.</p>	
<b>Not to be confused with</b>	<p><i>Source</i> – Do not use Source if it is more appropriate to put this data in the Relation element, i.e. it may be more accurate to use the refinement Relation.isVersionOf.</p> <p><i>Preservation.originalFormat</i> – Refers to the format in which the resource was first made; Relation.hasFormat refers to another resource which is essentially the same intellectual content presented in another format.</p>	
<b>Refinements</b>	Conforms to	A reference to an established standard to which the resource conforms.
	Has format	The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format.
	Has version	The described resource has a version edition or adaptation, namely the referenced resource.
	Has part	The described resource includes the referenced resource either physically or logically.
	Is defined by	The described resource is given an effective working definition by the referenced resource.
	Is format of	The described resource is the same intellectual content of the referenced resource, but presented in another format.
	Is part of	<p>The described resource is a physical or logical part of the referenced resource.</p> <p>Comment: When the described resource is part of another, it may be possible for it to inherit metadata elements from the parent resource. For example, the subject metadata of a folder may be inherited by all of the files within that folder.</p>
	Is referenced by	The described resource is referenced, cited or otherwise pointed to by the referenced resource.
	Is replaced by	The described resource is supplanted, displaced or superseded by the referenced resource.
	Is required by	The described resource is required by the referenced resource to support its function, delivery or coherence of content.

<b>Refinements</b> <i>(continued)</i>	Is version of	The described resource is a version edition or adaptation of the referenced resource. A change in version implies substantive changes in content rather than differences in format. Comment: Includes translations of resources.
	Provides definition of	The described resource provides an effective working definition of an item whose usual name is given in the value.
	Reason for redaction	The reason for the publication of a redaction or extract.
	Redaction	The described resource has a version with some part of the content marked or removed to make the remainder of the content releasable.
	References	The described resource references, cites or otherwise points to the referenced resource.
	Requires	The described resource requires the referenced resource to support its function, delivery or coherence of content.
	Replaces	The described resource supplants, displaces or supersedes the referenced resource.
	Sequence no	The resource's allocated number in a sequence to which it belongs. Comment: This refinement has been deprecated.
<b>Examples</b>	<p><i>For a publication with an associated press release</i> relation: Press release 2002-01-03, <a href="http://www.idea.gov.uk/news/press/030102.htm">http://www.idea.gov.uk/news/press/030102.htm</a></p> <p><i>For a website which replaces an earlier website with similar content</i> relation.replaces: <a href="http://www.open.gov.uk">www.open.gov.uk</a></p> <p><i>For version 2 of the e-GMS, showing its link to version 1</i> relation.isVersionOf: <a href="http://purl.oclc.org/NET/e-GMS_v1">http://purl.oclc.org/NET/e-GMS_v1</a></p> <p><i>For a folder that groups together files on a particular issue</i> relation.hasPart: DAA/FIN37/22/2001/LBR2001-08-13 relation.hasPart: DAA/FIN37/22/2002/LBR2001-08-14 relation.hasPart: DAA/FIN37/22/2002/LBR2001-08-17</p> <p><i>For a file that belongs in the above folder</i> relation.isPartOf: DAA/FIN37/22/2001</p> <p><i>For a document that is No. 7 in the 'Information Management' series</i> relation.isPartOf: Information management series sequenceno: 7</p> <p><i>For a resource interpreting a set of statistics, but not listing those statistics</i> relation.requires: 398762342X</p> <p><i>For an HTML document that was originally made available in hard copy</i> relation.isFormatOf: [ISBN] 0711504237</p> <p><i>For an XML schema document which requires another XML schema document to be available to the schema processor</i> relation.requires: IR/SAelements-2002-v1.0</p> <p><i>For an XML schema providing a definition of the XML data type NationalInsuranceNumberType</i> relation.providesDefinitionOf: NationalInsuranceNumberType</p>	

