



Office of the *e-Envoy*

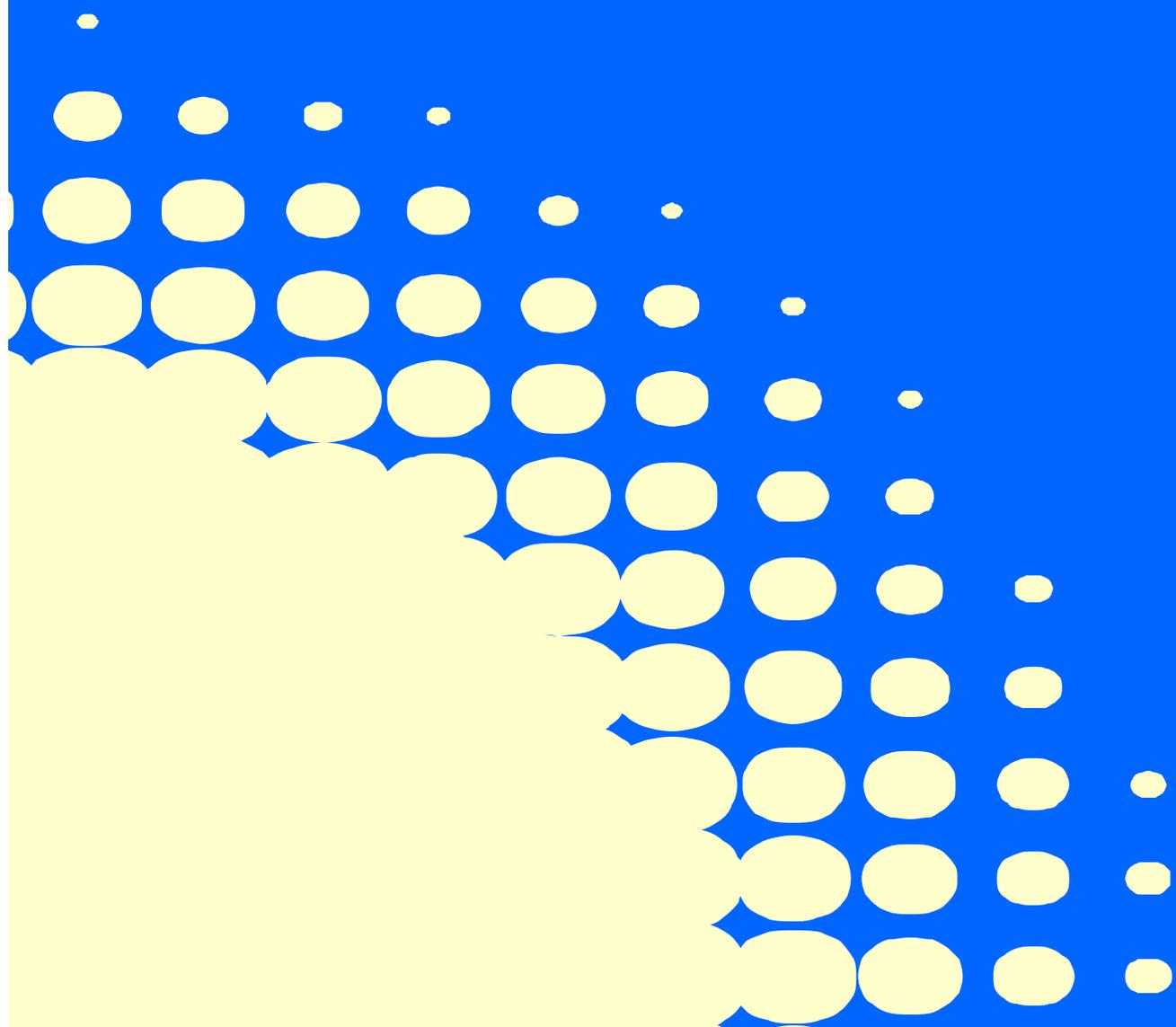
Leading the drive to get the UK online

delivering



e-Government Metadata Standard e-GMS

1.0
April 2002



Contents

INTRODUCTION.....	3
WHAT THIS STANDARD INCLUDES.....	3
WHAT THIS STANDARD DOES NOT INCLUDE.....	4
FUTURE DEVELOPMENTS.....	4
BACKGROUND.....	4
DEVELOPMENT PRINCIPLES.....	5
THE ELEMENTS	6
ACCESSIBILITY	6
AUDIENCE.....	7
CONTRIBUTOR.....	8
COVERAGE	9
CREATOR.....	11
DATE	12
DESCRIPTION	14
DISPOSAL.....	15
FORMAT.....	16
IDENTIFIER	17
LANGUAGE	18
LOCATION.....	19
PRESERVATION.....	20
PUBLISHER	21
RELATION.....	22
RIGHTS	24
SOURCE.....	25
STATUS.....	26
SUBJECT	27
TITLE.....	29
TYPE.....	31
APPENDICES	33
APPENDIX A: LINKS, REFERENCES.....	33
APPENDIX B: DRAFT ‘TYPE’ ENCODING SCHEME.....	34

Introduction

Joined-up government needs joined-up information systems. The e-Government Metadata Standard lays down the elements, refinements and encoding schemes to be used by government officers when creating metadata for their information resources or designing search systems 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. Essential background and supporting documents can be found at <http://www.govtalk.gov.uk/interoperability/metadata.asp?order=title>.

