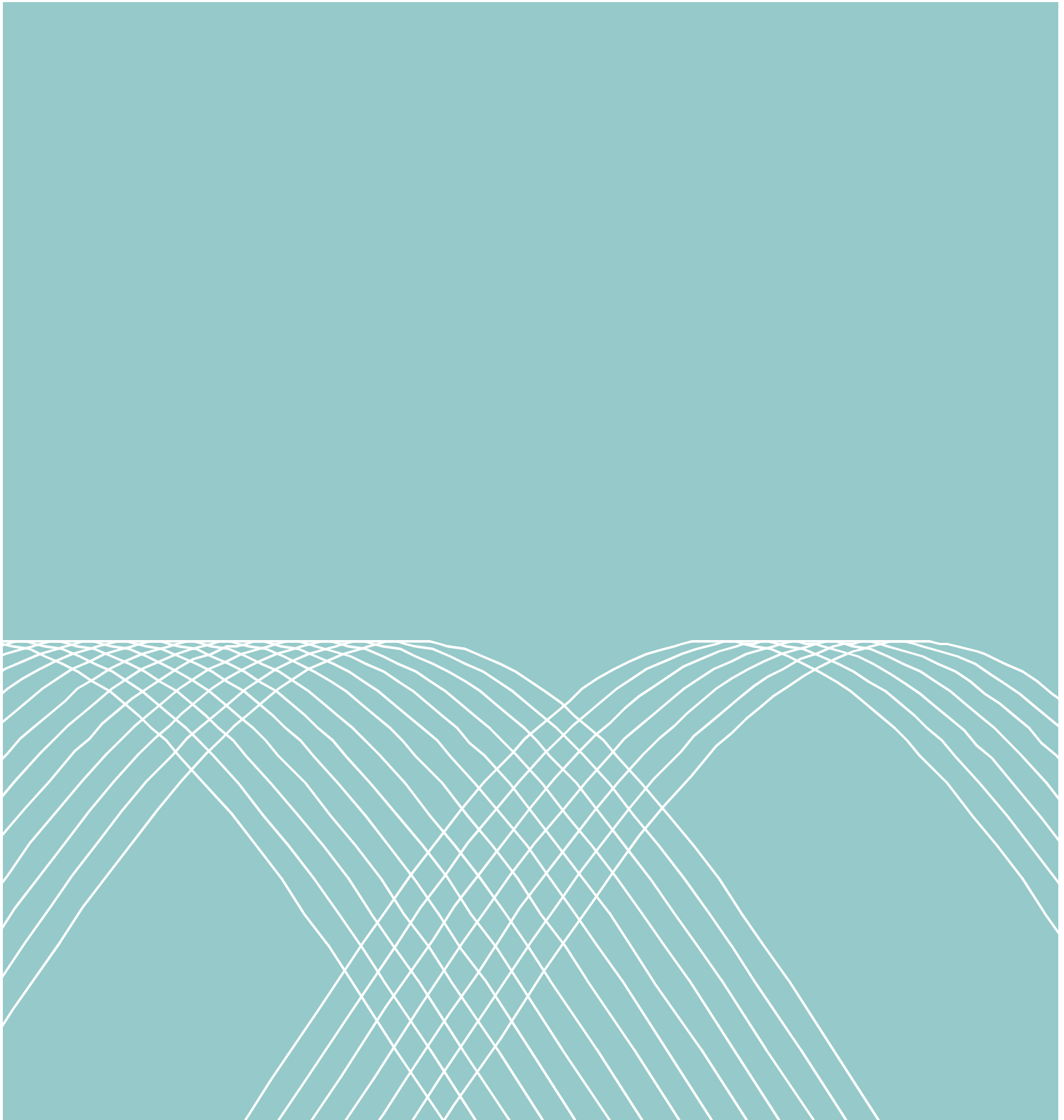




e-Government Metadata Standard Version 3.1

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Metadata

Addressee	Metadata Working Group; Interoperability Working Group
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Contributor	Metadata Working Group; Metadata Technical Working Group; Integrated Public Sector Vocabulary Governance Board; Taxonomies in the Public Sector group
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1 Introduction

The technical policies and specifications for achieving interoperability across the public sector are fundamental to the successful delivery of the Cabinet Office's Transformational Government Strategy, launched in November 2005.

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

Since the publication of e-GMS 3.0 the mandated encoding scheme for the Subject element has been replaced by the Integrated Public Sector Vocabulary, prompting an update to the Standard. This provided the opportunity to clarify some of the editorial comments and to update examples in line with current guidance and preferred practice. Changes to elements, refinements and encoding schemes are set out in the table below.

Accessibility	Notes updated and encoding scheme revised
Addressee	Government Data Standards Catalogue (GDSC) data types specified
Contributor	GDSC data types specified
Coverage	Notes updated; GDSC data types specified; ISO 19115 removed as an encoding scheme
Creator	GDSC data types specified
Date	GDSC and ISO 19115 data types specified
Date.cutOff	Hyphen and repetition of 'date' removed from refinement name
Digital signature	Definition included
Publisher	GDSC data types specified
Rights	Legislation removed as an encoding scheme
Subject	Notes updated; mandatory encoding scheme replaced with the Integrated Public Sector Vocabulary (IPSV); Curriculum Online metadata scheme removed as an encoding scheme and replaced with Becta Vocabulary Bank schemes; Local Government Service List and Local Government Interaction List added as encoding schemes
Subject.category	Deprecated to allow the identification of the subject vocabularies by specifying the encoding scheme for the unrefined subject element
Subject.keyword	Deprecated to allow the identification of the subject vocabularies by specifying the encoding scheme for the unrefined subject element

Subject.person	GDSC data types specified
Subject.processIdentifier	Deprecated to reflect changes in the use of controlled lists by UK local government
Title.alternative	Name of refinement changed from Alternative Title to Alternative to comply with syntax example and Dublin Core term

1.1.1 Under consideration

Dublin Core Metadata Initiative (DCMI) Metadata Terms	Additional conforming elements and refinements added to the Dublin Core Metadata Terms: Accrual Method; Accrual Periodicity; Accrual Policy; Instructional Method; License; Provenance; Rights Holder
UK GEMINI Standard: A Geo-spatial Metadata Interoperability Initiative	Elements and refinements for describing geo-spatial, discovery level metadata within the UK
ISO19115 Geographic Information/Geomatics Metadata	A full standard for describing geospatial and spatio-temporal metadata, at discovery level extending into descriptive level. There are a number of projects involving geospatial metadata which are developing general profiles of ISO19115, including UK GEMINI Standard, the European Standards Working Group CEN TC/287, and a Metadata Drafting Team working under the proposed EC INSPIRE Directive (INfrastructure for SPatial Information in Europe) http://www.ec-gis.org/inspire/
RFC 3066	Encoding scheme for Language recommended as best practice by Dublin Core
The <indec> Metadata Framework http://www.indec.org/pdf/framework.pdf	Encoding scheme for Rights
vCard http://www.ietf.org/rfc/rfc2426.txt	Encoding scheme for Creator, Contributor and Addressee

1.1.2 Other changes

The introduction has been revised at 1.1, 1.1.1, 1.1.2, 1.3, 1.7.2, 1.7.8, 1.7.9, 1.7.10, 1.7.11, 1.8 and 1.10.

Further guidance has been added to the html examples to illustrate the prefix that should be used for Dublin Core (DC) and e-GMS elements, refinements and encoding scheme names.

The prefix and term name for each specified e-GMS and DC encoding scheme has been included in the lists of encoding schemes for the elements.

Dublin Core terms have been removed from the mapping lists and displayed separately to indicate where elements and refinements are taken directly from DC.

Mapping has been updated to include the UK GEMINI standard.

Examples have been provided on how to enter multiple values.

Editorial comments have been reviewed for clarity and consistency and html examples have been updated in line with preferred practice.

Hyperlinks and examples have been updated in line with organisational changes e.g. Office of the e-Envoy has been changed to e-Government Unit.

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 (see <http://www.dublincore.org>) and the e-GIF's Technical Standards Catalogue (see <http://www.govtalk.gov.uk>).

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 Government¹ 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.

¹ Modernising Government; Cm 4310; Cabinet Office 1999; The Stationery Office

Achieving the vision set out in the Transformational Government strategy² requires a key transformation in the approach to sharing corporate services, infrastructure, information and standards that will allow us to work together more effectively, and will release efficiencies.

