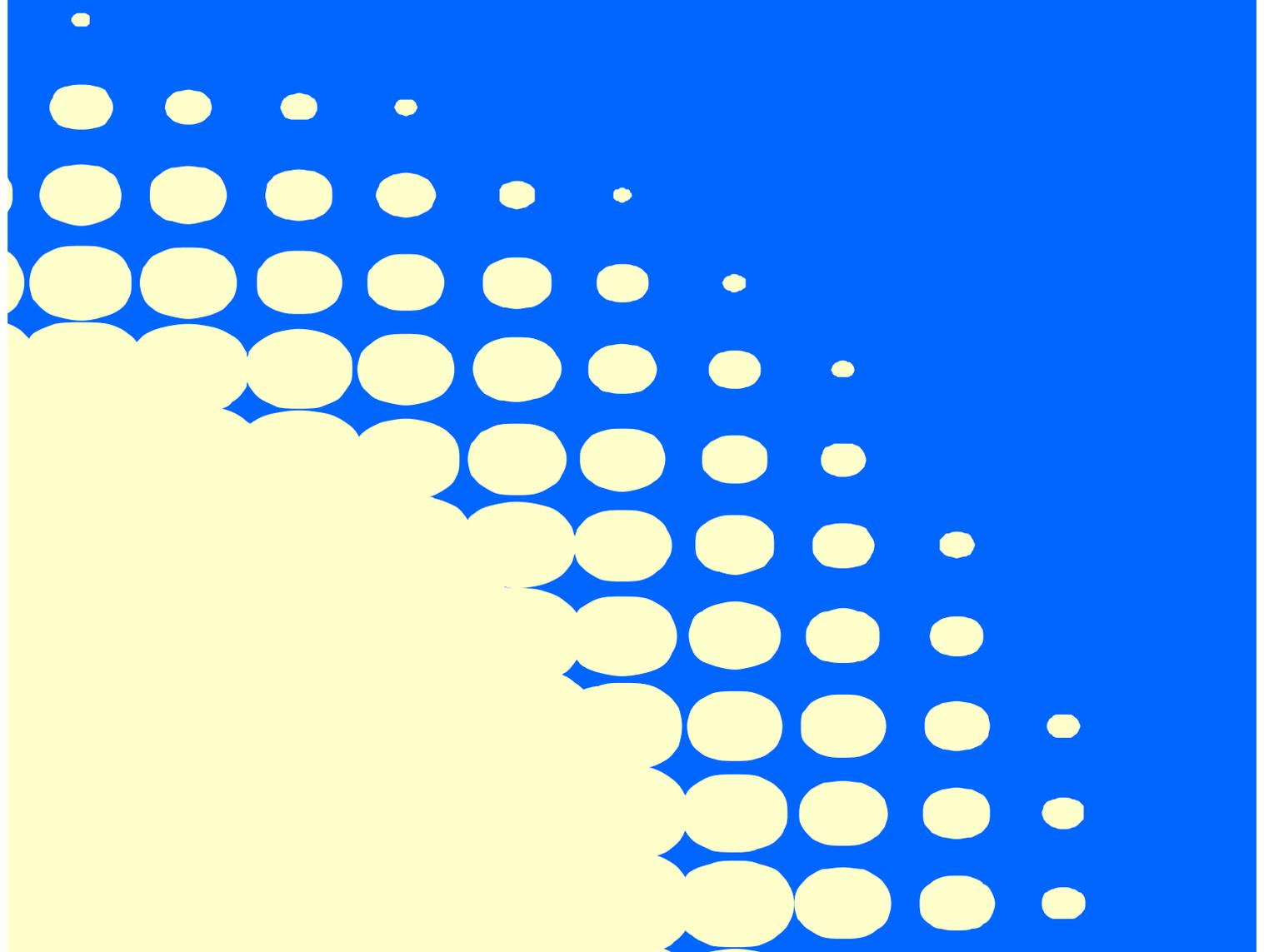# Office of the *e-Envoy*
Leading the drive to get the UK online

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UK online

e-Government Metadata Standard
e-GMS

Version 2.0
16 May 2003

Metadata

Addressee	Metadata Working Group, Interoperability Working Group
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Contents

1. Introduction

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

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

1.1 Changes since previous version

Additional elements, refinements and encoding schemes are set out in the table below. The text in italics indicates the change is for conformance with another scheme

Addressee	New element
Aggregation	New element. Deleted as refinement of Type
Audience	New element
National Archives scheme	New encoding scheme for Aggregation element
Mediator	New Audience element refinement
Education Level	New Audience element refinement
e-GMSAES	New Audience element encoding scheme
ONS SNAC	New Coverage.Spatial refinement encoding scheme
FCO country names	New Coverage.Spatial refinement encoding scheme
Postcode Address finder	New Coverage.Spatial refinement encoding scheme
Date accepted	New Date element refinement
Date copyrighted	New Date element refinement
Date submitted	New Date element refinement
Digital signature	New element
Disposal refinements	New element refinements
Bibliographic Citation	New Identifier element refinement
Fileplan ID	New Identifier element refinement
System ID	New Identifier element refinement
Home Location	New Location element refinement
Current Location	New Location element refinement
Mandate	New element
Authorising statute	New Mandate element refinement
Personal data acquisition purpose	New Mandate element refinement
Data protection exempt category	New Mandate element refinement
Original format	New Preservation element refinement
Conforms to	New Relation element refinement
Redaction	New Relation element refinement
Reason for redaction	New Relation element refinement
Rights refinements	All Rights refinements except 'Copyright' are new
Standard Industrial Classification	New Subject element encoding scheme
e-GMSTES	New encoding scheme for 'Type' element

Other changes

The introduction has been revised.

Examples of HTML syntax added.

Mapping has been updated to reflect changes in other models.

Many of the changes, especially the additions, are the result of additions to Dublin Core (ISO 15836), and the need to be compatible with the new 'Requirement for electronic records management systems: metadata standard' from the National Archives (formerly the Public Record Office).

The format has been revised and put into tabular form. Hyperlinks have been added for easier navigation.

Notes and other information has been revised.

1.2 What is metadata?

The most common definition of metadata is 'data about data'. This, however, is a simplification; metadata is a summary of the form and content of a resource. For example, a catalogue selling household items gives the metadata of those items: the brand, price, colour and capacity, for example of a kettle; or the size, fabric, colour and price of a suit. A library catalogue contains metadata relating to books: their titles, authors, publishers etc.

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 sections 4, 5 and 7 of Part Two of the e-Government Interoperability Framework. The e-GMS is concerned with the particular facets of metadata intended to support resource discovery and records management. The Standard 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 and Part Two of the e-GIF.

1.3 Why is metadata important?

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

To summarise them:

- Modernising Government calls for better use of official information, joined-up systems and policies, and services designed around the needs of citizens

- Considerable work has already been done to standardise government information systems so they can be accessed easily from central portals

- New systems for the handling of electronic records are being devised. Official records will not always be stored in paper format

- Metadata makes it easier to manage or find information, be it in the form of web pages, electronic documents, paper files, databases, anything

- For metadata to be effective it needs to be structured and consistent across organisations

- The e-GIF is mandated across all government information systems. By association, so is the e-GMS.