What this standard includes

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

For each element you will find the following data:

Definition: the formal definition of the element, taken from Dublin Core wherever possible.

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.

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

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

Examples: to indicate how the elements could be filled in for a variety of different types of resource. Examples are used in an informal way, intended to demonstrate the meaning of the element or refinement. The exact notation will vary between applications.

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

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

- **Dublin Core:** 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
- **NGDF:** The National Geospatial Data Framework
- **GILS:** Government Locator Service, used in the USA
- **PRO:** Metadata elements recommended by the UK Public Record Office.

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-Government Interoperability Framework. The latest version of this can be found at <http://www.govtalk.gov.uk/interoperability/egif.asp?order=title>.

Future developments

A number of refinements are included here to illustrate the deployment of individual elements in a records management context. Work on a comprehensive set of metadata to support the whole range of records management needs is continuing in collaboration with the Public Record Office and the central government records management community. The outcome of this work will be incorporated into a future version of the e-GMS.

In addition, evolution will be needed to make the e-GMS more comprehensive, maintain consistency with changes in international standards and 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,
- rename any elements or refinements,
- add new elements that could contain values contained in the existing elements.

Background

The reasons for developing this standard were outlined in the [e-Government Metadata Framework](#) (e-GMF), now incorporated into the e-Government Interoperability Framework (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-GMF is therefore mandated across all government information systems. By association, so is the e-GMS

Development principles

The first version of this Standard, as described in the e-GMF, consisted of simple Dublin Core (DC). DC elements, refinements and encoding schemes have been incorporated as far as possible into the e-GMS. DC definitions and comments have also been used. 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 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 and give **Value for Money**.
- 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.

The elements

ACCESSIBILITY

Definition	Indicates the resource's availability and usability to specific groups.
Obligation	Mandatory if applicable.

Purpose: to allow those unable to use all information resources to limit their search to items meeting their requirements.

Don't confuse with: Audience. Accessibility indicates whether particular users will be able to access or use the resource; Audience indicates those users the content is designed for.

Don't confuse with: Rights. Rights indicates who is allowed to see the resource; Accessibility indicates who is actually able to.

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.

Examples

```
[ICRA] meta http-equiv="pics-label" content='(pics-1.1 "http://www.icra.org/ratingsv02.html" | gen true for "http://www.e-envoy.gov.uk" r (cz 1 lz 1 nz 1 oz 1 vz 1) "http://www.rsac.org/ratingsv01.html" | gen true for "http://www.e-envoy.gov.uk" r (n 0 s 0 v 0 | 0))' />
```

ACCESSIBILITY: Bobby accredited

Encoding schemes include:

Schemes allocated by accessibility accreditation bodies, e.g. **ICRA**, **W3C Bobby** initiative (<http://www.cast.org/bobby>) **RNIB** (<http://www.rnib.org.uk/digital/siraccess/welcome.htm>),

Mapped to:

Dublin Core	
AGLS	
NGDF	
GILS	
PRO	

AUDIENCE

Definition	A category of user for whom the resource is intended.
Obligation	Optional.

Purpose : this element is used to:

- indicate the level or focus of the resource
- enable further filtering or narrowing of a search to items suited to the intended audience

Don't confuse with: Accessibility. Audience indicates those users the content is aimed at. Accessibility indicates whether particular users will be able to access or use the resource.

Don't confuse with: Rights. The Rights element is the place to list the individuals or groups who are allowed to see the resource, Audience tells you who the content is designed for.

Don't use Audience unless the resource is prepared with a particular group in mind. If it's for general release, leave it blank.

Encoding schemes will be needed if real value is to be gained from this element. Various educational encoding schemes are available, and no doubt there are others for other domains, e.g. health.

Examples:

AUDIENCE: Students

AUDIENCE: Engineers

Mapped to:

Dublin Core	Audience (DC-ed extensions).
AGLS	Audience.
NGDF	
GILS	
PRO	

CONTRIBUTOR

Definition	An entity responsible for making contributions to the content of the resource.
Obligation	Optional.

Purpose : to enable users to find items with intellectual or other contributions made by particular persons or organisations.