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 (<http://www.govtalk.gov.uk>).

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 version 3.0 of e-GMS, additional elements were 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:

² Transformational Government Enabled by Technology; Cm 6683; Cabinet Office 2005; The Stationery Office

- remove any elements or refinements. If removal is unavoidable, a warning will be given by deprecating³ a 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, which may be dependent on the function of the metadata. 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 use of an Integrated Public Sector Vocabulary term for the unrefined element is mandatory.

1.7.3 Purpose

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

1.7.4 Notes

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

³ 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.

1.7.5 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 User Guide on the DC website at <http://www.dublincore.org/documents/usageguide>. 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"/>`. In some cases DC elements are refined by e-GMS refinements e.g. DC.subject is refined by eGMS.subject.person. These differences are clearly marked in the html syntax examples.

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. Details of the prefix and name of the scheme are provided together with a source for each scheme or a list of acceptable values.

1.7.10 Dublin Core element

Lists the URI for the DC elements and refinements that e-GMS draws directly from the DCMI Metadata Terms (see <http://www.dublincore.org/documents/dcmi-terms>). DC makes up the core of the e-GMS.

1.7.11 Mapping

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

- AGLS: Australian Government Locator Service;
- Gigateway Discovery Metadata Specification: UK Geographic Information Gateway;
- UK GEMINI Standard: A Geo-spatial Metadata Interoperability Initiative;
- 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 and guidance notes. At the time of publication, these are under review.

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/eqif.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	Publisher	
Title		

1.10 Note on multiple values

For preference, repeat the element for each value if the resource covers more than one i.e. for preference use:

```
<meta name="DCTERMS.audience" scheme="eGMS.AES" content="Businesses"/>
<meta name="DCTERMS.audience" scheme="eGMS.AES" content="Voluntary sector"/>
```

Alternatively, use a semi-colon as a list separator i.e. if your application is unable to repeat the element, use:

```
<meta name="DCTERMS.audience" scheme="eGMS.AES" content="Businesses; Voluntary sector"/>
```

2 Elements

2.1 Accessibility

Definition	Indicates the resource's availability and usability to specific groups.
Obligation	Mandatory if applicable (see Notes for details).
Purpose	Enables those unable to use all information resources to limit the search to items meeting their requirements.
Notes	<p>This element is mandatory for core pages of websites, which must carry a label indicating the suitability of the material for children, in order to enable filtered internet browsing. 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).</p> <p>ICRA provides a free of charge labelling. More information is available from ICRA at http://www.icra.org with relevant specifications at http://www.w3.org/RDF and http://www.w3.org/PICS.</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>As a general checklist:</p> <ul style="list-style-type: none"> • web managers should register their website with at least the ICRA PICS service. Other accessibility information may also be given e.g. a Web Content Accessibility Guidelines (WCAG) label to provide information on the accessibility of a web resource for users with disabilities and those dependent on assistive technologies (eAccessibility); • meta tags covering your whole site should be placed in the head element of the default page, e.g. index.htm or default.htm; • the link and meta tags generated by ICRA should ideally be placed in the head element of all pages but as a minimum they must be placed in the default page; • 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. The ICRA label generator allows you to define different labels for different parts of your site. <p>It is important to note that eAccessibility is not reflected within ICRA labelling. For further information on providing web resources that are compatible with eAccessibility initiatives see the <i>Guidelines for UK Government websites</i> at http://www.cabinetoffice.gov.uk/e-government/resources/handbook/introduction.asp and the W3C's Web Content Accessibility Guidelines 1.0.</p>
Not to be confused with	<i>Audience – Accessibility</i> indicates whether particular users will be able to physically access or use the resource; <i>Audience</i> indicates those users for whom the content is designed.

	<i>Rights</i> – <i>Rights</i> indicates who is allowed to see the resource; <i>Accessibility</i> indicates who is actually able to see it.
Refinements	-
Examples	<i>For a website with a W3C WAI rating Level AA</i> Accessibility: Double-A
HTML syntax	<p><i>For ICRA tag:</i></p> <pre><link rel="meta" href="http://www.govtalk.gov.uk/labels.xml" type="application/rdf+xml" title="ICRA labels" /> <meta http-equiv="pics-Label" content='(pics- 1.1"http://www.icra.org/pics/vocabularyv03/" I gen true for "http://www.govtalk.gov.uk" r (n 0 s 0 v 0 l 0 oa 0 ob 0 oc 0 od 0 oe 0 of 0 og 0 oh 0 c 0)'/></pre> <p>Comment: The use of the link tag requires a reference file to be uploaded to the website's server. The file and link tag can be generated using the free tools provided by ICRA at http://www.icra.org/label where full instructions are provided.</p> <p><i>For W3C WAI rating:</i></p> <pre><meta name="eGMS.accessibility" scheme="eGMS.WCAG" content="Double-A"/></pre> <p>Comment: This element is specific to e-GMS therefore the name eGMS.accessibility should be used.</p>
Encoding schemes include	ICRA – http://www.icra.org/ WCAG – values include: A, Double-A, Triple-A (scheme="eGMS.WCAG")
Dublin Core element	-
Mapped to	-

2.2 Addressee

Definition	The person (or persons) to whom the resource was addressed.	
Obligation	Optional.	
Purpose	Enables the user to identify the person(s) to whom the resource was dispatched.	
Notes	<p>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.</p> <p>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.</p> <p>Includes those listed in 'cc' and 'bcc' lists. Use the Addressee copy refinement to list person(s) to whom the resource was copied.</p>	
Not to be confused with	<p><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.</p> <p><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.</p>	
Refinements	Addressee copy	Any person(s) to whom the resource was copied.
Examples	<p><i>For a resource, in this case an e-mail, addressed to the Cabinet Office's Human Resources Manager</i> Addressee: jane.roberts@cabinet-office.gsi.gov.uk</p> <p><i>For a resource addressed to a team in an organisation</i> Addressee: Office of Fair Trading, Communications Team</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 e-Government Unit's Personnel Officer</i> Addressee: jane.roberts@cabinet-office.gsi.gov.uk Addressee copy: tim.mordecai@cabinet-office.x.gsi.gov.uk</p>	
HTML syntax	<pre><meta name="eGMS.addressee" content="jane.roberts@cabinet-office.gsi.gov.uk"/> <meta name="eGMS.addressee" content="Office of Fair Trading, Communications Team"/> <meta name="eGMS.addresseeCopy" content="tim.mordecai@cabinet-office.x.gsi.gov.uk"/></pre> <p>Comment: This element and refinement are specific to e-GMS therefore the names eGMS.addressee and eGMS.addresseeCopy should be used. For the refinement the name eGMS.addressee.addresseeCopy is also acceptable.</p>	
Encoding schemes include	Government Data Standards Catalogue – for contact information, organisation information and person information http://www.govtalk.gov.uk/gdsc/html/default.htm	
Dublin Core element	-	
Mapped to	-	

2.3 Aggregation

Definition	The resource's level or position in a hierarchy.
Obligation	Optional.
Purpose	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.
Notes	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.
Not to be confused with	<i>Subject refinement category</i> (now deprecated) – This refers to the content of the resource; <i>Aggregation</i> refers to the resource's level in a larger resource or collection.
Refinements	-
Examples	<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>
HTML syntax	<pre><meta name="eGMS.aggregation" scheme="eGMS.PROAS" content="Record"/> <meta name="eGMS.aggregation" scheme="eGMS.PROAS" content="Folder"/></pre> <p>Comment: This element is specific to e-GMS therefore the name eGMS.aggregation should be used.</p>
Encoding schemes include	<p>PROAS – In a records management environment, the National Archives scheme must be used (scheme="eGMS.PROAS") http://www.nationalarchives.gov.uk/electronicrecords/reqs2002/pdf/metadafinal.pdf</p> <p>IEEE LOM – (scheme="eGMS.LOM") http://ltsc.ieee.org/wg12/</p>
Dublin Core element	-
Mapped to	<p>AGLS – Type.aggregationLevel</p> <p>IEEE LOM – General.AggregationLevel</p>