1.4 The e-GMS in practice

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

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 Dublin Core (DC). This has since become a recognised international standard (ISO 15836), and it continues to be the cornerstone of the e-GMS. DC elements, refinements and encoding schemes have been incorporated as far as possible, as have DC definitions and comments. In this version, additional elements have been added to facilitate information and records management. The following principles, from the e-GMF, were followed when the additional elements and refinements were created.

- It will be **Independent**. It will not be software, application or project based, but flexible enough to meet the information retrieval and records management needs of any information held in any format

- It will be **Simple** to use. The standard must be readily applicable by those with widely varying experience of preparing resource descriptions

- It will be **Compliant with other UK government standards** and policies, such as the e-GIF standards and the Government Data Standards Catalogue

- It will be **Compliant with international standards**. Information is an international resource, and the UK aims to remain a leader in the global information revolution. To achieve this, the metadata standard must reflect international standards and systems. If an international standard is appropriate and kept up to date it will be incorporated into the e-GMS. Preference will be given to standards with the broadest remit, so appropriate international standards will take preference over EU standards, EU standards will take preference over UK standards

- It will be **Stable**. Changes to a standard that will become embedded in all information systems will require considerable effort, time and resources to implement. The e-GMS must therefore be flexible enough to meet future as well as current needs

- It will be **Extensible**. Additional element refinements can be added where it can be shown that these are essential and the existing set does not make provision for the requirement. A balance will need to be struck between the need for extensibility and the need for stability

- It will be **Economical** by saving staff considerable time

- It will be **Inclusive**, taking into account the many existing metadata schemes, with the aim of minimising the need to rework existing products. This will be balanced with the need for maximum interoperability, which requires consistency across all information resource descriptions

- Above all, it will **meet the information retrieval and management needs** of the citizen and of government.

1.6 What this standard includes

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

For each element you will find the following data:

1.6.1 Definition: The formal definition of the element, taken from Dublin Core (ISO 15836) wherever possible.

1.6.2 Obligation: Each element has a level of obligation. These are:

- *Mandatory*: this element must have a value

- *Mandatory if applicable*: this element must be given a value if the information is applicable

- *Recommended*: this element should be given a value if the data is available and appropriate to the given resource

- *Optional*: this element may be given a value if the data is available and appropriate to the given resource.

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

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

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

1.6.5 Not to be confused with: Provides clarity over the appropriate use of the element or element refinements.

1.6.6 Refinements: The sub-elements of the element. These allow for a more closely defined value to be added.

1.6.7 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 to demonstrate the meaning of the element or refinement only. The exact notation will vary between applications.

1.6.8 HTML syntax: How the metadata should appear in the header of an HTML file. For more information on syntax including XML and RDF, see the usage guide on the Dublin Core web site. Examples are provided in the context of this document where relevant, and one or two fictitious documents.

1.6.9 Encoding schemes include: Schemes used to regulate the value of an element. These include lists of controlled terms from which the values should be selected, or requirements that values be formatted according to a recognised standard.

1.6.10 Mapping: Lists the elements in other metadata schemes that the element maps to. The other schemes compared are:

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

1.7 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 it needs to be supported by extensive information, guidance notes and toolkits. At the time of publication these are under development.

Compliance, management and updating procedures can be found in the e-GIF. The latest version of this can be found at
http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=731.

1.8 Future developments

The e-GMS will need to evolve, to ensure it remains 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, all effort will be made to future-proof the e-GMS.
In particular we will endeavour:

- not to remove any elements or refinements

- not to rename any elements or refinements

- not to add new elements that could contain values contained in the existing elements.

1.9 Mandatory and recommended elements

Mandatory elements

Creator
Date
Subject.Category
Title

Mandatory if applicable

Accessibility
Identifier
Publisher

Recommended

Coverage
Language

2. The 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	This element is mandated for core pages of web sites, which should carry an Internet Content Rating Association (ICRA) label indicating the suitability of the material for children. Some applications designed to protect children will in future not allow access to any site that does not have a suitable ICRA rating. More information about this rating can be found at http://www.icra.org 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 applications. This element will be developed further in line with recommendations by the Dublin Core Metadata Initiative, W3C and other international organisations working on this issue. Other accessibility information may also be given. See the Government Web Site Guidelines for further details. The checklist states: • Web managers should register their web site with at least the ICRA PICS service • Meta tags covering your whole site should be placed in the head element of the default page, e.g. index.htm or default.htm • 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. Tools for accrediting accessibility can be found on the W3C site. The Bobby Initiative tests whether web pages meet the criteria for W3C Web Content Accessibility Guidelines 1.0.
Not to be confused with	Audience – Accessibility indicates whether particular users will be able to physically access or use the resource; Audience indicates those users for whom the content is designed. Rights – Rights indicates who is allowed to see the resource; Accessibility indicates who is actually able to see it.
Refinements	-
Examples	*General* accessibility: Bobby accredited
HTML syntax	<meta name="e-GMS.accessibility" scheme="WCAG" content="Double-A"> <meta name="e-GMS.accessibility" content="(pics-1.1 "http://www.icra.org/ratingsv02.html" I gen true for "http://www.ukonline.gov.uk" r (cz 1 lz 1 nz 1 oz 1 vz 1) "http://www.rsac.org/ratingsv01.html" I gen true for "http://www.ukonline.gov.uk" r (n 0 s 0 v 0 l 0))">
Encoding schemes include	Schemes allocated by accessibility accreditation bodies, e.g. **ICRA –** http://www.icra.org/ **W3C –** http://www.w3.org/TR/WAI-WEBCONTENT/ **RNIB –** http://www.rnib.org.uk/digital/siraccess/welcome.htm

Mapped to	Dublin Core
	AGLS
	GI Gateway
	GILS
	IEEE LOM

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. 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.
Notes	While in practice this element will mainly be used when describing e-mails, it is also applicable to other types of correspondence or any resource which is distributed. Includes those listed in 'cc' and 'bcc' lists.
Not to be confused with	Audience – This refers to the wider sector of the population for whom the resource was intended; Addressee refers to the person or group to whom it was actively sent. Rights – This records the person or groups who have the right to see the resource, whether or not it has actually been sent to them.
Refinements	-
Examples	*For a resource, in this case an e-mail, addressed to the Cabinet Office's Human Resources Manager* addressee: jane.roberts@cabinet-office.gsi.gov.uk *For a resource addressed to a team in an organisation* addressee: Communications Team, Office of Fair Trading
HTML syntax	<meta name="e-GMS.addressee" content="Metadata Working Group"> <meta name="e-GMS.addressee" content="Department of Health, Communications Assistant, Jon Ward">
Encoding schemes include	-
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM

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	Subject.category – This refers to the content of the resource; Aggregation refers to the resource's level in a larger resource or collection.
Refinements	-
Examples	*For a single item that will be placed in a folder in a records management system* aggregation: Record *For a collection of records relating to financial dealings* aggregation: Folder
HTML syntax	<meta name="e-GMS.aggregation" scheme="PROAS" content="Record"> <meta name="e-GMS.aggregation" scheme="PROAS" content="Folder">
Encoding schemes include	**National Archives (formerly PRO)** – In a records management environment, the National Archives scheme must be used http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadatafinal.pdf **IEEE LOM –** http://ltsc.ieee.org/wg12/
Mapped to	Dublin Core AGLS – Type.aggregationLevel GI Gateway GILS IEEE LOM – General.AggregationLevel

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	Don't use Audience unless the resource is prepared with a particular group in mind. If it's for general release, leave it blank.	
Not to be confused with	Accessibility – Audience indicates which users the content is aimed at; Accessibility indicates whether particular users will be able to access or use the resource. Rights – Audience tells the user who the content is designed for, Rights informs the user of a list of individuals or groups who are allowed to see the resource. Addressee – the addressee is the person or persons to whom the resource was actually sent, the audience is the group for whom the creator prepared the content.	
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 audiences for a resource are of two basic classes: (1) an ultimate beneficiary of the resource, and (2) frequently, an entity that mediates access to the resource. The mediator element refinement represents the second of these two classes.
Examples	*For a website designed to put businesses in touch with each other* audience: businesses *For a resource which will be sought by parents to read to their children* audience.mediator: parents audience.educationLevel: pre-school	
HTML syntax	<meta name="DCTERMS.audience" scheme="e-GMSAES" content="Businesses"> <meta name="DCTERMS.audience" scheme="e-GMSAES" content="Voluntary Sector">	
Encoding schemes include	**e-GMS Audience Encoding Scheme (e-GMSAES) –** http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=731 **IEEE LOM Audience Encoding Scheme –** http://ltsc.ieee.org/wg12/	
Mapped to	Dublin Core – Audience http://purl.org/dc/terms/audience Dublin Core – Audience.mediator http://purl.org/dc/terms/mediator Dublin Core – Audience.educationLevel http://purl.org/dc/terms/educationLevel AGLS – Audience GI Gateway GILS 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	Examples of a Contributor include a person or organisation. Typically, the job title of a Contributor should be used to indicate the entity. 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. 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. Give full contact details if possible, especially when they are not to be given elsewhere. If possible use generic e-mail addresses rather than personal ones, as these are less likely to change, e.g. aviation.stats@dtlr.gov.uk Acronyms may be meaningless to users. Use the full official title of the organisation, or link to a glossary or explanatory note.
Not to be confused with	Creator – The Creator is the person or group responsible for the intellectual or creative content of the resource, the Contributor played an important role but did not have primary or overall responsibility for the content.
Refinements	-
Examples	*For a resource edited by a member of staff in a particular department* contributor: Edited by Resources manager, Finance Group, Cabinet, National Assembly for Wales fgcabinet@wales.gsi.gov.uk *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.)* contributor: Drafted by A O Jones, Secretary, Community Regeneration Team, Manchester City Council crt@manchester.gov.uk
HTML syntax	<meta name="DC.contributor" content="drafted by Farah Ahmed, Interoperability and Metadata Analyst, Markets Innovation Technology, Office of the e-Envoy, farah.ahmed@e-envoy.gsi.gov.uk"> <meta name="DC.contributor" content="drafted by A O Jones, Secretary, Community Regeneration Team, Manchester City Council crt@manchester.gov.uk">
Encoding schemes include	**Government Data Standards Catalogue** – http://www.govtalk.gov.uk/schemasstandards/egif_document.asp?docnum=731
Mapped to	Dublin Core – Contributor http://purl.org/dc/elements/1.1/contributor AGLS – Contributor GI Gateway 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 Subject element.
Notes	Data will usually be put under Spatial or Temporal rather than the unrefined Coverage. For preference, repeat the element for each value if the resource covers more than one area or time period. Alternatively use ';' as a list separator. 'Spatial' includes jurisdiction, town, county, borough, constituency, region etc. Give enough detail to ensure places that share names can be accurately identified, e.g. 'Newcastle, New South Wales, Australia'. The OeE is considering further refinements for Coverage.Spatial to enable better retrieval of information with a significant geospatial element. This is likely to be part of a larger project that will include toolkits and encoding schemes. The OeE is awaiting the outcome of the work being undertaken by DC into the mapping of ISO 19115 into the DC Element Set. Dates should be in standard W3C format, e.g. ccyy-mm-dd. A more controlled structure for this value may be required in situations where greater detail about the time covered is needed, e.g. statistics or geographic information (see example).
Not to be confused with	Date – Coverage.temporal refers to the time period covered by the content of the resource, not its creation or publication date. Subject – Coverage contains information about the geographical and time aspects of the content of the resource. It can be thought of as a sub-section of the Subject element. There may be times when it is appropriate to enter the same data in both the elements. Location – Location describes the physical whereabouts of the resource, it has nothing to do with what the resource is about.
Refinements	Spatial	Postcode Location
	Temporal	Beginning date End date Date capture period Status of start date of capture Start date of capture End date of capture
Examples	*For a list of chemists within a particular postcode area* coverage.spatial: SW12 *For a resource about events which occurred between 13th March 2000 and 13th March 2001* coverage.temporal: 2000-03-13/2001-03-13 *For a document looking at events in Lewisham during the 1950s* coverage.temporal: 1951/1960 coverage.spatial: London Borough of Lewisham, London, UK *For 2002/03 tax statistics collected by the Inland Revenue between July and August 2003* coverage.temporal.beginning date: 2002-04-01 end date: 2003-03-31 start date of capture: 2003-07-01 end date of capture: 2003-08-31
HTML syntax	<meta name="DC.coverage" content="UK"> <meta name="DC.coverage.temporal" scheme="W3CDTF" content="1951/1960"> <meta name="DC.coverage.spatial" scheme="ONS SNAC" content="00BK">

Encoding schemes include	Spatial: **Government Data Standards Catalogue** – (address, date and time types) Government Data Standards Catalogue **DCMI Point** – Identifies a point in space using its geographic coordinates http://dublincore.org/documents/dcmi-point **DCMI Box –** Identifies a region of space using its geographic limits http://dublincore.org/documents/dcmi-box **ISO 3166 –** Codes for the representation of names of countries http://www.din.de/gremien/nas/nabd/iso3166ma/codlstp1/index.html **TGN –** The Getty Thesaurus of Geographic Names http://www.getty.edu/research/tools/vocabulary/tgn/index.html **ISO 19115 –** http://www.anzlic.org.au/asdi/metaiso.htm#iso **ONS 'SNAC' –** Database (Standard Names and Codes) http://www.statistics.gov.uk/geography/snac.asp **FCO Geographical names and information** list of country names. To be made available on *www.fco.gov.uk* and *www.govtalk.gov.uk* shortly. **Postcode Address Finder** – http://www.royalmail.com/portal/default/all/home?paf_dm=full&paf_gear_id=1 00002&paf_gear_state=con_content&xmlPath=/docContent/xml/04__Busines s/05__Managing_address_data/02__Products_and_services/02__Data.xml# post_address Temporal: **W3CDTF –** http://www.w3.org/TR/NOTE-datetime (schema at http://dublincore.org/2003/03/24/dcq#W3CDTF) **DCMI Period –** A specification of the limits of a time interval http://dublincore.org/documents/dcmi-period

