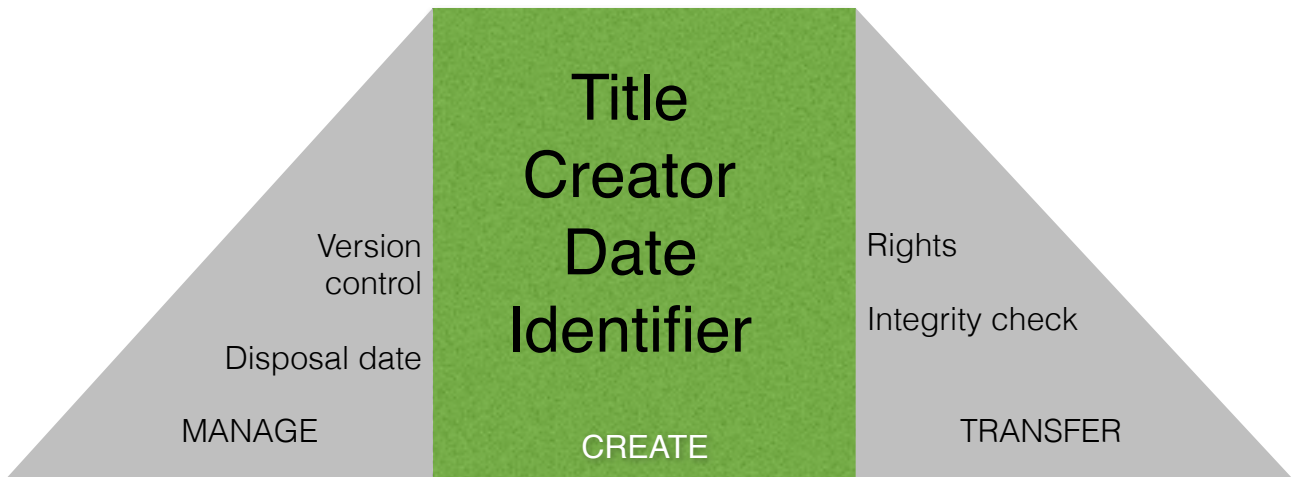


Minimum metadata for university records

Record entity metadata

Used to describe records or aggregations of records in a university office. Record entity metadata can be applied to individual record items such as email messages through to files, record series or other aggregations of records.



Metadata	Description	Stage	Who applies this?
Title	A distinct and meaningful description of contents of the record	Create	Creating unit
Creator	Minimally, this is the department name. May also include position title and name of record creator.	Create	Creating unit/automatically added by application e.g. Word, Adobe)
Date	Date the record was created or approved (made "effective").	Create	Creating unit/automatically added by application
Identifier	Unique identifier produced by mail system, database, or application. May also be file classification code in file name.	Create	Automatically generated by application or input by creating unit
Version control	Indicates version number and/or document control (e.g. final)	Manage	Creating unit
Disposal date	Indication of when record disposal will take place. Links record to the applicable retention schedule.	Manage	Creating unit/automatically added by application (e.g. database)
Rights	Information about rights held in and over the record, including copyright, personal and confidential information, and applicable patents or licenses.	Transfer	Creating unit prior to transferring to digital repository
Integrity check	Checksum data	Transfer	Automatically generated as a step in the transfer process into digital repository



Minimum metadata for university records

All records

The **Create** metadata properties apply to all information and records in systems. Information should be uniquely identified, and you should know who created it (the unit or the individual) and when it was created. All systems in your unit should **automatically capture** this metadata as a minimum.

Records that will be kept and managed

The **Manage** metadata properties are applied to information and records of higher value that must be managed and preserved for longer periods to meet ongoing business needs or compliance requirements. These additional metadata properties support ongoing management and use of, and access to, high value and long-term information assets. Additional metadata properties provide for interoperability and migration between systems over time.

Records with an archival designation

The **Transfer** metadata properties support the long-term management of, and access to, information and records of archival value. These metadata properties should be captured in any system which holds records or information of archival value which may be transferred to the Archives, or managed long-term by your unit. The Transfer metadata properties support the transfer of records and information, their integrity and reliability, and access by the public.

In addition to the minimum metadata set, the Archives accepts all other metadata at the time of transfer to the digital preservation repository.

Definition sources:

"Minimum metadata set", National Archives of Australia (2016). Available at: <http://www.naa.gov.au/records-management/agency/minimum-metadata/index.aspx> (accessed May 25, 2016).

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