2.4 Audience

Definition	A category of user for whom the resource is intended.	
Obligation	Optional.	
Purpose	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.	
Notes	Do not use Audience unless the resource is prepared with a particular group in mind. If it is for general release, leave it blank.	
Not to be confused with	<p><i>Accessibility</i> – <i>Audience</i> indicates which users the content is aimed at; <i>Accessibility</i> indicates whether particular users will be able to access or use the resource.</p> <p><i>Rights</i> – <i>Audience</i> tells the user who the content is designed for, whereas <i>Rights</i> informs the user of a list of individuals or groups who are allowed to see the resource.</p> <p><i>Addressee</i> – <i>Addressee</i> is the person(s) to whom the resource was actually sent; <i>Audience</i> is the group for whom the creator prepared the content.</p>	
Refinements	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.
Examples	<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> mediator: Parents Education level: Pre-school</p>	
HTML syntax	<pre><meta name="DCTERMS.audience" scheme="eGMS.AES" content="Businesses"/> <meta name="DCTERMS.audience" scheme="eGMS.AES" content="Voluntary Sector"/></pre> <p>Comment: Although this element is a Dublin Core term, it is not drawn from the Dublin Core Metadata Initiative Element Set (ISO 15836) and therefore should use the name: DCTERMS.audience The refinements are expressed as: DCTERMS.educationLevel DCTERMS.mediator</p>	
Encoding schemes include	e-GMS Audience Encoding Scheme (e-GMSAES) – (scheme="eGMS.AES") http://www.govtalk.gov.uk/schemasstandards/eqif_document.asp?docnum=680	

	IEEE LOM Audience Encoding Scheme – (scheme="eGMS.LOMAES") http://ltsc.ieee.org/wg12/
Dublin Core element	Audience – http://purl.org/dc/terms/audience <i>Refinements:</i> Mediator – http://purl.org/dc/terms/mediator Education Level – http://purl.org/dc/terms/educationLevel
Mapped to	AGLS – Audience IEEE LOM – Education.context; Educational.IntendedEndUserRole http://ltsc.ieee.org/wg12/

2.5 Contributor

Definition	An entity responsible for making contributions to the content of the resource.
Obligation	Optional.
Purpose	Enables users to retrieve a resource which has been contributed to by a particular person or organisation.
Notes	<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@dft.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>
Not to be confused with	<i>Creator</i> – <i>Creator</i> is the person or group responsible for the intellectual or creative content of the resource; <i>Contributor</i> played an important role but did not have primary or overall responsibility for the content.
Refinements	–
Examples	<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>
HTML syntax	<pre><meta name="DC.contributor" content="drafted by The Cabinet Office, e-Government Unit, Technical Policy Team, Metadata Policy Co-ordinator, govtalk@cabinet-office.x.gsi.gov.uk"/> <meta name="DC.contributor" content="drafted by Manchester City Council, Community Regeneration Team, Secretary, crt@manchester.gov.uk"/></pre>
Encoding schemes include	Government Data Standards Catalogue – for address, contact information, organisation information and person information http://www.govtalk.gov.uk/gdsc/html/default.htm
Dublin Core element	Contributor – http://purl.org/dc/elements/1.1/contributor
Mapped to	AGLS – Contributor GILS – Contributor IEEE LOM – LifeCycle.Contribute.Entity

2.6 Coverage

Definition	The extent or scope of the content of the resource.	
Obligation	Recommended.	
Purpose	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 <i>Subject</i> element.	
Notes	<p>Data will usually be put under <i>Spatial</i> or <i>Temporal</i> rather than the unrefined <i>Coverage</i>.</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>Where spatial metadata is recorded for discovery purposes, application of the UK GEMINI Metadata Standard should also be considered. More information is available at: http://www.govtalk.gov.uk/policydocs/policydocs_list.asp?topic=70&subjecttitle=Metadata</p> <p>The eGU is considering further refinements for <i>Coverage.spatial</i> to enable better retrieval of information with a significant geospatial element.</p> <p>When using the temporal refinement, dates should be in standard W3C format, e.g. ccyymm-dd, where 'ccyy' is the year, 'mm' is the month and 'dd' the day. 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>	
Not to be confused with	<p><i>Date</i> – The <i>Coverage</i> refinement <i>Temporal</i> refers to the time period covered by the content of the resource, not its creation or publication date.</p> <p><i>Subject</i> – <i>Coverage</i> 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 <i>Subject</i> element. There may be times when it is appropriate to enter the same data in both elements.</p> <p><i>Location</i> – <i>Location</i> describes the physical whereabouts of the resource; it has nothing to do with what the resource is about.</p>	
Refinements	<i>Spatial</i>	<p>Structured values for spatial information:</p> <ul style="list-style-type: none"> • Postcode • Location <p>Comment: For structured values, the encoding scheme used must be included in the tag e.g. scheme="eGMS.RoyalMailPostcode"</p>
	<i>Temporal</i>	<p>Structured values for coverage information:</p> <ul style="list-style-type: none"> • Beginning date • End date • Date capture period • Status of start date of capture • Start date of capture • End date of capture <p>Comment: For structured values, the encoding scheme used must be included in the tag e.g. scheme="DCTERMS.W3CDTF"</p>
Examples	<p><i>For a list of chemists within a particular postcode area</i> <i>Spatial: SW12</i></p>	

	<p><i>For a list of chemists within a number of postcode areas (using the semi-colon separator for multiple values)</i> Spatial: SW12 1LQ; SW12 2LQ; SW12 3LQ</p> <p><i>For a list of chemists within a number of postcode areas (Repeating element refinement for multiple values)</i> Spatial: SW12 1LQ Spatial: SW12 2LQ Spatial: SW12 3LQ</p> <p><i>For a resource about events that occurred between 13 March 2000 and 13 March 2001</i> Temporal: 2000-03-13/2001-03-13</p> <p><i>For a document looking at events in Lewisham during the 1950s</i> Temporal: 1951/1960 Spatial: London Borough of Lewisham, London, UK</p> <p><i>For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003</i> 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>
HTML syntax	<pre><meta name="DC.coverage" content="UK"/> <meta name="DCTERMS.temporal" scheme="DCTERMS.W3CDTF" content="2006-04-20"/> <meta name="DCTERMS.spatial" scheme="eGMS.ONSSNAC" content="00BK"/></pre> <p>Comment: The meta names DCTERMS.temporal and DCTERMS.spatial are preferred for the refinements. However, DC.coverage.temporal and DC.coverage.spatial are also acceptable.</p>
Encoding schemes include	<p><i>Spatial</i></p> <p>Government Data Standards Catalogue – for address information http://www.govtalk.gov.uk/gdsc/html/default.htm</p> <p>DCMI Point – Identifies a point in space using its geographic coordinates (scheme="DCTERMS.Point") http://dublincore.org/documents/dcmi-point/</p> <p>DCMI Box – Identifies a region of space using its geographic limits (scheme="DCTERMS.Box") http://dublincore.org/documents/dcmi-box</p> <p>ISO 3166 – Codes for the representation of names of countries (scheme="DCTERMS.ISO3166") http://www.iso.org/iso/en/prods-services/iso3166ma/05database/index.html</p> <p>TGN – The Getty Thesaurus of Geographic Names (scheme="DCTERMS.TGN") http://www.getty.edu/research/tools/vocabulary/tgn/index.html</p> <p>ONS SNAC – Database (Standard Names and Codes) (scheme="DCTERMS.ONSSNAC") http://www.statistics.gov.uk/geography/snac.asp</p> <p>FCO – Geographical names and information – list of country names. (scheme="eGMS.FCOCountryNames") http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1082828393447</p> <p>Royal Mail Postcode – (scheme="eGMS.RoyalMailPostcode") https://www.royalmail.com/portal/rm/postcodefinder?pageld=pol_login&catld=400145&requestid=182413&cs=1</p> <p>Comment: The gazetteer place-name glossaries listed are high level and are therefore suitable for e-GMS document discovery purposes. However, they may not be suitable for</p>

	<p>detailed data description.</p> <p><i>Temporal</i></p> <p>Government Data Standards Catalogue – for date, date and time, time, year and month http://www.govtalk.gov.uk/gdsc/html/default.htm</p> <p>W3CDTF – (scheme="DCTERMS.W3CDTF") http://www.w3.org/TR/NOTE-datetime (schema at http://dublincore.org/2003/03/24/dcq#W3CDTF)</p> <p>DCMI Period – A specification of the limits of a time interval (schema="DCTERMS.Period") http://dublincore.org/documents/dcmi-period</p>
Dublin Core element	<p>Coverage – http://purl.org/dc/elements/1.1/covrage</p> <p><i>Refinements:</i></p> <p>Spatial – http://purl.org/dc/terms/spatial</p> <p>Temporal – http://purl.org/dc/terms/temporal</p>
Mapped to	<p>AGLS – Coverage; Refinements: Spatial; Temporal; Jurisdiction; Postcode</p> <p>GEMINI – Temporal refinement: Date. Spatial refinements: East bounding coordinate; North bounding coordinate; South bounding coordinate; West bounding coordinate; Extent</p> <p>Gigateway Discovery Metadata Specification – Geographic extent; <i>Refinements:</i> 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; Data capture period; Status of start date of capture; Start date of capture; Status of end date of capture; End date of capture</p> <p>GILS – <i>Refinements:</i> 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