<b>HTML syntax</b>	<pre>&lt;meta name="DC.relation" content="Press release 2002-01-03, http://www.idea.gov.uk/news/press/030102.htm"&gt;  &lt;meta name="DC.relation.requires" scheme="ISBN" content="398762342X"&gt;  &lt;meta name="DC.relation.isFormatOf" scheme="ISBN" content="0711504083"&gt;  &lt;meta name="DC.relation.hasFormat" scheme="URI" content="http://www.foo.bar/explanation.pdf"&gt;</pre>
<b>Encoding schemes include</b>	<p><b>URI</b> – <a href="http://purl.org/dc/terms/URI">http://purl.org/dc/terms/URI</a>  <b>ISBN</b> – <a href="http://www.isbn.org/standards/home/index.asp">http://www.isbn.org/standards/home/index.asp</a>  <b>ISSN</b> – <a href="http://www.issn.org:8080/English/pub">http://www.issn.org:8080/English/pub</a></p>
<b>Mapped to</b>	<p>DC – relation <a href="http://purl.org/dc/elements/1.1/relation">http://purl.org/dc/elements/1.1/relation</a>  DC – relation.isPartOf <a href="http://purl.org/dc/terms/isPartOf">http://purl.org/dc/terms/isPartOf</a>  DC – relation.hasPart <a href="http://purl.org/dc/terms/hasPart">http://purl.org/dc/terms/hasPart</a>  DC – relation.isVersionOf <a href="http://purl.org/dc/terms/isVersionOf">http://purl.org/dc/terms/isVersionOf</a>  DC – relation.hasVersion <a href="http://purl.org/dc/terms/hasVersion">http://purl.org/dc/terms/hasVersion</a>  DC – relation.isFormatOf <a href="http://purl.org/dc/terms/isFormatOf">http://purl.org/dc/terms/isFormatOf</a>  DC – relation.hasFormat <a href="http://purl.org/dc/terms/hasFormat">http://purl.org/dc/terms/hasFormat</a>  DC – relation.references <a href="http://purl.org/dc/terms/references">http://purl.org/dc/terms/references</a>  DC – relation.isReferencedBy <a href="http://purl.org/dc/terms/isReferencedBy">http://purl.org/dc/terms/isReferencedBy</a>  DC – relation.isRequiredBy <a href="http://purl.org/dc/terms/isRequiredBy">http://purl.org/dc/terms/isRequiredBy</a>  DC – relation.requires <a href="http://purl.org/dc/terms/requires">http://purl.org/dc/terms/requires</a>  DC – relation.isReplacedBy <a href="http://purl.org/dc/terms/isReplacedBy">http://purl.org/dc/terms/isReplacedBy</a>  DC – relation.replaces <a href="http://purl.org/dc/terms/replaces">http://purl.org/dc/terms/replaces</a>  DC – relation.conformsTo <a href="http://purl.org/dc/terms/conformsTo">http://purl.org/dc/terms/conformsTo</a>  AGLS – <i>Refinements</i>: IsPartOf/HasPart; IsVersionOf/HasVersion;  IsFormatOf/HasFormat; IsReferencedBy/References; IsRequiredBy/Requires;  IsReplacedBy/Replaces  GI Gateway – Dataset association: Additional information source  GILS – <i>Refinements</i>: Cross reference title; Cross reference relationship; Cross  reference linkage; Linkage; Linkage type</p>

## 2.20 Rights

<b>Definition</b>	Information about rights held in and over the resource.	
<b>Obligation</b>	Optional.	
<b>Purpose</b>	Indicates who has the right to see, copy, redistribute, republish or otherwise make use of all or part of the resource.	
<b>Notes</b>	<p>If possible, provide a link to a resource giving more details about the Rights marking, e.g. the Crown copyright statement at <a href="http://www.hmsso.gov.uk/docs/copynote.htm">http://www.hmsso.gov.uk/docs/copynote.htm</a></p> <p>Typically, the rights will be defined by the owner or custodian of the resource.</p> <p>Use of metadata does not infer any compliance with the Data Protection Act (DPA), Environmental Information Regulations (EIR) or Freedom of Information Act (FOIA). The role of metadata is to aid in locating information.</p> <p><i>Rights indicators for DPA, EIR and FOIA</i></p> <p>These indicators can be used to tag information with the conclusion on the disclosability of the resource the last time it was assessed. In general, a disclosability indicator set to 'Y' means that the information was judged to be disclosable according to that provision, and an 'N' means that it was judged not to be disclosable. Where the 'N' assessment has been made, the relevant exemption should be cited. This assists future colleagues faced with a similar judgement about the same resource to track what has been the previous decision. In the case of FOIA, where quite a number of exemptions 'decay' over time, there is also a sub-element "Last FOI disclosability review", where the date of the last review can be recorded to assist in understanding how the assessment might be expected to be different this time.</p> <p>Public bodies will have different requirements for this area according to their business environment and functions. The obligation level on the sub-elements has been set to 'M', default value being 'Y', on the grounds that this should ensure the minimum administrative effort in most circumstances. This has deliberately been restricted to two possible values. Organisations could implement business rules internally if their circumstances mean that it is more appropriate to have the default set to 'N' and/or if 'Y' is deemed to mean 'Y' or 'not applicable'. Resolving different policies on this when migrating content from one system to another would require processing.</p>	
<b>Not to be confused with</b>	<p><i>Accessibility</i> – Accessibility indicates whether particular users will be able to access or use the resource; Rights indicates if they are allowed to.</p> <p><i>Audience</i> – Audience tells you who the content is designed for; Rights is the place to list the individuals or groups who are allowed to see the resource.</p>	
<b>Refinements</b>	Copyright	Statement and identifier indicating the legal ownership and rights regarding use and re-use of all or part of the resource.
	Custodian	The user or role identifier with local management powers over the resource, e.g. assignment and maintenance of access control markings.
	Descriptor	Refines the meaning of a protective marking, e.g. Policy, Contracts, Personnel. It may be used with group access permissions to determine access rights.
	Disclosability to DPA data subject ( <i>Deprecated</i> )	Whether the resource can be disclosed ('Y' or 'N') in accordance with the DPA.