Examples of a Contributor include a person or organisation. Typically, the name or job title of a Contributor should be used to indicate the entity.

Include all persons 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.

Examples:

CONTRIBUTOR: Photographs by O Shutter, Shutter and Co, olaf@shutter.com

CONTRIBUTOR: Edited by Mike Ukpai, 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

Encoding schemes include:

Government Data Standards Catalogue (name and address types)

<http://www.govtalk.gov.uk/interoperability/eservices.asp?order=title>

Mapped to:

Dublin Core	Contributor.
AGLS	Contributor.
NGDF	
GILS	Contributor.
PRO	

COVERAGE

Definition	The extent or scope of the content of the resource.
Obligation	Recommended.

Purpose: this element is extremely useful for limiting a search to information about a particular place or time. It can be thought of as a sub-section of Subject.

Don't confuse with: Date. Coverage.Temporal refers to the time period covered by the content of the resource not its creation or publication date.

Don't confuse with: 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 Subject. There may be times when it is appropriate to put the same data in both elements.

Don't confuse with: Location. Location is the physical whereabouts of the resource, it has nothing to do with what the resource is about.

Data will usually be put under Spatial or Temporal rather than the unrefined Coverage. 'Spatial' includes jurisdiction, town, county, borough, constituency, region etc.

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 (see first example).

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.

Dates should be in standard W3C format e.g. ccyymm-dd. The further refinements given here will mainly be used for situations where greater detail about the time covered is important, e.g. statistics or geographic information.

Refinements:.

Spatial	
Temporal	Beginning date
	End date
	Data capture period
	Status of start date of capture
	Start date of capture
	End date of capture

Examples:

For a tale of two cities

COVERAGE.SPATIAL: Winchester, UK

COVERAGE.SPATIAL: Newcastle-upon-Tyne, UK

Prefer the above to

COVERAGE.SPATIAL: Winchester, UK; Newcastle-upon-Tyne, UK

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

Encoding schemes include:

Spatial

Government Data Standards Catalogue (address, date and time types)

<http://www.govtalk.gov.uk/interoperability/eservices.asp?order=title>

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>

Temporal

W3CDTF <http://www.w3.org/TR/NOTE-datetime>

DCMI Period: A specification of the limits of a time interval

<http://dublincore.org/documents/dcmi-period>

Mapped to:

Dublin Core	Coverage <i>Refinements</i> : Spatial, Temporal.
AGLS	Coverage; <i>Refinements</i> : Spatial, Temporal; Jurisdiction; Postcode.
NGDF	Geographic extent; <i>Refinements</i> Spatial referencing by coordinates: System of spatial referencing by coordinates; West bounding coordinate; East bounding coordinate; North bounding co-ordinate; 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	Spatial domain; Place; Place keyword thesaurus; Place keyword; Bounding coordinates; West bounding co-ordinate; East bounding coordinate; North bounding co-ordinate; South bounding coordinate; Time period; Beginning date; Ending date; Time period textual; Time period structured.
PRO	

CREATOR

Definition	An entity primarily responsible for making the content of the resource.
Obligation	Mandatory.

Purpose: to enable users to find items that were written or otherwise prepared by particular persons or organisations.

Don't confuse 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.

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 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.

It is envisaged that refinements will be added to this element as part of the records management developments.

Examples:

For a resource for which chief responsibility for content rests with the Assistant Director
CREATOR: Assistant Director; Technology Strategy Team, Office of the e-Envoy, Cabinet Office
ukgovtalk@e-envoy.gov.uk

CREATOR: Information Services Unit, Department of Administrative Affairs (DAA), Room 27, 301 Whitehall, London SW1. lis@daa.gsi.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: Jon Tiles, Chair, Community Regeneration Committee, Community Regeneration Team, Manchester City Council crt@manchester.gov.uk

For a resource prepared by an external consultant

CREATOR: Stella Dextre-Clarke, Consultant SDClarke@LukeHouse.demon.co.uk

Encoding schemes include:

Government Data Standards Catalogue (name and address types)
<http://www.govtalk.gov.uk/interoperability/eservices.asp?order=title>

Mapped to:

Dublin Core	Creator.
AGLS	Creator.
NGDF	Originator.
GILS	Originator.
PRO	Author/Originator; E-mail sender name.

DATE

Definition	A date associated with an event in the life cycle of the resource.
Obligation	Mandatory.

Purpose: to enable users to find resources or limit the number of search hits according to the date a resource was made available or some other important date in its life cycle. It can also be referred to by those interested in the history of the resource.

Don't confuse 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.

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 *T*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>.