Mapped to	Dublin Core – Coverage http://purl.org/dc/elements/1.1/coverage
	Refinements:
	    Spatial http://purl.org/dc/terms/spatial
	    Temporal http://purl.org/dc/terms/temporal
	AGLS – Coverage; *Refinements:* Spatial, Temporal; Jurisdiction; Postcode.
	GI Gateway – Geographic extent; *Refinements:* Spatial referencing by coordinates: System of spatial referencing by coordinates; West bounding coordinate; East bounding coordinate; North bounding coordinate; South bounding coordinate; Postcode district extent; National extent; Administrative area extent; Date capture period; Status of start date of capture; Start date of capture; Status of End date of capture; end date of capture; Frequency of update.
	GILS – *Refinements:* Spatial domain; Place; Place keyword thesaurus; Place keyword; Bounding coordinates; West bounding coordinate; East bounding coordinate; North bounding coordinate; South bounding coordinate; Time period; Beginning date; Ending date; Time period textual; Time period structured.
	IEEE LOM – General.Coverage

2.7 Creator

Definition	An entity primarily responsible for making the content of the resource.
Obligation	Mandatory.
Purpose	To enable the user to find resources that were written or otherwise prepared by a particular individual or organisation.
Notes	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. Give full contact details if possible, especially when they are not to be given elsewhere, i.e. where the creator is different from the publisher/distributor. If possible use generic e-mails rather than personal ones, as these are less likely to change, e.g. aviationstats@dtlr.gov.uk. There are, however, situations where the Creator has legal responsibilities and obligations, and personal names may be needed for audit trails. Acronyms may be meaningless to users. Use the full official title of the organisation, or link to a glossary or explanatory note.
Not to be confused with	Publisher – The Creator is responsible for the intellectual or creative content of the resource; the publisher is the person or organisation that makes the resource available. You would contact the Creator to find out, for example, why this policy was made or how it will be implemented, whereas you would contact the publisher to find out about getting more copies or matters of copyright. In many cases the Publisher and Creator will be the same. Contributor – The Creator is the person or group responsible for the intellectual or creative content of the resource, the Contributor played an important role but did not have primary or overall responsibility for the content.
Refinements	-
Examples	*For a resource for which chief responsibility for content rests with the Assistant Director* creator: Cabinet Office, Office of the e-Envoy, Technology Policy, Assistant Director; ukgovtalk@e-envoy.gov.uk *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).* creator: Manchester City Council, Community Regeneration Team, Community Regeneration Committee, Chair, Jon Tiles crt@manchester.gov.uk *For a resource prepared by an external consultant* creator: Stella Dextre-Clarke, Consultant SDClarke@LukeHouse.demon.co.uk
HTML syntax	<meta name="DC.creator" content="Cabinet Office, Office of the e-Envoy, Markets, Technology and Innovation, Technology Policy, Assistant Director ukgovtalk@e-envoy.gov.uk"> <meta name= "DC.creator" content="Manchester City Council, Community Regeneration Team, Community Regeneration Committee, Chair, Jon Tiles, crt@manchester.gov.uk">
Encoding schemes include	-
Mapped to	Dublin Core – Creator http://purl.org/dc/elements/1.1/creator NATIONAL ARCHIVES – Creator AGLS – Creator GI Gateway – 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	To enable 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	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. When the time is also needed, add 'hh:mm', where 'hh' is the hour (using the 24 hour clock), 'mm' is minutes. More about this notation can be found at http://www.w3.org/TR/NOTE-datetime.
Not to be confused with	Coverage – Date refers to dates relevant to the information resource itself, not the information held within the resource. For example, for a document about the civil service in the 18th century, put '18th century' in Coverage and put the date published in Date.

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	Date from which the resource should no longer be added to or modified.
	Closed	Date 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	*For a press release approved and sent to editors on 2nd December 2002 but not available for public viewing until 11:00 a.m. the following day* date.created: 2002-12-02 issued: 2002-12-03T11:00 *For an e-mail received on 3rd July 1997* date.acquired:1997-07-03T15:37 *For a spreadsheet which will be replaced at the end of the financial year* date.cut-off date: 2004-03-31 *For a consultation document completed on 20th March 2003, released to the department only for comment on 30th March, and put on the web site for open consultation on 10th April with a closing date of 30th May* date.created: 2003-03-20 available: 2003-03-30 issued: 2003-04-10 valid: 2003-04-10/2003-05-30 *For a home page that went live on 6th January 2000* date.issued: 2000-01-06 *The same home page the following May, after it has been edited* date.issued: 2000-01-06 modified: 2000-05-01

	For a database originally created in 1997 but updated monthly since then date.created:1997-09-09 updatingfrequency: monthly
HTML syntax	<meta name="DC.date.issued" scheme="W3CDTF" content="2003-04-30"> <meta name="DC.date" content="2002-11-25">
Encoding schemes include	**Government Data Standards Catalogue –** http://www.govtalk.gov.uk/gdsc/html/default.htm **W3C** – http://www.w3.org/TR/NOTE-datetime (schema at http://dublincore.org/2003/03/24/dcq#W3CDTF)
Mapped to	Dublin Core – date http://purl.org/dc/elements/1.1/date Dublin Core – dateAccepted http://purl.org/dc/terms/dateAccepted Dublin Core – dateAvailable http://purl.org/dc/terms/available Dublin Core – dateCopyrighted http://purl.org/dc/terms/dateCopyrighted Dublin Core – dateCreated http://purl.org/dc/terms/created Dublin Core – dateIssued http://purl.org/dc/terms/issued Dublin Core – dateModified http://purl.org/dc/terms/modified Dublin Core – dateSubmitted http://purl.org/dc/terms/dateSubmitted Dublin Core – dateValid http://purl.org/dc/terms/valid AGLS – *Refinements:* created, modified, valid, issued GI Gateway GILS IEEE LOM – LifeCycle.Contribute.Date

2.9 Description

Definition	An account of the content of the resource.
Obligation	Optional.
Purpose	To help the user decide if the resource fits their needs.
Notes	The description could cover: • 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 (academic, basic etc.) • Any other useful information. 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).
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	*General* description: Leaflet for parents explaining the purpose of the introduction of Home-School agreements, which are compulsory for all maintained schools. description: A brief history of Blackheath. Covers physical aspects, notable events and people connected with the area description.tableOfContents: Document history / Introduction / Preparation / Lists of elements / General principles / Elements
HTML syntax	<meta name="DC.description. 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="DC.description.tableOfContents" content="Policy and scope / Implementation support / Management processes / Change management / Complying with the e-GIF">
Encoding schemes include	-
Mapped to	Dublin Core – Description http://purl.org/dc/elements/1.1/description AGLS – Description GI Gateway – Abstract GILS – Abstract IEEE LOM – General.Description