<b>Refinements</b> <i>(continued)</i>	DPA data subject access exemption <i>(Deprecated)</i>	Whether the resource is exempt from DPA access provisions ('Y' or 'N').
	EIR disclosability indicator	Whether the resource can be disclosed ('Y' or 'N') in accordance with EIR.
	EIR exemption	Whether there are exemptions to access to the resource ('Y' or 'N') in accordance with EIR.
	FOIA disclosability indicator	Whether the resource can be disclosed ('Y' or 'N') in accordance with FOIA.
	FOIA exemption	Whether there are exemptions to access to the resource ('Y' or 'N') in accordance with FOIA.
	FOIA release details	The details of the past or future release of the resource to public view either by general publication or by release in response to an individual request.
	FOIA release date	The date of past or future release.
	Group access	Name of a group or groups that have the right to access the resource.
	Individual user access list	Names of individuals having access to the resource.
	Last FOIA disclosability review	The date of the previous formal decision regarding the disclosability of a resource.
	Previous protective marking	Protective marking previously applied to a resource.
	Protective marking	The minimum level of security required to have access to the resource.
	Protective marking change date	The date the previous protective marking was superseded.
	Protective marking expiry date	Date on which the existing protective marking becomes invalid.
<b>Examples</b>	<p><i>General</i> rights.copyright: Crown copyright <a href="http://www.hmsso.gov.uk/docs/copynote.htm">http://www.hmsso.gov.uk/docs/copynote.htm</a> rights.EIRexemption example: Confidentiality EIRs 1992, s. 4 rights.FOlexemption example: National security FOIA s. 24</p>	
<b>HTML syntax</b>	<pre>&lt;meta name="DC.rights.copyright" content="Crown copyright http://www.hmsso.gov.uk/docs/copynote.htm"&gt; &lt;meta name="DC.rights" content="Classified"&gt;</pre>	
<b>Encoding schemes include</b>	<p><b>Legislation</b> – Legislation covering rights of access to official information often has its own encoding scheme  <b>W3C</b> – <a href="http://www.w3.org/TR/NOTE-datetime">http://www.w3.org/TR/NOTE-datetime</a> (schema at <a href="http://dublincore.org/2003/03/24/dcqw3CDTF">http://dublincore.org/2003/03/24/dcqw3CDTF</a>)  <b>Manual of Protective Security Rights</b></p>	
<b>Mapped to</b>	<p>DC – Rights <a href="http://purl.org/dc/elements/1.1/rights">http://purl.org/dc/elements/1.1/rights</a>  AGLS – Rights  GI Gateway – Access constraints  GILS – Availability; Access constraints; <i>Refinements</i>: General access constraints;  Security classification control  IEEE LOM – Rights.Description</p>	