Refinements:

Acquired	Date on which the resource was received into the organisation. Comment: The nature of a resource can change when it is submitted by one authority to another (e.g. in legislative procedures) without necessarily any change being made to the content of that resource. EXAMPLE: The date that a legislative text is tabled for consideration (=date of acquisition by the House) is not the same as the date the resource is adopted (by the submitting or receiving authority). Includes date/time an e-mail was received.
Available	Date (often a range) that the resource will become or did become available. Comment: Use to indicate when a resource became available internally, as opposed to Date.Issued which indicates when it became publicly available.
Created	Date of creation of the resource. Comment: The date this version of the resource was created/completed or the capacity to store the resource as part of a collection was established, e.g. the creation date of a folder, from when it was available for documents to be added, or the creation date of a web-site or part of a web-site. Includes date/time an e-mail was sent.
Cut-off date	Regular date on which the folder should be segmented into a new part, e.g. at commencement of financial year.
Declared	Date on which the resource was declared, filed or registered as a record.
Closed	The date the capacity to store the resource as part of a collection was revoked, e.g. the close date of a folder.
Issued	Date of formal issuance (e.g. publication) of the resource. Comment: The date the resource was or is scheduled to be made publicly available. Includes publication or release date.
Modified	Date on which the resource was changed.
Next version due	Date the document is due to be superseded.
Updating frequency	How often the resource is updated. Comment: Especially relevant for databases.
Valid	Date (often a range) of validity of the resource. Comment: Includes closing date for receiving comments on consultation documents.

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 20 March 2003, released to the department only for comment on 30 March, and put on the website for open consultation on 10 April with a closing date of 30 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

Encoding schemes:

Government Data Standards Catalogue (date and time types)

<http://www.govtalk.gov.uk/interoperability/eservices.asp?order=title>

W3CDTF <http://www.w3.org/TR/NOTE-datetime> for details

Mapped to:

Dublin Core	Date <i>Refinements</i> ; Created; Valid; Available; Issued; Modified.
AGLS	Date <i>Refinements</i> ; Created; Modified; Valid; Issued.
NGDF	
GILS	Date of publication; Date of publication structured; Date of publication textual.
PRO	Date/time of document creation; Date/time of record declaration; Date/time of e-mail receipt; Folder open date; Folder close date; Electronic part open date; Electronic part close date.

DESCRIPTION

Definition	An account of the content of the resource.
Obligation	Optional.

Purpose: the description is often shown in lists of search results to allow the users to determine the usefulness of the resource.

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

Hints:

Try to picture the description in a long list of hits, under its title. The chances are that only the first line will be immediately visible.

Keep it brief, with the most important part first.

Try not to duplicate information held elsewhere (e.g. in the Title, Coverage or Subject elements).

Refinements:

Table of contents	A list of subunits of the content of the resource.
Abstract	A summary of the content of the resource.

Examples:

DESCRIPTION: Information resources, mainly unpublished, held by UK government departments, agencies and other bodies. Lists availability, contact details for further information, and sometimes links directly to resource. Searchable by keyword.

DESCRIPTION.ABSTRACT: Leaflet for parents explaining the purpose of the introduction of Home-School agreements, which are compulsory for all maintained schools from September 1999

DESCRIPTION: A brief history of Blackheath. Covers physical aspects, notable events and people connected with the area.

DESCRIPTION.TABLE OF CONTENTS: Document History / Introduction / Preparation / Lists of elements / General principles / Elements

Mapped to:

Dublin Core	Description.
AGLS	Description.
NGDF	Abstract.
GILS	Abstract.
PRO	Description.

DISPOSAL

Definition	The retention and disposal instructions for the resource.
Obligation	Optional.

Purpose : this is an essential element for helping keep resources under control, ensuring they are not kept after they are needed but not disposed of before time.

It is recommended that all web pages have a Review date, so webmasters can easily locate pages before they become out-of-date and send them to their organisations' records office.

AutoRemoveDate is used for machine generated removals, where there is absolutely no need for human intervention and review.

The refinements 'Conditions' and 'Action' will be used almost entirely for long-term records management purposes.

Refinements:

Review	Date on which the resource should be reviewed to determine the need to retain it.
Conditions	A specific period of time following a specific event determining the period for which the resource must be kept for business purposes.
Action	The action to be taken when the condition is reached.
Review details	Details of reviewers and any review decision taken.
AutoRemove Date	Date on which the resource will automatically be removed from the system.

Examples:

DISPOSAL.CONDITIONS: Five years after completion of programme ACTION: Retain until transfer to PRO

For a web page which states that "The final report will be published in August 2003"

DISPOSAL.REVIEW: 2003-08-01

The above information is used to alert the owner at the appropriate time. The owner updates the text on the web page to 'The final report has been delayed. It will be available later in 2003', and changes the metadata to read:

DISPOSAL.REVIEW: 2003-10-20

For a resource which will automatically be removed on the 3rd September 2003, without any review taking place.