Definition	An entity primarily responsible for making the content of the resource.
Obligation	Mandatory.
Purpose	Enables the user to find resources that were written or otherwise prepared by a particular individual or organisation.
Notes	<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. aviation.stats@dft.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>
Not to be confused with	<p><i>Publisher – Creator</i> is responsible for the intellectual or creative content of the resource; <i>Publisher</i> is the person or organisation that makes the resource available. You would contact the <i>Creator</i> to find out, for example, why this policy was made or how it will be implemented, whereas you would contact the <i>Publisher</i> to find out about getting more copies or matters of copyright. In many cases, the <i>Publisher</i> and <i>Creator</i> will be the same.</p> <p><i>Contributor – Creator</i> is the person or group responsible for the intellectual or creative content of the resource; <i>Contributor</i> played an important role but did not have primary or overall responsibility for the content.</p>
Refinements	–
Examples	<p><i>For a resource for which chief responsibility for content rests with the Assistant Director</i> Creator: The Cabinet Office, e-Government Unit, Technical Policy Team, Assistant Director, govtalk@cabinet-office.x.gsi.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>
HTML syntax	<pre><meta name="DC.creator" content="The Cabinet Office, e-Government Unit, Technical Policy Team, Assistant Director, govtalk@cabinet-office.x.gsi.gov.uk"/> <meta name="DC.creator" content="Manchester City Council, Community Regeneration Team, Community Regeneration Committee,</pre>

	Committee Chair, crt@manchester.gov.uk"/>
Encoding schemes include	Government Data Standards Catalogue – for address, contact information, organisation information and person information http://www.govtalk.gov.uk/gdsc/html/default.htm
Dublin Core element	Creator – http://purl.org/dc/elements/1.1/creator
Mapped to	AGLS – Creator GEMINI – Originator Gigateway Discovery Metadata Specification – Originator IEEE LOM – LifeCycle.ContributeEntity

2.8 Date

Definition	A date associated with an event in the life cycle of the resource.	
Obligation	Mandatory.	
Purpose	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.	
Notes	<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 http://www.w3.org/TR/NOTE-datetime</p>	
Not to be confused with	<p><i>Coverage</i> – <i>Date</i> 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 <i>Coverage</i> and put the date published in <i>Date</i>.</p> <p><i>Disposal</i> – Use the <i>Disposal review</i> refinement to indicate when the decision to keep a resource needs to be made.</p>	
Refinements	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 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.
Examples	<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> Created: 2002-12-02</p>	

	<p>Issued: 2002-12-03T11:00</p> <p><i>For an e-mail created on 3 July and received on 4 July</i> Created: 2003-07-03 Acquired: 2003-07-04T06:37</p> <p><i>For a spreadsheet which will be replaced at the end of the financial year</i> Cut off: 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> Created: 2003-03-20 Available: 2003-03-30 Issued: 2003-04-10 Valid: 2003-04-10/2003-05-30</p> <p><i>For a home page that went live on 6 January 2000</i> Issued: 2000-01-06</p> <p><i>The same home page the following May, after it has been edited</i> Issued: 2000-01-06 Modified: 2000-05-01</p> <p><i>For a database originally created in 1997 but updated monthly since then</i> Created: 1997-09-09 Updating frequency: monthly</p>
HTML syntax	<pre><meta name="DC.date" scheme="DCTERMS.W3CDTF" content="2002-11-25"/> <meta name="DCTERMS.issued" scheme="DCTERMS.W3CDTF" content="2003-04-30"/> <meta name="eGMS.acquired" scheme="DCTERMS.W3CDTF" content="2004-09-06"/></pre> <p>Comment: This element and some of its refinement are taken from Dublin Core. For Dublin Core refinements, the preferred meta name takes the form DCTERMS.refinementName e.g. DCTERMS.issued. DC.date.issued is also acceptable. However, other refinements to this element are specific to e-GMS therefore the names should take the form eGMS.refinementName. The refinements that require this form are:</p> <ul style="list-style-type: none"> eGMS.acquired eGMS.cutOff eGMS.closed eGMS.declared eGMS.nextVersionDue eGMS.updatingFrequency <p>The form eGMS.date.refinementName is also acceptable e.g. eGMS.date.acquired</p>
Encoding schemes include	<p>Government Data Standards Catalogue – for date, date and time, time http://www.govtalk.gov.uk/gdsc/html/default.htm</p> <p>W3CDTF – (scheme="DCTERMS.W3CDTF")</p>

	http://www.w3.org/TR/NOTE-datetime (schema at http://dublincore.org/2003/03/24/dcq#W3CDTF) ISO 19115 – code list (MD_MaintenanceFrequencyCode) for frequency of update (scheme="eGMS.ISO19115MD_MaintenanceFrequencyCode") http://www.anzlic.org.au/asdi/metaiso.htm#iso
Dublin Core element	Date – http://purl.org/dc/elements/1.1/date <i>Refinements:</i> Accepted – http://purl.org/dc/terms/dateAccepted Available – http://purl.org/dc/terms/available Copyrighted – http://purl.org/dc/terms/dateCopyrighted Created – http://purl.org/dc/terms/created Issued – http://purl.org/dc/terms/issued Modified – http://purl.org/dc/terms/modified Submitted – http://purl.org/dc/terms/dateSubmitted Valid – http://purl.org/dc/terms/valid
Mapped to	AGLS – Refinements: created; modified; valid; issued GEMINI – Dataset reference date IEEE LOM – LifeCycle.Contribute.Date

2.9 Description

Definition	An account of the content of the resource.	
Obligation	Optional.	
Purpose	Helps the user decide if the resource fits their needs.	
Notes	<p>The description could cover:</p> <ul style="list-style-type: none"> • Approach to subject (e.g. critique, explanation, beginners guide) • Reason for production of resource (e.g. to inform, invite comments) • Groups and organisations referred to • Events covered • List of key fields (database) or chapters • Key outcomes • Broad policy area • Level (e.g. academic, basic) • Any other useful information. <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>	
Not to be confused with	–	
Refinements	Abstract	A summary of the content of the resource.
	Table of contents	A list of sub-units of the content of the resource.
Examples	<p>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>Table of contents: Document history/Introduction/Preparation/Lists of elements/General principles/Elements</p>	
HTML syntax	<pre><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"/> <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"/> <meta name="DCTERMS.tableOfContents" content="Policy and scope/Implementation support/Management processes/Change management/Complying with the e-GIF"/></pre> <p>Comment: For Dublin Core refinements, the preferred meta name takes the form DCTERMS.refinementName e.g. DCTERMS.tableOfContents. However, DC.description.tableOfContents is also acceptable.</p>	
Encoding schemes include	–	
Dublin Core element	Description – http://purl.org/dc/elements/1.1/description <i>Refinements:</i>	

	Abstract – http://purl.org/dc/terms/abstract Table Of Contents – http://purl.org/dc/terms/tableOfContents
Mapped to	AGLS – Description GEMINI – Abstract Gigateway Discovery Metadata Specification – Abstract GILS – Abstract IEEE LOM – General.Description

2.10 Digital signature

Definition	Authentication information used for the verification of resources in transactions.
Obligation	Optional.
Purpose	–
Notes	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.
Not to be confused with	–
Refinements	–
Examples	–
HTML syntax	–
Encoding schemes include	–
Dublin Core element	–
Mapped to	–