## 2.21 Source

<b>Definition</b>	A reference to a resource from which the present resource is derived.
<b>Obligation</b>	Optional.
<b>Purpose</b>	Enables the user to find resources that have been developed using the content of a particular resource (e.g. all items based on a named set of statistics).
<b>Notes</b>	The described resource may be derived from the Source resource in whole or in part. Recommended best practice is to reference the Source by means of a string or number conforming to a formal identification system, i.e. the referenced resource's Identifier.
<b>Not to be confused with</b>	<i>Relation</i> – Do not use Source if it is more appropriate to put this data in the Relation element, i.e. it may be more accurate to use the refinement Relation.isVersionOf.
<b>Refinements</b>	–
<b>Examples</b>	<i>For a report based on figures gathered during a survey</i> source: Figures derived from Wired in Whitehall survey by the Committee of Departmental Librarians 1998 <a href="http://www.aslib.co.uk/proceedings/2001/jan/03.html">http://www.aslib.co.uk/proceedings/2001/jan/03.html</a>
<b>HTML syntax</b>	<meta name="DC.source" content="Figures derived from Wired in Whitehall survey by the Committee of Departmental Librarians 1998 <a href="http://www.aslib.co.uk/proceedings/2001/jan/03.html">http://www.aslib.co.uk/proceedings/2001/jan/03.html</a> ">  <meta name="DC.source" content="Standard is derived from the Dublin Core Metadata Initiative">
<b>Encoding schemes include</b>	<b>URI</b> – <a href="http://purl.org/dc/terms/URI">http://purl.org/dc/terms/URI</a> <b>ISBN</b> – <a href="http://www.isbn.org/standards/home/index.asp">http://www.isbn.org/standards/home/index.asp</a> <b>ISSN</b> – <a href="http://www.issn.org:8080/English/pub">http://www.issn.org:8080/English/pub</a>
<b>Mapped to</b>	DC – Source <a href="http://purl.org/dc/elements/1.1/source">http://purl.org/dc/elements/1.1/source</a> AGLS – Source GILS – Sources of data IEEE LOM – Relation.Resource

## 2.22 Status

<b>Definition</b>	The position or state of the resource.
<b>Obligation</b>	Optional.
<b>Purpose</b>	Enables the user to search for a resource according to its status. It may also be used as a reference by a user who wants to know the resource's status.
<b>Notes</b>	<p>The status of a resource includes:</p> <ul style="list-style-type: none"> <li>• The extent to which it has been developed or completed, i.e. is it a first draft, final draft or completed draft?</li> <li>• Is it awaiting approval? If it has been approved, then by whom?</li> <li>• The version number</li> <li>• The purpose of the resource. This is not the purpose of the content (see Description) but the purpose in relation to the status of the resource.</li> </ul> <p>This data should apply to the described resource only, not to earlier versions.</p>
<b>Not to be confused with</b>	–
<b>Refinements</b>	–
<b>Examples</b>	<p><i>For a series of documents created in the development of a policy statement</i></p> <p>status: Draft v0.1. For consideration by Team  status: Draft v0.2. For consideration by Department  status: Draft v0.3. For consideration by Minister  status: Draft v0.4. Approved by Minister. For open consultation  status: Draft v0.5. Following open consultation. For final approval by Minister  status: Version 1.0. For publication  status: Version 2.0. For publication</p>
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.status" content="Version 2.0 For publication"&gt; &lt;meta name="eGMS.status" content="Draft v2 Approved by Minister. For open consultation"&gt;</pre>
<b>Encoding schemes include</b>	<b>IEEE LOM Status Encoding Scheme</b> – <a href="http://ltsc.ieee.org/wg12/">http://ltsc.ieee.org/wg12/</a>
<b>Mapped to</b>	–