DISPOSAL.AUTOREMOVEDATE: 2002-09-03

Encoding schemes include:

Action

PRO specified list: (Review and further disposition; Destroy; Retain until transfer to PRO)

Mapped to:

Dublin Core	
AGLS	
NGDF	
GILS	
PRO	Disposition rule.

FORMAT

Definition	The physical or digital manifestation of the resource.
Obligation	Optional.

Purpose: to allow people to search for, or eliminate from their search results, items in particular formats.

Don't confuse 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.

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).

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

Encoding schemes include:

Medium

MIME / IMT: The Internet media type of the resource.

<http://www.isi.edu/in-notes/iana/assignments/media-types/media-types>

Mapped to:

Dublin Core	Format <i>Refinements</i> Extent; Medium.
AGLS	Format.
NGDF	Presentation Type; Supply Media; Data format.
GILS	Medium (Refinement of Availability).
PRO	Physical record type.

IDENTIFIER

Definition	An unambiguous reference to the resource within a given context.
Obligation	Mandatory if applicable.

Purpose : identifiers are extremely useful for finding a specific resource, for confirming that you have the correct version, and as shorthand for referring to the resource elsewhere (see 'Relation' for examples of this).

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 URLs as these can change. Identification codes automatically allocated by records 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 course on Canadian society at the Simon Fraser University, a bus stop in Ottawa, 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. See <http://www.inforoute.hmso.gov.uk/> for details.

Examples:

For a record 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 code.

IDENTIFIER: IR000-SA100

Encoding schemes include:

ISBN

ISSN

URI <http://www.ietf.org/rfc/rfc2396.txt>

IARN <http://www.inforoute.hmso.gov.uk/>

Mapped to:

Dublin Core	Identifier.
AGLS	Identifier.
NGDF	Identifier.
GILS	Schedule number.
PRO	Numerical identifier; Numerical reference code.

LANGUAGE

Definition	A language of the intellectual content of the resource.
Obligation	Recommended.

Purpose : to enable searchers to limit their search to resources held in a particular language or languages.

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/B.

Examples:

For a resource written in English

LANGUAGE: [ISO 639-2/B] Eng

For a resource written in Welsh and English

LANGUAGE: [ISO 639-2/B] Cym

LANGUAGE: [ISO 639-2/B] 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/B] Pol

Encoding schemes:

ISO 639-2/B <http://www.loc.gov/standards/iso639-2>

Mapped to:

Dublin Core	Language.
AGLS	Language.
NGDF	Language.
GILS	Language of resource.
PRO	

LOCATION

Definition	The physical location of the resource.
Obligation	Optional.

Purpose: to enable a resource to be found. 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.

Location will mainly be used for items held in a physical format, e.g. paper files.

It will also be valuable for electronic resources stored on physical media, e.g. magnetic tapes or CD-ROMs.

Don't confuse with: Identifier. The URL or filename and path refers to an electronic, machine readable pathway, not a physical location. Such information should go in the Identifier element.

Don't confuse with: Coverage. Coverage concerns the place the resource is about, Location is only concerned with where the resource is.

Examples:

LOCATION: Storeroom 16, box 38

LOCATION: Library, Hansard Room, disc 1874D

LOCATION: Room 84B, Acme Storage Facility, Hackbridge.

Encoding schemes include:

Where relevant refer to the **Government Data Standards Catalogue** (address types)

<http://www.govtalk.gov.uk/interoperability/eservices.asp?order=title>

Mapped to:

Dublin Core	
AGLS	
NGDF	
GILS	
PRO	Location.

PRESERVATION

Definition	Data needed to support the perpetual preservation of records.
Obligation	Optional.

Purpose: information needed to read, interpret or use information resources decades or centuries from now.

Preservation will be mainly used by records managers and others engaged in the long-term storage of official records.

The refinements and encoding schemes for this element will be based on the PRO 'Preservation' metadata standard, which is under construction.

Mapped to:

Dublin Core	
AGLS	
NGDF	Preservation history.
GILS	
PRO	Preservation.

PUBLISHER

Definition	An entity responsible for making the resource available.
Obligation	Mandatory if applicable.

Purpose: to enable users to find resources published by a particular organisation or individual. It can also be referred to by those seeking to re-use or re-publish the resource elsewhere, or purchase copies.

Don't confuse with: Creator or Contributor. The publisher is the person or organisation that makes the resource available to the public, in the traditional sense of publishing a book, or the newer one of putting items on a web site. The publisher is the entity you would contact to find out about getting more copies, publishing the information elsewhere, or matters of copyright. The Creator, and to some extent the contributor, is responsible for the content of the resource. You would contact the Creator to find out, for example, why this policy was made or what the process was to contribute to discussion. In many cases the Publisher and Creator will be the same.

'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 information, so should always be named.

