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Part 1: Principles

Information et documentation — Processus de gestion des enregistrements — Métadonnées pour les enregistrements —

Partie 1: Principes

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Contents

Page

Foreword ... **v**

Introduction ... **vi**

1 Scope ... **1**

2 Normative references ... **1**

3 Terms and definitions ... **1**

4 Records management metadata ... **2**

5 Perspectives and purpose of records management metadata ... **3**
5.1 Purpose and benefits of records management metadata ... 3
5.2 Records management metadata that should be applied in an organization ... 4
5.2.1 General ... 4
5.2.2 Metadata at the point of record capture ... 4
5.2.3 Metadata after record capture ... 5

6 Roles and responsibilities ... **5**

7 Records management metadata in relation to other metadata areas ... **6**
7.1 General ... 6
7.2 Metadata for e-business ... 6
7.3 Metadata for preservation ... 6
7.4 Metadata for resource description ... 6
7.5 Metadata for resource discovery ... 7
7.6 Metadata for rights management ... 7
7.7 Metadata for sustainability across system boundaries ... 7

8 Management of metadata ... **7**
8.1 General ... 7
8.2 Levels of application of metadata ... 7
8.3 Points throughout the existence of records when metadata should be created and applied ... 8
8.4 Processes of metadata management ... 8
8.4.1 General ... 8
8.4.2 Defining policies and methods ... 8
8.4.3 Creating and maintaining metadata ... 8
8.4.4 Creating and maintaining structures for managing metadata ... 8
8.4.5 Determining when and how metadata should be captured ... 9
8.4.6 Documenting and enforcing standard definitions ... 9
8.4.7 Access to metadata ... 9
8.4.8 Storing metadata ... 9
8.4.9 Description ... 9
8.4.10 Maintenance of metadata ... 10
8.5 Metadata structures ... 10
8.6 Role of systems ... 11

9 Types of metadata required to support ISO 15489-1 ... **11**
9.1 Introduction to metadata types ... 11
9.2 Metadata about records ... 12
9.2.1 Metadata about records at the point of record capture ... 12
9.2.2 Metadata about records after record capture ... 13
9.2.3 Metadata supporting the accessibility of records ... 13
9.2.4 Metadata supporting the security of records ... 14
9.3 Metadata about the business rules, policies and mandates ... 15
9.3.1 Metadata about business rules, policies and mandates at the point of record capture ... 15
9.3.2 Metadata about business rules, policies and mandates after record capture ... 16
9.4 Agent metadata ... 16

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9.4.1 Agent metadata at point of record capture 16
9.4.2 Metadata about agents after record capture 17
9.5 Business process metadata 17
9.5.1 Business process metadata at point of record capture 17
9.5.2 Metadata about business processes after record capture 18
9.6 Metadata about records management processes 18
9.6.1 Metadata about records management processes at the point of record capture 18
9.6.2 Metadata about records management processes after record capture 19
Bibliography **21**

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Foreword

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This document was prepared by ISO/TC 46, *Information and documentation*, Subcommittee SC 11, *Archives/records management*.

This second edition cancels and replaces the first edition (ISO 23081-1:2006), which has been technically revised.

A list of all the parts of ISO 23081 can be found on the ISO website.

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Introduction

ISO 23081 sets a framework for creating, managing and using records management metadata and explains the principles that govern them.

This document gives guidelines for understanding, implementing and using metadata within the framework of ISO 15489. It addresses the relevance of records management metadata in business processes and the different roles and types of metadata that support business and records management processes. It also sets a framework for managing those metadata.

NOTE In this part of ISO 23081, business and business activity are used as broad terms, not restricted to commercial activity, but including public administration, non-profit and other activities.

It does not define a mandatory set of records management metadata to be implemented, since these metadata will differ in detail according to organizational or specific requirements for jurisdiction. However, it assesses the main existing metadata sets in line with the requirements of ISO 15489.

ISO 23081-2 and ISO 23081-3 are more explanatory and provide practical guidance on implementation issues and how to assess records management metadata sets against the principles in this document.

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