2.10 Digital signature

Definition	To be decided.
Obligation	Optional.
Purpose	-
Notes	National Archives (formerly PRO) 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	-
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM

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	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. AutoRemoveDate is used for machine generated removals, where there is absolutely no need for human intervention and review. Many of the refinements will be used almost entirely for long-term records management purposes. 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. Further information is available at www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002requirements final.pdf and http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metada tafinal.pdf
Not to be confused with	-
Refinements	Auto remove date	The date on which the resource will automatically be removed from the system.
	Disposal action	The action to be taken once the condition is reached.
	Disposal authorised by	The identity of the role, the person or the policy authorising the disposal.
	Disposal comment	The reason for disposal.
	Disposal conditions	An event that triggers disposal of the resource, e.g. closure of folder.
	Disposal date	The date the disposal action is due to take place, i.e. from the disposal event, plus the disposal time period.
	Date of last review	The date the disposal schedule was last reviewed
	Disposal export destination	The location where an exported resource will be disposed, e.g. National Archives for permanent preservation.
	Disposal export status	Information about the progress of the export, e.g. pending, already executed, failed.
	Disposal review	The date on which the resource should be reviewed to determine the need to retain it.
	Disposal review details	The details of the review decision which has been taken.
	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	*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 *For a web page which states that 'The final report will be published in August 2003'*

	disposal.review: 2003-08-01
	For a resource which will automatically be removed on 3rd September 2003, without any review taking place
	disposal.autoRemoveDate: 2003-09-03
HTML syntax	<meta name="e-GMS.disposal.autoRemoveDate" content="2003-08-20">
	<meta name="e-GMS.disposal.review" content="2003-10-20">
Encoding schemes include	**National Archives –** Disposal list (Destroy, Review, Export). http://www.pro.gov.uk/recordsmanagement/erecords/2002reqs/2002metadatafinal.pdf. **W3C –** Date formats (Disposal date, Review date, Date of last review) http://www.w3.org/TR/NOTE-datetime (schema at http://dublincore.org/2003/03/24/dcq#W3CDTF)
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM

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 be 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 (for example, the list of Internet Media Types [MIME] defining computer media formats).
Not to be confused with	Type – Format looks at the physical format of the resource, Type considers the content. Format includes hard or electronic copy, and the software needed to access the resource; Type 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	*For a travel guide with additional material* format: Text. Book with map insert *For a database* format: Text/vnd.ms-access extent: 345+mb *For a software application* format: Application/vnd.ms-access *For a web page in HTML* format: Text/html *For a Word document held on a CD-ROM* format: Text/MS Word 97 medium: CD-ROM
HTML syntax	<meta name="DC.format" content="Microsoft Word"> <meta name="DC.format.medium" scheme="IMT" content="image/gif"> <meta name="DC.format.extent" content="27 KB">
Encoding schemes include	**Internet Media Type (IMT) Scheme** - http://www.iana.org/assignments/media-types/index.html
Mapped to	Dublin Core – Format http://purl.org/dc/elements/1.1/format AGLS – Format refinements: extent, medium GI Gateway GILS IEEE LOM – Technical.Format

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	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, though it will often be the best identifier available. Identification codes automatically allocated by records and content management systems can be used. 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). Identifiers can be made 'more unique' by prefixing them with the IARN (IAR Number departmental code), which is allocated to each government department and agency by HMSO. The OeE is investigating the use of Digital Object Identifiers (DOIs) and other persistent unique identifiers.
Not to be confused with	Location – Location indicates the physical location of the resource, not its electronic file-path or URL.
Refinements	Bibliographic citation	A bibliographic reference for the resource.
	Fileplan ID	The reference derived from the fileplan. This is a culmination of information inherited from higher levels of aggregation in the fileplan.
	System ID	Typically, a machine-generated running number allocated when the file is first created. This will typically be used by the internal processes and will rarely be visible to the end user, although it can be a useful tool for administrators accessing other information about the file-path object (e.g. interrogating the audit trail).
Examples	*For a resource with an automatically generated identifier* identifier: DTR/CA/NATS/2000-8769B identifier: [ISBN]0711504083 identifier: [URI] http://www.e-envoy.gov.uk/e-gif *For a tax return form, the Inland Revenue IARN followed by the form's code* identifier: IR000-SA100 *Other* identifier.systemId: 0711504083 identifier.filePlanId: OeE/250/332/40/06 identifier.bibliographicCitation: Byrne, Q. (1994). A question of data. In Government Online Review, (ed John Mayre), 2: 4-15.
HTML syntax	<meta name="DC.identifier" content="http://purl.oclc.org/NET/e-GMS_v1"> <meta name="DC.identifier" scheme="ISBN" content="0711504083"> <meta name="DC.identifier.filePlanId" content="79455334100">
Encoding schemes include	**URI** – http://www.ietf.org/rfc/rfc2396.txt or http://purl.org/dc/terms/URI **ISBN** – http://www.isbn.org/standards/home/index.asp **ISSN** – http://www.issn.org:8080/English/pub

	IARN – http://www.inforoute.hmso.gov.uk/
Mapped to	Dublin Core – Identifier http://purl.org/dc/elements/1.1/identifier AGLS – Identifier GI Gateway GILS IEEE LOM – Split into General.Catalogentry.Entry and General.Catalogentry.Catalog. If the value is a URL then also Technical.Location

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	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. 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. For existing systems where other codes from ISO 639 are being used, it should be possible to continue with these and map to 639-2/T.
Not to be confused with	-
Refinements	-
Examples	*For a resource written in English* language: eng *For a resource written in Welsh and English* language: [ISO 639-2/T] cym language: [ISO 639-2/T] eng *For a Polish translation of a resource originally written in Portuguese. (Use 'Relation' to link to the original Portuguese version)* language: [ISO 639-2/T] pol
HTML syntax	<meta name="DC.language" scheme="ISO 639-2/T" content="eng"> <meta name="DC.language" scheme="ISO 639-2/T" content="cym">
Encoding schemes include	**ISO 639-2** – http://www.loc.gov/standards/iso639-2
Mapped to	Dublin Core – Language http://purl.org/dc/elements/1.1/language AGLS – Language GI Gateway – 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	Location will mainly be used for items held in a physical format, e.g. paper files. 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. It will also be valuable for electronic resources stored on physical media, e.g. magnetic tapes or CD-ROMs.	
Not to be confused with	Identifier – The URL or filename refers to an electronic, machine readable pathway, not a physical location. Such information should go in the Identifier element. Coverage – This element concerns what the resource is about and not where the resource is.	
Refinements	Current location	The temporary place the resource is located, e.g. the name and address of a person who has checked out a disc.
	Home location	The place the resource is normally stored.
Examples	*General* location: Storeroom 16, Box 38 location: Library, Hansard Room, disc 1874D location: Hackbridge, Acme Storage Facility, Room 84B	
HTML syntax	<meta name="e-GMS.location" content="Library, Hansard Room, disc 1874D"> <meta name="e-GMS.location" content="Hackbridge, Acme Storage Facility, Room 84B">	
Encoding schemes include	**Government Data Standards Catalogue** – http://www.govtalk.gov.uk/gdsc/html/default.htm	
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM	