Examples:

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

Encoding schemes include:

Government Data Standards Catalogue (name and address types)

<http://www.govtalk.gov.uk/interoperability/eservices.asp?order=title>

Mapped to:

Dublin Core	Publisher.
AGLS	Publisher.
NGDF	Supplier.
GILS	Distributor.
PRO	

RELATION

Definition	A reference to a related resource.
Obligation	Optional.

Purpose: to enable users to find other resources closely related to a resource, or to group together individual items which form a collection.

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 qualifiers, 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 Type element. It is also invaluable for linking items in multiple parts, different versions of the same resource and items available in multiple formats.

Refinements:

IsPartOf	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 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.
HasPart	The described resource includes the referenced resource either physically or logically.
IsVersionOf	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.
HasVersion	The described resource has a version, edition, or adaptation, namely, the referenced resource.
IsFormatOf	The described resource is the same intellectual content of the referenced resource, but presented in another format.
HasFormat	The described resource pre-existed the referenced resource, which is essentially the same intellectual content presented in another format.
References	The described resource references, cites, or otherwise points to the referenced resource.
IsReferencedBy	The described resource is referenced, cited, or otherwise pointed to by the referenced resource.
IsRequiredBy	The described resource requires the referenced resource to support its function, delivery, or coherence of content.
Requires	The described resource requires the referenced resource to support its function, delivery, or coherence of content.
IsReplacedBy	The described resource is supplanted, displaced, or superseded by the referenced resource.
Replaces	The described resource supplants, displaces, or supersedes the referenced resource.
ProvidesDefinitionOf	The described resource provides an effective working definition of an item whose usual name is given in the value.
IsDefinedBy	The described resource is given an effective working definition by the referenced resource.
SequenceNo	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 an updated policy document

RELATION.ISVERSIONOF: The e-Government Interoperability Framework v2

For a folder that groups together files on 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

RELATION.HASPART: DAA/FIN37/22/2002/LBR2002-01-12

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: [ISBN]398762342X

For an HTML document that is also available in hard copy

RELATION.ISFORMATOF: [ISBN]0711504083

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

Encoding schemes include:

URI

ISBN

ISSN

Mapped to:

Dublin Core	Relation <i>Refinements</i> IsPartOf/HasPart; IsVersionOf/HasVersion; IsFormatOf/HasFormat; References/IsReferencedBy; IsRequiredBy/Requires; IsReplacedBy/Replaces.
AGLS	Relation <i>Refinements</i> : IsPartOf/HasPart; IsVersionOf/HasVersion; IsFormatOf/HasFormat; References/IsReferencedBy; IsBasedOn/IsBasisFor, IsRequiredBy/Requires; IsReplacedBy/Replaces.
NGDF	Dataset association; Additional information source.
GILS	Cross reference <i>Refinements</i> : Cross reference title; Cross reference relationship; Cross reference linkage; Linkage; Linkage type.
PRO	See also folder link(s); Hybrid electronic/paper folder link; Link between 'instance' and 'originating' record; Sequence number; Related document/file ID; Version number(is version of, Has version); Electronic parts (Has Part).

RIGHTS

Definition	Information about rights held in and over the resource.
Obligation	Optional.

Purpose: indicates the user's right to see, copy, redistribute, republish or otherwise make use of all or part of the resource.

Don't confuse with: Accessibility. Accessibility indicates whether particular users will be able to access or use the resource; Rights indicates if they are allowed to.

Don't confuse with: 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.

If possible provide a link to a resource giving more details about the Rights marking, e.g. the 'Crown copyright' statement at www.hmsso.gov.uk/copyhome.htm.

Additional refinements for Security Classification and other access rights are under development and will be included in future issues. In the meantime this information can be included in the broader Rights element as necessary.

Refinements:

Copyright	Statement and identifier indicating the legal ownership and rights regarding use and re-use of all or part of the resource.
-----------	---

Examples:

RIGHTS: Classified

RIGHTS.COPYRIGHT: Crown copyright www.hmsso.gov.uk/copyhome.htm

Mapped to:

Dublin Core	Rights.
AGLS	Availability; Rights.
NGDF	Access constraints.
GILS	Availability; Access constraints; <i>Refinements:</i> General access constraints; Security classification control.
PRO	Folder/record protective marking security category; Previous folder/record protective marking; Previous folder/record protective marking change dates; Folder/record descriptor; Folder/record caveat; Folder/record codeword; Folder/record business group access permission; Folder/record username access list; Time validity; Schedule; Folder owner; Circulation list; E-mail recipients.

SOURCE

Definition	A reference to a resource from which the present resource is derived.
Obligation	Optional.

Purpose: to enable people to find all items that have been developed using the content of a particular resource, e.g. all items based on a named set of statistics.

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.

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' or 'IsBasedOn' refinements of 'Relation'.