2.11 Disposal

Definition	The retention and disposal instructions for the resource.	
Obligation	Optional.	
Purpose	Helps the user manage resources and ensure that they are not kept after they are needed or disposed of before their time.	
Notes	<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 Electronic Records Management website at http://www.nationalarchives.gov.uk/electronicrecords including the documents <i>Requirements for electronic records management systems: functional requirements</i> and <i>Requirements for electronic records management systems: metadata standard</i>.</p> <p><i>Guidelines for UK Government Websites</i> has further information on archiving websites. See http://www.cabinetoffice.gov.uk/e-government/resources/handbook/introduction.asp</p>	
Not to be confused with	–	
Refinements	Auto remove date	The date on which the resource will automatically be removed from the system. Auto remove date 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	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	Information about the progress of the export, e.g. pending, status 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.
	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.
Examples	<p><i>General</i> For a resource which will need to be sent to National Archives for archiving after a set period 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 auto remove date: 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>	
HTML syntax	<pre><meta name="eGMS.autoRemoveDate" scheme="DCTERMS.W3CDTF" content="2003-08-20"/> <meta name="eGMS.disposalReview" scheme="DCTERMS.W3CDTF" content="2003-10-20"/></pre> <p>Comment: This element and its refinements are specific to e-GMS therefore the names should take the form eGMS.disposal and eGMS.refinementName e.g. eGMS.disposalReviewDetails although the form eGMS.disposal.refinementName is acceptable.</p>	
Encoding schemes include	<p>National Archives – Disposal list – values include: Destroy, Review, Export (scheme="eGMS.NationalArchivesDisposal") http://www.nationalarchives.gov.uk/electronicrecords/reqs2002/pdf/metadafinal.pdf</p> <p>W3CDTF – Date formats (Disposal date, Review date, Date of last review) (scheme="DCTERMS.W3CDTF") http://www.w3.org/TR/NOTE-datetime (schema at http://dublincore.org/2003/03/24/dcq#W3CDTF)</p>	
Dublin Core element	–	
Mapped to	–	

2.12 Format

Definition	The physical or digital manifestation of the resource.	
Obligation	Optional.	
Purpose	Allows the user to search for items of a particular format.	
Notes	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. 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 (IMT) defining computer media formats).	
Not to be confused with	<i>Type</i> – <i>Format</i> looks at the physical format of the resource; <i>Type</i> considers the content. <i>Format</i> 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.	
Refinements	Extent	The size or duration of the resource.
	Medium	The material or physical carrier of the resource.
Examples	<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>	
HTML syntax	<pre><meta name="DC.format" scheme="DCTERMS.IMT" content="mword"/> <meta name="DCTERMS.medium" content="oil on canvas"/> <meta name="DCTERMS.extent" content="27 KB"/></pre> <p>Comment: For Dublin Core refinements, the preferred meta name takes the form DCTERMS.refinementName e.g. DCTERMS.medium. However, DC.format.medium is also acceptable.</p>	
Encoding schemes include	<p>Internet Media Type (IMT) Scheme – (scheme="DCTERMS.IMT") http://www.iana.org/assignments/media-types/index.html</p> <p>PRONOM – (scheme="eGMS.PRONOM") http://www.nationalarchives.gov.uk/pronom</p>	
Dublin Core element	<p>Format – http://purl.org/dc/elements/1.1/format</p> <p><i>Refinements:</i></p> <p>Extent – http://purl.org/dc/terms/extent</p> <p>Medium – http://purl.org/dc/terms/medium</p>	
Mapped to	<p>AGLS – Refinements: extent; medium</p> <p>GEMINI – Data format; Presentation type</p>	

2.13 Identifier

Definition	An unambiguous reference to the resource within a given context.	
Obligation	Mandatory if applicable.	
Purpose	Allows a user to search for a specific resource or version.	
Notes	<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 Her Majesty's Stationery Office (HMSO).</p>	
Not to be confused with	<i>Location</i> – <i>Location</i> indicates the physical location of the resource, not its electronic filepath or URL.	
Refinements	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 filepath object (e.g. interrogating the audit trail).
Examples	<p><i>For a resource with an automatically generated identifier</i> Identifier: DTR/CA/NATS/2000-8769B</p> <p>Identifier: [ISBN] 0711504083</p> <p>Identifier: [URI] http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=949</p> <p><i>For a tax return form, HM Revenue and Customs IARN followed by the form's code</i> Identifier: RC000-SA100</p> <p><i>General</i> System ID: 0711504083</p>	

	<p>File plan ID: eGU/250/332/40/06</p> <p>Bibliographic citation: Byrne, Q. (1994). A question of data. In Government Online Review (ed John Mayre), 2: 4-15.</p>
HTML syntax	<pre><meta name="DC.identifier" content="http://purl.oclc.org/NET/e-GMS_v1"/> <meta name="DC.identifier" scheme="ISBN" content="0711504083"/> <meta name="eGMS.fileplanID" content="79455334100"/></pre> <p>Comment: This element and the Bibliographic Citation refinement are taken from Dublin Core. For the Dublin Core refinement, the preferred meta name takes the form DCTERMS.bibliographicCitation. However, DC.identifier.bibliographicCitation is also acceptable. The remaining refinements are specific to e-GMS. The names for these should take the form eGMS.refinementName. The refinements that require this form are: eGMS.caseID eGMS.fileplanID eGMS.systemID However, the form eGMS.identifier.refinementName is acceptable.</p>
Encoding schemes include	<p>URI – (scheme="DCTERMS.URI") http://www.ietf.org/rfc/rfc2396.txt or http://purl.org/dc/terms/URI</p> <p>ISBN – (scheme="eGMS.ISBN") http://www.isbn.org/standards/home/index.asp</p> <p>ISSN – (scheme="eGMS.ISSN") http://www.bl.uk/services/bibliographic/issn.html</p> <p>IARN – (scheme="eGMS.IARN") http://www.opsi.gov.uk/iar/index.htm</p>
Dublin Core element	<p>Identifier – http://purl.org/dc/elements/1.1/identifier</p>
Mapped to	<p>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

Definition	A language of the intellectual content of the resource.
Obligation	Recommended.
Purpose	Enables users to limit their searches to resources in a particular language.
Notes	<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>
Not to be confused with	–
Refinements	–
Examples	<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 Relation to link to the original Portuguese version)</i> Language: [ISO 639-2/T] pol</p>
HTML syntax	<pre><meta name="DC.language" scheme="DCTERMS.ISO639-2" content="eng"/> <meta name="DC.language" scheme="DCTERMS.ISO639-2" content="cym"/></pre>
Encoding schemes include	ISO 639-2 – (scheme="DCTERMS.ISO639-2") http://www.loc.gov/standards/iso639-2
Dublin Core element	Language – http://purl.org/dc/elements/1.1/language
Mapped to	AGLS – Language GEMINI – Dataset language Gigateway Discovery Metadata Specification – Language GILS – Language of resource IEEE LOM – General.Language

2.15 Location

Definition	The physical location of the resource.	
Obligation	Optional.	
Purpose	Enables the physical form of the resource to be found.	
Notes	<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>	
Not to be confused with	<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 <i>Identifier</i> element.</p> <p><i>Coverage</i> – This element concerns what the resource is about and not where the resource is.</p>	
Refinements	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.
Examples	<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>	
HTML syntax	<pre><meta name="eGMS.location" content="House of Commons Library, Hansard Room, disc 1874D"/> <meta name="eGMS.location" content="Hackbridge, Acme Storage Facility, Room 84B"/></pre> <p>Comment: This element and its refinements are specific to e-GMS therefore the names should take the form: eGMS.location eGMS.currentLocation eGMS.homeLocation However, eGMS.location.currentLocation and eGMS.location.homeLocation are acceptable for the refinements.</p>	
Encoding schemes include	<p>Government Data Standards Catalogue – for address and organisation information http://www.govtalk.gov.uk/gdsc/html/default.htm</p>	
Dublin Core element	–	
Mapped to	–	