## 2.23 Subject

<b>Definition</b>	A topic of the content of the resource.	
<b>Obligation</b>	Mandatory (Category refinement).	
<b>Purpose</b>	Enables the user to search by the topic of the resource.	
<b>Notes</b>	<p>Two different approaches to information seeking are commonly used: browsing through a directory (also known as drill-down or navigation) and searching by direct entry of keywords. The Category refinement is intended to support the first of these, browsing through a directory of broad classes, while the Keyword refinement supports direct search.</p> <p>The values for all Subject refinements should be drawn from encoding schemes, also known as controlled vocabularies, thesauri or authority lists. There are different encoding schemes for each refinement. It is important to tag each value entered to indicate the source scheme.</p> <p>For guidance on choosing Subject.category values see Guide to Meta-tagging with the GCL. For guidance on using an encoding scheme for keywords, see Specialised vocabularies and the GCL.</p> <p>Use the unrefined Subject element for additional uncontrolled terms if they will make it easier for people to find the resource.</p> <p>The obligation of this element rests with the Subject.category refinement.</p> <p>When records management software is used to manage the resources, it may be possible to omit certain metadata elements that are inherited from a parent resource. For example, the Subject metadata of a folder may be inherited by all of the files within that folder. If the files are exported for use in another system, a mechanism is needed to associate the inherited metadata with the files.</p>	
<b>Not to be confused with</b>	<p><i>Type</i> – Subject terms indicate the subject matter of the resource, i.e. what the resource is about, rather than what it is. For example, do not use 'Maps' as a subject term if the resource is a map; in this instance, put 'map' in the Type element. Use 'maps' as a subject term if the resource is about maps, map-making, cartography, etc.</p> <p><i>Coverage</i> – Coverage contains information about the resource content's relation to place and time. This can be thought of as a sub-section of Subject.</p>	
<b>Refinements</b>	Category	<p>At least one term from the Government Category List (GCL) must be added to this refinement and this should reflect the main subject of the resource. Other terms may be added where other similar types of encoding schemes are needed for browsing.</p> <p>Comment: This is to allow users to drill down through the directories of portals such as DirectGov, from very broad categories (e.g. Business and industry) to narrower categories (e.g. Advertising, Imports).</p>
	Keyword	The words or terms used to describe, as specifically as possible, the subject matter of the resource. These should be taken from a controlled vocabulary or list.
	Person	<p>Subject.person should be used when a resource is about a person.</p> <p>Note: Do not confuse with Addressee or Creator.</p>
	Process identifier	Indicates a specific service or transaction, using an identifier taken from a recognised list.



<b>Refinements</b> <i>(continued)</i>	Programme	The broader policy programme to which this resource relates directly. Comment: There is no official definition of a programme or what differentiates it from a project. As a general rule, programmes are broad government policy initiatives that take several years or more to complete, e.g. e-Government or Civil Service Reform. Projects are more specific and manageable chunks that make up the larger programme. It will be useful to agree with your team, or even with your entire organisation, what is a programme and what is a project. Bear in mind that this is used mainly to find all items belonging to a particular project or programme. Think <i>objective</i> . Do not use these if they have no particular value to you or your users.
	Project	The specific project that this resource relates to directly. Comment: See comment above under Programme.
<b>Examples</b>	<p><i>For a policy document on heart disease</i>          subject: NHSP CHD          subject.category: Heart disease and stroke          subject.keyword: Heart attacks; Coronary heart disease; Treatment; Prevention          subject.programme: The NHS Plan          subject.project: Coronary heart disease</p> <p><i>For one of a series of documents looking at take-up of private healthcare by various societal groups (using the semi-colon as separator for multiple values)</i>          subject.category: Private health care; Minority groups          subject.keyword: Private health care; Greek Cypriots; Croats</p> <p><i>For a website giving advice to citizens travelling abroad (repeating element for multiple values)</i>          subject.category: Tourism          subject.keyword: Foreign travel          subject.keyword: Travel advice          subject.keyword: British embassies          subject.keyword: Consulates</p> <p><i>For a website giving biographical information about a minister</i>          subject.category: ministers          subject.person: Douglas Alexander</p>	
<b>HTML syntax</b>	<pre>&lt;meta name="eGMS.subject.category" scheme="GCL" content="Information management"&gt;  &lt;meta name="eGMS.subject.keyword" scheme="CurriculumOnline" content="En-0383 Joined-up writing"&gt;</pre>	
<b>Encoding schemes include</b>	Category: <b>Government Category List</b> – <a href="http://www.govtalk.gov.uk/schemasstandards/gcl.asp">http://www.govtalk.gov.uk/schemasstandards/gcl.asp</a> <b>SIC</b> – UK Standard Industrial Classification <a href="http://www.nationalstatistics.gov.uk/methods_quality/sic/downloads/UK_SIC_Vol2(2003).pdf">http://www.nationalstatistics.gov.uk/methods_quality/sic/downloads/UK_SIC_Vol2(2003).pdf</a> Keyword: <b>Seamlessuk subject taxonomy</b> – <a href="http://www.seamlessuk.info/supportsub_tax.asp">http://www.seamlessuk.info/supportsub_tax.asp</a>	