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>

SOURCE: Information provided by the American Geophysical Union, Bureau of the Census, Central Intelligence Agency, Defence Intelligence Agency, Defence Mapping Agency, Defence Nuclear Agency, Department of State, Foreign Broadcast Information Service, Naval Maritime Intelligence Centre, Office of Territorial and International Affairs, US Board on Geographic Names, US Coast Guard, and others.

SOURCE: Photographs from the Foreign and Commonwealth Office Library Photo Archive

Encoding schemes include:

URI

ISBN

ISSN

Mapped to:

Dublin Core	Source.
AGLS	Source.
NGDF	
GILS	Sources of data.
PRO	

STATUS

Definition	The position or state of the resource.
Obligation	Optional.

Purpose: to enable a person to search for a resource according to its status, and as a reference for anyone wanting to know the resource's status.

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, completed.
- Is it awaiting approval? If it has been approved, by whom?
- Version number.
- The purpose of the resource. This is not the purpose of the content (see Description) but purpose in relation to the status of the resource.

Note that this data should apply to the named resource only, not to earlier versions.

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.

Mapped to:

Dublin Core	
AGLS	
NGDF	
GILS	
PRO	

SUBJECT

Definition	The topic of the content of the resource.
Obligation	Mandatory (Category refinement).

Purpose: the Subject is an important information retrieval tool; the more thought that is put into the contents of this element, the more likely users are to find exactly what they need.

Don't confuse with: Type. Subject terms indicate the subject matter of the resource, i.e. what its about, not what it is. For example, don't use 'Maps' as a subject if the resource is a map, in this case put 'map' in the type element. Do use 'Maps' as a subject term if the resource is *about* maps, mapmaking, cartography etc. Similarly, a set of statistics should have 'Statistics' as the Type not the subject.

Don't confuse with: Coverage. Coverage contains information about the place and time aspects of the content of the resource. It can be thought of as a sub-section of Subject.

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 find the resource from UKOnline 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 your resource is about. Subject.keyword terms should also be chosen from a controlled list, such as MeSH (Medical Subject Headings) or a specialised thesaurus used in your Department. It is important to tag each term entered to indicate the source vocabulary.

Add uncontrolled terms to the unrefined Subject element if this will make it easier for people to find the resource. For example, you might add common abbreviations or acronyms for the terms already chosen.

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.

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.
Pro-gramme	The broader policy programme that this resource relates to 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 <i>objective</i> . 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 KEYWORD: Heart attacks; Coronary heart disease; Treatment; Prevention PROGRAMME: The NHS plan PROJECT: Coronary heart disease

For a web site covering a new project.

SUBJECT.CATEGORY: Crime; Young people KEYWORD: Young offenders; Criminals; Repeat offenders; Crime reduction; Zero tolerance; Electronic tagging PROGRAMME: Intensive Supervision and Surveillance Programme PROJECT: Electronic tagging

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 KEYWORD: Private health care; Greek Cypriots; Croats

For a web site giving advice to citizens travelling abroad

SUBJECT.CATEGORY: Tourism KEYWORD: Foreign travel; Travel advice; British embassies; Consulates

For a web page leading to a form for applying for planning permission

SUBJECT.CATEGORY: Planning (land use) PROCESS IDENTIFIER: [the CUPID code for applying for planning permission]

Encoding schemes include:

Category:

Government Category List <http://www.govtalk.gov.uk/interoperability/metadata.asp?order=title>

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.
AGLS	Subject.
NGDF	Keywords.
GILS	Subject terms uncontrolled; <i>Refinement</i> Uncontrolled term. Controlled subject index; <i>Refinement</i> : Subject thesaurus; subject terms controlled; controlled term.
PRO	Folder subject terms; Record subject terms.

TITLE

Definition	A name given to the resource.
Obligation	Mandatory.

Purpose: enables people to find items with a particular title. It is also useful (though not infallible) for carrying out more accurate searches. The title is usually the key point of reference in lists of search results.

The title should be the name by which the resource is normally known. It may be necessary to make up a title, if none exists. 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 abbreviations and translations. If a resource is commonly known officially or internally by a name 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, use the subject line as the title. Add an Alternative title if the subject line is of limited value.

The title should be in the same language as the resource. If the resource is more than one language, the title should be 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 resource title.

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: Software demo thursday ALTERNATIVE TITLE: ZitKwik application demonstration 2002-09.

For a document commonly known by an informal title

TITLE: The Stephen Lawrence inquiry: report of an inquiry by Sir William Macpherson of Cluny
ALTERNATIVE TITLE: The Macpherson report

For the home page of a department's web site

TITLE: Preston Borough Council home page

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

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

DAA/FIN37/22/2001

Mapped to:

Dublin Core	Title.
AGLS	Title.
NGDF	Title; Alternative title.
GILS	Folder title; Document title.
PRO	Record/document title; Folder Title; Collection title.