2.16 Mandate

Definition	Legislative or other mandate under which the resource was produced.	
Obligation	Optional.	
Purpose	Clarifies the legislative or other mandate for the business activity producing the records.	
Notes	<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 http://www.opsi.gov.uk/legislation/uk.htm</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>	
Not to be confused with	<i>Rights</i> – Exemption from the data subject access provisions of the DPA 1998 is covered by the <i>Rights</i> element.	
Refinements	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.
Examples	<i>For a resource that has been produced by order of an Act of Parliament</i> Authorising statute: Land Registration Act 2002 c.9	
HTML syntax	<pre><meta name="eGMS.mandate" content="Companies Act 1985"/> <meta name="eGMS.authorisingStatute" content="Charities Act 1993, section 8"/></pre> <p>Comment: This element and its refinements are specific to e-GMS therefore the names should take the form: eGMS.mandate eGMS.authorisingStatute eGMS.dataProtectionExemptCategory eGMS.personalDataAcquisitionPurpose However, the form eGMS.mandate.refinementName is acceptable e.g. eGMS.mandate.authorisingStatute</p>	
Encoding schemes	–	

include	
Dublin Core element	–
Mapped to	AGLS – Mandate

2.17 Preservation

Definition	Information to support the long-term preservation of a resource.
Obligation	Optional.
Purpose	Enables users now and in the future to read, interpret and use the resource.
Notes	<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>
Not to be confused with	<p><i>Relation</i> refinement <i>Has format</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; <i>Preservation</i> provides additional information intended to facilitate long-term preservation.</p> <p><i>Preservation</i> refinement <i>Original format</i> – This refers to the format in which the resource was first made.</p>
Refinements	Original format The original format of the resource.
Examples	<p><i>For a resource that was originally created in WordStar version 2 but has since been converted to Word</i></p> <p>Original format: WordStar v2</p>
HTML syntax	<pre><meta name="eGMS.preservation" scheme="eGMS.PRONOM" content="Microsoft Word 2002 (10.3416.2501) SP-1"/> <meta name="eGMS.preservation" scheme="eGMS.PRONOM" content="Microsoft Word XP"/></pre> <p>Comment: This element and its refinement are specific to e-GMS therefore the names should take the form: eGMS.preservation eGMS.originalFormat (eGMS.preservation.originalFormat is</p>

	acceptable)
Encoding schemes include	PRONOM – (scheme="eGMS.PRONOM") http://www.nationalarchives.gov.uk/pronom/
Dublin Core element	–
Mapped to	–

2.18 Publisher

Definition	An entity responsible for making the resource available.
Obligation	Mandatory if applicable.
Purpose	Enables users to find a resource published by a particular organisation or individual.
Notes	<p>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.</p> <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>
Not to be confused with	<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 <i>Publisher</i> and <i>Creator</i> will be the same.
Refinements	–
Examples	<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, e-Government Unit, Stockley House, 130 Wilton Road, London SW1V 1LQ, govtalk@cabinet-office.x.gsi.gov.uk</p>
HTML syntax	<pre><meta name="DC.publisher" content="Cabinet Office, e-Government Unit, Stockley House, 130 Wilton Road, London SW1V 1LQ, govtalk@cabinet-office.x.gsi.gov.uk"/> <meta name="DC.publisher" content="The Stationery Office, St Crispins, Duke Street, Norwich NR3 1PD, 0870 610 5522, esupport@theso.co.uk"/></pre>
Encoding schemes include	Government Data Standards Catalogue – for address, contact information, organisation information and person information http://www.govtalk.gov.uk/gdsc/html/default.htm
Dublin Core element	Publisher – http://purl.org/dc/elements/1.1/publisher
Mapped to	AGLS – Publisher, Availability GEMINI – Distributor; Distributor contact title; Name of distributor; Postal address of distributor; Telephone number of distributor; Facsimile number of distributor; Email address of distributor; Web

	address of distributor IEEE LOM – LifeCycle.Contribute.Entity
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2.19 Relation

Definition	A reference to a related resource.	
Obligation	Optional.	
Purpose	Enables the user to find other resources that are related to a resource, or to group together individual resources which then form a collection.	
Notes	<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 – see http://www.nationalarchives.gov.uk/electronicrecords/regs2002/pdf/metadafinal.pdf).</p> <p>It is also invaluable for linking items in multiple parts, different versions of the same resource and items available in multiple formats.</p>	
Not to be confused with	<p><i>Source</i> – Do not use <i>Source</i> if it is more appropriate to put this data in the <i>Relation</i> element, i.e. it may be more accurate to use the <i>Relation</i> refinement <i>Is version of</i>.</p> <p><i>Preservation</i> refinement <i>Original format</i> – Refers to the format in which the resource was first made; <i>Relation</i> refinement <i>Has format</i> refers to another resource which is essentially the same intellectual content presented in another format.</p>	
Refinements	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.
	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 (Deprecated)	The resource's allocated number in a sequence to which it belongs. Comment: This refinement has been deprecated.
Examples	<p><i>For a publication with an associated press release</i> Relation: Press release 2002-01-03, http://www.idea.gov.uk/news/press/030102.htm</p> <p><i>For a website which replaces an earlier website with similar content</i> Replaces: www.open.gov.uk</p> <p><i>For version 2 of the e-GMS, showing its link to version 1</i> Is version of: http://purl.oclc.org/NET/e-GMS_v1</p> <p><i>For a folder that groups together files on a particular issue</i> Has part: DAA/FIN37/22/2001/LBR2001-08-13 Has part: DAA/FIN37/22/2002/LBR2001-08-14 Has part: DAA/FIN37/22/2002/LBR2001-08-17</p> <p><i>For a file that belongs in the above folder</i> Is part of: DAA/FIN37/22/2001</p> <p><i>For a document that is No. 7 in the 'Information Management' series</i> Is part of: Information management series sequenceno: 7</p> <p><i>For a resource interpreting a set of statistics, but not listing those statistics</i> Requires: 398762342X</p> <p><i>For an HTML document that was originally made available in hard copy</i> Is format of: [ISBN] 0711504237</p> <p><i>For an XML schema document which requires another XML schema document to be available to the schema processor</i> Requires: IR/SAelements-2002-v1.0</p> <p><i>For an XML schema providing a definition of the XML data type NationalInsuranceNumberType</i> Provides definition of: NationalInsuranceNumberType</p>	

HTML syntax	<pre><meta name="DC.relation" content="Press release 2002-01-03, http://www.idea.gov.uk/news/press/030102.htm"/> <meta name="DCTERMS.requires" scheme="eGMS.ISBN" content="398762342X"/> <meta name="DCTERMS.isFormatOf" scheme="eGMS.ISBN" content="0711504083"/></pre> <p>Comment: This element and the majority of its refinements are taken from Dublin Core, however the remaining refinements are specific to e-GMS. The names for these should take the form eGMS.refinementName. The refinements that require this form are:</p> <ul style="list-style-type: none"> eGMS.isDefinedBy eGMS.providesDefinitionOf eGMS.reasonForRedaction eGMS.redaction <p>However, the form eGMS.relation.refinementName is acceptable e.g. eGMS.relation.isDefinedBy.</p> <p>For Dublin Core refinements, the preferred meta name takes the form DCTERMS.refinementName e.g. DCTERMS.requires. However, DC.relation.requires is also acceptable.</p>
Encoding schemes include	<p>URI – (scheme="DCTERMS.URI") http://purl.org/dc/terms/URI ISBN – (scheme="eGMS.ISBN") http://www.isbn.org/standards/home/index.asp ISSN – (scheme="eGMS.ISSN") http://www.bl.uk/services/bibliographic/issn.html</p>
Dublin Core element	<p>Relation – http://purl.org/dc/elements/1.1/relation</p> <p><i>Refinements:</i></p> <ul style="list-style-type: none"> Is Part Of – http://purl.org/dc/terms/isPartOf Has Part – http://purl.org/dc/terms/hasPart Is Version Of – http://purl.org/dc/terms/isVersionOf Has Version – http://purl.org/dc/terms/hasVersion Is Format Of – http://purl.org/dc/terms/isFormatOf Has Format – http://purl.org/dc/terms/hasFormat References – http://purl.org/dc/terms/references Is Referenced By – http://purl.org/dc/terms/isReferencedBy Is Required By – http://purl.org/dc/terms/isRequiredBy Requires – http://purl.org/dc/terms/requires Is Replaced By – http://purl.org/dc/terms/isReplacedBy Replaces – http://purl.org/dc/terms/replaces Conforms To – http://purl.org/dc/terms/conformsTo
Mapped to	<p>AGLS – <i>Refinements:</i> IsPartOf/HasPart; IsVersionOf/HasVersion; IsFormatOf/HasFormat; IsReferencedBy/References; IsRequiredBy/Requires; IsReplacedBy/Replaces</p> <p>Gigateway Discovery Metadata Specification – Dataset association: Additional information source</p> <p>GILS – <i>Refinements:</i> Cross reference title; Cross reference relationship; Cross reference linkage; Linkage; Linkage type</p>