<p><b>Encoding schemes</b> (continued)</p>	<p><b>National Curriculum metadata standard</b> –  <a href="http://www.nc.uk.net/metadata/index.html">http://www.nc.uk.net/metadata/index.html</a>  <b>ERIC</b> – Educational Resources Information Centre thesaurus <a href="http://searcheric.org">http://searcheric.org</a>  <b>MeSH</b> – Medical Subject Headings <a href="http://www.nlm.nih.gov/mesh/meshhome.html">http://www.nlm.nih.gov/mesh/meshhome.html</a>  <b>LCSH</b> – Library of Congress Subject Headings <a href="http://www.loc.gov/catdir/cpso">http://www.loc.gov/catdir/cpso</a>  Specialist local/organisational thesauri</p> <p>Person:  <b>Government Data Standard Catalogue</b> –  <a href="http://www.govtalk.gov.uk/gdsc/html/default.htm">http://www.govtalk.gov.uk/gdsc/html/default.htm</a></p>
<p><b>Mapped to</b></p>	<p>DC – Subject <a href="http://purl.org/dc/elements/1.1/subject">http://purl.org/dc/elements/1.1/subject</a>  AGLS – Subject  GI Gateway – Keywords  GILS – Subject terms uncontrolled; <i>Refinement</i>: Uncontrolled term.  Controlled subject index; <i>Refinement</i>: Subject thesaurus; subject terms controlled;  controlled term  IEEE LOM – General.Keyword or Classification.Purpose=Discipline/Idea  <a href="http://ltsc.ieee.org/wg12/">http://ltsc.ieee.org/wg12/</a></p>

## 2.24 Title

<b>Definition</b>	A name given to the resource.	
<b>Obligation</b>	Mandatory.	
<b>Purpose</b>	Enables the user to find a resource with a particular title or carry out more accurate searches. The title is commonly used as the key point of reference in the list of search results.	
<b>Notes</b>	<p>The title should be the formal title. If the resource does not have a formal title, then it is recommended to create a meaningful title. The meta tag should be customer focused: make it brief and meaningful rather than clever and catchy.</p> <p>For an alternative title, add any form of the title used as a substitute or alternative to the formal title of the resource, including a name by which the resource is normally known, abbreviations and translations. If a resource's official or formal title is one which members of the public would find incomprehensible, it is recommended that an additional, meaningful name be given to it.</p> <p>If the resource is an e-mail and the subject line is unclear, give a meaningful title as the main title, and use the original subject line as the alternative title.</p> <p>The title should be in the same language as the resource. If the resource is in more than one language, the title should be in the main language(s) of the resource, with alternative titles in other languages.</p> <p>Think <i>list</i>. It may be useful to add values such as version number, status (e.g. draft, draft for consultation) or date if the item is one of many with the same title, so that when they all appear in a list it is easy to find the right one (see example).</p> <p>The title should be written in sentence case. This is much easier on the eye.</p> <p>If the resource is an electronic folder containing electronic documents, use the usual folder name as the title.</p>	
<b>Not to be confused with</b>	–	
<b>Refinements</b>	Alternative title	Any form of the title used as a substitute or alternative to the formal title of the resource.
<b>Examples</b>	<p><i>For an e-mail with an informal and uninformative subject line</i>  title: ZitKwik application demonstration 2002-09-12  title.alternative: Software demo Thursday</p> <p><i>For a document commonly known by an informal title</i>  title: The Stephen Lawrence inquiry: report of an inquiry by Sir William Macpherson of Cluny  title.alternative: The Macpherson report</p> <p><i>For a series of items with the same title but with different versions. (This is much more helpful than a long list of items all called 'Tax return guidance')</i>  title: Tax return guidance 2002  title: Tax return guidance 2003  title: Tax return guidance 2004  title: Tax return guidance 2005</p> <p><i>For a sequence of documents on one subject</i>  title: Plans for the restructuring of the Department – draft  title: Plans for the restructuring of the Department – draft 2  title: Plans for the restructuring of the Department – draft 3  title: Plans for the restructuring of the Department – final 2003-01-08  title: Plans for the restructuring of the Department – revised 2003-01-17</p>	

<b>HTML syntax</b>	<code>&lt;meta name="DC.title" content="e-Government Metadata Standard version 2"&gt;</code> <code>&lt;meta name="DC.title.alternative" content="eGMS 2"&gt;</code>
<b>Encoding schemes include</b>	–
<b>Mapped to</b>	DC – Title <a href="http://purl.org/dc/elements/1.1/title">http://purl.org/dc/elements/1.1/title</a> AGLS – Title GI Gateway – Title; Alternative title GILS – Folder title; Document title IEEE LOM – General.Title