TYPE

Definition	The nature or genre of the content of the resource.
Obligation	Optional.

Purpose: to help people find resources of a particular type.

Don't confuse 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

Don't confuse with: Subject. Type describes what the resource is, not what its about. See the notes under Subject for details.

Official records and documents often exist as parts of larger collections. Type should be used to indicate if this is the case, and also to show at which level the resource resides.

Aggregation Level allows searches to be restricted to records at a particular level of aggregation. It can be used in conjunction with Relation.HasPart to link items in a collection.

Type.Aggregation Level describes where in the collection hierarchy, if anywhere, a resource sits. Relation can be used to indicate which other resources, if any, also belong in that hierarchy.

Folder Type is used when a number of items are gathered together into one container or folder. This can be an electronic or paper folder. It will sometimes be useful to create a description for a folder which is empty, i.e. it contains no parts.

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 list at Appendix B, which also serves to provide examples making it clearer what is meant by 'Type'. This list will be further developed and become an encoding scheme for this element.

Refinements:

Aggregation level	The resource's level or position in a hierarchy. Shows the extent to which the resource is part of a larger resource or collection.
Folder type	Classification of the folder or collection.

Examples:

For a departmental annual report (taking 'text' from the DCMI type encoding scheme and 'annual report' from Appendix B)

TYPE: Text/Annual report

For a policy file (taking 'collection' from the DCMI type encoding scheme and 'policy' from the PRO list)

TYPE: Collection AGGREGATIONLEVEL: Folder FOLDERTYPE: Policy

For an XML schema

TYPE: XML schema

Encoding schemes include:

Type

DCMI type: <http://dublincore.org/documents/dcmi-type-vocabulary> (Collection, Dataset, Event, Image, Interactive resource, Physical object, Service, Software, Sound, Text) For a more specific description, use one of the terms at appendix B for preference. (See examples)

Folder type

PRO list (Policy; Case; Parliamentary Question; Ministers Case)

Mapped to:

Dublin Core	Type.
AGLS	Type.
NGDF	Type.
GILS	Type.
PRO	Logical record type.

Appendices

Appendix A: Links, references

Related documents:

e-Government Metadata Framework (e-GMF)

http://www.govtalk.gov.uk/interoperability/metadata_document.asp?docnum=473

e-Government Interoperability Framework (e-GIF)

<http://www.govtalk.gov.uk/interoperability/egif.asp?order=title>

Government Data Standards Catalogue

<http://www.govtalk.gov.uk/interoperability/eservices.asp?order=title>

UK GovTalk™ Schema Guidelines

<http://www.govtalk.gov.uk/interoperability/xmlschemadesign.asp>

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>

GILS - Government Information Locator Service <http://www.dtic.mil/gils/documents/naradoc>

ISO - International Organization for Standardization <http://www.iso.ch>

NGDF - National Geospatial Data Framework <http://www.ngdf.org.uk>

PRO - Public Record Office <http://www.pro.gov.uk>

W3C - Worldwide Web Consortium <http://www.w3.org>

Appendix B: Draft 'Type' encoding scheme

Act of Parliament	
Advertisement	See also 'Job advertisement'
Agenda	
Article	
Annual report	
Atlas	
Briefing note	
Budget	
Call for expressions of interest	
Call for tenders	
Call for papers	For a conference or other event, or printed publication.
Case notes	
Circular	
Conference proceedings	
Conference programme	
Consultation paper	
Expression of interest	
FAQ	Frequently Asked Questions
Form	
General note	
Green paper	Specific type of consultation paper
Guidelines	
Home page	
Job advertisement	
Job description	
Instructions	
Index	For example a website A-Z list
Letter	
Manual	Prefer 'Instructions'
Map	
Memo	
Ministerial correspondence	
Minutes	
News and events	
Newsletter	
Policy framework	
PQ	Includes question and answer
Presentation	
Press release	
Procedure note	Or work instruction
Project evaluation	
Project exception report	
Project initiation document	
Project plan	
Project risk register	
Project terms of reference	
Report	
Research report	
Specification	
Speech	
Staff appraisal	
Statistics	
Statutory Instrument	
Strategy document	
Submission	
Terms of reference	
Web page	Also see home page, site map, search page, List/index
Search page	Of web site or intranet. Includes advanced search page
Site map	For web site or intranet
White paper	
XML Schema	

© Crown Copyright 2002

The text in this document may be reproduced free of charge in any format or media without requiring specific permission. This is subject to the material not being used in a derogatory manner or in a misleading context. The source of the material must be acknowledged as Crown copyright and the title of the document must be included when being reproduced as part of another publication or service.

Online copies of this document will be made available at: www.e-envoy.gov.uk

Office of the e-Envoy, Stockley House, 130 Wilton Road, London, SW1V 1LQ