2.16 Mandate

Definition	Legislative or other mandate under which the resource was produced.
Obligation	Optional.
Purpose	Clarifying the legislative or other mandate for the business activity producing the records.
Notes	A balance needs to be struck between the usefulness of this information and the overhead cost involved in collecting it. Organisations using electronic document or records management systems may choose to use the sub-element with a broader approach than indicated, capturing mandate details at class level and cascading this down through inheritance to the records below. 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. It is recommended that a link to the legislative provisions be given if one exists. UK statutes are available on line at http://www.hmso.gov.uk/legis.htm 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 that purpose for which personal data is collected or one of these (or both) equates to a DPA Part 4 exempt category.
Not to be confused with	Rights – Exemption from the data subject access provisions of the DPA 1998 is covered by the Rights 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 Data Protection Act Part 4 (DPA), which applies to this resource.
	Personal data acquisition purpose	Reason for the collection and storage of personal data.
Examples	*For a resource which has been produced by order of an Act of Parliament* Mandate.authorisingStatute: Land Registration Act 2002 c.9
HTML syntax	<meta name="e-GMS.mandate" content="Companies Act 1985"> <meta name="e-GMS.mandate.authorisingStatute" content="Charities Act 1993, section 8">
Encoding schemes include	-
Mapped to	Dublin Core AGLS – Mandate GI Gateway GILS IEEE LOM

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	Preservation will be mainly used by records managers and others engaged in the long-term storage of official records. It will be used to support departmental migration activity, sustainability and archival preservation of the resource, and preserve aspects of the provenance of the resource across transfer of custody between departments and to the National Archives. 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 make possible digital archaeological reconstruction where past management has been lacking (and costs are justified). Some of this information may need to be included in archival description or custody documentation. 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 be concerning 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.
Not to be confused with	Relation.hasFormat – This refers to another resource which is essentially the same intellectual content presented in another format. Preservation.originalFormat refers to the format in which the resource was first made but in which it no longer exists.
Refinements	Original format ⟧ The original format of the resource.
Examples	*For a resource which was originally created in WordStar version 2, but has since been converted to Word and is no longer available in WordStar* Preservation.originalFormat: WordStar v2
HTML syntax	<meta name="e-GMS.preservation" content="Microsoft Word 2002 (10.3416.2501) SP-1"> <meta name="e-GMS.preservation" content="Microsoft Word XP">
Encoding schemes include	-
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM

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. It can also be referred to by those wanting to re-use or re-publish the resource elsewhere or purchase a copy of the resource.
Notes	'Publisher' is used here in its widest sense, so an organisation that places an information resource on a web site 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 re-publish the information contained in the resource or to obtain copies in a different format. A publisher has certain legal rights and responsibilities regarding the resource, so should always be named.
Not to be confused with	Creator/Contributor – The publisher is the organisation or person that 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 web site). The publisher is the entity that the user would contact to obtain new copies, or discuss copyright issues. The Creator, and to some extent the Contributor, are responsible for the content of the resource. The user would therefore contact the Creator to find out, for example, why the particular policy described in the resource was made or what the process was to contribute to the discussion. In many cases the Publisher and Creator will be the same.
Refinements	-
Examples	*General* publisher: London Borough of Lewisham, Town Hall, Catford, London SE6 4RU. Tel 020 8314 6000. enquiries@lewisham.gov.uk publisher: The Stationery Office, St Crispins, Duke Street, Norwich, NR3 1PD. Telephone 0870 600 5522. Facsimile 0870 600 5533. E-mail esupport@theso.co.uk publisher: The Cabinet Office, Office of the e-Envoy, Stockley House, 130 Wilton Road, London, SW1V 1LQ govtalk@e-envoy.gsi.gov.uk
HTML syntax	<meta name="DC.publisher" content="The Cabinet Office, Office of the e-Envoy, Stockley House, 130 Wilton Road, London, SW1V 1LQ govtalk@e-envoy.gsi.gov.uk"> <meta name="DC.publisher" content="The Stationery Office, St Crispins, Duke Street, Norwich, NR3 1PD. Telephone 0870 600 5522. Facsimile 0870 600 5533. E-mail mailto:mesupport@theso.co.uk">
Encoding schemes include	**Government Data Standards Catalogue –** http://www.govtalk.gov.uk/gdsc/html/default.htm
Mapped to	Dublin Core – Publisher http://purl.org/dc/elements/1.1/publisher AGLS – Publisher, Availability GI Gateway GILS IEEE LOM – LifeCycle.Contribute.Entity

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	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. When using refinements, use the most specific one that is applicable. Relation can be used to allow cascading retrieval of interrelated objects, especially if used in conjunction with the Aggregation element. (More information can be found in the National Archives' Metadata Standard.) It is also invaluable for linking items in multiple parts, different versions of the same resource and items available in multiple formats.	
Not to be confused with	Source – Do not use Source if it is more appropriate to put this data in the Relation element, i.e. it may be more accurate to use the IsVersionOf refinement of Relation. Preservation.originalFormat – Refers to the format in which the resource was first made but which it no longer exists. Relation.hasFormat refers to another resource which is essentially the same intellectual content presented in another format.	
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	The described resource is a physical or logical part of the referenced resource. Comments: 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.
	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. Comments: Includes translations of resources.
	Provides definition of	The described resource provides an effective working definition of an item whose usual name is given in the value.
	Reason for redaction	The reason for the publication of a redaction or extract.
	Redaction	The described resource has a version with some part of the content marked or removed to make the remainder of the content releasable.