2.20 Rights

Definition	Information about rights held in and over the resource.	
Obligation	Optional.	
Purpose	Indicates who has the right to see, copy, redistribute, republish or otherwise make use of all or part of the resource.	
Notes	<p>If possible, provide a link to a resource giving more details about the Rights marking, e.g. the Crown copyright information at http://www.opsi.gov.uk/advice/crown-copyright/index.htm</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).</p> <p><i>Rights indicators for DPA, EIR and FOIA</i> 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>	
Not to be confused with	<p><i>Accessibility</i> – <i>Accessibility</i> indicates whether particular users will be able to access or use the resource; <i>Rights</i> indicates if they are allowed to.</p> <p><i>Audience</i> – <i>Audience</i> tells you who the content is designed for; <i>Rights</i> is the place to list the individuals or groups who are allowed to see the resource.</p>	
Refinements	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 (Deprecated)	Whether the resource can be disclosed ('Y' or 'N') in accordance with the DPA. Comment: this refinement has been deprecated.
	DPA data subject (Deprecated)	Whether the resource is exempt from DPA access provisions access exemption ('Y' or 'N'). Comment: this refinement has been deprecated.
	EIR disclosability	Whether the resource can be disclosed ('Y' or 'N') in indicator 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.
Examples	<p>Copyright: Crown copyright http://www.opsi.gov.uk/advice/crown-copyright/index.htm</p> <p>EIR exemption example: Confidentiality EIRs 1992, s. 4</p> <p>FOI exemption example: National security FOIA s. 24</p>	
HTML syntax	<pre><meta name="eGMS.copyright" content="Crown copyright http://www.opsi.gov.uk/advice/crown-copyright/index.htm"/> <meta name="DC.rights" content="Classified"/></pre> <p>Comment: This element is taken from Dublin Core, however the refinements are specific to e-GMS. Therefore, the name for the unrefined</p>	

	<p>element should take the form DC.rights whereas the refinements should take the form eGMS.refinementName e.g. eGMS.protectiveMarking. The form eGMS.rights.refinementName is also acceptable e.g. eGMS.rights.protectiveMarking</p>
Encoding schemes include	<p>W3CDTF – (scheme="DCTERMS.W3CDTF") http://www.w3.org/TR/NOTE-datetime (schema at http://dublincore.org/2003/03/24/dcq#W3CDTF) Manual of Protective Security – values include: Restricted, Confidential, Secret, Top secret (scheme="eGMS.MPS")</p>
Dublin Core element	<p>Rights – http://purl.org/dc/elements/1.1/rights</p>
Mapped to	<p>AGLS – Rights GEMINI – Access constraint; Use constraint Gigateway Discovery Metadata Specification – Access constraints GILS – Availability; Access constraints; <i>Refinements</i>: General access constraints; Security classification control IEEE LOM – Rights.Description</p>

2.21 Source

Definition	A reference to a resource from which the present resource is derived.
Obligation	Optional.
Purpose	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).
Notes	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.
Not to be confused with	<i>Relation</i> – Do not use <i>Source</i> if it is more appropriate to put this data in the <i>Relation</i> element, i.e. it may be more accurate to use the <i>Relation</i> refinement <i>Is version of</i> .
Refinements	–
Examples	<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 http://www.aslib.co.uk/proceedings/2001/jan/03.html
HTML syntax	<meta name="DC.source" content="Figures derived from Wired in Whitehall survey by the Committee of Departmental Librarians 1998 http://www.aslib.co.uk/proceedings/2001/jan/03.html "/> <meta name="DC.source" content="Standard is derived from the Dublin Core Metadata Initiative"/>
Encoding schemes include	URI – (scheme="DCTERMS.URI") http://purl.org/dc/terms/URI ISBN – (scheme="eGMS.ISBN") http://www.isbn.org/standards/home/index.asp ISSN – (scheme="eGMS.ISSN") http://www.bl.uk/services/bibliographic/issn.html
Dublin Core element	Source – http://purl.org/dc/elements/1.1/source
Mapped to	AGLS – Source GILS – Sources of data IEEE LOM – Relation.Resource

2.22 Status

Definition	The position or state of the resource.
Obligation	Optional.
Purpose	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.
Notes	<p>The status of a resource includes:</p> <ul style="list-style-type: none"> • The extent to which it has been developed or completed, i.e. is it a first draft, final draft or completed draft? • Is it awaiting approval? If it has been approved, then by whom? • The version number • 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. <p>This data should apply to the described resource only, not to earlier versions.</p>
Not to be confused with	–
Refinements	–
Examples	<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</p> <p>Status: Version 1.0 For publication Status: Version 2.0 For publication</p>
HTML syntax	<pre><meta name="eGMS.status" content="Version 2.0 For publication"/> <meta name="eGMS.status" content="Draft v2 Approved by Minister. For open consultation"/></pre> <p>Comment: This element is specific to e-GMS therefore the name should take the form eGMS.status.</p>
Encoding schemes include	IEEE LOM Status Encoding Scheme – (scheme="eGMS.LOMSES") http://ltsc.ieee.org/wg12/
Dublin Core element	–
Mapped to	–

2.23 Subject

Definition	A topic of the content of the resource.
Obligation	Mandatory.
Purpose	Enables the user to search by the topic of the resource.
Notes	<p>The obligation of this element rests with the use of the Integrated Public Sector Vocabulary (IPSV) scheme, which must be identified and used as the source for one or more values for the unrefined Subject element.</p> <p>The value(s) chosen should reflect the main subject(s) of the resource. For guidance on how to tag Subject values using IPSV see <i>Guide to Meta-tagging with the IPSV</i> (http://www.esd.org.uk/documents/IPSVHowtometatag.pdf)</p> <p>Two sets of IPSV terms are available, the full version of IPSV and the Abridged version, both are available from http://www.esd.org.uk/standards/ipsv.</p> <p>Your organisation should decide which set of terms should be applied to its information resources. For advice on selecting which version to use see <i>Which IPSV? A guide to the versions and formats available</i> (http://www.esd.org.uk/documents/IPSVVersionsAndFormats.pdf)</p> <p>The full IPSV is suitable for indexing and searching. This detailed coverage is especially useful for local authority or community information resources.</p> <p>The Abridged IPSV enables broader categorisation and is likely to be of more use for central government departments, agencies and non-departmental public bodies, research councils etc.</p> <p>The particular IPSV set used should be identified in the tag e.g. scheme="eGMS.IPSV" or scheme="eGMS.IPSVAbridged".</p> <p>The unrefined Subject element may also be used for additional controlled vocabularies (e.g. MeSH, Local Government Service List etc.) where the scheme should also be declared in the syntax. Uncontrolled values (e.g. keywords from an uncontrolled list) can also be used if they will make it easier for people to find the resource.</p> <p>Where possible, the values for Subject refinements should be drawn from encoding schemes, also known as controlled vocabularies, thesauri or authority lists. If an encoding scheme is used, it is important to tag each value entered to indicate the source scheme.</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>
Not to be confused with	<i>Type</i> – <i>Subject</i> 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 <i>Subject</i> term if the resource is a map; in this instance, put 'map' in the <i>Type</i> element. Use 'maps' as a <i>Subject</i> term if the resource is about maps, map-making, cartography, etc.

	<i>Coverage</i> – Coverage contains information about the resource content's relation to place and time.	
Refinements	Category (Deprecated)	A term from the former 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. Comment: The GCL is no longer maintained as it has been replaced by IPSV. This refinement has been deprecated.
	Keyword (Deprecated)	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. Comment: This refinement has been deprecated.
	Person	Subject.person should be used when a resource is about a person. Note: Do not confuse with Addressee or Creator.
	Process identifier (Deprecated)	Indicates a specific service or transaction, using an identifier taken from a recognised list. Comment: This refinement has been deprecated.
	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 objective. 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.
Examples	<p><i>For a document looking at take-up of private healthcare by societal groups (using the semi-colon as separator for multiple values)</i> Subject: Private health care; Minority groups</p> <p><i>For a website giving advice to citizens travelling abroad (repeating element for multiple values)</i> Subject (from IPSV scheme): Embassies and consulates Subject (from IPSV scheme): Passports and visas Subject (from IPSV scheme): Travel health</p> <p><i>For a website giving biographical information about a minister</i> Subject (from IPSV scheme): Ministers Person: Jim Murphy</p> <p><i>For a policy document on avoiding heart disease (using the semi-colon as separator for multiple values from the same scheme and repeating element for values from different scheme sources)</i> Subject (from IPSV scheme): Heart disease; Preventive medicine Subject (from another vocabulary e.g. MeSH): Coronary disease Subject (from an uncontrolled vocabulary): Healthy lifestyle Programme: The NHS Plan</p>	