## 2.25 Type

<b>Definition</b>	The nature or genre of the content of the resource.
<b>Obligation</b>	Optional.
<b>Purpose</b>	Enables the user to find a particular type of resource.
<b>Notes</b>	<p>Best practice is to include relevant terms from DCMI Type (where there is an appropriate type listed), as well as a more specific term. Specific terms may be taken from the e-GMS Type Encoding Scheme (e-GMSTES), which also serves to provide examples making it clearer what is meant by Type. The e-GMSTES is granular but its use is flexible; users may wish to add on their own Types and/or remove those that are not applicable.</p> <p>Note that Aggregation appeared in e-GMS v1.0 as a refinement of Type, but is now an element in its own right.</p>
<b>Not to be confused with</b>	<p><i>Format</i> – Format refers to the physical format of the resource, including the software application used to create, read and edit it; Type refers to the content of the resource.</p> <p><i>Subject</i> – Type describes what the resource is instead of what it is about.</p>
<b>Refinements</b>	See 'Encoding schemes include' below.
<b>Examples</b>	<p><i>For a record of a meeting</i> type: text/minutes</p> <p><i>For a visual map</i> type: image/map</p>
<b>HTML syntax</b>	<pre>&lt;meta name="DC.type" scheme="e-GMSTES" content="minutes"&gt; &lt;meta name="DC.type" scheme="e-GMSTES" content="maps"&gt;</pre>
<b>Encoding schemes include</b>	<p><b>DCMI Type</b> – <a href="http://dublincore.org/documents/dcmi-type-vocabulary">http://dublincore.org/documents/dcmi-type-vocabulary</a>  <b>e-GMS Type Encoding Scheme (e-GMSTES)</b> – <a href="http://www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=679">http://www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=679</a></p>
<b>Mapped to</b>	<p>DC – Type <a href="http://purl.org/dc/elements/1.1/type">http://purl.org/dc/elements/1.1/type</a>  AGLS – Type  IEEE LOM – Educational.LearningResourceType</p>

## 3 Appendix – Links and references

### *Related documents*

**e-Government Metadata Standard v2**

[http://purl.oclc.org/NET/e-GMS\\_v2](http://purl.oclc.org/NET/e-GMS_v2)

**e-Government Interoperability Framework (e-GIF) and Technical Standards Catalogue (TSC)**

<http://www.govtalk.gov.uk/schemasstandards/egif.asp>

**Government Data Standards Catalogue**

<http://www.govtalk.gov.uk/gdsc/html/default.htm>

**UK GovTalk Schema Guidelines**

<http://www.govtalk.gov.uk/schemasstandards/eservices.asp>

**IEEE/LOM mapping to e-GMS**

<http://www.govtalk.gov.uk/schemasstandards/metadata.asp?page=1&order=title>

**e-GMS Audience Encoding Scheme (e-GMSAES)**

<http://www.govtalk.gov.uk/schemasstandards/metadata.asp?page=1&order=title>

**e-GMS Type Encoding Scheme (e-GMSTES)**

<http://www.govtalk.gov.uk/schemasstandards/metadata.asp?page=1&order=title>

**e-GMS Application Profile**

[http://www.govtalk.gov.uk/schemasstandards/metadata\\_document.asp?docnum=805](http://www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=805)

### *Standards and other organisations*

**AGLS – Australian Government Locator Service**

[http://www.naa.gov.au/recordkeeping/gov\\_online/agls/summary.html](http://www.naa.gov.au/recordkeeping/gov_online/agls/summary.html)

**DCMI – Dublin Core Metadata Initiative** <http://www.dublincore.org>

**GI Gateway – Geographical Information Gateway** <http://www.gigateway.org.uk/default.asp>

**GILS – Government Information Locator Service** [http://www.access.gpo.gov/su\\_docs/gils/](http://www.access.gpo.gov/su_docs/gils/)

**IEEE** – Institute of Electrical and Electronics Engineers, Inc.  
<http://www.ieee.org/portal/index.jsp>

**ISO** – International Organization for Standardization <http://www.iso.ch>

**TNA** – The National Archives <http://www.nationalarchives.gov.uk/>

**W3C** – Worldwide Web Consortium <http://www.w3.org>

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