	References	The described resource references, cites, or otherwise points to the referenced resource.
	Requires	The described resource requires the referenced resource to support its function, delivery, or coherence of content.
	Replaces	The described resource supplants, displaces, or supersedes the referenced resource.
	Sequence no	The resource's allocated number in a sequence to which it belongs.
Examples	*For a publication with an associated press release* relation: Press release 2002-01-03, http://www.idea.gov.uk/news/press/030102.htm *For a web site which replaces an earlier web site with similar content* relation.replaces: www.open.gov.uk *For version 2 of the e-GMS, showing its link to version 1* relation: isVersionOf: http://purl.oclc.org/NET/e-GMS_v1 *For a folder that groups together files on a particular issue* relation.hasPart: DAA/FIN37/22/2001/LBR2001-08-13 relation.hasPart: DAA/FIN37/22/2002/LBR2001-08-14 relation.hasPart: DAA/FIN37/22/2002/LBR2001-08-17 *For a file that belongs in the above folder* relation.isPartOf: DAA/FIN37/22/2001 *For a document that is No 7 in the 'Information Management' series* relation.isPartOf: Information management series sequenceno: 7 *For a resource interpreting a set of statistics, but not listing those statistics* Relation.requires: 398762342X *For an HTML document that was originally made available in hard copy* relation.isFormatOf: [ISBN] 0711504237 *For an XML schema document which requires another XML schema document to be available to the schema processor* relation.requires: IR/SAelements-2002-v1.0 *For an XML schema providing a definition of the XML data type NationalInsuranceNumberType* relation.providesDefinitionOf: NationalInsuranceNumberType	
HTML syntax	<meta name="DC.relation" content="Press release 2002-01-03, http://www.idea.gov.uk/news/press/030102.htm"> <meta name="DC.relation.requires" scheme="ISBN" content="398762342X"> <meta name="DC.relation.isFormatOf" scheme="ISBN" content="0711504083"> <meta name="DC.relation.hasFormat" scheme="URI" content="http://www.foo.bar/explanation.pdf">	
Encoding schemes include	**URI** – http://purl.org/dc/terms/URI **ISBN** – http://www.isbn.org/standards/home/index.asp **ISSN –** http://www.issn.org:8080/English/pub	
Mapped to	Dublin Core – relation http://purl.org/dc/elements/1.1/relation Dublin Core – relation.isPartOf http://purl.org/dc/terms/isPartOf Dublin Core – relation.hasPart http://purl.org/dc/terms/hasPart Dublin Core – relation.isVersionOf http://purl.org/dc/terms/isVersionOf Dublin Core – relation.hasVersion http://purl.org/dc/terms/hasVersion Dublin Core – relation.isFormatOf http://purl.org/dc/terms/isFormatOf Dublin Core – relation.hasFormat http://purl.org/dc/terms/hasFormat Dublin Core – relation.references http://purl.org/dc/terms/references Dublin Core – relation.isReferencedBy http://purl.org/dc/terms/isReferencedBy Dublin Core – relation.isRequiredBy http://purl.org/dc/terms/isRequiredBy Dublin Core – relation.requires http://purl.org/dc/terms/requires	

	Dublin Core – relation.isReplacedBy http://purl.org/dc/terms/isReplacedBy Dublin Core – relation.replaces http://purl.org/dc/terms/replaces Dublin Core – relation.conformsTo http://purl.org/dc/terms/conformsTo AGLS – Relation *Refinements:* IsPartOf/HasPart; IsVersionOf/HasVersion; IsFormatOf/HasFormat; References/IsReferencedBy; IsRequiredBy/Requires; IsReplacedBy/Replaces. GI Gateway – Dataset association: Additional information source. GILS – Cross reference *Refinements:* Cross reference title; Cross reference relationship; Cross reference linkage; Linkage; Linkage type. IEEE LOM

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	If possible provide a link to a resource giving more details about the Rights marking, e.g. the 'Crown copyright' statement at http://www.hmso.gov.uk/docs/copynote.htm. Typically the rights will be defined by the owner or custodian of the resource.
Not to be confused with	Accessibility – Accessibility indicates whether particular users will be able to access or use the resource; Rights indicates if they are allowed to. Audience – Audience tells you who the content is designed for; Rights is the place to list the individuals or groups who are allowed to see the resource.

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	Whether the resource can be disclosed ('Y' or 'N') in accordance with the DPA (Data Protection Act).
	DPA data subject access exemption	Whether the resource is exempt from DPA access provisions ('Y' or 'N').
	EIR disclosability indicator	Whether the resource can be disclosed ('Y' or 'N') in accordance with the EIR (Environmental Information Regulations).
	EIR exemption	Whether there are exemptions to access to the resource ('Y' or 'N') in accordance with the EIR.
	FOI disclosability indicator	Whether the resource can be disclosed ('Y' or 'N') in accordance with the FOI (Freedom of Information Act).
	FOI exemption	Whether there are exemptions to access to the resource ('Y' or 'N') in accordance with the FOI.
	FOI 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.
	FOI release date	The date of past or future release.
	Group access	Name of a group or groups which have the right to access the resource.
	Individual user access list	Names of individuals having access to the resource.
	Last FOI 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	*General* rights.copyright: Crown copyright http://www.hmso.gov.uk/docs/copynote.htm	
HTML syntax	<meta name="DC.rights.copyright" content="Crown Copyright	

	http://www.hmso.gov.uk/docs/copynote.htm"> <meta name="DC.rights" content="Classified">
Encoding schemes include	**Legislation** – Legislation covering rights of access to official information often has its own encoding scheme. **W3C** – http://www.w3.org/TR/NOTE-datetime (schema at http://dublincore.org/2003/03/24/dcq#W3CDTF)
Mapped to	Dublin Core – Rights http://purl.org/dc/elements/1.1/rights AGLS – Rights GI Gateway – Access constraints GILS – Availability; Access constraints; *Refinements*: General access constraints; Security classification control IEEE LOM – Rights.Description

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 (for example, 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	Relation – Do not use Source if it is more appropriate to put this data in the Relation element, i.e. it may be more accurate to use the IsVersionOf refinement of Relation.
Refinements	-
Examples	*For a report based on figures gathered during a survey* 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** – http://purl.org/dc/terms/URI **ISBN** – http://www.isbn.org/standards/home/index.asp **ISSN** – http://www.issn.org:8080/English/pub
Mapped to	Dublin Core – Source http://purl.org/dc/elements/1.1/source AGLS – Source GI Gateway 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. Also it may be used as a reference by a user who wants to know the resource's status.
Notes	The status of a resource includes: • 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? • 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. This data should apply to the described resource only, not to earlier versions.
Not to be confused with	-
Refinements	-
Examples	*For a series of documents created in the development of a policy statement* status: Draft v0.1. For consideration by Team status: Draft v0.2. For consideration by Department status: Draft v0.3. For consideration by Minister status: Draft v0.4. Approved by Minister. For open consultation status: Draft v0.5. Following open consultation. For final approval by Minister status: Version 1.0. For publication status: Version 2.0. For publication
HTML syntax	<meta name="e-GMS.status" content="Version 2.0 For publication"> <meta name="e-GMS.status" content="Draft v2 Approved by Minister. For open consultation">
Encoding schemes include	**IEEE LOM Status Encoding Scheme –** http://ltsc.ieee.org/wg12/
Mapped to	Dublin Core AGLS GI Gateway GILS IEEE LOM