	<p>Project: Coronary heart disease Comment: Heart disease and Preventive medicine are the two IPSV terms used here to describe the subject. The additional values can be taken from controlled or uncontrolled lists if they will help a user to find the information or facilitate interoperability.</p>
HTML syntax	<p><i>For IPSV terms:</i> <meta name="DC.subject" scheme="eGMS.IPSV" content="Youth centres"/> <meta name="DC.subject" scheme="eGMS.IPSVAbridged" content="Information management"/></p> <p><i>For other controlled vocabularies:</i> <meta name="DC.subject" scheme="DCTERMS.MESH" content="Coronary Disease"/></p> <p><meta name="DC.subject" scheme="eGMS.NationalCurriculumSpecifiers" content="En-0001"/> Comment: The example above shows the term ID for the term named "Increasing vocabulary" in this Becta Vocabulary Bank scheme. The preferred term is the ID rather than the name.</p> <p><meta name="DC.subject" scheme="eGMS.LGSL" content="372; Abandoned vehicles"/> Comment: The preferred term for LGSL is the numerical term ID rather than the term name. To provide greater clarity it is useful to consider adding the term name too, although this is not essential. The example above shows the use of both terms using a semi-colon as separator.</p> <p><i>For refinements:</i> <meta name="eGMS.person" content="Jim Murphy"/></p> <p><i>For multiple values relating to the same resource – for preference use:</i> <meta name="DC.subject" scheme="eGMS.IPSV" content="Heart disease"/> <meta name="DC.subject" scheme="eGMS.IPSV" content="Preventive medicine"/> <meta name="DC.subject" scheme="DCTERMS.MESH" content="Coronary Disease"/> <meta name="DC.subject" content="Healthy lifestyle"/></p> <p><i>For multiple values relating to the same resource – as an alternative use:</i> meta name="DC.subject" scheme="eGMS.IPSV" content="Heart disease; Preventive medicine"/> <meta name="DC.subject" scheme="DCTERMS.MESH" content="Coronary Disease"/> <meta name="DC.subject" content="Healthy lifestyle"/></p> <p>Comment: The unrefined element is taken from Dublin Core, however the refinements are specific to e-GMS. The names should take the form: DC.subject eGMS.person eGMS.programme eGMS.project However, eGMS.subject.person, eGMS.subject.programme and eGMS.subject.project are acceptable.</p>
Encoding schemes	<p><i>Mandatory for unrefined element:</i> IPSV – Integrated Public Sector Vocabulary (scheme="eGMS.IPSV" or</p>

include	<p>scheme="eGMS.IPSVAbridged") http://www.esd.org.uk/standards/ipsv</p> <p><i>Others for unrefined element:</i> LGIL – Local Government Interaction List (scheme="eGMS.LGIL") http://www.esd.org.uk/standards/lgil LGSL – Local Government Service List (scheme="eGMS.LGSL") http://www.esd.org.uk/standards/lgs SIC – UK Standard Industrial Classification for Economic Activities (scheme="eGMS.SIC") http://www.statistics.gov.uk/methods_quality/sic/downloads/UK_SIC_Vol2(2003).pdf Becta Vocabulary Bank – Cross Curricular Skills, National Curriculum Programme of Study, National Curriculum Specifiers, QCA Schemes of Work (scheme="eGMS.CrossCurricularSkills" or scheme="eGMS.NationalCurriculumProgrammeOfStudy" or scheme="eGMS.NationalCurriculumSpecifiers" or scheme="eGMS.QCASchemesOfWork") http://www.becta.org.uk/vocab ERIC – Educational Resources Information Centre thesaurus (scheme="eGMS.ERIC") http://searcheric.org MeSH – Medical Subject Headings (scheme="DCTERMS.MESH") http://www.nlm.nih.gov/mesh LCSH – Library of Congress Subject Headings (scheme="DCTERMS.LCSH") http://www.loc.gov/catdir/cpsol</p> <p><i>Person:</i> Government Data Standards Catalogue – for person information datatype(s) e.g. Person Full Name http://www.govtalk.gov.uk/gdsc/html/default.htm</p>
Dublin Core element	Subject – http://purl.org/dc/elements/1.1/subject
Mapped to	AGLS – Subject GEMINI – Subject; Topic category Gigateway Discovery Metadata Specification – Keywords GILS – Subject terms uncontrolled; Refinement: Uncontrolled term. Controlled subject index; Refinement: Subject thesaurus; subject terms controlled; controlled term IEEE LOM – General.Keyword or Classification.Purpose=Discipline/Idea http://ltsc.ieee.org/wg12/

2.24 Title

Definition	A name given to the resource.	
Obligation	Mandatory.	
Purpose	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.	
Notes	<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 list. 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). 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>	
Not to be confused with	–	
Refinements	Alternative	Any form of the title used as a substitute or alternative to the formal title of the resource.
Examples	<p><i>For an e-mail with an informal and uninformative subject line</i> Title: ZitKwik application demonstration 2002-09-12 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 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</p>	

	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
HTML syntax	<meta name="DC.title" content="e-Government Metadata Standard version 2"/> <meta name="DCTERMS.alternative" content="e-GMS 2"/> Comment: The name DC.title.alternative is acceptable for the refinement although DCTERMS.alternative is preferred.
Encoding schemes include	–
Dublin Core element	Title – http://purl.org/dc/elements/1.1/title <i>Refinement:</i> Alternative – http://purl.org/dc/terms/alternative
Mapped to	AGLS – Title GEMINI – title.alternative refinement is equivalent to GEMINI Alternative title element Gigateway Discovery Metadata Specification – Title; Alternative title GILS – Folder title; Document title IEEE LOM – General.Title

2.25 Type

Definition	The nature or genre of the content of the resource.
Obligation	Optional.
Purpose	Enables the user to find a particular type of resource.
Notes	<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>
Not to be confused with	<p><i>Format</i> – <i>Format</i> refers to the physical format of the resource, including the software application used to create, read and edit it; <i>Type</i> refers to the content of the resource.</p> <p><i>Subject</i> – <i>Type</i> describes what the resource is instead of what it is about.</p>
Refinements	–
Examples	<p><i>For a record of a meeting</i> Type: text/minutes</p> <p><i>For a visual map</i> Type: image/map</p>
HTML syntax	<pre><meta name="DC.type" scheme="eGMS.TES" content="minutes"/> <meta name="DC.type" scheme="eGMS.TES" content="maps"/> <meta name="DC.type" scheme="DCTERMS.DCMIType" content="Text"/></pre>
Encoding schemes include	<p>DCMI Type – http://dublincore.org/documents/dcmi-type-vocabulary (scheme="DCTERMS.DCMIType")</p> <p>e-GMS Type Encoding Scheme (e-GMSTES) – (scheme="eGMS.TES") http://www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=679</p>
Dublin Core element	Type – http://purl.org/dc/elements/1.1/type
Mapped to	AGLS – Type IEEE LOM – Educational.LearningResourceType

Appendix – Links and references

Related e-Government Unit documents

e-Government Metadata Standard v3

http://purl.oclc.org/NET/e-GMS_3

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>

GovTalk e-Government Schema Guidelines for XML

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

e-GMS Audience Encoding Scheme (e-GMSAES)

http://www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=680

e-GMS Type Encoding Scheme (e-GMSTES)

http://www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=679

Other related documents

Expressing Dublin Core in HTML/XHTML meta and link elements

<http://www.dublincore.org/documents/dcq-html/>

Standards and other organisations

AGLS – Australian Government Locator Service

http://www.naa.gov.au/recordkeeping/gov_online/agls/summary.html

DCMI – Dublin Core Metadata Initiative

<http://www.dublincore.org>

GEMINI – UK Discovery Metadata Standard for describing geo-spatial metadata

http://www.govtalk.gov.uk/policydocs/policydocs_list.asp?topic=70&subjecttitle=Metadata

Gigateway – Geographical Information Gateway

<http://www.gigateway.org.uk/default.asp>

GILS – Government Information Locator Service

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.org/iso/en/ISOOnline.frontpage>

TNA – The National Archives

<http://www.nationalarchives.gov.uk/>

W3C – Worldwide Web Consortium

<http://www.w3.org>

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