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eGMS Type Encoding Scheme (eGMSTES)

There are two lists here, the main list and a shorter form consisting of an alphabetical list of the Type values only

Main list
The values in the 'Type' column are those recommended for use in metadata. The names in the 'Group' column are only to help you check the list. Notes in the 'Usage' column should help decide which is the most appropriate value for a particular resource.

Local versions
You may develop your own Type list, using values here but removing any you think are not useful and also adding your own if you feel they are needed. This may be particularly necessary for internal systems. Remember though that interoperability works better if you use the recommended values when applicable.

For the purposes of managing FOI publication schemes, organisations may find it helpful to add items corresponding to their own publication 'classes'.

See the eGMS, under 'Type', for more guidance on how and when to use this list, with examples.

Group	Type	Usage
Publications/corresponde nce	Annual report	A document that outlines and analyses the activities, especially the financial dealings, of a company or other organisation over the past year.
	Article	
	Briefing note	Note recording an action, event or policy statement. May take the form of a memo or minute, and/or address a specific issue.
	Complaints document	Any of the documents dealing with a complaint against a public body or one of its officials.
	Consultation paper	Consultative document to invite public feedback on a project, policy or proposal. See also *Green paper*.
	Correspondence	Includes letters and email correspondence
	Form	Document or template structured for soliciting input. See also *Questionnaire*
	Instructional	Any material for practical guidance, including user guides, guidelines, handbooks, manuals, procedural instructions, tutorials, training materials, etc. See also *Rules*
	Policy	

	Questionnaire	List of questions, often used to conduct a survey. See also *Form*
	Reference	Includes bibliographies, definitions, dictionaries, directories, encyclopaedias, glossaries, lexicons, thesauri, atlases
	Report	Includes a wide variety, such as the report of a survey or an inquiry, a research report, collection of case studies, health and safety report, etc.
	Rules	Includes non-statutory regulations, codes of practice and procedural rules such as standing orders. See also *Instructional*, *Statutory instrument*
	Standard	A technical specification available to the public, established by consensus and approved by a recognised body. See also *Specification*
	Statistics	
	Submission	Document submitted to an authority, usually in response to a process or requirement.
Financial/purchasing	Accounts	A set of financial accounts, often including a balance sheet.
	Budget	Plan of expected income and expenditure. See also *Business planning*
	Call for expressions of interest	
	Contract	Legally binding agreement between two or more parties
	Invitation to tender	May be a general call for tenders or a specific invitation to tender
	Invoice	
	Purchase order	
	Service level agreement	
	Specification	Includes design specification, product specification, requirements specification, functional specification, test specification and statement of requirements.
Graphical/non-text	Dataset	Structured data in lists, tables, charts, databases, etc., normally in a format for direct machine processing. Data may be numeric, spatial, statistical or structured text. See also *Statistics*
	Image	Visual representation of a person, object, scene or process. Includes diagrams, icons, drawings, graphics, illustrations, logos, paintings, pictures, photographs, etc.
	Map	A geospatial representation, for example of a geographical area or road network. Includes navigational charts.
	Organisation chart	
	Physical object	Use when the resource being described is a physical object, such as a museum piece

	Plan drawing	Includes architectural/engineering plans.	
	Software		
	Sound	Includes audio recordings	
	Video		
Legislation/parliamentary/ local government	Act of Parliament	A bill that has been approved by Parliament and so becomes law after signature by the Queen	
	Bill	The draft of an Act of Parliament	
	By-law	A law or ordinance dealing with matters of local or internal regulation, made by a local authority.	
	Circular	Guidance on the implementation of legislation, issued by a government department. See also *Statutory guidance.*	
	Command paper	Government paper presented to Parliament, and given a Command Paper Series number.	
	Committee report	Formal report presented to a local authority committee to support decision-making by Council.	
	Treaty	International agreement, convention or protocol concluded between states in written form and governed by international law	
	Directive	A general instruction how to proceed or act, issued by an authority. See also *Rules*	
	Green paper	Consultative paper preceding the drafting of a bill for parliament. See also *Consultation Paper*	
	House of Commons paper	Papers arising from the deliberations of the House, or needed for its work, such as Select Committee papers, and Minutes of Proceedings of Standing Committees.	
	House of Lords paper		
	Parliamentary Question	Includes question and answer	
	Scottish Executive paper	For the Scottish Parliament, this is comparable to a Command paper	
	Scottish Parliament paper	Comparable to a House of Commons or House of Lords paper	
	Statutory guidance	Guidance document from a government department, with some statutory weight. See also *Circular*.	
	Statutory instrument	Secondary legislation providing detailed regulations for an Act of Parliament	
	White paper	Policy statement, often preceding a Bill	
News/Meetings/conferences	Agenda	List of items for discussion	
	Call for papers	Invitation to submit a paper for publication and/or presentation at an event	
	Minutes	Record of a meeting, particularly noting points of agreement	
	Newsletter	Issue of a regular publication giving news and events information.	

			Sometimes known as bulletin or gazette.
	Press release	Brief public statement for release to the mass media	
	Presentation	Outline of matters presented at a meeting, sometimes including graphics. See also *Speech*	
	Proceedings	Record of matters presented at a conference, meeting etc. See also *Minutes*	
	Programme	Advance notice of the content and timing of an event. Not to be confused with *Software*.	
	Promotional	Any item, possibly an advertisement, promoting a cause or a project or product	
	Public notice		
	Speech	Text of a presentation verbally delivered. See also *Presentation*	
Personnel/Organisational	Business plan	Organisational plan including statement of objectives, strategy, financial plan, etc.	
	Case notes	All the documentation relating to a specific, individual case	
	Contract	Legally binding document agreed between two or more parties	
	Diary or calendar	Use the combined term for either a diary or a calendar, or a list of upcoming events.	
	Environmental impact assessment		
	Form	Document or template structured for soliciting input. See also *Questionnaire*	
	Job advertisement		
	Job description		
	Mission statement		
	Organisation chart		
	Policy		
	Project document	Includes project initiation document, project exception report and any other PRINCE 2 type documentation.	
	Service level agreement		
	Staff appraisal		
	Staff directory		
	Terms of reference	May apply to a committee or a project.	
Web guidance	Discussion forum		
	Home page	Introductory page or major entry point for a network site	
	Website facility	Includes search page, site map, site directory, A-Z index, help pages, feedback pages, What's New, site guest book, contacts list, disclaimer, FAQs and any other administrative elements to help people make use of web pages.	
	XML schema		

Alphabetical List

This simple, alphabetical list is suitable for use in single-tier drop-down lists.

Accounts
Act of Parliament
Agenda
Annual report
Article
Bill
Briefing note
Budget
Business plan
By-law
Call for expressions of interest
Call for papers
Case notes
Circular
Command paper
Committee report
Complaints document
Consultation paper
Contract
Correspondence
Dataset
Diary or calendar
Directive
Discussion forum
Environmental impact assessment
Form
Green paper
Home page
House of Commons paper
House of Lords paper
Image
Instructional
Invitation to tender
Invoice
Job advertisement
Job description
Map
Minutes
Mission statement
Newsletter
Organisation chart
Organisation chart
Parliamentary Question
Physical object
Plan drawing
Policy
Presentation
Press release
Proceedings
Programme
Project document
Promotional
Public notice
Purchase order
Questionnaire

Reference
Report
Rules
Scottish Executive paper
Scottish Parliament paper
Service level agreement
Software
Sound
Specification
Speech
Staff appraisal
Staff directory
Standard
Statistics
Statutory guidance
Statutory instrument
Submission
Terms of reference
Treaty
Video
Website facility
White paper
XML schema