2.23 Subject

Definition	A topic of the content of the resource.
Obligation	Mandatory (Category refinement).
Purpose	Enables the user to search by the topic of the resource.
Notes	The obligation of this element rests with the Subject.Category refinement. At least one term from the Government Category List must be added to this refinement and this should reflect the main subject of the resource. Other terms should be added as necessary. The Category will be used to enable browsing through multiple resources, e.g. from UK Online and other portals. GCL terms are typically very broad, so it is important to add the Keywords as well, choosing those that describe specifically what the resource is about. Subject.keyword terms should also be chosen from a controlled list, such as MeSH (Medical Subject Headings) or a specialised thesaurus or taxonomy used by the organisation. It is important to tag each term entered to indicate the source vocabulary. Add uncontrolled terms to the unrefined Subject element if they will make it easier for people to find the resource. These can be in addition to controlled terms, which appear in the Keyword refinement. For example, you might add common abbreviations or acronyms for Keyword terms. Using the most specific terms as Keywords, and not including more general terms, helps prevent information overload. For example, someone looking for a web site covering their government's overall policies on health will have to search using 'health' as the main Subject term. It won't help if the hit list is full of items on specific health issues such as a shortage of doctors in Stourbridge. When setting keywords for resources that will become part of a web site, select terms that describe the page in question only, not the entire site. This will help users go straight to the information they are looking for, and will also help with navigating the site using the local search engine. When the described resource is part of another, it may be possible to omit certain metadata elements that are inherited from the parent resource. For example the Subject metadata of a folder may be inherited by all of the files within that folder.
Not to be confused with	Type – The Subject terms indicate the subject matter of the resource, i.e. what the resource is about, rather than what it is. For example, do not use 'Maps' as a subject if the resource is a map; in this instance, put 'map' in the Type element. Do use 'maps' as a subject term if the resource is about maps, map-making, cartography etc. Coverage – Coverage contains information about the resource content's relation to place and time. This can be thought of as a sub-section of Subject.
Refinements	Category	Broad subject categories from the Government Category List, and, optionally, any other widely available category list. Comment: This is to allow users to scroll down through a list of very broad terms (e.g. Business and Industry) to narrower categories (e.g. Companies, Imports).
	Keyword	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.
	Process identifier	Indicates a specific service or transaction, using an identifier taken from a recognised list.

	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 manageable chunks that make up the larger Programme. It will be useful to agree with your team or even 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*. Don't 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	*For a policy document on heart disease* subject: NHSP CHD subject.category: Heart disease and stroke subject.keyword: Heart attacks; Coronary heart disease; Treatment; Prevention subject.programme: The NHS Plan subject.project: Coronary heart disease *For one of a series of documents looking at take up of private health care by various societal groups* subject.category: Private health care; Minority groups subject.keyword: Private health care; Greek Cypriots; Croats *For a web site giving advice to citizens travelling abroad* subject.category: Tourism subject.keyword: Foreign travel; Travel advice; British embassies; Consulates	
HTML syntax	<meta name="eGMS.subject.category" scheme="GCL" content="Information management"> <meta name="eGMS.subject.keyword" scheme="CurriculumOnline" content="En-0383 Joined-up writing">	
Encoding schemes include	Category: **Government Category List –** http://www.govtalk.gov.uk/schemasstandards/egif.asp **SIC** – UK Standard Industrial Classification http://www.nationalstatistics.gov.uk/methods_quality/sic/downloads/UK_SIC_Vol2(2003).pdf Keyword: **National Curriculum metadata standard –** http://www.nc.uk.net/metadata/index.html **ERIC** – Educational Resources Information Centre thesaurus http://searcheric.org **MeSH** – Medical Subject Headings http://www.nlm.nih.gov/mesh/meshhome.html **LCSH** – Library of Congress Subject Headings http://www.loc.gov/catdir/cpso Specialist local/organisational thesauri Process identifier: **CUPID** – www.leap.gov.uk	
Mapped to	Dublin Core – Subject http://purl.org/dc/elements/1.1/subject AGLS – Subject GI Gateway – Keywords GILS – Subject terms uncontrolled; *Refinement:* Uncontrolled term. Controlled subject index; *Refinements:* 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	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. 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. 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. 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. 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. If the resource is an electronic 'folder' containing electronic documents, use the usual folder name as the title.
Not to be confused with	-
Refinements	Alternative title	Any form of the title used as a substitute or alternative to the formal title of the resource.
Examples	*For an e-mail with an informal and uninformative subject line* title: ZitKwik application demonstration 2002-09-12 title.alternative: Software demo Thursday *For a document commonly known by an informal title* title: The Stephen Lawrence inquiry: report of an inquiry by Sir William Macpherson of Cluny title.alternative: The Macpherson report *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')* title: Tax return guidance 2002 title: Tax return guidance 2003 title: Tax return guidance 2004 title: Tax return guidance 2005 *For a sequence of documents on one subject* title: Plans for the restructuring of the Department – draft title: Plans for the restructuring of the Department – draft 2 title: Plans for the restructuring of the Department – draft 3 title: Plans for the restructuring of the Department – final 2003-01-08 title: Plans for the restructuring of the Department – revised 2003-01-17 *For a folder containing files*

	title: DAA/FIN37/22/2001
HTML syntax	<meta name="DC.title" content="e-Government Metadata Standard version 2"> <meta name="DC.title.alternative" content="e-GMS 2">
Encoding schemes include	-
Mapped to	Dublin Core – Title http://purl.org/dc/elements/1.1/title AGLS – Title GI Gateway – 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	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. Note that Aggregation appeared in e-GMS v1.0 as a refinement of Type, but is now an element in its own right.
Not to be confused with	Format – Format refers to the physical format of the resource, including the software application used to create, read and edit it; Type refers to the content of the resource. Subject – Type describes what the resource is instead of what it is about.
Refinements	See 'Encoding schemes include' below.
Examples	*For a record of a meeting* type: minutes *For a list of questions produced to conduct a survey* type: questionnaire
HTML syntax	<meta name="DC.type" scheme="e-GMSTES" content="Standard"> <meta name="DC.type" scheme="e-GMSTES" content="Minutes">
Encoding schemes include	**DCMI type** – http://dublincore.org/documents/dcmi-type-vocabulary **e-GMS TYPE Encoding Scheme (e-GMSTES)** – http://www.govtalk.gov.uk/schemasstandards/metadata.asp?page=1&order=title
Mapped to	Dublin Core – Type http://purl.org/dc/elements/1.1/type AGLS – Type GI Gateway GILS IEEE LOM – Educational.LearningResourceType

3. Appendix: Links and References

Related documents

e-Government Metadata Standard v1
http://purl.oclc.org/NET/e-GMS_v1

e-Government Metadata Framework (e-GMF)
http://www.govtalk.gov.uk/schemasstandards/metadata_document.asp?docnum=473

e-Government Interoperability Framework (e-GIF)
http://www.govtalk.gov.uk/schemasstandards/egif.asp

Government Data Standards Catalogue
http://www.govtalk.gov.uk/gdsc/html/default.htm

UK GovTalk™ Schema Guidelines
http://www.govtalk.gov.uk/schemasstandards/eservices.asp

IEEE/LOM mapping to e-GMS
http://www.govtalk.gov.uk/schemasstandards/metadata.asp?page=1&order=title

e-GMS Audience Encoding Scheme (e-GMSAES)
http://www.govtalk.gov.uk/schemasstandards/metadata.asp?page=1&order=title

e-GMS Type Encoding Scheme (e-GMSTES)
http://www.govtalk.gov.uk/schemasstandards/metadata.asp?page=1&order=title

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

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

GILS – Government Information Locator Service http://www.dtic.mil/gils/documents/naradoc

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

National Archives (formerly PRO) – National Archives http://www.nationalarchives.gov.uk/

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

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