Records Management Metadata Requirements for the Government of Canada

Catherine Zongora

Government Information Management Division
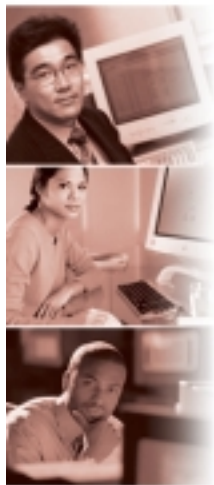
info+

INFORMATION *MATTERS.*
L'INFORMATION, *ÇA COMPTE.*

**Produced by the
Records/Document/Information Management
(RDIMS) Working Group on Work Processes
and Practices (WPPWG)
and endorsed by the Information Management
Forum sub-group on Metadata in January 2001**

info+

INFORMATION MATTERS.
L'INFORMATION, ÇA COMPTE.

1. DEPARTMENTAL IDENTIFIER

2. ORGANIZATION

3. DOCUMENT NUMBER

4. AUTHOR

info+

INFORMATION MATTERS.
L'INFORMATION, ÇA COMPTE.
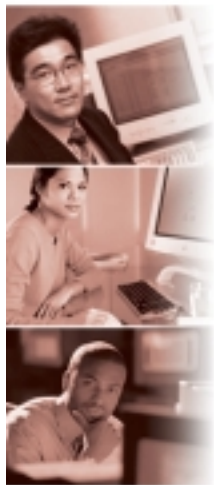
5. TRUSTEE

6. SIGNED BY

7. DESIGNATED RECIPIENT

8. TITLE

info+

INFORMATION MATTERS.
L'INFORMATION, ÇA COMPTE.
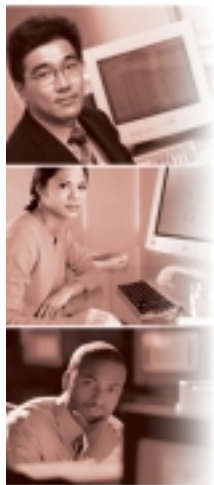
9. DESCRIPTION

10. SUBJECT NAME

11. SUBJECT CODE

12. LANGUAGE

info+

INFORMATION MATTERS.
L'INFORMATION, ÇA COMPTE.
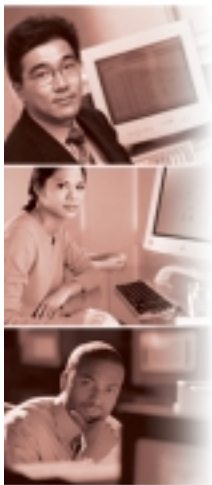
13. DATE

14. ESSENTIAL STATUS

15. ACCESS RIGHTS

16. SECURITY

info+

INFORMATION MATTERS.
L'INFORMATION, ÇA COMPTE.
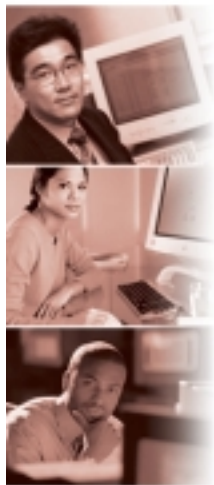
17. TYPE

18. FORMAT

19. LOCATION

20. FINAL

info+

INFORMATION MATTERS.
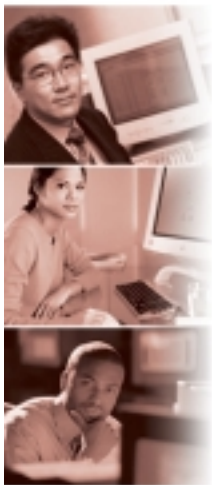L'INFORMATION, ÇA COMPTE.
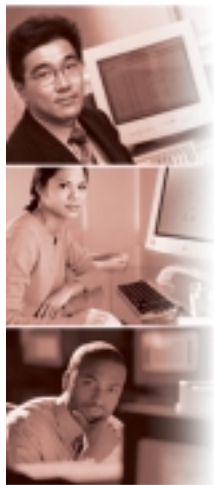
21. HISTORY

22. PRESERVATION AND MIGRATION HISTORY

23. RETENTION PERIOD

24. RETENTION TRIGGER

25. DISPOSITION ACTION

26. DISPOSITON DATE

APPENDIX A - METADATA CONCORDANCE TABLE

info+

INFORMATION MATTERS.
L'INFORMATION, ÇA COMPTE.

www.imforumgi.gc.ca

www.tbs-sct.gc.ca

www.archives.ca

czongora@archives.ca

info+

INFORMATION MATTERS.
L'INFORMATION, ÇA COMPTE.